

**AGENDA**  
**VIENNA TOWNSHIP BOARD REGULAR MEETING**  
**Monday, June 8, 2020**

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- I. Pledge of Allegiance
- II. Roll Call
- III. Previous Minutes
- IV. Bills
- V. Treasurer Report
- VI. Building Report
- VII. Library Report
- VIII. Senior Center Report
- IX. Fire Authority Report
- X. BDA Report
- XI. Parks and Recreation Report
- XII. Sports Complex Report
- XIII. Supervisor Report
- XIV. Additions or Changes to the Agenda
- XV. Correspondence
- XVI. Public Comment
- XVII. New Business
  - 1. 2020 Mid-Year Budget Adjustments
  - 2. Clio Area Sports Complex Pavillion
  - 3. Vienna Township COVID Preparedness and Response Plan
  - 4. 10488 Varna, Sewer Backup Claim
- XVIII. Public Comment
- XIX. Board Comment
- XX. Adjourn

# VIENNA TOWNSHIP BOARD MEETING

MONDAY, May 11, 2020

CYNTHIA J. BRYAN, CLERK

**Roll Call: Present:** Rizk, Bryan, Faris, Clontz, Thomas, Paulson, Belill  
**Absent:** None

**Previous Minutes:** April 13, 2020. Moved by Faris, seconded by Clontz to approve the minutes of April 13, 2020 with any changes or corrections. All in favor

**Bills:** Bills in the amount of \$ 18,582.69 were presented. Moved by Faris, seconded by Bryan to approve the bills in the amount of \$ 18,582.69. Rizk noted a bill for \$4,500 for upgrades to the office to improve the safety and security. Faris stated the glass and doors were installed to create a barrier.

ROLL CALL: Yeas – Rizk, Bryan, Faris, Clontz, Thomas, Belill, Paulson  
Nays – None Motion carried

**Treasurer Report:** Faris presented the March 2020 Treasurer Report. Faris noted she has been informed that revenue sharing for the balance of 2020 and the next couple years is projected to decrease by 15-20%. Faris stated the final audit report was reviewed and presented. Belill expressed concerns over the Senior Center fund, Rizk stated it is continually being looked at. Belill questioned when the loan for the Senior Center would expire, Falardeau stated through Palmer it expires in 2022.

**Building Report:** Rizk stated the State opened building operations effective May 7<sup>th</sup> and since that time there have been an onslaught of permits pulled. Rizk stated he would expect the Planning Commission to hold their first virtual meeting in the coming weeks to approve new construction.

**Senior Center Report:** Rizk stated Burger has managed to stay busy preparing food to go and doing odd projects around the center. Belill questioned what things will look like when the center opens to the public. Rizk stated it is something that will be addressed.

**BDA Report:** Rizk stated they had a special meeting to resume BDA operations, but the employee is on vacation.

**Sports Complex Report:** Clontz stated they are meeting every two weeks as things progress. The spring flag football and AYSO seasons were lost and baseball and softball looks to be in jeopardy based on the timeframes. Clontz stated operating costs were already



Rizk stated he is very pleased with the working relationships with the staff and Board and thanked everyone for that.

Moved to adjourn at 6:01 PM

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Cynthia J. Bryan  
Clerk

CERTIFICATION:  
STATE OF MICHIGAN  
COUNTY OF GENESEE

I, the undersigned, do hereby certify that the foregoing is a true and complete copy of the minutes of the regular meeting of the Township Board of the Charter Township of Vienna, Genesee County, Michigan, held on the 10th day of February, 2020.

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Joseph A. Rizk  
Supervisor

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Cynthia J. Bryan  
Clerk

06/02/2020 01:19 PM  
User: Sherry  
DB: Vienna Twp

INVOICE REGISTER FOR VIENNA TOWNSHIP  
INVOICE DUE DATES 06/09/2020 - 06/09/2020  
JOURNALIZED  
OPEN

BILLS TO BE APPROVED ON JUNE 8, 2020

Vendor	Vendor Name	Invoice #	Description	
107	MICHIGAN TOWNSHIPS ASSOCIATION	O-1730	2020 MTA DUES	5,990.05
121	ARNOLD SALES	1308912-1	CLEANING SUPPLIES: TWP & POLICE	161.89
121	ARNOLD SALES	1314673	CLEANING SUPPLIES: TWP & POLICE	77.80
159	MAPLE TOWNE PRINTING	16676	ELECTION SUPPLIES - 5000 WINDOW ENVELOPES	340.00
22	PETER M. DOERR, P.C.	27996	LEGAL FEES: 5/4 - 5/11	152.00
26	GENESEE COUNTY ROAD COMMISSION	703951	MILLING & PAVING:JENNINGS (M-57 TO WILSON)	43,920.74
26	GENESEE COUNTY ROAD COMMISSION	28096	PLAZA DRIVE SIGNAL MAINTENANCE	365.41
28	GENESEE COUNTY HERALD, INC	H153954CL	PUBLICATIONS: TWP BOARD	127.55
280	SOME COMFORT PEST CONTROL, LLC	17206	PEST CONTROL: TOWNSHIP OFFICE	80.00
412	KEENE SMALL ENGINE SALES & SERV	27107	SWITCH FOR SCAG MOWER	9.08
60	TRACTOR SUPPLY CREDIT PLAN	701341	MAINTENACE SUPPLIES-SCAG MOWER	39.99
64	LEO CAREY P.C.	1762	MAY 2020 PROSECUTION FEES	375.00
713	I.T. RIGHT	20164559	SERVICE CONTRACT RENEWAL - TWP	3,060.00
750	ROWE PROFESSIONAL SERVICES CO.	0094158	PREPARE OPEN HOUSE BOARDS-MASTER PLAN	1,358.00
78	GILL ROYS COMPLETE HARDWARE	2006-259810	5/20 MAINTENANCE SUPPLIES - TWP	32.93
<b>Totals:</b>				<b>\$56090.44</b>



MTA Dues Invoice  
May 15, 2020

Michigan Townships Association  
PO Box 80078  
Lansing, MI 48908-0078

#107 101 10/9/5000

Due Date: July 1, 2020

Township ID: O-1730

County: Genesee Co.

ATTN: Cynthia Bryan

Vienna Chtr. Twp.

3400 W. Vienna Rd.

Clio, MI

48420-1373

**IMPORTANT**  
**Please make a photocopy of this page**  
**and send it with your check.**

Annual Dues

- 1. Your annual dues payment for July 1, 2020 to June 30, 2021 is: \$5,815.58
- 2. Your Legal Defense Fund contribution for the year is (optional): \$174.47

Your dues and LDF total: \$5,990.05

Choose an Unlimited MTA Online Learning Subscription (optional)

All members of your township team, including volunteers, will have access to the courses included in the package you choose. Please see the enclosed flyer and the back of this page for more details. Try before you buy - your FREE trial is available until July 1st.

- |                         |  |                                |   |                      |
|-------------------------|--|--------------------------------|---|----------------------|
| Please<br>Choose<br>One | <input type="checkbox"/> Premium Pass (ALL courses included)<br><input type="checkbox"/> Plus Package<br><input type="checkbox"/> Essentials Package | \$ 1,900<br>\$ 1,000<br>\$ 750 | Please enter the<br>selected package<br>PRICE here: | \$ <u>          </u> |
|-------------------------|--|--------------------------------|---|----------------------|

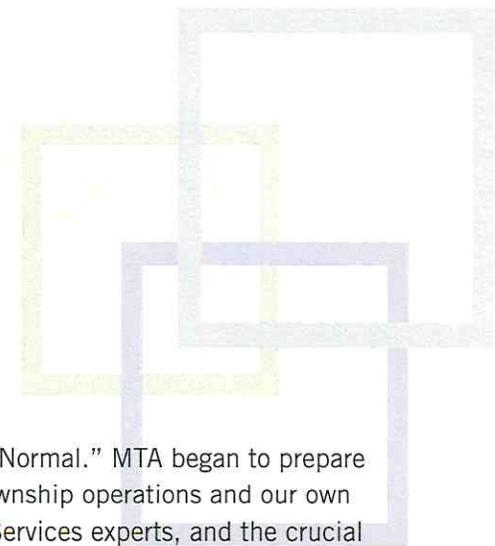
Please total the green and gold boxes above and enter the amount enclosed: \$ 5,990.05

Notes:

- Please make a photocopy of this page and send it with your check.
- Your dues were calculated using method 3 as described on the reverse side of this sheet.
- MTA Online subscription prices are discounted for 2020 - 2021 to help ensure members have access to education during the crisis.
- MTA's EIN number is: 38-1536994. IRS Disclosure: MTA dues payments are not deductible as a charitable contribution for federal income tax purposes.
- If you have any questions, please email [service@michigantownships.org](mailto:service@michigantownships.org) or call us at (517) 321-6467.



Thank you very much for supporting strong township government!



Dear Colleagues,

Our dues renewal letter this year has the theme of “New Ways to Serve You in the New Normal.” MTA began to prepare for the COVID-19 impacts in January—anticipating state policy changes, changes in township operations and our own MTA activities, including Conference, live training, access to our Member Information Services experts, and the crucial information you would need.

As the situation unfolds, we have taken steps to help you and your community during the recovery period.

- Your deeply respected and effective advocacy team was instrumental in advising the Governor and the Legislature on Open Meetings, Freedom of Information Act, township operations and fiscal impacts, and this dialogue continues intensively. MTA is on the frontline as your advocate fighting for laws that empower township government and blunt the erosion of local control. Michigan’s townships speak with one voice through our team in Michigan and through our national association in Washington, D.C.
- In just the last months, you have gained comprehensive and timely coronavirus-related knowledge through *Township Focus* magazine, our emailed newsletters, podcasts and new innovations such as the live “MTA Q&A” video series. Our goal is that you can confidently make the decisions and changes needed to succeed in these times.
- Your hundreds of individual discussions with our Member Information Services team, MTA’s in-house experts, have resulted in your being better prepared to act and our teams being better aware of your needs, complications and interests.

To help continue your team’s professional development, we have created “*MTA Online*,” which is a very cost-effective addition to the education normally offered at Conference and at our workshops across the state. New **unlimited access by all township team members and volunteers** is available in three subscription tiers ranging from the essential courses up to the advanced and “hot” topics that highly experienced township leaders need. The pricing for full township access has been set intentionally low. We urge you to review the enclosed flyer, visit [www.michigantownships.org/mtaonline.asp](http://www.michigantownships.org/mtaonline.asp) and consider supporting this program and your colleagues’ learning with your subscription. A free trial is available until July: [bit.ly/MTAfreetriall](http://bit.ly/MTAfreetriall)

Thank you again for your leadership in your community and for your support of strong township government for Michigan.

I wish you and your colleagues, families and communities the best as we recover from this challenge and work towards the future.

*Neil Sheridan*

Neil Sheridan  
MTA Executive Director  
Enclosures





<b>Remit To:</b>	<b>Invoice</b> 1308912-1 <b>Date</b> 28-May-2020
ARNOLD SALES	<b>PO Number</b>
Complete Janitor Supply, Inc.	<b>Order Date</b> 11-Mar-2020
1218 N. Lincoln Ave.	<b>Ship Date</b> 28-May-2020
Bay City, MI 48708	<b>Terms</b> Net 30
(989) 894-2931 (810) 767-7943	<b>Due Date</b> 27-Jun-2020
FAX (989) 894-4449	<b>Carrier</b> CPU

<b>Bill To:</b>	<b>Ship To:</b>
VIENNA TOWNSHIP	VIENNA TOWNSHIP
3400 W. Vienna Rd.	Clio High School
	1 Mustang Drive
Clio MI 48420	Clio MI 48420

Description	Item Code	Ordered	Shipped	B/O	Price Tax	Amount
FD-QuatStat SC#8 34147 2L 4/Cs	218979CS	1	1	0	157.15 N	\$157.15
* SDS 218979 Required *						
Bottle/Quat Stat SC #341 Ea	221294.9EA	2	2	0	2.37 N	\$4.74
A service charge of 1.5%/month (18%/yr) will be charged on all past due accounts						<b>Merch Total</b> \$161.89
						<b>Taxable Sales</b> \$0.00
						<b>0.0% Sales Tax</b> \$0.00
						<b>Salesman 035</b> \$0.00
						<b>Cust Acct VIENN100</b> \$0.00
Thank you for your order!						<b>Ship/Handling</b> \$0.00
						<b>Ppd Deposit</b> \$0.00
						<b>Total Due</b> \$161.89

1/2 Twp  
1/2 Pdice

#121 101 265 752 000 \$80.95  
101 345 752 000 \$80.94



<b>Remit To:</b>	<b>Invoice</b> 1314673	<b>Date</b> 28-May-2020
ARNOLD SALES	<b>PO Number</b>	
Complete Janitor Supply, Inc.	<b>Order Date</b> 27-May-2020	
1218 N. Lincoln Ave.	<b>Ship Date</b> 28-May-2020	
Bay City, MI 48708	<b>Terms</b> Net 30	
(989) 894-2931 (810) 767-7943	<b>Due Date</b> 27-Jun-2020	
FAX (989) 894-4449	<b>Carrier</b> Our Truck	

<b>Bill To:</b>	<b>Ship To:</b>
VIENNA TOWNSHIP	VIENNA TOWNSHIP
3400 W. Vienna Rd.	Clio High School
	1 Mustang Drive
Clio MI 48420	Clio MI 48420

Description	Item Code	Ordered	Shipped	B/O	Price Tax	Amount	
RH813 Twl/Roll 800' Nat 6/Cs	260292CS	2	2	0	38.90 N	\$77.80	
A service charge of 1.5%/month (18%/yr) will be charged on all past due accounts						<b>Merch Total</b>	\$77.80
						<b>Taxable Sales</b>	\$0.00
						<b>0.0% Sales Tax</b>	\$0.00
Salesman 035							\$0.00
Cust Acct VIENN100						<b>Ship/Handling</b>	\$0.00
Thank you for your order!						<b>Ppd Deposit</b>	\$0.00
						<b>Total Due</b>	\$77.80

1/2 Twp  
1/2 Police

#121 101 265 752 000 \$38.90  
101 345 752 000 \$38.90



**Peter M. Doerr, P.C.**  
**Attorney at Law**  
**11500 N. Saginaw Street**  
**Mt. Morris, MI 48458**  
**(810) 686-7030**

May 14, 2020

Invoice No. 27996

5/20 exp #22 101 101 801 100

Vienna Township  
 3400 W. Vienna Rd.  
 Clio, MI 48420

Vienna Township

**STATEMENT OF SERVICES**

**ATTORNEY FEES TO DATE**

5/4/2020	Sewer Backup Claim-correspondence with Shelly	38.00
5/5/2020	Sewer Backup Claim-review claim docs from Shelly/correspondence with Shelly	38.00
5/6/2020	Sewer Backup Claim-correspondence with Shelly	38.00
5/11/2020	Sewer Backup-correspondence with Shellie	38.00

Total Fees \$152.00

**Total Fees, Disbursements \$152.00**

Previous Balance \$37.50 - Pd. on 5-12-20  
 Amount Received \$0.00

**Balance Due Now ~~\$189.50~~**

**\$152.00**

**We Accept Visa, Mastercard, American Express, and Discover.**

Processing fee of 3% will be charged on card payments

\*\*\* INVOICE \*\*\*

Genesee County Road Commission  
211 W. Oakley Street  
Flint, MI 48503-3995

Phone: 810-767-4920

0096

Township Of Vienna, Charter  
Attn: Clerk  
3400 W. Vienna Road  
Clio, MI 48420

Invoice Number 703951  
Invoice Date 05/26/2020  
Work Order Number D50740

201 General Fund

Milling & Paving Jennings Rd  
Jennings Rd M-57 to Wilson Rd Milling & Paving  
Overlay (2") Vienna Twp .95 mile 50/50

~~Initial Invoice: Joseph Rizk, Supervisor, Vienna Township~~

Project Name: Jennings Rd (M57 to Wilson Rd)

Project Number: D50740

Following the terms of the Agreement between the Road Commission and Vienna Township, dated May 19, 2020

Type of Work: Milling & Paving Overlay (2")

Estimated Construction Cost in the Agreement: \$175,682.95

GCRC Participation (2020 Allocation Funds): \$87,841.48

Estimated Township Participation in the Agreement: \$87,841.47

Initial Amount Due from Township (50%): \$43,920.74

Amount Previously Invoiced: \$0.00

Amount Now Due: \$43,920.74

#26 101 446 985 000

A Finance Charge of 1.5% per month will be added to all past due accounts

Please refer to Invoice Number on all inquiries

\*\*\* INVOICE \*\*\*

Genesee County Road Commission  
211 W. Oakley Street  
Flint, MI 48503-3995

Phone: 810-767-4920

0096

Township Of Vienna, Charter  
Attn: Clerk  
3400 W. Vienna Road  
Clio, MI 48420

Invoice Number 28096  
Invoice Date 04/30/2020  
Work Order Number 008218

S-Mtce T-867 M57@ Plaza Dr 504  
Vienna Twp. (Sundry)

Labor	264.42
Equipment	84.99
Material	16.00
Material Handling	0.00
Payables	0.00
Contractors	0.00
Overhead	0.00
Current Charges	<hr/> 365.41
Customer Share	365.41
Advance Deposit Applied	0.00
Total Amount Due	<hr/> 365.41

#26 101446927000

A Finance Charge of 1.5% per month will be added to all past due accounts

Please refer to Invoice Number on all inquiries

Date 05/11/2020  
 Time 08:31:56

**Genesee County Road Commission**  
**AR - Sundry Invoice Detail for - APR**  
**Bill Thru - 04/30/2020**

**Invoice Number: 28096 Invoice 04/30/2020**

Work Order: 008218 S-Mtce T-867 M57@ Plaza Dr 504 Signal Number: T86700 M-57 (vienna) @ Plaza Dr (96)

Type	Reference Number	Description	Quantity	Cost	Amount	Date
Labor	1026	Maintenance Department	0.50	94.400000	47.20	04/27/2020
	1150	Maintenance Department	0.50	84.720000	42.36	04/27/2020
	1027	Maintenance Department	1.00	90.110000	90.11	04/28/2020
	1150	Maintenance Department	1.00	84.750000	84.75	04/28/2020
		<b>Labor Total</b>			<b>264.42</b>	
Equipment	000667	Pick up 4WD Double Cab	0.50	14.260000	7.13	04/27/2020
	001149	Single Axle Signal Trucks Electrical Truck	0.50	34.800000	17.40	04/27/2020
	003601	Phones, Cellular	0.50	0.650000	0.32	04/27/2020
	001149	Single Axle Signal Trucks Electrical Truck	1.00	34.820000	34.82	04/28/2020
	001230	Single Axle Truck Stake Rack	0.50	50.640000	25.32	04/28/2020
		<b>Equipment Total</b>			<b>84.99</b>	
Material	SATCS8736	20WA LED HID 120V DIM	0.50	25.352000	12.67	04/28/2020
	LEVI8681	LEVITON 8681 SOCKET REDUCER ADAPT	0.50	3.440000	1.72	04/28/2020
	SGF313	Filter Cab Door	0.50	3.223476	1.61	04/30/2020
		<b>Material Total</b>			<b>16.00</b>	
		<b>Work Type Total</b>			<b>365.41</b>	
		<b>Signal Total</b>			<b>365.41</b>	
		<b>Work Order Total</b>			<b>365.41</b>	

0096	Township Of Vienna, Charter	Billable	100.00	365.41
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Total Billable: 365.41

Total Non-Billable:

**Genesee County**  
**HERALD, Inc.**

Mt. Morris/Clio Herald • Birch Run/Bridgeport Herald  
Crossroads Advertiser  
P.O. Box 127 • Mt. Morris, MI 48458 • 810-686-3840

**INVOICE**      05/07/20      H153954CL

**PAYMENT TERMS:**  
**Payment due upon receipt**

VIENNA TOWNSHIP  
3400 W VIENNA RD  
CLIO, MI 48420-1348

810-686-7580

Amount paid: \$127.55

Please return the top portion of this bill with your payment.

<i>Run Dates</i>	<i>Ins</i>	<i>Description</i>	<i>Amount</i>
Running in Mt Morris / Clio Herald:			
05/06/20	1	Notice of Virtual Meeting-May 11	\$ 121.55
		LEG: LEGALS	
		Legal Ad #145559	
		Affidavit Charge	6.00
		Ad #145559	
<b>TOTAL CHARGES -----&gt;</b>			<b>\$ 127.55</b>

TO ENSURE PROPER CREDIT TO YOUR ACCOUNT PLEASE REMIT UPPER PORTION  
ALONG WITH PAYMENT. THANK YOU!

*Twp Board*

#28 101 101 900 000

I N V O I C E

SOME COMFORT PEST CONTROL, LLC  
 9948 CURRIER ROAD  
 MILLINGTON, MI 48746  
 810-515-5750

INVOICE: 17206 BM <sup>\*</sup>12-2  
 DATE: 05/14/20 ~~01-00p-02-00p~~  
 ACCOUNT: 1556  
 ROUTE: 1  
 LAST: 3/2/20 Rick

BILL TO  
 VIENNA TOWNSHIP HALL  
 3400 W VIENNA RD  
 CLIO, MI 48420

5/20 exp #22 101101201100

SERVICE TO  
 VIENNA TOWNSHIP HALL  
 3400 W VIENNA RD  
 CLIO, MI 48420

810-686-7580 JOE

DESCRIPTION	TERMS: DUE ON RECEIPT	QTY	PRICE	AMOUNT
General Pest Control PEST			80.00	80.00
			SUBTOTAL	80.00
			PREVIOUS BALANCE	0.00
			TOTAL DUE	80.00

SI 20 exp #280 101265 801 000

**\*\*SPIDERS AND ANTS\*\***

National Poison Control Center 800-222-1222  
 Pesticide Product Labels available upon request

TIME OF SERVICE IN/2:00OUT 12:13

Quantity Ingredient	Products/Active tration	Concen-	Location Pests	METHOD	Target
1 gal	Talstar/BIFENTHRIN	0.15 %	outside	etc	on ants/spiders
	Tri-Die Bulk/PYRETHRINS	1.0 %			
	Delta Dust/DELTAMETHRIN	.05 %			
	Onslaught/CYANO	%			
	Exciter/PYRETHRINS	%			
	Temprid SC/IMIDACLOPRID	%			
	565 Plus/PYRETHRINS	0.5 %			
	Precor/METHOPRENE	0.085%			
	Gentrol/HYDROPRENE	0.36%			
	Bait block/BRODIFACOLUM	.005 %			
	Glue boards	N/A %			
	Transport/Acetamiprid	%			
	Steri Fab/Isop. Alcohol	60.39%			

Signature: Outside Service Serviced By: [Signature] Paid: DIR/M

Thank You For Your Business  
 CHECK OUT OUR WEBSITE: WWW.SOMECOMFORTPESTCONTROL.COM  
 FIND US FACEBOOK

Have a Nice Day!

Keene Small Engine Sales & Service

4717 Arbela Rd.  
Millington, MI 48746

989-871-3458

# Invoice



Date	Invoice #
5/26/2020	27107

<b>Bill To</b>
VIENNA TOWNSHIP 3400 W VIENNA RD CLIO, MI (Mike 810-955-5910) 810-686-7580 authorized only Mark Thompson

Project	Mechanic

Quantity	Item	Description	Rate	Amount
1	SCAG 481637	SWITCH <i>#412 101 265 752 000</i>	9.08	9.08

VISIT US AT [WWW.KEENESMALLENGINESALES.COM](http://WWW.KEENESMALLENGINESALES.COM)

<b>Subtotal</b>	\$9.08
<b>Sales Tax (6.0%)</b>	\$0.00
<b>Total</b>	\$9.08
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$9.08

SIGNATURE

*Thank you for your business!*

Like Us On  
Facebook!



Follow Us On  
Instagram!



**TSC TRACTOR SUPPLY CO**  
TractorSupply.com

4058 WEST VIENNA RD  
CLIO, MI 48420  
810-686-9238

Ticket: 701341  
Date: 5/26/20 Time: 9:50 AM  
Store: 634 Register: 2  
Cashier: Deborah

Business Customer: CHARTER TWP OF VIENNA  
3400 W VIENNA RD  
CLIO, MI 48420-1373  
810-686-7580

Item	Qty	Price	Amount
TRV LG UIR-250 1323463	1	39.99	39.99 E
BATTERY CORE EXCH SMALL 400250	1	10.00	10.00 E
BATTERY CORE EXCH SMALL 400250 Core Charge Refund	1	10.00	(10.00) E

*now e6*

Subtotal 39.99  
Tax 0.00  
Total 39.99

TSC Business Account - SALE 39.99  
\*\*\*\*\*1670 - Undefined  
Authorization #: 026549  
Terminal ID : 001790634000200  
CVM : DEFAULT  
PO #: 0526  
Buyer: MICHAEL MANTEI

Change 0.00  
I agree to pay the above amount according to  
my card issuer agreement

#60 101 265 732 000

Leo P. Carey, P.C.

**Invoice**

5091 Miller Road  
 Flint, Michigan 48507

Date	Invoice #
6/1/2020	1762

<b>Bill To</b>
Vienna Township Attention: Sherry 3400 West Vienna Rd Clio, Michigan 48420

<b>Case</b>	<b>Terms</b>	<b>Due Date</b>
	\$150/hour	6/1/2020

Date	Item	Description	Amount
5/15/2020	Hourly rate	Travel to and from Flushing District Court to place offers on files (2.0)	300.00
5/20/2020	Hourly rate	Review and authorization of warrants (0.5)	75.00
5/20 exp.	#64	101 345 801 100	

<b>Total</b>	\$375.00
<b>Balance Due</b>	\$375.00



**Secure Information Technology Solutions  
That Work For Local Government**

#713 101101933 000

I.T. Right  
5815 East Clark Rd  
Box 160  
Bath, MI 48808  
517-318-0350  
Fax:  
38-3445328

<b>Date</b>
06/01/2020

<b>Bill To</b>
Vienna Township 3400 W. Vienna Road Clio, MI 48420

**Invoice Number:** 20164559  
**Invoice Date Range:** 01/01/2020 to 07/31/2020  
**Payment Terms:** Net 30 days  
**Payment Due:** 07/01/2020

Date	Item Description	Type	Resource Name	Billable Hours	Quantity	Rate/Cost	Billable Amount
07/18/2020	Service: ITRight Service Contract [07/18/2020 - 07/17/2021] Contract Name: 2018 [Renewal of] Service Contract Bundle 07/18/2018 - 07/17/2021 Annual Unlimited Service Contract	Service			1.00	2,000.00	2,000.00
07/18/2020	Service: Remote Backup [07/18/2020 - 07/17/2021] Contract Name: 2018 [Renewal of] Service Contract Bundle 07/18/2018 - 07/17/2021 1 Year Remote/Online Backup Service **Per Server Fee	Service			1.00	500.00	500.00
07/26/2020	Service: MAV [07/26/2020 - 07/25/2021] Contract Name: 2018 [Renewal of] GFI Max Full 07/26/2018 - 07/25/2021 Managed Anti-virus	Service			12.00	15.00	180.00
07/26/2020	Service: Max Desktop [07/26/2020 - 07/25/2021] Contract Name: 2018 [Renewal of] GFI Max Full 07/26/2018 - 07/25/2021 Desktop--Proactive Performance Monitoring	Service			12.00	15.00	180.00
07/26/2020	Service: Max Server [07/26/2020 - 07/25/2021] Contract Name: 2018 [Renewal of] GFI Max Full 07/26/2018 - 07/25/2021 Server--Proactive Performance Monitoring	Service			1.00	200.00	200.00

**Total Billable Amount** \$3,060.00  
**Total Taxes** \$0.00  
**Grand Total** **\$3,060.00**

Same price as last year



# ROWE PROFESSIONAL SERVICES COMPANY

540 S. Saginaw St., Ste 200  
Flint, Michigan 48502  
Phone: (810) 341-7500  
Fax: (810) 341-7573  
www.rowepsc.com

Vienna Charter Township  
3400 W Vienna Rd Ste A  
Clio, MI 48420-1348

May 6, 2020  
Project No: 18C0297  
Invoice No: 0094158  
Project Mgr: Caitlyn Habben

Project 18C0297 **Vienna Township Master Plan**  
Vienna Township master plan

- Prepare Open House Boards: **\$1,358.00**

**Professional Services from April 1, 2020 to April 30, 2020**

<b>Fee</b>				<b>1,358.00</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	1,358.00	23,547.75	24,905.75	
Limit			49,690.00	
Remaining			24,784.25	
		<b>Total Amount Due</b>		<b>\$1,358.00</b>

**#750** 101 701 801 000

# Billing Backup

Wednesday, May 6, 2020

Rowe Professional Services Company

Invoice 0094158 Dated 5/6/2020

9:41:23 PM

Project	18C0297	Vienna Township Master Plan
---------	---------	-----------------------------

**Professional Personnel**

			<b>Hours</b>
	Seasonal Intern		
852	30 - Bussell, Noah	2/14/2020	.25
	Began working on boards for Vienna Township Open House		
852	30 - Bussell, Noah	2/14/2020	.75
	Vienna Township Kick Off Meeting		
852	30 - Bussell, Noah	2/19/2020	1.75
	Vienna Township Open House Boards		
852	30 - Bussell, Noah	2/21/2020	2.00
	Vienna Township Open House Boards		
852	30 - Bussell, Noah	2/21/2020	1.50
	Vienna Township Open House Boards		
852	30 - Bussell, Noah	2/26/2020	2.75
	Vienna Township Open House Boards		
	Planner		
808	13 - Christensen, Corey	2/14/2020	1.00
	Open House Kick off meeting		
728	13 - Habben, Caitlyn	2/5/2020	1.25
	Vienna Twp -Open House Board Planning		
728	13 - Habben, Caitlyn	2/12/2020	1.00
728	13 - Habben, Caitlyn	2/12/2020	.75
	Vienna Twp - Open House advising material		
728	13 - Habben, Caitlyn	2/14/2020	.75
	Vienna Twp - Open House material		
728	13 - Habben, Caitlyn	2/19/2020	1.00
	Vienna Twp - Open House questionnaire		
728	13 - Habben, Caitlyn	2/21/2020	.25
	Vienna Twp - Open House talk with MTA		
728	13 - Habben, Caitlyn	2/24/2020	.75
	Vienna Twp - Open House Boards review		
728	13 - Habben, Caitlyn	3/5/2020	.25
	Vienna Twp - Open House Questionnaire		
728	13 - Habben, Caitlyn	3/6/2020	.75
	Vienna Twp - Open House Boards		
728	13 - Habben, Caitlyn	4/1/2020	.25
	Vienna Twp - finish open house board edits send to client sneak peak		
	Totals		17.00
	<b>Total Labor</b>		

**Total this Project**

**Total this Report**



Gill-Roy's Hardware  
 6429 W. Pierson Road  
 Suite 19  
 Flushing, MI 48433  
 810-659-2291  
 Fax: 810-659-5019

**STATEMENT**



2006-259810 Pg 1 Of 1  
 Date 05/31/20 Acct: VIE002

VIENNA TOWNSHIP  
 3400 WEST VIENNA RD  
 CLIO MI 48420

Total 36.59  
 Credits 0.00  
 Pay By 06/30/20 36.59  
 If Paid By 06/20/20 32.93

**TOTAL PAID**

**32.93**

Date	Job#	Transaction	Document #	Reference	Amount	Balance
			<b>Beginning Balance</b>		45.52	
05/12/20	0	Invoice	2005-897178		13.18	13.18
05/18/20	0	Invoice	2005-933586		15.78	15.78
05/29/20	0	Invoice	2005-608965		7.63	7.63
05/15/20		Payment	2005-252737	Check# 033391	-40.97	
05/15/20		Discount	2005-252838	Discount	-4.55	
			<b>Ending Balance</b>			36.59

#78 101 265 752 000

...Quick/Convenient Shopping..  
 Due In Full By 6/30  
 We Appreciate Our Customers!

<b>Current</b>	<b>36.59</b>
<b>Past Due</b>	
30-Day	0.00
60 Day	0.00
90 Day	0.00
> 90	0.00
Finance Chrg	0.00
<b>Credits</b>	<b>0.00</b>
<b>Balance</b>	<b>36.59</b>

Account: VIE002  
 VIENNA TOWNSHIP  
 3400 WEST VIENNA RD  
 CLIO MI 48420



Gill-Roy's Hardware 6733  
 420 W. Vienna  
 Clio, MI 48420  
 810-686-1600  
 Fax: 810-686-7569

**CUSTOMER COPY**



**INVOICE**

2005-897178 PAGE 1 OF 1

SOLD TO
VIENNA TOWNSHIP 3400 WEST VIENNA RD CLIO MI 48420

JOB ADDRESS
VIENNA TOWNSHIP 3400 WEST VIENNA RD CLIO MI 48420 1-810-686-7580

ACCOUNT	JOB
VIE002	0
SOLD ON	5/12/2020 8:38:15 AM
CUST PICKUP	
BRANCH	6733
CUSTOMER PO#	
STATION	33-1
CASHIER	260
SALESPERSON	
ORDER ENTRY	

Send "Sign Me Up" to  
 gillroys@live.com to receive  
 email coupons and discounts!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EA	407866	POWER PLUNGER 1-6		Y	8.5900	EA	8.59
1	EA	515552	IV SOCKET ADAPTER 1-10		Y	4.5900	EA	4.59

Payment Method(s) Buyer: MARK THOMPSON

Charge to Acct 13.18

SubTotal	13.18
TEG 0.00% Sales Tax	0.00
EXE: 38-6024623	
Deposit	
<b>Please Pay This Amount</b>	<b>13.18</b>

I acknowledge that I am authorized to make purchases on this commercial charge account.

24 Signature MARK THOMPSON



Gill-Roy's Hardware 6733  
 420 W. Vienna  
 Clio, MI 48420  
 810-686-1600  
 Fax: 810-686-7569

**CUSTOMER COPY**



**INVOICE**

2005-933586 PAGE 1 OF 1

SOLD TO
VIENNA TOWNSHIP 3400 WEST VIENNA RD CLIO MI 48420

JOB ADDRESS
VIENNA TOWNSHIP 3400 WEST VIENNA RD CLIO MI 48420 1-810-686-7580

ACCOUNT	JOB
VIE002	0
SOLD ON	5/18/2020 11:07:31 AM
CUST PICKUP	
BRANCH	6733
CUSTOMER PO#	
STATION	33-1
CASHIER	260
SALESPERSON	
ORDER ENTRY	

Send "Sign Me Up" to  
 gillroys@live.com to receive  
 email coupons and discounts!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
1	EA	501598	4pk 60w DL LED Light Bulb 1-4		Y	9.7900	EA	9.79
1	EA	589314	19OZ BRAKE CLEANER 1-12		Y	5.9900	EA	5.99

Payment Method(s) Buyer: MARK THOMPSON

Charge to Acct 15.78

SubTotal	15.78
TEG 0.00% Sales Tax	0.00
EXE: 38-6024623	
Deposit	
<b>Please Pay This Amount</b>	<b>15.78</b>

I acknowledge that I am authorized to make purchases on this commercial charge account.

25 Signature MARK THOMPSON



Gill-Roy's Hardware 6733  
 420 W. Vienna  
 Clio, MI 48420  
 810-686-1600  
 Fax: 810-686-7569

**CUSTOMER COPY**



**INVOICE**

2005-608965 PAGE 1 OF 1

SOLD TO
VIENNA TOWNSHIP 3400 WEST VIENNA RD CLIO MI 48420

JOB ADDRESS
VIENNA TOWNSHIP 3400 WEST VIENNA RD CLIO MI 48420 1-810-686-7580

ACCOUNT	JOB
VIE002	0
SOLD ON	5/29/2020 2:22:40 PM
CUST PICKUP	
BRANCH	6733
CUSTOMER PO#	
STATION	33-1
CASHIER	219
SALESPERSON	
ORDER ENTRY	

Send "Sign Me Up" to  
 gillroys@live.com to receive  
 email coupons and discounts!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
5	FT	416678	*1/4"ODX50' REFRIG TUBE 1-10		Y	0.8900	FT	4.45
1	BG	416026	1/4"3pk COMPRESSION NUT 0-10		Y	1.6900	BG	1.69
1	BG	428329	1/4"5pkCOMPRESSION SLEEVE 10-100		Y	1.4900	BG	1.49

Payment Method(s) Buyer: MARK THOMPSON

Charge to Acct 7.63

SubTotal	7.63
TEG 0.00% EXE: 38-6024623 Sales Tax	0.00
Deposit	
<b>Please Pay This Amount</b>	<b>7.63</b>

I acknowledge that I am authorized to make purchases on this commercial charge account.

26 Signature MARK THOMPSON



Gill-Roy's Hardware  
 6429 W. Pierson Road  
 Suite 19  
 Flushing, MI 48433  
 810-659-2291  
 Fax: 810-659-5019

**STATEMENT REMIT**



Date 05/31/20 Acct: VIE002

VIENNA TOWNSHIP 3400 WEST VIENNA RD CLIO MI 48420	<table style="width: 100%;"> <tr> <td>Total</td> <td style="text-align: right;">36.59</td> </tr> <tr> <td>Credits</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Pay By 06/30/20</td> <td style="text-align: right;">36.59</td> </tr> <tr> <td>If Paid By 06/20/20</td> <td style="text-align: right;">32.93</td> </tr> <tr> <td><b>TOTAL PAID</b></td> <td style="text-align: right;"> <input style="width: 100px; height: 20px;" type="text"/> </td> </tr> </table>	Total	36.59	Credits	0.00	Pay By 06/30/20	36.59	If Paid By 06/20/20	32.93	<b>TOTAL PAID</b>	<input style="width: 100px; height: 20px;" type="text"/>
Total	36.59										
Credits	0.00										
Pay By 06/30/20	36.59										
If Paid By 06/20/20	32.93										
<b>TOTAL PAID</b>	<input style="width: 100px; height: 20px;" type="text"/>										

0 - VIENNA TOWNSHIP

Invoice	Balance	Pay	Invoice	Balance	Pay	Invoice	Balance	Pay
2005-897178	13.18	<input type="checkbox"/>	2005-933586	15.78	<input type="checkbox"/>	2005-608965	7.63	<input type="checkbox"/>

Please mark the checkbox next to each item covered by your payment and return this page with your payment. Thank you.

**VIENNA TOWNSHIP TREASURER'S REPORT  
PAM FARIS - TREASURER**

**MARCH 31, 2020**

FUND & ACCOUNT TYPE	CREDIT RISK	INTEREST RATE	MATURITY DATE	BALANCE
<b>GENERAL FUND:</b>				
Checking Account-Independent Bank	Very Low	2.10%	N/A	\$1,078,392.84
High Yield Checking - Independent Bank	Very Low	1.25%	N/A	\$228,283.57
Huntington Bank Money Market Investment Acc	Very Low	1.00%	N/A	\$179,507.77
MBIA Class Account-Commercial Paper	Moderate	1.45%	N/A	\$1,462,763.64
High Yield Savings - Chase Bank	Very Low	0.45%	N/A	\$41,443.75
Prestige Savings - ELGA Credit Union	Very Low	0.70%	N/A	\$1,637.93
<b>TOTAL GENERAL FUND</b>				<b>\$2,992,029.50</b>
<b>BUILDING INSPECTION FUND:</b>				
Checking Account-Independent Bank	Very Low	2.10%	N/A	\$13,810.79
MBIA Class Account-Commercial Paper	Moderate	1.45%	N/A	\$72,514.32
				<b>\$86,325.11</b>
<b>MEDICAL RETIREMENT BENEFIT FUND:</b>				
Checking Account-Independent Bank	Very Low	2.10%	N/A	\$158,031.35
Huntington Bank Money Market Investment Acc	Very Low	1.00%	N/A	\$26,335.32
MBIA Class Account-Commercial Paper	Moderate	1.45%	N/A	\$166,682.54
<b>TOTAL MEDICAL RETIREMENT FUND</b>				<b>\$351,049.21</b>
<b>SENIOR CENTER FUND:</b>				
Checking Account-Independent Bank	Very Low	2.10%	N/A	\$6,194.53
<b>COMMUNITY DEVELOPMENT FUND:</b>				
Checking Account-Independent Bank	Very Low	2.10%	N/A	\$0.00
<b>SEWER FUND:</b>				
Checking Account-Independent Bank	Very Low	2.10%	N/A	\$479,011.52
MBIA Class Account-Commercial Paper	Moderate	1.45%	N/A	\$1,361,403.66
				<b>\$1,840,415.18</b>
<b>WATER FUND:</b>				
Checking Account-Independent Bank	Very Low	2.10%	N/A	\$533,303.74
Savings Account-Independent Bank	Very Low	0.50%	N/A	\$275,742.53
MBIA Class Account-Commercial Paper	Moderate	1.45%	N/A	\$630,209.84
<b>TOTAL WATER FUND</b>				<b>\$1,439,256.11</b>
<b>SANITATION FUND:</b>				
Checking Account-Independent Bank	Very Low	2.10%	N/A	\$266,628.95
MBIA Class Account-Commercial Paper	Moderate	1.45%	N/A	\$105,823.23
Money Market Savings - Chemical Bank	Very Low	0.500%	N/A	\$99,423.71
<b>TOTAL SANITATION FUND</b>				<b>\$471,875.89</b>
<b>CAPITAL PROJECTS FUND:</b>				
Checking Account-Independent Bank	Very Low	2.10%	N/A	\$94,000.19
MBIA Class Account-Commercial Paper	Moderate	1.45%	N/A	\$119,607.87
<b>TOTAL CAPITAL PROJECTS FUND</b>				<b>\$213,608.06</b>

**GRAND TOTAL \$7,400,753.59**

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 03/31/2020  
% Fiscal Year Completed: 24.86

GL NUMBER	DESCRIPTION	END BALANCE	2020		YTD BALANCE	ACTIVITY FOR	AVAILABLE
		12/31/2019	ORIGINAL	2020	03/31/2020	MONTH 03/31/20	BALANCE
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)
Fund 101 - GENERAL FUND							
000		3,252,983.26	3,259,590.00	3,259,590.00	1,608,626.68	25,204.10	1,650,963.32
TOTAL REVENUES		<u>3,252,983.26</u>	<u>3,259,590.00</u>	<u>3,259,590.00</u>	<u>1,608,626.68</u>	<u>25,204.10</u>	<u>1,650,963.32</u>
101 - TOWNSHIP BOARD		486,975.23	478,937.94	478,937.94	364,920.14	25,037.06	114,017.80
171 - ADMINISTRATION		61,863.97	74,246.00	74,246.00	19,765.16	5,969.99	54,480.84
215 - CLERK		85,608.20	100,628.00	100,628.00	29,402.63	7,498.36	71,225.37
253 - TREASURER		63,321.07	75,355.00	75,355.00	16,086.62	5,171.02	59,268.38
257 - ASSESSOR/EQUALIZATION DEPARTMENT		87,946.56	91,245.00	91,245.00	26,369.86	6,631.75	64,875.14
262 - ELECTIONS		5,528.32	36,375.00	36,375.00	10,508.17	8,027.85	25,866.83
265 - TOWNSHIP BULDINGS & GROUNDS		62,569.49	122,525.00	122,525.00	22,741.74	4,426.66	99,783.26
345 - PUBLIC SAFETY DEPARTMENT (POLICE & FIRE)		1,643,172.68	2,017,839.50	2,017,839.50	525,190.64	110,942.39	1,492,648.86
446 - ROADS, STREETS AND BRIDGES		209,505.13	247,050.00	247,050.00	(6,945.00)	(16,947.72)	253,995.00
448 - STREET LIGHTING		33,371.38	43,150.00	43,150.00	20,815.99	6,960.57	22,334.01
567 - CEMETERY		32,465.47	19,925.00	19,925.00	1,730.85	1,143.62	18,194.15
701 - PLANNING		40,503.55	21,350.00	21,350.00	4,954.76	1,835.83	16,395.24
751 - PARKS AND RECREATION DEPARTMENT		8,504.39	11,710.00	11,710.00	1,000.00	0.00	10,710.00
790 - RECREATION & CULTURE (INCLUDING LIBRARY)		33,560.87	35,550.00	35,550.00	145.33	145.33	35,404.67
TOTAL EXPENDITURES		<u>2,854,896.31</u>	<u>3,375,886.44</u>	<u>3,375,886.44</u>	<u>1,036,686.89</u>	<u>166,842.71</u>	<u>2,339,199.55</u>
							<b>29</b>
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		<u>3,252,983.26</u>	<u>3,259,590.00</u>	<u>3,259,590.00</u>	<u>1,608,626.68</u>	<u>25,204.10</u>	<u>1,650,963.32</u>
TOTAL EXPENDITURES		<u>2,854,896.31</u>	<u>3,375,886.44</u>	<u>3,375,886.44</u>	<u>1,036,686.89</u>	<u>166,842.71</u>	<u>2,339,199.55</u>
NET OF REVENUES & EXPENDITURES		<u>398,086.95</u>	<u>(116,296.44)</u>	<u>(116,296.44)</u>	<u>571,939.79</u>	<u>(141,638.61)</u>	<u>(688,236.23)</u>

**VIENNA TOWNSHIP  
MAY 2020**

**BUILDING - VIENNA TWP**

ADDRESS	DESCRIPTION	TOTAL FEE	INSP FEE	TWP NET	YEAR TO DATE:		
					TOTAL FEE:	INSP FEE:	TWP NET:
11150 PHYLLIS DR	SIDING	\$175.00	\$75.00	\$100.00	\$22,700.00	\$4,615.00	\$18,085.00
14266 N NEFF RD	SUNROOM	\$175.00	\$75.00	\$100.00			
6320 W FARRAND RD	ROOF	\$175.00	\$75.00	\$100.00			
2077 DAVE DR	NEW SHED	\$175.00	\$75.00	\$100.00			
4484 STACY CT	FOUNDATION REPAIR	\$390.00	\$150.00	\$240.00			
6120 W VIENNA RD	ROOF	\$175.00	\$75.00	\$100.00			
4469 STACY CT	FOUNDATION REPAIR	\$365.00	\$150.00	\$215.00			
3429 W DODGE RD	DECK	\$175.00	\$75.00	\$100.00			
1460 W LAKE RD	RE-MODEL	\$625.00	\$300.00	\$325.00			
6100 W VIENNA RD	POLE BARN	\$420.00	\$75.00	\$345.00			
11413 HIDDEN OAKS DR	EGRESS WINDOW	\$175.00	\$75.00	\$100.00			
10411 N LINDEN RD	POLE BARN	\$290.00	\$75.00	\$215.00			
10235 N WEBSTER RD	POLE BARN	\$495.00	\$75.00	\$420.00			
13104 N WEBSTER RD	SIDING HOUSE	\$175.00	\$75.00	\$100.00			
5169 W FARRAND RD	FARRAND RD PUMP STATION	\$9,215.00	\$450.00	\$8,765.00			
2341 MEADOWBROOK LN	EGRESS WINDOW	\$175.00	\$75.00	\$100.00			30
10174 N ELMS RD	SUNROOM USING DECK AS BASE	\$175.00	\$75.00	\$100.00			
11279 AUTUMN BREEZE TRL	DECK	\$175.00	\$75.00	\$100.00			
4061 BARKER	DECK	\$175.00	\$75.00	\$100.00			
	<b>TOTAL</b>	<b>\$13,900.00</b>	<b>\$2,175.00</b>	<b>\$11,725.00</b>			

**BUILDING - CLIO CITY**

ADDRESS	DESCRIPTION	TOTAL FEE	INSP FEE	TWP NET	YEAR TO DATE:		
					TOTAL FEE:	INSP FEE:	TWP NET:
	NO BUILDING PERMITS FOR CITY OF CLIO IN MAY 2020	\$0.00	\$0.00	\$0.00	\$375.00	\$275.00	\$100.00
	<b>TOTALS:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			

**VIENNA TOWNSHIP  
MAY 2020**

**ELECTRICAL - VIENNA TWP**

ADDRESS	DESCRIPTION	TOTAL FEE	INSP FEE	TWP NET	YEAR TO DATE:		
					TOTAL FEE:	INSP FEE:	TWP NET:
13417 N JENNINGS RD	SERVICE	\$160.00	\$50.00	\$110.00	\$5,721.00	\$2,250.00	\$3,471.00
14153 N SAGINAW RD	ELECTRICAL TO LIGHTS GOING UP THE DRIVEWAY	\$231.00	\$100.00	\$131.00			
4091 W VIENNA RD	RE-MODEL	\$379.00	\$150.00	\$229.00			
12324 SEQUOIA LN	ELEC TO NEW BUILD	\$300.00	\$150.00	\$150.00			
1460 W LAKE RD	REMODEL	\$300.00	\$150.00	\$150.00			
11493 N LINDEN RD	ADDING CIRCUITS & LIGHTING AT WALMART	\$235.00	\$50.00	\$185.00			
14240 N NEFF RD	EMERGENCY SERVICE REPAIR	\$160.00	\$50.00	\$110.00			
11470 N LINDEN RD	ELECTRICAL TO NEW COMMERCIAL BUILDING	\$382.00	\$150.00	\$232.00			
3480 W FARRAND RD	ELECTRICAL TO NEW BUILD	\$300.00	\$150.00	\$150.00			
2455 VAUGHN DR	SERVICE UPGRADE	\$160.00	\$50.00	\$110.00			
<b>TOTALS:</b>		<b>\$2,607.00</b>	<b>\$1,050.00</b>	<b>\$1,557.00</b>			

**ELECTRICAL - CLIO CITY**

ADDRESS	DESCRIPTION	TOTAL FEE	INSP FEE	TWP NET	YEAR TO DATE:		
					TOTAL FEE:	INSP FEE:	TWP NET:
608 STONE CREEK PASS	ELECTRICAL TO EJECTOR PUMP	\$155.00	\$50.00	\$105.00	\$1,390.00	\$550.00	\$840.00 <sup>31</sup>
204 N MILL ST	EMERGENCY SERVICE REPAIR	\$160.00	\$50.00	\$110.00			
545 POPLAR ST	NEW SERVICE	\$160.00	\$50.00	\$110.00			
<b>TOTALS:</b>		<b>\$475.00</b>	<b>\$150.00</b>	<b>\$325.00</b>			

**VIENNA TOWNSHIP  
MAY 2020**

**MECHANICAL - VIENNA TWP**

ADDRESS	DESCRIPTION	TOTAL FEE	INSP FEE	TWP NET	YEAR TO DATE:		
					TOTAL FEE:	INSP FEE:	TWP NET:
1299 W DODGE RD	NEW FURNACE	\$185.00	\$50.00	\$135.00	\$3,705.00	\$1,200.00	\$2,505.00
1460 W LAKE RD	MECH TO REMODEL	\$300.00	\$150.00	\$150.00			
	<b>TOTALS:</b>	<b>\$485.00</b>	<b>\$200.00</b>	<b>\$285.00</b>			

**MECHANICAL - CLIO CITY**

ADDRESS	DESCRIPTION	TOTAL FEE	INSP FEE	TWP NET	YEAR TO DATE:		
					TOTAL FEE:	INSP FEE:	TWP NET:
	NO MECHANICAL PERMITS FOR CITY OF CLIO IN MAY 2020	\$0.00	\$0.00	\$0.00	\$830.00	\$200.00	\$630.00
	<b>TOTALS:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			

**PLUMBING - VIENNA TWP**

ADDRESS	DESCRIPTION	TOTAL FEE	INSP FEE	TWP NET	YEAR TO DATE:		
					TOTAL FEE:	INSP FEE:	TWP NET:
1460 W LAKE RD	WHOLE HOUSE	\$300.00	\$150.00	\$150.00	\$2,801.00	\$1,100.00	\$1,701.00
4091 W VIENNA RD	RE-MODEL	\$337.00	\$100.00	\$237.00			
12587 N SAGINAW RD	ADDITION TO CLIO AUTO MALL	\$414.00	\$150.00	\$264.00			
	<b>TOTALS:</b>	<b>\$1,051.00</b>	<b>\$400.00</b>	<b>\$651.00</b>			

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**PLUMBING - CLIO CITY**

ADDRESS	DESCRIPTION	TOTAL FEE	INSP FEE	TWP NET	YEAR TO DATE:		
					TOTAL FEE:	INSP FEE:	TWP NET:
608 STONE CREEK PASS	EJECTOR PUMP	\$155.00	\$50.00	\$105.00	\$465.00	\$150.00	\$315.00
	<b>TOTALS:</b>	<b>\$155.00</b>	<b>\$50.00</b>	<b>\$105.00</b>			

**SEWER DISCHARGE - VIENNA TWP**

ADDRESS	DESCRIPTION	TOTAL FEE	YEAR TO DATE:		
			TOTAL INSP:	INSP FEE:	TWP NET:
10193 N CLIO RD	SEWER DISCHARGE	\$50.00	21	\$50.00	\$1,050.00
3179 CENTENNIAL OAK CT	SEWER DISCHARGE	\$50.00			
11198 BARE DR	SEWER DISCHARGE	\$50.00			
	<b>TOTALS:</b>	<b>\$150.00</b>			

**SEWER - VIENNA TWP**

ADDRESS	DESCRIPTION	TOTAL FEE	INSP FEE	TWP NET	YEAR TO DATE:		
					TOTAL FEE:	INSP FEE:	TWP NET:
					\$61,700.00	\$100.00	\$61,600.00

NO SEWER TAPS IN MAY 2020

	\$0.00		\$0.00
<b>TOTALS:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**WATER - VIENNA TWP**

**YEAR TO DATE:**

**ADDRESS**

**DESCRIPTION**

**TOTAL FEE**

**TOTAL FEE:**  
\$60,000.00

NO WATER TAPS IN MAY 2020

	\$0.00
<b>TOTALS:</b>	<b>\$0.00</b>

## Clio Senior Center

### Report for May 2020

May was a slow month, but rather productive. I've been able to do many repairs that required "down time" as well as the updating. I've repaired drains in the craft room and kitchen, replaced a faucet in the dish room, worked on some doors, beefed up the hand rails in the hallways. I've also built sneeze guards for the reception area and kitchen pass-through. The building will function better and look different when we reopen.

We were able to:

- Provide 263 lunches in May to 14 people. Karen Smith did a wonderful job preparing the meals on Monday, Thursday and Friday, we used GCCARD on Tuesday and Wednesday.
- Deliver "Q" boxes to several seniors.
- Distribute commodities to 53 people.
- Register for Senior Project Fresh distribution.

Calls continue to come in asking about when we will re-open and what we will be able to offer - Pickleball and Line Dancing seem to be highest priorities.

Zoom meetings each week with the other directors have been helpful and productive. We met each Thursday to discuss the latest from the Governor and to discuss plans about re-opening. At this point, we are planning on reopening June 15<sup>th</sup> with limited activities and limited participants. In order to participate, a person must:

- Be able to truthfully say "no" to the 7-questions on the health checklist before entering the building.
  - Properly wear a mask at all times while they are inside the building (exceptions are being considered for the physically active programs).
  - Pre-register for all events to ensure proper capacity.
  - Comply with all social distancing requirements.
- 
- Lunches will continue to be delivered daily for the near future. No congregate meals will be held on-site.
  - There will be no "hanging out" for the day at this time

**2020 BUDGET MID-YEAR ADJUSTMENTS TO BE APPROVED  
JUNE 8, 2020**

YEAR 2020	ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE OR DECREASE	PROPOSED CHANGE
<b>GENERAL FUND</b>				
<b>REVENUES</b>				
101 000 574 000	STATE SHARED REVENUE <i>All amounts are projected based on the FY 2021 Governor's Executive Budget Recommendation and the May 2020 Consensus Revenue Estimates. Projected amounts may change based on changes made by the legislature and/or changes in the economy. Projections updated on 5/15/20.</i>	\$1,195,000.00	(\$102,333.00)	\$1,092,667.00
101 000 676 000	ELECTION REIMBURSEMENTS	\$1,200.00	\$10,300.00	\$11,500.00
101-000-676.100	REIMBURSEMENT-INSURANCE PROCEEDS REVENUE <i>Sports Complex Insurance Claim - Concession Building</i>	\$0.00	\$44,036.00	\$44,036.00
101-000-687.000	REFUNDS	\$1,000.00	\$400.00	\$1,400.00
<b>TOTAL CHANGE IN GENERAL FUND REVENUES</b>			<b>(\$47,597.00)</b>	
<b>ELECTIONS</b>				
101 262 752 000	SUPPLIES	\$5,000.00	\$6,500.00	\$11,500.00
101 262 851 000	POSTAGE	\$5,500.00	\$10,000.00	\$15,500.00
<b>TOTAL CHANGE</b>			<b>\$16,500.00</b>	
<b>TOWNSHIP BUILDING &amp; GROUNDS</b>				
101-265-975.000	CAP OUTLAY-BLDNGS, ADDITIONS/IMPROVMNTS <i>REMOVED DIGITAL SIGN - POSSIBLE PURCHASE FOR 2021</i>	\$50,000.00	(\$50,000.00)	\$0.00
101-265-980.000	CAP OUTLAY-EQUIPMENT & FURNITURE <i>2 FURNACES INSTALLED - WEST WING</i>	\$500.00	\$6,400.00	\$6,900.00
<b>TOTAL CHANGE</b>			<b>(\$43,600.00)</b>	
<b>PUBLIC SAFETY DEPARTMENT (POLICE &amp; FIRE)</b>				
101-345-714.000	LONGEVITY PAY	\$577.50	\$181.50	\$759.00
101-345-851.000	POSTAGE EXPENSE-POLICE	\$5.00	\$45.00	\$50.00
101-345-932.000	VEHICLE REPAIRS AND MAINTENANCE	\$500.00	\$1,200.00	\$1,700.00
<b>TOTAL CHANGE</b>			<b>\$1,426.50</b>	
<b>ROADS, STREETS AND BRIDGES</b>				
101 446 820 000	DRAINS AT LARGE: TAX ROLL	\$11,500.00	(\$2,500.00)	\$9,000.00
101-446-927.000	PLAZA DRIVE SIGNAL MAINTENANCE	\$500.00	\$500.00	\$1,000.00
<b>TOTAL CHANGE</b>			<b>(\$2,000.00)</b>	
<b>PLANNING</b>				
101-701-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES <i>THE MASTER PLAN WAS NOT COMPLETED IN 2019 - SHOULD BE COMPLETED BY 12/31/2020</i>	\$0.00	\$30,000.00	\$30,000.00
<b>TOTAL CHANGE</b>			<b>\$30,000.00</b>	
<b>TOTAL CHANGE IN GENERAL FUND EXPENSES:</b>			<b>\$2,326.50</b>	

**SENIOR CENTER FUND**

<b>REVENUES</b>				
299 000 676 000	REIMBURSEMENT-INSURANCE PROCEEDS REVENUE	\$0.00	\$6,000.00	\$6,000.00
<i>WORKERS COMPENSATION CLAIM - ASSISTANT SR CENTER DIRECTOR</i>				
<b>TOTAL CHANGE IN SR CENTER FUND REVENUES</b>			<b>\$6,000.00</b>	

**SEWER FUND**

<b>REVENUES</b>				
590 000 617 500	SEWER TAP-IN FEES	\$20,000.00	\$41,000.00	\$61,000.00
590-000-665.100	SPECIAL ASSESSMENT RECEIVABLE - INTEREST INCOME	\$0.00	\$3,700.00	\$3,700.00
<i>ADDITION OF LEO'S CONEY ISLAND SEWER TAP SPECIAL ASSESSMENT</i>				
<b>TOTAL CHANGE IN SEWER FUND REVENUES</b>			<b>\$44,700.00</b>	

<b>EXPENSES</b>				
590-590-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES - G.C.D.C.	\$18,000.00	\$45,000.00	\$63,000.00
590-590-808.000	AUDITING	\$1,300.00	\$50.00	\$1,350.00
590 590 931 000	EQUIPMENT REPAIRS & MAINTENANCE	\$25,000.00	\$55,000.00	\$80,000.00
<b>TOTAL CHANGE IN SEWER FUND EXPENSES</b>			<b>\$100,050.00</b>	

**WATER FUND**

<b>REVENUES</b>				
591 000 617 500	WATER TAP-IN FEE	\$25,000.00	\$35,000.00	\$60,000.00
591 000 665 100	SPECIAL ASSESSMENT RECEIVALBE - INTEREST INCOME	\$1,200.00	\$3,300.00	\$4,500.00
<i>ADDITION OF LEO'S CONEY ISLAND WATER TAP SPECIAL ASSESSMENT</i>				
<b>TOTAL CHANGE IN WATER FUND REVENUES</b>			<b>\$38,300.00</b>	

<b>EXPENSES</b>				
591-591-714.000	LONGEVITY PAY	\$1,055.00	\$187.00	\$1,242.00
591-591-808.000	AUDIT	\$1,300.00	\$50.00	\$1,350.00
<b>TOTAL CHANGE IN WATER FUND EXPENSES:</b>			<b>\$237.00</b>	

**OPEB FUND - MEDICAL RETIREMENT**

<b>EXPENSES</b>				
737-275-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	\$3,500.00	\$1,000.00	\$4,500.00
<i>OPEB FORM 5572 - STATE OF MICHIGAN UNIFORM ASSUMPTIONS ADDITIONAL CALCULATION REQUIREMENTS</i>				
<b>TOTAL CHANGE IN OPEB FUND EXPENSES:</b>			<b>\$1,000.00</b>	

## Joseph Rizk

---

**From:** Michael Rozboril <mjrozboril@icloud.com>  
**Sent:** Tuesday, March 24, 2020 12:02 PM  
**To:** jrizek@viennatwp.com  
**Cc:** Michelle Falardeau  
**Subject:** complex bid  
**Attachments:** Chenard and Osborn.pdf; Kustom.pdf; Michael Rozboril.docx

To: Joe Rizk

This is the information that you requested about the Sports Complex pavilion damage and insurance claim.

On or about late June it was determined that we had a water leak under the pavilion and that it had done structural damage to the building. Jeremy Clontz, our township liaison on the complex board said we may have an insurance claim we could file.

I was contacted by Michelle Falardeau that a person named Mark Ott from Michigan Municipal League would be calling. Mark and I meet at the complex and it was determined that we may have a claim and he asked me to get some bids for the work. I talked to Michelle and she gave me three contractors names. I called all three contractors (Steve Gross, Mike Ward, and Lauern Morse) numerous time and left messages and only heard back from Lauern Morse and he agreed to meet me at the complex. We meet and he said he would get back with me. He never did even after I made several attempts to contact him.

In December I had a meeting with you about our complex lease and I told you about my frustration with getting bids and asked if it would be OK for me to call a person my brother had used and had good results with. It was agreed and I called George Newport from Kustom Disaster Recovery & Restoration company. George came out and said the whole building was compromised and would have to come down and be rebuilt. George did a complete bid on the building (attached) and shared it with Mark Ott. Mark asked me if I could meet with a second claims Rep. named Randy Mason from Chenard and Osborn at the complex and at that meeting Randy agreed with most the information George had put into is bid. He said I would hear back from him.

On March 3 he sent me an email "attached" informing me that our claim had be excepted and that two checks will be mailed to the township. Joe if you need any more information please contacted me.

Thank You

Mike Rozboril

Ph# 8109199840





**Kustom US**

155 Factory Rd  
Michigan Center, MI 49254  
Phone: 877-791-7477 Fax: 877-791-9669  
Tax ID# 34-1027047

**CLIO\_YOUTH\_SPORTS**

**Main Level**

**Concessions**

**Height: 12'**

**DESCRIPTION**

**QTY**

1. R&R Concrete slab on grade - 6" - finished in place	158.44 SF
2. Wall/roof panel - corrugated - 29 gauge - Agricultural	616.00 SF
3. R&R Outside/Inside corner - 29 gauge	32.00 LF
4. R&R Exterior door - metal - insulated - flush or panel style	1.00 EA
5. Door lockset & deadbolt - exterior	1.00 EA
6. R&R Special Doors - Rolling counter door	18.00 SF
7. R&R Shelving - wire (vinyl coated)	8.00 LF
8. R&R Shelving - 12" - in place	16.00 LF
9. R&R Countertop - post formed plastic laminate	10.00 LF
10. R&R Sink - double	1.00 EA
11. R&R Sink faucet - Kitchen	1.00 EA
12. R&R Plumbing fixture supply line	2.00 EA
13. R&R P-trap assembly - ABS (plastic)	1.00 EA
14. Plumber - per hour	8.00 HR
<b>1 day for Plumber to make repairs to incoming lines and make connections to sink.</b>	
15. R&R Sheathing - plywood - 1/2" CDX	308.00 SF
16. Light bulb - Fluorescent tube - 4' soft white - mat. only	2.00 EA
17. R&R Fluorescent - two tube - 4' - strip light	1.00 EA

**Pavillion**

**Height: 12'**

**DESCRIPTION**

**QTY**

18. R&R Concrete slab on grade - 6" - finished in place	785.17 SF
19. R&R Sheathing - plywood - 1/2" CDX	82.67 SF
<b>Sheathing on ceiling.</b>	
20. R&R Wall/roof panel - corrugated - 29 gauge - Agricultural	702.50 SF
21. R&R 2" x 4" lumber (.667 BF per LF)	108.00 LF
22. R&R Sheathing - plywood - 1/2" CDX	240.00 SF
<b>Sheathing on wall.</b>	
23. Paint plywood sheathing	322.67 SF
24. R&R Wall/roof panel - corrugated - 29 gauge - Agricultural	240.00 SF
25. Column - 4" sq. tube w/base pl./top bkt.	72.00 LF
26. R&R Beam - glulam (per BF)	235.00 BF
27. Paint column - two coats	72.00 LF
28. Seal & paint wood beam	117.33 SF
29. Concrete pier or footing with post anchor	8.00 EA



**Kustom US**

155 Factory Rd  
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Tax ID# 34-1027047

**CONTINUED - Pavillion**

DESCRIPTION	QTY
30. Backhoe loader and operator	8.00 HR
<b>Backhoe and operator necessary to pull the existing footings from the ground.</b>	
31. R&R Exterior wall pack - Sodium - 250 watt	2.00 EA

**Roof**

DESCRIPTION	QTY
32. R&R Truss - 4/12 slope	529.83 LF
33. R&R Sheathing - OSB - 1/2"	1,430.64 SF
34. 2" x 4" x 8' #2 & better Fir / Larch (material only)	6.00 EA
35. 2" x 4" x 92 5/8" pre-cut stud (for 8' wall, mat only)	4.00 EA
36. R&R Sheathing - OSB - 1/2"	58.57 SF
37. R&R Labor to frame 2" x 4" non-bearing wall - 16" oc	58.57 SF
38. 2" x 4" x 16' #2 & better Fir / Larch (material only)	1.00 EA
39. 2" x 4" x 12' #2 & better Fir / Larch (material only)	1.00 EA
40. 2" x 4" x 10' #2 & better Fir / Larch (material only)	1.00 EA
41. R&R Fascia - 1" x 4" - #1 pine	155.50 LF
42. R&R Soffit - wood	160.00 SF
43. R&R Gutter / downspout - aluminum - up to 5"	145.33 LF
44. R&R Siding - hardboard panel - paint grade	203.58 SF
45. Prime & paint exterior fascia - wood, 4"- 6" wide	155.50 LF
46. Prime & paint exterior soffit - wood	155.50 SF
47. Exterior - paint two coats	203.58 SF

**Roof1**

DESCRIPTION	QTY
48. Remove Laminated - comp. shingle rfg. - w/ felt	14.31 SQ
49. Laminated - comp. shingle rfg. - w/ felt	14.33 SQ
50. R&R Drip edge	154.65 LF
51. R&R Continuous ridge vent - shingle-over style	46.67 LF
52. R&R Ridge cap - composition shingles	46.67 LF
53. Asphalt starter - universal starter course	93.33 LF

**Electrical**

DESCRIPTION	QTY
-------------	-----



**Kustom US**

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Tax ID# 34-1027047

**CONTINUED - Electrical**

DESCRIPTION	QTY
54. R&R Breaker panel - 70 amp	1.00 EA
55. R&R 110 volt commercial wiring/conduit, box, outlet, switch	8.00 EA
56. Electrician - per hour	12.00 HR
<b>Includes make safe and disconnect before building is razed and reconnect from underground to panel after new building is up.</b>	

**Generals**

DESCRIPTION	QTY
57. Dumpster load - Approx. 30 yards, 5-7 tons of debris	2.00 EA
58. PERMITS AND FEES [ OPEN ]	1.00 EA
59. General Demolition - per hour	8.00 HR
<b>Demolition labor to assist in cutting up pavilion roof so that it will fit in dumpsters.</b>	

**Labor Minimums Applied**

DESCRIPTION	QTY
60. Finish hardware labor minimum	1.00 EA
61. Finish carpentry labor minimum	1.00 EA
62. Cabinetry labor minimum	1.00 EA

Grand Total

\$54,688.43

George Newport

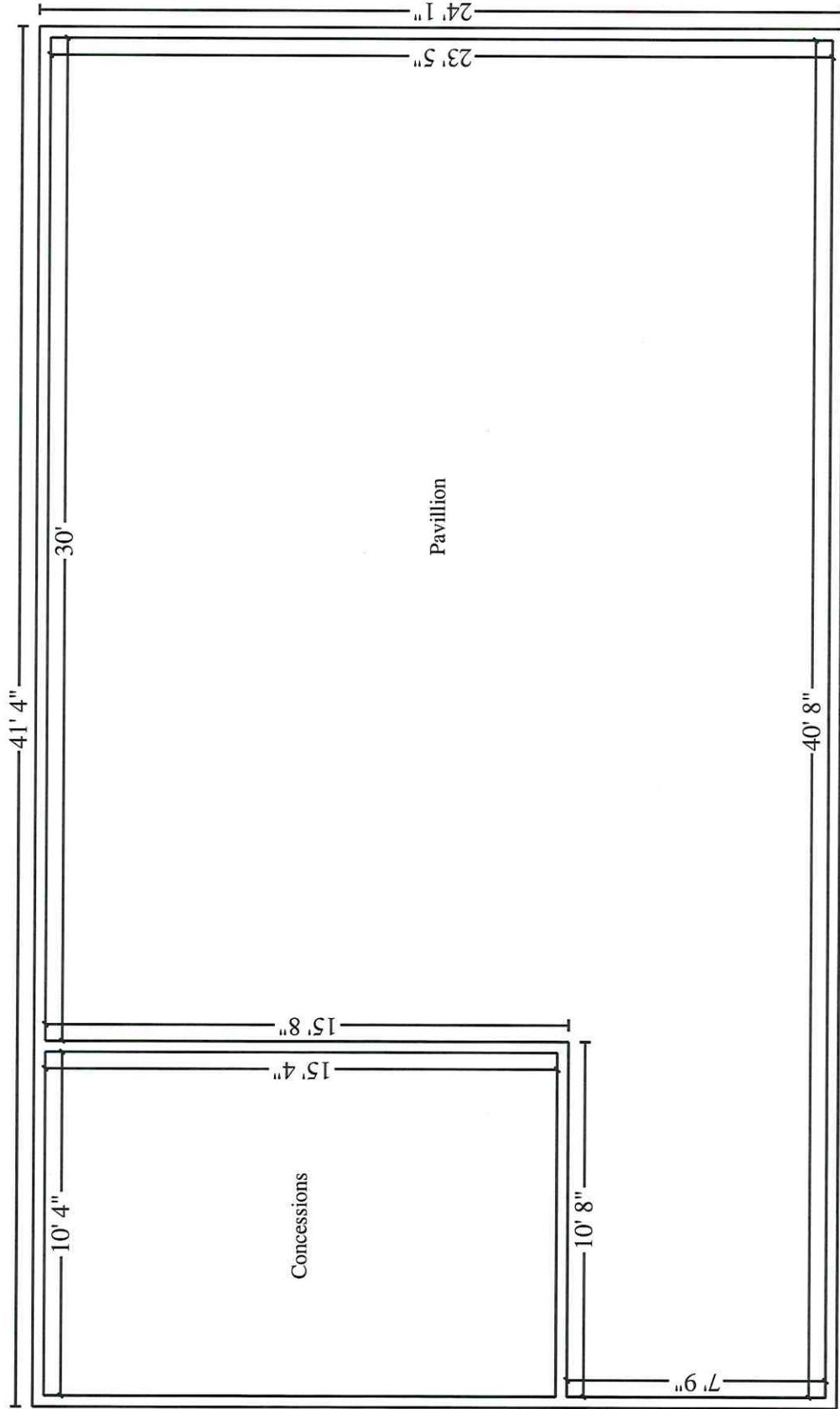


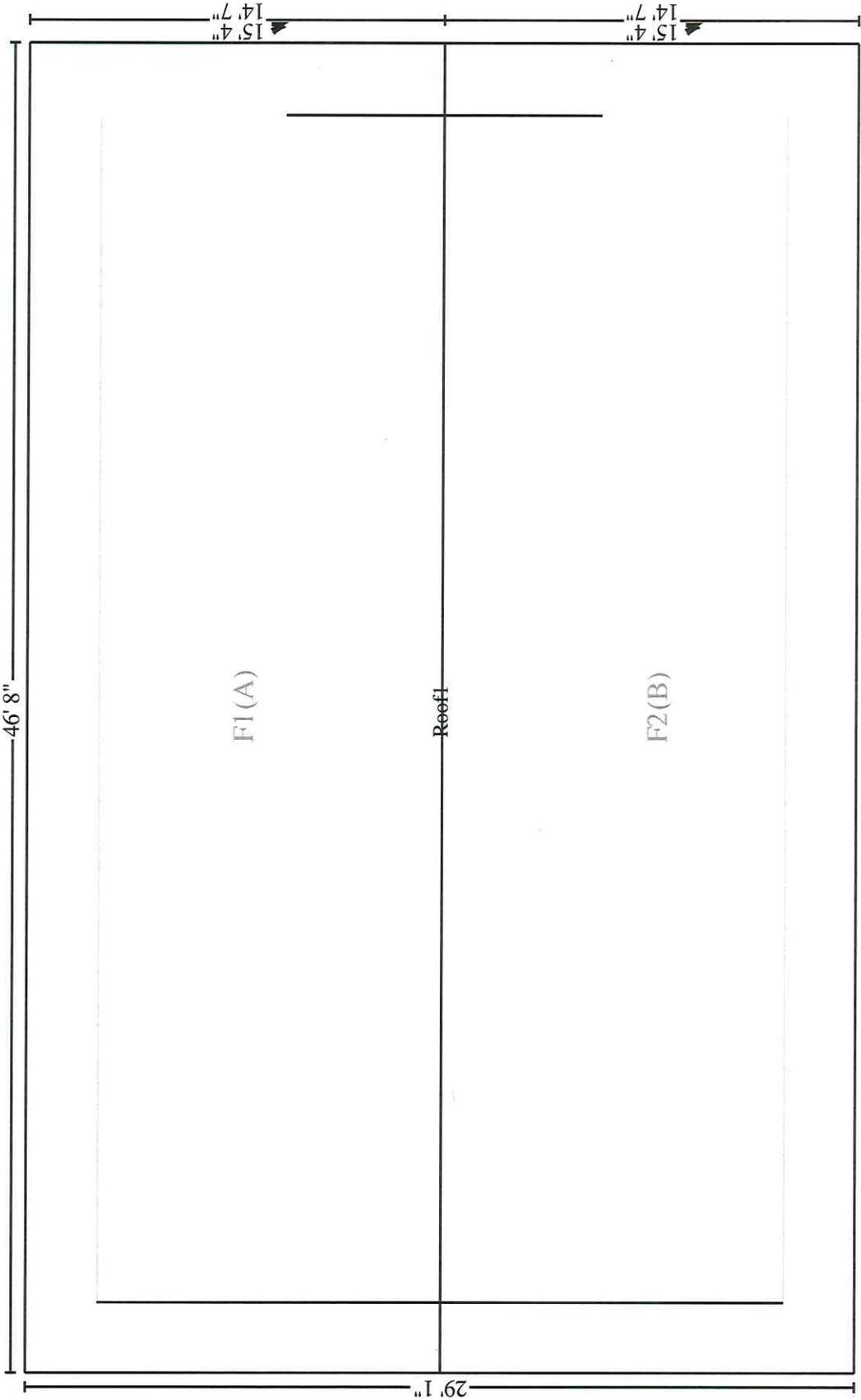
## Kustom US

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Phone: 877-791-7477 Fax: 877-791-9669  
Tax ID# 34-1027047

### Grand Total Areas:

2,154.00 SF Walls	943.61 SF Ceiling	3,097.61 SF Walls and Ceiling
943.61 SF Floor	104.85 SY Flooring	179.50 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	179.50 LF Ceil. Perimeter
943.61 Floor Area	995.44 Total Area	2,154.00 Interior Wall Area
1,759.40 Exterior Wall Area	130.83 Exterior Perimeter of Walls	
1,430.64 Surface Area	14.31 Number of Squares	0.00 Total Perimeter Length
46.67 Total Ridge Length	0.00 Total Hip Length	









**Chenard & Osborn, Inc.**

P.O. Box 1821  
 Midland, MI 48641-1821  
 PH: (989) 488-7944  
 FX: (989) 794-5915  
 rmason@c-and-o.com

**1200167**

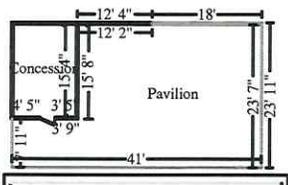
**Main Level**

**Main Level**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
1. 2" x 4" x 16' #2 & better Fir / Larch (material only)	6.00 EA	6.67	0.00	8.00	48.02	(6.00)	42.02
2. 2" x 4" x 12' #2 & better Fir / Larch (material only)	43.00 EA	5.06	0.00	43.52	261.10	(32.64)	228.46
3. 2" x 4" x 8' #2 & better Fir / Larch (material only)	5.00 EA	3.36	0.00	3.36	20.16	(2.52)	17.64
4. Sheathing - OSB - 1/2"	348.83 SF	1.13	0.00	78.84	473.02	(59.13)	413.89
5. Labor to frame 2" x 4" non-bearing wall - 24" oc	615.33 SF	1.06	0.00	130.46	782.71	(0.00)	782.71
6. Concrete slab on grade - 6" - finished in place	955.64 SF	4.41	0.00	842.88	5,057.25	(842.87)	4,214.38
7. General Demolition (Bid Item)	1.00 EA	6,120.00	0.00	1,224.00	7,344.00	(0.00)	7,344.00
<b>Total: Main Level</b>			<b>0.00</b>	<b>2,331.06</b>	<b>13,986.26</b>	<b>943.16</b>	<b>13,043.10</b>

**Pavilion**

**Height: 12'**



449.33 SF Walls	797.19 SF Ceiling
1246.53 SF Walls & Ceiling	797.19 SF Floor
88.58 SY Flooring	36.33 LF Floor Perimeter
38.83 LF Ceil. Perimeter	

<b>Door</b>	<b>2' 6" X 6' 8"</b>	<b>Opens into CONCESSION</b>
<b>Missing Wall</b>	<b>7' 11" X 12'</b>	<b>Opens into Exterior</b>
<b>Missing Wall</b>	<b>41' X 12'</b>	<b>Opens into Exterior</b>
<b>Missing Wall</b>	<b>23' 7" X 12'</b>	<b>Opens into Exterior</b>
<b>Missing Wall</b>	<b>18' X 12'</b>	<b>Opens into Exterior</b>

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
8. Soffit - metal	797.19 SF	4.87	0.00	776.46	4,658.78	(582.35)	4,076.43
9. Sheathing - plywood - 1/2" CDX	240.00 SF	1.51	0.00	72.48	434.88	(54.36)	380.52
10. Wall/roof panel - ribbed - 26 gauge - up to 1"	240.00 SF	3.40	0.00	163.20	979.20	(163.20)	816.00
11. 2" x 4" lumber (.667 BF per LF)	108.00 LF	1.94	0.00	41.90	251.42	(31.43)	219.99
12. Paint column - two coats	72.00 LF	4.91	0.00	70.70	424.22	(70.70)	353.52
13. Column - 4" sq. tube w/base pl./top bkt.	72.00 LF	36.53	0.00	526.04	3,156.20	(526.03)	2,630.17
14. Concrete pier or footing with post anchor	8.00 EA	69.07	0.00	110.52	663.08	(82.88)	580.20

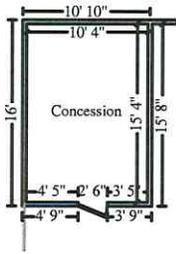


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**CONTINUED - Pavilion**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
15. Beam - 6" x 6" rough sawn	90.00 BF	2.71	0.00	48.78	292.68	(48.78)	243.90
16. Seal & paint wood beam	90.00 SF	1.67	0.00	30.06	180.36	(30.06)	150.30
17. Install Exterior wall pack - Sodium - 250 watt	2.00 EA	77.12	0.00	30.84	185.08	(30.85)	154.23
18. 110 volt commercial wiring/conduit, box, outlet, switch	2.00 EA	191.40	0.00	76.56	459.36	(0.00)	459.36
<b>Totals: Pavilion</b>			<b>0.00</b>	<b>1,947.54</b>	<b>11,685.26</b>	<b>1,620.64</b>	<b>10,064.62</b>



**Concession**

**Height: 12'**

599.33 SF Walls	158.44 SF Ceiling
757.78 SF Walls & Ceiling	158.44 SF Floor
17.60 SY Flooring	48.83 LF Floor Perimeter
51.33 LF Ceil. Perimeter	

**Door**

**2' 6" X 6' 8"**

**Opens into PAVILION**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
19. Wall/roof panel - ribbed - 26 gauge - up to 1"	599.33 SF	3.40	0.00	407.54	2,445.26	(407.54)	2,037.72
20. Rewire - average residence - copper wiring with conduit	158.44 SF	4.55	0.00	144.18	865.08	(0.00)	865.08
21. Breaker panel - 70 amp w/arc fault breakers	1.00 EA	860.33	0.00	172.06	1,032.39	(0.00)	1,032.39
22. Exterior door - metal - insulated - flush or panel style	1.00 EA	328.60	0.00	65.72	394.32	(49.29)	345.03
23. Door lockset & deadbolt - exterior	1.00 EA	84.90	0.00	16.98	101.88	(12.74)	89.14
24. Special Doors - Rolling counter door	18.00 SF	84.06	0.00	302.62	1,815.70	(302.62)	1,513.08
25. Shelving - 12" - in place	16.00 LF	7.35	0.00	23.52	141.12	(17.64)	123.48
26. Shelving - wire (vinyl coated)	8.00 LF	8.17	0.00	13.08	78.44	(9.80)	68.64
27. Countertop - post formed plastic laminate	10.00 LF	41.94	0.00	83.88	503.28	(62.91)	440.37
28. Sink - single	1.00 EA	240.59	0.00	48.12	288.71	(48.12)	240.59
29. Sink faucet - Kitchen	1.00 EA	237.13	0.00	47.42	284.55	(47.43)	237.12
30. Plumber - per hour	10.00 HR	94.00	0.00	188.00	1,128.00	(0.00)	1,128.00
Plumbing manipulation and repair of broken incoming lines							
31. Fluorescent light fixture	4.00 EA	94.68	0.00	75.74	454.46	(75.74)	378.72

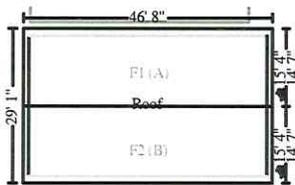


**Chenard & Osborn, Inc.**

P.O. Box 1821  
 Midland, MI 48641-1821  
 PH: (989) 488-7944  
 FX: (989) 794-5915  
 rmason@c-and-o.com

**CONTINUED - Concession**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
<b>Totals: Concession</b>			<b>0.00</b>	<b>1,588.86</b>	<b>9,533.19</b>	<b>1,033.83</b>	<b>8,499.36</b>



**Roof**

1430.64 Surface Area  
 154.65 Total Perimeter Length  
 14.31 Number of Squares  
 46.67 Total Ridge Length

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	O&P	RCV	DEPREC.	ACV
32. Laminated - comp. shingle rfg. - w/ felt	16.00 SQ	232.45	0.00	743.84	4,463.04	(929.80)	3,533.24
33. Drip edge	154.65 LF	2.19	0.00	67.74	406.42	(84.67)	321.75
34. Sheathing - plywood - 1/2" CDX	1,430.64 SF	2.17	0.00	620.90	3,725.39	(620.90)	3,104.49
35. Truss - 4/12 slope	768.00 LF	5.99	0.00	920.06	5,520.38	(460.03)	5,060.35
36. Ridge cap - composition shingles	46.67 LF	3.85	0.00	35.94	215.62	(0.00)	215.62
37. Detach & Reset Gutter / downspout - aluminum - up to 5"	116.00 LF	3.19	0.00	74.00	444.04	(0.00)	444.04
<b>Totals: Roof</b>			<b>0.00</b>	<b>2,462.48</b>	<b>14,774.89</b>	<b>2,095.40</b>	<b>12,679.49</b>
<b>Total: Main Level</b>			<b>0.00</b>	<b>8,329.94</b>	<b>49,979.60</b>	<b>5,693.03</b>	<b>44,286.57</b>
<b>Line Item Totals: 1200167</b>			<b>0.00</b>	<b>8,329.94</b>	<b>49,979.60</b>	<b>5,693.03</b>	<b>44,286.57</b>



## Chenard & Osborn, Inc.

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### Grand Total Areas:

1,048.67 SF Walls	955.64 SF Ceiling	2,004.31 SF Walls and Ceiling
955.64 SF Floor	106.18 SY Flooring	85.17 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	90.17 LF Ceil. Perimeter
955.64 Floor Area	983.25 Total Area	1,048.67 Interior Wall Area
716.31 Exterior Wall Area	130.00 Exterior Perimeter of Walls	
1,430.64 Surface Area	14.31 Number of Squares	154.65 Total Perimeter Length
46.67 Total Ridge Length	0.00 Total Hip Length	



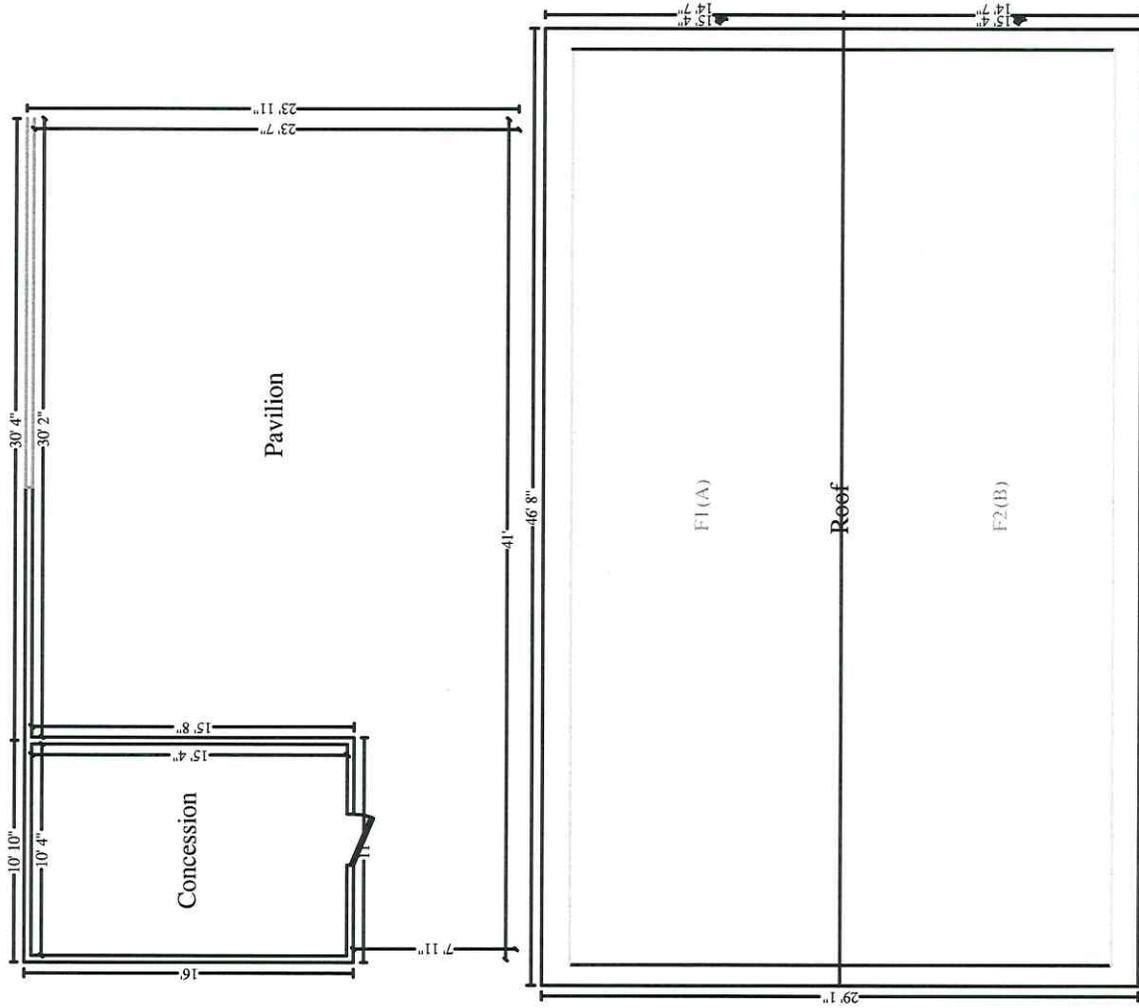
**Chenard & Osborn, Inc.**

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**Summary for Dwelling**

Line Item Total	41,649.66
Overhead	4,164.97
Profit	4,164.97
<b>Replacement Cost Value</b>	<b>\$49,979.60</b>
Less Depreciation	(5,693.03)
<b>Actual Cash Value</b>	<b>\$44,286.57</b>
Less Deductible	(250.00)
<b>Net Claim</b>	<b>\$44,036.57</b>
Total Recoverable Depreciation	5,693.03
<b>Net Claim if Depreciation is Recovered</b>	<b>\$49,729.60</b>

Randy Mason



## Jeff Corcoran

810-577-4882 [jeffcork@mac.com](mailto:jeffcork@mac.com) 2201 W. Wilson Rd. Clio, MI 48420

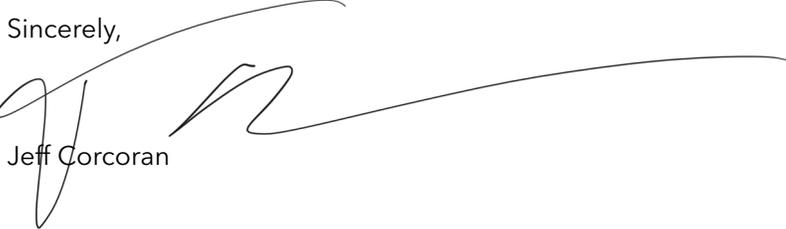
June 2, 2020

Vienna Township Board  
3400 W. Vienna Rd.  
Clio, MI 48420

Dear Township Board Members,

My name is Jeff Corcoran and I am Vice President of the Clio Youth Baseball and Softball Association and a Baseball/Softball representative on the Clio Area Youth Sports Complex Board as well. I am writing to thank you for your support of us rebuilding the concession stand on the west side of the Complex. Rebuilding this concession stand will show the public we are re-investing & supporting our youth and helping to improve the image of our community. The re-built concession stand will support activities on the football and soccer fields which are over one tenth of a mile walk away from the main concession stand located in the middle of the baseball fields. Thank you again for helping us improve our community. Have a great day!

Sincerely,

A handwritten signature in black ink, appearing to be 'Jeff Corcoran', written over a long horizontal line that extends across the width of the signature area.

Jeff Corcoran

**Vienna Township COVID-19**  
**Preparedness and Response Plan**  
*June 8, 2020*

**Introduction**

The novel coronavirus (“COVID-19”) pandemic is a respiratory infection that has spread throughout the United States, including Michigan, bringing thousands of deaths, resulting in tens of thousands of confirmed cases, and deeply disrupting this state’s economy, homes, educational, civic, social, and religious institutions.<sup>1</sup> At this time, there is no known vaccine to treat COVID-19 and Executive Orders issued by the Governor require governmental agencies that remain open for in-person work to develop a COVID-19 preparedness and response plan consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (“OSHA”).<sup>2</sup>

The Department of Labor (“DOL”) and OSHA have stated that it is important to plan now for potential COVID-19 outbreaks in order to reduce the impact of these outbreaks at the workplace. Pursuant to Executive Order 2020-96, the Vienna Township Board of Trustees (“Township”) has adopted this Preparedness and Response Plan (“Plan”) to promote the health, safety and general welfare of its employees and public offices in order to reduce the impact of COVID-19 infections at the workplace.

Executive Order 2020-96 prohibits all in-person government activities except for critical infrastructure workers and workers that are necessary to conduct the minimum basic operations whose in-person presence is strictly necessary as defined by the EO 2020-96.<sup>3</sup>

This Plan designates Joseph Rizk as the Township’s WORKPLACE COORDINATOR to oversee and implement the policies of this Plan. Pam Faris is designated as back-up workplace coordinator in the event that Joseph Rizk is absent, sick or otherwise unavailable to oversee and implement the policies of this Plan.

**1. Symptoms of COVID-19:**

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<sup>1</sup> EO 2020-96.

<sup>2</sup> EO 2020-96. See paragraph 11(a).

<sup>3</sup> See attachment A, Sections 8 and 9 of EO 2020-96: definitions of critical infrastructure workers.

Employees of the Township should familiarize themselves with the symptoms for COVID-19 for self-monitoring purposes. Any employee experiencing COVID-19 symptoms should immediately inform the Workplace Coordinator and go home. The Centers for Disease Control and Prevention (“CDC”) describes symptoms for COVID-19 to include:

- Cough
- Shortness of breath or difficult breathing
- Fever
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell
- nausea, vomiting, or diarrhea<sup>4</sup>

### **Essential Workers**

Executive Order 2020-96 requires the Township to restrict the number of workers present on the premises to no more than those strictly necessary to perform in-person work.

The order states that “[n]o person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except to the extent that those workers are necessary to sustain or protect life, to conduct minimum basic operations, or to perform a resumed activity within the meaning of this order.”<sup>5</sup> The order distinguishes between two types of essential worker: “critical infrastructure workers” and workers “necessary to conduct minimum basic operations.”

### **Critical Infrastructure Workers**

The Township consists of 9 employees who are classified as critical infrastructure workers. The order lists these workers as those in conformance definitions provided by the Director of the U.S. Cybersecurity and Infrastructure Security Agency.<sup>6</sup> These workers include public safety, law enforcement and first responders; wastewater and water officials, public works employees, etc<sup>7</sup>.

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<sup>4</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<sup>5</sup> Executive Order 2020-96; section 4.

<sup>6</sup> <https://www.cisa.gov/sites/default/files/publications/CISA-Guidance-on-Essential-Critical-Infrastructure-Workers-1-20-508c.pdf>

<sup>7</sup> Executive Order 2020-96; section 8.

## **Workers Necessary to Conduct Minimum Basic Operations**

The Township consists of 9 employees who are classified as workers necessary “to conduct the minimum basic operations, and whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”<sup>8</sup>

The Township has identified and informed its critical infrastructure workers or other workers in writing who are necessary to conduct the minimum basic operations of the Township. Only these workers/employees are permitted to work on Township premises or complete their job duties away from their homes. All other employees will work remotely.

### **2. Preventative Measures**

#### **Working Remotely**

All employees are encouraged to work remotely to the extent that they can. Non-essential employees are required to work remotely and are not permitted at the Township Offices.

#### **Daily screening for workers**

Employees who are sick are encouraged to stay home. The Workplace Coordinator is responsible for measuring an employee’s temperature and observing any COVID-19 symptoms before the employee’s shift begins. Employees who do not have a temperature over 100.4 degrees over 100.4 degrees shall monitor themselves for any COVID-19 symptoms.<sup>9</sup> Pursuant to Executive Order 2020-96, anyone entering the workplace is required to answer a questionnaire covering the symptoms and suspected or confirmed exposure to people with possible COVID-19 contact or infections.

The Workplace Coordinator shall ask every worker entering Township Offices the following questions:

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<sup>8</sup> Executive Order 2020-96; paragraph 4(b).

<sup>9</sup> “CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater, or feels warm to the touch, or gives a history of feeling feverish.” See, <https://www.cdc.gov/quarantine/air/reporting-deaths-illness/definitions-symptoms-reportable-illnesses.html>.

1. Are you feeling sick?
2. Are you experiencing any COVID-19 symptoms?
3. In the past 72 hours did you have a fever?
4. Have you been exposed anyone who is a suspected case or confirmed case of COVID-19?

Any employee or worker entering a Township Office who answers “yes” any of these questions shall be sent home and may not return to work until the provisions of Section 4, “Sick Employees Returning to Work” are satisfied.

### **Self-Monitoring**

Employees must monitor themselves and self-report if they are exposed to COVID-19 and/or are experiencing any symptoms. Employees experiencing COVID-19 symptoms shall leave work immediately. Employees shall immediately disclose to the Workplace Coordinator if s/he was exposed to COVID-19. Any employee who knowingly comes in contact with COVID-19 or is experiencing COVID-19 symptoms must inform his/her employer immediately.

### **Social Distancing**

Employees shall comply with social distancing standards defined by the Centers for Disease Control and Prevention (“CDC”). The CDC defines “social distancing” to mean keeping space between yourself and other people outside your home.<sup>10</sup> Employees are required to stay at least **six (6)** feet away from other people and shall not gather in groups where social distancing standards cannot be satisfied.

### **Increased Facility Cleaning and Disinfection**

The spread of COVID-19 occurs most frequently between people who are in close proximity to each other (less than 6 feet).<sup>11</sup> The Township shall provide and ensure sufficient hand cleaners, disinfecting supplies and sanitizers. Employees are required to clean and disinfect their workspaces daily. Employees shall clean their work spaces with soap and water if disinfectant cleaners are not available.

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<sup>10</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

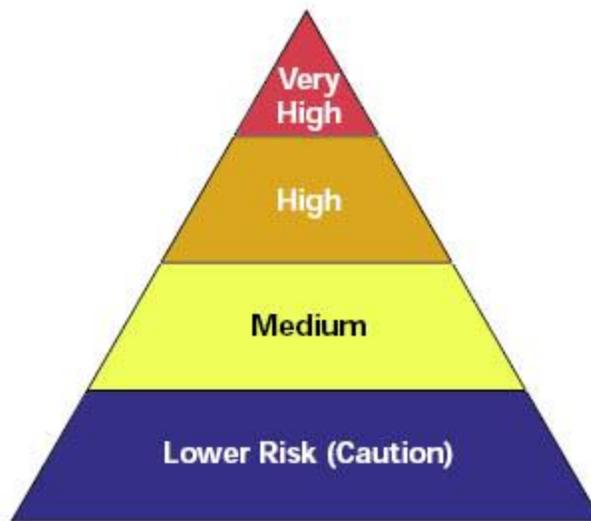
<sup>11</sup> [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html)

### **Proper Workplace Hygiene Etiquette**

Employees should wash hands regularly with soap and water for at least 20 seconds and use alcohol-based hand sanitizers when available. Employees should not use co-workers' telephones, workspaces or other personal items. Employees should disinfect their workspaces daily.

### **Classifying Department Risks**

The Township Board shall examine every department and employee's job description according to the worker exposure risk to COVID-19 pursuant to the Occupation Risk Pyramid developed by OSHA:



The Township will provide the appropriate Personal Protection Equipment to employees based on the individual occupational risk.

### **Personal Protection Equipment (“PPE”)**

Employees are encouraged to wear PPE to prevent exposure to contaminated surfaces. PPE includes gloves, protective eyewear, face shields, masks and respirators. PPE will be provided to workers who are at greater risk to exposure. Executive Order 2020-96 states that employees are required to wear masks where the work environment is such that they cannot consistently maintain six (6) feet of separation from other people.

### **3. Suspected or Confirmed COVID-19 Cases.**

***“Suspected COVID-19 Case”*** means an employee who experiences COVID-19 symptoms or was exposed to COVID-19.

- An employee who experiences COVID-19 symptoms or has been exposed to an infected person shall immediately notify the Workplace Coordinator.
- The infected employee’s name shall remain confidential and the Workplace Coordinator shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19.
- Employees who experience COVID-19 symptoms or become sick must go home immediately.
- The Workplace Coordinator shall ensure the infected employee’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.
- An employee who is a “Suspected of COVID-19 Case” may return to work once the provisions of Section 4 of this Plan are satisfied.

***“Confirmed COVID-19 Cases”*** means an employee who has tested positive for COVID-19.

- Any employee who tests positive for COVID-19 shall inform the Workplace Coordinator immediately and must go home immediately.
- An employee who is a “Confirmed COVID-19 Case” shall immediately disclose the names of other employees or workers s/he came in contact with during the past 14 days to the Workplace Coordinator.
- The infected employee’s name shall remain confidential and the Workplace Coordinator shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19.
- The Workplace Coordinator shall ensure the infected employee’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.

- An employee who is a “Confirmed COVID-19 Case” may return to work once the provisions of Section 4 of this Plan are satisfied.

#### **4. Sick Employees Returning to Work.**

This Plan adopts recommendations from the CDC regarding when an employee may return to work if s/he is a suspected or confirmed case of COVID-19. The CDC has developed two acceptable strategies to help determine when an employee with a suspected or confirmed case of COVID-19 may return to work<sup>12</sup>:

1. *Symptom-based Strategy*: Employee will be excluded from work until: at least three (3) days or seventy-two (72 hours) have passed since the employee has recovered, defined by resolution of fever without the use of fever reducing medications and improvement in respiratory symptoms such as cough or shortness of breath; and, at least 10 days have passed since symptoms first appeared.<sup>13</sup>

*Test-Based Strategy*: Employee will be excluded from work until: resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms such as cough or shortness of breath; and a Negative result of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart.<sup>14</sup>

*(This space intentionally left blank)*

#### **5. Families First Coronavirus Response Act (“FFCRA”): Employee Paid Leave Rights.**

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<sup>12</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

<sup>13</sup> *Id.*

<sup>14</sup> *Id.*

The FFCRA requires the Township to provide employees with paid sick leave or expanded family and medical leave for certain reasons related to COVID-19.<sup>15</sup> Employees are entitled to the following benefits provided by the FFCRA:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.”<sup>16</sup>*

An employee may choose to substitute any accrued vacation leave, personal leave or medical/sick leave for the first two weeks of partial paid leave.<sup>17</sup> Although notice of leave is not required, employees are encouraged to inform the Workplace Coordinator if leave is foreseeable.

#### **A. Qualified Reasons for Leave.**

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<sup>15</sup> <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

<sup>16</sup> *Id.*

<sup>17</sup> *Id.* See also, FFCRA, Section 110. Public Health Emergency Leave, sub-section (b)(1)(B).

The FFCRA provides the following qualifying reasons for leave:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.<sup>18</sup>

#### **B. Duration of Leave.**

**For reasons (1)-(4) and (6):** A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.<sup>19</sup>

**For reason (5):** A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.<sup>20</sup>

#### **C. Calculation of Pay.**

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<sup>18</sup> <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave#>; see also, FFCRA Section 5102(a)-(6).

<sup>19</sup> *Id.* See also, FFCRA Section 5102(b) Duration of Sick Paid Sick Time, sub-paragraphs (2)(A) and (B).

<sup>20</sup> *Id.*

**For leave reasons (1), (2), or (3):** employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).<sup>21</sup>

**For leave reasons (4) or (6):** employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).<sup>22</sup>

**For leave reason (5):** employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).<sup>23</sup>

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<sup>21</sup> *Id.*

<sup>22</sup> *Id.*

<sup>23</sup> *Id.*

Joseph A. Rizk, Supervisor  
Cynthia Bryan, Clerk  
Pam Faris, Treasurer

Office -----810-686-7580  
FAX -----810-686-0820  
Bldg. Dept.--810-686-7676  
FAX -----810-686-8856



Trustees

Nancy Belill  
Sue Thomas  
Jeremy Clontz  
Kerry Paulson

Monday, April 27, 2020

Vienna Township Clerk  
3400 W. Vienna Road  
Clio, MI 48420

Re: 10488 Varna  
Clio MI 48420  
Sewer Back up Claim

Below is the timeline of the sewer back up located at 10488 Varna:

- March 15, 2020 – County was contacted by homeowner that there was sewer back up at their residence. The county then contacted M. Mantei (Vienna Township Building Official) and informed him of the problem that was reported to them. The county then went out to the residence and found the issue which was a root ball in our main. The county then fixed the problem at that time.
- March 15, 2020 – The homeowner called and requested a claim form for the damages of the sewer back up and at that time L. Neal (Administrative Assistant Water/Sewer Department) then emailed the homeowner the packet for her to fill out and send into Vienna Township for the claim.
- April 27, 2020 – Vienna Township received the claim for the damages (Attachment A)

Sincerely,

Lynn Neal  
Water/ sewer clerk, Vienna Township

3400 West Vienna Road | Clio, MI 48420 | [www.viennatwp.com](http://www.viennatwp.com)

Office Hours: M, Tu, Th - 8:00 AM – 5:00 PM, Wed – 8:00 AM – 6:00 PM, Closed Friday

**COMPLAINT INTAKE FORM**

Date call was received: 3-15-20

Time: 1:43 pm

Caller's Name: Michelle Finney

Caller's Address: 10488 Varma St  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: 810-210-8575

Name of Owner, Phone Number,  
and Address of Affected property:  
(if different from above) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Complaint/  
Description of Event: Sewage backing up in customers  
basement.  
\_\_\_\_\_  
\_\_\_\_\_

Date of discovery of event: 3-15-20

A notice of claim packet was sent to the caller?  Yes /  No  
Date mailed: 3-17-20

The caller was informed of the requirement of written notice to be sent to  
Vienna Township within 45 days of discovery of event.  Yes /  No

Call taken by: Cory Smith

Joseph A. Rizk, Supervisor  
Cynthia Bryan, Clerk  
Pam Faris, Treasurer  
Office -----810-686-7580  
FAX -----810-686-0820  
Bldg. Dept.--810-686-7676  
FAX -----810-686-8856



Trustees

Nancy Belill  
Sue Thomas  
Jeremy Clontz  
Kerry Paulson

**NOTICE OF CLAIM**

In order to make a claim for damages or physical injury arising from a sewage disposal or storm water system event,

All claimants **must** provide the following information:

Name: Michelle Finney  
Address: 10488 Varna Street  
Clio MI 48420

Date: 4-11-20  
Telephone: 800 210 8575

Address of affected property \_\_\_\_\_  
(if different from above) \_\_\_\_\_

Please briefly describe the claim: Sewage backed into basement,  
ruining wood floors, rugs, bottom of table  
bar, chairs, & theater seats. Drain commissioner  
employee confirmed sewage was full.

Date of discovery of property damages or physical injuries: 3-15-20

Please return to: Vienna Township  
3400 W. Vienna Rd.  
Clio, MI 48420

**An individual that has been injured or has suffered property damage as a result of a Sewage or Water System Disposal Event must provide written notice of the event within 45 days after the date the damage or injury was, or in exercise of reasonable diligence should have been discovered. Failure to provide proper notice will bar you claim.**

**FOR OFFICE USE ONLY**

Date received: \_\_\_\_\_  
Forwarded to: \_\_\_\_\_ Date: \_\_\_\_\_  
Forwarded to: \_\_\_\_\_ Date: \_\_\_\_\_  
Forwarded to: \_\_\_\_\_ Date: \_\_\_\_\_

3400 West Vienna Road | Clio, MI 48420 | [www.viennatwp.com](http://www.viennatwp.com)

Office Hours: M, Tu, Th - 8:00 AM – 5:00 PM, Wed – 8:00 AM – 6:00 PM, Closed Friday

**VIENNA TOWNSHIP**  
**INVENTORY OF DAMAGES**  
**FROM A SEWER BACKUP OR OVERFLOW EVENT**

The following information should be obtained from each claimant. The more information that is obtained and the more detailed that information, the easier it will be to evaluate the claim and defend the claim.

Today's date: 4-11-20 Date of event: 3-15-20

**PERSONAL INFORMATION**

Claimant's full name: Michelle Marie Finney Age: 37  
 Social Security Number: 382906780 Telephone number: 810 210 8575  
 Address of home allegedly damaged: 10488 Varna Street  
 City: Chgo Michigan, Zip Code 48420  
 Full name of claimant's spouse: (if applicable) \_\_\_\_\_

Individuals living at the home in question:

NAME	AGE	RELATIONSHIP
<u>self</u>	<u>37</u>	<u>self</u>
<u>Michelle Finney</u>	<u>38</u>	<u>Husband</u>
<u>Rose Finney</u>	<u>8</u>	<u>son</u>
<u>Olivia Finney</u>	<u>6</u>	<u>daughter</u>
<u>Malachi Stinson</u>	<u>16</u>	<u>son</u>
<u>Eva Mercedes</u>	<u>12</u>	<u>daughter</u>

Does claimant own the home?  Yes /  No If yes, Year of purchase 2014  
 Purchase price \$92700

Does claimant rent the home? Yes  /  No If yes, for how long \_\_\_\_\_

Landlords name: \_\_\_\_\_  
 Address: \_\_\_\_\_

**INSURANCE COVERAGE:**

Did the claimant have homeowner's or renter's insurance through any insurance company that may cover the loss?  Yes /  No

Name and address of insurance company? Badgers Mutual  
 City: \_\_\_\_\_, State \_\_\_\_\_, Zip \_\_\_\_\_

Policy Number of insurance company? \_\_\_\_\_

Has any claim been made? Yes  /  No If yes, what is the claim number \_\_\_\_\_

**DAMAGE TO REAL PROPERTY, IF ANY:**

- A. Did the claimant or anyone in the home have any illness or sickness (besides the common cold or flu) prior to the event? Yes No
- B. Describe each illness, dates of illness and name and address of each hospital, physician or other medical practitioner that provided treatment to the claimant prior to the event.

<u>Date</u>	<u>Illness</u>	<u>Medical Care Facility and Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Medical history alleged to be related to the backup or overflow: N/A

1. What ill effects, if any, does claimant allege to have suffered as a result of the backup or overflow event? \_\_\_\_\_  
\_\_\_\_\_
2. Physicians or Medical Practitioners who diagnosed these ill effects.  

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
3. Physician or Medical Practitioner providing treatment for these ill effects.  

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
4. Obtain the dates of treatment. \_\_\_\_\_  
\_\_\_\_\_
5. Have the claimants sign medical authorization forms for each hospital, physician or medical practitioner from whom they received treatment to release the records.

Does the claimant contend that any real property (real estate, house or other structure) was damaged in any way as a result of the backup or overflow event? Yes / No

Yes / No

If yes, determine in detail the damage including:

- A. The real property damage: \_\_\_\_\_
- B. The specific nature and type of damage: \_\_\_\_\_
- C. The dollar amount of such damage: \$ \_\_\_\_\_
- D. Obtain any records, reports or documents of such damage: \_\_\_\_\_
- E. Did the claimant attempt to have the house or structure repaired or cleaned? Yes / No  
If yes, obtain any repair and/or cleaning estimates, invoices or receipts: \_\_\_\_\_
- F. The name and address of any contractor, repairman or individual performing the repairs and/or cleaning: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- G. The total cost of all such repairs and/or cleaning to the house and structures: \$ \_\_\_\_\_

**PROPERTY DAMAGE:**

*See Attached Sheet*

Describe each and every item of personal property they claim to have been damaged as a result of the backup or overflow event.

For each item claimed to have been damaged, determine the following:

- A. Description \_\_\_\_\_
- B. Date of purchase \_\_\_\_\_
- C. Store of Purchase \_\_\_\_\_
- D. Quantity purchased \_\_\_\_\_
- E. Brand name \_\_\_\_\_
- F. Serial number \_\_\_\_\_
- G. Purchase price \$ \_\_\_\_\_
- H. Obtain copies of receipts proving purchase of the item? \_\_\_\_\_
- I. Did claimant retain the property or dispose of it? If disposed of, how and where?  
\_\_\_\_\_  
\_\_\_\_\_
- J. If disposed of, did the claimant make any record of the property prior to the disposal (i.e.) written description, photographs, or videos)? \_\_\_\_\_  
\_\_\_\_\_  
If yes, obtain copies of all such records, photographs or videotapes.
- K. If the property was retained, obtain photographs or videotape of the item alleged to have been damaged.
- L. If the item was retained, did the claimant attempt to have the item repaired or cleaned? \_\_\_\_\_
- M. Obtain copies of any repair or cleaning estimates, statements, invoices or receipts for the item.

**PERSONAL INJURY OR ILLNESS, IF CLAIMED:**

Does the claimant allege any illness or injury as a result of the backup or overflow event? Yes / No  
If no, do not obtain any further information. If yes, obtain the following information:

Yes / No

Also Bill for plumber  
\$100  
included

# Property Damage List

1) F. Antique Bar w/ Stools  
3 1980

- Art Van

2) (1) Bar (2) Stools

- Howard mfg, Starkville MS

- \$500 Group

- unknown

- NO

- NO  
- photos taken

- Items need reupholstered & wood repair

M. Nothing done due to stores closed during COVID-19 Pandemic

2) A Wood Floors

B Jan 2020

C Menards

D 240 sq ft of wood

E Great Lakes Honey Oak

- Model 22916

\$1942.96 w/tax

H NO

I NO

J Pictures taken

- not kept due to water & fecal

- N/A

U N/A

3) A Rugs

B Jan 2020

C Menards

D 4 Rugs

E Mohawk

F sku 7632670, 7632663

G \$254.33

H NO

I NO, Garbage

J Pictures taken

K not kept

L N/A

M N/A

4) A Theater Seats

B 2015

C Art Van

D 3 connected recliners

E Toohy collection

F 3x60081 + 2x60082

G \$1166

H NO

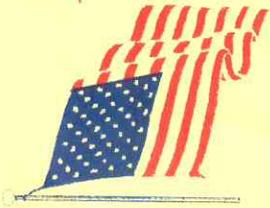
I NO Garbage

J Picture taken

K not kept

L N/A

M N/A



# American Sewer Cleaners

P.O. Box 430  
Flint, Michigan 48501

736-0660 • 24 Hour Service

Residential • Commercial • Industrial • Municipal

Date 3-15-20 Phone \_\_\_\_\_

Name \_\_\_\_\_

Address 10488 Varna St

Serviceman Jeff

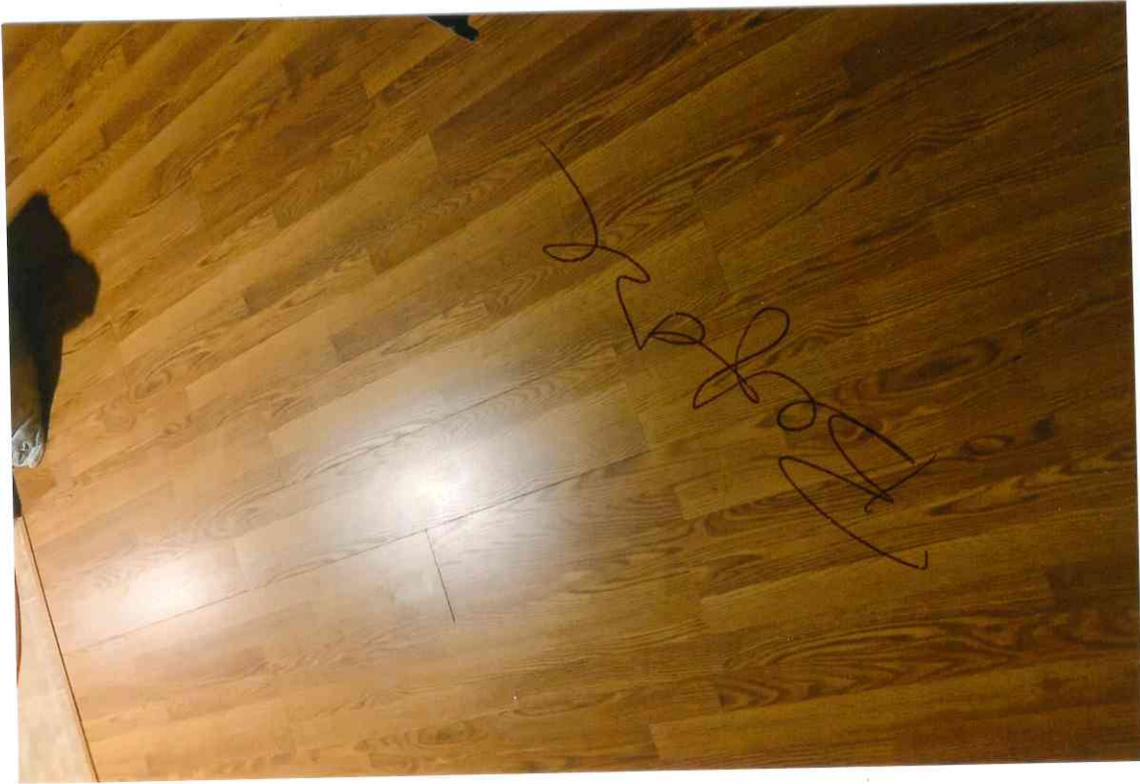
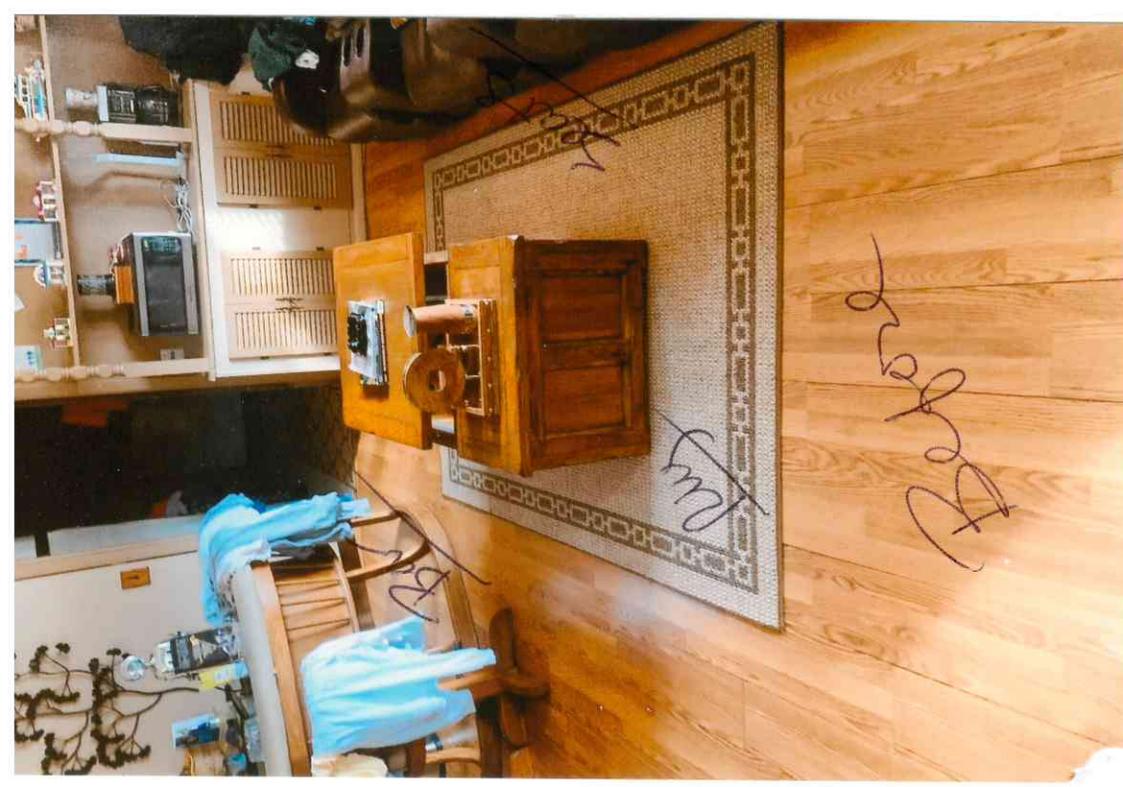
Sewer	<u>Sept 1065 34' 100' (nb)</u>	<u>100'</u>
Floor Drain		
Storm	<u>full main.</u>	
Stool	<u>Called 6865850</u>	
B. Sink		
B. Tub		
K. Sink		
Other		
Warranty	YES	<input checked="" type="radio"/> NO
CASH ( )	CHECK ( )	CHARGE ( <input checked="" type="radio"/> ) TOTAL
Bill to	<u>T.K. # 447-766</u>	<u>100'</u>

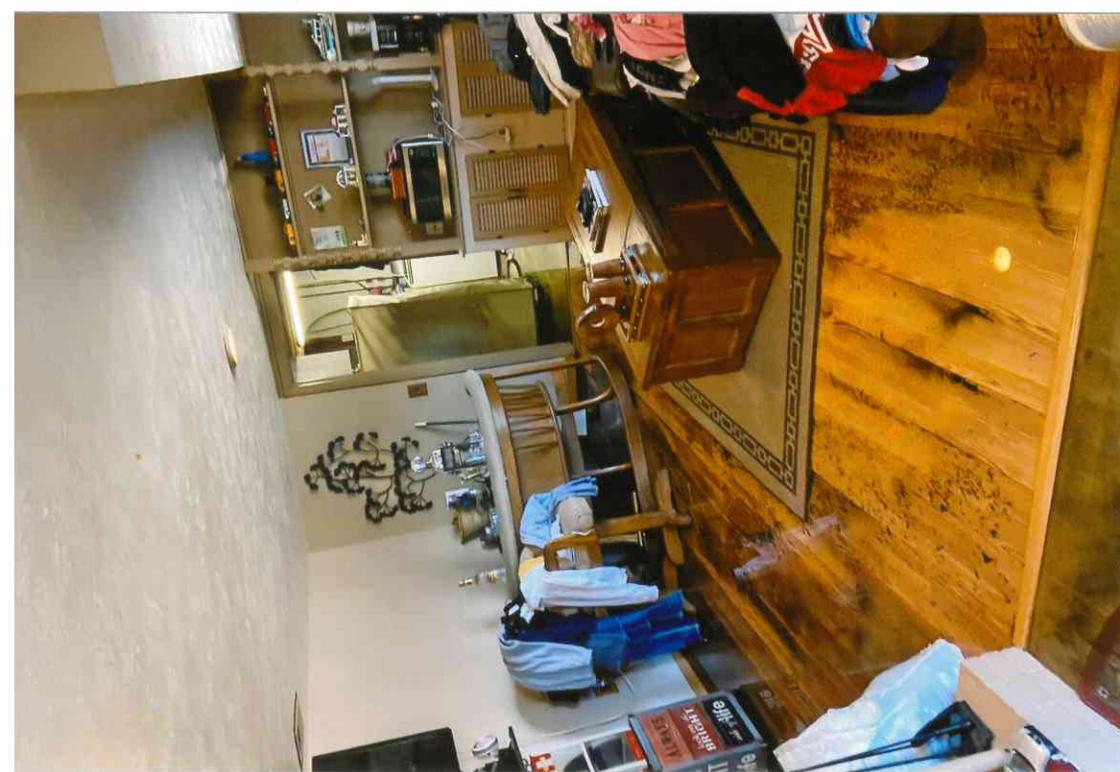
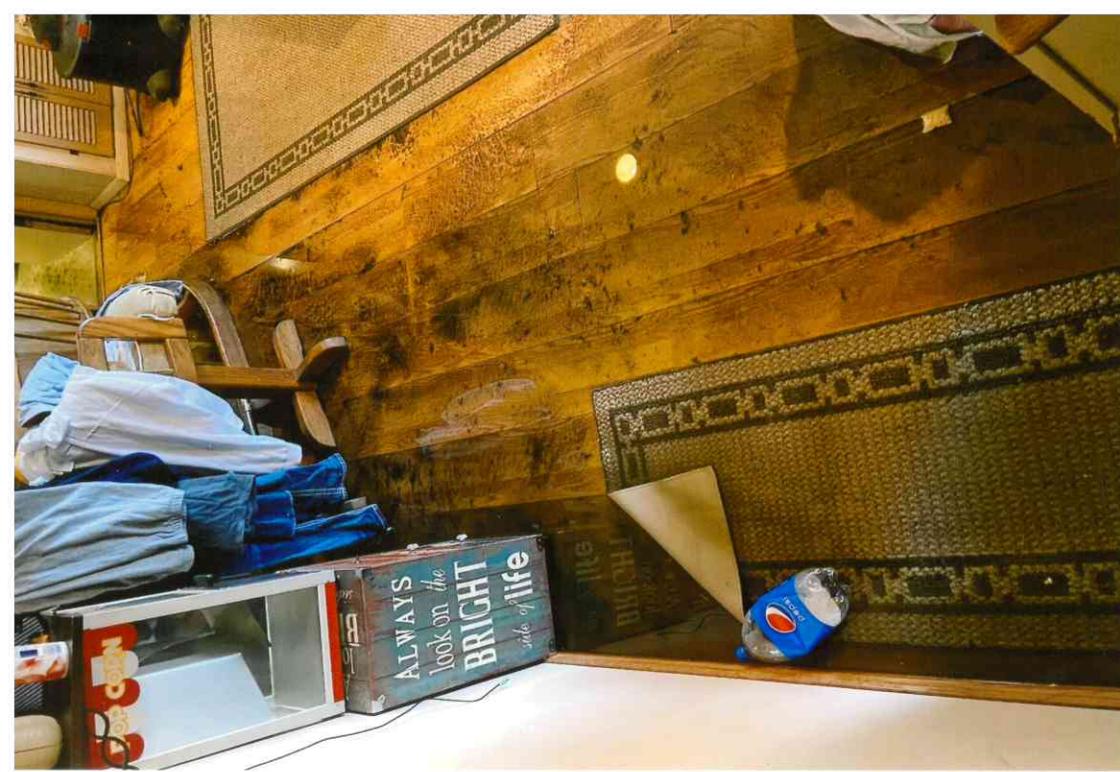
S.S.# \_\_\_\_\_

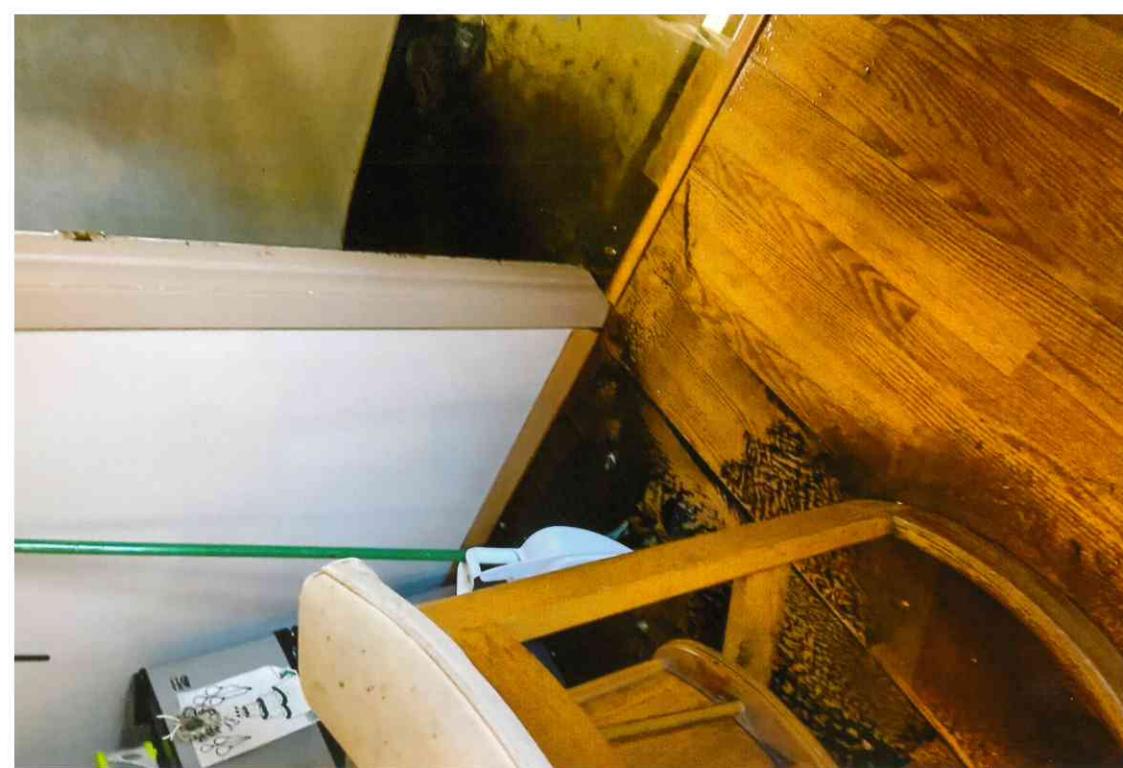
Sign  Customers Signature

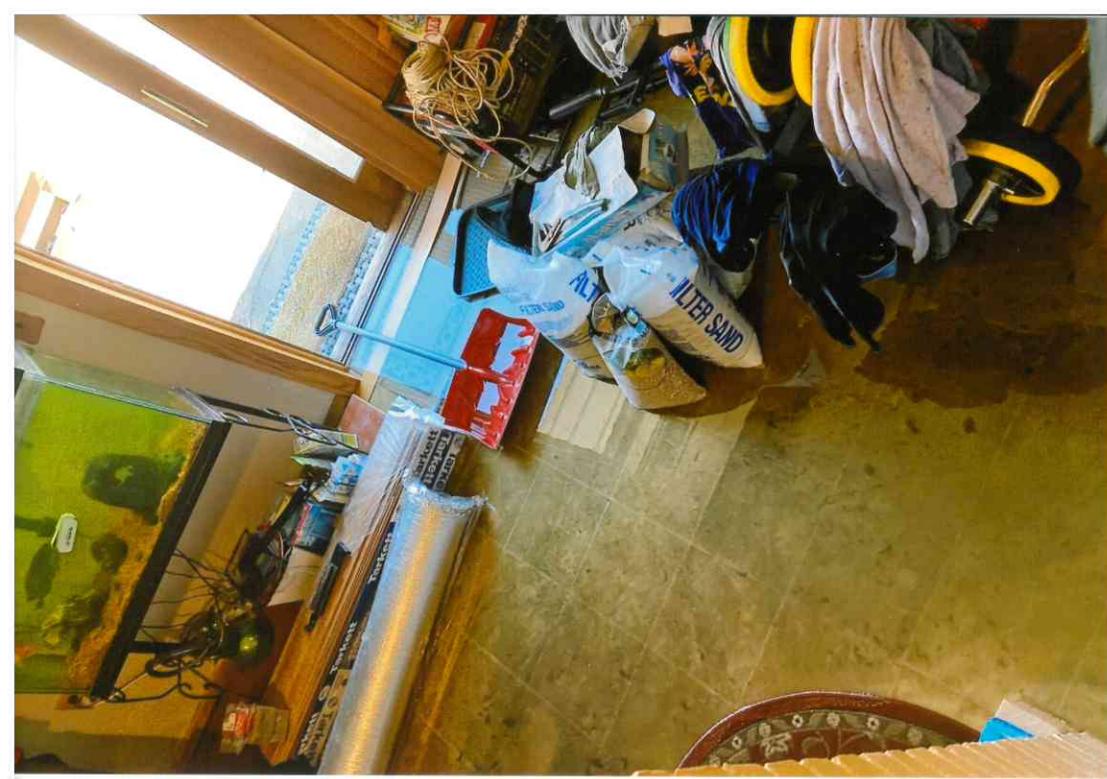
Please pay by invoice no.

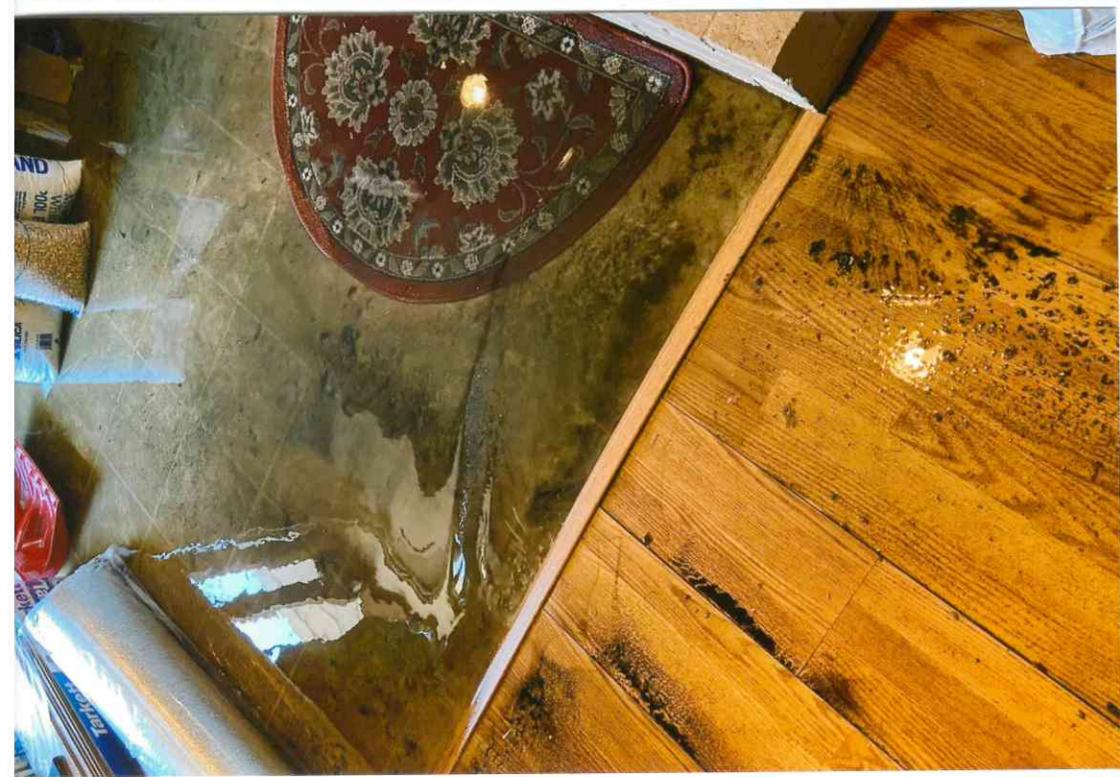
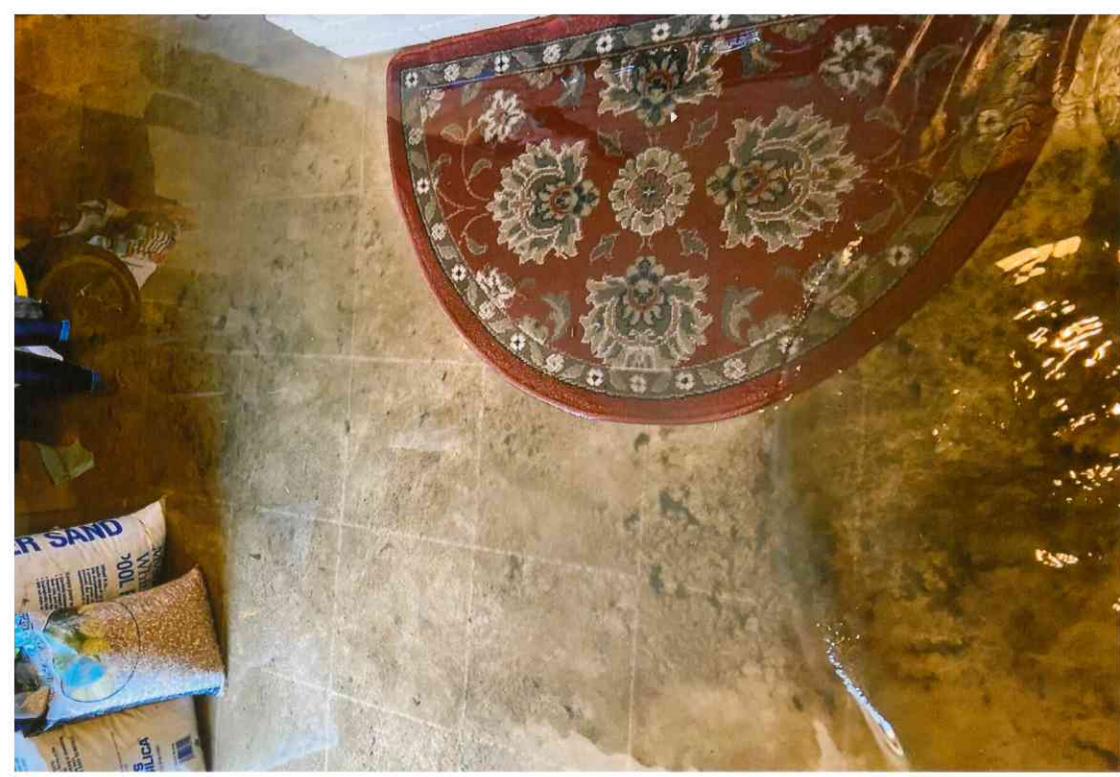
326779

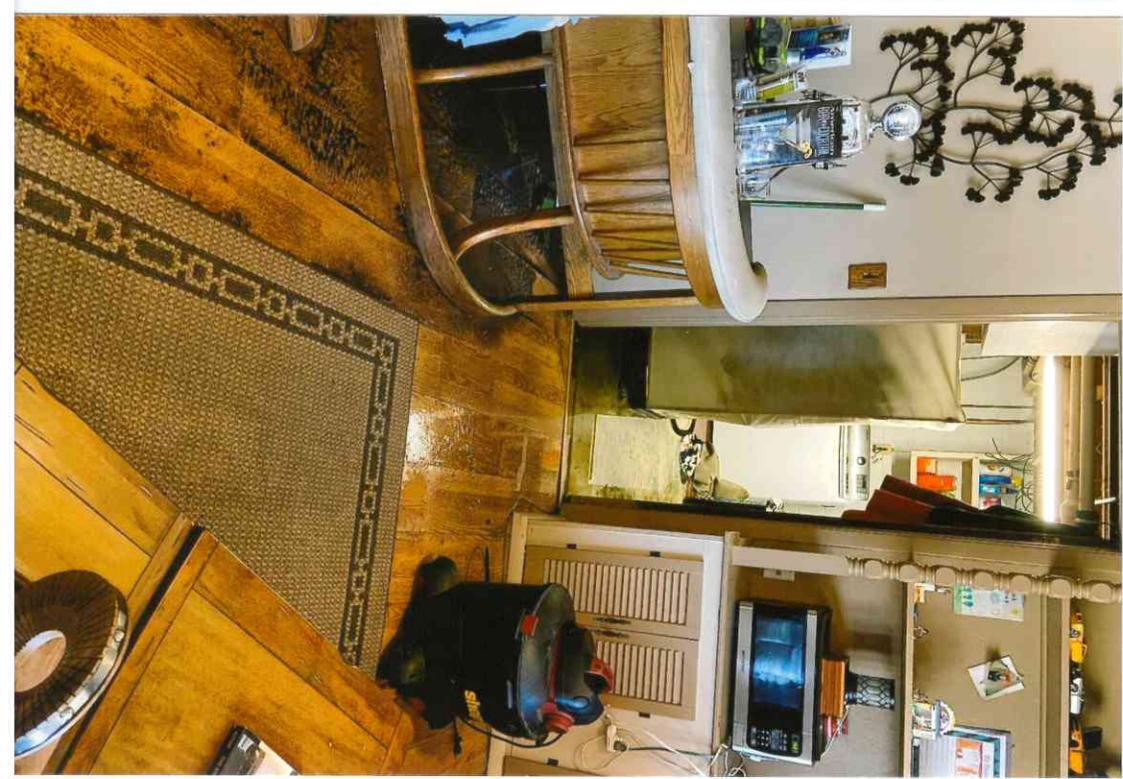
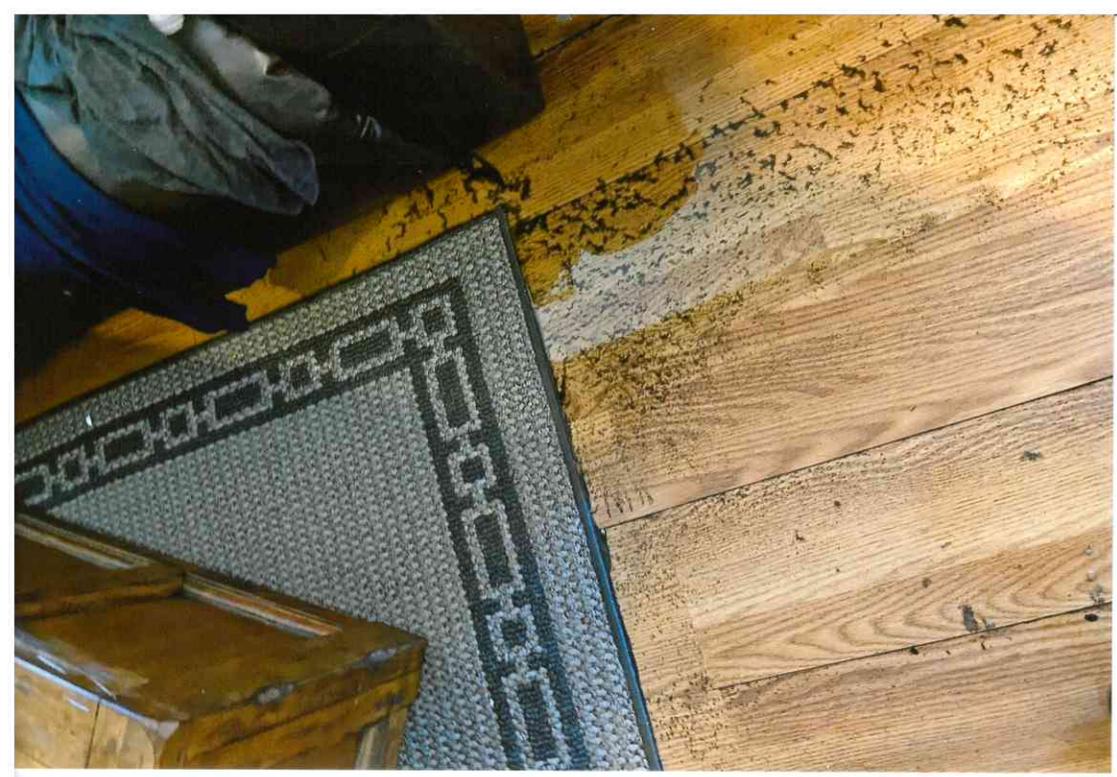




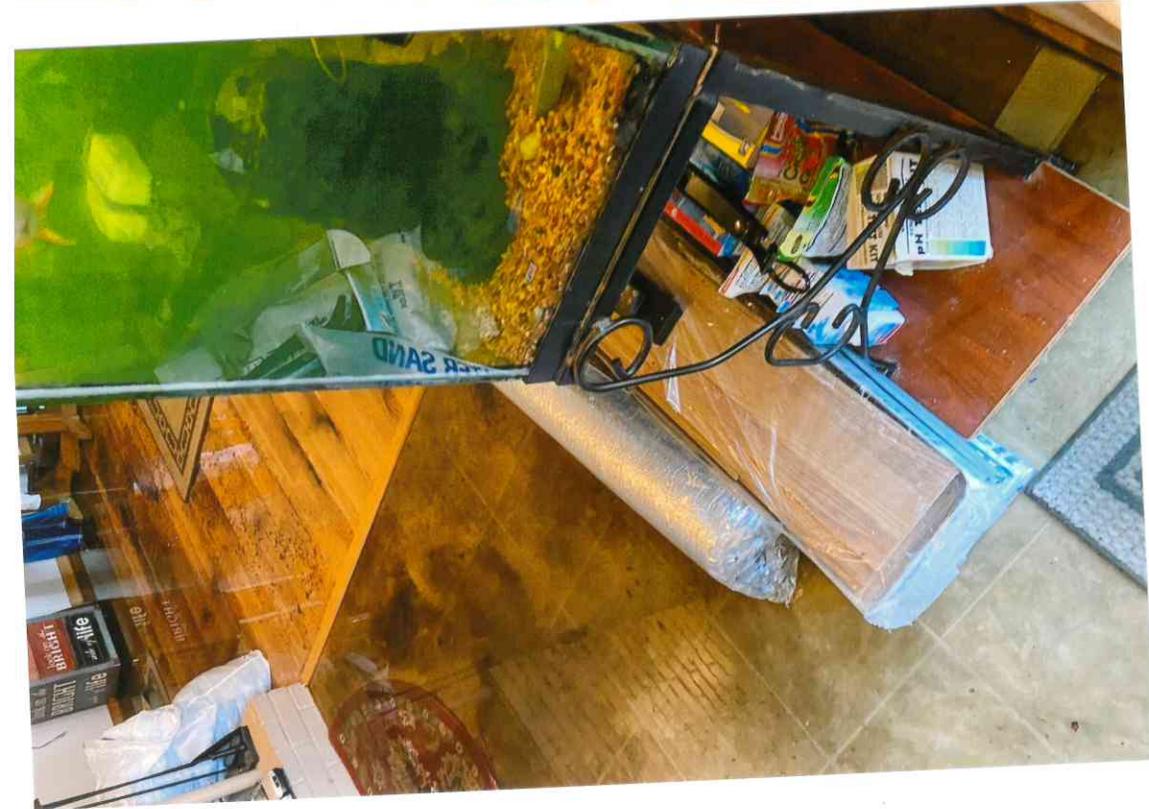
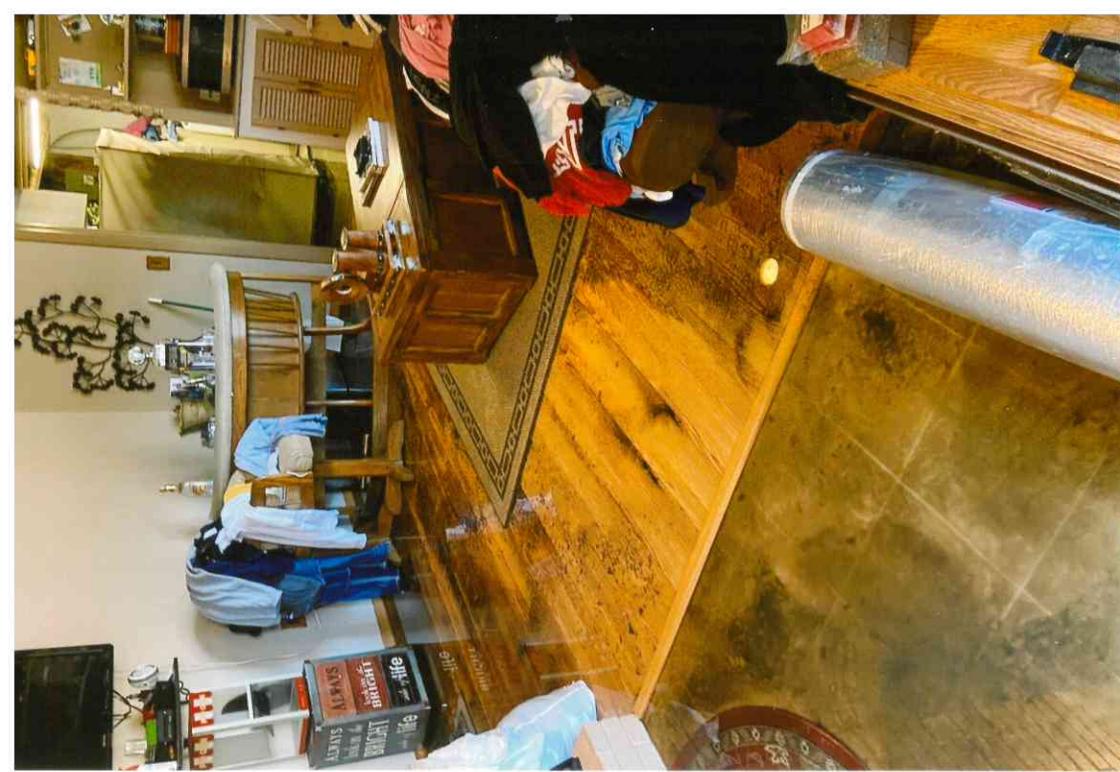


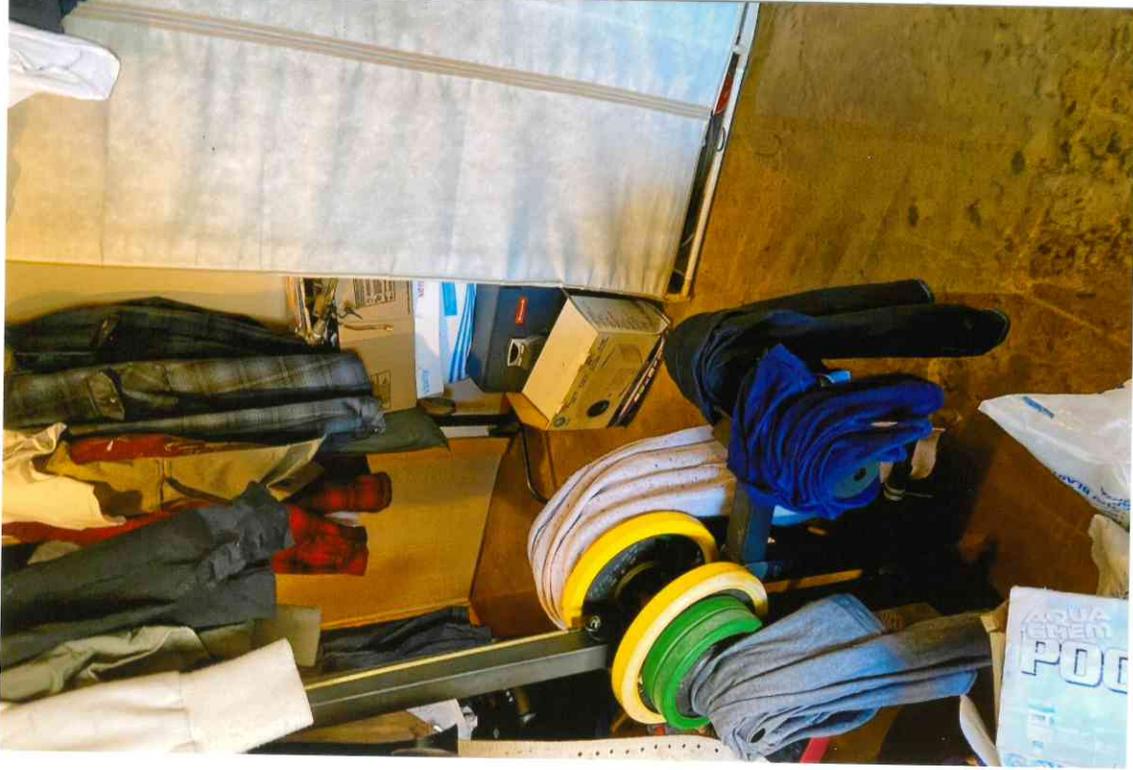












10488 Varna Claim Detail

Antique Bar	\$1,978.00
Stools	\$345.00
Flooring	\$999.54
Theatre Seating	\$1,166.00
Rugs	\$254.33
Plumber	\$100.00
<b>Total Claim</b>	<b>\$4,842.87</b>

From: Peter Doerr [mailto:peter@doerrpc.com]  
Sent: Thursday, June 4, 2020 1:14 PM  
To: Joe <jrizk@viennatwp.com>  
Subject: Sewer Back Up Claim

Joe: This email follows our conversation today during which I understood you to say that the sewer line servicing Michelle Finney's property had not been cleaned since 2013, and therefore, the township is not in position to say that it acted diligently in maintaining the line. Accordingly, the township should pay the claim. Please contact me if you have any questions. Thank you. Pete

--

Peter M. Doerr  
Peter M. Doerr PC  
Attorney at Law  
11500 N. Saginaw Street  
Mount Morris MI 48458  
Phone: (810) 686 7030  
Fax: (810) 686 4387  
Email: peter@doerrpc.com

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