

**CHARTER TOWNSHIP OF PLYMOUTH**  
**BOARD OF TRUSTEES**  
**STUDY SESSION**  
**JUNE 04, 2019**

**CALL TO ORDER**

**CHARTER TOWNSHIP OF PLYMOUTH**  
**BOARD OF TRUSTEES**  
**STUDY SESSION**  
**JUNE 04, 2019**

**ITEM A**  
**Roll Call**

**CHARTER TOWNSHIP OF PLYMOUTH**  
**BOARD OF TRUSTEES**  
**STUDY SESSION**  
**JUNE 04, 2019**

**ITEM B**  
**Approval of Agenda**  
**June 4, 2019**

**CHARTER TOWNSHIP OF PLYMOUTH  
BOARD OF TRUSTEES  
STUDY SESSION**

Tuesday, June 4, 2019

7:00 PM



**CALL TO ORDER AT \_\_\_\_\_ P.M.**

**A. ROLL CALL:** Kurt Heise\_\_\_\_\_, Mark Clinton\_\_\_\_\_, Chuck Curmi \_\_\_\_\_,  
Bob Doroshewitz \_\_\_\_\_, Jerry Vorva \_\_\_\_\_, Jack Dempsey\_\_\_\_\_,  
Gary Heitman \_\_\_\_\_

**B. APPROVAL OF AGENDA**

Tuesday, June 4, 2019

**C. PUBLIC COMMENTS AND QUESTIONS (Limited to 3 minutes)**

**D. NEW BUSINESS**

1. Building Department Update – *Building Department Coordinator Cheri Palmarchuk and Building Director Mark Lewis*
2. Retiree Healthcare Reform Discussion – *Supervisor Kurt Heise, Treasurer Mark Clinton and Trustee Chuck Curmi*
3. Historic Marker Language Review – *Trustee Jack Dempsey*

**E. SUPERVISOR AND TRUSTEE COMMENTS**

**F. PUBLIC COMMENTS AND QUESTIONS  
(Limited to 3 Minutes)**

**G. ADJOURNMENT**

**PLEASE TAKE NOTE:** The Charter Township of Plymouth will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at all Township Meetings, to individuals with disabilities at the Meetings/Hearings upon two weeks' notice to the Charter Township of Plymouth by writing or calling the following: Human Resource Office, 9955 N Haggerty Road, Plymouth, MI 48170. Phone number (734) 354-3202 TDD units: 1-800-649-3777 (Michigan Relay Services)

**The Public Is Invited and Encouraged To Attend All Meetings of  
the Board of Trustees of the Charter Township of Plymouth.**

**CHARTER TOWNSHIP OF PLYMOUTH**  
**BOARD OF TRUSTEES**  
**STUDY SESSION**  
**JUNE 04, 2019**

**ITEM C**  
**Public Comments and Questions**  
**(Limited to 3 Minutes)**

**CHARTER TOWNSHIP OF PLYMOUTH  
BOARD OF TRUSTEES  
STUDY SESSION  
JUNE 04, 2019**

**NEW BUSINESS**

**ITEM D.1  
Building Department Update**



## CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

**MEETING DATE:** June 4, 2019

**ITEM:** Update on Building Department Activities

**PRESENTERS:** Supervisor Heise, Building Director Lewis, Building Department Coordinator Cheri Palmarchuk

**BACKGROUND:** Last year the Building Department made a presentation to the Board which led to amendments of our fee schedules and other policy changes designed to streamline operations and cover the costs of the services provided by the Department. At tonight's meeting we will have an update from the Department on the lessons learned in the first year and to generally update the Board on the progress made with the adoption and utilization of new software and the status of our fee schedule revisions. Staff will also be on hand to answer any questions you have on the operations of the Department.

**PROPOSED MOTION:** None; discussion only.

Here are some fun facts regarding BSA.

1. 11/2015 started using BSA.Net
2. Online inspections 1/2017
3. Permits online 10/2017
4. Water/Sewer permits 1/2018
5. PZE process 3/2018
6. Collecting & backfilling processes and bonds 3/2018
7. Collecting legal fees from applicants 3/2018

As you know BSA is an amazing program so I pulled together some data from 2018/2019:

### **2018**

Permits online	688	
inspections online	2911	
PZE	92	This number includes backfill applications
Sewer/Water permits	55	

### **2019 Total to date 5/21/2019**

Inspections online	1369
PZE Process	22
Sewer/Water Permits	22

### **Totals to date (See attachment)**

		<u>Collected</u>	<u>Holding</u>	<u>Transferred</u>	<u>Refunded/ Returned</u>	<u>Owed</u>
Landscape Bond (Cash)	6	340,895.00	340,895.00			
Landscape Bond ( Performance)	4	1,039,116.00	689,116.00		350,000.00	507,317
Hydrant Meter Bond	11	4,800.00	2,200.00		2,600.00	
Legal Escrow Bond		41,332.00	14,741.92	19,828.83	761.25	6,000.00
Engineering Escrow Bond 2019		47,100.00	47,100.00			230,400.00

### **Total in account as 5/21/2019**

Payment in Lieu Trees	4	19,950.00				
Payment in Lieu Sidewalks		11,628.00				11,916.00
Payment in Lieu Amenities	0					

### **Water Tap Increase 8/2018 to date**

	<u>Permits</u>	<u>Increase Time/Materials</u>	<u>Total Collected</u>
Increase in the ¾" & 1" tap fee	20	1,025.00	20,500.00

### **Fence Permits 2019**

	<u>4 Foot</u>	<u>6 Foot</u>
	14	10



### Major Accomplishments:

1. We are now able to know exactly what has been collected for Engineering Escrow Fees and what we pay out for SDA services, with any remaining after project completion, being refunded to the applicant. This is the first time we have been able to track this quickly and efficiently. To my knowledge we have not refunded any overages back to the applicant.
2. We are now requiring the applicant to pay a Legal Escrow for Kevin Bennett's services for review of project legal documents. Once again we can track this efficiently and refund any remaining fees back to the applicant. This has never been done before to my knowledge.
3. Permits online is a wonderful service for both the applicant and myself. This saves me so much time. Plus we save the cost of: paper, printer ink, envelopes and postage. The applicant receives their permit through email the next day which speeds up their process for scheduling inspections rather than waiting for snail mail.
4. Inspections online has saved my sanity. I was taking on average 150 calls a day to schedule inspections, inspection results, and inspection times. With the online process the applicant schedules their inspection on the date they want, once the inspection has been completed they receive an email stating passed or failed and what their corrections are. We also can collect re-inspection fees and add-on fees before a final can be scheduled to ensure the Township receives all required fees.
5. No, you can't get rid me; you need me to be the control center for all processes.....LOL.
6. PZE processes are also a wonderful way for all of us to have access to what is being done for each application; this will work better in 2019 as we will have a better number because we won't be backfilling. The backfilling process is very time consuming, so everything is not in as it should be. But what is in is invaluable. With a click of a mouse we can access everything about that project, from application, approval process, outside permits, to final approved plans, and finally recorded documents from Wayne County. This has never been done before.
7. Landscaping bonds are now taken through the PZE process, this ensures that we have the money for the required landscaping at the end of the project; we collect cash or a Performance Bond with no end date.
8. Water/Sewer billing for services is now done through BSA Building, this way we can track all fees, make sure all fees have been paid before a final is done on the project. This is also very valuable as fees don't get overlooked or just not paid.
9. We also collect bonds for hydrant meters to ensure the water usage gets paid and we receive our meter back. This has also been very successful.
10. We have now included all Water/Sewer agreements to go through BSA Building, this process has saved the Treasurer's Department a lot of time as they used to have to hand code every line item, now they scan the bar code and they are good to go. We can now track each line item by account through BSA Building.
11. BSA is online under Property Search for anyone to access information on an address or parcel ID; this has helped tremendously in all Departments in answering questions by title companies, neighbors, homeowners, mortgage companies etc., they can access the information on their own.
12. We implemented BSA Field Inspection in April 2019 for the laptops for Lewis, MacDonald and Ford for use on their laptops for out in the field, this has helped them with their inspections, attaching pictures to each property and inputting results on the spot.
13. The new fence ordinance took effect on April 24, 2019 and so far we have permitted ten 6' fences.
14. Goals for 2019: Clerk's office looking into e-recording for the legal documents.

So in closure, BSA has been an amazing advancement for all Departments and we have this Board of Trustee's to thank for allowing all this to come together! I think it will be another very good year with even more data being available through a click of a mouse!

AttachmentPerformance Bonds

Andover Forest	69,375.00	
Adient	467,525.00	Phase 1E Landscape
Tuscany	152,216.00	
Star Trucking	350,000.00	
Total	1,039,116.00	

EZ Storage	123,629.30	owed
Verona Park	103,665.00	owed
Webasto	280,023.00	Owed
total	507,317.30	

TCO Performance Bonds

Adient	91,000.00	Phase 1C TCO
Adient	28,000.00	Phase 2D TCO
Star Trucking	75,000.00	TCO
TCO Total	194,000.00	

Landscape Cash Bonds

The Woods	100,275.00	
First Merchants Bank	13,745.00	
Webasto (Tree Removal	46,875.00	
Beck Hotel Perimeter	50,000.00	
Plymouth Park & Eat	5,000.00	
Total	215,895.00	
Miller Park Pavilion	125,000.00	
total	340,895.00	

Payment in Lieu

Tuscany	Sidewalks	11,916.00	owe
Reserve	Sidewalks	11,628.00	
Ryan Saab	Trees	600.00	
Koyo	Trees	2,550.00	
EZ Storage	Trees	1,400.00	
Beck Hotel	Trees	15,400.00	
Webasto	Trees	157 actual trees to be planted	

Engineering Escrow

Innotech	74,400.00	owe
Quick Pass Car Wash	27,000.00	owe
Ridge Road Industrial Park	80,000.00	owe
Ridge Road Water Main	49,000.00	owe
Total	230,400.00	

**CHARTER TOWNSHIP OF PLYMOUTH  
BOARD OF TRUSTEES  
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**NEW BUSINESS**

**ITEM D.2  
Retiree Healthcare Reform Discussion**



## CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

**MEETING DATE:** June 4, 2019

**ITEM: Retiree Healthcare Reform Proposals**

**PRESENTERS:** Supervisor Heise, Treasurer Clinton, Trustee Curmi

**BACKGROUND:** We are requesting the Board's consideration and review of various proposals for retiree healthcare reform. Joining us will be Steve Mattar and Fred Elias from our benefits consultant, Corporate Benefits Solutions. Retiree Healthcare Reform has been listed as a "high priority" in the Board's Prioritized Goals for 2019. A powerpoint presentation is in your Agenda Package and will be discussed at our June 4 Study Session.

**PROPOSED MOTION:** None; discussion only.



# Retiree Healthcare Recommended Action Items ... June 2019

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# Retiree Healthcare Task Force

Plymouth Township	Corporate Benefit Solutions
Mark Clinton	Fred Elias
Chuck Curmi	Steve Mattar
Kurt Heise	
Cindy Kushner	

# Current State

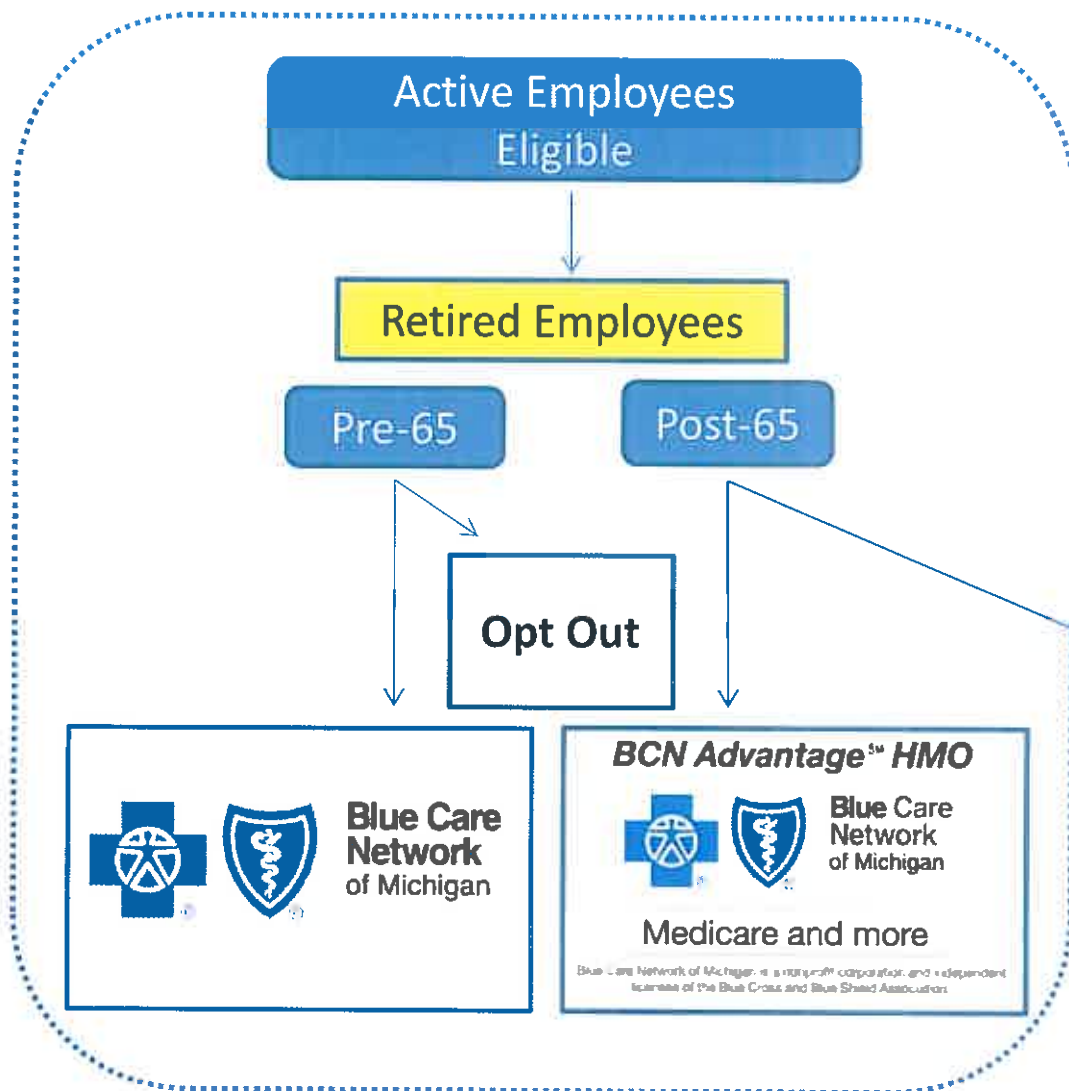
- Gradual Shift From Defined Benefit to Defined Contribution
- Mismatch of Plans and Co-Pays
- Manual Administrative Billing/Recordkeeping Required
- Rates Going Up – Estimated 12% Next Year
- All Retirees Contribute 20% Per Latest Contracts



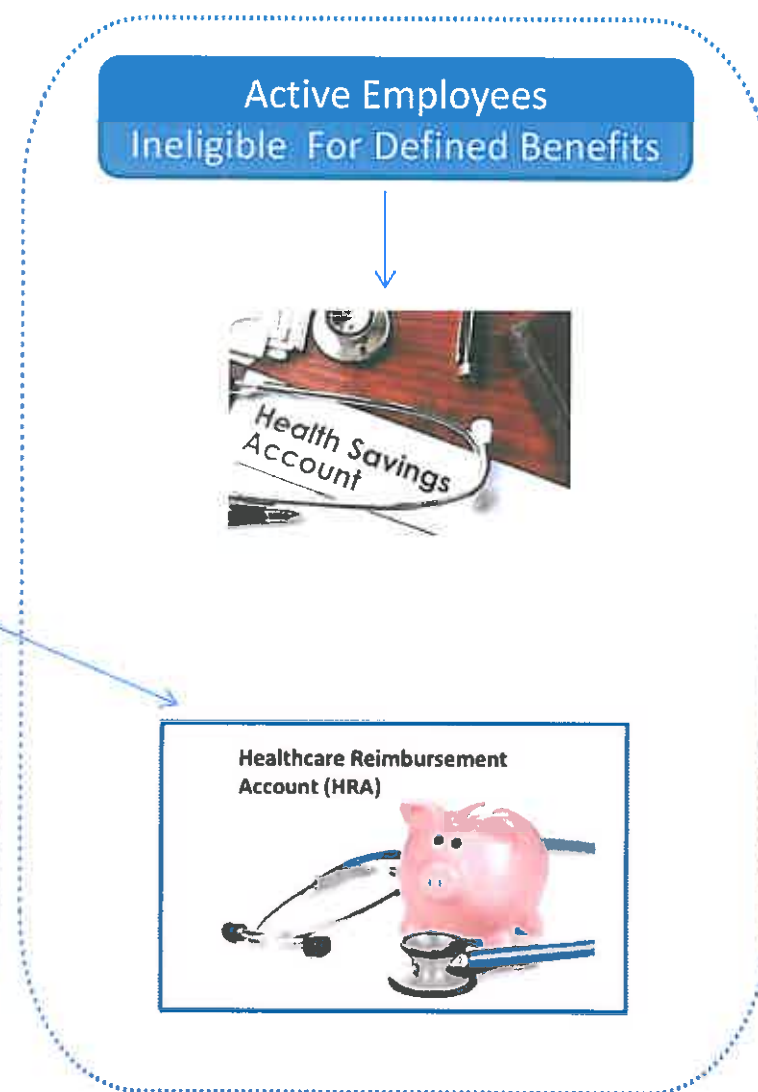


# Retiree Healthcare - Benefits Tree

## Defined Benefit

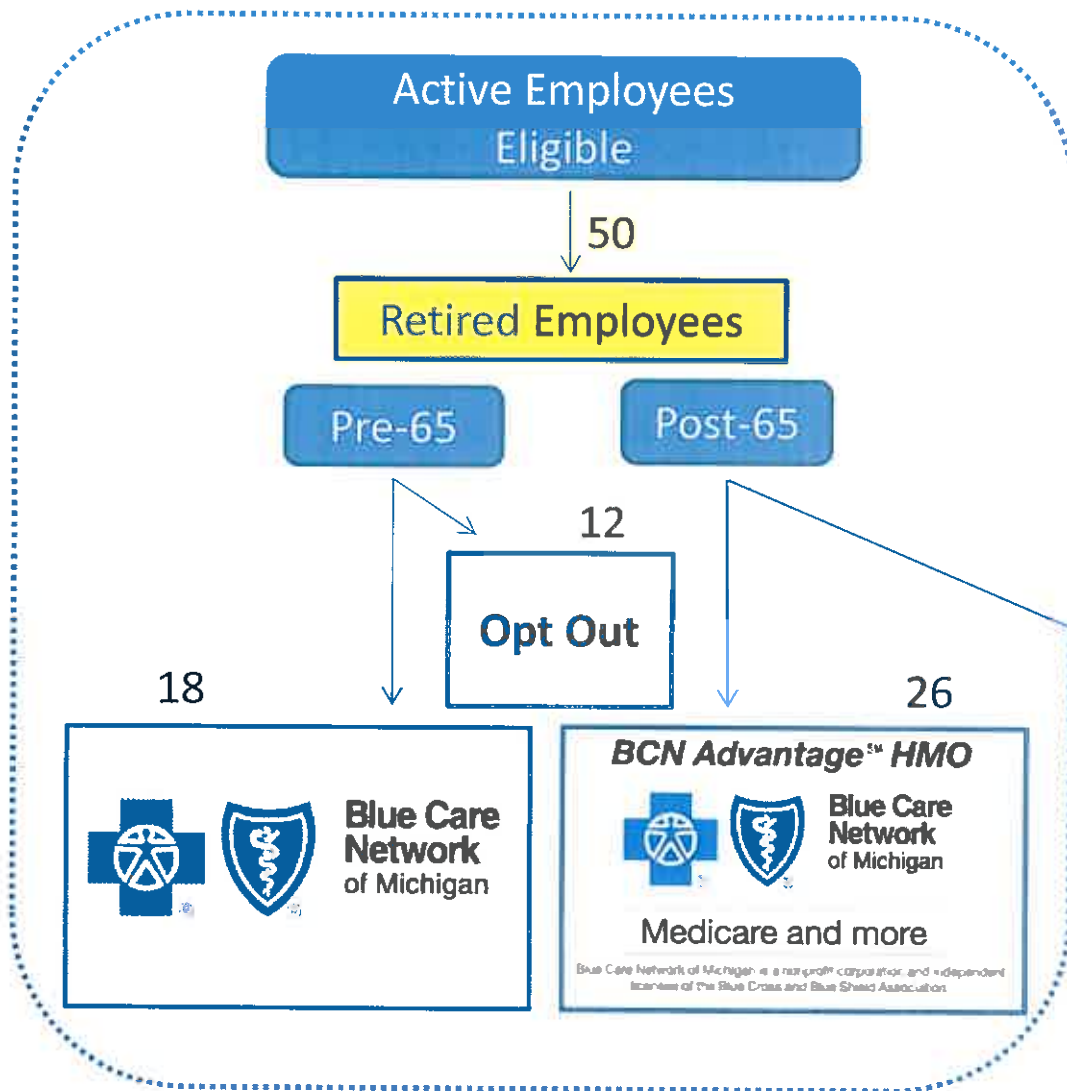


## Defined Contribution

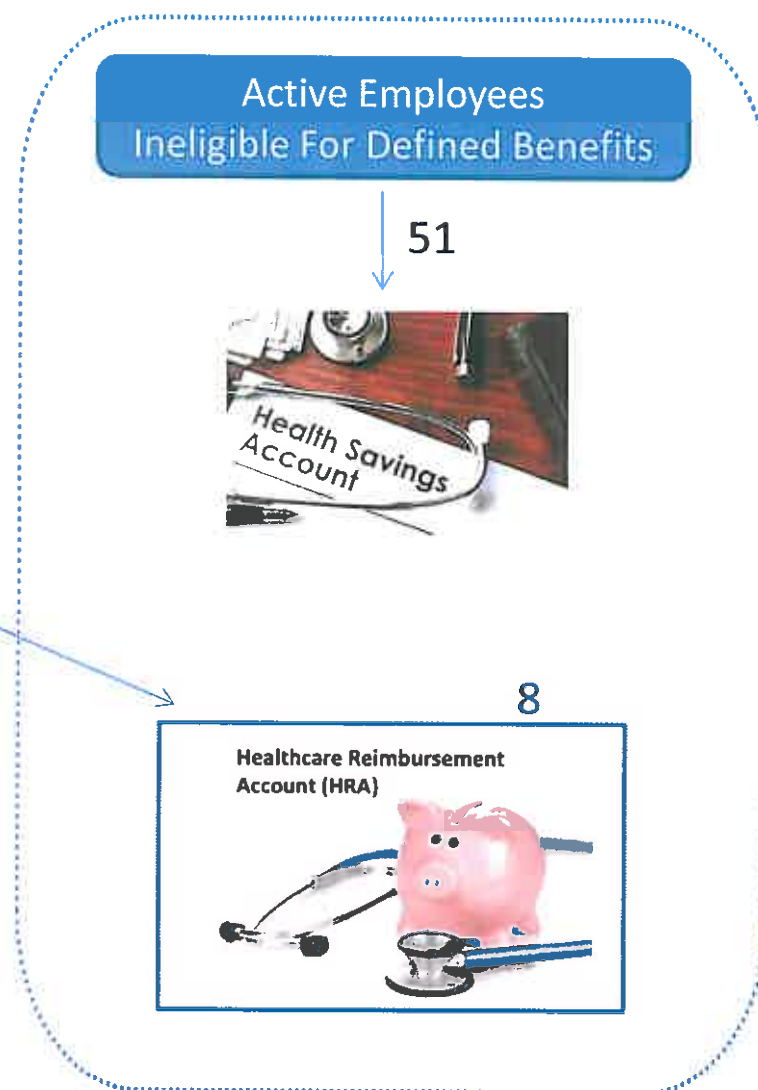


# Retiree Healthcare - # of Participants

## Defined Benefit

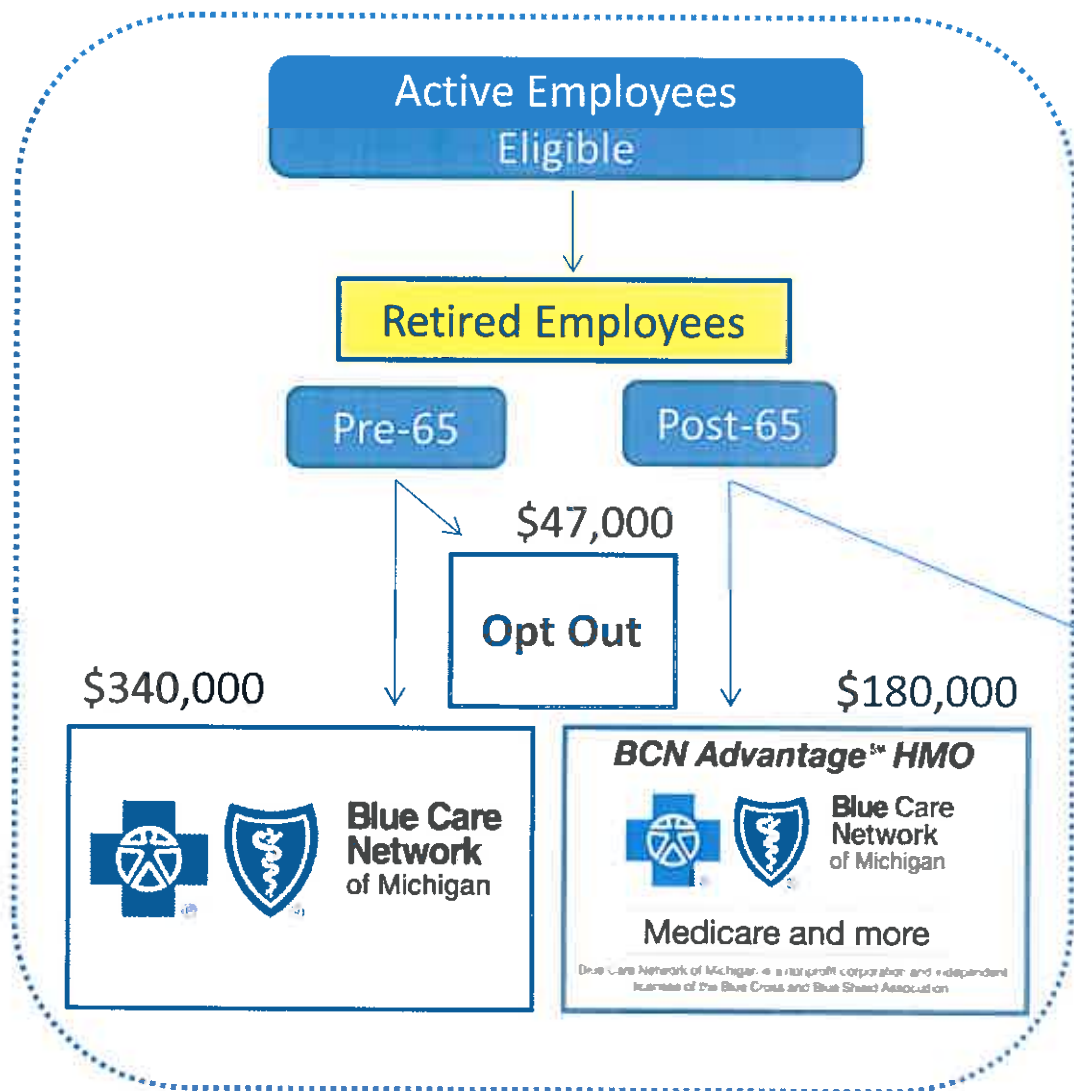


## Defined Contribution

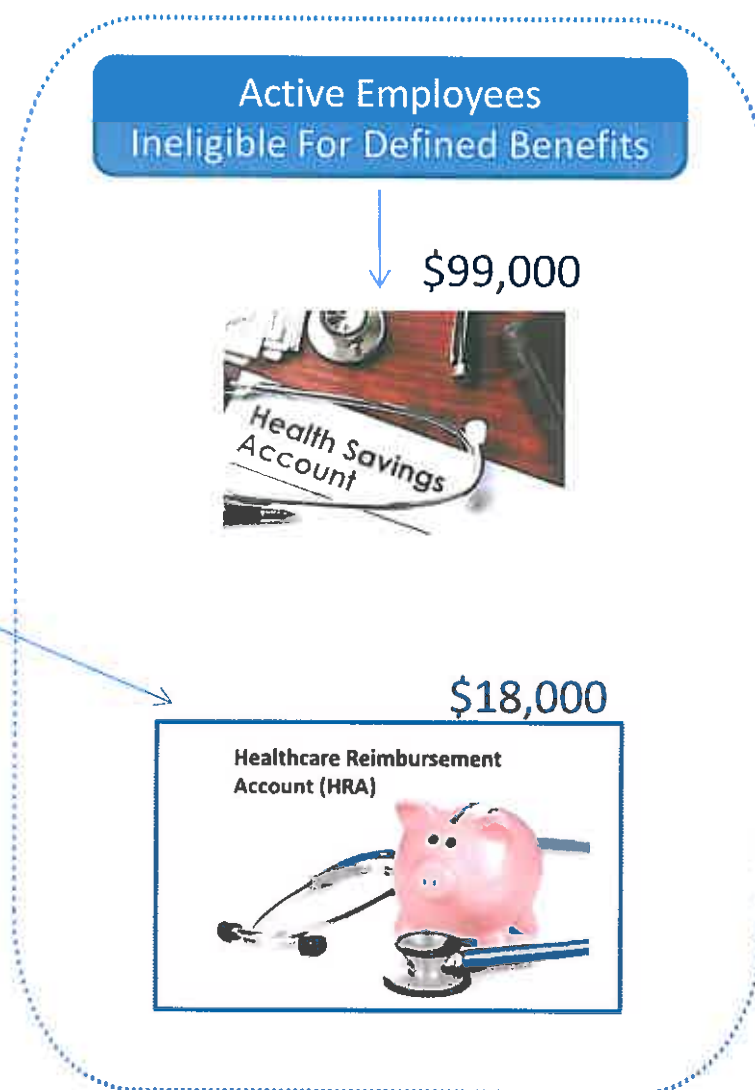


# Retiree Healthcare – Current Annual Cost

## Defined Benefit



## Defined Contribution



# To Completely Eliminate Defined Benefits ...

50

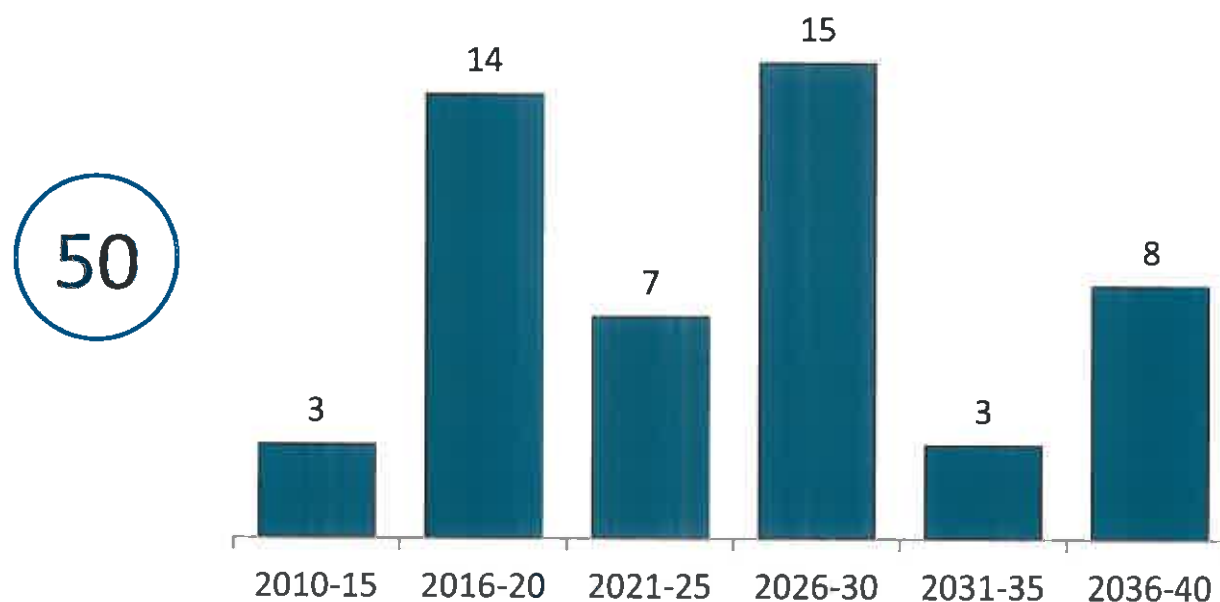
Active Eligible Employees Have To Retire – Then Turn 65

56

Current Retirees Have to “Leave the System”

# Active Employees

## Year of Retirement Eligibility



Average Age @ Retirement = 55  
Does not include spouse or family members

# The Last of the Defined Benefits

Cassandra Bulmer

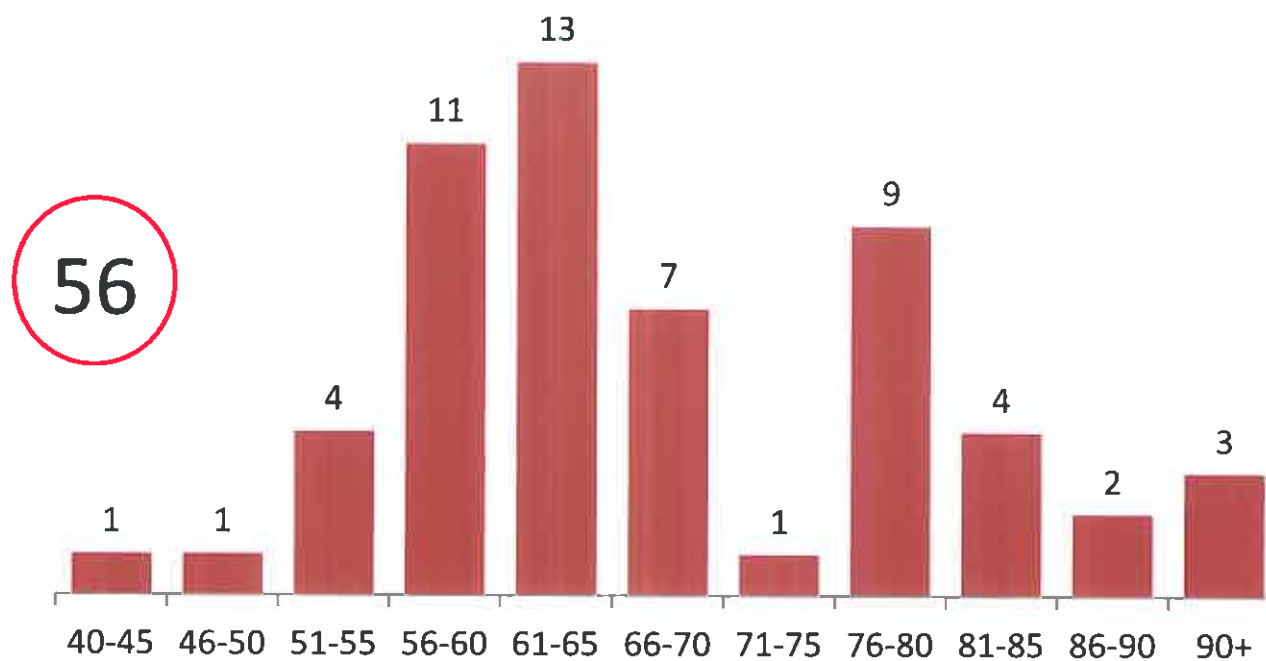
PSA

Hire Date – 4/28/2007

Eligibility - 2039



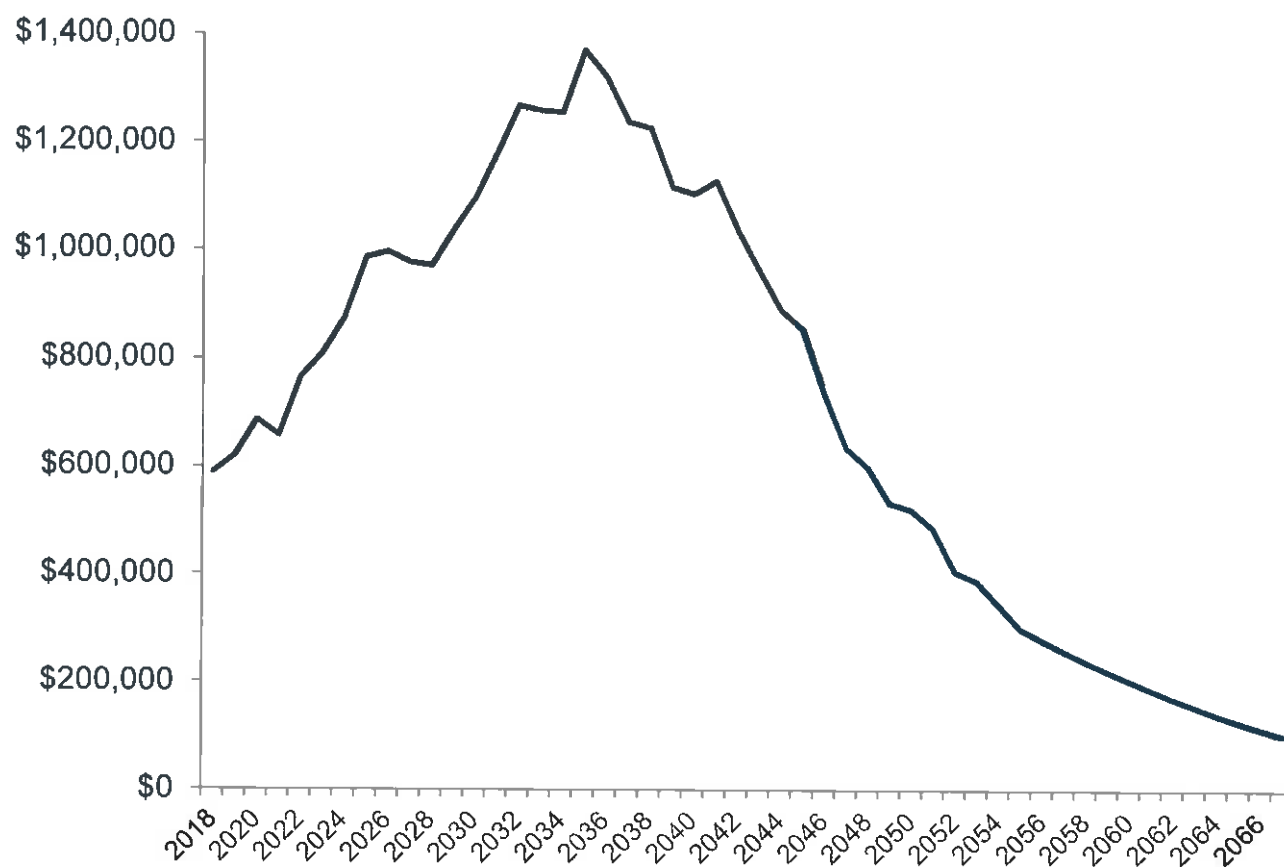
# Age of Retirees



Average Age = 68

Does not include spouse or family member

# Projected Retiree Healthcare Costs





# Goals & Objectives

- Reduce/Eliminate Variations in Plans
- Reduce/Eliminate Administrative Burden
- Maintain Excellent Coverage
- Reduce Cost and Future Exposure

# Recommendations

	<u>Pre-65</u>	<u>Post-65</u>
1. Standardize on Retirees Contributing 20% of Premiums	✓	
2. Create New “Base” Plan – Retirees can “Buy Up”	✓	✓
3. Mandated Attestation	✓	



# New Base Plan - Example

Current 2018-2019 Plan Year			
Current Cost \$0/0% HRA Plan			
	Single	Two Person	Family
Employee (20%)	\$180.41	\$431.18	\$465.46
Township (80%)	\$721.64	\$1,724.70	\$1,861.82
Total	\$902.05	\$2,155.88	\$2,327.28

New Lower Cost Base Plan with Estimated Renewal 2019-2020 Plan Year			
Cost of \$2000/0% HRA <u>Base</u> Plan (New)			
	Single	Two Person	Family
Employee (20%)	\$188.76	\$451.13	\$486.99
Township (80%)	\$755.03	\$1,804.51	\$1,947.98
Total	\$943.79	\$2,255.64	\$2,434.97
Current plan as a Buy-Up plan with Estimated Renewal 2019-2020 Plan Year			
Cost of \$0/0% HRA <u>Buy-Up</u> Plan (Current)			
	Single	Two Person	Family
Employee (Pays Difference)	\$255.26	\$610.07	\$658.58
Township (80% of Base Plan)	\$755.03	\$1,804.51	\$1,947.98
Total	\$1,010.30	\$2,414.59	\$2,606.55

*Costs reflected above are based on preliminary estimates from BCBSM/BCN. Actual costs will vary based upon the final renewal analysis.*

## Mandated Attestation For the Following:

- ☐ Other Coverage Available
- ☐ Spousal Coverage Available
- ☐ “Birthday Rule” for Dependents

# Benefits of Recommendations

<u>Projected Annual Savings</u>	<u>Pre-65</u>	<u>Post-65</u>
1. Standardize on Retirees Contributing 20% of Premiums	\$67,000	
2. Create New “Base” Plan – Retirees can “Buy Up”	\$31,000	\$42,000
3. Mandated Attestation	?	

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## Other Benefits

- Standard/Consistent Benefits
- Ability to Automate Registration/Billing/Administration

**CHARTER TOWNSHIP OF PLYMOUTH  
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STUDY SESSION  
JUNE 04, 2019**

**NEW BUSINESS**

**ITEM D.3  
Historic Marker Language Review**



## CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

**MEETING DATE:** June 4, 2019

**ITEM: Charter Township of Plymouth "Historical Marker"**

**PRESENTERS:** Trustee Dempsey

**BACKGROUND:** On January 23, 2018, the Board voted (1) to approve the Township's application for a Michigan Historical Marker to commemorate the community's history, (2) authorized the Supervisor to sign the application, and (3) authorized payment of the \$250.00 application fee out of general fund/recreation. The application was completed with support from volunteer members of the Arts, Recreation & Heritage Committee of the Citizen's Advisory Council and professional assistance was provided by staff members of the Plymouth District Library. The application was submitted by the Township to the Michigan Historical Commission on March 28, 2018. The Historical Commission approved the application at a public meeting on July 26, 2018. The application is for a 2-sided double post marker with different text on each side, since the history of the Township is robust enough to justify such an approach.

Since the time of the approval, I (Trustee Dempsey) have been working with staff at the Michigan History Center on the text to be included on the marker. This involves give-and-take on the text and again, members of the Arts, Recreation and Heritage Committee and other citizens and local entities have provided helpful input. The Plymouth District Library and the Plymouth Historical Museum have both provided invaluable research assistance necessary to obtain primary documentation for statements to be included in the text.

Attached to this document is the text negotiated with and supported by the "Center" and likely very close to what will be submitted to the Commission for its approval. The next meeting of the Commission is on June 20 (followed by others scheduled on September 19 and November 14), so we have been working to be in a position for approval on that date. The Commission then has the option to (a) approve the submittal as presented, (b) approve the submittal with modifications or (3) to reject the submittal entirely.

At this point, we need input from the Board of Trustees and the public on whether this proposed text is satisfactory and what, if anything, might be deficient, in order to have the matter come before the Michigan Historical Commission on June 20, 2019.

**PROPOSED MOTION:** No motion – discussion only

Large two-sided marker  
Different Text Each Side  
2" caption  
1 ½" text  
Wayne  
Plymouth  
Side One

## PLYMOUTH TOWNSHIP

1 Pioneers from New England began  
2 settling this area and clearing farmland  
3 around 1825. Abram B. Markham, an  
4 early leader, built the first gristmill in  
5 the area. Settlers held "raising bees" to  
6 help new arrivals build their log  
7 homes. In April 1827, soon after the  
8 common council voted to name their  
9 community "Plymouth," the township  
10 officially incorporated under a law  
11 signed by Territorial Governor Lewis  
12 Cass. The first township meeting was  
13 held at the homestead of John Tibbits.  
14 He and many other early settlers are  
15 buried in Shearer Cemetery. Canton  
16 Township split off from Plymouth  
17 Township in 1834. In 1862 numerous  
18 residents of Plymouth enlisted in the  
19 24<sup>th</sup> Michigan Infantry, a regiment that  
20 fought at Gettysburg as part of the Iron  
21 Brigade. The regiment later served as  
22 honor guard for President Abraham  
23 Lincoln's funeral.

Michigan Historical Commission ~ Michigan History Center  
Registered Local Site No.  
This Marker is the Property of the State of Michigan, 2019



Large two-sided marker  
Different Text Each Side  
2" caption  
1 ½" text  
Wayne  
Plymouth  
Side Two

## CHARTER TOWNSHIP OF PLYMOUTH

1 The current boundaries of Plymouth  
2 Township were set after Northville  
3 became its own township in 1898.  
4 Transportation improvements aided  
5 Plymouth Township's growth: a plank  
6 road in the 1850s; The Detroit, Howell  
7 and Lansing Railroad in the 1870s; an  
8 interurban trolley known as "The  
9 Dinky" in 1898; and paved roads in the  
10 early twentieth century. Construction  
11 of new factories brought jobs to the  
12 area. Albert Kahn's firm designed both  
13 the Phoenix Mill plant (1922) and the  
14 Burroughs Corporation plant (1938).  
15 Both plants manufactured war materiel  
16 during World War II, contributing to  
17 the "Arsenal of Democracy." After the  
18 war, subdivisions turned the rural area  
19 into a suburban community. Plymouth  
20 became a charter township in 1979.

Michigan Historical Commission ~ Michigan History Center  
Registered Local Site No.  
This Marker is the Property of the State of Michigan, 2019

**CHARTER TOWNSHIP OF PLYMOUTH  
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**ITEM E  
Supervisor and Trustee Comments**

**CHARTER TOWNSHIP OF PLYMOUTH  
BOARD OF TRUSTEES  
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JUNE 04, 2019**

**ITEM F  
Public Comments and Questions  
(Limited to 3 Minutes)**

**CHARTER TOWNSHIP OF PLYMOUTH**  
**BOARD OF TRUSTEES**  
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**JUNE 04, 2019**

**ITEM G**  
**Adjournment**