

**CITY OF MENOMINEE, MICHIGAN  
MENOMINEE CITY COUNCIL  
AGENDA FOR JANUARY 17, 2022  
HELD AT CITY HALL - 2511 10<sup>th</sup> STREET – 6 p.m.**

---

**A) CALL THE MEETING TO ORDER.**

**B) PLEDGE OF ALLEGIANCE TO THE FLAG.**

**C) ROLL CALL.**

**D) APPROVAL OF MEETING AGENDA.**

**E) MINUTES OF PREVIOUS MEETINGS.**

- 1) Regular meeting of December 20, 2021.

**F) COMMUNICATIONS.**

**G) PUBLIC HEARINGS.**

**H) PUBLIC COMMENT.**

- 1) This public comment session is intended for statements, not debate, limited to three minutes per person *on agenda items only*. Please be prepared to state your name and address before speaking.

**I) REPORTS OF OFFICERS.**

- 1) Mayor Stegeman's standing committee appointments.
- 2) Interim City Manager's report.

**J) REPORTS OF BOARDS, COMMISSIONS, AND STANDING COMMITTEES.**

- 1) The Water and Wastewater Utility Board on Change Order #2 to the utilities project contract with Barley Trucking and Excavating, Inc.
- 2) The Finance Committee on the 2022 poverty exemption guidelines and application.

**K) MISCELLANEOUS.**

- 1) Election of a Deputy Mayor.

**L) MOTIONS AND RESOLUTIONS.**

**M) PUBLIC COMMENT.**

- 1) This public comment session is *not limited to agenda items*. It is intended for statements, not debate, limited to three minutes per person. Please be prepared to state your name and address before speaking.

**N) ADJOURN.**

Requests from individuals with disabilities who need special accommodations to participate in this meeting or hearing should be made to the City Clerk's Office at 1-906-863-2656 with as much advanced notice prior to the meeting as possible.
--



**CITY OF MENOMINEE, MICHIGAN  
REGULAR COUNCIL PROCEEDINGS  
DECEMBER 20, 2021**

---

A regular meeting of the Menominee City Council, City of Menominee, County of Menominee, State of Michigan, was held on Monday, December 20, 2021 in the Municipal Complex Council Chambers.

The Honorable Jean Stegeman called the meeting to order at 6:00 p.m. and led the pledge of allegiance to the flag.

PRESENT: Council Members Fifarek, Jones, Klitzke, Nelson, Nutter, Plemel, Pohlmann and Robinson; Mayor Stegeman

ABSENT: None

PRESENT: 9                      ABSENT: 0

A motion was made by Council Member Jones and seconded by Council Member Nelson to approve the agenda for the meeting dated December 15, 2021.

A motion as made by Mayor Stegeman and seconded by Council Member Fifarek to remove Item N) Adjourn to Closed Session from the agenda and to approve the amended agenda for the meeting.

AYES: Stegeman, Fifarek, Klitzke, Nelson, Nutter, Plemel, and Pohlmann

NAYS: Jones and Robinson

This motion was carried.

A motion was made by Council Member Nelson and seconded by Council Member Plemel to approve the minutes of the regular meeting of December 15, 2021 as presented. This motion was carried unanimously.

**COMMUNICATIONS:**

On behalf of the WODA Group, Craig Patterson provided an update on the Lloyd Houses I and II.

**PUBLIC COMMENT:**

Mayor Stegeman opened the public comment session that was called for the purpose of hearing citizen comments on agenda items only.

No one was heard.

A motion was made by Council Member Nelson and seconded by Council Member Fifarek to close public comment. This motion was carried unanimously.

**REPORTS OF OFFICERS:**

Mayor Stegeman submitted the following appointments for confirmation:

- Tony Hofer to the Planning Commission, filling a vacancy, with his term to expire October 7, 2024, and

- Jim Plansky to the Downtown Development Authority, replacing Wendy Baron, with his term to expire January 25, 2024.

A motion was made by Council Member Jones and seconded by Council Member Nelson to confirm the appointments. This motion was carried unanimously.

A report was heard from Interim City Manager Botbyl.

#### **COMMITTEE REPORT:**

At a December 13, 2021 meeting, the Finance Committee discussed the audit report for the City of Menominee for the year ended June 30, 2021, as presented by Joe Verlin of Gabridge and Company and they recommended to City Council that Council receive the report and place it on file.

#### **FINANCE COMMITTEE**

A motion as made by Council Member Jones and seconded by Council Member Fifarek to adopt the recommendation. This motion was carried unanimously.

#### **MOTIONS AND RESOLUTIONS:**

The proposed 2022 meeting schedule was presented as follows:

#### **2022 MEETING SCHEDULE**

<b>MONTH</b>	<b>MONDAY 6 p.m. CITY COUNCIL</b>	<b>THURSDAY 4 p.m. W W U B</b>	<b>TUESDAY 11 a.m. CEMETERY BOARD</b>	<b>TUESDAY 4:15 p.m. PLANNING COMMISSION</b>
January	17 <sup>th</sup>	10 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>
February	21 <sup>st</sup>	10 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>
March	21 <sup>st</sup>	10 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>
April	18 <sup>th</sup>	14 <sup>th</sup>	12 <sup>th</sup>	12 <sup>th</sup>
May	16 <sup>th</sup>	12 <sup>th</sup>	10 <sup>th</sup>	10 <sup>th</sup>
June	20 <sup>th</sup>	9 <sup>th</sup>	14 <sup>th</sup>	14 <sup>th</sup>
July	18 <sup>th</sup>	14 <sup>th</sup>	12 <sup>th</sup>	12 <sup>th</sup>

August	15 <sup>th</sup>	11 <sup>th</sup>	9 <sup>th</sup>	9 <sup>th</sup>
September	19 <sup>th</sup>	8 <sup>th</sup>	13 <sup>th</sup>	13 <sup>th</sup>
October	17 <sup>th</sup>	13 <sup>th</sup>	11 <sup>th</sup>	11 <sup>th</sup>
November	21 <sup>st</sup>	10 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>
December	19 <sup>th</sup>	8 <sup>th</sup>	13 <sup>th</sup>	13 <sup>th</sup>

A motion was made by Council Member Jones and seconded by Council Member Pohlmann to approve the schedule as presented. This motion was carried unanimously.

**PUBLIC COMMENT:**

Mayor Stegeman opened the public comment session.

Comments were heard from Mark Pontti.

A motion was made by Council Member Plemel and seconded by Council Member Nelson to close public comment. This motion was carried unanimously.

**ADJOURN:**

A motion was made by Council Member Plemel and seconded by Council Member Nelson to adjourn the meeting. This motion was carried unanimously.

  
Susan K. Johnson



Change Order No. 2

Date of Issuance:	1/5/2022	Effective Date:	1/5/2022
Owner:	City of Menominee	Owner's Contract No.:	N/A
Contractor:	Barley Trucking & Excavating, Inc.	Contractor's Project No.:	N/A
Engineer:	Coleman Engineering Company	Engineer's Project No.:	200718
Project:	State Revolving Fund Water & Sewer Utility Project, CWSRF Project 5732-01 and DWRP Project 7513-01		
Contract Name:	State Revolving Fund Water & Sewer Utility Project, CWSRF Project 5732-01 and DWRP Project 7513-01		

The Contract is modified as follows upon execution of this Change Order:

Description: Additional plumbing was needed inside of several homes due to new meter locations.

Attachments: Schedule of Pay Items; Work Change Directives #1-4

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price:  \$ <u>6,276,360.94</u>	Original Contract Times: Substantial Completion: <u>June 15, 2023</u> Ready for Final Payment: <u>June 30, 2023</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> :  \$ <u>368,880.69</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : Substantial Completion: <u>--</u> Ready for Final Payment: <u>--</u> days
Contract Price prior to this Change Order:  \$ <u>5,907,480.25</u>	Contract Times prior to this Change Order: Substantial Completion: <u>June 15, 2023</u> Ready for Final Payment: <u>June 30, 2023</u> days or dates
[Increase] [Decrease] of this Change Order:  \$ <u>1,408.22</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>--</u> Ready for Final Payment: <u>--</u> days or dates
Contract Price incorporating this Change Order:  \$ <u>5,908,888.47</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>June 15, 2023</u> Ready for Final Payment: <u>June 30, 2023</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: _____	By: _____	By: _____	By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)			Contractor (Authorized Signature)	
Title: _____	Title: _____	Title: _____	Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

## Attachment #1 - Schedule of Pay Items

EC-200718 SRF Water &amp; Sewer Utility Project (CWSRF-6732-01 &amp; DWRP 7513-01)

Item No.	Description	Units	Unit Price	Revised Contract Amount (Thru CO No. 1)		Change Order No. 2		Revised Contract Amount (Thru CO No. 2)	
				Qty.	Extension	Qty.	Extension	Qty.	Extension
1	Mobilization, Max	LSUM	\$ 96,785.74	0.4	\$ 38,714.30		\$ -	0.4	\$ 38,714.30
2	4-inch Water Main	FT	\$ 148.22	35	\$ 5,117.70		\$ -	35	\$ 5,117.70
3	8-inch Water Main	FT	\$ 77.33	221	\$ 17,089.93		\$ -	221	\$ 17,089.93
4	8-inch Water Main	FT	\$ 87.44	5568	\$ 486,865.92		\$ -	5568	\$ 486,865.92
5	16-inch Water Main	FT	\$ 257.05	235	\$ 60,406.75		\$ -	235	\$ 60,406.75
6	8-inch Gate Valve and Box	EA	\$ 2,030.72	29	\$ 58,890.88		\$ -	29	\$ 58,890.88
7	16-inch Gate Valve and Box	EA	\$ 10,795.81	3	\$ 32,387.43		\$ -	3	\$ 32,387.43
8	8-inch cap	EA	\$ 260.44	1	\$ 260.44		\$ -	1	\$ 260.44
9	4-inch, 45 deg bend	EA	\$ 317.91	6	\$ 1,907.46		\$ -	6	\$ 1,907.46
10	8-inch x 6-inch Reducer	EA	\$ 423.85	8	\$ 3,390.80		\$ -	8	\$ 3,390.80
11	8-inch x 4-inch Reducer	EA	\$ 391.32	3	\$ 1,173.96		\$ -	3	\$ 1,173.96
12	8-inch Tee	EA	\$ 742.62	8	\$ 5,940.96		\$ -	8	\$ 5,940.96
13	8-inch x 8-inch x 6-inch Tee	EA	\$ 664.55	18	\$ 11,961.90		\$ -	18	\$ 11,961.90
14	8-inch x 16-inch x 8-inch x 16-inch Cross	EA	\$ 3,241.99	3	\$ 9,725.97		\$ -	3	\$ 9,725.97
15	8-inch x 8-inch x 8-inch x 8-inch Cross	EA	\$ 1,175.79	4	\$ 4,703.16		\$ -	4	\$ 4,703.16
16	8-inch, 45 deg bend	EA	\$ 415.50	14	\$ 5,817.00		\$ -	14	\$ 5,817.00
17	8-inch, 45 Deg Bend	EA	\$ 1,146.58	40	\$ 45,863.20		\$ -	40	\$ 45,863.20
18	16-inch, 45 Deg Bend	EA	\$ 3,386.41	8	\$ 27,091.28		\$ -	8	\$ 27,091.28
19	1-inch Corporation Stop	EA	\$ 227.96	128	\$ 29,178.88		\$ -	128	\$ 29,178.88
20	Insulate Water Service	SFT	\$ 2.45	520	\$ 1,274.00		\$ -	520	\$ 1,274.00
21	1-inch Curb Stop and Box	EA	\$ 451.93	129	\$ 58,298.97		\$ -	129	\$ 58,298.97
22	1-inch Type K Copper Water Service	FT	\$ 39.18	3840	\$ 150,451.20		\$ -	3840	\$ 150,451.20
23	Connect to Existing 4-inch Water Main	EA	\$ 1,748.43	3	\$ 5,245.29		\$ -	3	\$ 5,245.29
24	Connect to Existing 6-inch Water Main	EA	\$ 1,852.51	7	\$ 12,967.57		\$ -	7	\$ 12,967.57
25	Connect to Existing 8-inch Water Main	EA	\$ 2,703.95	2	\$ 5,407.90		\$ -	2	\$ 5,407.90
26	Connect to Existing 16-inch Water Main	EA	\$ 4,258.78	8	\$ 25,552.68		\$ -	8	\$ 25,552.68
27	Special Backfill	CYD	\$ 23.94	500	\$ 11,970.00		\$ -	500	\$ 11,970.00
28	Stone Refill (MDOT 6A)	CYD	\$ 45.29	750	\$ 33,967.50		\$ -	750	\$ 33,967.50
29	Erosion Control	LSUM	\$ 26,390.53	0.4	\$ 10,556.21		\$ -	0.4	\$ 10,556.21
30	Utility Exploration	EA	\$ 736.48	5	\$ 3,682.40		\$ -	5	\$ 3,682.40
31	Fire Hydrant Assembly	EA	\$ 8,181.18	18	\$ 147,261.24		\$ -	18	\$ 147,261.24
32	Record Drawings - Water, Min (\$2,500.00)	LSUM	\$ 2,500.00	1	\$ 2,500.00		\$ -	1	\$ 2,500.00
33	Water Service Exploration	EA	\$ 620.00	294	\$ 182,280.00		\$ -	294	\$ 182,280.00
34	Aggregate Base, 8-inch	SYD	\$ 7.29	3000	\$ 21,870.00		\$ -	3000	\$ 21,870.00
35	Curb and Gutter, Conc, Det F2	FT	\$ 19.88	750	\$ 14,910.00		\$ -	750	\$ 14,910.00
36	Sidewalk, Rem	SYD	\$ 3.07	500	\$ 1,535.00		\$ -	500	\$ 1,535.00
37	Detectable Warning Surface, Cast Iron	FT	\$ 42.96	25	\$ 1,074.00		\$ -	25	\$ 1,074.00
38	Sidewalk Ramp, Conc, 4-inch	SFT	\$ 7.05	5000	\$ 35,250.00		\$ -	5000	\$ 35,250.00
39	Curb and Gutter, Rem	LF	\$ 3.07	300	\$ 921.00		\$ -	300	\$ 921.00
40	Pavt, Rem	SYD	\$ 3.60	100	\$ 360.00		\$ -	100	\$ 360.00
41	HMA Surface, Rem	SYD	\$ 2.37	500	\$ 1,185.00		\$ -	500	\$ 1,185.00
42	HMA Approach	TON	\$ 125.02	15	\$ 1,875.30		\$ -	15	\$ 1,875.30
43	HMA, LVSP	TON	\$ 115.37	100	\$ 11,537.00		\$ -	100	\$ 11,537.00
44	Driveway, Reinf Conc, 6-inch	SYD	\$ 68.12	200	\$ 13,624.00		\$ -	200	\$ 13,624.00
45	Sidewalk, Conc, 4-inch	SFT	\$ 6.24	500	\$ 3,120.00		\$ -	500	\$ 3,120.00
46	1-inch Type K Copper Water Service Water Main to ROW (Water Service Replacement)	FT	\$ 52.40	4940	\$ 258,856.00		\$ -	4940	\$ 258,856.00
47	1-inch Curb Stop and Box (Water Service Replacement)	EA	\$ 442.82	138	\$ 61,109.16		\$ -	138	\$ 61,109.16
48	1-inch Corporation Stop (Water Service Replacement)	EA	\$ 264.79	23	\$ 6,090.17		\$ -	23	\$ 6,090.17
49	1-inch Type K Copper Water Service ROW to House (Water Service Replacement)	LF	\$ 115.10	3118	\$ 358,851.80		\$ -	3118	\$ 358,851.80
50	Insulate Water Service	SFT	\$ 2.45	1368	\$ 3,351.60		\$ -	1368	\$ 3,351.60
51	Discontinue Water Service	EA	\$ 570.27	4	\$ 2,281.08		\$ -	4	\$ 2,281.08
52	Install Box and Rod on Existing Water Service	EA	\$ 552.92	30	\$ 16,587.60		\$ -	30	\$ 16,587.60
53	Connect Water Service to Homeowner's Service (Water Service Replacement)	EA	\$ 343.70	106	\$ 36,432.20		\$ -	106	\$ 36,432.20
53A	Work Change Directive #1 - 4239 10th Street Interior Plumbing	LSUM	\$ 464.65	0	\$ -	1	\$ 464.65	1	\$ 464.65
53B	Work Change Directive #2 - 4813 10th Street Interior Plumbing	LSUM	\$ 224.72	0	\$ -	1	\$ 224.72	1	\$ 224.72
53C	Work Change Directive #3 - 4315 3rd Street Interior Plumbing	LSUM	\$ 388.83	0	\$ -	1	\$ 388.83	1	\$ 388.83
53D	Work Change Directive #4 - 1909 15th Street Interior Plumbing	LSUM	\$ 330.02	0	\$ -	1	\$ 330.02	1	\$ 330.02
54	Curb and Gutter, Rem (Water Service Replacement)	LF	\$ 5.52	836	\$ 4,614.72		\$ -	836	\$ 4,614.72
55	HMA Surface, Rem (Water Service Replacement)	SYD	\$ 6.89	3344	\$ 23,040.16		\$ -	3344	\$ 23,040.16
56	Sidewalk, Rem (Water Service Replacement)	SYD	\$ 7.56	456	\$ 3,447.36		\$ -	456	\$ 3,447.36
57	Pavt, Rem (Water Service Replacement)	SYD	\$ 11.81	1178	\$ 13,912.18		\$ -	1178	\$ 13,912.18
58	Aggregate Base, 8-inch (Water Service Replacement)	SYD	\$ 10.33	4560	\$ 47,104.80		\$ -	4560	\$ 47,104.80
59	HMA LVSP (Water Service Replacement)	TON	\$ 327.42	570	\$ 186,629.40		\$ -	570	\$ 186,629.40
60	Conc Pavt, Reinf, 8-inch (Water Service Replacement)	SYD	\$ 30.11	1178	\$ 35,469.58		\$ -	1178	\$ 35,469.58
61	Pavt Mrg, Polyures, 4-inch, White (Water Service Replacement)	FT	\$ 12.27	152	\$ 1,865.04		\$ -	152	\$ 1,865.04
62	Curb and Gutter, Conc (Water Service Replacement)	FT	\$ 46.82	836	\$ 39,141.52		\$ -	836	\$ 39,141.52
63	Sidewalk, Conc, 4-inch (Water Service Replacement)	SFT	\$ 6.93	4180	\$ 28,967.40		\$ -	4180	\$ 28,967.40
64	Lawn Restoration (Water Service Replacement)	EA	\$ 216.22	163	\$ 35,243.86		\$ -	163	\$ 35,243.86
65	Record Drawings - Water Service Replacement, Min (\$50.00)	EA	\$ 50.00	106	\$ 5,300.00		\$ -	106	\$ 5,300.00
				\$ 2,773,259.61		\$ 1,408.22		\$ 2,774,667.83	
66	Mobilization, Max	LSUM	\$ 96,785.74	0.2	\$ 19,357.15		\$ -	0.2	\$ 19,357.15
67	8-inch SDR 35 PVC Gravity Sewer	FT	\$ 51.86	3230	\$ 167,507.80		\$ -	3230	\$ 167,507.80
68	10-inch SDR 35 PVC Gravity Sewer	FT	\$ 61.42	1120	\$ 68,790.40		\$ -	1120	\$ 68,790.40
69	12-inch SDR 35 PVC Gravity Sewer	FT	\$ 101.48	36	\$ 3,653.28		\$ -	36	\$ 3,653.28
70	4-foot Dia. Sanitary Sewer Manhole and Cover	FT	\$ 622.27	134	\$ 83,384.18		\$ -	134	\$ 83,384.18
71	Connect to Existing Sewer Main	EA	\$ 863.37	6	\$ 5,180.22		\$ -	6	\$ 5,180.22
72	6-inch SDR 35 PVC Sewer Lateral	FT	\$ 38.96	3750	\$ 146,100.00		\$ -	3750	\$ 146,100.00
73	Connect to Existing Sanitary Sewer Lateral	EA	\$ 152.45	122	\$ 18,598.90		\$ -	122	\$ 18,598.90
74	6-inch x 8-inch Sanitary Sewer Wye	EA	\$ 182.37	93	\$ 16,960.41		\$ -	93	\$ 16,960.41

## Attachment #1 - Schedule of Pay Items

EC-200718 SRF Water &amp; Sewer Utility Project (CWSRF-5732-01 &amp; DWRP 7513-01)

Item No.	Description	Units	Unit Price	Revised Contract Amount (Thru CO No. 1)		Change Order No. 2		Revised Contract Amount (Thru CO No. 2)	
				Qty.	Extension	Qty.	Extension	Qty.	Extension
75	6-inch x 10-inch Sanitary Sewer Wye	EA	\$ 307.28	28	\$ 8,603.84		\$ -	28	\$ 8,603.84
76	8-inch x 12-inch Sanitary Sewer Wye	EA	\$ 398.37	1	\$ 398.37		\$ -	1	\$ 398.37
77	Special Backfill	CYD	\$ 23.84	1500	\$ 35,910.00		\$ -	1500	\$ 35,910.00
78	Stone Refill (MDOT 6A)	CYD	\$ 45.29	575	\$ 26,041.75		\$ -	575	\$ 26,041.75
79	Erosion Control	LSUM	\$ 26,390.53	0.2	\$ 5,278.11		\$ -	0.2	\$ 5,278.11
80	Utility Exploration	EA	\$ 736.48	5	\$ 3,682.40		\$ -	5	\$ 3,682.40
81	Record Drawings - Sanitary Sewer, Min. (\$2,500.00)	LSUM	\$ 2,500.00	1	\$ 2,500.00		\$ -	1	\$ 2,500.00
82	Aggregate Base, 8-inch	SYD	\$ 7.29	11000	\$ 80,190.00		\$ -	11000	\$ 80,190.00
83	Curb and Gutter, Conc, Det F2	FT	\$ 19.88	4670	\$ 92,839.60		\$ -	4670	\$ 92,839.60
84	Sidewalk, Rem	SYD	\$ 3.07	1800	\$ 4,912.00		\$ -	1800	\$ 4,912.00
85	Detectable Warning Surface, Cast Iron	FT	\$ 42.96	25	\$ 1,074.00		\$ -	25	\$ 1,074.00
86	Sidewalk Ramp, Conc, 4-inch	SFT	\$ 7.05	5000	\$ 35,250.00		\$ -	5000	\$ 35,250.00
87	Curb and Gutter, Rem	LFT	\$ 3.07	5120	\$ 15,718.40		\$ -	5120	\$ 15,718.40
88	Pavt, Rem	SYD	\$ 3.60	3900	\$ 14,040.00		\$ -	3900	\$ 14,040.00
89	HMA Surface, Rem	SYD	\$ 2.37	17500	\$ 41,475.00		\$ -	17500	\$ 41,475.00
90	HMA Approach	TON	\$ 125.02	85	\$ 10,626.70		\$ -	85	\$ 10,626.70
91	HMA, LVSP	TON	\$ 115.37	2950	\$ 340,341.50		\$ -	2950	\$ 340,341.50
92	Driveway, Reinf Conc, 6-inch	SYD	\$ 68.12	1800	\$ 108,992.00		\$ -	1800	\$ 108,992.00
93	Sidewalk, Conc, 4-inch	SFT	\$ 6.24	20000	\$ 124,800.00		\$ -	20000	\$ 124,800.00
93A	Earthwork	LSUM	\$ 101,296.06	0.33	\$ 33,427.70		\$ -	0.33	\$ 33,427.70
93B	Traffic Control, Project	LSUM	\$ 219,985.15	0.33	\$ 72,595.10		\$ -	0.33	\$ 72,595.10
					\$ 1,688,228.81		\$ -		\$ 1,688,228.81
94	Mobilization, Max	LSUM	\$ 96,785.74	0.4	\$ 38,714.30		\$ -	0.4	\$ 38,714.30
95	Dr Structure, Rem	EA	\$ 171.99	81	\$ 13,931.19		\$ -	81	\$ 13,931.19
96	Sewer, Rem, Less than 24-inch	FT	\$ 7.23	3695	\$ 26,714.85		\$ -	3695	\$ 26,714.85
97	Sewer, Rem, 24-inch to 48-inch	FT	\$ 28.23	643	\$ 18,151.89		\$ -	643	\$ 18,151.89
98	Curb and Gutter, Rem	LF	\$ 3.07	6380	\$ 19,588.60		\$ -	6380	\$ 19,588.60
99	Pavt, Rem	SYD	\$ 3.60	2500	\$ 9,000.00		\$ -	2500	\$ 9,000.00
100	Sidewalk, Rem	SYD	\$ 3.07	5100	\$ 15,657.00		\$ -	5100	\$ 15,657.00
101	Earthwork	LSUM	\$ 101,296.06	0.67	\$ 67,888.36		\$ -	0.67	\$ 67,888.36
102	Erosion Control	LSUM	\$ 26,390.53	0.4	\$ 10,556.21		\$ -	0.4	\$ 10,556.21
103	Aggregate Base, 8-inch	SYD	\$ 7.29	7293	\$ 53,165.97		\$ -	7293	\$ 53,165.97
104	Approach, CI I, 6-inch	SYF	\$ 8.69	3000	\$ 26,070.00		\$ -	3000	\$ 26,070.00
105	Sewer, SDR 35, 8-inch	LF	\$ 61.39	10	\$ 613.90		\$ -	10	\$ 613.90
106	Sewer, CI IV, 12-inch	LF	\$ 44.38	2050	\$ 90,979.00		\$ -	2050	\$ 90,979.00
107	Sewer, CI IV, 15-inch	LF	\$ 46.99	1625	\$ 76,358.75		\$ -	1625	\$ 76,358.75
108	Sewer, CI IV, 18-inch	LF	\$ 138.71	15	\$ 2,080.65		\$ -	15	\$ 2,080.65
109	Sewer, CI IV, 24-inch	LF	\$ 90.09	380	\$ 34,234.20		\$ -	380	\$ 34,234.20
110	Sewer, CI IV, 36-inch	LF	\$ 327.05	320	\$ 104,656.00		\$ -	320	\$ 104,656.00
111	Connect to Existing Storm	EA	\$ 838.65	17	\$ 14,257.05		\$ -	17	\$ 14,257.05
112	Dr Structure and Cover, 24-inch Dia.	EA	\$ 2,561.93	44	\$ 112,724.92		\$ -	44	\$ 112,724.92
113	Dr Structure and Cover, 48-inch Dia.	EA	\$ 3,024.90	25	\$ 75,622.50		\$ -	25	\$ 75,622.50
114	Dr Structure and Cover, 60-inch Dia.	EA	\$ 4,574.66	1	\$ 4,574.66		\$ -	1	\$ 4,574.66
115	Dr Structure and Cover, 72-inch Dia.	EA	\$ 9,953.65	4	\$ 39,814.60		\$ -	4	\$ 39,814.60
116	HMA Surface, Rem	SYD	\$ 2.37	3293	\$ 7,804.41		\$ -	3293	\$ 7,804.41
117	HMA Approach	TON	\$ 125.02	343	\$ 42,881.88		\$ -	343	\$ 42,881.88
118	HMA, LVSP	TON	\$ 115.37	615	\$ 70,952.55		\$ -	615	\$ 70,952.55
119	Driveway, Reinf Conc, 6-inch	SYD	\$ 68.12	172	\$ 11,716.64		\$ -	172	\$ 11,716.64
120	Curb and Gutter, Conc, Det F2	FT	\$ 19.88	6380	\$ 126,834.40		\$ -	6380	\$ 126,834.40
121	Detectable Warning Surface, Cast Iron	FT	\$ 42.96	610	\$ 26,205.60		\$ -	610	\$ 26,205.60
122	Sidewalk Ramp, Conc, 4-inch	SFT	\$ 7.05	2500	\$ 17,625.00		\$ -	2500	\$ 17,625.00
123	Sidewalk, Conc, 4-inch	SFT	\$ 6.24	21000	\$ 131,040.00		\$ -	21000	\$ 131,040.00
124	Lawn Restoration	LSUM	\$ 74,963.22	1	\$ 74,963.22		\$ -	1	\$ 74,963.22
125	Post, Steel, 2 lb	FT	\$ 7.98	600	\$ 4,788.00		\$ -	600	\$ 4,788.00
126	Sign, Type III, Rem	EA	\$ 30.69	36	\$ 1,104.84		\$ -	36	\$ 1,104.84
127	Sign, Type III, Erect, Salvage	EA	\$ 61.37	36	\$ 2,209.32		\$ -	36	\$ 2,209.32
128	Pavt Mrkg, Polyurea, 6-inch, Crosswalk	FT	\$ 3.62	344	\$ 1,245.28		\$ -	344	\$ 1,245.28
129	Pavt Mrkg, Polyurea, 24-inch, Stop Bar	FT	\$ 15.90	225	\$ 3,577.50		\$ -	225	\$ 3,577.50
130	Pavt Mrkg, Polyurea, Railroad Sym	EA	\$ 429.62	2	\$ 859.24		\$ -	2	\$ 859.24
131	Utility Exploration	EA	\$ 736.48	5	\$ 3,682.40		\$ -	5	\$ 3,682.40
132	Special Backfill	CYD	\$ 23.84	100	\$ 2,394.00		\$ -	100	\$ 2,394.00
133	Stone Refill (MDOT 6A)	CYD	\$ 45.29	100	\$ 4,529.00		\$ -	100	\$ 4,529.00
134	Traffic Control, Project	LSUM	\$ 219,985.15	0.67	\$ 147,390.05		\$ -	0.67	\$ 147,390.05
135	Record Drawings - Storm Sewer, Min (\$2,500.00)	LSUM	\$ 2,500.00	1	\$ 2,500.00		\$ -	1	\$ 2,500.00
136	Remove Existing Railroad Crossing	LSUM	\$ 6,385.92	1	\$ 6,385.92		\$ -	1	\$ 6,385.92
					\$ 1,545,991.83		\$ -		\$ 1,545,991.83
					\$ 5,907,480.25		\$ 1,408.22		\$ 5,908,888.47





## City of Menominee - State Revolving Fund, Water & Sewer Utility Project

### Project Scope Adjustments

DATE	DESCRIPTION	QTY	UNIT	RATE	TOTAL
11/12/2021	Work Change Directive #1, 4239 10th Street				
	<u>4239 10th Street:</u> Extension of piping inside the home to get to the meter. Repair/Replace kitchen faucet clogged from old galvanized piping.				
	Tri-City Plumbing (Subcontractor)(See attached detail)	1.00	LS	\$442.52	\$442.52 ✓
	5% Subcontractor Markup:	1.00	LS	\$22.13	\$22.13 ✓
				Net Add:	\$464.65 ✓
11/15/2021	Work Change Directive #2, 4613 10th Street				
	<u>4613 10th Street:</u> Extension of piping inside the home to new meter location.				
	Tri-City Plumbing (Subcontractor)(See attached detail)	1.00	LS	\$214.02	\$214.02 ✓
	5% Subcontractor Markup:	1.00	LS	\$10.70	\$10.70 ✓
				Net Add:	\$224.72 ✓
12/2/2021	Work Change Directive #3, 4315 3rd Street				
<del>12/2/2021</del>	<del>4315 3rd Street</del> <u>1909 15th Street:</u> Extension of piping inside the home to new meter location.				
	Tri-City Plumbing (Subcontractor)(See attached detail)	1.00	LS	\$370.31	\$370.31 ✓
	5% Subcontractor Markup:	1.00	LS	\$18.52	\$18.52 ✓
				Net Add:	\$388.83 ✓
12/6/2021	Work Change Directive #4, 1909 15th Street				
	<u>1909 15th Street:</u> Extension of piping inside the home to new meter location.				
	Tri-City Plumbing (Subcontractor)(See attached detail)	1.00	LS	\$314.30	\$314.30 ✓
	5% Subcontractor Markup:	1.00	LS	\$15.72	\$15.72 ✓
				Net Add:	\$330.02 ✓
				Total Change Order Amount:	\$1,408.21

PROJECT NO. 200718  
WORK CHANGE DIRECTIVE NO. 1  
DATE 12/29/2021

**WORK CHANGE DIRECTIVE**

PROJECT: State Revolving Fund Water & Sewer Utility Project  
DWRP Project # 5732-01  
CWSRF Project # 7513-01  
OWNER: City of Menominee, MI  
CONTRACTOR: Barley Excavating, Inc (Tri-City Plumbing)

**PURPOSE OF WORK CHANGE DIRECTIVE:**

4239 10<sup>th</sup> Street - 20211112

The original water meter was located along the side of the house in the basement. Instead of the new water service entering the side of the house, the new water service entered the basement at the front of the house. A new water line then needed to run along the basement ceiling from the new water meter location to the original water meter location, then tie into the home piping system.

Also, scaling located inside the in-home galvanized piping system loosened when tying into the system. This debris damaged the existing kitchen faucet and needed to be replaced.

**FEES:**

Method for determining the compensation for Services shall be:

           Unit Prices as set forth in Contract.  
  X   Lump Sum amount of \$464.65.  
           Time and Materials for actual expenses incurred.  
           Unit Prices as set forth in this Work Change Directive.

**TIME CHANGES PER THIS FIELD ORDER:**

This work is in addition to the original plan. Add 0.25 Working Day to the Substantial Completion date of June 15, 2023.

COLEMAN ENGINEERING COMPANY

CONTRACTOR'S NAME

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



## TRI-CITY PLUMBING INC.

### State Revolving fund water and sewer

Address: 4239 10th Street *Work Change Directive #1, 4239 10th Street*  
Menominee, MI

Date: 11/12/2021/ 11/16/2021

Copper Length 55 Feet

Top Soil ☐

Meter Connection ☒

Other: Line Item# 4239 10th Street

Other: Meter location not were service enters home  
Reair/replace kitchen sink faucet. Clogged from old galvanized  
pipng.

**Tri-City Plumbing, Inc.**

1504 Cleveland Ave.

P.O. Box 634

Marinette, WI 54143

Phone: 715-732-9795

# Invoice

**BILL TO:**

Barley MDOT

1824 10th Ave

Menominee, MI 49858

**JOB NAME/LOCATION**

Line item

4239 10th Street

*Work Change Directive #1, 4239 10th Street***INVOICE NO.**

22079

**DATE**

11/12/2021

**Terms**

Net 30

**P.O. No.****Description****Qty****Unit Price****Amount**

11-12-2021

1" copper 90 elbow

3

6.29

18.87T

1" copper female adapter

1

10.19

10.19T

1" bell hanger

3

2.69

8.07T

1" M copper pipe

12

6.57

78.84T

1" x 1/2" brass bushing

1

4.95

4.95T

Labor for Tyler

1

110.00

110.00

11-16-2021

Moen 7051 Banbury single handle faucet with spray

1

89.00

89.00T

Labor for Tyler

1

110.00

110.00

**Subtotal** \$429.92 ✓**Sales Tax (6.0%)** \$12.60 ✓**Total** \$442.52

Late fee is 18% annually

**Payments/Credits** \$0.00**BALANCE DUE** \$442.52 ✓

PROJECT NO. 200718  
WORK CHANGE DIRECTIVE NO. 2  
DATE 12/29/2021

**WORK CHANGE DIRECTIVE**

PROJECT: State Revolving Fund Water & Sewer Utility Project  
DWRP Project # 5732-01  
CWSRF Project # 7513-01  
OWNER: City of Menominee, MI  
CONTRACTOR: Barley Excavating, Inc (Tri-City Plumbing)

**PURPOSE OF WORK CHANGE DIRECTIVE:**

4613 10<sup>th</sup> Street - 20211115

The existing water service line currently goes straight from the curb stop to the house foundation, then parallels just outside the basement wall for approximately 12', and finally goes into the house between the front door and the garage door. It is not possible to follow this same path so the new service line was installed from the curb stop straight through the basement wall. A new water line then needed to run along the basement ceiling from the original water meter location to the new water meter location.

**FEES:**

Method for determining the compensation for Services shall be:

           Unit Prices as set forth in Contract.  
  X   Lump Sum amount of \$224.72.  
           Time and Materials for actual expenses incurred.  
           Unit Prices as set forth in this Work Change Directive.

**TIME CHANGES PER THIS FIELD ORDER:**

This work is in addition to the original plan. Add 0.25 Working Day to the Substantial Completion date of June 15, 2023.

COLEMAN ENGINEERING COMPANY

CONTRACTOR'S NAME

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address: 4613 10th Street  
Menominee MI

*Work Change Directive #2, 4613 10th Street*

Date: 11/15/2021

Copper Length: 35 Feet

Top Soil ☐

Meter Connection ☒

Other: Line item 4613 10th Street

Run 25' 3/4" Wirsbo pipe from new meter location to old meter location

Other:

Note:

**Tri-City Plumbing, Inc.**

1504 Cleveland Ave.

P.O. Box 634

Marinette, WI 54143

Phone: 715-732-9795

# Invoice

**BILL TO**

Barley MDOT

1824 10th Ave.

Menominee, MI 49858

**JOB NAME/LOCATION**

Line Item

4613 10th Street

Work Change Directive #2, 4613 10th Street

**INVOICE NO.**

22078

**DATE**

11/16/2021

**Terms**

Net 30

**P.O. No.**

Description	Qty	Unit Price	Amount
3/4" sharkbite cap	1	6.94	6.94T
3/4" sharkbite tee	1	13.42	13.42T
3/4" Wirsbo 90	4	2.79	11.16T
Tube talons	14	0.25	3.50T
3/4" Wirsbo pipe	25	1.25	31.25T
1" M copper pipe	1	6.57	6.57T
3/4" M copper pipe	1	4.53	4.53T
1" copper reducing coupling	1	6.09	6.09T
3/4" Wirsbo swt adapter-LF	1	8.46	8.46T
3/4" Wirsbo ring	9	0.69	6.21T
Labor for John	0.5	110.00	55.00
Labor for Tyler	0.5	110.00	55.00

Subtotal \$208.13 ✓

Sales Tax (6.0%) \$5.89 ✓

Total \$214.02

Payments/Credits \$0.00

**BALANCE DUE \$214.02** ✓

Late fee is 18% annually

PROJECT NO. 200718  
WORK CHANGE DIRECTIVE NO. 3  
DATE 12/29/2021

**WORK CHANGE DIRECTIVE**

PROJECT: State Revolving Fund Water & Sewer Utility Project  
DWRP Project # 5732-01  
CWSRF Project # 7513-01  
OWNER: City of Menominee, MI  
CONTRACTOR: Barley Excavating, Inc (Tri-City Plumbing)

**PURPOSE OF WORK CHANGE DIRECTIVE:**

4315 3<sup>rd</sup> Street - 20211202

The existing water service line runs under the concrete floor of the home's crawl space. In addition, the water service is located on the side of the house and the existing water meter is located on the opposite side of the house adjacent to the crawl space door. The new water service enters the home's crawl space closest to the water main, then follows the crawl space ceiling to the existing water meter location. Additional time and materials were required to run the service within the crawl space area.

**FEES:**

Method for determining the compensation for Services shall be:

☐ Unit Prices as set forth in Contract.  
☒ Lump Sum amount of \$388.83.  
☐ Time and Materials for actual expenses incurred.  
☐ Unit Prices as set forth in this Work Change Directive.

**TIME CHANGES PER THIS FIELD ORDER:**

This work is in addition to the original plan. Add 0.25 Working Day to the Substantial Completion date of June 15, 2023.

COLEMAN ENGINEERING COMPANY

CONTRACTOR'S NAME

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_





**TRI-CITY PLUMBING INC.**

## State Revolving fund water and sewer

Address: 4315 3rd Street *Work Change Directive #3, 4315 3rd Street*

Date: 12/2/2021

Copper Length 60 Feet

Top Soil ☐

Meter Connection ☒

Other: Extras/ See attached.

Other: \_\_\_\_\_



PROJECT NO. 200718  
WORK CHANGE DIRECTIVE NO. 4  
DATE 12/29/2021

**WORK CHANGE DIRECTIVE**

PROJECT: State Revolving Fund Water & Sewer Utility Project  
DWRP Project # 5732-01  
CWSRF Project # 7513-01  
OWNER: City of Menominee, MI  
CONTRACTOR: Barley Excavating, Inc (Tri-City Plumbing)

**PURPOSE OF WORK CHANGE DIRECTIVE:**

1909 15<sup>th</sup> Street - 20211206

The existing water meter was located in the center of the basement, but was relocated to the basement wall at the front of the house. Additional time and materials were needed to connect the in-home water system to the new water meter location.

**FEES:**

Method for determining the compensation for Services shall be:

           Unit Prices as set forth in Contract.  
  X   Lump Sum amount of \$330.02.  
           Time and Materials for actual expenses incurred.  
           Unit Prices as set forth in this Work Change Directive.

**TIME CHANGES PER THIS FIELD ORDER:**

This work is in addition to the original plan. Add 0.25 Working Day to the Substantial Completion date of June 15, 2023.

COLEMAN ENGINEERING COMPANY

CONTRACTOR'S NAME

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



**TRI-CITY PLUMBING INC.**

## State Revolving fund water and sewer

Address: 1909 15th Street *Work Change Directive #4, 1909 15th Street*

Date: 12/6/2021

Copper Length 11 Feet

Top Soil ☐

Meter Connection ☒

Other: Extra/ See Attached

Other: \_\_\_\_\_

**Tri-City Plumbing, Inc.**  
**1504 Cleveland Ave.**  
**P.O. Box 634**  
**Marinette, WI 54143**  
**Phone: 715-732-9795**

# Invoice

**BILL TO:**  
 Barley Excavating-MDOT job  
 1824 10th Ave.  
 Menominee, MI 49858

**JOB NAME/LOCATION**  
 1909 15th Street

*Work Change Directive #4, 1909 15th Street*

INVOICE NO.	DATE	Terms	P.O. No.		
22151	12/6/2021	Net 30			
Description	Qty	Unit Price	Amount		
3/4" M copper pipe	4	4.53	18.12T		
3/4" Wirsbo swt adapter-LF	2	8.46	16.92T		
3/4" Wirsbo 90	6	2.79	16.74T		
Tube talons	10	0.25	2.50T		
3/4" Wirsbo pipe	30	1.25	37.50T		
3/4" Wirsbo ring	14	0.69	9.66T		
Copper ground wire #6	20	1.59	31.80T		
Wire staples	12	0.06	0.72T		
splice nut	1	4.50	4.50T		
3/4" copper 90 elbow	1	2.39	2.39T		
Labor for Tyler	1	110.00	110.00		
Labor for John	0.5	110.00	55.00		
Subtotal			\$305.85		
Sales Tax (6.0%)			\$8.45		
Total			\$314.30		
Late fee is 18% annually	Payments/Credits		\$0.00		
	BALANCE DUE		\$314.30		

**COMMITTEE REPORT:**

At a January 12, 2022 meeting, the Finance Committee discussed the need to update the Poverty Exemption Policy and they recommend to City Council that Council approve and adopt Resolution 2022-001 and the application for poverty exemptions.

FINANCE COMMITTEE

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_

	BARON	DeDAMOS	FIFAREK	JONES	KLITZKE	NUTTER	PLEMEL	POHLMANN	STEGEMAN
AYES									
NAYS									

City of Menominee  
City Council  
Agenda Item

**TITLE: Poverty Exemption Guideline – Asset Test Resolution & Application**

Requesting Agency:	Assessor's Office	Meeting Date:	January 17, 2022
Contact:	Peg Bastien	Public Hearing:	NA
Phone:	863-1758	Advertising Date:	NA
		Council District:	Citywide
Attachments:	Poverty Exemption Resolution & Application		

**PURPOSE:**

Request the City Council approve the guideline resolution adopting the federal poverty guidelines along with the application for poverty exemption of property taxes for the 2022 tax year.

**BACKGROUND:**

Michigan tax law allows qualified property owners to request an exemption from some or all property taxes in cases of poverty or hardship to the local Board of Review. The State Tax Commission requires the local government unit adopt the established federal poverty levels annually. Further, the State Tax Commission requires that each unit of government approve a guideline resolution with asset test and application.

**BUDGET IMPACT:**

Dependent upon applications approved by the Board of Review.

**STAFF RECOMMENDATION / ACTION REQUESTED:**

Action Requested: Move the guideline/asset test resolution and application to City Council for approval.

**COMMITTEE RECOMMENDATION / ACTION:**

At a January 12, 2022 meeting, the Finance Committee recommended to City Council that Council adopt the guideline resolution adopting the federal poverty guidelines/asset test along with the application for poverty exemption of property taxes for the 2022 tax year.

**RESOLUTION #2022-001**  
**CITY OF MENOMINEE RESOLUTION FOR 2022 POVERTY EXEMPTION GUIDELINES**

**WHEREAS**, the adoption of guidelines for poverty exemptions is required of the City of Menominee City Council; and

**WHEREAS**, the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

**WHEREAS**, pursuant to PA 390 of 1994, the City of Menominee City Council, Menominee County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. All other assets above that should be considered available; and

**WHEREAS**, the City shall follow the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The following are the 2022 federal poverty income guidelines:

Size of Family Unit	2022 Poverty Guidelines
1	\$ 12,880
2	\$ 17,420
3	\$ 21,960
4	\$ 26,500
5	\$ 31,040
6	\$ 35,580
7	\$ 40,120
8	\$ 44,660
For each additional person	\$ 4,540

The annual allowable income includes income for all persons residing in the principal residence.

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File an application with the assessor or Board of Review, accompanied by required supporting documents and federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year for verification purposes.
- 3) File a claim reporting that the combined assets of all persons within the household do not exceed the asset threshold of \$ 25,000. Assets include but are not limited to:
  - Ownership interest in a second home, land, vehicles
  - Recreational vehicles such as campers, motor-homes, boats and ATV's
  - Buildings other than the residence
  - Jewelry, antiques, artworks
  - Equipment, other personal property of value



- Financial institution accounts over \$2,000
- Money received from the sale of property, such as, stocks, bonds, a house or car (unless a person is in the specific business of selling such property)
- Withdrawals of bank deposits and borrowed money
- Gifts, loans, lump-sum inheritances and one-time insurance payments
- Lottery and/or gambling winnings
- Federal and/or stimulus payments
- Food or housing received in lieu of wages
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps and school lunches

4) Produce a valid driver's license or other form of identification if requested.

5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.

6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services.

7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

**WHEREAS**, Public Act 253 of 2020 amended MCL 211.7u, allows for partial poverty exemptions to be granted, the following exemption percentages shall be used by the Board of Review.

100% or 50% or 25%

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution offered by City Council Member \_\_\_\_\_ and supported by City Council Member \_\_\_\_\_.

Upon roll call vote, the following voted:

"Aye": \_\_\_\_\_ "Nay": \_\_\_\_\_

The City Clerk declared the resolution \_\_\_\_\_.

\_\_\_\_\_, Kathleen Brofka, City Clerk      Date \_\_\_\_\_

**2022  
CITY OF MENOMINEE  
POVERTY EXEMPTION GUIDELINES**

Petitioner, being the owner and residing at the property listed on the application is applying for property tax relief under MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893. The principal residence of the persons who, by reason of poverty are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation per MCL 211.7u(1).

**Notice:** Any willful misstatements or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

**Notice:** Per MCL 211.7u(2b), a copy of ALL household members federal income tax returns, state income tax returns (MI-1040) for the current and prior year and Homestead Property Tax Credit claims (MI-1040CR 1,2,3, or 4) must be attached as proof of income or a signed Form 4988, *Poverty Exemption Affidavit*.

**For verification purposes monthly statements for the past six months must be provided for all income sources, including, but not limited to, credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at time of application.**

**Notice:** For verification purposes documentation for all expenses for the past six months must be provided at the time of application.

**Notice:** For verification purposes the past six months of statements for checking, savings, and investment accounts for all household members must be provided.

**Notice:** Submitted incomplete applications will result in denial of the exemption application. In order to be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding ALL members residing within the household, and 3) include ALL required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

**Notice:** The Petitioner is required to be available to the Board of Review by phone or in-person subject to STC and/or DHHS direction. In-person Covid-19 protocol shall be followed. Contact Assessor Peg Bastien at 863-1758 for an appointment. Failure to appear or answer phone at appointment time will result in denial of the poverty exemption.

## 2022 ASSET CLAIM

Name \_\_\_\_\_

Address: \_\_\_\_\_

ASSET	YES or NO	VALUE
Second Home		
Land		
Vehicles		
Camper		
Motor-home		
Boat		
ATV		
Buildings (other than residence)		
Jewelry		
Antiques		
Artworks		
Equipment/Tools (other personal property of value)		
Business Interests		
Bank Accounts		
Money received from sale of property, such as stocks, bonds, a house or car		
Withdrawals of bank deposits & borrowed money		
Gifts, loans, lump-sum inheritances, one-time insurance payments		
Food or housing received in lieu of wages		
Federal/State non-cash benefits such as Medicare, Medicaid, food assistance & school meals		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

## Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

**To be considered complete, this application must:** 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

<b>PART 1: PERSONAL INFORMATION</b> — Petitioner must list all required personal information.					
Petitioner's Name				Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents		
Property Address of Principal Residence		City	State	ZIP Code	
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit			
<b>PART 2: REAL ESTATE INFORMATION</b>					
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.					
Property Parcel Code Number		Name of Mortgage Company			
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence			
Property Description					
<b>PART 3: ADDITIONAL PROPERTY INFORMATION</b>					
List information related to any other property owned by you or any member residing in the household.					
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.				Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code	
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid	
2	Property Address	City	State	ZIP Code	
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid	

**PART 4: EMPLOYMENT INFORMATION** — List your current employment information.

Name of Employer

Address of Employer

City

State

ZIP Code

Contact Person

Employer Telephone Number

**PART 5: INCOME SOURCES**

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

**PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION**

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

**PART 7: LIFE INSURANCE** — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

**PART 8: MOTOR VEHICLE INFORMATION**

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

**PART 9: HOUSEHOLD OCCUPANTS** — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

**PART 10: PERSONAL DEBT** — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

**PART 11: MONTHLY EXPENSE INFORMATION**

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

**NOTICE:** Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

#### **PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT**

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

#### **PART 12: CERTIFICATION**

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date

**This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.**

**Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.**

Michigan Tax Tribunal  
PO Box 30232  
Lansing MI 48909

Phone: 517-335-9760  
E-mail: [taxtrib@michigan.gov](mailto:taxtrib@michigan.gov)

## Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

**INSTRUCTIONS:** When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, \_\_\_\_\_, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Affidavit

\_\_\_\_\_  
Date