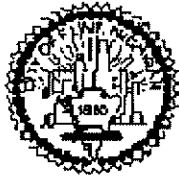


# City of Flint, Michigan

Third Floor, City Hall  
1101 S. Saginaw Street  
Flint, Michigan 48502  
[www.cityofflint.com](http://www.cityofflint.com)



## Meeting Agenda - Final

Wednesday, May 5, 2021

5:00 PM

*Agenda amended to Include Special Order 210192*

**ELECTRONIC PUBLIC MEETING**

### **FINANCE COMMITTEE**

*Santino J. Guerra, Chairperson, Ward 3*  
*Monica Galloway, Vice Chairperson, Ward 7*

*Eric Mays, Ward 1*

*Kate Fields, Ward 4*

*Herbert J. Winfrey, Ward 6*

*Maurice D. Davis, Ward 2*

*Jerri Winfrey-Carter, Ward 5*

*Allan Griggs, Ward 8*

*Eva Worthing, Ward 9*

*Inez M. Brown, City Clerk*

*Davina Donahue, Deputy City Clerk*

**SPECIAL PUBLIC NOTICE -- ELECTRONIC PUBLIC MEETING****PUBLIC NOTICE  
FLINT CITY COUNCIL ELECTRONIC PUBLIC MEETING**

On Friday, October 5, 2020, the Michigan Supreme Court (MSC) issued an order declaring that the Emergency Powers of Governor (EPG) Act as an unconstitutional delegation of legislative authority, which was the primary authority relied on by Governor Whitmer for her COVID-19 related executive orders. Subsequently, Governor Whitmer requested that the MSC clarify that their order does not go into effect until October 30, 2020. On Monday October 12, 2020, the Michigan Supreme Court rejected Governor Whitmer's request to delay the effect of its decision to strike down the EPG. On, Tuesday, October 13, 2020, Senate Bill 1108 passed, amending the Open Meetings Act to allow municipalities to hold electronic meetings. On Friday, October 16, 2020, Governor Whitmer signed into law Senate Bill 1108 amending the Open Meetings Act. Subsequently, on December 22, 2020 Public Act 267 of 1976 was amended through Senate Bill 1246 extending the electronic meetings with no reason through March 31, 2021. The act also allows that after March 31, 2021 electronic meetings may be held if a local state of emergency was declared. On March 23, 2020, the Flint City Council extended Mayor Neeley's declaration of emergency indefinitely due to the COVID-19 pandemic. Therefore, this meeting will be held electronically. Pursuant to Act 267 of the Public Acts of 1976 Open Meetings Act as amended and Flint City Charter Section 3-202, notice is hereby given that the Flint City Council hereby calls for a Regular Meeting of the Flint City Council scheduled to be held as follows:

**Flint City Council Committee Meetings  
(Finance, Governmental Operations, Legislative & Grants)  
Wednesday, May 5, 2021, at 5 p.m.**

The public and media may listen to the meeting online by live stream at <<https://www.youtube.com/channel/UCp2cWTuocUM3awU4xXWzwaw>> or through Start Meeting by dialing (617) 944-8177.

1. In order to speak during the PUBLIC SPEAKING PERIOD of each meeting by telephone, participants will also call (617) 944-8177:
    - a. All callers will be queued and muted until the Public Speaking portion of each agenda;
    - b. Public speakers will be unmuted in order and asked if they wish to address the City Council ON ANY SUBJECT;
    - c. Public speakers should state and spell their name for the record and will be allowed two (2) minutes for public speaking during each meeting;
    - d. The speaker will be returned to mute after the 2 minutes have expired;
    - e. After the telephonic public speakers for the last committee meeting are completed, emailed public comments will be read by the City Clerk. All emailed public comments will be timed for 2 minutes;
    - f. Per Rules Governing Meetings of the Council (Rule 7.1 VII), there will only be one speaking opportunity per speaker per meeting. Consequently, public participants who call in and speak during the public speaking period of the meetings WILL NOT have written comments as submitted read by the City Clerk.
  2. The public may send public comments by email to [CouncilPublicComment@cityofflint.com](mailto:CouncilPublicComment@cityofflint.com) no later than 10 minutes prior to the meeting start time of 5 p.m.
  3. Persons with disabilities may participate in the meeting by the above-mentioned means or by emailing a request for an accommodation to [CouncilPublicComment@cityofflint.com](mailto:CouncilPublicComment@cityofflint.com), with the subject line Request for Accommodation, or by contacting the City Clerk at (810) 766-7418 to request accommodation - including but not limited to interpreters.
- If there are any questions concerning this notice, please direct them to City Council office at (810) 766-7418.

## ROLL CALL

## MEMBER REMOTE ANNOUNCEMENT

*Pursuant to the newly revised Open Meetings Act, each Council member shall state that they are attending the meeting remotely and shall state where he or she is physically located (county or city and state).*

## MEMBER CONTACT INFORMATION

*Eric Mays - (810) 922-4860; Maurice Davis - mdavis@cityofflint.com; Santino Guerra - sguerra@cityofflint.com; Kate Fields - kfields@cityofflint.com; Jerri Winfrey-Carter - jwinfrey-carter@cityofflint.com; Herbert Winfrey - (810) 691-7463; Monica Galloway - mgalloway@cityofflint.com; Allan Griggs - agriggs@cityofflint.com; Eva Worthing - eworthing@cityofflint.com.*

## PROCEDURES ON CONDUCTING ELECTRONIC MEETINGS

*All boards and commissions must adhere to all laws established under the Michigan Compiled Laws and in accordance with the revisions to the Open Meetings Act adopted in Senate Bill 1108, as passed on October 13, 2020, and signed into law on October 16, 2020.*

## READING OF DISORDERLY PERSONS CITY CODE SUBSECTION

*Section 31-10, Disorderly Conduct, Assault and Battery, and Disorderly Persons, and will be subject to arrest for a misdemeanor. Any person who prevents the peaceful and orderly conduct of any meeting will be given one warning. If they persist in disrupting the meeting, that individual will be subject to arrest. Violators shall be removed from meetings.*

## EXECUTIVE (CLOSED) SESSION

*An Executive Session as requested by the Department of Law to discuss Pohly v COF, Case Number 19-112528-CZ.*

## PUBLIC SPEAKING

## COUNCIL RESPONSE

## SPECIAL ORDERS

**210192** Communication/Great Lakes Water Authority (GLWA)/FY2020 Wholesale Water Schedule of Charges

Communication dated April 5, 2021, from Sue McCormick, Chief Executive Officer of the Great Lakes Water Authority (GLWA), re: FY 2022 wholesale water schedule of charges.

**210180** Special Order/Funding/Conservation District

A Special Order as requested by Councilperson Mays to discuss funding for the Conservation District -- how it's allocated and how it's being spent.

## RESOLUTIONS

- 210202** CO#1/Contract/Extend Contract/Rowe Professional Services Co./Comprehensive Zoning Services

Resolution resolving that city officials, upon City Council's approval, are authorized to do all things necessary to extend the contract [change order #1] with Rowe Professional Services Co. until October 31, 2021, and add \$60,000.00 to continue their provision of comprehensive zoning services with funds in the amount of \$60,000.00, to be made available from Planning & Development Medical Marijuana Compliance Professional Services Acct. No. 101-371.220-801.000.

- 210203** Sale of City-Owned Land/3420 St. John Street/Evergrow, LLC

Resolution resolving that the appropriate city officials are authorized to do all things necessary to enter into and complete the sale of the property commonly known as 3420 St. John Street, Flint, MI, 48505, Parcel ID 47-31-487-015, and legally described as LOTS 425 THRU 443 AS ORIGINALLY PLATTED; LOT 444 EXC ELY 10 FT OF NLY 75 FT; LOT 445 EXC NLY 75 FT, GENERAL MOTORS PARK; ALSO A CONTIG UNPLATTED PARCEL OF LAND DESC AS FOLLS: THAT PART OF N8 RDS OF 1/2 OF NE 1/4 OF SEC 6, T7N, R7E LYING WLY OF WLY R.O.W. LINE OF JAMES P. COLE BLVD AS DESCRIBED IN DEED LIBER 2183, PAGES 869-873, GENESEE COUNTY RECORDS. EXC THAT PART OF VACATED ST JOHN ST. for a total cost of \$500,000.00 and transfer the property to Evergrow, LLC, in an AS IS condition, according to the terms agreed upon in the Purchase Agreement by means of conveyance of a Warranty Deed. Revenue realized from the sale of this real property will be placed in Revenue Acct. No. 101-371.209-673.100, AND, resolving that the City Clerk shall, within thirty (30) days of this action, record a certified copy of this resolution with the Register of Deeds for Genesee County and forward a certified copy of said resolution to the State Treasurer.

- 210204** CO#2/Contract/Rowe Engineering/Northwest Transmission Main/Re-Permitting & Design

Resolution resolving that the proper city officials are hereby authorized to enter into Change Order #2 [to the contract] with Rowe Engineering for additional scope of services for the Northwest Transmission Main re-permitting and design, in an amount NOT-TO-EXCEED \$28,000.00, and a revised contract amount of \$132,360.00, as requested by the Department of Public Works and Utilities.

## DISCUSSION ITEMS

- 210207** Referral/Money from Sale of City-Owned Land/Cameras for Police

Referral as requested by Councilperson Guerra to FINANCE: re, He asks if some of the money realized from the sale of 3420 St. Johns Street can be given to the

police for cameras. [Referral Action Date: 4/26/2021 @ City Council Electronic Public Meeting.]

## **OUTSTANDING DISCUSSION ITEMS**

## **ADJOURNMENT**



**CITY OF FLINT**

RESOLUTION NO.: 210202

PRESENTED: APR 26 2021

ADOPTED: \_\_\_\_\_

**Resolution Authorizing Change Order #1 to the Contract with Rowe, Inc. for Comprehensive Zoning Services to Extend the Contract until October 31, 2021 and add an additional \$60,000**

**BY THE CITY ADMINISTRATOR:**

The City of Flint, through its Department of Planning and Development, Planning & Zoning Division, released an RFP in March 2020 inviting proposals from qualified firms to provide planning/zoning services to the City, including oversight and administration of the medical and recreational marijuana business licensing process. Applicants were required to demonstrate knowledge and experience with respect to all aspects of planning/zoning services required by a municipal entity.

The City selected ROWE Inc as the most responsive applicant and entered into a contract with ROWE in the amount of \$60,000 for comprehensive zoning services. That contract expires April 30, 2021 and has been exhausted.

The City desires to extend this contract for an additional 6 months and add \$60,000 to continue the services.

**IT IS RESOLVED**, that City Officials are authorized to do all things necessary to extend the contract with Rowe Inc until October 31, 2021 and add \$60,000 to continue their provision of comprehensive zoning services with funds in the amount of \$60,000 to be made available from account #

**APPROVED AS TO FORM:**

Angela Wheeler  
**Angela Wheeler, Chief Legal Officer**

**APPROVED AS TO FINANCE**

Shelbi Frayer  
Shelbi Frayer (Apr 23, 2021 15:38 EDT)  
**Shelbi Frayer, Chief Financial Officer**

**ADMINISTRATION:**

Clyde Edwards  
**Clyde Edwards, City Administrator**

**CITY COUNCIL:**

\_\_\_\_\_  
**Kate Fields, Council President**



# CITY OF FLINT

## REQUISITION STAFF REVIEW FORM

**TODAY'S DATE:** 4/21/21

**BID/PROPOSAL#** 20000569

**AGENDA ITEM TITLE:** Requisition to enter into a Change Order #1 contract with ROWE, Inc for comprehensive zoning services in the amount of \$60,000 for approximately 6 months.

**PREPARED BY** Suzanne Wilcox, Director, Department of Planning and Development

**VENDOR NAME:** Rowe, Inc.

### BACKGROUND/SUMMARY OF PROPOSED ACTION:

The City of Flint, through its Department of Planning and Development, Planning & Zoning Division, released an RFP in March 2020 inviting proposals from qualified firms to provide planning/zoning services to the City, including oversight and administration of the medical and recreational marijuana business licensing process. Applicants were required to demonstrate knowledge and experience with respect to all aspects of planning/zoning services required by a municipal entity.

The City received 2 responses, one from ROWE, Inc, and one from Fusco, Shaffer, and Pappas. Staff reviewed and evaluated both proposals. Rowe's proposal was the lowest bid and also scored highest per the evaluation criteria and the City entered into a contract with ROWE in the amount of \$60,000 for comprehensive zoning services. That contract expires April 30, 2021 and has been exhausted. Services are needed to continue for an additional 6 months. This resolution extends the contract until October 31, 2021 and adds an additional \$60,000.

**FINANCIAL IMPLICATIONS:** Funding is available in the City's FY21 budget for these services.

**BUDGETED EXPENDITURE?** YES  NO  IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
P & D Medical Marijuana Compliance	Professional Services	101-371.220-801.000	N/A	\$60,000.00
<b>FY19/20 GRAND TOTAL</b>				<b>\$60,000.00</b>

**PRE-ENCUMBERED?** YES  NO  **REQUISITION NO:**

**ACCOUNTING APPROVAL:** Mary Jarvis **Date:** 04/23/2021



CITY OF FLINT

WILL YOUR DEPARTMENT NEED A CONTRACT? YES  NO   
(If yes, please indicate how many years for the contract) YEARS

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal) n/a

BUDGET YEAR 1

BUDGET YEAR 2

BUDGET YEAR 3

OTHER IMPLICATIONS (i.e., collective bargaining): This is a short-term contract. Services are needed while the City recruits for a full-time Zoning Coordinator

STAFF RECOMMENDATION: (PLEASE SELECT):  APPROVED  NOT APPROVED

DEPARTMENT HEAD SIGNATURE: *Suzanne Wilcox* Director, DPD  
(PLEASE TYPE NAME, TITLE)

Approved as to budget

*Jennifer Ryan*  
Jennifer Ryan (Apr 23, 2021 15:37 EDT)



**RESOLUTION REVIEW FORM**

FROM: P&D - Zoning Division  
Department/Author

DATE  
NO.

RESOLUTION NAME: **Resolution to enter into Change Order #1 to the contract w  
zoning services in the amount of \$60,000 for approximatel**

Date in:

**1. RESOLUTION REVIEW - PLANNING AND DEVELOPMENT DIRE**

By: Suzanne Wilcox   
Planning and Development Director

DATE: 4/21/21  
(Date)

Date in:

**2. RESOLUTION REVIEW - LEGAL**

The attached RESOLUTION is submitted to the Legal Department for Approval as to FORM ONLY:  
The Legal Department has reviewed the RESOLUTION as to Form on  
this form approves as to FORM ONLY.

(Date)

By: Angela Wheeler  
Chief Legal Officer

DATE: \_\_\_\_\_

April 21, 2021

Law Office Login #

**with Rowe Inc for comprehensive  
y 6 months**

**ECTOR**

, and by signing



## CITY OF FLINT

RESOLUTION NO.: 210203

PRESENTED: APR 26 2021

ADOPTED: \_\_\_\_\_

### RESOLUTION AUTHORIZING THE SALE OF CITY OWNED LAND 3420 ST JOHN ST TO EVERGROW, LLC

#### BY THE CITY ADMINISTRATOR:

The City of Flint has acquired title to certain real estate commonly known as 3420 St. John St., Parcel ID #47-31-487-015. The property contains a structure, formerly the Flint Police Training Academy. It is located in Ward 3, and is situated between James P. Cole and Industrial Avenue.

Evergrow, LLC has offered \$500,000 to purchase the property commonly known as 3420 St. John St., Flint, MI 48505, Parcel ID #47-31-487-015 and legally described as LOTS 425 THRU 443 AS ORIGINALLY PLATTED; LOT 444 EXC ELY 10 FT OF NLY 75 FT; LOT 445 EXC NLY 75 FT, GENERAL MOTORS PARK; ALSO A CONTIG UNPLATTED PARCEL OF LAND DESC AS FOLLS: THAT PART OF N 8 RDS OF E 1/2 OF NE 1/4 OF SEC 6, T7N, R7E LYING WLY OF WLY R.O.W. LINE OF JAMES P. COLE BLVD AS DESCRIBED IN DEED LIBER 2183, PAGES 869-873, GENESEE COUNTY RECORDS. EXC THAT PART OF VACATED ST JOHN ST.

The city's interest in the aforementioned property will be conveyed by a Warranty Deed and sold in AS IS condition. Revenue realized from the sale of this real property will be placed in Revenue Account #101-371.209-673.100. Evergrow, LLC shall pay the recording fees to register the conveyance documents at the Genesee County Register of Deeds.

**IT IS RESOLVED**, that the appropriate City Officials are authorized to do all things necessary to enter into and complete the sale of the property commonly known as 3420 St. John St, Flint Michigan, 48505, Parcel ID # 47-31-487-015 and legally described as LOTS 425 THRU 443 AS ORIGINALLY PLATTED; LOT 444 EXC ELY 10 FT OF NLY 75 FT; LOT 445 EXC NLY 75 FT, GENERAL MOTORS PARK; ALSO A CONTIG UNPLATTED PARCEL OF LAND DESC AS FOLLS: THAT PART OF N 8 RDS OF E 1/2 OF NE 1/4 OF SEC 6, T7N, R7E LYING WLY OF WLY R.O.W. LINE OF JAMES P. COLE BLVD AS DESCRIBED IN DEED LIBER 2183, PAGES 869-873, GENESEE COUNTY RECORDS. EXC THAT PART OF VACATED ST JOHN ST. for a total cost of \$500,000.00 and transfer the property to Evergrow, LLC, in an AS IS condition according to the terms agreed upon in the Purchase Agreement by means of conveyance of a Warranty Deed. Revenue realized from the sale of this real property will be placed in Revenue Account #101-371.209-673.100.

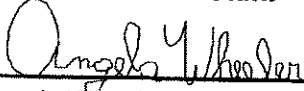
**FURTHER RESOLVED**, that the City Clerk shall, within thirty (30) days of this action, record a certified copy of this resolution with the Register of Deeds for Genesee County and forward a certified



## CITY OF FLINT

copy of said resolution to the State Treasurer.

**APPROVED AS TO FORM:**



**Angela Wheeler, Chief Legal Officer**

**ADMINISTRATION:**



**Clyde Edwards, City Administrator**


**APPROVED AS TO FINANCE**



Shelbi Frayer (Apr 26, 2021 10:49 EDT)

**Shelbi Frayer, Chief Financial Officer**

**ADMINISTRATION:**



**Kate Fields, City Council President**

Signature:   
Jennifer Ryan Apr 26 2021 10:25 EDT  
Email: [jryan@cityofflint.com](mailto:jryan@cityofflint.com)



## CITY OF FLINT

### RESOLUTION STAFF REVIEW FORM

**TODAY'S DATE:** 4/23/21

**BID/PROPOSAL#** n/a

**AGENDA ITEM TITLE:** Resolution recommending disposition of real property owned by the City of Flint.

**PREPARED BY** Suzanne Wilcox, Director of Planning and Development

**VENDOR NAME:** n/a

**BACKGROUND/SUMMARY OF PROPOSED ACTION:**

The City of Flint has acquired title to certain real estate commonly known as 3420 St. John St., Parcel ID #47-31-487-015. The property contains a structure, formerly the Flint Police Training Academy.

Franko Sallaku, aka Evergrow, LLC, address 23450 Telegraph Rd., Southfield, MI requested to purchase 3420 St. John St., offered \$500,000, and provided a \$50,000 earnest money deposit. The property was listed on the City's website. The City received one other offer, significantly less, and desires to sell this property to Mr. Sallaku. Mr. Sallaku intends to renovate the building and operate a Marijuana establishment for the purpose of commercially growing marijuana as permitted under Section 10 of the Michigan Regulation and Taxation of Marihuana Act. That use is allowed at this location. The City of Flint desires to reduce the number of properties that are not on the tax rolls, and/or not in productive use. The City has executed a purchase agreement with Mr. Sallaku, and per the City's Purchasing Ordinance, City Council approval is required to sell the property.

Evergrow, LLC has agreed to purchase the properties commonly known as 3420 St. John St., Parcel ID #47-31-487-015, and legally described as:

LOTS 425 THRU 443 AS ORIGINALLY PLATTED; LOT 444 EXC ELY 10 FT OF NLY 75 FT; LOT 445 EXC NLY 75 FT, GENERAL MOTORS PARK; ALSO A CONTIG UNPLATTED PARCEL OF LAND DESC AS FOLLS: THAT PART OF N 8 RDS OF E 1/2 OF NE 1/4 OF SEC 6, T7N, R7E LYING WLY OF WLY R.O.W. LINE OF JAMES P. COLE BLVD AS DESCRIBED IN DEED LIBER 2183, PAGES 869-873, GENESEE COUNTY RECORDS. EXC THAT PART OF VACATED ST JOHN ST

The city's interest in the aforementioned property will be conveyed by a Warranty Deed and sold in AS IS condition. Revenue realized from the sale of this real property will be placed in Revenue Account #101-371.209-673.100. Evergrow, LLC shall pay the recording fees to register the conveyance documents at the Genesee County Register of Deeds.



# CITY OF FLINT

**FINANCIAL IMPLICATIONS:** The property will be removed from the City of Flint owned property list and returned to the tax rolls and/or productive use. Property will be sold for \$500,000.

**BUDGETED EXPENDITURE?** YES  NO  IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
Planning and Development	Sale of City Land	101-371.209-673.100	n/a	\$500,000
<b>FY19/20 GRAND TOTAL</b>				<b>\$500,000</b>

**PRE-ENCUMBERED?** YES  NO  **REQUISITION NO:**

**ACCOUNTING APPROVAL:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WILL YOUR DEPARTMENT NEED A CONTRACT?** YES  NO   
(If yes, please indicate how many years for the contract) \_\_\_\_\_ YEARS

**WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)**

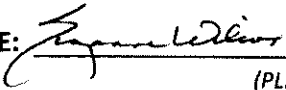
**BUDGET YEAR 1**

**BUDGET YEAR 2**

**BUDGET YEAR 3**

**OTHER IMPLICATIONS (i.e., collective bargaining):** none

**STAFF RECOMMENDATION: (PLEASE SELECT):**  **APPROVED**  **NOT APPROVED**

**DEPARTMENT HEAD SIGNATURE:**  Director, Dept of Planning and Development  
(PLEASE TYPE NAME, TITLE)

**RESOLUTION REVIEW FORM**

FROM: P&D, Planning Division  
Division

DATE April 16, 2021  
NO. \_\_\_\_\_  
Law Office Login # \_\_\_\_\_

**Resolution authorizing the sale of city owned land 3420 St. John St. to Evergrow, LLC**

RESOLUTION NAME:

Date in: 4/21/2021

**1. RESOLUTION REVIEW - P&D / Zoning Division**

The attached RESOLUTION is approved by the P&D Director. By signing, the Director approves this resolution to be processed for signatures.

By: Suzanne Wilcox *Suzanne Wilcox* DATE: 26-Apr  
Director, Planning and Development (Date)

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

**2. RESOLUTION REVIEW - LAW DEPARTMENT**

The attached RESOLUTION is submitted to the Legal Department for Approval as to FORM ONLY:  
The Legal Department has reviewed the RESOLUTION as to Form on \_\_\_\_\_, and by signing  
this form approves as to its (Date)

By: Angela Wheeler \_\_\_\_\_ DATE: \_\_\_\_\_  
Chief Legal Officer

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

**3. RESOLUTION REVIEW - FINANCE**

The attached RESOLUTION is submitted to the FINANCE Department for approval as to FINANCE COMPLIANCE:

The Finance Department reviewed this RESOLUTION, on *JMR* 04/26/2021 and by signing  
JMR  
this form approves as to FINANCE COMPLIANCE. (Date)

By: Shelbi Frayer *Shelbi Frayer* DATE: 04/26/2021  
Shelbi Frayer (Apr 26, 2021 10:49 EDT)

Chief Financial Officer

CITY OF FLINT



RESOLUTION NO: 210204  
PRESENTED: MAY 5 2021  
PRESENTED: \_\_\_\_\_

**RESOLUTION TO ROWE ENGINEERING FOR NORTHWEST TRANSMISSION  
MAIN RE-PERMITTING AND DESIGN – CHANGE ORDER 2**

**BY THE CITY ADMINISTRATOR:**

On May 26, 2020, Change Order #1 - Resolution #200216 was adopted by City Council to provide additional engineering services for the Northwest Transmission Main Re-Permitting and Design as requested by the Public Works and Utilities Department in the amount not to exceed \$104,360.00, and;

Rowe Engineering was the sole source for said services. Additional scope of work is needed for revision to drawings, specifications, and permit applications for Change Order #2.

Funding for said services will come from the following accounts for FY21 (07/01/20 – 06/30/21):

Name of Account	Account #	Grant #	Amount
Northwest Transmission	496-554.000-801.051	FEPA18WIIN-1	\$28,000.00
	<b>FY21 GRAND TOTAL</b>		<b>\$28,000.00</b>

**IT IS RESOLVED**, that the proper City Officials, are hereby authorized to enter into **CHANGE ORDER #2** with Rowe Engineering for additional scope of services for the Northwest Transmission Main Re-Permitting and Design in an amount not-to-exceed for FY21 (07/01/20 – 06/30/21), \$28,000.00 and a revised contract amount of \$132,360.00.

**APPROVED AS TO FORM:**

Angela Wheeler  
Angela Wheeler (Apr 27, 2021 08:03 EDT)  
**Angela Wheeler, Chief Legal Officer**

**APPROVED AS TO FINANCE:**

Shelbi Frayer  
Shelbi Frayer (Apr 21, 2021 10:42 EDT)  
**Shelbi Frayer, Chief Financial Officer**

**FOR THE CITY OF FLINT:**

Clyde Edwards  
**Clyde Edwards, City Administrator**

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
**Kate Fields, City Council President**

**APPROVED AS TO PURCHASING:**

Joyce A. McClane  
**Joyce A. McClane, Purchasing Manager**





# CITY OF FLINT

## RESOLUTION STAFF REVIEW FORM

**TODAY'S DATE:** April 20, 2021

**BID/PROPOSAL#** Sole Source

**AGENDA ITEM TITLE:** Northwest Transmission Main Replacement Change Order #2

**PREPARED BY:** Yolanda Gray, DPW Accounting Supervisor

**VENDOR NAME:** Rowe Engineering

**BACKGROUND/SUMMARY OF PROPOSED ACTION:**

Rowe Engineering was awarded a contract as the sole source, to provide engineering services for the Northwest Transmission main re-permitting and redesign as needed in an amount not to exceed \$67,360. Since, moving forward with the design, Change Order #1 was required for additional scope of services at a cost not to exceed \$37,000 for total contract amount of \$104,360. The Department of Environment, Great Lakes, and Energy (EGLE), has requested revisions to drawings, specifications, and permit applications for Change Order #2 at a cost not to exceed \$28,000 for a total contract price of \$132,360.00. These revisions will allow this project to move forward with bidding and construction.

**FINANCIAL IMPLICATIONS:**

**BUDGETED EXPENDITURE?** YES  NO  IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
496	Northwest Transmission	554.000-801.051	FEP18WIIN-1	28,000.00
<b>FY20 GRAND TOTAL</b>				<b>\$28,000.00</b>

**PRE-ENCUMBERED?** YES  NO  **REQUISITION NO:** 210004481

**ACCOUNTING APPROVAL:** Yolanda Gray **Date:** 4-20-21

**WILL YOUR DEPARTMENT NEED A CONTRACT?** YES  NO   
(If yes, please indicate how many years for the contract) YEARS



## CITY OF FLINT

**WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)**

**BUDGET YEAR 1**

**BUDGET YEAR 2**

**BUDGET YEAR 3**

**OTHER IMPLICATIONS (i.e., collective bargaining):**

**STAFF RECOMMENDATION: (PLEASE SELECT):**  **APPROVED**  **NOT APPROVED**

**DEPARTMENT HEAD SIGNATURE:**

A handwritten signature in black ink, appearing to read "Michael Brown".

**MICHAEL BROWN**

**(PLEASE TYPE NAME, TITLE) DPW DIRECTOR**



# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.™*

March 24, 2021

Mr. John Young  
City of Flint  
1011 S. Saginaw Street  
Flint, MI 48813

Re: Northwest Transmission Main Replacement PO #19-001489  
Final Plan / Permit Revisions

Dear Mr. Young:

As requested, ROWE Professional Services Company is submitting this request for additional engineering services associated with the above-referenced project. Based in our discussions and meetings, there are a number of items that need to be completed prior to this project receiving all the necessary permits and approvals to allow this project to move forward with bidding and construction. As you are aware, Michigan Department of Environment, Great Lakes, and Energy (EGLE), CSX Railroad, Genesee County Drain Commission, and the Michigan Department of Transportation (MDOT) all need to grant approval of this project and/or issue a permit.

The following is a list of items that need to be completed and/or changed:

- Revise drawings to remove the portion of the water main that was proposed to be replaced under I-475 and Dort Highway. This requested change will result in revisions to the drawings, quantities, traffic control plans, and MDOT permit. By eliminating the crossing of I-475 and Dort Highway, the city will not only save construction costs but also additional geotechnical services fees, as MDOT has recently been requiring a much more in-depth geotechnical report to work in their right-of-way. This change occurred during this project's design phase.
- Revise design drawings, specifications, and permit application to address EGLE's comments. As you were aware, EGLE provided a lengthy list of comments they requested be changed to the design. After our meeting with Mr. London from EGLE and yourself, we were able to significantly reduce the list of requested changes. Once the final agreed upon changes are made, a complete design package including an updated permit application will need to be resubmitted to EGLE for final approval of their permit.
- Once the changes noted above are completed, the documents will need to be submitted to the Genesee County Drain Commissioner for their review and issuance of a soil erosion and sedimentation control permit.
- Update the technical specifications/notes/details pay items to allow for the appropriately sized pressure class ductile iron pipe material as requested by Mr. Young.
- Back in the fall of 2019, ROWE submitted the documents to CSX Railroad for their review and issuance of a permit to cross their railway. It is our understanding that CSX is waiting for a permit fee to be paid by the city prior to finalizing their permit. The city has had a copy of this invoice from CSX since December 2019. We are hoping that the documents that received preliminary approval in December 2019 can still be approved once the fee is paid by the city.

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

Corporate: The ROWE Building, 540 S. Saginaw Street, Suite 200 • Flint, MI 48502 • O (810) 341 7500 • F (810) 341 7573

With Offices In: Farmington Hills, MI • Grayling, MI • Kentwood, MI • Lapeer, MI • Mt Pleasant, MI • Myrtle Beach, SC

[www.rowepsc.com](http://www.rowepsc.com)

Mr. John Young  
March 24, 2021  
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All of these items noted above were not accounted for in our engineering fee. Therefore, we are requesting a change order to our PO in that amount to cover these costs in the amount of \$28,000.

If you concur with this request, please prepare the required documentation as indication of your authorization to proceed. If you have any questions or comments, please contact us at (810) 341-7500.

Sincerely,  
ROWE Professional Services Company

 Jeffrey Markstrom, P.E.  
ROWE Professional Services  
03/24/21 09:04:07

Jeffrey B. Markstrom, P.E.  
Design Services Division Manager

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200216



RESOLUTION NO: \_\_\_\_\_  
PRESENTED: 5-26-20  
PRESENTED: 5-26-2020

BY THE CITY ADMINISTRATOR:

**RESOLUTION TO ROWE ENGINEERING FOR NORTHWEST TRANSMISSION  
MAIN RE-PERMITTING AND DESIGN - CHANGE ORDER 1**

In July 2019, Rowe Engineering was awarded to provided engineering services for the Northwest Transmission Main Re-Permitting and Design as requested by the Public Works and Utilities Department in the amount not to exceed \$67,360.00, and;

Rowe Engineering was the sole source for said services. Additional scope of services was needed: change in size of water main, new connection points, and new survey data and plans.

Funding for said services are budgeted and will come from the following account:

Dept.	Name of Account	Account #	Grant #	Amount
496	Northwest Transmission	\$54,000-881,051	FEPA18WHN-1	\$37,000.00

IT IS RESOLVED, that the proper City Officials, are hereby authorized to enter into CHANGE ORDER #1 with Rowe Engineering for additional scope of work for the Northwest Transmission Main Re-Permitting and Design in an amount not-to-exceed \$37,000.00 and a revised contract amount of \$104,360.00.

APPROVED AS TO PURCHASING:

Joyce A. McLean  
Purchasing Manager

APPROVED AS TO FINANCE:

Amanda Trujillo  
Amanda Trujillo 9th, 14, 2020 02 57 ECI  
Amanda Trujillo  
Acting Chief Financial Officer

APPROVED AS TO FORMS:

Angela Wheeler, Chief Legal Officer

Clyde Edwards, City Administrator

CITY COUNCIL

Monica Gallaway, Council President