# MORENCI CITY COUNCIL AGENDA

**Monday, February 9th, 2026, @ 6:00 p.m. 118 Orchard Street, Morenci, MI 49256**

**Mayor: Tracy Schell** | **City Councilmembers:** Jerome Bussell, Kori Christle, Kandice Speiser, Tess Stiver, Gail Cleghorn, Diane Molitierno

***PLEDGE OF ALLEGIANCE***

**ROLL CALL**

**APPROVAL OR AMENDMENT TO AGENDA**

**PUBLIC COMMENT ON AGENDA ITEMS**

**CONSENT AGENDA & COMMUNICATIONS**

1. **Minutes from the City Council Meeting on January 12, 2026**
2. **Special Council Meeting Minutes on January 28, 2026**
3. **Cash Summary by Fund as of 02/06/2026**
4. **Bills & Transfers in the amount of $773,024.25**
5. **Community & Economic Development Report**
6. **EMS Report**
7. **Fire Department Report & Meeting Minutes 01/06/2026**
8. **Police Department Report**
9. **DPW Report**
10. **Sexton Report**

**MAYOR'S REPORT**

**CITY SUPERINTENDENT/CLERK'S REPORT**

**FISCAL YEAR 2024-2025 AUDIT REPORT OUT – BRENT SHAE**

**URBAN FORESTRY MASTER PLAN – STEPHEN LANE**

**PUBLIC HEARING(s)**

**COMMITTEES:**

FINANCE, LEGAL, ADM PERSONNEL & ECONOMIC DEVELOPMENT

Chair: Kandice Speiser, Members: Kori Christle, Tess Stiver

1. **MSHDA – Third-Party Administrator & Contract**
2. **DDA Façade Grant 148 W Main St**
3. **DDA Façade Grant 301 W Main St**
4. **Public Hearing Request – Urban Forestry Plan**
5. **Early Voting Agreement**

PUBLIC WORKS (PARKS, CEMETERY, LIBRARY, UTILITIES, STREETS & SIDEWALKS, BUILDINGS & GROUNDS)

Chair: Jerome Bussell, Members: Kandice Speiser, Gail Cleghorn

1. **Dailey Engineering Proposal**
2. **2026 Road Projects Request for Quotes**
3. **2026 Tree Maintenance Bids Received & Budget Amendment Resolution**

PUBLIC SAFETY (FIRE, EMS & POLICE)

Chair: Diane Molitierno, Members: Tess Stiver, Kori Christle

1. **None**

**2026 Goal Updates**

**1 Year Goals**

- **Update Delinquent Utilities Ordinance - Jerome**
- **Review of Marijuana Ordinance in its entirety - Kori**
- **Vacant Building Ordinance – Kori (Received Draft from Legal and making adjustments)**

**3 Year Goals**

- **Sidewalk Repair/Replacement Plan – Kori**
- **Columbarium – Diane**

**5 Year Goals**

- **Walking Path – Kandi**

- **Additional council business**

**PUBLIC INPUT – QUESTIONS, COMMENTS AND CONCERNS**

**ADJOURNMENT**

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- Next regular Morenci City Council Meeting: March 9th, 2026 @ 6:00 p.m.

**Please Note:**

**In order to comment during the public input portions of the meeting, you are required to come to the lectern and give your name and address. Neither the Morenci City Council or staff will respond to public comment or questions. All comments or questions will be addressed at a succeeding meeting of the Morenci City Council.**

**Verbal attacks or perceived attacks on Morenci City Council members, staff, or other individuals will not be tolerated during the public input section of the meeting.**

*"One Team, One Town, One Family"*

**Meeting Minutes of the Morenci City Council**
**Regular Meeting**
**Monday, January 12, 2026**

**1. CALL MEETING TO ORDER**

Mayor Tracy Schell called the meeting to order at 6:00 p.m.

**MEMBERS PRESENT:** Jerome Bussell, Diane Molitierno, Gail Cleghorn, Kori Christle, & Tess Stiver

**MEMBERS ABSENT:** Councilor Speiser

**OTHERS PRESENT:** Mayor Tracy Schell and Jeff Bell (Administrator/Clerk)

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

A motion was made by Councilor Christle, seconded by Councilor Bussell to accept the approval of the agenda.

Roll Call: Councilors Molitierno – yes; Bussell – yes; Stiver – yes; Cleghorn – yes; Christle – yes; Mayor Schell – yes.

*Approved 6-0 Motion carried.*

**4. PUBLIC COMMENT ON AGENDA ITEMS**

None.

**5. CONSENT AGENDA & COMMUNICATIONS**

A motion was made by Councilor Christle, seconded by Councilor Molitierno that the consent agenda and communications be approved.

Roll Call: Councilors Molitierno – yes; Bussell – yes; Stiver – yes; Cleghorn – yes; Christle – yes; Mayor Schell – yes.

*Approved 6-0 Motion carried.*

**6. PUBLIC HEARING(S)**

None.

**7. COMMITTEES**

FINANCE, LEGAL, ADM PERSONNEL & ECONOMIC DEVELOPMENT

a. A motion was made by Councilor Christle, seconded by Councilor Stiver to approve the Resolution for 2026 Assessments and authorize the City Administrator's signature on the resolution.

   Councilor Bussell recused himself from the vote.

   Roll Call: Councilors Molitierno – yes; Stiver – yes; Cleghorn – yes; Christle – yes; Mayor Schell – yes.

   *Approved 5-0 Motion carried.*

b. A motion was made by Councilor Christle, seconded by Councilor Bussell to approve the Mid-Year Budget Amendments for the FY 2025/2026 as presented in the enclosed budget spreadsheet.

Roll Call: Councilors Molitierno – yes; Bussell – yes; Stiver – yes; Speiser – yes; Cleghorn – yes; Christle – yes; Mayor Schell – yes.

*Approved 6-0 Motion carried.*

c. A motion was made by Councilor Christle, seconded by Councilor Bussell to approve the Resolution for the Equipment Fund Deficit Elimination Plan and authorize the Mayor and City Administrator's signatures on the resolution.

Roll Call: Councilors Molitierno – yes; Bussell – yes; Stiver – yes; Cleghorn – yes; Christle – yes; Mayor Schell – yes.

*Approved 6-0 Motion carried*

PUBLIC WORKS

NONE

PUBLIC SAFETY

a. A motion was made by Councilor Molitierno, seconded by Councilor Christle to approve the payment to R&R Fire truck Repair Inc., in the amount of $21,190.04 for the repair of the Ladder Truck.

Roll Call: Councilors Stiver – yes; Bussell – yes; Molitierno – yes; Cleghorn – yes; Christle – yes; Mayor Schell – yes.

*Approved 6-0 Motion carried.*

**8. ADDITIONAL COUNCIL BUSINESS.**

*Councilors discussed the tree removal project and where we were getting bids. Trees will be prioritized for removal and City will resend for new bids.*

*A house fire that happened within city limits was discussed and the fire department was given praise for working well and how they operate as a team. Impressive to see them in action.*

*The new traffic signs were discussed as to when they will be in operation. Just waiting on poles the are long enough to be delivered.*

**9. PUBLIC INPUT – QUESTIONS, COMMENTS, & CONCERNS**

Marilyn Homestead – N East Street – Would like their tax IDs changed. When they first bought the property, it was three parcels, they had it combined for the loan. Would like to have them split again, due to wanting to sell one of the parcels.

Heather Potter – Gorham Street – Would like Council to investigate the penalties on the delinquent UB bills. There is a 10 percent late fee on the entire bill. It makes getting out of the hole difficult for those living paycheck to paycheck.

**10. ADJOURNMENT**

a. Motion made by Councilor Molitierno, seconded by Councilor Bussell to adjourn the meeting.

*All Ayes. Motion Carried. Meeting adjourned at 6:40 p.m.*

Tracy Schell, Mayor

Jeff Bell, City Superintendent/Clerk

*"One Team, One Town, One Family"*
**Morenci City Offices**
**118 Orchard Street**
**Morenci, MI 49256**
**(517) 458-6828**

Special Meeting of the Morenci City Council
January 26th, 2026 @ 7:30 p.m.

## Call to Order and Pledge of Allegiance

Mayor Schell opened the meeting at 7:30 P.M. with the Pledge of Allegiance.

## Roll Call

Mayor Schell called the meeting to order with the following Councilors present: Councilor Bussell; Stiver; Cleghorn; Christle; Molitierno. Absent was Councilor Speiser

## Approval of Agenda

Motion made by Councilor Christle, seconded by Councilor Molitierno, to approve the agenda as updated. Roll call: Councilors Molitierno – yes; Cleghorn – yes; Bussell – yes; Stiver – yes; Christle – yes; Mayor Schell – yes.

Approved 6 – 0, motion carried.

## Public Comment Regarding Agenda Items

No one (1) from the public wished to comment.

## Agenda Items

Motion made by Councilor Bussell, seconded by Councilor Christel, to approve the bid for the Downtown Street Tree Planting Project in the amount of $137,584.40 by Mid-West Contracting, Inc., and approval of the resolution authorizing the Mayor and City Administrator/Clerk to execute the contract.
Roll call: Councilors Bussell – yes; Cleghorn – yes; Christle – yes; Molitierno – yes; Mayor Schell – yes; Stiver – yes.

Approved 6 – 0, motion carried.

Motion made by Councilor Stiver, seconded by Councilor Christle, to approve the Resolution for the Creation of a Non-Interest Bearing Bank Account at WesBanco and Creation of the Chart of Accounts Fund to support the CDBG – Residential Housing Grant.
Roll call: Councilors Cleghorn – yes; Christle – yes; Molitierno – yes; Mayor Schell – yes; Stiver – yes. Councilor Bussell Recused.

Approved 5 – 1, motion carried.

## Public Comment

Art Erbskorn from W Main St shared his concerns of the roots leaving the planters and inquired on the garden club planter boxes.

## Adjournment

Councilor Bussell moved and Councilor Christle seconded to adjourn the meeting at 7:46 P.M.

All ayes, motion carried.

Meeting adjourned at 7:46 P.M.

Tracy Schell, Mayor

Jeff Bell City Administrator/Clerk

CASH SUMMARY BY FUND FOR CITY OF MORENCI
FROM 01/12/2026 TO 02/28/2026
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS



| Fund | Description | Beginning Balance 01/12/2026 | Total Debits | Total Credits | Ending Balance 02/28/2026 |
|---|---|---|---|---|---|
| 101 | GENERAL | 610,748.30 | 953,063.00 | 987,429.95 | 576,381.35 |
| 102 | WALKING/BIKE TRAIL FUND | 1,835.30 | 0.00 | 0.00 | 1,835.30 |
| 202 | MAJOR STREETS | 228,097.08 | 120,870.21 | 200,809.12 | 148,158.17 |
| 203 | LOCAL STREETS | 116,887.72 | 60,000.00 | 16,164.44 | 160,723.28 |
| 231 | POLICE EQUIPMENT | 52,720.06 | 0.00 | 27,023.30 | 25,696.76 |
| 245 | REFUSE | 42,152.57 | 12,990.57 | 53,646.02 | 1,497.12 |
| 248 | DDA | 117,765.81 | 750.00 | 310.00 | 118,205.81 |
| 402 | CAPITAL PROJECTS/BRIDGES | 0.00 | 0.00 | 0.00 | 0.00 |
| 404 | CDBG JOB TRAINING GRANT | 0.00 | 0.00 | 0.00 | 0.00 |
| 405 | 2018 CAPITAL IMP BOND CONSTRUCTION | 24,788.46 | 0.00 | 0.00 | 24,788.46 |
| 406 | 2017 AMBULANCE PURCHASE ACT 99 | 1.00 | 0.00 | 0.00 | 1.00 |
| 444 | CITATION FUND REVENUE | 47.00 | 0.00 | 0.00 | 47.00 |
| 445 | CDBG WATER-RELATED INFRASTRUCTURE GR | 188,872.87 | 0.00 | 188,872.88 | (0.01) |
| 456 | FIRE DEPT SINKING FUND | 19,335.33 | 0.00 | 0.00 | 19,335.33 |
| 465 | EMS | 107,593.71 | 124,824.93 | 43,715.47 | 188,703.17 |
| 590 | SEWER FUND | 163,129.79 | 33,907.29 | 22,249.49 | 174,787.59 |
| 591 | WATER FUND | 308,401.88 | 104,055.95 | 26,471.42 | 385,986.41 |
| 592 | WATER/SEWER | 0.00 | 0.00 | 0.00 | 0.00 |
| 641 | EQUIPMENT | (21,487.29) | 73,542.28 | 12,795.25 | 39,259.74 |
| 696 | TOWN & COUNTRY FESTIVAL | 5,343.24 | 2,602.00 | 0.00 | 7,945.24 |
| 700 | SKELTON REWARD | 56,490.13 | 0.00 | 0.00 | 56,490.13 |
| 703 | TAX COLLECTION | 624,634.90 | 303,092.23 | 687,557.23 | 240,169.90 |
| | TOTAL - ALL FUNDS | 2,647,357.86 | 1,789,698.46 | 2,267,044.57 | 2,170,011.75 |

| Check Date | Bank | Check | Vendor | Vendor Name | Amount |
|---|---|---|---|---|---|
| Bank GENER GENERAL ACCOUNT | | | | | |
| 01/12/2026 | GENER | 46258 | 08189 | EGLE-NP1 | 400.00 |
| 01/15/2026 | GENER | 46259 | 00010 | CONSUMERS ENERGY | 2,537.96 |
| 01/15/2026 | GENER | 46260 | 00034 | LIGHTNING QUICK GAS N GO | 17.70 |
| 01/15/2026 | GENER | 46261 | 00215 | PER MAR SECURITY SERVICES | 178.59 |
| 01/15/2026 | GENER | 46262 | 00250 | INTERNATIONAL ASSOC OF FIRE CHIEFS | 195.00 |
| 01/15/2026 | GENER | 46263 | 00920 | CITY OF HUDSON | 1,881.00 |
| 01/15/2026 | GENER | 46264 | 00990 | MICHIGAN ASSOC OF CHIEFS OF POLICE | 100.00 |
| 01/15/2026 | GENER | 46265 | 01056 | KIWANIS | 130.00 |
| 01/15/2026 | GENER | 46266 | 01060 | BERESFORD COMPANY | 60.00 |
| 01/15/2026 | GENER | 46267 | 01507 | HUDSON AREA AMBULANCE | 1,156.00 |
| 01/15/2026 | GENER | 46268 | 01550 | VERIZON WIRELESS | 1,393.10 |
| 01/15/2026 | GENER | 46269 | 02170 | WASHOVIA SERVICES | 1,080.01 |
| 01/15/2026 | GENER | 46270 | 08142 | CHRISTOPHER R. RENIUS | 34.18 |
| 01/15/2026 | GENER | 46271 | 08213 | HUDSON AUTO CENTER | 206.87 |
| 01/15/2026 | GENER | 46272 | 08282 | ACCELERA IT SOLUTIONS | 209.98 |
| 01/15/2026 | GENER | 46273 | 08355 | NATHAN ADAMS | 84.00 |
| 01/22/2026 | GENER | 46274 | 00449 | BS&A SOFTWARE | 390.00 |
| 01/22/2026 | GENER | 46275 | 00486 | OAKLAND COUNTY MICHIGAN | 855.25 |
| 01/22/2026 | GENER | 46276 | 00791 | TRI-COUNTY FUELS INC | 1,110.07 |
| 01/22/2026 | GENER | 46277 | 08142 | CHRISTOPHER R. RENIUS | 1,625.00 |
| 01/22/2026 | GENER | 46278 | 08283 | JULIE LONIS | 154.46 |
| 01/22/2026 | GENER | 46279 | 08321 | MILLER TEXTILE SERVICES | 657.46 |
| 01/22/2026 | GENER | 46280 | 08350 | TLC COMMUNITY CREDIT UNION | 954.74 |
| 01/29/2026 | GENER | 46281 | 00231 | CITY OF ADRIAN | 72.00 |
| 01/29/2026 | GENER | 46282 | 00368 | SHARE CORP. | 225.30 |
| 01/29/2026 | GENER | 46283 | 00393 | CITY OF MORENCI | 1,420.05 |
| 01/29/2026 | GENER | 46284 | 00791 | TRI-COUNTY FUELS INC | 742.64 |
| 01/29/2026 | GENER | 46285 | 01116 | PEST PATROL | 60.00 |
| 01/29/2026 | GENER | 46286 | 01505 | FIRE SOAPS | 250.19 |
| 01/29/2026 | GENER | 46287 | 01956 | WAUSEON ACE HARDWARE | 1,233.82 |
| 01/29/2026 | GENER | 46288 | 02505 | VALENTINE CONSTRUCTION | 6,750.00 |
| 01/29/2026 | GENER | 46289 | 08203 | PARAGON LABORATORIES | 1,075.00 |
| 01/29/2026 | GENER | 46290 | 08259 | DYNAMIC INDUSTRIAL SUPPLY | 32.19 |
| 01/29/2026 | GENER | 46291 | 08292 | MACQUEEN EMERGENCY | 3,960.23 |
| 01/29/2026 | GENER | 46292 | 08328 | GARRETT WOODBURY | 141.55 |
| 01/29/2026 | GENER | 46293 | 08333 | MILLER TIRE | 498.48 |
| 01/29/2026 | GENER | 46294 | MISC | LENAWEE COUNTY FIRE CHIEFS | 3,750.00 |
| 02/04/2026 | GENER | 46295 | 00035 | MICHIGAN GAS UTILITIES | 4,136.46 |
| 02/04/2026 | GENER | 46296 | 00076 | BUCK AND KNOBBY EQUIPMENT CO., | 2,356.00 |
| 02/04/2026 | GENER | 46297 | 00107 | GALLS, LLC | 267.93 |
| 02/04/2026 | GENER | 46298 | 00149 | BILL'S SERVICE, INC. | 809.79 |
| 02/04/2026 | GENER | 46299 | 00471 | JAMMERS DESIGNS, LLC | 336.50 |
| 02/04/2026 | GENER | 46300 | 00845 | CINTAS FIRST AID & SAFETY | 473.71 |
| 02/04/2026 | GENER | 46301 | 01056 | KIWANIS | 30.00 |
| 02/04/2026 | GENER | 46302 | 01391 | LRS LLC | 16,808.41 |
| 02/04/2026 | GENER | 46303 | 01550 | VERIZON WIRELESS | 568.11 |
| 02/04/2026 | GENER | 46304 | 01897 | POLICE OFFICER'S ASSOCIATION OF MI | 198.92 |
| 02/04/2026 | GENER | 46305 | 01965 | NORTHERN PUMP & WELL | 1,200.00 |
| 02/04/2026 | GENER | 46306 | 08024 | KATHY SCHIERMYER | 20.00 |
| 02/04/2026 | GENER | 46307 | 08030 | JOSH ERSKIN | 349.63 |
| 02/04/2026 | GENER | 46308 | 08041 | ART ERBSKORN | 20.00 |
| 02/04/2026 | GENER | 46309 | 08075 | JEROME BUSSELL | 20.00 |
| 02/04/2026 | GENER | 46310 | 08124 | TRACY LYNN SCHELL | 20.00 |
| 02/04/2026 | GENER | 46311 | 08135 | RON APGER | 20.00 |
| 02/04/2026 | GENER | 46312 | 08171 | SEAN SEGER | 20.00 |
| 02/04/2026 | GENER | 46313 | 08173 | CHIPPER CONNIN | 20.00 |
| 02/04/2026 | GENER | 46314 | 08187 | HORST TIRE | 1,577.01 |
| 02/04/2026 | GENER | 46315 | 08268 | ADRIAN MECHANICAL SERVICES | 11,425.00 |
| 02/04/2026 | GENER | 46316 | 08282 | ACCELERA IT SOLUTIONS | 3,408.93 |
| 02/04/2026 | GENER | 46317 | 08293 | MICHIGAN DOWNTOWN ASSOCIATION | 210.00 |
| 02/04/2026 | GENER | 46318 | 08320 | DEPENDABLE FIRE APPARATUS REPAIR | 2,460.34 |
| 02/04/2026 | GENER | 46319 | 08347 | A PLUS ELECTRIC | 2,588.00 |
| 02/05/2026 | GENER | 46320 | 00520 | WEST SHORE SERVICES,INC. | 380.00 |
| 02/05/2026 | GENER | 46321 | 02615 | CHAD SCHISLER | 119.46 |
| GENER TOTALS: | | | | | |
| Total of 64 Checks: | | | | | 85,467.02 |
| Less 0 Void Checks: | | | | | 0.00 |
| Total of 64 Disbursements: | | | | | 85,467.02 |
| Bank TAXAC TAX ACCOUNT | | | | | |
| 01/15/2026 | TAXAC | 25015 | 00265 | LENAWEE COUNTY TREASURER | 2,989.69 |
| 01/15/2026 | TAXAC | 25016 | 00265 | LENAWEE COUNTY TREASURER | 10,204.88 |
| 01/15/2026 | TAXAC | 25017 | 00265 | LENAWEE COUNTY TREASURER | 3,942.66 |
| 01/15/2026 | TAXAC | 25018 | 00390 | MORENCI AREA SCHOOLS | 89,139.95 |

| Check Date | Bank | Check | Vendor | Vendor Name | Amount |
|---|---|---|---|---|---|
| 01/15/2026 | TAXAC | 25019 | 00800 | LENAWEE INTR SCHOOL DIST | 48,643.27 |
| 01/15/2026 | TAXAC | 25020 | 01006 | STAIR DISTRICT LIBRARY | 8,244.31 |
| 01/29/2026 | TAXAC | 25021 | 00265 | LENAWEE COUNTY TREASURER | 1,430.56 |
| 01/29/2026 | TAXAC | 25022 | 00265 | LENAWEE COUNTY TREASURER | 19,985.13 |
| 01/29/2026 | TAXAC | 25023 | 00390 | MORENCI AREA SCHOOLS | 235,713.76 |
| 01/29/2026 | TAXAC | 25024 | 00800 | LENAWEE INTR SCHOOL DIST | 151,168.37 |
| 01/29/2026 | TAXAC | 25025 | 01006 | STAIR DISTRICT LIBRARY | 25,620.37 |
| 02/04/2026 | TAXAC | 25026 | 00265 | LENAWEE COUNTY TREASURER | 3,015.13 |
| 02/04/2026 | TAXAC | 25027 | 00265 | LENAWEE COUNTY TREASURER | 4,614.35 |
| 02/04/2026 | TAXAC | 25028 | 00390 | MORENCI AREA SCHOOLS | 54,199.58 |
| 02/04/2026 | TAXAC | 25029 | 00800 | LENAWEE INTR SCHOOL DIST | 24,493.89 |
| 02/04/2026 | TAXAC | 25030 | 01006 | STAIR DISTRICT LIBRARY | 4,151.33 |

TAXAC TOTALS:

| | |
|---|---|
| Total of 16 Checks: | 687,557.23 |
| Less 0 Void Checks: | 0.00 |
| Total of 16 Disbursements: | 687,557.23 |

REPORT TOTALS:

| | |
|---|---|
| Total of 80 Checks: | 773,024.25 |
| Less 0 Void Checks: | 0.00 |
| Total of 80 Disbursements: | 773,024.25 |

# City Council Update Form

X Informational
☐ Action / Follow Up
☐ Not Approved

| City Council Meeting Date | Staff Contact |
|---|---|
| February 9, 2026 | Heather Sarnac |
| **Date Submitted** | **Department** |
| February 2, 2026 | Community & Economic Development |

**Update**

- Three bids were received for the Third-Party Administrator of the MSHDA CDBG Housing Rehabilitation Grant Program. Committee met on January 20 to review proposals and Community Action Agency scored the highest to move forward in the selection process. Drafted contracted and submitted necessary paperwork to MSHDA. Met with CAA on January 30 and will meet with MSHDA on February 6.
- Two bids were received for the Downtown Street Tree Planting Project and Midwest Contracting Inc was selected as the most qualified bidder. After Council approval of the contract on January 28, all parties have now signed and will be taking next steps for project planning and implementation.
- Facilitated meeting with the owners of 248 W. Main St. (grocery store building) and the Michigan USDA Rural Development Business Programs Director on January 28. Will meet next with Lenawee Now the week of February 9.
- Met with Arborist Steve Lane on January 14 to review second draft of the Urban Forestry Management Plan. Meeting again on February 2 to plan visit on February 9 and future workshops. Met with DNR grant administrator on January 15 to check-in on project progress.

**Anything Significant Going On?**

- Visited Jammers on January 5 for opening day at their new location. Discussed façade grant and ribbon cutting grand re-opening. Followed up with owner Travis Kruse and he would like to wait until they are fully settled in with some time for additional remodeling to the show room.
- Met with May Delosh, new owner of Evergreen Assisted Living Home (formerly CQC Stephenson Home), on January 8. She is planning renovations and updates to the building. Connected her with building inspector and shared information on the façade grant program. She is anticipating a spring grand re-opening and ribbon cutting.

- Visited Bows & Toes on January 9 to distribute façade grant and ribbon cutting information. Owner Morgan VanEpps would like to wait until warmer months and when her retail inventory is in place to host the ceremony.
- Toured the Twisted Canvas Tattoo new location (previously Jammers Designs) on January 12. They are planning to be open in March. Shared information on the façade grant program, and owners Jason and Rachel Sturmer submitted an application for exterior signage.
- Submitted Q4 2025 Spark Grant Report on January 12, and working with Prime Professional on final closeout process.
- Submitted Q4 2025 MSHDA Housing Readiness Incentive Grant Report on January 13.
- Provided the Michigan Economic Development Corporation with a quote for local appreciation of their investment through the Revitalization and Placemaking grant program on January 12. This project with Brent Shea has been in the works for over 18 months, and will allow his business to expand with the rehabilitation of the old hardware store building at 148 W. Main St. Two new housing units will be constructed on the second floor. Participated in an interview with WTOL 11 News on January 28 about the impact of the project on downtown Morenci and the community.
- Attended MSHDA Training on CDBG grant program updates and administration on January 29.
- Meeting with Blissfield DDA Director on February 3.
- Meeting with Visit Lenawee on February 3 to review attendance data for 2025 DDA events.
- Will attend the Michigan Downtown Association Spring Workshop in Lansing on March 3-4.

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**Attachments**

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1. February Newsletter & Community Calendar
2. February Digital Newsletter https://mailchi.mp/cityofmorenci/feb-2026-newsletter

# UPDATES FROM CITY HALL

**FEBRUARY 2026**

## COLD WEATHER FIRE SAFETY PRECAUTIONS

As temperatures drop, the risk of home fires increases. The Morenci Fire Department reminds residents to use only approved heating equipment and to keep portable space heaters at least three feet away from anything flammable. Heaters should be plugged directly into wall outlets, not extension cords or power strips. Stoves and ovens should never be used to heat a home, and heating equipment should always be turned off when leaving a room or going to sleep. Manufacturer instructions should be followed at all times.

The Morenci Fire Department also encourages residents to ensure working smoke alarms are installed on every level of the home and near sleeping areas, and to test carbon monoxide detectors monthly. Candles should be placed in stable holders, kept away from anything that can burn, and never left unattended. Households are encouraged to have a fire escape plan with two exits from each room and a designated meeting place outside. Residents are asked to keep fire hydrants clear of snow and ice to allow firefighters quick access during emergencies.

These simple steps can help prevent fires and keep the community safe this winter.

## BULKY ITEM DUMPSTER

The City of Morenci is providing a dumpster for bulky item dumping on Saturday, March 21, from 10:00 a.m. until noon at the DPW facility located at 597 W. Chestnut St. (behind Wakefield Park).

City of Morenci residents may dispose of up to two bulky items per primary household. Check-in will occur with a DPW laborer prior to dumping bulky items. Only one trip is allowed per primary household and the bulky items must have been generated from that residence. Violators will be turned away and identification will be verified and recorded. This service is offered free of charge and no transportation is provided.

For a list of acceptable and unacceptable items, please contact City Hall.

## 2025 MORENCI FIREFIGHTER OF THE YEAR

Congratulations to Captain Colin Richardson, named the 2025 Morenci Firefighter of the Year at the Annual Fireman's Banquet. Colin has served with the Morenci Fire Department since 2014 and is recognized for his professionalism, leadership, and commitment to training and firefighter safety. He has advanced through the department, earning EMT certification, serving in leadership roles, and contributing to operational readiness through gear inventory management and assisting with fire and RIT training. Colin has completed extensive additional training, including rope rescue, ice rescue, vehicle extrication, electric vehicle response, and TECC/RTF, and has maintained perfect attendance at all department trainings throughout his service.

In addition to honoring Firefighter of the Year, the department recognized the following members for their years of dedicated service:

- Farra Ryan – 30 years of service
- Tyler Schell – 15 years of service
- RJ Robinson – 15 years of service
- Luke Miller – 5 years of service
- Johnathan Fee – 5 years of service

The City of Morenci congratulates and thanks Captain Colin Richardson, our award recipients, and all the devoted men and women of the Fighting 84 for their tireless dedication to keeping our community safe.

## EXTENDED HOURS FOR TAX PAYMENTS

City Hall will be open on Saturday, February 28, from 8 a.m. to noon to accept winter tax payments. This is the final day to pay taxes at the city level before they are turned over to the county on March 1. After this date, interest and penalties will apply. Please note that payments received by mail after February 28 are not able to be accepted.

Check out our digital monthly newsletter at https://mailchi.mp/cityofmorenci/feb-2026-newsletter for more updates, articles, City Council meeting packets and minutes, and other helpful links.

# FEBRUARY 2026

Morenci

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| The Morenci Church of the Nazarene will be open for walking every Monday, Wednesday, and Friday from 9 a.m. to noon this winter. | | | | | | |
| 1<br>Pickleball Club (adults only)<br>6p Nazarene Church | 2 | 3 | 4 | 5<br>Veggie Mobile<br>11a-12p Lutheran Church<br>Food Distribution 2-4p<br>Greenjak Inc. 240 Salisbury St. | 6<br>Karaoke<br>10p North Street Pub | 7<br>Plant Bingo<br>4p Morenci Legion<br>Mixed Genre Concert<br>6p Rex Theatre |
| 8<br>Pickleball Club (all ages)<br>6p Nazarene Church | 9<br>City Council Meeting<br>6p City Hall | 10 | 11<br>Rex Riley Fundraiser<br>Soup & Pie Dinner<br>11a-7p Morenci Eagles | 12<br>Promedica Veggie Mobile<br>11a-12p Lutheran Church | 13<br>Karaoke<br>10p North Street Pub | 14 All-You-Can-Eat Breakfast<br>7-11a Sportsman's Club<br>Valentine's Day Bash<br>11a-1p Stair Library<br>Metal Concert<br>6p Rex Theatre<br>Trivia 8:30p/Karaoke 10p<br>North Street Pub |
| 15<br>Pickleball Club (adults only)<br>6p Nazarene Church | 16 *City Offices Closed*<br>No School<br>Mid-Winter Break<br>Morenci Area Schools | 17 | 18 Road Scholar Lecture:<br>Forging a Friendship -<br>Jefferson & Madison's<br>Northern Journey<br>1p Stair District Library<br>Free Homecooked Meal<br>5-6:30p Methodist Church | 19 Veggie Mobile<br>11a-12p Lutheran Church<br>Spaghetti Dinner 5p<br>Pre-Festival Concert 7p<br>Morenci High School<br>Comedy Showcase<br>6p Rex Theatre | 20<br>Karaoke<br>10p North Street Pub | 21 Athletic Boosters<br>Cash Bash<br>5p Morenci Eagles<br>Hard Rock Concert<br>6p Rex Theatre<br>Karaoke<br>10p North Street Pub |
| 22<br>Pickleball Club (all ages)<br>6p Nazarene Church | 23<br>School Board Meeting<br>6p MS Library | 24<br>Red Cross Blood Drive<br>9:15a-2:15p MHS Gym<br>DDA Meeting<br>4p City Hall | 25<br>GetSetUp:<br>Gluten-Free Eating 12p<br>Charcuterie Boards for<br>Beginners 12:30p<br>Stair District Library | 26<br>Promedica Veggie Mobile<br>11a-12p Lutheran Church<br>Planning Commission Mtg<br>6:30p City Hall | 27<br>Karaoke<br>10p North Street Pub | 28<br>80s/90s Party with<br>DJ John Hess<br>8p-? Morenci Eagles<br>Trivia 8:30p/Karaoke 10p<br>North Street Pub |

For more information visit CityofMorenci.org

Have a community event to add to next month's calendar?
Email heather.sarnac@cityofmorenci.org

For more up-to-date community events and details, visit stairlib.org and click Community Calendar

NEW MEMBERS WELCOME!

- Kiwanis of Morenci meets every Wednesday at noon at The Village Inn Restaurant
- Morenci Sportsman Club meets on the 1st Thursday at 6:30 p.m. at Morenci Sportsman's Club
- Morenci Legion Auxiliary meets on the 2nd Thursday at 7 p.m. at the Morenci Legion
- Morenci Legionnaires & Sons of Legion meet on the second Monday at 7 p.m. at the Morenci Legion
- The Garden Club meets April-December on the 2nd Tuesday at Trinity Lutheran Church

# City Council Update Form

☐ Informational
☐ Action / Follow Up
☐ Not Approved

| City Council Meeting Date | Staff Contact |
|---|---|
| 2/09/2026 | C Corbin |
| **Date Submitted** | **Department** |
| 2/04/2026 | Morenci Area EMS |

**Update**

**NA**

**Anything Significant Going On?**

NA

**Run Volume**

52 Runs to date for 2026
Of those 12 were in Fayette and 0 in Chesterfeild Twp.

**Attachments**

N/A

# Morenci Fire Department

249 West Main Street
Morenci, Michigan 49256
Emergency Phone 911  Business Phone (517) 458-2301
Fax # (517) 458-2268
E-Mail Address morencic-1@hotmail.com
Chief Brad Lonis

## JANUARY 2025 FIRE CHIEF'S REPORT

CALLS

City: 0
Seneca Twp: 2
Medina Twp: 2
Chesterfield Twp: 0
EMS Assist: 2
Mutual Aid: 4
- Lyons: 1
- Archbold:2
- Madison: 1

TOTAL CALLS: 10
TOTAL MAN HOURS: 18

Training was rescheduled to February 3rd.

# City Council Update Form

☑ Informational
☐ Action / Follow Up
☐ Not Approved

| City Council Meeting Date | Staff Contact |
|---|---|
| February 9, 2026 | Chief Nathan Adams |
| **Date Submitted** | **Department** |
| February 5, 2026 | Police |
| | |

**Update**

1. Chief Adams is attending the Michigan Association of Chiefs of Police (MACP) conference in Grand Rapids, MI this week.

2. Deputy Chief Creswell continues to work full-time hours for the city while we navigate our current shortage of manpower.

3. We have had some interest in the vacant police officer job openings and have received one application from a local pre-service candidate. A pre-service candidate is one who has not yet completed a police academy.

4. Chief Adams meeting on 01/12/26 with Superintendent Ellis went well and he will be participating in the school safety committee going forward.

5. Chief Adams is coordinating with LARA/CRA to tour various local cannabis businesses in the near future.

6. Our MCOLES annual training report was submitted, and all the report is in order per MCOLES.

7. We have rolled out some of the CPE (Continuing Professional Education) to officers for 2026. Again for 2026, we will be using Virtual Academy and Police One virtual training platforms for the on-line instruction. Officers will also be enrolled in EVO (Emergency Vehicle Operations) which will take place at MIS in late April. This is provided through the training consortium.

8. Calls for service: 130

# City Council Update Form

X Informational
☐ Action / Follow Up
☐ Not Approved

| City Council Meeting Date | Staff Contact |
|---|---|
| February 9, 2026 | Travis Kruse |
| **Date Submitted** | **Department** |
| February 3, 2026 | Public Works |

## Update

### Water

- Water has been quiet hoping to have all the water breaks out of the way for this year.

### Sewer

- Wakefield Park had a sewer main break that we predict dumped 45,000 gallons into Bean Creek. With the guidance of EGLE and the health department we were able to fix the leak according to their specifications.
- Hand a second failure in the same location which again deposited 3,000 gallons into the creak. Again, with the guidance of EGLE and the health department we were able to fix the leak according to their specifications.

### Streets

- With the winter months in full swing potholes are showing up all over town. We will get them fixed with the weather permitting. The snowy season that we have had has kept us busy clearing the roads and hauling the snow away.

### Buildings & Grounds

# City Council Update Form

X Informational
☐ Action / Follow Up
☐ Not Approved

| City Council Meeting Date | Staff Contact |
|---|---|
| February 9th, 2026 | Christa Davis – Assistant Cemetery Sexton |
| **Date Submitted** | **Department** |
| February 2nd, 2026 | Public Works |

## Update

- **Recap of 2025**
  - **Lot Sales –**
    - **$19,250**
  - **Total number of Grave/ Lots Sold –**
    - **29**
  - **Burial Types –**
    - **Cremations – 24**
    - **Traditional – 20**
  - **Foundations Sold/ Placed –**
    - **Year To Date: 33**
- **Current Year 2026**
  - **Burian Types**
    - **Traditional - 1**
    - **Cremation – 0**

- **Current Projects:**
  - Would like to get a printer/ copier and fax machine for information regarding funerals
  - In process of computerizing all documents related to cemetery
  - Snow removal; plowing drives and parking spots, salting sidewalk of chapel and continuing upkeep for best appearance
- **Future Projects**
  - Received quote for 96- panel columbarium - $33,000 plus cement for foundation
  - lean-two; got quotes and budgeted for next year
  - Receive delivery date for donated Veterans monument
  - Remove specific trees that are dead/ hazard to the cemetery and replant when acceptable
  - Plant butterfly supporting bushes and plants to help promote butterfly activity throughout cemetery

# Agenda Review Form

**Regular City Council – 2/9/2026**

☐ Informational
☑ Action / Follow Up
☐ Not Approved

| Prepared For | Staff Contact |
|---|---|
| City Council | Heather Sarnac |
| **Date Submitted** | **Department** |
| February 2, 2026 | Community & Economic Development |

**Subject**

MSDHA CDBG Grant Third-Party Administrator Bid & Contract Approval

**Summary**

The City of Morenci received approval from the Michigan State Housing Development Authority (MSHDA) for $1,180,000 in CDBG MI Neighborhood funding to implement the Morenci Home Improvement Partnership (MHIP) Program, which will provide housing rehabilitation assistance to income-eligible, owner-occupied households.

To administer the program and ensure compliance with all federal and state requirements, the City issued a Request for Proposals (RFP) for Third Party Administration (TPA) services. The program scope includes homeowner intake and eligibility determination, income verification, National Objective compliance, reporting to MSHDA, and general grant administration necessary to implement the MHIP Program.

Bid documents were made available beginning December 12, 2025, through hard copy distribution at the City of Morenci Offices and online via the City website.

Three bids were received:

- Community Action Agency - $212,400.00
- Great Lakes Housing Services - $212,400.00
- Lionbear Ventures - $212,400.00

Based on review of the proposals and qualifications by the evaluation committee, Community Action Agency (CAA) received the highest score. CAA, located nearest to Morenci, has long-term experience administering MSHDA-funded CDBG housing programs, demonstrates a strong understanding of program requirements, compliance obligations, and reporting responsibilities, and has sufficient staffing capacity to efficiently administer the MHIP Program. Additionally, CAA offers wraparound services that support income-eligible residents and enhance overall program delivery.

**Financial Impact**

Administrative costs for Third Party Administration services are funded through the CDBG MI Neighborhood Grant and do not exceed the amount approved by MSHDA. No additional City funds are required.

| **Budgeted** | **Amount:** |
| --- | --- |
| $ 212,400.00 | $ 212,400.00 |

**Recommendation**

I recommend approval of the bid for the Third-Party MSHDA CDBG Grant Administrator in the amount of $212,400 by Community Action Agency, and approval of the accompanying Resolution authorizing the Mayor and City Administrator/Clerk to execute the contract.

**Alternatives**

**Attachments**

1. Bid Tabulation Sheet
2. Community Action Agency Proposal
3. Great Lakes Housing Services Proposal
4. Lionbear Ventures Proposal
5. Proposed Contract
6. Authorizing Resolution

BID OPENING: Third Party Administrator (TPA) for the CDBG MI Neighborhood Grant

BID OPENING DATE: JANUARY 12, 2026

TIME OF BID OPENING: 2:00 PM

| ORGANIZATION | BID AMOUNT |
|---|---|
| Great Lakes Housing Services | $212,400.00 |
| Community Action Agency | $212,400.00 |
| Lionbear Ventures | $212,400.00 |
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PEOPLE PRESENT FOR BID OPENING

| ORGANIZATION | NAME |
|---|---|
| City of Morenci | Jeff Bell<br>CITY ADMINISTRATOR |
| City of Morenci | Ashley Ables<br>CHIEF DEPUTY CLERK |
| City Of Morenci | Heather Sarnac<br>Community and Economic Development Director |
| | |
| | |

# Community Action Agency

*Promoting Self-Sufficiency since 1965*

www.caajlh.org

JACKSON:
1214 Greenwood Ave.
Jackson, MI 49203
(517) 784-4800
(800) 491-0004
Fax: (517) 784-5188

LENAWEE:
400 W. South St.
Adrian, MI 49221
(517) 263-7861
(800) 438-1845
Fax: (517) 263-6531

HILLSDALE:
55 Barnard St.
Hillsdale, MI 49242
(517) 437-3346
(800) 750-9300
Fax: (517) 437-3480

TDD: 1-800-649-3777

December 22, 2025

City of Morenci
Attn: Jeff Bell, Administrator/Clerk
118 Orchard Street
Morenci MI 49256

RE: MSHDA CDBG MI Neighborhood Grand Administrator Proposal

Mr. Bell,

Please find enclosed Community Action Agency's (CAA) response to the above referenced Request for Proposal. CAA has a long history of administering state and federal dollars related to housing rehabilitation and development including Third Party Administration of Community Development Block Grant funding. In addition, CAA also has a history of providing services to residents of Morenci and are excited for the potential to expand our scope in the community.

We appreciate your consideration of our proposal. If you have any questions, please feel free to contact me at 517-539-8311 or via email at tberry@caajlh.org.

Sincerely,

Toby L Berry
Chief Executive Officer

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/18/2025

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

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

| | |
|---|---|
| PRODUCER<br>BHS Insurance<br>3055 44th St SW<br>Grandville MI 49418-2501 | CONTACT NAME: CERTIFICATES<br>PHONE (A/C, No, Ext): 616-531-1900 FAX (A/C, No): 616-574-3317<br>E-MAIL ADDRESS: CERTIFICATES@BHSINS.COM |
| INSURED COMMACT-02<br>Community Action Agency, Inc<br>1214 Greenwood Ave<br>Jackson MI 49203 | INSURER(S) AFFORDING COVERAGE — NAIC #<br>INSURER A : Selective Insurance Company — 39926<br>INSURER B : Accident Fund General Insuranc — 12304<br>INSURER C : Travelers Insurance — 24767<br>INSURER D : Palomar Excess and Surplus Ins — 16754<br>INSURER E :<br>INSURER F : |

**COVERAGES** **CERTIFICATE NUMBER: 298459288** **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE [X] OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY [ ] PRO-JECT [X] LOC<br>OTHER: | | | S 1698830 | 1/1/2026 | 1/1/2027 | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG<br>$ | $ 1,000,000<br>$ 1,000,000<br>$ 20,000<br>$ 1,000,000<br>$ 3,000,000<br>$ 3,000,000<br>$ |
| A | AUTOMOBILE LIABILITY<br>X ANY AUTO<br>OWNED AUTOS ONLY<br>X HIRED AUTOS ONLY<br>SCHEDULED AUTOS<br>X NON-OWNED AUTOS ONLY | | | S 1698830 | 1/1/2026 | 1/1/2027 | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)<br>$ | $ 1,000,000<br>$<br>$<br>$<br>$ |
| A | X UMBRELLA LIAB X OCCUR<br>EXCESS LIAB CLAIMS-MADE<br>DED X RETENTION $ 0 | | | S 1698830 | 1/1/2026 | 1/1/2027 | EACH OCCURRENCE<br>AGGREGATE<br>$ | $ 2,000,000<br>$ 2,000,000<br>$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>Y/N<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N/A | | 100083763 | 1/1/2026 | 1/1/2027 | X PER STATUTE OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | <br>$ 500,000<br>$ 500,000<br>$ 500,000 |
| C<br>D | CRIME<br>CYBER LIABILITY | | | 105542723<br>PLM-CB-SVMZUEUEL | 1/1/2026<br>1/1/2026 | 1/1/2029<br>1/1/2027 | LIMIT<br>AGGREGATE | 1,000,000<br>1,000,000 |

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

**CERTIFICATE HOLDER**

FOR INFORMATION PURPOSES ONLY

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**Community Action Agency Proposal**
**Grant Administrator CDBG**
**City of Morenci**

1. Fixed Sum Fee: Community Action Agency (CAA) would require the full 18% Administration Fee to take on the administration of the CDBG grant. This has been identified for Phase 1 as $63,720 and Phase 2 as $148,680 for a **total fee of $212,400.**

2. Brief History - Community Action Agency (CAA) is organized "to plan, establish, coordinate and carry out programs to promote the health, education and welfare of Michigan residents, with specific emphasis in Jackson, Lenawee and Hillsdale counties; to include, but not limited to, the development and provision of affordable housing for persons of low and moderate income, housing counseling services, and to apply for, receive, administer, and disburse funds for such purposed as provided under (but not exclusively), the Community Services Block Grant (CSBG) Act of 1998 as amended; the Improving Head Start for School Readiness Act of 2007 and the Michigan Public Act 123 of 2003 and to carry on any business, education, social work, and/or other activities in connection therewith and incidental thereto not forbidden by the laws of the state of Michigan."[1] CAA has been providing services to the residents of Jackson and Hillsdale counties since 1965 and Lenawee County since 1974 through a variety of programs funded through federal, state and local resources. These services have included homeowner rehabilitation, rental rehabilitation, large scale neighborhood revitalization including housing and infrastructure improvements and community organizing, as well as new home development through the Low Income Housing Tax Credit program. Additionally, CAA provides services to those experiencing homelessness, through HUD funded housing programs and programs specific to Veterans at risk of homelessness; asset development programs including credit counseling, homeownership training and housing counseling services, and financial management classes; and services to support the social and emotional development and education of children from the ages of 0-5 through the Early Head Start and Head Start Programs. CAA has been a long standing partner in community spaces acting as the lead organization for community collaboratives and supports local grassroots organizations as needed. The agency has over 180 staff and the FY25 budget was $21.4 million.

[1] Certificate of Amendment to the Articles of Incorporation, August 22, 2019

Staff and qualifications: This project will be led by Toby Berry, Chief Executive Officer of CAA. Ms. Berry has been with CAA since 1999 and has been the CEO since 2012. Prior to becoming the CEO, she was the Community Development Director and oversaw the organizations housing, rehabilitation, and asset development programs. Ms. Berry has a Master's Degree in Urban Planning from Wayne State University and has a long history of creating and implementing grant funded programs, including those specific to housing development and rehabilitation through the Community Development Block Grant (CDBG) program. Ms. Berry will oversee the administration of the program including the completion of the Environmental Review, creation of the Program Guide, reporting, and ongoing management of grant requirements. *

Additional Key Staff: Ron Higgins, Construction Manager, will oversee the initial inspection of property, creation of specifications, contractor management/oversight, coordination of work with homeowners and final approvals of all work completed and submission of invoices. Mr. Higgins is a Licensed General Contractor (#2101196857) and a Lead Supervisor with the State of Michigan. He has owned and operated his own construction business and has worked as a Supervisor on CAA's crew doing Lead Abatement work in Hillsdale and Lenawee counties. Mr. Higgins over the past year has overseen contractors for CAA's homeowner rehabilitation program in Jackson County ($500,000) and is currently overseeing CAA's tri-county MI Neighborhood Homeowner Rehabilitation program completing the same tasks as outlined above.

Financial Grants Manager: Our Financial Grants Managers are provided a portfolio of programs to provide financial oversight including establishing budgets, on going budget management, invoicing and reporting. Program Mangers work closely with Financial Grants Managers to ensure full compliance with programmatic and fiscal guidelines.

Intake Staff: CAA has several staff whose responsibilities include general intake for clients seeking services. These staff are well versed in compliance requirements as it relates to application and eligibility. They are familiar with different processes for income qualification and verification and they manage their process through the agency-wide client data system DBA FacsPro. Intake staff will be responsible for outreach, responding to potential clients' questions, verifying eligibility and maintaining the waitlist for the program.

3. Please see Attachment A: Community Action Agency Housing Experience

4. References: CAA only has 2 references for provision of CDBG in the past 3 calendar years, however we provided a third reference that is older.

   Jackson.County
   CAA provided Third Party Administrator (TPA) for CDBG beginning in 2002 through 2015. During this time, CAA completed 97 home rehabilitations with funding of approximately $300,000 every two years. After 2015, CAA continued to be a Third Party Administrator of the CDBG loans for the County. This includes responding to client questions, addressing subordination agreements and mortgage discharges. In 2025, CAA was selected once again to be the TPA for a small CDBG grant.
   Contact: Mike Overton, County Administrator/Controller 517-788-4335

   Lenawee.County
   CAA provided TPA for CDBG beginning in 2010 through 2015. CAA took over administration from another organization. After 2015, CAA continued to be a Third Party Administrator of the entire portfolio of over 100 CDBG loans for the County. This includes responding to client questions, addressing subordination agreements and mortgage discharges.
   Contact: Kimberly Murphy, County Administrator 517-264-4513

   Hillsdale.County
   CAA provided TPA for CDBG beginning in 1996-97, and 2003 through 2016. During this time, CAA completed 65 home rehabilitations with approximately $225,000 every two years.
   Contact: Mark Wiley, Hillsdale County Commission Chair, 517-869-2715

5. Federal funding experience: CAA has 60 years of experience following federal funding guidelines and regulations, being monitored regularly and expending grant funding in a timely manner. The 25/26 annual budget of CAA is $23.6 million is 90% federal dollars.

   CAA has a demonstrated track record of compliance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). We have established financial management systems, written policies, and internal controls that support allowable cost determinations, procurement standards, record retention, and audit readiness. In addition, our annual Single Audit (formerly A-133) has been completed with no findings, demonstrating our consistent adherence to federal requirements and sound fiscal stewardship.

## COMMUNITY ACTION AGENCY HOUSING EXPERIENCE

Community Action Agency's first venture into housing began with weatherization of homes. CAA has operated a weatherization program in all three counties since 1976. Over the years, CAA has weatherized over 5,200 homes. Currently, there are a variety of funding sources for the Weatherization Program and, in addition to installation of insulation and weather-stripping, CAA can also replace roofs, furnaces, hot water heaters and refrigerators.

From 1988 through 1995, the agency received funding from the State of Michigan for the Emergency Community Services Homeless Grant Program (ECSHG). The ECSHG program was funded under the Stewart B. McKinney Homeless Assistance Act. The program provided housing assistance to homeless persons, primarily to those living in homeless or domestic violence shelters. In 1990 CAA launched an innovative program entitled "Project H.O.M.E." (Housing Opportunities and Maintenance Education). Through Project H.O.M.E., CAA purchased two vacant homes within the City of Jackson. The homes were renovated with the help of the AFL-CIO building trades, who donated labor to the project. Financing was provided through CAA, making home ownership a reality for families who could not otherwise qualify for buying a home. This project was funded first through a State of Michigan Neighborhood Builders Alliance Grant, and later the Michigan State Housing Development Authority (MSHDA).

In 1993, CAA administered MSHDA funding to rehabilitate residential homeowner occupied homes in Jackson County. In this first project, fourteen homes were rehabilitated using $177,536 in MSHDA funds. In 1994, CAA signed on to administer MSHDA funds for rehabilitation of residential homes in Hillsdale County. 12 homes were rehabilitated in Hillsdale with $162,315 in funding from the MSHDA program. In 1995 CAA began administration of another MSHDA rehabilitation grant in Jackson County. 18 rehabilitations were completed in Jackson using $205,276 in MSHDA funds.

Community Action Agency is actively engaged in the Continuum of Care planning organizations in all three service areas and CAA staff members either chair or co-chair each of the Continuums. Through the Continuums, CAA has been awarded MSHDA Emergency Shelter grants in Jackson and Hillsdale Counties and HUD Supportive Services Only, Permanent Supportive Housing, Homeless Management Information Systems Grant, Rapid Rehousing and Planning Grants. CAA owns 10 rental units in the City of Jackson that provide Permanent Supportive Housing. CAA functions as the Lead Agency for the Jackson County Continuum securing over $800,000 for homeless services. These programs have been in existence in one form or another depending on community needs, since 1999.

In 2003, CAA collaborated with a private developer, Sterling Development Group, to provide units for Special Needs population in three multi-family housing developments in Jackson. In 2004, CAA again partnered with Sterling on a scattered site, 16 unit single family homes (3 bedroom, 2 baths with garages) LIHTC project in the Partnership Park Neighborhood. The project was put into service in 2005 with the goal that tenants would purchase the homes after the compliance period. In 2020, CAA became the full owner of the project and began the sale of units. To date, 8 of the units have been sold to the tenants and one is currently in underwriting. These units were sold for $60,000 bringing the housing burden of families down considerably. Many were paying over $1,000 in rent and now have house payments including taxes and insurance that are $600. This project not only changed the face of the neighborhood but also increased the homeownership rates.

Community Action Agency is also highly involved in community development. Through an initial USDA Rural Development grant, CAA staff members were trained to assist rural communities to assess their strengths and weaknesses and determine housing and community development needs. Two communities, one in Hillsdale County and one in Lenawee County, are currently in the process of revitalizing their communities. CAA is the third party administrator for a grant that the Village of Jonesville received for downtown rental rehabilitation and beautification and CAA was awarded a grant for rental rehabilitation for the City of Morenci. CAA is assisting several other communities in the community development process. CAA is currently building a new office building in Hillsdale County that is utilizing RD financing.

In 2004 Community Action Agency was awarded the first of two Neighborhood Preservation Program grant by MSHDA. The Partnership Park Neighborhood Revitalization project is a collaboration between CAA, the Partnership Park Downtown Neighborhood Association (PPNA), the City of Jackson, community stakeholders and private developers. The overall goal of the revitalization is to assist the PPDNA in its efforts to increase the standard of living for neighborhood residents through rehabilitation of existing housing, promotion of home ownership, working in cooperation with the police to increase safety and economic development activities. Housing activities included rental rehabilitation and homeowner rehabilitation, and construction of 16 single family homes through Low Income Housing Tax Credits that will become available to the tenants to purchase after the first compliance period. FHLB funds and Weatherization funds have been put into homeowner and rental rehab projects in the neighborhood. In 2020, CAA took full ownership of the 16 LIHTC units and began selling them to the tenants, as of December, 2025, 9 of the 16 units have been sold decreasing the tenants housing costs by approximately $500 a month and increasing the number of homeowners in the neighborhood.

In 2011, CAA provided services again to Jackson County to administer the Neighborhood Stabilization Program 3. This program was established in response to the foreclosure crisis and was to remove blight in communities through the purchase/rehabilitation/resale of foreclosed homes, as well as demolition of properties that were too costly to rehab. CAA facilitated the $1,162,482 grant in partnership with the Jackson County Treasurer and Greater Jackson Habitat for Humanity. Through the program, 12 units were purchased, rehabbed and sold to qualified buyers and 12 blighted units were demolished. CAA provided all the necessary documentation required for the program including completing the Environmental Review, assisting with any amendments to HUD approved plans, and assistance with all HUD reporting.

CAA served as the third party administrator for both Jackson and Hillsdale County for their CDBG homeowner rehab programs through 2015 (Jackson) and 2016 (Hillsdale). CAA met its goals in both counties and expended the funds as required. In 2005, CAA responded to an RFP for third party administration of CDBG for Lenawee County and provided this service through 2015, meeting all regulatory requirements. Facilitation of CDBG funded rehabs ended when the provision of the program was transitioned from MSHDA to MEDC and the focus moved from home rehabilitation to public infrastructure. CAA continued to be a third party administrator managing all of the outstanding loans for Jackson and Lenawee counties from 2015 to present.

In 2024, CAA was awarded over $1 Million through the MSHDA MI Neighborhood Program to complete homeowner rehabilitation in Jackson, Lenawaee and Hillsdale counties. This grant was coupled with $500,000 in State of Michigan Appropriations to complete homeowner rehab in Jackson County.

In 2025, CAA was selected as the Third Party Administrator of Jackson County's CDBG Program of just over $400,000.

**City of Morenci**
**2025 REQUEST FOR PROPOSAL FORM**

MSHDA CDBG MI Neighborhood Grant Administrator

**Instructions:**
This Bid Form must be completed in full and submitted with all required proposal materials listed in the RFP. Please provide a fixed sum cost for each major component of the Scope of Services. All costs should reflect the TPA's complete services, including labor, travel, and any administrative expenses.

| # | Service Category | Proposed Cost ($) |
|---|---|---|
| 1 | General Administration & Reporting | $212,400 |
| 2 | Program Implementation | included above |
| 3 | Financial Management | included above |
| 4 | Environmental Review | included above |
| 5 | Procurement | included above |
| 6 | Construction & Labor Compliance | included above |
| 7 | Monitoring & Closeout | included above |

Total Proposed Fixed Sum Fee: $ $212,400

Notes:

Exceptions to Proposal:

**Required Attachments:**
Firm Qualifications and Staff Assignments
- Brief history of the firm
- Qualifications of each team member assigned to the project and their role

Experience with CDBG/MSHDA Housing Grants
- Summary of previous experience administering CDBG and MSHDA housing programs
- Confirmation of no significant unresolved findings or delays

References (Three Required)
- Must be from the past three calendar years
- Must include point-of-contact name, phone, email, and type of CDBG project

Part 200 Financial Management Experience
- Description of firm's knowledge and experience with federal financial management standards

Bid Submitted By:

Community Action Agency

Name of Firm

1214 Greenwood Ave

Address

Jackson, MI 49203

City, State, Zip Code

Date: 1/5/2026

517-539-8311

Telephone Number & Fax Number

Toby L Berry, Chief Executive Officer

Printed Name Title

Authorized Signature

Please see Request for Proposal sheet which for information on the general specifications required for the proposal.

By signing above, the Company agrees to all specifications on the bid specification sheet as it relates to holding the City of Morenci harmless from any liability.

GREAT LAKES HOUSING SERVICES

Great Lakes Housing Services Bid Proposal to Serve as the Third-Party Administrator for the City of Morenci CDBG MI NEIGHBORHOOD GRANT

| | |
|---|---|
| To: | City of Morenci<br>ATTN: Jeff Bell, Administrator/Clerk |
| From: | Jeff Campbell, Vice President of Consulting Services<br>Great Lakes Housing Services<br>campbellj@greatlakeshousing.org |
| Re: | MSHDA CDBG MI Neighborhood Grant Administrator Proposal |
| Date of Submission: | January 12, 2026<br>Submitted via hand delivery to the City of Morenci |

Please let the following document serve as Great Lakes Housing Services' s (hereinafter "GLHS") bid proposal to serve as the Grant Administrator for the City of Morenci's Home Improvement Program CDBG program funded through MSHDA to provide home repairs to various qualified homeowners throughout the City of Morenci . As noted in the published RFP, the City of Morenci's program will address critical health, safety, accessibility, and energy efficiency needs in owner-occupied homes. The program will rehabilitate 40 homes, with an average assistance of $24,190 per home, for a total grant amount of $1,180,000, including 18% allocated for Third-Party Administrator (TPA) services. The administrative fee set aside for this contract totals $212,400. The RFP sets forth eight (8) categories in which the selected TPA must assist the City of Morenci in establishing and implementing its MHIP. Those categories set forth in the scope of work include:

1. General Tasks;
2. Program Development, Marketing and Implementation;
3. Financial Management;
4. Environmental Review;
5. Procurement;
6. Construction and Labor Compliance;
7. Monitoring and Close Out;
8. National Objective Compliance, Surveys and Income Verification

As set forth in the RFP, each category contains specific tasks that the TPA must provide assistance and guidance throughout the term of this grant period. In addition, the City of Morenci has also established two different phases for its program. The TPA will adhere to the following phases.

- ❖ Phase 1: 12 units, program funds $290,280, administrative funds $63,720, total $354,000. These funds can be used immediately, with the expectation that they will be fully expended by December 31, 2026 (or sooner).
- ❖ Phase 2: 28 units, program funds $677,320, administrative funds $148,680, total $826,000. These funds will be utilized after the first reservation memo is fully expended.

1. The Hourly Rate for GLHS's Services to Administer the Grant and Proposed Fixed Sum Fee.

GLHS's Housing Consultant Team will provide the services contained in the bid. The team consists of the Vice President of Consulting Services and two (2) housing consultants. Jeff Campbell, the Vice President of Consulting Services, shall be the point of contact, for the administration of the grant. The hourly rate for any member of the consultant team for this project is **$150 per hour.**

This hourly rate includes fringe benefits, any potential material costs, and travel. The bid assumes numerous visits to the City of Morenci to meet with staff, visit the sites, and attend any potential monitoring visits conducted by MSHDA.

| Tasks | Estimated Number of Hours and Proposed Fee |
|---|---|
| General Tasks | 140 x $150 = $21,000 |
| Program Development, Marketing & Implementation | 150 x $150 = $22,500 |
| Financial Management | 180 x $150 = $27,000 |
| Environmental Review | 190 x $150 = $28,500 |
| Procurement | 170 x $150 = $25,500 |
| Construction & Labor Compliance | 200 x $150 = $30,000 |
| Monitoring & Close Out | 170 x $150 = $25,500 |
| National Objective Compliance, Surveys and Income Verification | 150 x $150 = $22,500 |
| Miscellaneous | 66 x $150 = $9,900 |
| Total Number of Estimated Hours and Proposed Fee | 1,416 x $150 = $212,400 |

Notes and Exceptions: GLHS anticipates that certain tasks, such as some of the requirements contained in the general tasks may take less time than estimated and that other tasks, such as Environmental Review, Financial Management, may take more time than the estimated hours listed. Regardless of any deviation in hours listed above, GLHS's proposed bid is based on the 1,416 total hours contained in this bid proposal. As an exception or catch all, GLHS has set aside approximately 66 miscellaneous hours that can be used in one of the eight categories contained in the RFP. Based on the numbers provided above, at a rate $150 per hour for 1,416 hours, GLHS is proposing a fixed sum fee of **$212,400** for this bid proposal and the MHIP. Please note that the form provided on the bid sheet did not include the National Objective Compliance, Surveys and Income Verification. That has been included on this proposal to ensure compliance.

2. A brief history of GLHS and qualifications of each person in the firm who may be assigned to the project.

**Brief History of GLHS**

Michigan Homeowner Assistance Nonprofit Housing Corporation is a Michigan designated charitable organization formed in 2010. In 2024, the organization was repurposed as Great Lakes Housing Services (GLHS) to help fill gaps in the housing ecosystem and assist local communities.

Affordable housing development is difficult, expensive, and can be risky. Many communities lack the bandwidth to prepare for and/or attract housing development. Similarly, there are non-profit organizations interested in housing development but need guidance and support. In response, in August of 2024, GLHS established a consulting services team to work alongside local units of government and their nonprofit partners to create a clearer path to develop affordable housing. Our leadership and multi-disciplined team work across the state to provide patient, objective, technical services that include:

- Identifying and eliminating barriers to affordable housing projects, facilitating smoother development processes.
- Creating tailored strategies are provided to meet the unique needs of each community and their housing projects.
- Providing zoning, land use, and regulatory compliance guidance to communities.
- Serving as a third-party administrator for a Unit of Local Government (UGLG) in the oversight, management, and coordination of Community Development Block Grant (CDBG) program funding.
- Managing Down Payment Assistance programs for communities and nonprofits to further affordable home ownership projects throughout the state.

Although GLHS is a newer organization, the team has experience implementing and monitoring various state and federal programs to support regulated and unregulated affordable housing. All this information is available at Great Lakes Housing Services at http://greatlakeshousingservices.org.

**Below are brief biographies and relevant experience of each member of the GLHS Team that will assist in the administration of your grant :**

Ashley D. McLeod – Executive Director

Ashley D. McLeod is the Executive Director of Great Lakes Housing Services, a Michigan-based nonprofit that provides technical assistance, development consulting, and funding strategy support to expand affordable housing across the

state. Her career is driven by a deep commitment to economic development, equity, leadership, and operational excellence.

Prior to joining GLHS, Ashley served as Director of National Lending Programs, where she led a team of loan officers and secured $10 million in capital from major institutions to support small businesses and cooperatives. She also served as Senior Program Director at Enterprise Community Partners, deploying capital to emerging developers and supporting their technical assistance needs.

Earlier in her career, Ashley held several roles at the City of Detroit. She managed underwriting for catalytic affordable housing projects and served as project manager for the $130 million Strategic Neighborhood Fund 2.0, an initiative that impacted real estate and infrastructure investment in Detroit neighborhoods. Before her public sector work, Ashley was a consultant with the Boston Consulting Group (Detroit office), where she advised clients on strategic transformation and operational growth.

Ashley holds a BSE in Civil Engineering from the University of Michigan and an MBA from The Wharton School at the University of Pennsylvania.

Jeffrey ("Jeff") Campbell – Vice President of Consulting Services

Jeff Campbell is the Vice President of Consulting Service for GLHS. Much of Jeff's career has been dedicated to public service. Currently, Jeff serves as the Third-Party Administrator for the City of Tecumseh in the administration of their MSHDA CDBG Housing Improving Local Livability (CHILL) grant. Tecumseh's CHILL program provides homeowner rehabilitation services to low/moderate income residents. Jeff is the point of contact for this project and works out of Metro Detroit.

Prior to his role with GLHS, Jeff was the Village Manager for the Village of Beverly Hills. He previously served as the Assistant City Manager and Community Development Director at the City of Hazel Park. While with Hazel Park, Jeff co-founded and served as executive director for a nonprofit that functioned like a local land bank. Over a six-year period, the organization acquired, rehabbed, and sold over seventy single-family homes. Jeff is dedicated to providing safe, accessible housing to all and is eager to continue working with local municipalities and stakeholders to improve residents' quality of life. Jeff is a resident of Beverly Hills and serves as primary contact for clients on the east side of Michigan.

Jeff also served as the CDBG Administrator for the City of Hazel Park, administering a minor home repair program for low and to moderate income households for a five-

year period. He procured environmental assessments, managed lead and abatement removals, procured the home repair contractors, managed resident income verifications, all the CDBG financials, any Davis Bacon requirements, and any additional federal and local program requirements. He also assisted in the management of Hazel Park's Neighborhood Stabilization Program 2 & 3, overseeing major home repairs, construction of new homes and the demolition of blighted structures.

Nicole ("Nicki") Basch – Housing Consultant

Nicki has over 19 years of experience in Housing. She was most recently employed with the Grand Traverse Band as the Housing Director/Development Manager, where she was instrumental in receiving Low Income Housing Tax Credits for two projects for the Tribe. Nicki received her bachelor's degree in Management and Organizational Development from Spring Arbor University and is a certified Professional Indian Housing Manager. As a passionate advocate for providing safe, healthy, and affordable housing for all, she serves as a member of the Federal Home Loan Bank of Indianapolis's Affordable Housing Advisory Council. A lifelong resident of the Traverse City area, Nicki is the primary contact for local governments, non-profits throughout Northern Michigan and the entire Upper Peninsula. Nicki also serves as GLHS's liaison to tribal communities across the state.

Nicki is experienced with multiple Federal and State funding sources. Monitoring and reporting of Low-Income Housing Tax Credits (LIHTC), Indian Community Development Block Grant (ICDBG), and Indian Housing Block Grant (IHBG), in addition to other smaller grant sources. The monitoring and reporting of these grants included financials, contract RFP, execution and administration, Davis Bacon prevailing wage certification and environmental review documentation, objectives and outcomes.

Elizabeth ("Liz") Smith

Liz Smith has worked in the affordable housing industry for over 20 years in a variety of roles. She worked for the State Housing Finance Agencies in both Colorado and Illinois, leading their rental housing program compliance teams. She also worked for the U.S. Department of Housing and Urban Development (HUD) as well as for a national developer of affordable housing. Most recently, she was with the Federal Home Loan Bank of Chicago where she oversaw the Affordable Housing Program

team responsible for granting over $50M in funds annually. Liz is passionate about ensuring all people have access to safe, decent housing and will use her prior experience to assist local governments and nonprofits fulfill their affordable housing mission. Liz lives in St. Joseph and is the primary contact for clients on the Western Michigan.

Liz previously provided HOME Compliance, CDBG Oversight and Compliance, and Housing Choice Voucher Compliance for the State of Colorado. She also oversaw the LIHTC Program while at the Colorado Housing Finance Authority. In her most recent position, as noted above, she managed the Affordable Housing Program team with the Federal Home Loan Bank of Chicago.

3. Previous experience of administering CDBG and MSHDA housing grants, with no significant unresolved findings or delays.

Currently, GLHS serves as the TPA for the City of Tecumseh in administering its CDBG CHILL grant through MSHDA. Similar to Morenci's program, the Tecumseh program is a Homeowner Improvement Program that is providing rehabilitation activities that include roof and structural repairs, window and door replacement, porch repairs, HVAC replacement, plumbing and electrical upgrades. The project will be completed by May of 2026.

Other previous experience with CDBG projects is listed above in the profile of each GLHS employee. GLHS can confirm that no employee or GLHS has any significant unresolved findings or delays related to the administration of any CDBG or federal grants.

4. Three (3) references including contact information for the point of contact, for which the firm has been under contract with CDBG administration during the last three calendar years and the type of CDBG project under contract.

**REFERENCES**

As a new organization, GLHS does not have three references or points of contact for CDBG administration during the last three calendar years. We have provided a reference for our existing contract with the City of Tecumseh. Thus, we have provided three references for each member of GLHS's Consulting Services Team and their work on the management of various federal housing programs.

**Relevant References:**

Brett Coker - City Manager
City of Tecumseh
309 E.Chicago Blvd.
Tecumseh, MI 49286
Office Phone: 517-424-6555
Email: bcoker@tecumsehmi.gov

Edward Klobucher - City Manager
City of Hazel Park
111 E Nine Mile Road
Hazel Park, MI 48030
Office Phone: 248.546.7000
eklobucher@hazelpark.org (Reference for Jeff Campbell)

Jodi Lewis - Interim Housing Department Manager
Grand Traverse Band
2605 N West Bay Shore Dr.
Peshawbestown, MI 49682
Office Phone: 231.534.7218
jodi.lewis@gtb-nsn.gov (Reference for Nicki Basch)

Brian Miller - Director, Asset Management
Multifamily Loan Program and LIHTC Compliance
Colorado Housing and Finance Authority
1918 Blake Street
Denver, CO 80202
Office Phone: 303.297.7489
bmiller@chfainfo.com (Reference for Liz Smith)

Donald J. Rencher, President and CEO
Hudson-Webber Foundation
333 W Fort St # 1310
Detroit, MI 48226
Office Phone: (313) 963-7777

5. Part 200 Financial Management Experience

As noted above, GLHS employees have assisted organizations with the financial management capacity required under 2 CFR Part 200 (Uniform Guidance) through established policies, internal controls, and experienced stewardship and leadership.

GLHS will help ensure that the City of Morenci maintains a formal financial management system that provides accurate, current, and complete disclosure of financial results for all federally and state-funded programs. Financial records shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP) and are supported by source documentation including invoices, receipts, payroll records, and bank statements. A ll expenditures are reviewed for allowability, allocability, and reasonableness prior to approval, consistent with 2 CFR §§200.302 and 200.403–405. This is being done currently with the City of Tecumseh and has been done by employees in previous positions. As noted above, GLHS employees have prior experience managing federal, state, and foundation grants, including budget development, drawdowns, reporting, and compliance monitoring.

See signature page provided by City of Morenci below.

**City of Morenci**
**2025 REQUEST FOR PROPOSAL FORM**

MSHDA CDBG MI Neighborhood Grant Administrator

**Instructions:**
This Bid Form must be completed in full and submitted with all required proposal materials listed in the RFP. Please provide a fixed sum cost for each major component of the Scope of Services. All costs should reflect the TPA's complete services, including labor, travel, and any administrative expenses.

| # | Service Category | Proposed Cost ($) |
|---|---|---|
| 1 | General Administration & Reporting | |
| 2 | Program Implementation | |
| 3 | Financial Management | |
| 4 | Environmental Review | |
| 5 | Procurement | |
| 6 | Construction & Labor Compliance | |
| 7 | Monitoring & Closeout | |

Total Proposed Fixed Sum Fee: $ _____ See Table in Attached Response to RFP.

Notes:
See Notes and Exceptions in Attached Response to RFP, .

Exceptions to Proposal:

**Required Attachments:**
Firm Qualifications and Staff Assignments
- Brief history of the firm
- Qualifications of each team member assigned to the project and their role

Experience with CDBG/MSHDA Housing Grants
- Summary of previous experience administering CDBG and MSHDA housing programs
- Confirmation of no significant unresolved findings or delays

References (Three Required)
- Must be from the past three calendar years
- Must include point-of-contact name, phone, email, and type of CDBG project

Part 200 Financial Management Experience
- Description of firm's knowledge and experience with federal financial management standards

Bid Submitted By:

Great Lakes Housing Services
Name of Firm

735 E. Michigan Avenue
Address

Lansing, MI 48912
City, State, Zip Code

Date: January 12, 2026

248.943.9008 or campbellj@greatlakeshousing.org
Telephone Number & Fax Number

Jeff Campbell - Vice President of Consulting
Printed Name Title

Authorized Signature

Please see Request for Proposal sheet which for information on the general specifications required for the proposal.

By signing above, the Company agrees to all specifications on the bid specification sheet as it relates to holding the City of Morenci harmless from any liability.

ACORD®

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/12/2026

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

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

| | |
|---|---|
| PRODUCER<br>Owen Moore Agency<br>68 South Huron Road<br>P.O. Box 99<br>Linwood MI 48634 | CONTACT NAME: Stacie Gatza,CIC,CISR Elite<br>PHONE (A/C, No, Ext): (989) 697-4422 FAX (A/C, No): (989) 697-4424<br>E-MAIL ADDRESS: sgatza@owenmoore.com |
| INSURED<br>Great Lakes Housing Services<br>736 E Michigan Avenue<br>Lansing MI 48912 | INSURER(S) AFFORDING COVERAGE — NAIC #<br>INSURER A: Kinsale Insurance Company — 38920<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |

COVERAGES CERTIFICATE NUMBER: 25/26 REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | COMMERCIAL GENERAL LIABILITY<br>☐ CLAIMS-MADE ☐ OCCUR<br>☒ Directors & Officers Liability<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>☒ POLICY ☐ PRO-JECT ☐ LOC<br>☐ OTHER: | | | 0100361904-0 | 04/07/2025 | 04/07/2026 | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG | $ 1,000,000<br>$<br>$<br>$<br>$ 1,000,000<br>$ |
| | AUTOMOBILE LIABILITY<br>☐ ANY AUTO<br>☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS<br>☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident) | $<br>$<br>$<br>$ |
| | ☐ UMBRELLA LIAB ☐ OCCUR<br>☐ EXCESS LIAB ☐ CLAIMS-MADE<br>☐ DED ☐ RETENTION $ | | | | | | EACH OCCURRENCE<br>AGGREGATE | $<br>$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N ☐ N/A<br>If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | ☐ PER STATUTE ☐ OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | <br>$<br>$<br>$ |
| A | Errors and Omissions | | | 0100362761-0 | 04/07/2025 | 04/07/2026 | Aggregate<br>Each Claim | $1,000,000<br>$1,000,000 |

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

| CERTIFICATE HOLDER | CANCELLATION |
|---|---|
| Great Lakes Housing Services<br>736 E Michigan Avenue<br>Lansing MI 48912 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br>Stacie Gatza |

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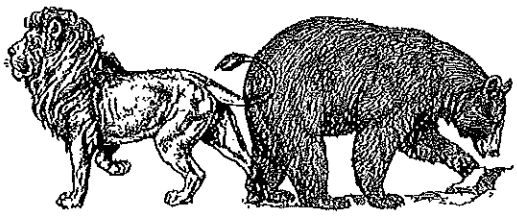
# 1. Cover Letter




**January 9, 2026**

City of Morenci
Attn: Jeff Bell, Administrator/Clerk
City of Morenci
Morenci, MI 49256

**Re: Proposal for MSHDA CDBG MI Neighborhood Grant Administrator Services**

Dear Mr. Bell and Evaluation Committee Members,

Lionbear Ventures LLC is pleased to submit this proposal to serve as the Third-Party Administrator (TPA) for the City of Morenci's **MSHDA CDBG MI Neighborhood Home Improvement Partnership (MHIP) Program.**

Lionbear Ventures brings extensive experience administering **HUD- and MSHDA-funded housing rehabilitation programs,** including Community Development Block Grant (CDBG), Housing Community Development Fund (HCDF), and MI Neighborhood Initiatives. Our team has successfully supported small and rural Michigan communities through every phase of program implementation—from startup and outreach through environmental review coordination, financial management support, compliance, monitoring, and closeout.

We understand that the City of Morenci's MHIP Program will rehabilitate **40 owner-occupied homes** across two implementation phases, prioritizing health, safety, accessibility, and energy efficiency improvements for income-eligible households. Lionbear Ventures is prepared to manage this program in **full compliance with HUD, MSHDA, and 2 CFR Part 200 requirements,** while providing responsive, hands-on support to City staff and program participants.

Lionbear Ventures proposes an **hourly, not-to-exceed (NTE) budget** for all services described in the RFP. Our proposed budget is designed to provide the City with flexibility, cost transparency, and assurance that administrative costs will remain within allowable CDBG limits. All costs associated with labor, travel, administration, and reporting are included within the proposed not-to-exceed amount.

The City will be supported by a dedicated project team led by **Anita Jackson, MA, LBSW,** a seasoned housing and CDBG program administration professional with over **20 years of experience supporting HUD-funded housing and community development programs,** supported by Lionbear Ventures' leadership and compliance staff.

Not for Redistribution

Thank you for the opportunity to submit this proposal. We welcome the opportunity to partner with the City of Morenci to successfully implement this important housing program and strengthen the community through compliant, efficient, and resident-centered administration.

Sincerely,



**Ashley Connelly**
Chief Executive Officer
Lionbear Ventures LLC
9423 Sprucedale Drive
Flushing, MI 48433
(810) 447-1571
develop@lionbearventures.com

# 2. Executive Summary

Lionbear Ventures LLC proposes to serve as the Third-Party Administrator (TPA) for the City of Morenci's MSHDA Community Development Block Grant (CDBG) MI Neighborhood Home Improvement Partnership (MHIP) Program. The MHIP Program is a critical investment in Morenci's housing stock, designed to address health, safety, accessibility, and energy efficiency needs for income-eligible, owner-occupied households.

The City of Morenci has been awarded $1,180,000 in CDBG funding to rehabilitate 40 owner-occupied homes, implemented across two phases with defined expenditure timelines. Lionbear Ventures understands the importance of timely implementation, rigorous documentation, and proactive compliance management to ensure the City meets all MSHDA and HUD requirements while delivering meaningful improvements to residents.

Lionbear Ventures brings more than 60 years of combined experience in managing complex state and federally funded programs in housing, economic and community development initiatives to its work as a Third-Party Administrator (TPA). Led by a team with deep expertise in strategic planning, grant management, compliance oversight, and community-focused project execution, Lionbear Ventures has demonstrated a robust track record supporting both public and nonprofit organizations throughout Michigan.

The City of Morenci's program will be **supported by a dedicated project team led by Anita Jackson (Ypsilanti), MA, LBSW, a senior housing and grants professional with over 20 years of experience administering HUD-funded programs** throughout the country, including CDBG-funded housing initiatives. Ms. Jackson's background includes income verification, national objective compliance, environmental review documentation, monitoring, and closeout support. She is supported by Lionbear Ventures' leadership and

project management staff to ensure continuity, responsiveness, and accountability throughout the life of the program.

Lionbear Ventures proposes an **hourly rate for their staff with a not-to-exceed total administrative budget** structured to remain within allowable CDBG administrative limits. This approach provides the City with cost transparency, flexibility across program phases, and assurance that administrative expenditures are directly tied to program needs and performance. Lionbear will leverage local general contractors through a bid process ensuring expert support and as an opportunity to reinvest funds locally and has included a **letter of support from the Habitat for Humanity** of Lenawee County confirming our intent to collaborate on CDBG programming in the region.

Lionbear Ventures is committed to partnering with the City of Morenci to deliver a compliant, efficient, and resident-centered MHIP Program. Our team will work collaboratively with City staff, MSHDA, contractors, and community partners to ensure that program goals are achieved on schedule, funds are fully expended, and the City is well-positioned for successful monitoring and closeout.

# 3. Firm Qualifications & Experience

## 3.1 Firm Overview

Lionbear Ventures LLC is a Michigan-based, woman-owned consulting firm specializing in grant administration, housing and community development program management, and compliance support for municipalities, nonprofit organizations, and community-focused developers. Lionbear Ventures has gained recognition for our full lifecycle support of community and entrepreneur-led projects, from strategy and ideation to project management and grant administration.

Since 2022, with our support, our clients have been approved for over $25M in funding primarily for rural communities. Lionbear Ventures was established to address a critical capacity gap faced by small and rural communities that lack the staffing, systems, or technical expertise required to successfully implement state and federally funded programs.

Lionbear Ventures is a fully remote organization headquartered in Flushing, Michigan. Ms. Jackson, the Project Lead, is **located in Ypsilanti, located 60 miles from Morenci.** This proximity enables regular on-site coordination, responsive communication with City staff, and familiarity with regional housing conditions, contractor markets, and local government operations.

Core service areas include:

- Community Development Block Grant (CDBG) program administration
- Housing rehabilitation and homeowner assistance programs

- MI Neighborhood and Housing Community Development Fund (HCDF) administration
- Financial management support and reporting
- Monitoring, preparation, and grant closeout

## 3.2 Relevant Experience with CDBG and Housing Programs

Lionbear Ventures is experienced in supporting MSHDA-funded housing and community development programs similar in scope and complexity to the City of Morenci's MHIP Program. The firm is leveraging the extensive experience of their Housing Grants Administration Manager, Anita Jackson, who has assisted multiple Michigan municipalities and organizations with HUD and CDBG housing rehabilitation initiatives focused on owner-occupied units, addressing health and safety deficiencies, accessibility improvements, and energy efficiency upgrades.

Since 2021, Lionbear Ventures has helped clients secure and administer millions of dollars in housing and community development funding, including awards under the MSHDA MI Neighborhood Program and related state and federal programs. Our experience spans program startup, development of local program guidelines, outreach and intake, eligibility determination, financial tracking, reporting, and closeout.

Lionbear Ventures has not been subject to unresolved monitoring findings, disallowed costs, or delayed closeouts on any HUD- or MSHDA-funded programs supported by the firm. Our team emphasizes proactive compliance management, detailed file documentation, and ongoing internal quality control to reduce risk for our municipal partners.

## 3.3 Experience Supporting Small and Rural Communities

A distinguishing strength of Lionbear Ventures is our focus on serving small cities, villages, and rural communities. As the firm who developed the successful CDBG application for this effort, the City Manager can attest to our flexibility, commitment, creative problem solving, and professionalism that has delivered tangible results in underserved communities. We understand the operational constraints often faced by smaller municipalities, including limited staff capacity, competing administrative responsibilities, and the need for practical, hands-on support.

Our approach is highly collaborative and designed to integrate seamlessly with municipal operations. We provide clear guidance, templates, and tracking tools that allow City staff to maintain visibility into program progress while minimizing administrative burden. This approach has proven effective in helping communities remain compliant with all state and federal requirements (including HUD and MSHDA) while achieving timely expenditure of funds.

## 3.4 Capacity and Availability

Lionbear Ventures maintains sufficient staffing and contractor capacity to support the City of Morenci's MHIP Program throughout both implementation phases. The firm will assign Anita Jackson, a full-time staff member, as dedicated project lead focused exclusively on housing program administration. She will leverage supporting staff and third-party contractors to ensure continuity, responsiveness, and accountability. Our internal project management systems allow for real-time tracking of tasks, deadlines, expenditures, and reporting requirements.

Lionbear Ventures confirms its availability to begin work immediately upon contract award and to commit the necessary staff resources to ensure successful program implementation through final closeout.

## 3.5 Other Relevant Experience

The following examples demonstrate Lionbear Ventures' broader experience administering complex, multi-partner projects funded by state and federal sources. These examples reflect the firm's capacity to manage compliance-driven programs, coordinate multiple funding sources, and deliver measurable outcomes for communities and developers.

### Project 1: Curwood Place (Owosso, Michigan)

- **Client Name:** DiClemente Investments
- **Project Description:** Rehabilitation of an approximately 18,000 square foot vacant building to create nine new residential units with associated commercial space in downtown Owosso.
- **Scope of Work:** Lionbear Ventures was engaged to identify and apply for funding opportunities to support rehabilitation of the property and to administer awarded funds. Services included grant strategy development, application preparation, award administration, and facilitation of coordination with local, regional, and state partners.
- **Results:** Lionbear Ventures supported the developer in securing a $1.3 million Michigan Economic Development Corporation (MEDC) award, an eight-year Obsolete Property Rehabilitation Act (OPRA) tax abatement approved by the City of Owosso, and $440,000 in Housing Community Development Fund (HCDF) funding for residential rehabilitation. Lionbear also facilitated relationships that resulted in the developer joining the Shiawassee County Economic Development Program (SEDP).
- **Timeframe:** Three years
- **Contact Reference:** Perry DiClemente, Chairman / Director of Operations, DiClemente Siegel Design Inc., (248) 892-2371, perry@dsdonline.com

### Project 2: Goodwill's Green Works Recycling Program

- **Client Name:** Goodwill's Green Works (GGW)

- **Project Description:** Development and launch of a new polystyrene recycling initiative to complement an existing asset recovery and recycling program.
- **Scope of Work:** Lionbear Ventures developed a comprehensive business plan, outlined program costs, formed strategic partnerships for material collection, identified end markets for processed materials, and prepared grant applications to the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
- **Results:** The project resulted in two awards totaling $550,000 in funding, which Lionbear Ventures continues to support through ongoing grant administration and reporting.
- **Timeframe:** Two years
- **Contact Reference:** Caleb Rutledge, CEO & President, (313) 932-9833

# 4. Assigned Project Team & Roles

Lionbear Ventures will assign a dedicated, experienced project team to support the City of Morenci's MSHDA CDBG MI Neighborhood Home Improvement Partnership (MHIP) Program. The proposed team structure ensures clear lines of responsibility, continuity of service, and sufficient capacity to manage all administrative, compliance, and reporting requirements throughout both phases of program implementation.

## 4.1 Project Team Structure

The City of Morenci will be supported by a core project team consisting of a primary project lead, executive oversight, and supporting administrative and project management staff. This team-based approach provides depth of expertise while maintaining a single, consistent point of contact for the City.

**Primary Point of Contact / Project Lead**
Anita Jackson, MA, LBSW – Housing Grant Administration Manager

**Executive Oversight**
Ashley Connelly – Chief Executive Officer

**Supporting Staff – Project Management, Administrative, and Outreach Support**
Caroline Green – Grant Writer & Administrator (HCDF / Housing Programs)
Jessalyn Taylor – Marketing and Outreach Support
Laura Palombi – Project Management Professional (PMP)

These staff members will support program outreach and marketing, reporting, financial tracking, documentation management, timeline coordination, procurement support, and contractor coordination activities.

## 4.2 Key Personnel Qualifications

### Anita Jackson, MA, LBSW – Housing Grant Administration Manager (Project Lead)

Ms. Jackson will serve as the primary project lead and day-to-day administrator for the City of Morenci's MHIP Program. She brings over 20 years of experience supporting HUD-funded housing and community development programs, **including 7 years with Community Development Block Grant (CDBG)**, 5 years with Emergency Solutions Grants (ESG), and **15 years in Part 200 Financial Management**.

Ms. Jackson's experience includes advancing housing initiatives, overseeing operations, grants review and oversight, clinical programs, technical assistance, and training. Ms. Jackson served 16 years as Manager and Lead Coordinator with Lincoln Behavioral Services in Wayne County, Michigan, where she led teams in grants management, documentation verification, grant monitoring, and housing and homeless services. Her background includes extensive work with municipalities, counties, and nonprofit organizations to ensure compliance with HUD and state requirements while maintaining a resident-centered approach.

Ms. Jackson will be responsible for:

- Serving as the City's primary point of contact
- Coordinating all administrative activities related to the MHIP Program
- Ensuring compliance with HUD, MSHDA, and 2 CFR Part 200 requirements
- Overseeing program documentation, reporting, and closeout

### Ashley Connelly – Chief Executive Officer (Executive Oversight)

Ms. Connelly has 18 years of experience in government contracts and grant administration across community development, defense, manufacturing, workforce development, and engineering sectors. Her background includes 12 years with Lockheed Martin as a Government Contracts Reporting Analyst and Business Manager overseeing projects valued at over $300 million, followed by service as Controller for LIFT Institute managing a $15 million federal cooperative agreement.

As Executive Oversight, Ms. Connelly ensures adequate staffing, quality control, and adherence to contract requirements. She provides risk management, process improvement, and high-level coordination with City leadership as needed.

### Jessalyn Taylor – Marketing and Outreach Support

Ms. Taylor provides marketing, outreach, and community engagement support for housing and small business programs. Her experience includes developing outreach materials, coordinating community-facing communications, supporting application intake processes, and assisting with program tracking. Ms. Taylor will support resident outreach, application promotion, and communication efforts for the City of Morenci's MHIP Program.

### Caroline Green – Grant Writer & Administrator (HCDF / Housing Programs)

Ms. Green is an experienced grant writer and administrator with a strong track record supporting housing and community development programs. She has led and supported multiple housing grant applications and administrative efforts under MSHDA programs, including MI Neighborhood HCDF-funded initiatives. Ms. Green supports program documentation, beneficiary file management, reporting, and coordination across project partners.

### Laura Palombi – Project Management Professional (PMP)

Ms. Palombi is a certified Project Management Professional (PMP) with over a decade of experience managing complex, multi-stakeholder projects. Her background includes schedule development, milestone tracking, documentation control, and process improvement. She supports timeline management, internal controls, and coordination across administrative and compliance tasks to ensure the MHIP Program remains on schedule and within budget.

## 4.3 Roles and Responsibilities

The following summarizes the division of responsibilities for the City of Morenci's MHIP Program:

- **Project Lead (Anita Jackson):** Day-to-day program administration; coordination with City staff and MSHDA; oversight of compliance with HUD, MSHDA, and 2 CFR Part 200 requirements; supervision of reporting, monitoring preparation, and closeout support.
- **Executive Oversight (Ashley Connelly):** Contract oversight; staffing and capacity management; quality assurance; escalation support; and strategic coordination with City leadership as needed.
- **Project Management & Administrative Support (Caroline Green, Jessalyn Taylor, Laura Palombi):** Tracking program timelines and milestones; maintaining program and beneficiary files; preparing progress reports, payment requests, and supporting documentation; coordinating procurement activities and contractor documentation; and assisting with financial tracking and internal quality control.

## 4.4 Continuity and Availability

Lionbear Ventures is committed to providing consistent staffing throughout the duration of the MHIP Program. Ms. Jackson will remain assigned as the primary project lead for the life of the program to ensure continuity, institutional knowledge, and strong working relationships with City staff and partners.

Lionbear Ventures confirms that sufficient staff capacity is available to meet program demands, deadlines, and reporting requirements and that the proposed team is available to begin work immediately upon contract award.

# 5. Understanding of the Project & Approach

Lionbear Ventures' approach to administering the City of Morenci's MSHDA CDBG MI Neighborhood Home Improvement Partnership (MHIP) Program is grounded in early coordination, practical collaborative program design, hands-on municipal support, and proactive risk management. Our goal is to minimize administrative burden on City staff while maximizing program efficiency, compliance, and community impact.

## 5.1 Program Kickoff and Startup

Upon contract award, Lionbear Ventures will facilitate a **formal project kickoff meeting** with City leadership and relevant staff. This meeting will establish clear roles, communication protocols, reporting expectations, and timelines. A primary focus of the kickoff will be **program startup and development of local program guidelines in collaboration with regional partners**, ensuring alignment with MSHDA and HUD requirements while tailoring procedures to the City of Morenci's staffing capacity and operational preferences.

During program startup, Lionbear Ventures will work collaboratively with the City to:

- Develop and finalize local program policies, procedures, and guidelines
- Review program delivery options to **reduce administrative burden and streamline workflows**
- Establish tracking tools and reporting schedules
- Confirm implementation timelines for both program phases

## 5.2 Program Delivery and Administrative Efficiency

Lionbear Ventures understands the importance of designing a program delivery model that is efficient, compliant, and realistic for a small municipality. We will advise the City on program structures that balance regulatory requirements with practical implementation, allowing City staff to remain informed without being overextended.

Our team conducts **regular in-person visits** as needed and maintains frequent communication with City staff to ensure issues are addressed early and program activities remain on schedule. We also emphasize **hands-on training and technical assistance,** providing City staff with practical guidance in housing program administration to help build long-term local capacity.

## 5.3 Use of Specialized Consultants and Construction Support

## 5.4 Procurement and Contracting Approach

All procurement activities will adhere strictly to **City procurement policies, HUD requirements, and 2 CFR Part 200.** Lionbear Ventures will lead procurement processes for Tier 2 consultants, if applicable, and support the City in contractor-related procurement activities, ensuring transparency, competitiveness, and full documentation.

The City will retain direct contractual relationships with licensed General Contractors and any required consultants, with Lionbear Ventures providing administrative, compliance, and coordination support throughout the process.

## 5.5 Cost Control and Not-to-Exceed Budget Structure

Lionbear Ventures understands that the City of Morenci has **$212,400 in total administrative funds** available for implementation of the MHIP Program. Lionbear Ventures will manage and allocate the available administrative budget strategically for each program phase to ensure adequate coverage of required third-party services and efficient use of City resources.

The administrative budget will be **planned and tracked by phase**, with clear allocations for third-party professional services (including environmental review consultants, construction-related support, and other specialized services, if required) and Lionbear Ventures' administrative services. Third-party contracts will be **secured and executed prior to the delivery of program services to homeowners**, ensuring that all technical and compliance-related capacity is in place before rehabilitation activities begin.

Lionbear Ventures will invoice its services on an **hourly basis against the remaining administrative balance,** following the execution of third-party contracts, within a not-to-exceed (NTE) structure. This approach provides Lionbear Ventures with the ability to design a program collaboratively with local partners and the City with full cost transparency, flexibility to realize savings where efficiencies occur, and protection from unplanned or excessive administrative expenditures.

All third-party contracts will be paid directly by the City, with Lionbear Ventures providing procurement leadership, coordination, documentation, and compliance oversight. Through disciplined budget management, proactive planning, and phased allocation of administrative resources, Lionbear Ventures will help the City fully leverage the available administrative funds while safeguarding public dollars and maintaining compliance with HUD and MSHDA requirements.

## 5.6 Collaboration with MSHDA and Peer Network

Lionbear Ventures maintains an **excellent and ongoing working relationship with MSHDA staff,** developed through years of administering MSHDA-funded housing and community development programs. We communicate regularly with MSHDA program staff to clarify requirements, resolve issues promptly, and ensure program activities remain aligned with current guidance.

In addition, Lionbear Ventures actively participates in a **network of Third-Party Administrators (TPAs)** across Michigan. This peer network allows us to share best practices, troubleshoot complex issues, and reduce risk—particularly in programs serving small and rural municipalities. The City of Morenci will benefit from this collective knowledge and experience throughout program implementation.

# 6. Scope of Services

Lionbear Ventures will provide comprehensive Grant Administration and Third-Party Administration services for the City of Morenci's MHIP Program. The Scope of Services below is organized to mirror the administrative budget structure and task table provided by the City and is designed to ensure full compliance with HUD, MSHDA, and City requirements while minimizing administrative burden on City staff.

## 6.1 Scope of Services

**Assigned Team Legend:**
**AJ** = Anita Jackson (Project Manager)
**AC** = Ashley Connelly (Executive Oversight)
**LBV Staff** = Lionbear Ventures Staff (Project Management, Administrative, and Outreach Support)
**CM** = Construction Manager (licensed general contractor or construction oversight professional)
**EF** = Environmental Firm (qualified third-party environmental consultant)

The following table presents the planned Scope of Services organized by **functional area**, with corresponding tasks, responsibilities, and assigned team members. This structure aligns with HUD and MSHDA program administration practices while remaining consistent with the City's administrative budget and task framework.

| Task No. | Task Description | Summary of Services | Assigned Team |
|---|---|---|---|
| 1 | Program Management & Administration | Program startup and kickoff meeting; development of local program guidelines; coordination with City and MSHDA; overall program oversight; scheduling; internal quality control; response to monitoring and audit requests. | AJ / AC / LBV Staff |
| 2 | Outreach & Intake | Development of outreach and marketing materials; resident communication; application intake and tracking; completeness review; coordination with City outreach efforts. | LBV Staff |
| 3 | Environmental Review | Coordination of Tier 1 and Tier 2 environmental reviews (if required); preparation and assembly of 24 CFR Part 58 documentation; coordination with consultants and MSHDA; environmental review amendments as needed. | AJ / EF |
| 4 | Lead-Based Paint Compliance | Coordination of lead inspections or risk assessments; integration of lead hazard reduction into scopes of work; verification of contractor lead-safe practices; clearance documentation and tracking. | AJ / CM |
| 5 | Property Inspection & Work Write-Ups | Coordination of in-home inspections; development of detailed scopes of work; preparation or review of independent cost estimates; documentation of health, safety, and code deficiencies. | CM |
| 6 | Contractor Procurement & | Development of bid packages; procurement support in accordance with City and HUD requirements; bid review support; | AJ / CM |

| Task No. | Task Description | Summary of Services | Assigned Team |
|---|---|---|---|
| | Management | contractor qualification verification; coordination of contract documentation. | |
| 7 | Construction Management | Coordination of job scheduling; monitoring construction progress; documentation of inspections; review and processing of change orders; quality control coordination with licensed general contractor support. | CM |
| 8 | Financial Management & Payment Processing | Tracking program budgets and expenditures; review of contractor invoices; preparation of payment requests; documentation of local match; financial reporting support. | AJ / LBV Staff |
| 9 | File Management & Recordkeeping | Maintenance of complete beneficiary and program files; compliance with MSHDA file checklists; organization of records for monitoring and audit readiness. | LBV Staff |
| 10 | Reporting & Compliance | Preparation of quarterly and required progress reports; beneficiary data tracking; IDIS/IGX support as applicable; response to monitoring findings. | AJ / LBV Staff |
| 11 | Closeout | Preparation and submission of MSHDA closeout documentation; final reporting; transfer of program files to the City; closeout coordination. | AJ / AC |

## 6.2 Phased Implementation

The Scope of Services will be implemented in alignment with the City's two-phase MHIP rollout. Administrative resources, third-party contracts, and Lionbear Ventures' hourly services will be allocated and tracked by phase to ensure appropriate coverage and cost control throughout program implementation. **See Attachment F.**

## 6.3 Third-Party and Construction Support

Where tasks require specialized expertise (including environmental review, inspections, or construction oversight), Lionbear Ventures will lead procurement efforts and coordinate with qualified third-party consultants in compliance with City and HUD procurement requirements. The City will contract directly with licensed General Contractors and third-party consultants, with Lionbear Ventures providing administrative coordination, compliance oversight, and documentation support.

## 6.4 Coordination and Quality Control

All services will be delivered in close coordination with City staff and MSHDA. Lionbear Ventures will apply internal quality control procedures, regular check-ins, and in-person support as needed to ensure tasks are completed accurately, efficiently, and in full compliance with program requirements.

# 7. Cost Proposal & Budget Narrative

Lionbear Ventures proposes to provide grant administration services for the City of Morenci's MHIP Program on an **hourly, not-to-exceed (NTE)** basis, consistent with the

City's administrative budget and HUD CDBG requirements. This approach provides full cost transparency, flexibility to adjust staffing by phase, and protection for the City against unplanned or excessive administrative expenditures.

## 7.1 Hourly Rates

Lionbear Ventures proposes the following fully burdened hourly rates, inclusive of all labor, overhead, administrative costs, and routine travel associated with program administration:

- **Anita Jackson (AJ) – Project Manager:** $150 per hour
- **Ashley Connelly (AC) – Executive Oversight:** $150 per hour
- **Lionbear Ventures Staff (LBV Staff):** $125 per hour

These rates will remain fixed for the duration of the contract unless otherwise amended by mutual agreement.

## 7.2 Not-to-Exceed Administrative Budget

The City of Morenci has $212,400 available for administrative costs associated with the MHIP Program. Lionbear Ventures will manage its services within a **not-to-exceed administrative cap**, invoicing only for actual hours worked and coordinating the use of administrative funds across program phases.

Administrative costs will be **planned and tracked by phase**, with priority given to securing required third-party professional services (such as environmental firms and construction management support) prior to the delivery of rehabilitation services to homeowners. The not-to-exceed budget for Lionbear Ventures will be determined by total cost of each phase less the third-party contractor bids secured in initial months of each phase. Following execution of third-party contracts, Lionbear Ventures will continue to invoice actual hours incurred and not exceeding the remaining administrative balance.

## 7.3 Third-Party Costs and Procurement

Third-party professional services, including environmental consultants (EF) and construction management support (CM), will be procured and contracted directly by the City in accordance with City procurement policies, HUD requirements, and 2 CFR Part 200. Lionbear Ventures will lead or support procurement activities, assist with scope development and bid review, and provide coordination and compliance oversight for these contracts.

Third-party costs are not included in Lionbear Ventures' hourly rates and will be paid directly by the City from the administrative budget or other eligible sources, as appropriate.

## 7.4 Invoicing and Cost Controls

Lionbear Ventures will submit detailed invoices on a regular basis, itemizing hours worked by staff category, task, and program phase. This invoicing structure allows the City to:

- Monitor administrative spending in real time
- Identify opportunities for cost savings through efficiencies
- Ensure expenditures align with approved tasks and phases

Through disciplined budgeting, phased planning, and transparent invoicing, Lionbear Ventures will support the City of Morenci in fully leveraging available administrative funds and program implementation funds while maintaining compliance with HUD and MSHDA requirements and safeguarding public resources.

# 8. References

References for this proposal will be provided for **Anita Jackson, MA, LBSW,** who will serve as the Project Manager and primary point of contact for the City of Morenci's MHIP Program. Ms. Jackson's references reflect more than 20 years of experience administering HUD-funded and other federal grant programs, including Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), and related housing and community development initiatives.

Lionbear Ventures acknowledges that administration of CDBG programs under the MI Neighborhood framework represents a **new program area for the firm as a whole.** However, the Lionbear Ventures team brings a strong and demonstrated record of success administering **other complex federal and state-funded grant programs**, including housing, community development, infrastructure, and economic development initiatives.

The City of Morenci will benefit from a hybrid model that combines: - Ms. Jackson's extensive, hands-on CDBG and HUD program administration experience - Lionbear Ventures' established systems for grant management, compliance, reporting, and fiscal control - The firm's successful track record managing federally funded programs and supporting small and rural municipalities

Detailed reference contact information for Ms. Jackson is included as Attachment E to this proposal.

# Attachment Index

The following attachments are included with this proposal and are submitted in accordance with the Request for Proposals requirements.

Attachment No. / Attachment Title:

- Attachment A / Request for Proposal Form
  - Completed and signed RFP response form as required by the City of Morenci.

- Attachment B / Resumes
  - Resumes for key personnel, including Anita Jackson, MA, LBSW, and supporting Lionbear Ventures staff.

- Attachment C / Letter of Support
  - Letter of support from Habitat for Humanity of Lenawee County confirming collaboration and coordination if Lionbear Ventures is selected.

- Attachment D / Company References
  - List of company references demonstrating Lionbear Ventures' experience administering state and federal grant programs.

- Attachment E / CDBG References
  - List of CDBG-specific references associated with Anita Jackson's prior HUD-funded grant administration experience.

- Attachment F / Anticipated Program Plan
  - Anticipated timeline of the statement of work with anticipated assigned team members for Phase 1 and Phase 2.

- Attachment G / Evidence of Worker's Compensation Policy
  - Lionbear is willing to add City of Morenci to policy

**City of Morenci**
**2025 REQUEST FOR PROPOSAL FORM**

MSHDA CDBG MI Neighborhood Grant Administrator

**Instructions:**
This Bid Form must be completed in full and submitted with all required proposal materials listed in the RFP. Please provide a fixed sum cost for each major component of the Scope of Services. All costs should reflect the TPA's complete services, including labor, travel, and any administrative expenses.

| # | Service Category | Estimated Cost | Not to Exceed Proposed Cost ($) |
|---|---|---|---|
| 1 | General Administration & Reporting | 24,300 | 26,530 |
| 2 | Program Implementation | 60,100 | 65,600 |
| 3 | Financial Management | 15,000 | 16,375 |
| 4 | Environmental Review | 4,500 | 4,900 |
| 5 | Procurement | 21,650 | 23,630 |
| 6 | Construction & Labor Compliance | 40,010 | 43,670 |
| 7 | Monitoring & Closeout | 29,000 | 31,695 |
| | | $194,550 to | 212,400 |

Total Proposed Fixed Sum Fee: $ _____

Notes:
If fixed price is required, use not to exceed price which include 3rd party paid By city. See attachment

Exceptions to Proposal:
Cost option, References for CDBG are for Anita Jackson

**Required Attachments:**
Firm Qualifications and Staff Assignments
- Brief history of the firm
- Qualifications of each team member assigned to the project and their role

Experience with CDBG/MSHDA Housing Grants
- Summary of previous experience administering CDBG and MSHDA housing programs
- Confirmation of no significant unresolved findings or delays

References (Three Required)
- Must be from the past three calendar years
- Must include point-of-contact name, phone, email, and type of CDBG project

Part 200 Financial Management Experience
- Description of firm's knowledge and experience with federal financial management standards

Bid Submitted By:

Limbear Ventures
Name of Firm

9423 Sprucedale DR
Address

Flushing MI 48433
City, State, Zip Code

Date: 1-9-26

8104471571
Telephone Number & Fax Number

Ashley Connelly
Printed Name Title

Authorized Signature

Please see Request for Proposal sheet which for information on the general specifications required for the proposal.

By signing above, the Company agrees to all specifications on the bid specification sheet as it relates to holding the City of Morenci harmless from any liability.

**Estimated Total Administration Cost**

| | PHASE 1 | | | PHASE 2 | | | TOTAL | | |
|---|---|---|---|---|---|---|---|---|---|
| | Lionbear | 3rd Party | Total | Lionbear | 3rd Party | Total | Lionbear | 3rd Party | Total |
| 1Gen Admin & Reporting | $ 13,350.00 | $ - | $ 13,350.00 | $ 10,950.00 | $ - | $ 10,950.00 | $ 24,300.00 | $ - | $ 24,300.00 |
| 2Program Implementation | $ 12,700.00 | $ 5,000.00 | $ 17,700.00 | $ 19,400.00 | $ 23,000.00 | $ 42,400.00 | $ 32,100.00 | $ 28,000.00 | $ 60,100.00 |
| 3Financial Mgmt | $ 5,000.00 | $ - | $ 5,000.00 | $ 10,000.00 | $ - | $ 10,000.00 | $ 15,000.00 | $ - | $ 15,000.00 |
| 4Environmental Review | $ 4,500.00 | $ - | $ 4,500.00 | $ - | $ - | $ - | $ 4,500.00 | $ - | $ 4,500.00 |
| 5Procurement | $ 900.00 | $ 5,500.00 | $ 6,400.00 | $ 4,500.00 | $ 10,750.00 | $ 15,250.00 | $ 5,400.00 | $ 16,250.00 | $ 21,650.00 |
| 6Construction and Labor Compliance | $ - | $ 12,000.00 | $ 12,000.00 | $ - | $ 28,000.00 | $ 28,000.00 | $ - | $ 40,000.00 | $ 40,000.00 |
| 7Monitoring and Closeout | $ 5,000.00 | $ - | $ 5,000.00 | $ 24,000.00 | $ - | $ 24,000.00 | $ 29,000.00 | $ - | $ 29,000.00 |
| **Total Estimated Admin Budget** | $ 41,450.00 | $ 22,500.00 | $ 63,950.00 | $ 68,850.00 | $ 61,750.00 | $ 130,600.00 | $ 110,300.00 | $ 84,250.00 | **$ 194,550.00** |
| Not-To-Exceed Values | | | **$ 63,720.00** | | | **$ 148,680.00** | | | **$ 212,400.00** |

Cost Assumptions:

Phase 1 will target repairs with consistent and lower effort scope to ensure services are delivered by 12/31/26 while reducing risk and admin.
Phase 2 proposes an expansion of service offerings increasing homeowners eligible and leveraging lessons learned.

**Attachment B**

**Company Resumes**

# Anita Jackson

## Professional Biography

Ms. Anita Jackson is a seasoned community grants/contract, documentation specialist, and housing development professional with nearly 20 years of experience overseeing operations, grants review and oversight, clinical programs, technical assistance, and training. Ms. Jackson served 16 years as Manager and Lead Coordinator with Lincoln Behavioral Services in Wayne County, Michigan, where she led teams in grants management, documentation verification, and housing and homeless services. Previously, Ms. Jackson worked in operations, administrative, and grant management leadership positions with the City of Detroit and Detroit Wayne County Mental Health Authority. Over the course of her career, Ms. Jackson has led grant initiatives with strategic planning, coordination, administrative oversight, and grant management of several United States Department of Housing and Urban Development (HUD)-funded community housing development programs, including but not limited to Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), and Supportive Housing Program (SHP). Furthermore, she has provided Technical Assistance (TA) services for organizations across the country in grant sustainability; served as lead trainer for Permanent Housing, Projects for Assistance in Transition from Homelessness (PATH), and various HUD grants; and is an experienced manager of the full grant and contract lifecycle including proposal development, auditing, compliance, fidelity reviews, and budget oversight. Ms. Jackson is a Licensed Baccalaureate Social Worker (LBSW) and has a strong educational background in counseling, public policy, nonprofit management, and business administration.

## Consulting Projects Grant-Funding Initiatives

Successfully completed a CDBG project for a local non-profit in Detroit, Michigan. Advised small non-profit in Baltimore, Maryland on a successful Block Grant application for a mixed-use redevelopment, including project narrative, budget, and timeline. Led grant administration for a county housing program award, setting up reporting systems and compliance procedures that maintained a 100% on-time submission record. Conducted funding research for state housing resources and local incentive programs, to support the implementation of grant-funded community redevelopment initiatives.

## Lionbear Ventures, LLC

**Housing Grant Administration Manager | 2025 - Present**

- Oversee the strategic planning, compliance, implementation, and monitoring of the Community Development Block Grant (CDBG) Housing and related programs in Michigan on behalf of clients.
- Provides leadership to ensure alignment with federal and state regulations, effective and compliant disbursement of funds, and strong program outcomes that advance housing stability and equity for low- and moderate-income populations across the state.

- » Work collaboratively as a team, supporting numerous clients—particularly those in under-resourced rural communities throughout Michigan—with the development of new housing infrastructure as well as the creation, rehabilitation, or renovation of housing units.
- » Subject matter expertise responsible to both clients and internal team members, driven to see projects through to completion, and deeply committed to supporting others.
- » Manage and leads the design, administration, and evaluation of CDBG-funded housing programs, including housing rehabilitation, acquisition, clearance, and housing-related infrastructure activities.
- » Coordinates application, award, contracting, and monitoring processes for subrecipients such as municipalities, nonprofit organizations, and housing authorities, and develops annual and multi-year program strategies aligned with HUD guidelines, MiNeighborhood requirements, Michigan's Consolidated Plan, and local housing needs.
- » Ensures full compliance with federal CDBG regulations (24 CFR Part 570), state policies, and HUD guidance by overseeing monitoring protocols, identifying and addressing risks or non-compliance, and preparing documentation for audits, program income tracking, and citizen participation requirements
- » Provides team leadership by managing and supporting program administrators, planners, and client advisory staff; assigning tasks; monitoring performance metrics; and developing training and reference materials. Supports proposal development, responses to RFPs, and the onboarding of new clients
- » Support clients with budgeting, grant disbursements, and financial reporting in coordination with finance and grants management teams. Responsibilities include tracking expenditures, program income, and leveraged funds to optimize the use of CDBG dollars, monitoring cost reasonableness, and ensuring proper procurement procedures are followed.

## Hagerty Consulting Professional Experience

**FDEM FEMA PA Cost Recovery Support Consultant | Florida Division of Emergency Management for Covid-19 and Hurricane Ian | Florida | 2025**

- » Invoice documentation review and packaging for support of Covid-19 and Hurricane Ian FEMA Public Assistance reimbursement.
- » Creation of RFR packages for Covid and Ian, nearing $1.5B. Detailed review of thousands of pages of documents to verify data, organize, and assemble packets, including:
- » Review, verification, and inclusion of all correct and applicable backup documentation, including invoices, payment details, correct POs, correct Mission details.
- » Verification of dollar amounts and totals, including proration across projects/RFRs.
- » Assemble into standardized PDF packets, following formatting guidance, explanations of prorations, etc.
- » Utilize Adobe PDF to assemble documentation into packets and add text box mark ups where required, compress files, ensure electronic signatures are retained on files, etc.
- » Track and record any missing documentation in a clear spreadsheet.
- » Coordinate with various team members to communicate and resolve any missing documentation or other findings.

**Program Planner | American Rescue Plan Act Non-Profit Reporting and Payroll Validation Services | Fort Bend County | 2022 to 2025**

- Monitored, reviewed grant applications and contracts to ensure compliance with organizational, federal, and state regulations and for approval.
- Conducted regular document and financial reviews of grant-funded projects, including evaluating budgets, expenditure reports, and payroll validation to ensure accuracy and adherence to approved grant budgets.
- Performed risk assessments, which included scoring of nonprofit organizations to evaluate their ability to meet programmatic, financial, and reporting requirements. Utilized a three-tier (low, medium, high) process to facilitate appropriate monitoring results.
- Delivered targeted trainings to nonprofit organizations that received grant funding, focusing on financial reporting, compliance, and performance management.
- Collaborated with nonprofit organizations on resolving issues related to compliance and grant performance, providing technical assistance and oversight.
- Conducted payroll validation to ensure proper allocation of costs to grant-funded projects and that expenditures complied with grant terms.
- Reviewed and approved monthly and quarterly financial reports, ensuring timely submission of required documents and identifying discrepancies or areas requiring additional documentation.
- Developed and implemented customized close-out guidebooks for nonprofits to facilitate the successful completion of grant-funded projects and ensure compliance during final reporting stages.
- Monitored payroll processes to validate that payroll costs charged to grants were accurate and aligned with approved budget categories.
- Collaborated with internal teams to evaluate grant performance, recommend process improvements, and enhance organizational policies on grant administration.
- Successfully executed close-out procedures for multiple multi-year grants, ensuring compliance with federal and state regulations.

**Project Coordinator | Nassau TORP ARP Implementation Management | Nassau County, NY Office of Emergency Management | 2025, 2022**

- Monitor and review grants and contracts and documentation verification to ensure compliance with organizational, federal, and state regulations.
- Conduct thorough reviews of nonprofit organizations' grant documentation, monitored compliance with all grant reporting requirements ensuring timely submission of progress and financial reports.
- Answered questions and provided guidance to nonprofit organizations regarding grant submission processes, eligibility, and compliance requirements to ensure proper classification and adherence to grant terms.
- Managed the status tracker, regularly updating it to reflect the current status of grant submissions, determinations, and communications with nonprofits.
- Submitted grant-related documents into the designated grant management portal, ensuring accuracy and timely submission.

- » Regularly monitored the portal for updates, checked for notifications, and ensured that all grant submissions were processed according to deadlines.
- » Completed detailed summaries of nonprofit submissions, including key information on eligibility, classification (beneficiary vs. sub-recipient), and compliance status, and provided these reports to senior management for review.

**Program Manager/Program Analyst | City of Detroit, Michigan 2022**

- » Led the evaluation and analysis of HUD programs, CDBG/CDBG-DR, applying both quantitative and qualitative techniques to assess the effectiveness of program operations in achieving established goals and objectives.
- » Reviewed grant applications for scoring and documentation review providing constructive feedback for approvals.
- » Utilized data collection and analysis methods to evaluate subrecipient performance, contributing to decision-making processes for new funding allocations. Provided written and oral reports with performance scores to inform funding decisions.
- » Reviewed audit findings and investigative reports to recommend corrective actions for subrecipients, ensuring compliance with HUD guidelines and regulations.
- » Assisted Federal, State, and local agency officials in developing proposals, preparing program plans, and drafting project application documents, contributing to the development of grant proposals and contracts in collaboration with city department staff.
- » Oversaw, reviewed, and analyzed grants and assistance applications, ensuring alignment with program goals and compliance with funder requirements. Managed the preparation, processing, and tracking of grants and awards, collaborating with the Office of Grants Management and NOFO.
- » Monitored compliance with all grant reporting requirements, ensuring timely submission of progress and financial reports. Analyzed financial and performance data to ensure proper fund expenditure and adherence to grant conditions.
- » Performed final reviews of completed grant awards, including making adjustments or disallowances, and processed award close-outs in compliance with regulations and deadlines.
- » Conducted post-award reviews to identify and resolve financial, management, and administrative issues, ensuring the proper implementation of grant-funded programs.
- » Identified and assessed promising grant opportunities in both public and private sectors, advising on strategic opportunities for funding and partnership development.
- » Collaborated with the Office of Contracting and Procurement to coordinate the bid process, ensuring timely and competitive bids were obtained for contract development and vendor selection.
- » Responded to findings from HUD audits and monitoring reviews, working to resolve identified issues and implement corrective actions as needed.
- » Addressed and resolved complex citizen inquiries and complaints related to HUD programs, ensuring effective communication and timely resolution of concerns.

**Program Manager/Lead Initiative Coordinator | Lincoln Behavioral Services**

- » Program Manager responsible for leading grant management and review, supervising a team in housing and homeless services, including a coordinator; residential case managers for Adult Foster Care (AFC); Not Guilty by Reason of Insanity (NGRI) placement; and housing specialists for semi-independent or independent living arrangements,

Emergency Housing Vouchers (EHVs), Community Development Block Grant (CDBG), Safe Haven, and Low-Income Housing Tax Credit (LIHTC). Monitored overall team efficiency and effectiveness; implemented performance improvement activities.

- Conducted quarterly reviews/audits for three large contracts and grants for nine Wayne County Community Mental Health Organizations. Measured quality across several areas, including organizational support for grant funded programs and the effectiveness and the array of clinical services provided. Audit results led to recommendations for trainings and staff development programs, including evidenced-based programs and fidelity reviews.
- Provide TA and consultation to the individual Community Mental Health (CMH) providers to assist them in maintaining the quality of their grant funded programs, which included developing correction plans based on the quality outcomes when needed to assure the compliance with the fidelity model. Worked with LIHTC properties for clients seeking housing.
- Managed daily operations of the Supportive Housing Division and supervised the Permanent Supportive Housing Team who served vulnerable populations that were homeless or required mental health services. Managed volunteer recruitment within the departments.
- Monitored grant/contract compliance with accreditation standards; prepared written reports and submitted budget; and coordinated training activities.
- Coordinated, collaborated, evaluated, and provided TA to agencies within the initiative and reported directly to Detroit Wayne County Mental Health Authority. Implemented and assisted in policy making for future housing projects including preparation for fidelity reviews.
- Oversaw the response to needs, trainings, crises, emergencies, and questions from nine collaborative agencies. Supervised the team for project-based vouchers in Westland and throughout Wayne County via the Michigan State Housing Development Authority (MSHDA) and Homeless Management Information System (HMIS) system.
- Served as liaison to other managers/coordinators, stakeholders, and agency staff. Handled complex situations, difficult issues, and problem solved for all agencies in the entire Wayne County Area affiliated with this project. Provided oversight and communication with contractors/service providers. Completed quarterly quality evaluations on all agencies within the project.

**Contract/Grant Manager & Department Administrator | Detroit Wayne County Mental Health Authority**

- Oversaw coordination of all contracts and grants administered between the State of Michigan, HUD, and assigned Providers for Housing Assistance Programs for community-based needs.
- Assisted in the preparation, development, approval, submission, and restructuring of grant and contract proposals, including budget development and revision, scope of services, and guarantor forms. Monitored accurate data input for continuation of grants and approved the financial status reports for 17 grants/contracts. Provided consultation to other departments on grant compliance and expertise on writing new grants in response to Request for Proposals (RFPs) or Request for Applications (RFA). Worked with the Legal Department on appropriate language for contracts.
- Monitored and assessed provider's compliance with Federal, State, and County standards; reviewed HMIS for accuracy of reporting responsibilities; and investigated all complaints.
- Worked with Continuum of Care (CoC) Programs in Detroit and Out Wayne County and provided TA for HUD and PATH grants. Conducted audits for 17 large contracts totaling over $20 million. Submitted findings for corrective action plans after reviewing program compliance.

## Employment History

Lincoln Behavioral Services, Program Manager/Lead Initiative Coordinator, 2007 to 2022

Detroit Wayne County Mental Health Authority, Contract/Grant Manager & Department Administrator, 2013 to 2019

University of Michigan Hospital, Emergency Medicine Education and Training Coordinator, 2014 to 2015

Detroit Area Agency on Aging, Facility Manager

Orchards Children Services, Adoption Recruitment Specialist

Not for Redistribution

# Ashley Connelly

ashley@lionbearventures.com - (810) 447-1571 – 9423 Sprucedale Dr Flushing MI 48433

Business professional with extensive quality experience in contracting, business management of programs, and strategic planning. Entrepreneurial-minded business leader, focused on results and execution, and supports a variety of programs during startup and mature stages of their life cycle.

## Education:

**Western Michigan University** Kalamazoo, MI Bachelor of Business Administration, Graduated Dec. 2007

## Experience:

**Lionbear Ventures, LLC**
*November 2021- Present* **Founder & CEO** Flushing, Michigan

Industry: Consulting Group specializing in Business & Fund Development for rural and disadvantaged communities

Responsibilities:

➢ Provide client support services through a group of proposal development, program management, and technical specialists focused on the industries of real estate, engineering, food, and basic services.

➢ Present funding and business opportunities to clients while referring to additional resources to support successful outcomes including funding applications and business plan development.

➢ Develop and grow a network of likeminded experts focused on sustainability and triple bottom line results for people, planet, and profits.

➢ Facilitate groups of stakeholders for the purposes of program and funding development designed to create common vision, community buy-in, and identify barriers to implementation.

**ISAIC - Industrial Sewing and Innovation Center**
*July 2020- November 2021* **Director of Operations & Finance** Detroit, Michigan

Industry: Private/Public funded institute specializing in manufacturing and workforce training.

Responsibilities:

➢ Oversee Operations including Human Resources, Accounting, Finance, Office Management, Insurance, and Program Controls.

➢ Manage a portfolio of appx $6.5M in grants and manufacturing revenue.

➢ Work closely with the CEO, and other department heads to position NPO as the center for the Flexible/Sewn Goods Industry by being the leader in training solutions, acting as a test case facility for advanced manufacturing solutions, and building a consortium of industry, philanthropy and government leaders.

Not for Redistribution

**LIFT - Lightweight Innovations For Tomorrow**
*December 2018- July 2020* **Controller** Detroit, Michigan

Industry: Private/Public funded Institute specializing in R&D and Workforce Development.
Finance Responsibilities:

➢ Finance Manager with a portfolio of appx $15M overseeing the performance of a variety of local and national programs in R&D and STEM education.

➢ Work closely with Program Management & Sales to develop budgets for grant and contract proposals. ➢ Oversee and manage project accounting activities to ensure compliance with contracting requirements and maximize performance objectives.

➢ Participate in negotiation of sub-awards of publicly funded programs.

➢ Advises leadership in strategic planning and business development of future LIFT programs.

➢ Manages and reports on the financial performance of programs.
Accounting Responsibilities:

➢ Lead accounting department, including responsibility for financial statement preparation, internal financial controls, financial reporting for both corporate and project accounting, and creating accounting policies and procedures. ➢ Supervise accounting staff on day-to-day operations, including month end close, AP/AR processing, and cash management. Ensures financial statements are in accordance with GAAP.

➢ Provide mentorship, training, and meet quarterly with accounting team to monitor performance to their annual goals.

➢ Continually improve the completeness of corporate accounting and operational policies and procedures to ensure appropriate financial controls and reporting in accordance with government compliance.

Achievements:
o Administered the transition of the accounting system from Quickbooks to Deltek Costpoint.
o Enhanced financial controls lead to accurate and appropriate accounting reporting by contract.
o Standardized monthly financial reports presented to the CEO and program leaders.

**Stoneridge, Inc**
*March 2018- December 2018* **Financial Analyst Senior** Novi, Michigan

Industry: International auto parts manufacturer headquartered in Novi, $800M+ in net sales.
Responsibilities: Senior Analyst responsible for day-to-day oversight of the monthly close process and accounts payable, as well as the internal financial analysis and reporting for the corporate headquarters segment and all other Corporate entities.

➢ Coordinates and analyzes Corporate Entity financial estimation process including annual budgets, quarterly forecasts and weekly variance flash reporting acting as the key liaison to all departments. Prepares monthly Variance and Financial analysis reports for corporate headquarters for management.

**Lockheed Martin - Global**
*March 2013- December 2015* **F-35 Business Management- Italy** Cameri, Italy

Industry: Defense contractor - F-35 fighter jet program- Final assembly facility stand up in Italy - Foreign commercial contract with Italian Ministry of Defense.

Responsibilities: Sole Business Mgmt. Representative in Italy directly supporting the program Vice President with execution of a multi-million-dollar global military program. Primarily responsibilities: Cash/Payment Collection and Office Accounting & Procurement Process and Procedures.

➢ Managed Milestone Verification process with the Italian Ministry of Defense to earn contract payments.

➢ Approve performance reports and verify data before submission to the Italian customer.

➢ Manage the submission and collection of foreign customer payments >$250M.

➢ Calculate invoice values based on a complex set of criteria requiring customer coordination and detailed record keeping.

➢ Direct communication with Senior Italian Military Officials and Fort Worth Program Office.

➢ As office accountant, author local purchasing and accounting procedures in compliance with company policies. Enhanced accounting records and execute operational transactions made from Italian bank.

➢ Manage accounts receivable/payable, record journal entries, perform ROI, NPV and asset management.

Achievements:

o As a 12-person team, we stood up a new international assembly facility on foreign soil.

o Negotiated leasing terms for local employee housing. Delivered savings of 50% (+$500K).

**Lockheed Martin - Aeronautics**

*August 2009- December 2012* **Reporting Analyst - F22 Program** Fort Worth, TX

Industry: Defense contractor - F-22 fighter jet program - US DoD contracts - Production, Sustainment, and Modernization- Cost and Fixed Price contracts.

Responsibilities: complete and submit monthly customer reports, establish and control cost baselines, prepare monthly performance analysis and reconciliation, administer changes to baseline, perform actuals cost reconciliation, participate in program meetings, and maintain/reconcile funding/price/cost/ fee position, support FP&A reporting and audits.

➢ Perform monthly analysis of Estimate to Complete, Estimate at Complete, cost and schedule variances. ➢ Responsible for preparing monthly government and internal reports.

➢ Support and provide recommendations using Earned Value techniques to program, business, and control account managers for programs with a combined contract value of over $8,000M.

➢ Successfully communicate contract data/status to Government Officials and Senior Leadership.

Achievements:

o Led three separate successful Integrated Baseline Reviews events with customer attendance. o Led the budget coordination event of multiple programs. Coordinated with Schedulers/Planners, Cost Integrators, Control Account Managers, Subcontracts, Business Mgrs and Program Mgrs.

Not for Redistribution

Attachment C

Habitat for Humanity® Lenawee County

**We build strength, stability, and self-reliance through shelter.**

To Whom is May Concern,

Habitat for Humanity of Lenawee County expresses interest in establishing a consultation and collaboration framework with Lionbear Ventures LLC regarding the administration and execution of the City of Morenci's Home Repair Program. This proposed partnership aims to align program delivery strategies to optimize cummunity outcomes.

Habitat of Lenawee currently operates a highly successful Home Repair Program, through multiple funding sources including, the MI Neighborhood funding initiative with the Michigan State Housing Development Authority (MSHDA). In 2025, our program facilitated over $900,000 in home repairs, directly benefiting 102 Lenawee County families.

Our extensive network of estabilised relationships with local licensed and insured contractors, coupled with our existing rapport with homeowners in the Morenci service area, provides significant assets to Lionbear Ventures LLC. This collaboration will facilitate efficient program implementation for the City of Morenci Home Repair Program.

At Habitat for Humanity of Lenawee County, we firmly believe that a collaborative approach among all stakeholders is essential to fully leverage available home repair funding. Working together ensures more residents can safely remain in their homes.

Sincerely,

Sarah Meikle

Sarah Melkle

Home Repair Project Manager

Habitat for Humanity of Lenawee County

1043 E US-223 Adrian, MI 49221

517-265-6157

Wendy Knox

Excutive Director

w.knox@habitat-lenawee.org

## Attachment D

### Company References

Lionbear Ventures' established systems for grant management, compliance, reporting, and fiscal control - The firm's successful track record managing federally funded programs and supporting small and rural municipalities

1) Caleb Rutledge, CEO & President, Goodwill's Green Works
   Email: Caleb.Rutledge@ggw-us.org
   Phone: 313-932-9833
   Lionbear Ventures provides administration for:
   - Michigan Department of Environment, Great Lakes, and Energy (EGLE) Recycling Infrastructure Grant 2024 ($300,000)
   - EGLE 2024 Circular Economy Grant ($250,000)

2) Jon Kent, CEO, Sanctuary Farms
   Email: jonkent@sanctuaryfarming.com
   Phone: 313-681-9757
   Lionbear Ventures provides administration for:
   - Michigan Department of Health and Human Services (MDHHS) Healthy Community Zone ($679,000)
   - EGLE 2024 Organics Infrastructure Grant ($210,350)

3) Rob Vandemark, DDA President, Village of Byron
   Email: Rob Vandemark <rvandemark@byronmi.com>
   Phone: 810-397-8242
   Lionbear Ventures provides administration for:
   - Michigan State Housing Development Authority (MSDHA) Housing Readiness Incentive ($35,000)
   - MSDHA MI Neighborhood 1.0 ($75,000)

4) Heather Boyd, Centrepolis Accelerator VP of Operations, Lawrence Technological University
   Email: hboyd@ltu.edu
   Phone: 248.204.2442
   Lionbear Ventures provides administration for:
   - Small Business Administration Growth Accelerator Fund Competition – 2024 ($75,000)
   - Michigan Department of Agriculture and Rural Development (MDARD) Farm Innovation Grant 2024 ($447,000)

## Attachment E

### CDBG References for Anita Jackson

1) Stacy Conwell-Leigh, Funding and Compliance Manager
   City of Detroit
   Stacy.conwell-leigh@detroitmi.gov
   248-506-2409
   CDBG Unoccupied Rehab

2) Dr. Glynettie Durrah, Program Manager
   Lincoln Behavioral Services
   Glynettied@lbscares.org
   313-319-4385
   CDBG Unoccupied Rehab

3) Nathaniel Warshay, Former Executive Director
   Community & Homes Support Inc.
   Nwarshay@gmail.com
   +972 53-7089200
   CDBG Owner Occupied Rehab and Unoccupied Rehab

Attachment F

Anticipated Program Plan

| Tsk# | Task Name | Assigned Team | 2026 | | | | | | | | | | | | 2027 | | | | | | | | | | | | 2028 | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Phase 1** | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | | | | | | | | | | | | | | | | | |
| 1 | Program Management & Administration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kickoff and Planning | AJ / AC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Program Guidelines | AJ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Procurement | AJ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Program Oversight | AJ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Outreach & Intake | LBV Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Environmental Review | AJ / EF | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Lead-Based Paint Compliance | AJ / CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Property Inspection & Work Write-Ups | CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Contractor Procurement & Management | AJ / CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Construction Management | CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Financial Management & Payment Processing | AJ / LBV Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | File Management & Recordkeeping | LBV Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Reporting & Compliance | AJ / LBV Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Closeout | AJ / AC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | **# of homes completed** | | | | | | | 2 | 2 | 3 | 3 | 1 | 1 | | | | | | | | | | | | | | | | | | |

| Tsk# | Task Name | Assigned Team | 2026 | | | | | | | | | | | | 2027 | | | | | | | | | | | | 2028 | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Phase 2** | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 1 | Program Management & Administration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kickoff and Planning | AJ / AC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Program Guidelines | AJ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Procurement | AJ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Program Oversight | AJ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Outreach & Intake | LBV Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Environmental Review | AJ / EF | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Lead-Based Paint Compliance | AJ / CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Property Inspection & Work Write-Ups | CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Contractor Procurement & Management | AJ / CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Construction Management | CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Financial Management & Payment Processing | AJ / LBV Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | File Management & Recordkeeping | LBV Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Reporting & Compliance | AJ / LBV Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Closeout | AJ / AC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | **# of homes completed** | | | | | | | | | | | | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | | |

*Tier 2 as applicable*

# Attachment G

ACORD

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/10/2025

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

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

| | |
|---|---|
| PRODUCER<br>BakerHopp Insurance Group<br>20789 Harper Avenue<br>Harper Woods MI 48225 | CONTACT NAME: BakerHopp Certificates<br>PHONE (A/C, No, Ext): 313-886-0770 FAX (A/C, No):<br>E-MAIL ADDRESS: certificates@bakerhopp.com |

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A: The Hartford | |
| INSURER B: Nutmeg Insurance Company | 39608 |
| INSURER C: Certain Underwriters at Lloyds of London | 32727 |
| INSURER D: | |
| INSURER E: | |
| INSURER F: | |

INSURED
Lionbear Ventures, LLC
9423 Sprucedale Drive
Flushing MI 48433

LIONVEN-01

**COVERAGES** CERTIFICATE NUMBER: 1866054552 REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE X OCCUR | Y | | 35SBAARGVEJ | 4/21/2025 | 4/21/2026 | EACH OCCURRENCE | $ 1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ 1,000,000 |
| | | | | | | | MED EXP (Any one person) | $ 10,000 |
| | | | | | | | PERSONAL & ADV INJURY | $ 1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY PRO-JECT LOC | | | | | | GENERAL AGGREGATE | $ 2,000,000 |
| | OTHER: | | | | | | PRODUCTS - COMP/OP AGG | $ 2,000,000 |
| | AUTOMOBILE LIABILITY | | | | | | | $ |
| | ANY AUTO<br>OWNED AUTOS ONLY<br>HIRED AUTOS ONLY<br>SCHEDULED AUTOS<br>NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) | $ |
| | | | | | | | BODILY INJURY (Per person) | $ |
| | | | | | | | BODILY INJURY (Per accident) | $ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| | UMBRELLA LIAB OCCUR<br>EXCESS LIAB CLAIMS-MADE | | | | | | EACH OCCURRENCE | $ |
| | DED RETENTION $ | | | | | | AGGREGATE | $ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N | N/A | | 35WECAU3QXD | 9/22/2025 | 9/22/2026 | X PER STATUTE OTH-ER | |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. EACH ACCIDENT | $ 1,000,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | $ 1,000,000 |
| C | Professional Liability | | | MPL5117462-25 | 4/21/2025 | 4/21/2026 | E.L. DISEASE - POLICY LIMIT | $ 1,000,000 |
| | | | | | | | AGGREGATE<br>EACH CLAIM<br>RETENTION | 1,000,000<br>1,000,000<br>2,500 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
McKenzie Construction, LLC is included as additional insured for general liability on a primary & non-contributory basis if required in a written contract and per the insurance policy provisions.

**CERTIFICATE HOLDER**

McKenzie Construction, LLC
2630 Union Lake Rd., Suite 230
Commerce Twp MI 48382

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Not for Redistribution

# City of Morenci CDBG Homeowner Rehabilitation Program MSHDA Grants: NDD-2022-5922-CDB-02 and NDD-2023-5922-CDB Third-Party Administrator Contract Agreement

This agreement is entered into this ___ day of February, 2026 by and between CITY OF MORENCI (hereafter referred to as "CITY"), and COMMUNITY ACTION AGENCY (hereafter referred to as "CONTRACTOR"), for the purpose of providing Third Party Administration services for the City's CDBG MI Neighborhood Grant, also known as the Morenci Home Improvement Partnership (MHIP) Program, through the Michigan State Housing Development Authority (MSHDA) subject to the following terms:

## 1. Parties.

**CITY OF MORENCI**

| | |
|---|---|
| Address: | 118 Orchard St.<br>Morenci, MI 49256 |
| Contact Name: | Jeff Bell<br>City Administrator/Clerk |
| Contact Phone: | (517) 759-9711 |
| Email Address: | jeff.bell@cityofmorenci.org |

**COMMUNITY ACTION AGENCY**

| | |
|---|---|
| Address: | 1214 Greenwood Ave.<br>Jackson, MI 49203 |
| Contact Name: | Toby Berry |
| Contact Phone: | (517)539-8311 |
| Email Address: | tberry@caajlh.org |

## 2. Scope of Services

The CONTRACTOR shall serve as the Third Party Administrator (TPA) for the CITY'S CDBG MI Neighborhood Grant (MHIP Program) and shall provide all services necessary to ensure the program is administered in full compliance with federal, state, and MSHDA requirements.

### 2.1 General Program Administration & Compliance

The CONTRACTOR shall:

- Review and maintain all project files, digitally or in the City offices, to ensure compliance with CDBG and MSHDA regulations.

- Monitor project files throughout the program to ensure completeness and proper documentation retention.
- Collect, maintain, and submit all required Section 3 documentation.
- Prepare, assist with, and submit required grant reporting, including Progress Reports, Audit Reports, Job Creation Reports, Milestones, and semi-annual HUD Forms 2516 and 4710.
- Prepare and assist with income verification and National Objective compliance documentation.
- Provide general compliance guidance to City staff as needed.
- Assist the City with all National Objective compliance requirements, including verification of applicant income, completion of surveys, and preparation of related compliance reports.
- For housing projects receiving CDBG assistance, assist with filing the Certificate of Occupancy to document program completion and compliance with federal requirements.

**2.2 Program Implementation & Oversight**

The CONTRACTOR shall:

- Collaborate with City staff on implementing the Grant Management Plan.
- Assist in the development of Program Guidelines, Policies, and Procedures.
- Conduct program outreach, including creation of flyers and other materials.
- Manage day-to-day program operations, including applicant outreach, intake, eligibility verification, and file documentation.
- Perform home inspections, develop scopes of work, and prepare cost estimates.
- Oversee job scheduling, progress monitoring, final inspections, and quality control, providing program compliance oversight (not contractor means-and-methods).

**2.3 Financial Management & Disbursement Support**

The CONTRACTOR shall:

- Prepare payment requests in accordance with CDBG and MSHDA financial management procedures.
- Prepare and organize invoices and supporting documentation for timely drawdown of CDBG funds.
- Advise the City on financial tracking and procedural requirements related to MSHDA grant administration.
- Conduct progress inspections and confirm local match documentation with each payment request.
- Review, advise on, and process Change Orders as necessary.
- Assist the City with all grant-related submissions to MSHDA.
- Provide all supporting documentation for disbursement requests, including IGX forms, invoices/proof of services, contractor statements or waivers, payroll deduction authorizations, and SAM/HUD clearance documentation.

- Prepare, coordinate, and record five-year subordinate liens (second mortgages) in favor of MSHDA for any property receiving $10,000 or more in CDBG assistance, ensuring compliance with affordability period requirements.

### 2.4 Environmental Review Compliance

The CONTRACTOR shall:

- Conduct Tier 1 (program-wide) and Tier 2 (site-specific) Environmental Reviews, as required.
- Prepare all Environmental Review documentation for Exempt, Categorically Excluded Not Subject to 58.5, and Categorical Excluded Subject to 58.5 determinations.
- Assist with Environmental Assessment or Environmental Impact Statement documentation prepared by qualified consultants, when applicable.
- Submit all ER documentation for review and clearance prior to project implementation.
- Prepare Environmental Review amendments when project scope changes occur.
- Coordinate collection of property and site-specific information to support timely approvals.
- Assist with the preparation and submission of SHPO or other qualified consultant documentation, if required for Environmental Review compliance.

### 2.5 Procurement & Contractor Administration

The CONTRACTOR shall:

- Conduct all procurement activities in compliance with 2 CFR Part 200 and MSHDA requirements.
- Prepare bid documents, public notices, procurement reports, and selection documentation.
- Verify contractor qualifications, licensing, insurance, SAM registration, and HUD Limited Denial of Participation status.
- Submit procurement documentation and contractor selections to MSHDA for review and approval.
- Maintain complete procurement files, including advertisements, bid openings, selection rationale, contracts, insurance, and Section 3 documentation.

### 2.6 Construction & Labor Standards Compliance

The CONTRACTOR shall:

- Ensure compliance with labor standards for both Davis-Bacon and non-Davis-Bacon projects.
- Review contractor payment applications and supporting documentation.
- Monitor payrolls, conduct employee interviews as required, and ensure compliance with federal wage determinations.

- Monitor compliance with equal opportunity, Section 3, lead-based paint, and asbestos abatement requirements.
- Maintain labor compliance documentation and inspection reports.

**2.7 Monitoring, Reporting & Grant Closeout**

The CONTRACTOR shall:

- Assist the City during any MSHDA monitoring visits.
- Respond to monitoring findings, if applicable.
- Prepare and assist with all grant closeout documentation, including financial reconciliation and file retention in accordance with MSHDA requirements.

3. **Term.** This Agreement shall commence upon execution and shall remain in effect through completion and closeout of the CDBG MI Neighborhood Grant, unless earlier terminated in accordance with this Agreement.

4. **Performance Monitoring.** The CITY will monitor CONTRACTOR performance against this Agreement. Substandard performance may result in corrective action, including contract suspension or termination, if not addressed within a reasonable timeframe.

5. **Payment and Payment Terms.** The CITY shall provide the CONTRACTOR, funding for the provision of CDBG MI Neighborhood MHIP Program Administration whose value is not to exceed Two Hundred Twelve Thousand, Four Hundred Dollars ($212,400.00) as set forth in the attached City's Request for Proposals and the Contractor's approved bid. All funds must be used for third-party administration of this CDBG MI Neighborhood grant. Payment shall be made to the CONTRACTOR upon presentation of the "Monthly Report and Invoice"; with appropriate invoices for the payment of eligible expenses specified in this Agreement and incorporated exhibits. All invoices shall include hours worked and the agreed upon hourly rate submitted by CONTRACTOR.

6. **Notices.** Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the designated representatives of each party.

7. **Relationship of the Parties.** The relationship of the parties shall be limited to the performance of this Agreement solely in accordance with its terms. An independent contractor relationship is intended and hereby created by this Agreement. CONTRACTOR shall not be considered, or represent itself as, an agent, employee, partner, or legal representative of the CITY for any purpose, unless expressly authorized by the CITY in writing. Similarly, the CITY shall not be considered, or represent itself as, an agent, employee, partner, or legal representative of the CONTRACTOR for any purpose. CONTRACTOR shall not have the authority to obligate, bind, or expend funds on behalf of the CITY, nor to

execute agreements or make commitments for the CITY, unless expressly authorized in writing by the CITY. The CITY shall be exempt from payment of all unemployment compensation, FICA, retirement, life and/or medical insurance, and Workers' Compensation Insurance, as the CONTRACTOR is an independent contractor.

8. **Insurance.** CONTRACTOR shall procure and maintain, at its own expense and for the duration of this Agreement, insurance coverage with companies authorized to do business in the State of Michigan and acceptable to the CITY, as follows:

a. Workers' Compensation Insurance in accordance with all applicable statutory requirements of the State of Michigan.

b. Commercial General Liability Insurance, including bodily injury, personal injury, and property damage, with limits of not less than One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate.

CONTRACTOR shall provide the CITY with certificates of insurance evidencing the required coverage upon request.

9. **Indemnification.**

a. It is agreed and understood that CONTRACTOR will indemnify the CITY and hold it harmless from any and all claims, demands, damages, penalties, costs, and expenses (including reasonable attorney fees) which result from the negligence or willful acts or omissions of CONTRACTOR or its employees or representatives, while CONTRACTOR is providing services contracted for hereunder, except to the extent that the same has been caused in whole or in part by the negligence of or willful act or omissions of the CITY or its employees or representatives, or the breach by the CITY of its obligations under this Agreement.

b. It is further agreed and understood that if CONTRACTOR incurs any damages, penalties, costs or expenses resulting from the negligence or willful acts or omissions of the CITY or its employees or representatives, or from the breach by the CITY of its obligations under this Agreement, the CITY shall indemnify, reimburse, and hold CONTRACTOR harmless from and against the same, except to the extent that the same have been caused by the negligence of or willful act or omission of CONTRACTOR, its employees or representatives, or the breach by CONTRACTOR of its obligations under this Agreement.

10. **Amendment.** The CITY or CONTRACTOR may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the City's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the CITY or CONTRACTOR from its obligations under this Agreement. The CITY may, in its discretion, amend

this Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the Scope of Services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both parties and approved by MSHDA, as required.

11. **Assignment.** No Party hereto shall have the right to assign its rights or delegate its duties hereunder without the written consent of the other Party, which consent shall not be unreasonably withheld.

12. **Default and Termination.**

a. It shall constitute a "Default" by CONTRACTOR if CONTRACTOR shall breach any term or condition of this Agreement and fails to cure such breach within seven (7) days after written notice of such breach is given to CONTRACTOR by the CITY.

b. Upon the occurrence of a Default by the CONTRACTOR, the CITY shall be entitled to (i) terminate this Agreement and cancel all of CONTRACTOR's obligations under this Agreement without any liability to CONTRACTOR whatsoever, (iii) sue for damages, (iii) seek equitable relief, or (iv) exercise all other legal rights and remedies. Any termination or cancellation shall be without prejudice to the CITY'S other rights, and the CONTRACTOR shall remain liable for damages.

13. **Miscellaneous.** This Agreement: shall be binding upon and inure to the benefit of each of the parties and their successors and assigns; shall be governed by the laws of the State of Michigan; contains the entire agreement between the parties, and supersedes and annuls all prior agreements, contracts, promises or representations, whether written or oral, between the parties; and may only be amended by change order accepted by CONTRACTOR in writing or other written agreement signed and accepted by CONTRACTOR. Any forbearance, failure or delay by either of the parties to exercise any right, power, or remedy hereunder shall not be deemed to be a waiver of such right, power or remedy; any single or partial exercise of any such right, power or remedy hereunder shall not preclude the further exercise thereof; and every right, power or remedy may only be waived specifically by an instrument in writing executed by such party.

14. **Governing Law.** This Agreement and the rights and obligations of the Parties hereto shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflicts of laws provisions.

15. **Applicable Law.** Both parties agree that this Agreement shall be subject to all applicable ordinances, resolutions, and rules of the City as well as all applicable federal and state statutes, regulations, executive orders, and any applicable HUD or MSHDA guidelines, policies or directives.

16. **Severability.** If any provision of this Agreement is held to be invalid, illegal or unenforceable in whole or in part, the remaining provisions shall not be affected and shall continue to be valid, legal and enforceable as though the invalid, illegal or unenforceable part had not been included in this Agreement.

17. **Headings.** The section headings herein are for reference purposes only and shall not otherwise affect the meaning, construction or interpretation of any provision of this Agreement.

18. **Waiver.** No Party shall be deemed to have waived any provision of this Agreement or the exercise of any rights held under this Agreement unless such waiver is made expressly and in writing. Waiver by any Party of a breach or violation of any provision of this Agreement shall not constitute a waiver of any other subsequent breach or violation.

19. **Entire Agreement.** This Agreement contains the entire agreement between the Parties hereto with respect to the subject matter hereof, and supersedes all prior negotiations, understandings and agreements.

20. **Binding Effect.** This Agreement shall be binding and ensure to the benefit of the Parties and their respective legal representatives, heirs, administrators, executors, successors and permitted assigns.

21. **Disputes**. Any dispute arising from this Agreement shall be resolved through:

A. Court litigation. The dispute shall be resolved in the courts of the State of Michigan.

Attorneys' Fees. If either Party brings legal action to enforce its rights under this Agreement, the prevailing party will be entitled to recover from the other Party its expenses (including reasonable attorneys' fees and costs) incurred in connection with the action and any appeal.

22. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together, shall constitute one and the same document.

23. **Survival.** The obligations of Contractor expressly identified in this Agreement, or those by operation of law, shall survive the completion of Work or termination of this Agreement.

24. **Independent Contractor.** Contractor acknowledges that it is an independent contractor and is not an agent, partner, joint venture nor employee of Owner. Contractor shall have no authority to bind or otherwise obligate Owner in any manner nor shall Contractor represent to anyone that it has the right to do so. Contractor further agrees that in the event that the Company suffers loss or damage as a result of a violation of this provision Contractor shall indemnify and hold harmless Owner from any such loss or damage.

25. **Rights of Third Parties.** Nothing in this Agreement shall create or give to any third party a claim or right of action against Contractor or Owner.

The parties signing this Agreement represent and warrant that they have read the foregoing contract, agree to its terms and that he or she is authorized to execute this Agreement on behalf of contracting parties.

| **CITY OF MORENCI** | **COMMUNITY ACTION AGENCY** |
|---|---|
| Signature | Signature |
| Printed Name | Printed Name |
| Mayor | Title |
| Date | Date |

Signature

Printed Name

City Administrator / Clerk

Date

***Resolution***
***CITY OF MORENCI***
***February 9, 2026***

AN AUTHORIZING RESOLUTION TO APPROVE A CONTRACT WITH COMMUNITY ACTION AGENCY FOR THIRD-PARTY ADMINISTRATION OF THE MORENCI HOME IMPROVEMENT PARTNERSHIP (MHIP) PROGRAM

**CITY OF MORENCI**
**COUNTY OF LENAWEE, MICHIGAN**

At a regular meeting of the City Council of Morenci, County of Lenawee, State of Michigan, held in the City of Morenci at 118 Orchard St, held at 6:00 p.m. on the 9th day of February 2026, there were:

**PRESENT:**

**ABSENT:**

Upon motion made by Councilor and seconded by Councilor, the following Resolution was adopted:

**WHEREAS**, the City of Morenci has been approved by the Michigan State Housing Development Authority (MSHDA) for a Community Development Block Grant (CDBG) "MI Neighborhood Grant" through the Morenci Home Improvement Partnership (MHIP) Program, in the total amount of $1,180,000, to provide housing rehabilitation and improvement services to income-eligible, owner-occupied households; and

**WHEREAS**, the City issued a Request for Proposals (RFP) for a qualified Third-Party Administrator (TPA) to provide all program administration, compliance, and reporting services for the MHIP Program; and

**WHEREAS**, bid documents were made available beginning December 12, 2025, and three bids were received; and

**WHEREAS**, the Community Action Agency submitted a proposal and was selected as the qualified contractor to provide TPA services; and

**WHEREAS**, the City has negotiated a contract with Community Action Agency for TPA services in an amount not to exceed $212,400, consistent with the City's RFP and MSHDA requirements, a copy of which is attached as Exhibit A; and

**NOW, THEREFORE, BE IT RESOLVED**:

1. That the City Council of the City of Morenci hereby approves the contract with Community Action Agency for Third-Party Administration services for the MHIP Program in the amount of $212,400.
2. That the Mayor and City Administrator/Clerk are authorized to execute the contract and any related documents necessary to carry out this program, including documents required by MSHDA.
3. That all resolutions or parts of resolutions in conflict herewith are hereby repealed.
4. A roll call vote was taken and the results were as follows:

**YEAS**:

**NAYS**:

**ABSENT**:

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the City Council of the City of Morenci, County of Lenawee, and State of Michigan, at a meeting held on February 9, 2026, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

Dated: 2/9/2026

_____

Jeff Bell, City Administrator/Clerk

# Agenda Review Form

**Regular City Council – 2/9/2026**

☐ Informational
☑ Action / Follow Up
☐ Not Approved

| Prepared For | Staff Contact |
|---|---|
| City Council | Heather Sarnac |
| **Date Submitted** | **Department** |
| February 2, 2026 | Community & Economic Development |

**Subject**

Request for Approval of DDA Façade Grant – 148 W. Main St.

**Summary**

At the January 27 meeting, the Morenci Downtown Development Authority (DDA) recommended approval of the Façade Grant application from Brent Shea, owner of 148 W. Main St., in the amount of $5000.00 for new store front windows as part of the overall building rehabilitation. The store front windows will cost $22,500.00, of which the DDA Façade Grant Program will cover $5000.00 upon project completion.

**Financial Impact**

$5000.00 (DDA account)

| Budgeted | Amount: |
|---|---|
| Yes | $5000.00 |

**Recommendation**

Motion to approve the DDA Façade Grant application from Brent Shea, owner of 148 W. Main St., in the amount of $5000.00.

**Alternatives**

**Attachments**

1. 148 W. Main St. DDA Façade Grant Application

City of Morenci
Downtown Development Authority
118 Orchard Street
Morenci, MI 49256
Façade Improvement Application
**Downtown Development Authority Building Application**

a. Building owner's name: S & A REAL ESTATE HOLDINGS, LLC

b. Mailing address: 133 W MAIN ST, MORENCI, MI 49256

c. Telephone number: 517-458-2274

d. Project address: 148 W MAIN ST, MORENCI, MI 49256

e. Existing use of building: VACANT

f. Are you a first-time applicant of the Morenci DDA Façade Improvement Program? Circle one
(Y) N

g. Do you understand that a $250 refundable (nonrefundable if project is not complete within one year) application fee must accompany each application to ensure that the applicant is serious about the project? Circle (Y) N

h. Will proposed project correspond with a change in building use? Circle one (Y) N

If yes, to what use? ACCOUNTING OFFICE

i. Project description (A rendering of the proposed improvements may be comprised of products used, color schemes, signage, dimensions, pictures, etc.) Attach additional sheets if necessary.

The building will be completely renovated to use the first floor as an office space, update the existing upstairs apartment to be habitable, and add a second apartment upstairs. The exterior / facade improvements will include all new window and doors, as well as some brick repair prior to installing new business signage.

j. Estimated project cost by project element (attach quotes from a minimum of two licensed contractors): Building purchase $125,000, renovations $928,000

k. Requested grant amount: $5,000

l. Proposed projects start date: Hoping by 7/1/25, depending on engineering

m. Proposed project completion date: ASAP

City of Morenci
Downtown Development Authority
118 Orchard St
Morenci, MI 49256

Façade Improvement Application
**Downtown Development Authority Building Application**

The undersigned applicant affirms that:

a. The information submitted is true and accurate to the best of my (our) knowledge.

b. I (we) have read and understand the conditions of the Façade Improvement Program and agree to abide by its conditions and guidelines.

Signature of applicant(s): _____

Date: 4-24-2025

Signature of applicant(s): _____

Date: _____

Signature of property owner (only if applicant is a tenant): _____

Date: _____

OFFICE USE ONLY

Submittal date: April 14, 2025

Façade Grant Committee meeting date: April 22, 2025

Façade Grant Committee action: Approve

DDA Board meeting date: January 27, 2026

DDA Board action: Approve

Approved grant amount: $5000.00

City Council meeting date: February 9, 2026

City Council action: _____

5.2 It would be helpful to have a location close to the site to park our trailers.
5.3 Dumpsters will need to be located. Initially we will have 2 40ft dumpsters

**6.0 PROJECT EXECUTION:**

6.1 Project execution details will be provided once a start date has been defined.

**7.0 PROJECT PUNCH LIST**

7.1 Minor punch list to be prepared upon completion of key milestones
7.2 Final punch list to be completed prior to final payment

**8.0 PAYMENT SCHEDULE**

**8.1 Payment schedule will be included below**

8.2 This is a multi-week project.

8.3 The NOT-TO-EXCEED total cost for the project is: **$1,158,736.00**

8.4 A NON-REFUNDABLE DEPOSIT OF 30% IS REQUIRED: **$347,620.80**

8.5 LABOR WILL BE INVOICED WEEKLY FOR MULTI-WEEK PROJECTS.

8.6 MATERIALS PURCHASES BEYOND THE INITIAL DEPOSIT WILL BE INVOICED AS PURCHASED.

8.7 ANY ADDITIONAL CHARGES MUST BE PAID IMMEDIATELY UPON RECEIPT OF INVOICE.

8.8 BALANCE TO BE PAID UPON **COMPLETION OF PUNCH LIST.**

**9.0 CHANGE ORDERS**

9.1 IF ANY CHANGE ORDERS ARE REQUIRED, THE CHANGE ORDER MUST BE PAID UPON ACCEPTANCE OF THE CHANGE ORDER.

**10.0 PROPOSAL ACCEPTANCE**

**BRENT SHEA** **Date** 10/2/25

PROPOSAL SUBMITTED BY KEMMER GROUP
8569 AVON COURT YPSILANTI, MI 48198
License # 2101213001

**3.0 PROPOSAL DETAILS**

1. Mobilization
2. Pull Permits
3. Demolition and Construction Prep
4. Concrete Work and Selective Demolition
5. Basement Masonry work
6. 2nd Floor Demolition
7. Selective 1st Floor Demolition
8. Demo and Rebuild Stairs to 2nd Floor Apartments
9. Remove Elevator
10. Begin renovation of second floor
11. Begin rough plumbing work
12. Begin rough electrical work
13. Complete 2nd floor demolition
14. Begin HVAC Installation
15. Demo Main Stairs and Infill 2nd Floor Opening
16. Start 2nd floor construction
17. Complete 1st floor demolition
18. Complete 2nd floor construction
19. Floor repairs
20. Begin 1st floor construction
21. Complete 1st Floor Construction
22. HVAC finish work
23. Electrical Finish Work
24. Plumbing Finish Work
25. Paint
26. Clean up
27. Punch List
28. Final Final Review and Punch List

**4.0 POSSIBLE ADDITIONAL CHARGES**

4.1 There is a three percent (3%) fee applied to credit card payments.
4.2 If necessary, there will be a fee for a dumpster if no dumpster is available on site. The price usually runs about $550 a week.
4.3 Equipment rental.

**5.0 PROJECT PREPARATION:**

5.1 Materials will be staged on site in 20 ft storage trailers

PROPOSAL SUBMITTED BY KEMMER GROUP
8569 AVON COURT YPSILANTI, MI 48198
License # 2101213001

**1.0 GENERAL CONDITIONS**

The contractor shall provide all necessary labor and materials (except where noted), and perform all work of every nature on the proposed project in accordance with this proposal, the contract, the specifications, and the accompanying drawings (if required). The customer shall provide the following:

1.1 A material storage and work space.
1.2 Access to sanitary facilities.
1.3 Access to electrical power and water for normal construction equipment.
1.4 Access to parking for employee parking, trailers, and other wheeled equipment.
1.5 If necessary, the Contractor shall work with the customer to secure the necessary permits and concessions.
1.5.1 All subcontractors will take out their own permits and pay for them.
1.6 The owner, if necessary, will have the lot surveyed and will apply for all zoning, historic preservation or other related permits as necessary.
1.7 All work is to be executed in a workman like manner in accordance with industry best practices, the contract, plans, current state and local codes, and unique specifications related to this project.

**2.0 PROPOSAL SUMMARY**

**CURRENT STATE OF AFFAIRS**

1. The building located at 148 W. Main St. Morenci, MI is in need of renovation.
2. Plans were created by Adrian Design Group.
    a. Pricing and Work sequencing are based on the drawings date 250814
3. This project needs to be completed with a NTE $1M Guarantee.
4. A potential issue that may need to be addressed is union interference.

**RENOVATION PROPOSAL**

We believe this project can be completed within 4 months. It will require a high level of cooperation between all the stakeholders

- The owner Shea Tax Consulting, Inc.
- The state of Michigan
- The city of Morenci
- Various subcontractors and vendors
- Neighbors to the building
- I'm sure there are many others and we will invite them to participate as appropriate

Upon project approval a deposit of 30% will be required. This deposit will be placed in a business account at the University of Michigan Credit Union setup specifically for this purpose. Demolition work would start within 10 days of deposit. As soon as demolition work is started the project management team will begin ordering materials and scheduling contractors for their specific activities.

PROPOSAL SUBMITTED BY KEMMER GROUP
8569 AVON COURT YPSILANTI, MI 48198
License # 2101213001

**PROJECT INFORMATION**

| | |
|---|---|
| **PROPOSAL NUMBER** | **2509251610** |
| **PROPOSAL DATE** | **9/25/2025** |
| **REVISION DATES** | |
| **PROJECT NAME** | **Building Remodel** |
| **PROJECT START DATE** | **10/1/2025** |
| **PROJECT EXPECTED END DATE** | **2/4/2026** |

**CONTACT INFORMATION**

| | SUBMITTED TO | SUBMITTED BY |
|---|---|---|
| Company Name: | Shea Tax Consulting, Inc. | Kemmer Group |
| Contact Name: | Brent Shea | Richard Mishler |
| Contact Mobile #: | 517.265.2390 | 734.218.0319 |
| Contact Email: | brent@brentdsheacpa.com | rmishler@kemmergroup.com |
| Work Address: | 148 W. Main St Morenci, MI 49256 | 8569 Avon Court Ypsilanti, MI 48198 |
| Billing Address: | 133 W. Main St. Morenci, MI 49256 | |
| Billing Phone #: | Same | |
| Billing Email: | Same | |
| Billing Contact: | Same | |

**COST SUMMARIES**

| SECTION | SECTION TITLE | DESCRIPTION | COST |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | | | MATERIALS | | | | | LABOR | | | | Labor and Materials TOTALS | SECTION TOTAL | COMMENTS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Division | CSI Section # | Section Title | Item | Qty. | Unit | Unit Cost | Subtotal | Qty. | Unit | Unit Cost | Subtotal | | | |
| 1 | 1000 | General Conditions | Dumpsters | 1 | ea | $6,000.00 | $6,000.00 | 0 | | | $0.00 | $6,000.00 | $146,500.00 | |
| | | | equipment & misc | 1 | ea | $17,000.00 | $17,000.00 | 0 | | | $0.00 | $17,000.00 | | |
| | | | Gen Contractor OH&P | 1 | ea | $0.00 | $0.00 | 1 | ea | $110,000.00 | $110,000.00 | $110,000.00 | | |
| | | | Permits | 1 | ea | $7,000.00 | $7,000.00 | 0 | | | $0.00 | $7,000.00 | | |
| | | | Generator Rental | 1 | ea | $2,500.00 | $2,500.00 | | | | $0.00 | $2,500.00 | | |
| | | | Heater Rental | 1 | ea | $4,000.00 | $4,000.00 | | | | $0.00 | $4,000.00 | | |
| 2 | 4119 | Selective Demolition | 1st Floor Walls | 1 | lump | $2,400.00 | $2,400.00 | 1 | lump | $13,148.00 | $13,148.00 | $15,548.00 | $72,645.00 | |
| | | | 2nd Floor Apartment | 1 | lump | $3,500.00 | $3,500.00 | 1 | lump | $10,000.00 | $10,000.00 | $13,500.00 | | |
| | | | 2nd Floor Other Walls | 1 | lump | $500.00 | $500.00 | 1 | lump | $3,144.00 | $3,144.00 | $3,644.00 | | |
| | | | Abatement | 1 | lump | $500.00 | $500.00 | 1 | lump | $8,500.00 | $8,500.00 | $9,000.00 | | |
| | | | Electrical Final Cleanup | 1 | lump | $800.00 | $800.00 | 1 | lump | $3,003.00 | $3,003.00 | $3,803.00 | | |
| | | | Elevator Removal | 1 | lump | $4,000.00 | $4,000.00 | 1 | lump | $6,000.00 | $6,000.00 | $10,000.00 | | |
| | | | Main Stairs Removal | 1 | lump | $944.00 | $944.00 | 1 | lump | $4,500.00 | $4,500.00 | $5,444.00 | | |
| | | | 1st floor flooring repair and prep | 1 | lump | $1,200.00 | $1,200.00 | 1 | lump | $2,500.00 | $2,500.00 | $3,700.00 | | |
| | | | Plumbing | 1 | lump | $500.00 | $500.00 | 1 | lump | $3,960.00 | $3,960.00 | $4,460.00 | | |
| | | | 2nd Floor Ceiling | 1 | lump | $300.00 | $300.00 | 1 | lump | $3,146.00 | $3,146.00 | $3,446.00 | | |
| 3 | | Concrete | Demo Sidewalk | 1 | ea | $800.00 | $800.00 | 1 | ea | $1,200.00 | $1,200.00 | $2,000.00 | $16,320.00 | |
| | | | Infill Below Sidewalk | 1 | ea | $4,000.00 | $4,000.00 | 1 | ea | $2,000.00 | $2,000.00 | $6,000.00 | | |
| | | | Pour new Sidewalk | 1 | ea | $4,320.00 | $4,320.00 | 1 | ea | $6,000.00 | $6,000.00 | $10,320.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| 4 | | Masonry | Exterior - Tuck point as necessary | 1 | lump | $1,200.00 | $1,200.00 | 1 | lump | $3,000.00 | $3,000.00 | $4,200.00 | $7,900.00 | |
| | | | Wall Infill - basement | 2 | ea | $650.00 | $1,300.00 | 2 | ea | $1,200.00 | $2,400.00 | $3,700.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| 5 | | Fire Managemet | Fire escape stairs | 1 | ea | $14,000.00 | $14,000.00 | | | | $0.00 | $14,000.00 | $132,427.00 | |
| | | | Miscellaneous Materials | 1 | lump | $1,000.00 | $1,000.00 | | | | $0.00 | $1,000.00 | | |
| | | | Miscellaneous Metals | 1 | lump | $1,200.00 | $1,200.00 | | | | $0.00 | $1,200.00 | | |
| | | | Fire Extinguisher and Cabinet | 8 | ea | $150.00 | $1,200.00 | 8 | ea | $150.00 | $1,200.00 | $2,400.00 | | |
| | | | Sprinkler System | 1 | lump | $113,827.00 | $113,827.00 | | | | $0.00 | $113,827.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| 6 | 2023 | Wood, Plastic, and Composites | Finish Carpentry | 1 | ea | $15,000.00 | $15,000.00 | 1 | ea | $14,000.00 | $14,000.00 | $29,000.00 | $147,875.00 | |
| | 1000 | | Floor Infills | 200 | sq ft | $35.00 | $7,000.00 | 80 | mhrs | $120.00 | $9,600.00 | $16,600.00 | | |
| | | | Millwork 2nd Floor Apt | 1 | ea | $15,000.00 | $15,000.00 | 1 | ea | $6,000.00 | $6,000.00 | $21,000.00 | | |
| | | | Millwork 2nd Floor Loft | 1 | ea | $25,000.00 | $25,000.00 | 1 | ea | $6,000.00 | $6,000.00 | $31,000.00 | | |
| | | | Millwork Main Floor | 1 | ea | $8,000.00 | $8,000.00 | 1 | ea | $5,500.00 | $5,500.00 | $13,500.00 | | |
| | 2000 | | PLAM Counters | 85 | sq ft | $35.00 | $2,975.00 | 85 | sq ft | $40.00 | $3,400.00 | $6,375.00 | | Omit solid surface tops |
| | 1000 | | Rough Carpentry | 1 | ea | $6,400.00 | $6,400.00 | 1 | ea | $24,000.00 | $24,000.00 | $30,400.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| 7 | 8123 | Thermal and Moisture | Intumescent Paint | 3100 | sq ft | $3.00 | $9,300.00 | 3100 | sq ft | $3.50 | $10,850.00 | $20,150.00 | $74,200.00 | |
| | 8123 | | Intumescent Paint Primer | 3100 | sq ft | $3.00 | $9,300.00 | 3100 | sq ft | $3.50 | $10,850.00 | $20,150.00 | | |
| | 9200 | | Miscellaneous Caulk | 850 | ln ft | $1.50 | $1,275.00 | 850 | ln ft | $1.50 | $1,275.00 | $2,550.00 | | |
| | 2100 | | Roof Insulation | 3400 | sq ft | $2.00 | $6,800.00 | 3400 | sq ft | $2.50 | $8,500.00 | $15,300.00 | | |
| | 2100 | | Roof Insulation Moisture Barrier | 3400 | sq ft | $0.75 | $2,550.00 | 3400 | sq ft | $1.50 | $5,100.00 | $7,650.00 | | |
| | 2100 | | Wall Insulation | 2400 | sq ft | $1.50 | $3,600.00 | 2400 | sq ft | $2.00 | $4,800.00 | $8,400.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| 8 | | Opening | Exterior 2nd Floor Windows | 12 | ea | $450.00 | $5,400.00 | 12 | ea | $550.00 | $6,600.00 | $12,000.00 | $85,925.00 | vinyl windows |
| | 7100 | | Exterior Door Hardware | 3 | ea | $400.00 | $1,200.00 | 3 | ea | $500.00 | $1,500.00 | $2,700.00 | | |
| | | | Exterior Glass Doors | 3 | ea | $3,000.00 | $9,000.00 | 3 | ea | $650.00 | $1,950.00 | $10,950.00 | | price includes hardware |
| | 1113 | | Exterior H.M. Doors and Frames | 3 | ea | $2,500.00 | $7,500.00 | 3 | ea | $650.00 | $1,950.00 | $9,450.00 | | |
| | | | Interior Doors 1st Floor | 11 | ea | $350.00 | $3,850.00 | 11 | ea | $650.00 | $7,150.00 | $11,000.00 | | Painted, no lites, includes hardware |
| | | | Interior Doors 2nd Floor | 13 | ea | $375.00 | $4,875.00 | 13 | ea | $650.00 | $8,450.00 | $13,325.00 | | Painted, no lites, includes hardware |
| | | | Miscellaneous Contingency | 1 | lump | $2,000.00 | $2,000.00 | 1 | lump | $2,000.00 | $2,000.00 | $4,000.00 | | |
| | | | Store Front Windows | 300 | sq ft | $40.00 | $12,000.00 | 300 | sq ft | $35.00 | $10,500.00 | $22,500.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| 9 | | Finishes | 2x2 lay-in ACP & Grid | 3100 | sq ft | $5.50 | $17,050.00 | 3100 | sq ft | $5.00 | $15,500.00 | $32,550.00 | $166,460.00 | |
| | 5113 | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | Floor finish 1st Floor | 3100 | sq ft | $4.50 | $13,950.00 | 3100 | sq ft | $3.50 | $10,850.00 | $24,800.00 | | |
| | | | Floor Finish 2nd Floor | 3100 | sq ft | $3.50 | $10,850.00 | 3100 | sq ft | $3.50 | $10,850.00 | $21,700.00 | | |
| | | | LVP | 400 | sq ft | $3.00 | $1,200.00 | 400 | sq ft | $3.00 | $1,200.00 | $2,400.00 | | |
| | 9000 | | Painting | 13650 | sq ft | $1.20 | $16,380.00 | 13650 | sq ft | $1.20 | $16,380.00 | $32,760.00 | | |
| | 2900 | | Wall Board 1st Floor | 6050 | sq ft | $1.00 | $6,050.00 | 6050 | sq ft | $2.50 | $15,125.00 | $21,175.00 | | |
| | 2900 | | Wall Board 2nd Floor | 5500 | sq ft | $1.00 | $5,500.00 | 5500 | sq ft | $2.50 | $13,750.00 | $19,250.00 | | |
| | 2900 | | Wall Board 2nd Floor Ceiling | 2150 | sq ft | $2.50 | $5,375.00 | 2150 | sq ft | $3.00 | $6,450.00 | $11,825.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| 10 | 2800 | Specialties | Bathroom - Grab bar set | 2 | ea | $250.00 | $500.00 | 2 | ea | $150.00 | $300.00 | $800.00 | $5,484.00 | |
| | 2800 | | Bathroom - mirrors | 5 | ea | $200.00 | $1,000.00 | 5 | ea | $150.00 | $750.00 | $1,750.00 | | Ulino |
| | 2800 | | Bathroom - Paper Towel Dispenser | 3 | ea | $200.00 | $600.00 | 3 | ea | $150.00 | $450.00 | $1,050.00 | | |
| | 2800 | | Bathroom - SN Dispenser | 1 | ea | $140.00 | $140.00 | 1 | ea | $108.00 | $108.00 | $248.00 | | |
| | 2800 | | Bathroom - Soap Dispenser | 3 | ea | $60.00 | $180.00 | 3 | ea | $107.00 | $321.00 | $501.00 | | |
| | 2800 | | Bathroom - TP Dispenser | 5 | ea | $75.00 | $375.00 | 5 | ea | $55.00 | $275.00 | $650.00 | | |
| | | | First Aid Kit | 1 | ea | $200.00 | $200.00 | 1 | ea | $55.00 | $55.00 | $255.00 | | 10 lb Multi-purpose |
| | | | Signage | 2 | ea | $40.00 | $80.00 | 2 | ea | $75.00 | $150.00 | $230.00 | | OSHA Compliant |
| | 1400 | | | | | | $0.00 | | | | $0.00 | $0.00 | | 1st floor Restroooms |

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| 11 | | Equipment | Dishwasher | 3 | ea | $1,000.00 | $3,000.00 | 3 | ea | $550.00 | $1,650.00 | $4,650.00 | $18,550.00 | |
| | | | Garbage Disposal | 3 | ea | $200.00 | $600.00 | 3 | ea | $250.00 | $750.00 | $1,350.00 | | |
| | | | Gas Fireplace | 0 | ea | $3,200.00 | $0.00 | 0 | ea | $1,000.00 | $0.00 | $0.00 | | |
| | | | Microwave | 3 | ea | $350.00 | $1,050.00 | 3 | ea | $200.00 | $600.00 | $1,650.00 | | |
| | | | Oven, Range, & Vent | 2 | ea | $2,400.00 | $4,800.00 | 2 | ea | $350.00 | $700.00 | $5,500.00 | | |
| | | | Refrigerators | 3 | ea | $1,600.00 | $4,600.00 | 3 | ea | $300.00 | $900.00 | $5,400.00 | | |
| | | | Washer / Dryer | 0 | set | $3,200.00 | $0.00 | 0 | set | $800.00 | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| 22 | | Plumbing | Drains | 12 | ea | $350.00 | $4,200.00 | 12 | ea | $500.00 | $6,000.00 | $10,200.00 | $68,450.00 | |
| | | | Hot water tank | 3 | ea | $850.00 | $2,550.00 | 3 | ea | $1,000.00 | $3,000.00 | $5,550.00 | | |
| | | | Miscellaneous Plumbing | 1 | lump | $4,000.00 | $4,000.00 | 1 | lump | $4,000.00 | $4,000.00 | $8,000.00 | | |
| | 4000 | | Plumbing Fixtures Allowance | 1 | ea | $4,000.00 | $4,000.00 | 1 | ea | $4,000.00 | $4,000.00 | $8,000.00 | | Customer to select styles |
| | | | Showers | 3 | ea | $1,800.00 | $5,400.00 | 3 | ea | $1,800.00 | $5,400.00 | $10,800.00 | | |
| | | | Sinks | 8 | ea | $500.00 | $4,000.00 | 8 | ea | $600.00 | $4,800.00 | $8,800.00 | | |
| | | | Supply | 12 | ea | $400.00 | $4,800.00 | 12 | ea | $400.00 | $4,800.00 | $9,600.00 | | |
| | | | Toilet | 5 | ea | $850.00 | $4,250.00 | 5 | ea | $650.00 | $3,250.00 | $7,500.00 | | |
| | | | Fire Department Connection | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| 23 | | HVAC | Exhaust Fan | 6 | ea | $500.00 | $3,000.00 | 6 | ea | $500.00 | $3,000.00 | $6,000.00 | $65,000.00 | Broan QT 140E |
| | | | HVAC Existing Apartment | 1 | ea | $9,500.00 | $9,500.00 | 1 | ea | $5,000.00 | $5,000.00 | $14,500.00 | | |
| | | | HVAC Loft Apartment | 1 | ea | $14,000.00 | $14,000.00 | 1 | ea | $6,500.00 | $6,500.00 | $20,500.00 | | |
| | | | HVAC Main Floor | 1 | ea | $15,500.00 | $15,500.00 | 1 | ea | $8,500.00 | $8,500.00 | $24,000.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| 26 | | Electrical | Dist. Panel & MDP | 5 | ea | $1,500.00 | $7,500.00 | 5 | ea | $1,500.00 | $7,500.00 | $15,000.00 | $149,100.00 | |
| | | | ER Lighting | 20 | ea | $350.00 | $7,000.00 | 20 | ea | $400.00 | $8,000.00 | $15,000.00 | | |
| | 6600 | | Exterior Lighting | 5 | ea | $150.00 | $750.00 | 5 | ea | $150.00 | $750.00 | $1,500.00 | | |
| | 2726 | | General Electrical | 1 | lump | $20,000.00 | $20,000.00 | 1 | lump | $25,000.00 | $25,000.00 | $45,000.00 | | Scale down fixture quality? |
| | 5100 | | Interior Lighting | 60 | ea | $100.00 | $6,000.00 | 60 | ea | $125.00 | $7,500.00 | $13,500.00 | | Power and lighting |
| | | | Miscellaneous Wiring | 1 | ea | $4,000.00 | $4,000.00 | 1 | ea | $2,000.00 | $2,000.00 | $6,000.00 | | |
| | | | Switches & Outlets | 180 | ea | $120.00 | $21,600.00 | 180 | ea | $175.00 | $31,500.00 | $53,100.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | $0.00 | | | | $0.00 | $0.00 | | |
| | | | | | | | | | | | | | $1,158,736.00 | |

# CITY OF MORENCI

Receipt: 95915 04/24/25

118 ORCHARD STREET
MORENCI, MI 49256

(517) 458-6828

WWW.CITYOFMORENCI.ORG

Cashier: ASHLEY
Received Of:

The sum of: 250.00

| | | | |
|---|---|---|---|
| MIS | SHEA TAX FACADE GRANT AP | | 250.00 |
| | | Total | 250.00 |

CHECK 5272 250.00

Signed: _____

# Agenda Review Form

**Regular City Council – 2/9/2026**

☐ Informational
☑ Action / Follow Up
☐ Not Approved

| Prepared For | Staff Contact |
|---|---|
| City Council | Heather Sarnac |
| **Date Submitted** | **Department** |
| February 2, 2026 | Community & Economic Development |

**Subject**

Request for Approval of DDA Façade Grant – 301 W. Main St. Ste. B

**Summary**

At the January 27 meeting, the Morenci Downtown Development Authority (DDA) recommended approval of the Façade Grant application from Jason and Rachel Sturmer, owners of Twisted Canvas Tattoo, located at 301 W. Main St. Ste B, in the amount of $637.79 for new signage and installation. The total project cost is $1,275.58, of which the DDA Façade Grant program will cover half upon project completion.

**Financial Impact**

$637.79 (DDA account)

| Budgeted | Amount: |
|---|---|
| Yes | $637.79 |

**Recommendation**

Motion to approve the DDA Façade Grant application from Jason and Rachel Sturmer, owner of Twisted Canvas Tattoo, located at 301 W. Main St. Ste. B, in the amount of $637.79.

**Alternatives**

**Attachments**

1. 301 W. Main St. Ste B DDA Façade Grant Application

City of Morenci
Downtown Development Authority
118 Orchard Street
Morenci, MI 49256
Façade Improvement Application

**Downtown Development Authority Building Application**

a. Building owner's name: Josh Baumgartner

b. Mailing address: 813 Walnut Ct.

c. Telephone number: (517) 416-4729

d. Project address: 301 W. Main St. Ste B
Morenci, MI 49256

e. Existing use of building: Tattoo Shop

f. Are you a first-time applicant of the Morenci DDA Façade Improvement Program? Circle one
(Y) N

g. Do you understand that a $250 refundable (nonrefundable if project is not complete within one year) application fee must accompany each application to ensure that the applicant is serious about the project? Circle (Y) N

h. Will proposed project correspond with a change in building use? Circle one (Y) N

If yes, to what use? Apparell to Tattoo

i. Project description (A rendering of the proposed improvements may be comprised of products used, color schemes, signage, dimensions, pictures, etc.) Attach additional sheets if necessary.

See attached photo

j. Estimated project cost by project element (attach quotes from a minimum of two licensed contractors): Signage + installation $1275.58

k. Requested grant amount: $637.79

l. Proposed projects start date: 10 Feb 26

m. Proposed project completion date: 1 Mar 26

City of Morenci
Downtown Development Authority
118 Orchard St
Morenci, MI 49256

Façade Improvement Application
**Downtown Development Authority Building Application**

The undersigned applicant affirms that:

a. The information submitted is true and accurate to the best of my (our) knowledge.

b. I (we) have read and understand the conditions of the Façade Improvement Program and agree to abide by its conditions and guidelines.

Signature of applicant(s): _____

Date: 1-13-26

Signature of applicant(s): _____

Date: 1-13-26

Signature of property owner (only if applicant is a tenant): _____

Date: 1/13/26

OFFICE USE ONLY

Submittal date: January 16, 2026

Façade Grant Committee meeting date: January 21, 2026

Façade Grant Committee action: Approve

DDA Board meeting date: January 27, 2026

DDA Board action: Approve

Approved grant amount: $637.79

City Council meeting date: February 9, 2026

City Council action: _____

City of Morenci
Downtown Development Authority
118 Orchard St
Morenci, MI 49256

Façade Improvement Grant
**Downtown Development Authority Building Application**

CONTRACT

I (We) Jason and Rachel Sturman have been approved to participate in the Façade Improvement Program, fiscal year(s) 2026. The portion of my (our) building project for which I (we) have been approved to receive a grant will consist of

_____

_____

_____

I (we) will complete all work by 1 Mar 26 and will not receive a grant until all work specified in this contract has been approved as authorized and meets all City of Morenci building and zoning codes and procedures.

I (we) have been approved for a grant of _____ once the above work is completed as approved, and understand that the contract is between the Morenci DDA and myself, no money will be paid to any contractor.

| Program Participant | DDA Program Representative |
|---|---|
| _____ | _____ |
| _____ | _____ |
| Date_____ | Date_____ |
| Witness_____ | Witness_____ |
| Date_____ | Date_____ |

"One Team, One Town, One Family"
**Morenci City Offices**
**118 Orchard Street**
**Morenci, MI 49256**
**(517) 458-6828**

APPLICATION FOR SIGN PERMIT

The undersigned hereby applies for a Zoning Compliance Permit for the following sign(s), to be issued on the basis of the information contained herein, including attached drawing and/or photograph, all of which applicant says are true.

Address: 301 W. Main St Ste B Zoning District: C2

Occupant: Twisted Canvas Tattoo

Name of Owner(s): Jason and Rachel Sturmer Phone # (517)416-4729

Address: 301 W. Main St. Ste B

Sign Contractor: Insignia Phone # (517)662-5896

New Sign(s) applied for:

Residential ( ) Commercial (X) Industrial ( )

Freestanding ( ) Building ( ) Location on Building Front Windows

Banner ( ) Temporary ( ) Date requested to be put up: 10Feb26
Date will be taken down: _____ (Allowed for 30 days only)

Setbacks – Front: _____ (Measured from Right of Way) Sides: _____ and _____

Purpose of Sign: Shop Name

Describe all existing signage present at site: Healthy Spot next door

The Undersigned state(s) that this Application and the attached site plan are true, accurate and complete with all required documentation. City of Morenci relies on the completeness, relevancy and accuracy of this application. All signs subject to regulations in the City of Morenci Zoning codes. Any certificate issued upon a false statement of any fact, which is material to the issuance hereof, shall be void.

**Submitted by** (Please print): Jason Sturmer Signature _____ Date: 13 Jan 26

**Office Use Only:** Date Received: 1/13/26 Fee paid: $50 Check# cash

**ZONING APPROVAL:** _____ YES (X) NO ( ) DATE: 1-13-26
Signature

PAID City of Morenci

# Estimate

| Date | Transaction # |
|---|---|
| 1/13/2026 | 4289 |

3625 Townline Hwy
Adrian, MI 49221
Ph: 517-263-7446 (SIGN)

There is a 4% Convenience Fee for all Debit and Credit Card Transactions

| Name / Address |
|---|
| Twisted Canvas Tattoo<br>217 W Main St<br>Hudson, MI 49247 |

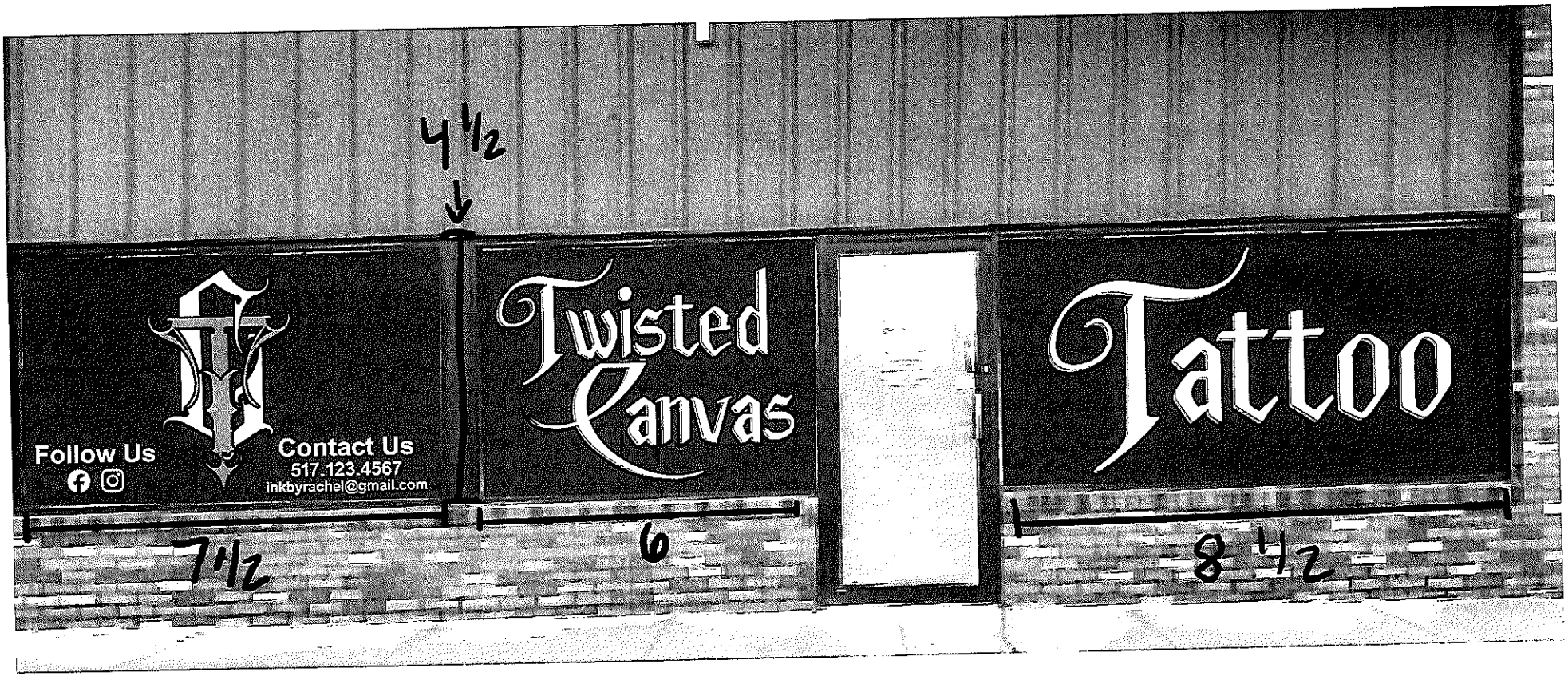
| Terms | P.O. No. |
|---|---|
| Due on receipt | |

| Description | Qty | Rate | Total |
|---|---|---|---|
| 1105/1060 Printed Store Front Graphics | 1 | 832.91 | 832.91T |
| SC950 Cut Vinyl Store Front Graphics | 1 | 45.00 | 45.00T |
| Labor to install [item] on site | 2.5 | 120.00 | 300.00 |
| Graphic Design Charge to Set Up Files for Print | 0.5 | 90.00 | 45.00 |

Customer Signature _____

Insignia Graphics, Inc (hereby known as "Insignia") reserves the right to change prices at any time. Quotes are not guaranteed until final order is placed. Artwork supplied is for reference and customer approval only. All original artwork is the sole property of Insignia and cannot be copied or used without prior written consent until purchased by the customer. All work created by Insignia is subject to use for marketing purposes. Any unauthorized use is forbidden and is subject to prosecution. Deposits made to Insignia may be left on account for future services and are non-refundable after 90 days or on ordered materials. Insignia will assess a monthly finance charge, in the amount of $10 or 18% APR, whichever is greater, to each invoice carrying any balance for over 30 days regardless if items have been picked up or not. Insignia reserves the right to charge storage fees in the amount of $10/day on any item left over 30 days.

| | |
|---|---|
| **Subtotal** | $1,222.91 |
| **Sales Tax (6.0%)** | $52.67 |
| **Total** | $1,275.58 |


4 1/2
Twisted Canvas
Tattoo
Follow Us
Contact Us
517.123.4567
inkbyrachel@gmail.com
7 1/2
6
8 1/2

Gmail

Rachel Sturmer <inkbyrachel@gmail.com>

# Twisted Canvas Tattoo Signage Quote

**Tiffany Shaw** <tiffany@adriansign.com>
To: Rachel Sturmer <inkbyrachel@gmail.com>

Sun, Jan 11, 2026 at 10:14 PM

Rachel,

Thank you for reaching out to Adrian Sign. Our graphics are charged by the sqft - $12 per sqft. for cut vinyl.

Here is an estimate based on the sizes you gave of the windows.

8'x4' - $384
5.5'x4' - $264
7' x 4' - $336
FB/Phone Information - $100
Installation - $350

$1434.00

Is there a certain date that you're looking to have them installed by? Ideally we need it to be 45 degrees or higher to assure that they'll stay.

Please let me know if you have any questions.

Thanks,
Tiffany

Tiffany Shaw
Graphic Artist - Adrian Sign Shop Inc.
***tiffany@adriansign.com - www.adriansign.com***
[Quoted text hidden]


SCREEN PRINTING
Twisted Canvas
Tattoo
541-458-1300

# CITY OF MORENCI

Receipt: 101230 01/13/26

118 ORCHARD STREET
MORENCI, MI 49256

(517) 458-6828

WWW.CITYOFMORENCI.ORG

Cashier: ASHLEY
Received Of:

The sum of: 50.00

| | | | |
|---|---|---|---|
| ZON | 301 W MAIN SIGN PERMIT STU | | 50.00 |
| | | Total | 50.00 |

CASH 50.00

Signed: _____

# CITY OF MORENCI

118 ORCHARD STREET
MORENCI, MI 49256

(517) 458-6828

WWW.CITYOFMORENCI.ORG

Receipt: 101231 01/13/26

Cashier: ASHLEY

Received Of:

The sum of: 250.00

| | | | |
|---|---|---|---|
| MIS | FACADE GRANT APPLICATIO | | 250.00 |
| | | Total | 250.00 |

CASH 250.00

Signed: _____

# Agenda Review Form

**Regular City Council – 2/9/2026**

☐ Informational
☑ Action / Follow Up
☐ Not Approved

| Prepared For | Staff Contact |
|---|---|
| City Council | Heather Sarnac |
| **Date Submitted** | **Department** |
| February 2, 2026 | Community & Economic Development |

**Subject**

Request For Public Hearing – Urban Forestry Management Plan

**Summary**

It is requested to schedule a Public Hearing during the March City Council for the purpose of affording citizens an opportunity to review and submit comments on the Urban Forestry Management Plan. The Public Hearing is a required step in the adoption process.

**Financial Impact**

NA

| Budgeted | Amount: |
|---|---|
| NA | NA |

**Recommendation**

Motion to set a public hearing at the March City Council meeting on Monday, March 9, 2026, at 6:00 PM at 118 Orchard Street, Morenci, MI 49256 for the purpose of affording citizens an opportunity to review and submit comments on the Urban Forestry Management Plan.

**Alternatives**

**Attachments**

Notice of Public Hearing

# CITY OF MORENCI
# NOTICE OF PUBLIC HEARING
# URBAN FORESTRY MANAGEMENT PLAN

The City of Morenci will conduct a public hearing on Monday, March 9, 2026, at 6:00 PM at 118 Orchard Street, Morenci, MI 49256 for the purpose of affording citizens an opportunity to review and submit comments on the proposed Urban Forestry Management Plan.

The Urban Forestry Management Plan establishes policies and practices for the management, maintenance, and long-term health of the City's public tree canopy.

The public hearing is being held as part of the plan adoption process. All interested persons are invited to attend and provide comment. Written comments may also be submitted to City Hall prior to the hearing.

A copy of the proposed Urban Forestry Management Plan is available for public review at City Hall during regular business hours and on the City's website at www.cityofmorenci.org.

This notice is published in compliance with applicable public notice requirements.

Jeff Bell
Administrator/Clerk
City of Morenci

Posted:

# Agenda Review Form

**Regular City Council – 02/09/2026**

☐ Informational
☑ Action / Follow Up
☐ Not Approved

| Prepared For | Staff Contact |
|---|---|
| City Council | Jeff Bell |
| **Date Submitted** | **Department** |
| 02/06/2026 | Administration |

**Subject**

2026 Early Voting Agreement

**Summary**

To best utilize resources and realize an overall cost savings in the early voting process, the county and the municipality would enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.
This process follows the same agreement and process which we had last year for the early voting precincts.
It is my, City Administrator, recommendation that we once again partner with the county for the process.

**Financial Impact**

$3,081

| Budgeted | Amount: |
|---|---|
| Yes | $3,081 |

**Recommendation**

After Discussion…
Motion to approve the Early Voting Agreement between the City of Morenci and the County of Lenawee for the 2026 Early Voting for the August and November Elections and authorize the City Administrator Signature on the agreement. .

**Alternatives**

N/A

**Attachments**

Early Voting Agreement

AGREEMENT FOR ELECTION SERVICES
BETWEEN LENAWEE COUNTY AND MORENCI CITY

This County Early Voting Site Agreement (the "Agreement") is made between LENAWEE COUNTY, 301 N. MAIN STREET, ADRIAN, MI 49221, and Morenci City, 118 Orchard St., Morenci, MI 49256. In this Agreement, the county and each municipality will be represented by their respective clerk in their official capacity.

**PURPOSE OF THE AGREEMENT.** The county and the municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.

| Name of county |
|---|
| LENAWEE COUNTY |

| Name of municipality | Number of precincts in municipality | Number of registered electors in the municipality |
|---|---|---|
| Morenci City | 1 | 1916 |
| | | |
| | | |

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
   - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
   - 1.2 **Coordinator** means the individual appointed by the county clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
   - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
   - 1.4 **Election Services** encompasses the following individual Election Services provided by the county: Programming, preliminary testing, public testing, hiring of election inspectors, training election inspectors, administering early voting polling location, transfer of containers, and retention of documents. The Election Department will order any supplies and equipment needed to administer the early voting site and will apply for any grants available to offset any costs.
   - 1.5 **Legislative Body of the Municipality** means the city or township council elected or appointed and serving in the municipality.
   - 1.6 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority,

including, but not limited to, their council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.

1.7 QVF means the Qualified Voter File as described in MCL 168.509m.

1.8 QVF Controller means the individual appointed by the county clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.

1.9 Site Supervisor means a member of the county clerk's staff who shall act as supervisor for each day of early voting. The county clerk may appoint a different member of the county clerk's staff to act as a supervisor if deemed necessary.

## 2. PARTIES TO AN AGREEMENT.

2.1 An Agreement may be entered into between one or more municipalities wholly or partially located within the same county and the county clerk of that county.

2.2 A municipality located in multiple counties can only enter into an Agreement with one of the counties in which the municipality is located.

## 3. SCOPE OF THE AGREEMENT.

3.1 The parties must decide among themselves and include in the Agreement the elections to which the Agreement applies. Early voting must be provided for all statewide and federal elections, but parties may extend early voting to non-statewide elections at their discretion.

## 4. COORDINATOR.

4.1 ***Michelle Bates*** will serve as coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.

4.2 In the event that the coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.

4.3 If the coordinator becomes unavailable for any reason, the county clerk will appoint the new coordinator.

4.4 The appointed backup coordinator would assume the responsibilities of the coordinator.

## 5. QVF CONTROLLER.

5.1 ***Michelle Bates*** will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.

6. APPROVAL OF EARLY VOTING SITES.

6.1 Pursuant to MCL 168.662, the county clerk, after consulting the participating municipal clerks, must submit each early voting site location to the board of county election commissioners for approval.

6.2 Each early voting site may serve all electors covered by the county Agreement, the electors in specific municipalities, the electors of one municipality, or any combination of these options, as long as each elector in the county is served by one or more early voting sites.

7. APPOINTMENT OF ELECTION INSPECTORS.

7.1 The board of county election commissioners is responsible for the appointment of election inspectors for the county's early voting site.

7.2 At least 31 days before each statewide and federal election, the board will appoint for the county early voting site at least 3 election inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.

7.3 The board will further designate one appointed election inspector from the county early voting site as chairperson.

7.4 The selection of election inspectors will be governed by MCL 168.674.

8. APPROVAL OF EARLY VOTING HOURS.

8.1 For the nine early voting days guaranteed by the Constitution, the hours that early voting will be provided at the approved joint early voting site will be determined by the County Clerk's office.

8.2 This Agreement applies to ONLY statewide and federal elections.

9. NOTICE OF EARLY VOTING HOURS.

9.1 Not less than 45 days before Election Day, the county clerk and the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting the notice on the county's and each municipality's website and any other publication or posting the clerk considers advisable.

9.2 In the event a party withdraws from this agreement, the withdrawing clerk of that municipality is required and responsible to notify each registered voter in the Qualified Voter File of the polling location change, and hours of operation.

10. BUDGET AND COST SHARING.

10.1 This agreement designates the county as the party responsible for requesting and dispensing all funds related to early voting reimbursements for only jurisdictions that are participating with the County Early Voting site.

10.2 Make each municipality responsible for a percentage of costs corresponding to the percentage of registered voters in the Qualified Voter File for each participating municipality's jurisdiction.

## 11. STAFFING AND SUPERVISION

**11.1** The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites, including the selection of the site supervisor who oversees a specific early voting site(s).

**11.2** The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.

**11.3** The site supervisors for early voting sites must be listed in the attached Exhibit B.

## 12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).

**12.1** The County Clerk's office will determine the number of tabulators and early voting poll laptops or other voting equipment that are necessary for the county's early voting site.

**12.2** The board of county election commissioners will be responsible for conducting testing of the electronic voting equipment.

**12.3** The coordinator will be responsible for taking necessary steps to set up the early voting poll book and the early voting poll book laptops.

**12.4** Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

## 13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

**13.1** During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State

**13.2** During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.

**13.3** At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

## 14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS

**14.1** The board of county election commissioners is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the county clerk.

**14.2** At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.

15. **EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

**15.1** A county Early Voting Site Agreement must be finalized and signed by the participating county and all municipalities:

**15.2** No later than 125 days before the first regularly scheduled statewide or federal election in each even-numbered year.

**15.3** No later than 90 days before a special statewide or federal election.

16. **EARLY VOTING PLAN.**

**16.1** No later than 120 days before the first statewide or federal election in each even-numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the county clerk of the county in which the municipalities are located.

17. **NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**

**17.1** Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State with any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

18. **DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

**18.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of the county clerk and each participating municipal clerk.

**18.2** County and municipalities must agree that the Agreement will stay in effect unless it is cancelled, modified, or terminated in the timeframe allowed, specified in section 19. Therefore, this Agreement has no fixed termination date.

19. **CANCELLATION, MODIFICATION, AND TERMINATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

**19.1** If the county clerk withdraws from the Agreement for any reason, the Agreement will cease to exist, and the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.

**19.2** If the parties terminate the Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.

**19.3** If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. A party to a municipal Agreement may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.

**19.4** A Party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even-numbered year and ending on the completion of the county canvass for the statewide general November election in that even-numbered year.

| Printed name of County Clerk | Signature of County Clerk | Date |
|---|---|---|
| Printed name of Clerk 1 | Signature of Clerk 1 | Date |

# Agenda Review Form

**Regular City Council – 02/09/2026**

☐ Informational
☑ Action / Follow Up
☐ Not Approved

| Prepared For | Staff Contact |
|---|---|
| City Council | Jeff Bell |
| **Date Submitted** | **Department** |
| 02/06/2026 | Buildings / Grounds |

**Subject**

City Hall Engineering

**Summary**

As part of the City Hall Safety and Security Upgrades, we must have Engineered Drawings and Scope Of Work defined to allow us to go out for Bid on the project. With this process requiring specialized abilities, we need only request one quote for the work.
Dailey Engineering Inc is a company whom we have worked with on many occasions with city of Morenci projects. In addition this is the recommendation of our Building Inspector to utilize their services.
Dailey Engineering Inc is proposing drafting the engineered drawings, creating the scope of work, while assisting with the bidding process and the contract administration.

**Financial Impact**

$8,600

| Budgeted | Amount: |
|---|---|
| Yes | $45,000 |

**Recommendation**

After Discussion…
Motion to approve the Engineering Proposal from Dailey Engineering Inc in the amount of $8,600

**Alternatives**

N/A

**Attachments**

Dailey Engineering Proposal

**DAILEY ENGINEERING INC**

**Todd A. Dailey, PE**
**8485 Stephenson Rd.**
**Onsted, Michigan 49265**
**Phone: (517) 467-9000**

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# ENGINEERING PROPOSAL

# MORENCI CITY OFFICES RENOVATIONS

January 20, 2026

SCOPE OF WORK:
Dailey Engineering, Inc. will provide engineering design services for renovations to the existing Morenci City Offices.
-Provide full scope (including mechanical and electrical) design services for renovations that address the scope identified by the Owner (photos of two large sheets were taken) for these areas:
- -Police
- -Chamber
- -Front Office
- -Conference Room

-Provide assistance for a public bid process and contract administration.

DOCUMENTS TO BE FURNISHED:
-Design drawings adequate for bidding, plan review and construction.

SCHEDULE:
-Initiate design work by about February 15, 2026.
-It is anticipated that the design process and completion of documents will be completed within 8-12 weeks upon initiation.

FEES:
Fixed fee of $8600.

Todd Dailey (President, Dailey Engineering Inc.)

# Agenda Review Form

**Regular City Council – 02/09/2026**

☐ Informational
☑ Action / Follow Up
☐ Not Approved

| Prepared For | Staff Contact |
|---|---|
| City Council | Jeff Bell |
| **Date Submitted** | **Department** |
| 02/06/2026 | Buildings & Grounds |

**Subject**

2026 Tree Maintenance Project

**Summary**

On 2/3/2026 we completed the Bid Opening for the 2026 Tree Maintenance Project. The Following bids were received:

- All Seasons Tree Care - $58,720.00
- Davey Tree - $83,445.00
- Batanian Tree - $88,122.00

Initially there was concern about the disparity between All Seasons and the other two bidders Total Bid $. But after contacting the references provided by All Seasons, it would be my recommendation to go with All Seasons for the business, having received high remarks for their quality of work and thoroughness of the work completed in the municipalities in their reference listing.

As was discussed at a prior meeting, we did not have enough budgeted to obviously cover the initial $80,000+ bids. I have since went back and looked at avenues to allow us to still complete the work on the bid documents without causing a shortfall in the budget, In the Resolution attached, these adjustments will allow us to complete the work in its entirety yet still maintain a good position in the funds where the adjustments are being made.

It would be my recommendation to move forward with the project in its entirety and approve the budget amendments in the resolution to support the funding.

**Financial Impact**

$58,720.00

| Budgeted | Amount: |
|---|---|
| Yes | $35,000 |

**Recommendation**

After Discussion...
Motion to approve the Bid from All Seasons Tree Care in the amount of $58,720 and authorize the City Administrators signature on the contract.

Motion to approve the Budget Amendment Resolution allowing Major Streets, Local Streets and Repairs and Maintenance Line items to support the above Tree Maintenance Project and authorize the Mayor and City Administrators signatures on the Resolution.

---

**Alternatives**

N/A

---

**Attachments**

2026 Tree Maintenance Bods
Budget Amendment Resolution

City of Morenci
County of Lenawee
State of Michigan

RESOLUTION
ADJUSTMENT TO BUDGET LINE-ITEMS FOR TREE REMOVAL PROJECT

At a regular meeting of the City Council of the City of Morenci, County of Lenawee, State of Michigan, at 118 Orchard Street, Morenci, MI 49256, in said city on Monday, February 9, 2026 at 6:00 p.m.

Present:

Absent:

The following preamble and resolution was offered by Councilor , and supported by Councilor .

**WHEREAS,** the City of Morenci City Council wishes to adjust certain line-items to accommodate the tree removal and pruning project for the City of Morenci for 2026; and,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the line-items of Major Streets – Tree Removal be adjusted to $25,000.00; Local Streets – Tree Removal be adjusted to $25,000.00; and Parks – Repairs and Maint be adjusted to $4,000.00,

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

_____
Tracy Schell
Mayor

_____
Jeffrey D. Bell
City Superintendent / City Clerk

CERTIFICATE OF CLERK

I hereby certify that the above is a true and complete copy of a resolution adopted by the City Council of the City of Morenci, County of Lenawee, State of Michigan, at a special meeting held on February 9, 2026 and the public notice of said meeting was given pursuant to and in full compliance with Act. 267, Public Acts of Michigan, 1976.

_____

Jeffrey D. Bell
City Superintendent / City Clerk

BID OPENING: 2026 Tree Maintenance Project

BID OPENING DATE: 2/3/2026

TIME OF BID OPENING: 4:00 PM

| ORGANIZATION | BID AMOUNT |
|---|---|
| All Seasons Tree Care | $58,720.00 |
| Davey Tree | $83,445.00 |
| Batanian Tree | $88,122.00 |
| | |
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PEOPLE PRESENT FOR BID OPENING

| ORGANIZATION | NAME |
|---|---|
| City of Morenci | Jeff Bell<br>CITY ADMINISTRATOR |
| City of Morenci | Ashley Ables<br>CHIEF DEPUTY CLERK |
| All Seasons Tree Care | Shad Smith |
| | |
| | |

# BATANIAN'S TREE SERVICE



SYLVANIA, OHIO (419) 882-7356

---

As requested, we have listed three references of previous customers with similar work completed by Batanian's Tree Service.

We would also like to inform you that we do have an ISA Certified Arborist on staff.

References:

Steve Blausey
City of Bowling Green /Wood County
(419) 467-6039
sblausey@woodcountyohio.gov

David Villarreal
City of Toledo
(419) 467-5876
David.villarreal@toledo.oh.gov

Margie Ott
City of Sylvania
419-376-8425
mott@cityofsylvania.com

"One Team, One Town, One Family"
**Morenci City Offices**
**118 Orchard Street**
**Morenci, MI 49256**
**(517) 458-6828**

BID SHEET
2026 Tree Maintenance Project

**Tree Removals: Oak Grove Cemetery**

**PRIORITY**

| | |
|---|---|
| T1503 | $ 3690.00 |
| T1512 | $ 2575.00 |

**SECONDARY**

| | |
|---|---|
| T1331 | $ 2280.00 |
| T1389 | $ 585.00 |
| T1331 | $ DUPLICATE |
| T1389 | $ DUPLICATE |
| T1394 | $ 465.00 |
| T1758 | $ 1875.00 |
| T1806 | $ 2470.00 |
| T1807 | $ 3670.00 |
| T1864 | $ 1864.00 |
| T1878 | $ 1680.00 |

**Tree Removals: Streets and Wakefield Park**

**PRIORITY**

| | |
|---|---|
| T79 | $ 3622.50 |
| T82 | $ 4987.50* 2 TREES |
| T92 | $ 2940.00 |
| T93 | $ 2940.00 |
| T142 | $ 4410.00 |
| T256 | $ 2835.00 |
| T815 | $ 236.25 |
| T840 | $ 577.50 |
| T943 | $ 1260.00 |
| T951 | $ 2520.00 |
| T1278 | $ 4410.00 |

**SECONDARY**

| | |
|---|---|
| T437 | $ 183.75 |
| T1110 | $ 262.50 |
| T1243 | $ 100.00 |
| T84 | $ 4750.00 |
| T257 | $ 2835.00 |
| T266 | $ 1942.50 |
| T594 | $ 892.50 |
| T658 | $ 682.50 |
| T822 | $ 2032.50 |

| | |
|---|---|
| T2016 | $ 2940.00 |
| T2019 | $ 2940.00 |
| T78 | $ 2257.50 |
| T115 | $ 2677.50 |
| T116 | $ 2677.50 |
| T197 | $ 2808.75 |

**Tree Pruning**

| | |
|---|---|
| T193 | $ 787.50 |
| T649 | $ 892.50 |
| T864 | $ 892.50 |
| T1968 | $ 1837.50 |
| T1971 | $ 1837.50 |

---

Overall Cost of Project $ 88122.75

---

Bid Submitted By: Date: 01/20/2026

BATANIAN TREE SERVICE
Name of Firm

419-882-7356
Telephone Number & Fax Number

P.O. BOX 847, SYLVANIA, OH 43560
Address

JEFF BATANIAN, PRESIDENT
Printed Name Title

SYLVANIA, OH 43560
City, State, Zip Code

Authorized Signature

Please see Notice to Bidders sheet which contains information on the general specifications required for the bid.

By signing above, the Company agrees to all specifications on the bid specification sheet as it relates to holding the City of Morenci harmless from any liability.

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/22/2026

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

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

| | |
|---|---|
| PRODUCER<br>Risk Strategies<br>511 Fifth Street<br>Defiance OH 43512 | CONTACT NAME: Kaylyn Huber<br>PHONE (A/C, No, Ext): 419-318-0327 FAX (A/C, No): 419-782-7940<br>E-MAIL ADDRESS: Khuber@risk-strategies.com |
| INSURED BATATRE-01<br>Batanlan's Tree Service<br>PO Box 847<br>Sylvania OH 43560 | INSURER(S) AFFORDING COVERAGE — NAIC #<br>INSURER A: Pekin Insurance Company — 24228<br>INSURER B: General Star Indemnity Company — 37362<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |

**COVERAGES** **CERTIFICATE NUMBER:** 1691966831 **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE [X] OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY [ ] PRO-JECT [ ] LOC<br>OTHER: | Y | Y | 006101974 | 5/3/2025 | 5/3/2026 | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG<br>$ | $ 1,000,000<br>$ 100,000<br>$ 5,000<br>$ 1,000,000<br>$ 2,000,000<br>$ 2,000,000<br>$ |
| A | AUTOMOBILE LIABILITY<br>X ANY AUTO<br>OWNED AUTOS ONLY [ ] SCHEDULED AUTOS<br>X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY | Y | Y | 006101271 | 5/3/2025 | 5/3/2026 | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)<br>$ | $ 1,000,000<br>$<br>$<br>$<br>$ |
| A | X UMBRELLA LIAB [ ] OCCUR<br>EXCESS LIAB [ ] CLAIMS-MADE<br>DED [X] RETENTION $ 10,000 | Y | Y | 006101977 | 5/3/2025 | 5/3/2026 | EACH OCCURRENCE<br>AGGREGATE<br>$ | $ 1,000,000<br>$ 1,000,000<br>$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ]<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N/A | Y | 006101974 | 5/3/2025 | 5/3/2026 | PER STATUTE [ ] OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | Stop Gap<br>$ 1,000,000<br>$ 1,000,000<br>$ 1,000,000 |
| B | Excess Liability | | | IXG682619 | 5/3/2025 | 5/3/2026 | Limit | 1,000,000 |

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

**CERTIFICATE HOLDER**

Morenci City Offices
118 Orchard St.
Morenci MI 49256

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# The International Society of Arboriculture

Hereby Announces That

*Daniel Milliken*

Has Earned the Credential

## ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
CEO & Executive Director

| 26 March 2002 | 30 June 2026 | MI-0752A |
|---|---|---|
| Issue Date | Expiration Date | Certification Number |

ANAB
ANSI National Accreditation Board
ACCREDITED
PERSONNEL CERTIFICATION BODY
ISA Certified Arborist

# The International Society of Arboriculture

Hereby Announces That

*Ronald Davis*

Has Earned the Credential

## ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
CEO & Executive Director

| 19 February 2020 | 30 June 2026 | OH-6870A |
|---|---|---|
| Issue Date | Expiration Date | Certification Number |

ANAB
ANSI National Accreditation Board
ACCREDITED
ISO/IEC 17024
PERSONNEL CERTIFICATION BODY
#0847
ISA Certified Arborist

DAVEY

**Professional Qualifications:**

• THE DAVEY STORY The Davey Tree Expert Company traces its roots back to 1880 when it was founded by John Davey, a passionate advocate for tree preservation. In 1901, John published The Tree Doctor, which not only outlined his innovative methods of tree preservation but also launched an entire industry. Officially incorporated on February 4, 1909, the company saw steady growth under the leadership of John Davey's descendants. In 1979, ownership transitioned to the company's employees, and today thousands of dedicated employee- owners hold stock in the company. Davey has expanded its services across the United States and Canada, offering residential, commercial, consulting, and utility operations. With a workforce of over 10,000, our employee-owners are committed to delivering exceptional service. At Davey, we remain true to our roots, upholding John Davey's vision of tree preservation and an unwavering commitment to quality and customer satisfaction.

• **OUR MISSION** We will provide the very best in tree, shrub, and lawn care for all of our customers. We dedicate ourselves to exceeding customer expectations and providing the highest quality customer service measurable by customer retention and customer referral. We will provide maximum value for your landscape investment.

• **PERSONNEL** Our People Make the difference. Employee training and development are among Davey's highest priorities. Our documented Career Development Program assures us that our customers receive the most competent and professional services available. The Davey Institute, a cutting-edge research and development facility, located at our corporate headquarters in Kent, Ohio, conducts complete in-house training for selected field personnel. This training is directed by our staff of technical specialists, who are experts with postgraduate degrees in their respective scientific fields. In addition, comprehensive on-the- job training programs are used to ensure that our employees are skilled at applying the latest horticultural and arboricultural techniques. Resumes of the people who will service your account are available upon request.

• **TECHNICAL SUPPORT** We Set the Industry Standard. Our field personnel are supported by

The Davey Institute. The technical specialists who staff our cutting-edge research and development facility are experts in their respective horticultural disciplines. The Davey Institute has extensive laboratory and classroom facilities. Institute experts provide technical support and training for our field operations throughout the U.S. and Canada. If an unusual technical problem arises, this group of highly trained specialists will find the solution. In addition to providing our field operations with training and technical support, the Institute staff conducts applied horticultural research studies. Our scientists and technical advisors are nationally known for their research and contributions to the green industry.

• **UNIFORMS** At Davey It's a Must. We understand that our appearance reflects upon your image. You have chosen us to be a partner in helping you present a positive image. We believe that uniforms and a neat, professional appearance are a must. Many customers have told us that our professional appearance is important and makes them feel more secure.

• **SAFETY** At Davey It's a Value. Safety is of utmost concern to The Davey Tree Expert Company. From our Corporate Safety Staff to every manager, foreman and technician in the field, ongoing safety

DAVEY

training takes place regularly. Regional safety trainers and local management play a direct role in ensuring all tasks are performed correctly and safely. This helps ensure our employees' safety as well as the people and properties we serve. We are committed to safe and responsible operations, as evidenced by the fact that we implemented the tree care industry's first pre-employment drug and alcohol testing programs. Our goal is to provide a safe and efficient work environment so that the services you need are completed on time, and you are fully satisfied with the results. All local, state, and federal programs (e.g.: OSHA, HazCom, ANSI standards, EPA, etc.) are adhered to as required by law. Learn more about our commitment to the safety and health of our employee-owners, clients, and the communities we work in on a daily basis here: https://responsibility.davey.com/safe-business- practices/workplace-health-safety/

• **EQUIPMENT** Being Prepared Is Our Motto. All Davey equipment is purchased and standardized through our Corporate Equipment Department in Kent, Ohio. This ensures that our field operations have the most efficient and up-to-date equipment available to get the job done. Rigorous safety and maintenance inspections are performed on an established schedule. If any piece of field equipment is deemed unsafe, it is immediately removed from operation until the problem is corrected. In addition, our operators carry Commercial Driver's Licenses as required by Federal D.O.T. laws. You can rest assured that the equipment we use is appropriate for the job at hand.

• **ENVIRONMENT** From an environmental perspective we strive to reduce our impact on the environment on a daily and ongoing basis. As technology has evolved our tools have become less impactful on the environment. We have begun to incorporate battery powered tools like leaf blowers and electric chainsaws. Those types of tools will be utilized on this project where appropriate. Please read more about our commitment to a more sustainable environment here: https://responsibility.davey.com/sustainable-environment/

• **INSURANCE** For Your Protection. All Davey operations are covered by Workers' Compensation, General Liability, and Auto and Vehicle Liability coverage. Insurance certificates are gladly provided.

• **PROFESSIONAL AFFILIATIONS** We are involved in and support many major industry groups.

- ISA: International Society of Arboriculture
- TCIA: Tree Care Industry Association
- ASCA: American Society of Consulting Arborist
- GCSM: Golf Course Superintendents Association of America
- PGMS: Professional Grounds Management Society
- PLANET: Professional Landcare Network
- BOMA: Building Owners and Managers Association
- Many state organizations and local chapters in the green industry

DAVEY

- Federal Tax Identification Number: 34-0176110
- Dunn & Bradstreet Number: 00-790-3180
- G.S.A. Contract Holder Numbers: GS-21F-0060U / GS-10F-0615N
- Government Central Contractor's Registry Cage Number: OVY39
- NAICS Codes: 561730, 562910, 541320, 541370, 541618, 541620, 541690

**Proposed Work Plan**

• PROJECT MANAGEMENT AND SHEDULING Davey will assign a dedicated project manager who will oversee all aspects of routine tree pruning and general services forestry contract. Davey's project manager, in coordination with the City, will develop a schedule that outlines the specific tasks, timelines, and milestones. Meetings will be held, as needed, with City staff to provide progress updates and address any concerns or modifications to the schedule. Davey will ensure that the project is executed safely, efficiently, and within the agreed-upon timeframe.

• DATA AND DATA DELIVERY Davey understands the importance of accurate and timely data reporting. Our crews will utilize digital tools and software systems to record and document completed trees, ensuring real-time updates and accessibility to both the City and our teams. Data and information will be delivered to the City as needed, based on their requirements and preferences.

• COMMUNICATION AND COORDINATION Open and effective communication is essential for a successful working relationship. Davey will establish clear channels of communication with City staff, ensuring regular and timely exchange of information. We will maintain an open dialogue with the City, promptly addressing any concerns or issues that may arise during the project. Our team will actively coordinate with City staff to align schedules, obtain necessary permits, and ensure a smooth flow of work.

• **WORKING RELATIONSHIP** Davey values collaboration and teamwork. We will foster a positive and productive working relationship with City staff, promoting effective communication and mutual respect. We will actively engage with the City, seeking their input and feedback throughout the project. Any challenges or conflicts that may arise will be promptly addressed, and we will work together to find mutually beneficial solutions.

• **COMPANY'S GENERAL PHILOSOPHY** Davey's philosophy revolves around delivering high- quality services and exceeding client expectations. We prioritize safety, professionalism, and adherence to industry best practices in all aspects of our work. Our experienced arborists and crews are committed to providing the requested services with utmost care and attention to detail, ensuring the health and vitality of the trees while addressing the City's specific needs and goals.

DAVEY

**Past Involvement with Similar Projects:**

• City of Pleasant Ridge

Attn: Jim Breuckman 'City Manager'

E-mail: citymanager@cityofpleasantridge.org

Phone: 517-974-0373

Projects: Managing City Street trees and Park Trees, both in proper pruning practices, removals, stump grinding and planting of new trees. Developed and implemented a Plant Health Care Program for City Trees to help maintain the health and vitality of the canopy.

• MDOT

Attn: Sue Datta 'Project Manager'

E-mail: DattaS@michigan.gov

Phone: 248-388-0730

Projects: Installation and care of over 4000 Trees that were planted along I-75 in Oakland Co. (Square Lake Road on and off ramps to I-75). This project included mulching in all trees and watering of all trees on a weekly basis. Including traffic management and coordination with MDOT officials.

• City of Rochester

Attn: Karl Maier

E-mail: Kmaier@rochestermi.org

Phone: 248-379-8845

Projects: Managing City Street trees and Park Trees, both in proper pruning practices, removals, stump grinding, and planting of new trees. Developed and implemented a Plant Health Care Program for City Trees to help maintain the health and vitality of the canopy.

• City of Ann Arbor

Attn: Tiffany Glacobazzi and Scott Spooner

Phone: 734-794-6500

Projects: Managing City Street Trees and Park Trees, both in proper pruning practices, removals, and stump grinding.

"One Team, One Town, One Family"
Morenci City Offices
118 Orchard Street
Morenci, MI 49256
(517) 458-6828

**BID SHEET**

2026 Tree Maintenance Project

**Tree Removals: Oak Grove Cemetery**

**PRIORITY**

| | |
|---|---|
| T1503 | $3900.00 |
| T1512 | $1800.00 |

**SECONDARY**

| | |
|---|---|
| T1331 | $1500.00 |
| T1389 | $700.00 |
| T1331 | $DUPLICATE ABOVE |
| T1389 | $DUPLICATE ABOVE |
| T1394 | $600.00 |
| T1758 | $2200.00 |
| T1806 | $800.00 |
| T1807 | $1950.00 |
| T1864 | $1000.00 |
| T1878 | $1200.00 |

**Tree Removals: Streets and Wakefield Park**

**PRIORITY**

| | |
|---|---|
| T79 | $3500.00 |
| T82 | $2800.00 |
| T92 | $2500.00 |
| T93 | $4000.00 |
| T142 | $6200.00 |
| T256 | $3500.00 |
| T815 | $650.00 |
| T840 | $850.00 |
| T943 | $2000.00 |
| T951 | $1200.00 |
| T1278 | $3650.00 |

**SECONDARY**

| | |
|---|---|
| T437 | $130.00 |
| T1110 | $585.00 |
| T1243 | $45.00 |
| T84 | $1500.00 |
| T257 | $1800.00 |
| T266 | $785.00 |
| T594 | $900.00 |
| T658 | $650.00 |
| T822 | $2800.00 |
| T2016 | $3500.00 |
| T2019 | $6500.00 |

| | |
|---|---|
| T78 | $1800.00 |
| T115 | $3500.00 |
| T116 | $3500.00 |
| T197 | $2500.00 |

**Tree Pruning**

| | |
|---|---|
| T193 | $1500.00 |
| T649 | $800.00 |
| T864 | $1800.00 |
| T1968 | $1170.00 |
| T1971 | $1170.00 |

*Overall Cost of Project* $83,445.00

Bid Submitted By:

DANIEL MILLIKEN

Name of Firm

THE DAVEY TREE EXPERTS COMPANY

Address

805 N. DIXIE HWY. MONROE MI. 48162

City, State, Zip Code

Date: 01/26/2026

734-590-2973

Telephone Number & Fax Number

810-614-2975

Printed Name Title
DANIEL MILLIKEN

Daniel Milliken

Authorized Signature

Please see Notice to Bidders sheet which contains information on the general specifications required for the bid.

By signing above, the Company agrees to all specifications on the bid specification sheet as it relates to holding the City of Morenci harmless from any liability.

**All Seasons Tree Care**
8319 Nebraska Ave.
Toledo, OH 43617
Phone: 419-464-7779
Email: astoffice419@gmail.com

Date: February 2, 2026

City of Morenci
118 Orchard Street
Morenci, MI 49256

**RE: 2026 Tree Maintenance Project Bid**

To Whom It May Concern,

Please accept the enclosed bid from All Seasons Tree Care for the City of Morenci 2026 Tree Maintenance Project.

Our submission includes the completed bid sheet, workers' compensation documentation, and a certificate of insurance naming the City of Morenci as additional insured, in accordance with the bid specifications. All work will be performed in compliance with ANSI A300 standards for tree care.

Thank you for your consideration. Should you require any additional information, please feel free to contact us.

Sincerely,

Authorized Representative
All Seasons Tree Care

# All Seasons Tree Care

8319 Nebraska Ave.
Toledo, OH 43617
Phone: 419-464-7779
Email: astoffice419@gmail.com

## Municipal References

**Reference 1:**
Municipality: City of Maumee
Contact Name: Troy VanDusen
Title: Natural Resource Supervisor
Phone: 419-897-7170

**Reference 2:**
Municipality: City of Sylvania
Contact Name: Margie Ott
Title: Parks & Forestry, Foreman
Phone: 419-885-8992

**Reference 3:**
Municipality: City of Waterville
Contact Name: Wes Martin
Title: Assistant Director
Phone: 419-460-1776

Bureau of Workers' Compensation

30 W. Spring St.
Columbus, OH 43215

# Certificate of Ohio Workers' Compensation

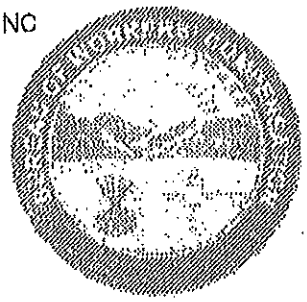
This certifies that the employer listed below participates in the Ohio State Insurance Fund as required by law. Therefore, the employer is entitled to the rights and benefits of the fund for the period specified. This certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit www.bwc.ohio.gov, or call 1-800-644-6292.

This certificate must be conspicuously posted.

Policy number and employer
01480793

ALL SEASONS TREE AND LAWN CARE INC
8319 NEBRASKA AVE
TOLEDO OH 43617-2137

Period Specified Below
07/01/2025 to 07/01/2026



www.bwc.ohio.gov
Issued by: BWC

Stephanie McCloud

Administrator/CEO

You can reproduce this certificate as needed.

## Ohio Bureau of Workers' Compensation

## Required Posting

Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means an employee may dispute or prove untrue the presumption (or belief) that alcohol, marihuana or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.

The burden of proof is on the employee to prove the presence of alcohol, marihuana or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.

Bureau of Workers' Compensation

You must post this language with the Certificate of Ohio Workers' Compensation.

ALLSEAS-01 JDUENAZ

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/2/2026

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

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

| PRODUCER | CONTACT NAME: Julie Duenaz | |
|---|---|---|
| Stapleton Insurance & Risk Mgt<br>7250 Crossleigh Ct<br>Toledo, OH 43617 | PHONE (A/C, No, Ext): (419) 517-1055 | FAX (A/C, No): (419) 882-3911 |
| | E-MAIL ADDRESS: julie@stapletoninsurance.com | |
| | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | INSURER A : Greenwich Insurance Company | |
| INSURED | INSURER B : | |
| All Seasons Tree & Lawn Care, Inc.<br>8319 Nebraska Ave<br>Toledo, OH 43617 | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY | | | | | | EACH OCCURRENCE | $ 1,000,000 |
| | CLAIMS-MADE X OCCUR | X | | NPC-1001270-06 | 8/14/2025 | 8/14/2026 | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ 300,000 |
| | | | | | | | MED EXP (Any one person) | $ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY | $ 1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | $ 2,000,000 |
| | POLICY PRO-JECT LOC | | | | | | PRODUCTS - COMP/OP AGG | $ 2,000,000 |
| | OTHER: | | | | | | | $ |
| A | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) | $ 1,000,000 |
| | X ANY AUTO | | | | | | BODILY INJURY (Per person) | $ |
| | OWNED AUTOS ONLY / SCHEDULED AUTOS | | | NBA-1001269-06 | 8/14/2025 | 8/14/2026 | BODILY INJURY (Per accident) | $ |
| | X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| A | X UMBRELLA LIAB X OCCUR | | | | | | EACH OCCURRENCE | $ 1,000,000 |
| | EXCESS LIAB CLAIMS-MADE | | | NEC-7001344-00 | 8/14/2025 | 8/14/2026 | AGGREGATE | $ 1,000,000 |
| | DED X RETENTION $ 0 | | | | | | Prod/Comp Work | $ 1,000,000 |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | | PER STATUTE / OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) | N/A | | | | | E.L. EACH ACCIDENT | $ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | $ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ |
| A | Inland Marine | | | NPC-1001270-06 | 8/14/2025 | 8/14/2026 | Leased/Rented Equip | 50,000 |
| A | Emp Liab OH Stop GAP | | | NPC-1001270-06 | 8/14/2025 | 8/14/2026 | 1,000,000/1,000,000/ | 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Morenci are named as additional insured with respects to General Liability if required by a written contract and per the insurance policy.

CERTIFICATE HOLDER

City of Morenci
118 Orchard Street
Morenci, MI 49256

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Julie A Duenaz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# The International Society of Arboriculture

Hereby Announces That

## Matthew Kowalski

Has Earned the Credential

## ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caslyn Pollman
CEO & Executive Director

| [illegible] February 2007 | 30 June 2026 | OH-[illegible] |
|---|---|---|
| Issue Date | Expiration Date | Certificate Number |

ANAB
ACCREDITED
PERSONNEL CERTIFICATION BODY
[illegible]
ISA Certified Arborist

Morenci
"One Team, One Town, One Family"
Morenci City Offices
118 Orchard Street
Morenci, MI 49256
(517) 458-6828

**BID SHEET**

2026 Tree Maintenance Project

**Tree Removals: Oak Grove Cemetery**

**PRIORITY**

| | |
|---|---|
| T1503 | $ 2900.00 |
| T1512 | $ 1000.00 |

**SECONDARY**

| | |
|---|---|
| T1331 | $ 800.00 |
| T1389 | $ 650.00 |
| T1331 | $ 0 |
| T1389 | $ 0 |
| T1394 | $ 600.00 |
| T1758 | $ 1600.00 |
| T1806 | $ 750.00 |
| T1807 | $ 1700.00 |
| T1864 | $ 850.00 |
| T1878 | $ 800.00 |

**Tree Removals: Streets and Wakefield Park**

**PRIORITY**

| | |
|---|---|
| T79 | $ 1800.00 |
| T82 | $ 3100.00 |
| T92 | $ 2000.00 |
| T93 | $ 3500.00 |
| T142 | $ 3100.00 |
| T256 | $ 800.00 |
| T815 | $ 600.00 |
| T840 | $ 780.00 |
| T943 | $ 1500.00 |
| T951 | $ 890.00 |
| T1278 | $ 3200.00 |

**SECONDARY**

| | |
|---|---|
| T437 | $ 250.00 |
| T1110 | $ 300.00 |
| T1243 | $ 100.00 |
| T84 | $ 1700.00 |
| T257 | $ 1200.00 |
| T266 | $ 800.00 |
| T594 | $ 990.00 |
| T658 | $ 500.00 |
| T822 | $ 1590.00 |
| T2016 | $ 1900.00 |
| T2019 | $ 3800.00 |

| | |
|---|---|
| T78 | $ 1800.00 |
| T115 | $ 1700.00 |
| T116 | $ 1700.00 |
| T197 | $ 1500.00 |

**Tree Pruning**

| | |
|---|---|
| T193 | $ 980.00 |
| T649 | $ 990.00 |
| T864 | $ 1200.00 |
| T1968 | $ 1400.00 |
| T1971 | $ 1400.00 |

*Overall Cost of Project* $ $58,720.00

Bid Submitted By:

Date: 2/3/2026

All Seasons Tree Care
Name of Firm

419-464-7779
Telephone Number & Fax Number

8319 Nebraska Ave
Address

Shaddrick Smith, President
Printed Name Title

Toledo, OH 43617
City, State, Zip Code

Authorized Signature

Please see Notice to Bidders sheet which contains information on the general specifications required for the bid.

By signing above, the Company agrees to all specifications on the bid specification sheet as it relates to holding the City of Morenci harmless from any liability.

*"One Team, One Town, One Family"*
**Morenci City Offices**
**118 Orchard Street**
**Morenci, MI 49256**
**(517) 458-6828**

NOTICE TO BIDDERS

2026 Tree Maintenance Project

The City of Morenci is seeking sealed bids at its office at 118 Orchard Street, Morenci, Michigan 49256, until 4:00 p.m., Tuesday, February 3, 2026, for maintenance on the following trees located in the City right-of-way, Wakefield Park, and cemeteries.

## REMOVALS

Bid should be to cut down trees, remove stumps and cleanup area, unless noted otherwise. Stumps shall be ground and removed immediately after tree removal. If stump cannot be reasonably ground and removed immediately due to inclement weather or other such unforeseen circumstances following tree removal, the stump shall be covered with a bright orange traffic cone or other similar high visibility object to prevent tripping hazard. Stumps shall be ground to a minimum depth of 12", including all visible surface roots, and be backfilled to 2" below grade with stump grindings, and compacted with a hand tamper to a reasonable level that does not pose a safety hazard to pedestrians. A 2" layer of quality topsoil shall be applied on top of the stump grindings and compacted with a hand tamper to match the surrounding grade, and turf grass seed shall be applied at the label rate. No watering of grass seed or erosion control measures are required.

### Oak Grove Cemetery

| Tree ID | X | Y | Common Name | DBH | Removal |
|---|---|---|---|---|---|
| 1503 | -84.221796600 | 41.732848400 | OAK-WHITE | 40 | PRIORITY |
| 1512 | -84.221850900 | 41.732892700 | OAK-WHITE | 24 | PRIORITY |
| 1331 | -84.220309330 | 41.731883830 | MAPLE-NORWAY | 26 | SECONDARY |
| 1389 | -84.221612300 | 41.732636500 | ARBOR VITAE | 27 | SECONDARY |
| 1394 | -84.221377700 | 41.732494700 | ARBOR VITAE | 19 | SECONDARY |
| 1758 | -84.223614330 | 41.730832230 | BEECH-AMERICAN | 41 | SECONDARY |
| 1806 | -84.220251480 | 41.731271770 | MAPLE-NORWAY | 28 | SECONDARY |
| 1807 | -84.220285230 | 41.731348670 | MAPLE-NORWAY | 40 | SECONDARY |
| 1864 | -84.221236500 | 41.731727400 | MAPLE-NORWAY | 23 | SECONDARY |
| 1878 | -84.222337100 | 41.731655700 | MAPLE-NORWAY | 23 | SECONDARY |

**Street/Park Trees**

| Tree ID | Address | Street Name | Site | Common Name | DBH | Removal |
|---|---|---|---|---|---|---|
| 79 | 317 | Division St | F1 | MAPLE-SILVER | 46 | PRIORITY |
| 82 | 303 | Division St | F1 | MAPLE-SILVER | 37 | PRIORITY |
| 92 | 304 | S East St | F1 | OAK-WHITE | 30 | PRIORITY |
| 93 | 314 | S East St | F1 | OAK-WHITE | 36 | PRIORITY |
| 142 | 219 | S Summit St | F1 | MAPLE-SUGAR | 38 | PRIORITY |
| 256 | 237 | E Lagrange St | R1 | WALNUT-BLACK | 38 | PRIORITY |
| 815 | 120 | Cawley Rd | F2 | MAPLE-NORWAY | 18 | PRIORITY |
| 840 | 411 | North St | F1 | ASH-WHITE | 20 | PRIORITY |
| 943 | 0 | Wakefield Park | | LINDEN-LITTLELEAF | 25 | PRIORITY |
| 951 | 0 | Wakefield Park | | MAPLE-NORWAY | 20 | PRIORITY |
| 1278 | 139 | N Washington St | F2 | MAPLE-SUGAR | 45 | PRIORITY |
| 437 | 504 | Maple Dr | R3 | ASH-GREEN | 5 | SECONDARY |
| 1110 | 407 | S East St | F2 | MAPLE-SUGAR | 10 | SECONDARY |
| 1243 | 816 | W Main St | F1 | SERVICEBERRY-SPP | 2 | SECONDARY |
| 84 | 303 | Division St | L1 | MAPLE-SILVER | 34 | SECONDARY |
| 257 | 237 | E Lagrange St | R2 | WALNUT-BLACK | 27 | SECONDARY |
| 266 | 121 | S East St | F3 | MAPLE-NORWAY | 17 | SECONDARY |
| 594 | 517 | E Locust St | F5 | MAPLE-SUGAR | 22 | SECONDARY |
| 658 | 418 | East St N | F2 | MAPLE-NORWAY | 15 | SECONDARY |
| 822 | 211 | North St | F1 | OAK-BURR | 33 | SECONDARY |
| 2016 | 125 | W Lagrange St | F1 | MAPLE-SILVER | 31 | SECONDARY |
| 2019 | 204 | S Summit St | R1 | MAPLE-SILVER | 43 | SECONDARY |
| 78 | 325 | Division St | F1 | MAPLE-SUGAR | 25 | SECONDARY |
| 115 | 211 | Oak St | F1 | MAPLE-SUGAR | 34 | SECONDARY |
| 116 | 211 | Oak St | F2 | MAPLE-SUGAR | 29 | SECONDARY |
| 197 | 137 | S Summit St | R1 | MAPLE-SUGAR | 28 | SECONDARY |

**PRUNINGS**

Wilson-Whitman Cemetery (Two [2] Red Oak trees)
Note: Crown cleaning and building clearance above roof at 134 Wilson St.

218 W Union St (One [1] Silver Maple tree)
Note: Crown cleaning to remove deadwood

121 E Lagrange St (One [1] Sugar Maple tree)
Note: Crown cleaning to remove deadwood

304 N East St (One [1] Sugar Maple tree)
Note: Building clearance around roof through light crown reduction

| Tree ID | Address | Street Name | Common Name | DBH | Pruning |
|---|---|---|---|---|---|
| 193 | 121 | E Lagrange St | MAPLE-SUGAR | 33 | PRIORITY |
| 649 | 304 | East St N | MAPLE-SUGAR | 29 | PRIORITY |
| 864 | 218 | W Union St | MAPLE-SILVER | 40 | PRIORITY |
| 1968 | 0 | Old Cemetery | OAK-RED | 49 | PRIORITY |
| 1971 | 0 | Old Cemetery | OAK-RED | 47 | PRIORITY |

**Bid Specifications for City of Morenci 2026 Tree Maintenance Project**

*Notes to Bidders*

1. Please indicate clearly any substitutions contained in your bid and which alternates or combinations of same are included in your bid.
2. Bid should include a quote for the removal of the aforementioned trees and stumps. The City of Morenci reserves the right to accept or decline any portion of the quotes.
3. The City of Morenci will hold the successful bid prices firm for a period not to exceed three (3) months from the date of award such.
4. By placing a bid, the successful Company agrees to hold harmless the City of Morenci from all liability. Additionally, the successful Company agrees to repair and / or fix any damage that is created on sidewalks, if such occurs.
5. For questions regarding trees listed on this sheet, please contact City of Morenci Superintendent Jeff Bell at (517) 458-6828.
6. Envelope(s) must be plainly marked BID, with the purpose and time of opening.
7. Bids must be submitted on the bid sheet.
8. The successful bidder is required to provide documentation of worker's compensation coverage and Commercial General Liability Insurance with the City of Morenci named as an additional insured with submission of bid. $1,000,000 of insurance is required for each occurrence as respect to Bodily Injury Liability or Property Damage Liability, or both combined. $2,000,000 is required Per Job General Aggregate.
9. All work must be done in accordance with ANSI A300 standards for tree care.
10. Preference will be given to firms with an ISA Certified Arborist on staff.
11. Please provide three (3) references for similar municipal work.
12. A Google Map KMZ file is available by request.

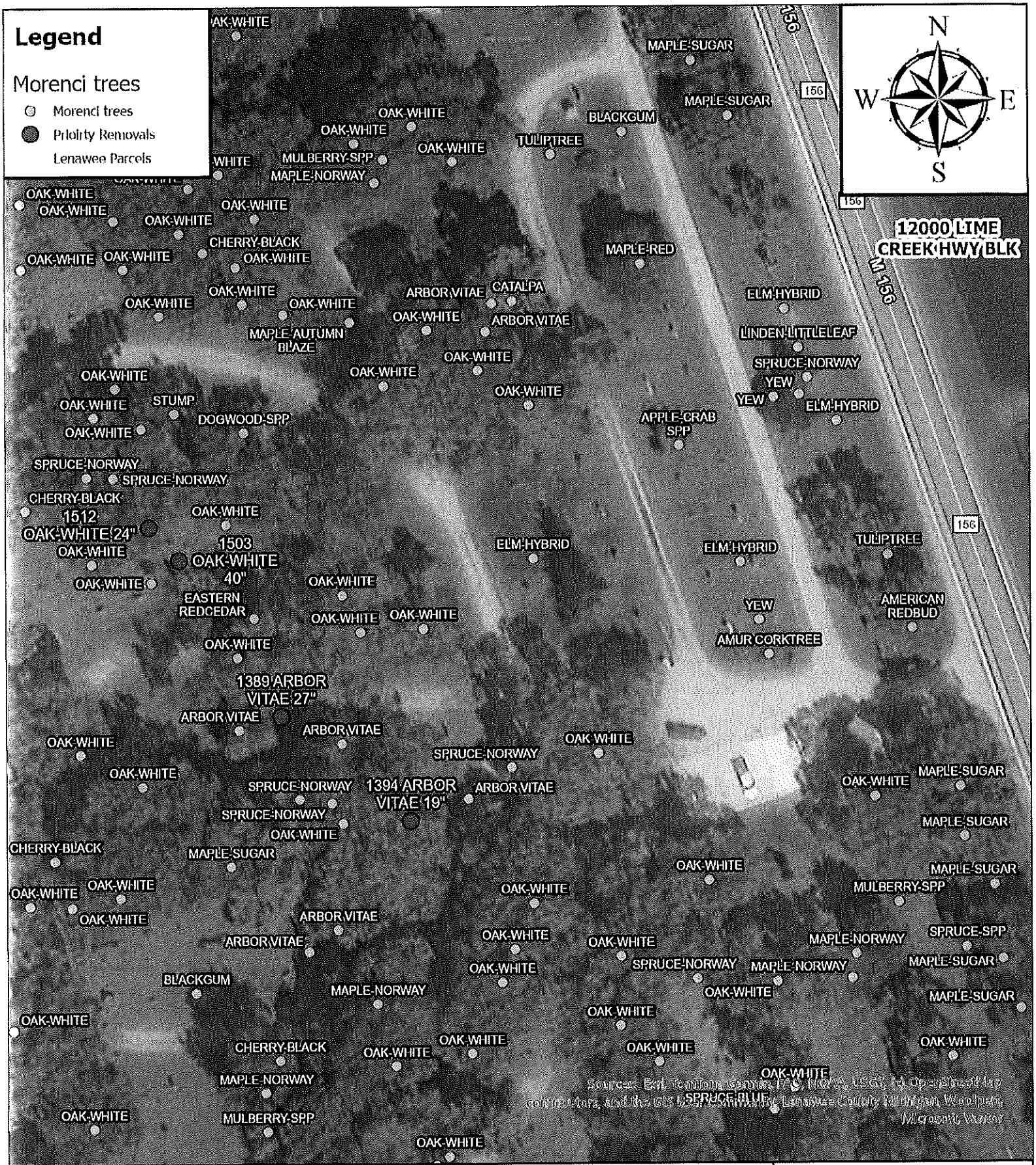
Bids must be received by 4:00 p.m., February 3, 2026, at 118 Orchard Street, Morenci, MI 49256.

The right is reserved by the City of Morenci to reject any and all bids or any part of same, to waive irregularities and / or informalities, and to make the award or acceptance in part or entirety as may appear to the best interest of the City of Morenci. Any dispute arising as to any bid shall be settled in the sole discretion of the Morenci City Council.

_____

Jeff Bell
Morenci City Superintendent / City Clerk

Date Posted: _____




The Response Growth Collective

Elmhurst, IL

response-growth.net

# Priority Removals Cemetery North Morenci, MI

0 40 80 160 240 320 Feet

1 inch equals 80 feet

Created By: Stephen D. Lane
Created On: 12/8/2025




The Response Growth Collective

The Response Growth Collective

Elmhurst, IL

response-growth.net

# Priority Removals Cemetery South Morenci, MI

0 40 80 160 240 320

Feet

1 inch equals 80 feet

Created By: Stephen D. Lane
Created On: 12/8/2025




The Response Growth Collective

Elmhurst, IL

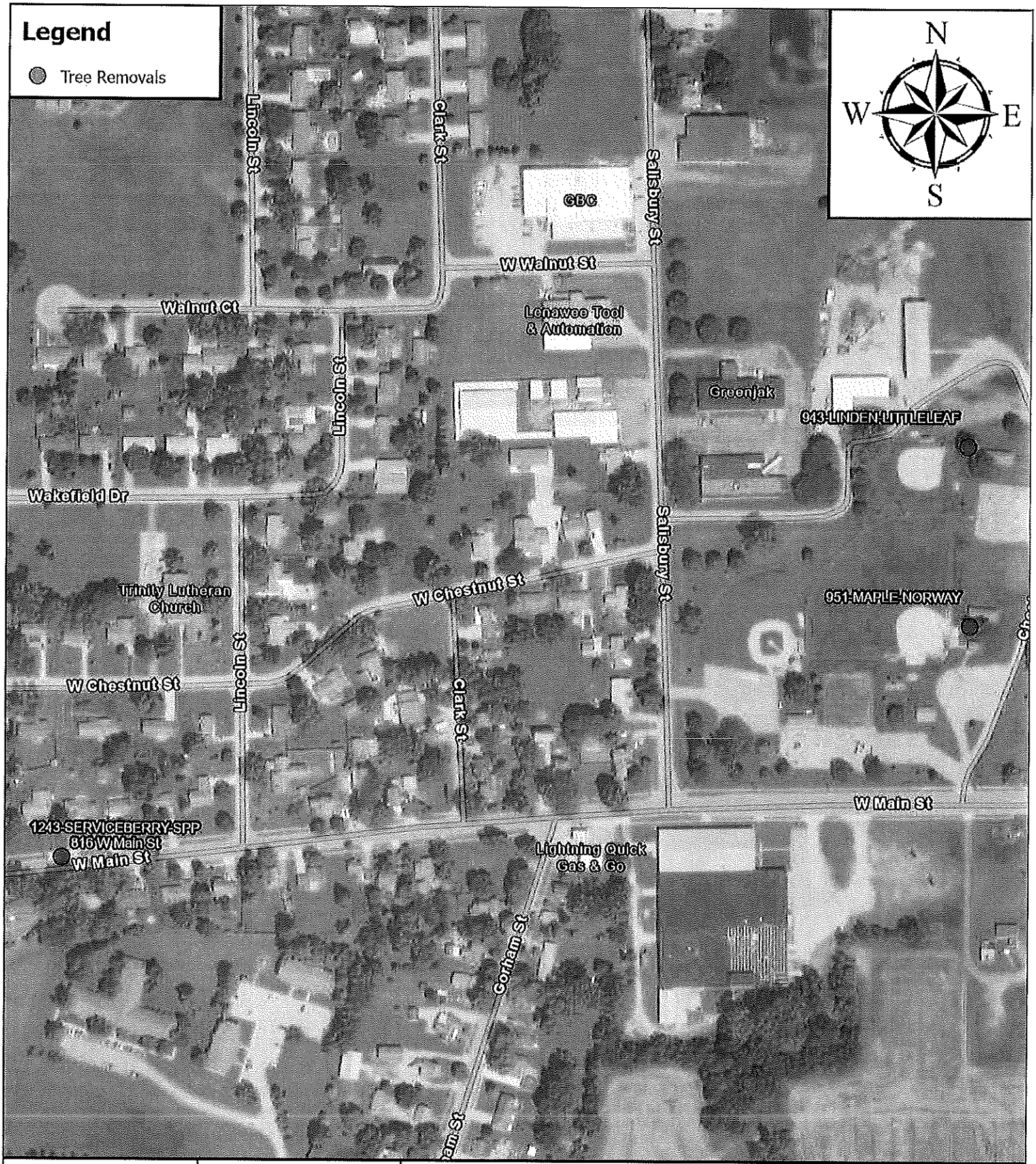
response-growth.net

# Priority Removals Cemetery Southeast Morenci, MI

0 40 80 160 240 320 Feet

1 inch equals 80 feet

Created By: Stephen D. Lane
Created On: 12/8/2025




The Response Growth Collective

Elmhurst, IL

response-growth.net

# Tree Removals West Area Morenci, MI

0 70140 280 420 560 Feet

1 inch equals 350 feet

Created By: Stephen D. Lane
Created On: 1/4/2025




The Response Growth Collective

Elmhurst, IL

response-growth.net

# Tree Removals East Area Morenci, MI

0 60120 240 360 480 Feet

1 inch equals 300 feet

Created By: Stephen D. Lane
Created On: 1/4/2025




The Response Growth Collective

The Response Growth Collective

Elmhurst, IL

response-growth.net

# Tree Removals Central Area Morenci, MI

0 60120 240 360 480 Feet

1 inch equals 300 feet

Created By: Stephen D. Lane
Created On: 1/4/2025




The Response Growth Collective

Elmhurst, IL

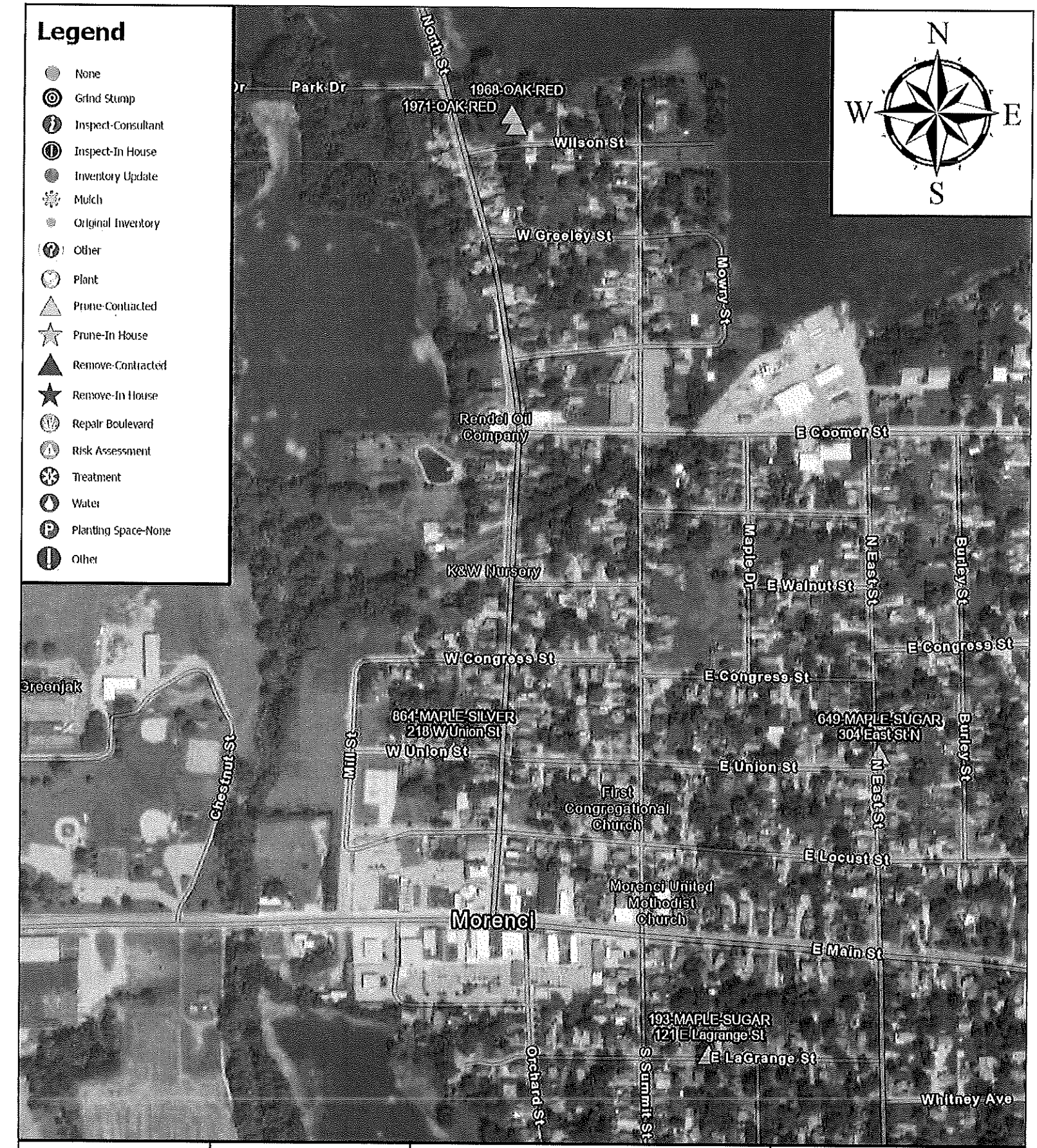
response-growth.net

# Tree Removals South Area Morenci, MI

0 60120 240 360 480 Feet

1 inch equals 300 feet

Created By: Stephen D. Lane
Created On: 1/4/2025




The Response Growth Collective

The Response Growth Collective

Elmhurst, IL

response-growth.net

# Priority Pruning Overall Area Morenci, MI

0 120 240 480 720 960 Feet

1 inch equals 600 feet

Created By: Stephen D. Lane
Created On: 1/4/2025

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**118 Orchard Street**
**Morenci, MI 49256**
**(517) 458-6828**

# BID SHEET

2026 Tree Maintenance Project

**Tree Removals: Oak Grove Cemetery**

**PRIORITY**

T1503 $_____

T1512 $_____

**SECONDARY**

T1331 $_____

T1389 $_____

T1331 $_____

T1389 $_____

T1394 $_____

T1758 $_____

T1806 $_____

T1807 $_____

T1864 $_____

T1878 $_____

**Tree Removals: Streets and Wakefield Park**

**PRIORITY**

T79 $_____

T82 $_____

T92 $_____

T93 $_____

T142 $_____

T256 $_____

T815 $_____

T840 $_____

T943 $_____

T951 $_____

T1278 $_____

**SECONDARY**

T437 $_____

T1110 $_____

T1243 $_____

T84 $_____

T257 $_____

T266 $_____

T594 $_____

T658 $_____

T822 $_____

T2016 $_____

T2019 $_____

T78 $_____

T115 $_____

T116 $_____

T197 $_____

**Tree Pruning**

T193 $_____

T649 $_____

T864 $_____

T1968 $_____

T1971 $_____

---

*Overall Cost of Project* $_____

---

Bid Submitted By: Date: _____

_____ _____

Name of Firm Telephone Number & Fax Number

_____ _____

Address Printed Name Title

_____ _____

City, State, Zip Code Authorized Signature

Please see Notice to Bidders sheet which contains information on the general specifications required for the bid.

By signing above, the Company agrees to all specifications on the bid specification sheet as it relates to holding the City of Morenci harmless from any liability.

# City Council Review Form

**Regular City Council – February 9, 2026**

☐ Informational
☑ Action / Follow Up
☐ Not Approved

| Prepared For | Staff Contact |
|---|---|
| City Council | Jeff Bell |
| **Date Submitted** | **Department** |
| February 6, 2026 | Department of Public Works (DPW) |

**Subject**

Request for Proposals (RFP) for Mill & Overlay / Concrete Curb & ADA Walks

**Summary**

As part of the upcoming budget for 2026/2027, I am putting in some funding to continue our work on the roads.
The attached Request for Bid is to get out in front of the paving and concrete schedules for this year so that the work can take place late summer/early fall.
This is only to go out for bids and not to approve the work at this point. When bids are returned, then they will come back to council for approval.

Roads being quoted – Coomer between North and Burley, Cawley between North and Summit. Concrete on Cawley for Curbing and Concrete on both streets for ADA Walks.

**Financial Impact**

| Budgeted | Amount: |
|---|---|
| Funds will be budgeted for in the Fiscal Year 2026-2027 | N / A |

**Recommendation**

After Discussion…
Motion to approve the Request for Bid on the 2026/2027 Road Project Work and Authorize the City Administrator to begin the bid process.

**Alternatives**

The alternative would be to not continue with road projects in 2026/2027 budget

**Attachments**

Bid Specifications for Mill & Overlay along with Concrete Work

# City of Morenci

## REQUEST FOR BID

## STREET PAVING

The City of Morenci is seeking bids for asphalt street paving of certain streets. The bid should include all aspects of the project including restoration not limited to top soil and seeding. Street locations are at the end of document. Please bid each area separately. **Bid tab is attached.** Work should be started no sooner than **July 1, 2026**, and completed by **October 31, 2026**. The City of Morenci will consider the qualifications and experience of the bidder, the amount of the bid, and other factors deemed relevant in determining the award. Special consideration must be made for community events. Dates, times, and locations will be discussed upon bid acceptance.

BID PROCEDURE

1. The Clerk will receive proposals by mail at 118 Orchard St Morenci, MI 49256, by personal delivery at 118 Orchard St Morenci, MI 49256 or via e-mail until ***10:30 AM, March 10, 2026.*** Proposals received after the deadline will be disqualified. It is the responsibility of the bidder to ensure that the proposal arrives on time at the right location. All proposals must be good for a period of sixty (90) days from the above date. No Faxes Please.
2. All proposals mailed or hand delivered must be presented in a clearly marked, sealed package or envelope bearing the title:

   City of Morenci
   Request for Street Paving Work
   Attention: Clerk
3. Proposals submitted by email to jeff.bell@cityofmorenci.org must include in the email subject line: Vendor Name, Bid Name, and Date of Opening and must be clearly marked.
4. All services requested should be addressed. If a service cannot be provided by a firm, it should be noted within the proposal. Information should be provided as to all charges and fees related to each service. If no fee is stated, it will be assumed that no fees are to be charged.
5. The Director of Public Works is available to meet with or speak with the Bidder and provide more specifics and answer any questions. The Bidder should call (517) 458-6828 to make an appointment. All appointments must be made before the bid deadline.
6. The City of Morenci has the right to reject any or all proposals as well as to negotiate with Bidders any improvements or clarifications regarding specific portions of the proposal.
7. The City of Morenci is not responsible for any costs incurred prior to awarding of contract by the City.

8. Bidders must include current certificate of insurance at time of bid and be willing to add the City of Morenci as an additional insured.
9. Work would need to be completed by October 31, 2026.

NON-DISCRIMINATION CLAUSE

In the performance of any Contract or Purchase order resulting herefrom, the Contactor agrees to obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work, and all ordinances and requirements of the City regulating or applying to public improvements.

Furthermore, the Contractor agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this Contract or Purchase Order with respect to his or her hire, tenure, terms, conditions, or privileges of employment because of religion, race, color, national origin, ancestry, age, sex, height, weight, marital status or physical or mental disability except when said disability prevents such individual from performing the essential job functions and the disability cannot be reasonably accommodated. The Contactor further agrees that every subcontract entered into for the performance of this Contract or Purchase Order will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract or Purchase Order.

ADA COMPLIANCE

The City of Morenci will provide necessary, reasonable auxiliary aids and services, and provide assistance in filling out forms, to individuals with disabilities when doing business with the City of Morenci. Individuals requiring such auxiliary aids or services should contact the City of Morenci by writing or calling the following:

**Streets to be Paved:**

- **Coomer Street from North Street to Burley Street**
- **Cawley Street from North Street to Summit Street**

Jeff Bell
City Administrator
118 Orchard Street, Morenci, MI 49256
(517) 458-6828

## City of Morenci

2025 Concrete Sidewalk / Curb Work

**Location: ADA ramps on Coomer Street from North Street to Burley Street; ADA ramps on Cawley Road at Summit Street; Curb Work on Cawley Road**

**Location of curb work and sidewalk work to be determined.**

| Item Description | Estimated Quantity | Unit | Unit Price | Proposed Amount |
|---|---|---|---|---|
| Complete ADA Sidewalk Crossings | 13 | Each. | | |
| Concrete Curb | 80' | Lin. Ft. | | |
| Concrete Curb (optional to replace all street) | 900' | Lin. Ft. | | |
| | | | **Total Amount** | |

Price should include site preparation, placement, seeding and topsoil of the restoration.

ADA sidewalk crossings need to include both sides of the street.

Concrete curb is tearing out old partially covered and replacing with new. Please note optional is to replace all curb work on Cawley Road, while the 80' is only replacement of an area where curbing is not existing today.