



BERRIEN COUNTY DRAIN COMMISSIONER
Christopher Quattrin
701 Main Street
St. Joseph, Michigan 49085

PINEBROOK DRAIN #408

NOTICE OF LETTING AND DAY OF REVIEW OF APPORTIONMENTS

NOTICE OF LETTING

DATE: Friday, December 11, 2020
TIME: 2:00 P.M.
LOCATION: Remote Electronic Access via Zoom
Zoom Link: <https://us02web.zoom.us/j/89371447478>
Meeting ID: 893 7144 7478
Telephone Access: (888) 475-4499
QUESTIONS: (269) 932-0569

The Berrien County Drain Commissioner will meet via remote electronic connection (Zoom) at the above date and time to receive construction bids for the Pinebrook Drain #408. Please use the information listed above to access the Zoom meeting. Bids will then be opened and publicly announced.

The Drain will be let as set forth:

Drain Improvements

The project includes installation of a new storm sewer system along Manitou Road, including enclosed storm and ditching; proposed detention pond located off of the southwest corner of Manitou Road, with approximately 5,000 CYD of excavation; dredging of the existing Palladium Pond to its original design depth, with approximately 2,000 CYD of excavation; reconstructing the pond sideslopes on the northwest side of the Palladium pond and creating a proper overflow route; and removing the existing Palladium pond outlet structure and pipe, and replacing it with a new pond outlet structure and pipe. This project also includes cleaning of existing storm sewer in Eaton Park.

Bids will be received for a single prime Contract. Bids shall be on a lump sum and unit price basis, with additive alternate bid items as indicated in the Bid Form.

The Issuing Office for the Bidding Documents is: Wightman & Associates, Inc., 2303 Pipestone Road, Benton Harbor, Michigan 49022, Attn: Dan Yerks, P.E., 269-201-2054, dyerks@gowightman.com.

Bidding Documents are available at www.questcdn.com. Prospective bidders may download the digital Bidding Documents for \$30.00 by inputting Quest project #7408460 on the website's Project Search page. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, downloading, and working with this digital project information.

A mandatory pre-bid conference for the contract will be held on Tuesday, December 1, 2020 at 2:00 p.m. via Zoom. Please use the same access information as provided above for the Bid Opening. Bid security shall be furnished in accordance with the Instructions to Bidders.

The Contract will be awarded to the lowest responsive and responsible bidder giving adequate security for the performance of the work and meeting all conditions represented in the Instructions to Bidders. The Owner reserves the right to reject any and all bids, waive any informalities in bidding, or to accept the bid or bids should it consider the same to be in the best interest of the **Pinebrook Drain #408 #408** or the County of Berrien.

DAY OF REVIEW OF APPORTIONMENTS

DATE: Tuesday, January 5, 2021
TIME: 9:00 A.M. – 5:00 P.M.
LOCATION: Remote Electronic Access (Via Zoom)
QUESTIONS: (269) 932-0569

The Day of Review is an opportunity to review the Pinebrook Drain #408 Drainage District apportionment of benefit with the Drain Commissioner or a staff member. The Day of Review is being held via remote electronic access in accordance with the provisions of the Open Meetings Act due to the ongoing COVID-19 public health emergency.

YOU ARE NOT REQUIRED TO ATTEND THE DAY OF REVIEW. Prior to the Day of Review, you may contact the Drain Commissioner's Office at (269) 932-0569 or visit its website at <https://www.berriencounty.org/1475/Meeting-Notices> to get information about your apportionment and assessment.

The following is a description of the several tracts or parcels of lands constituting the Special Assessment Districts of the Drain, as well as a list of any county, township, city, village to be assessed at large:

Saint Joseph Charter Township – T05S, R19W
Sections 1 and 12

Berrien County for benefits to county roads.

Electronic participation will be conducted through Zoom. The Day of Review may be accessed through any device supporting the Zoom app, which includes many computers, laptops, smartphones. Users on a computer or laptop will be given the option to join the meeting through a web browser without downloading the Zoom app. Additionally, individuals may call into the Day of Review by telephone.

Prior to the Day of Review:

- **Website.** Please visit the Drain Commissioner's website at <https://www.berriencounty.org/1475/Meeting-Notices> for more information regarding the Day of Review.
- **Email.** If you would like to ask questions about your property or proposed apportionment prior to the Day of Review, please email skoski@fsbrlaw.com and we will provide you information through email.
- **Telephone.** If you wish to speak with a staff member of the Drain Commissioner's Office about your property or the proposed apportionment, please call (269) 932-0569.
- **Zoom.** We recommend downloading the Zoom app to your device prior to the Day of Review to ensure there is time to obtain technical advice if needed.
- **Special Access.** Persons with disabilities needing accommodations for effective participation in the Day of Review should contact the Drain Commissioner's Office at the number noted above (voice) or through the Michigan Relay Center at 7-1-1 (TDD) at least 24 hours in advance of the Day of Review to request mobility, visual, hearing or other assistance.

On the Day of Review:

- The Drain Commissioner, engineers and/or other staff members will be available to assist individuals throughout the day and make revisions where necessary. There is no need to schedule an appointment for a specific time on the Day of Review.
- To participate electronically through Zoom, you can access the Day of Review through the following link: <https://us02web.zoom.us/j/89371447478>
- For participation on Zoom via telephone, please call: (888) 475-4499.
- If prompted, the Zoom Meeting ID/Password is 893 7144 7478
- Once individuals have joined the Day of Review electronically, the Drain Commissioner will provide further information about procedures for participation.
- The computation of costs for the Drain will also be available at the Day of Review and will be on the Drain Commissioner's Office website. Drain assessments are collected in the same manner as property taxes and will appear on your winter tax bill. If drain assessments are being collected for more than one (1) year, you may pay the assessment in full with any interest to date at any time and avoid further interest charges.

After the Day of Review:

You may appeal the Drain Commissioner's determination of apportionments to the Berrien County Probate Court within ten (10) days.

FAQs

Christopher J. Quattrin
Berrien County
Drain Commissioner



FREQUENTLY ASKED QUESTIONS about the Notice of Letting and Day of Review of Apportionments

Why did I receive this notice?

Notices went out to public entities and property owners with lands within the Drainage Districts.

What is a Drainage District?

A drainage district is the land area that benefits from the drain. The drainage district makes up the watershed that contributes water to the drain. Each property and municipality within the drainage district pays for maintenance and improvement of the drain.

What is a Day of Review of Apportionments?

A Day of Review of Apportionments provides an opportunity for property owners to review the percent of benefit of the drain assigned to their property. The apportionments of benefit are based on acreage, land use, and other factors. The apportionments determine the assessment amount for each property for costs of construction or maintenance.

Why are the apportionments being revised?

Parcel apportionments are being revised to more accurately reflect the percentage of benefit that each property receives from the drain. If a parcel is on the outer boundary of a drainage district, it is possible that only a portion of the parcel will be assessed.

When do I receive my drain assessment?

Drain assessments are included on your Winter Tax bill, and are only levied when costs are incurred for the drain. Assessment amounts vary from year to year.

What is my assessment amount?

Estimated assessment amounts are available at the Day of Review. If you are unable to attend, you may call the number listed on the notice with you have any questions.

Do I have to attend the Day of Review?

You are not required to attend the Day of Review.

Why is the Day of Review being held electronically?

The Day of Review is being held electronically to comply with federal and state recommendations to cease from any public assemblies, self-quarantine, and help prohibit the spread of COVID-19.

What is Zoom?

Zoom is a video conferencing service that allows for virtual meetings, either by video, audio-only, or both. Zoom meetings can be accessed through the Zoom app, an internet browser, or by telephone.

How do I download the Zoom app on my device?

You will be prompted to download the app when you enter the meeting link from your notice into a web browser on your computer or device. You can also download the app as follows:

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- **Computer.** The computer/laptop app is available for download at zoom.us/download. Select the download for "Zoom Client for Meetings."
- **Smartphone, tablet, and other app-based devices.** Search for "Zoom" in the app store for your device or go to zoom.us/download and select the appropriate link under "Zoom Mobile Apps."

How do I access the Day of Review on Zoom?

- **By App.** Enter the meeting link from your Notice into a web browser. Permission will be requested to open the app on your device. Alternatively, you can open the app, select "Join," enter the Meeting ID from your Notice, and press the "Join" button.
- **By Web Browser on Computer/Laptop.** Go to zoom.us/join, enter the Meeting ID, and select "Join." For further information about accessing from a web browser, please visit <https://support.zoom.us/hc/en-us/articles/201362593-Launching-Zoom-from-a-web-browser>.
- **By Telephone.** Dial the number provided on your Notice. If requested, enter the Meeting ID from your Notice.

How do I participate during the Day of Review?

Once you have entered the Zoom meeting, you will be automatically placed on "mute." The Drain Commissioner and meeting host will give further information about how to participate and when public comment is permitted. You are requested to remain "muted" until called on for comment.

How do I indicate I want to comment?

You can indicate that you would like to comment or ask a question by virtually "raising your hand," at which point a hand icon will appear next to your name for the meeting host to see. To "raise your hand":

- **Computer.** Select the icon labeled "Participants" at the bottom of your screen. This will pull up a participant list on the right side of your screen. At the bottom of the participant list, select the "Raise Hand" button. Once called on to speak, select the "Unmute" button on your screen.
- **Smartphone, tablet, and other app-based devices.** Select the "Raise Hand" button at the bottom of your screen. If "Raise Hand" is not present, select the "More" button to reveal more controls. Once called on to speak, select the "Audio" or "Unmute" button on your screen.
- **Telephone.** Dial *9 to "Raise Hand." Once called on to speak, dial *6 to unmute your line.

What if I have difficulty accessing the Day of Review electronically?

Please call the Drain Commissioner's Office at (269) 932-0569. Every effort will be made to help ensure your participation.

Can I submit questions or comments prior to the Day of Review electronically?

Questions and comments prior to the meeting can be submitted by email at skoski@fsbriaw.com or by calling (269) 932-0569.

How can I get more information?

Visit the County's website at <https://www.berriencounty.org/1475/Meeting-Notices> or call (269) 932-0569.