

**CHARTER TOWNSHIP OF PLYMOUTH  
BOARD OF TRUSTEES  
STUDY SESSION  
FEBRUARY 4, 2020**

**CALL TO ORDER**

**CHARTER TOWNSHIP OF PLYMOUTH**  
**BOARD OF TRUSTEES**  
**STUDY SESSION**  
**FEBRUARY 4, 2020**

**ITEM A**  
**ROLL CALL**

**CHARTER TOWNSHIP OF PLYMOUTH  
BOARD OF TRUSTEES  
STUDY SESSION  
FEBRUARY 4, 2020**

**ITEM B  
APPROVAL OF AGENDA  
TUESDAY, FEBRUARY 4, 2020**

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

Tuesday, February 4, 2020  
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, February 4, 2020

**C. NEW BUSINESS**

1. Geographic Information System (GIS) Project Update, *Township Engineer Jeremy Schrot, and Scott Isenberg*
2. 2020 Sidewalk Program Update, *Township Engineer Jeremy Schrot*
3. Credit Policy for Septic System Users, *Kurt Heise and Jerry Vorva*

**D. SUPERVISOR AND TRUSTEE COMMENTS**

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

**F. 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  
FEBRUARY 4, 2020**

**NEW BUSINESS**

**ITEM C.1  
GEOGRAPHIC INFORMATION  
SYSTEM (GIS) PROJECT UPDATE**



## CHARTER TOWNSHIP OF PLYMOUTH

**MEETING DATE:** February 4th, 2020

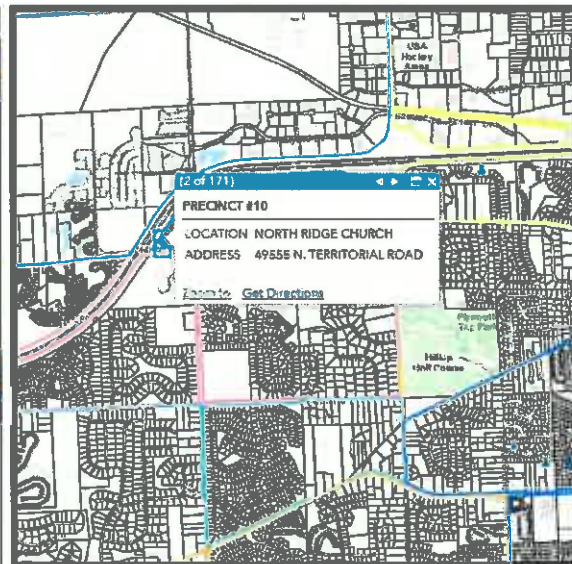
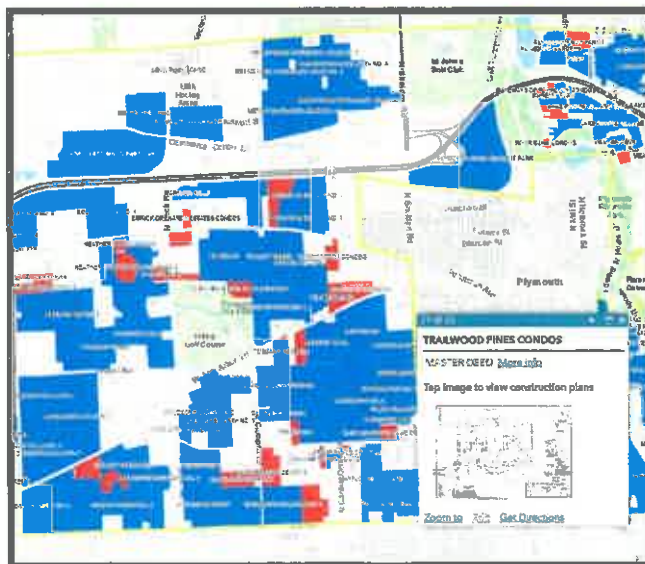
**ITEM:** Presentation on the Township GIS data update as perform by Spalding DeDecker

**PRESENTER:** Jeremy Schrot, PE and Scott Isenberg PE, CFM

**BACKGROUND:**

The current Plymouth Township GIS database is composed of numerous files that contain location info. and important data on multiple subjects. These include: Stormwater infrastructure, drinking water infrastructure, tax parcel information, school district boundaries and many others. Much of this data has not been substantially updated since 2008. Spalding DeDecker has recently reorganized, updated, and added new information to the Township GIS database. While there are many new features, some of the most impactful are:

- Updated parcel database for nearly 11 years of parcel splits, combinations, and new construction projects
- Major Consumer Energy gas lines have been added to the database for the entire Township
- Where available, As-Built plans and Master Deeds were linked to subdivision and condo development shapefiles for easier use
- EGLE severes were linked to the database and will provide wetland limit estimates and automatically updated known contaminated sites.



**PROPOSED MOTION:** None, Discussion Only

**CHARTER TOWNSHIP OF PLYMOUTH  
BOARD OF TRUSTEES  
STUDY SESSION  
FEBRUARY 4, 2020**

**NEW BUSINESS**

**ITEM C.2  
2020 SIDEWALK PROGRAM  
UPDATE**



## CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

**MEETING DATE:** February 4, 2020

**ITEM:** 2020 Sidewalk Repair Program

**PRESENTER:** Jeremy Schrot, PE, Spalding DeDecker

**BACKGROUND:**

At the request of the Township, Spalding DeDecker (SD) has conducted a survey of a portion of the Township's sidewalks, has evaluated the discovered issues and rated them according to the Township's sidewalk defect criteria, and has compiled a list of repairs recommended for the Township's 2020 Sidewalk Repair Program. The repair program is concentrated in the northeast portion of the Township, totaling \$150,000. The included memorandum summarizes the process by which the repairs are surveyed, rated and selected for repair. A comprehensive analysis of this and other projects will be displayed in a digital and power point presentation at your Board meeting.

**PROPOSED MOTION:** None, Discussion Only



**SPALDING DeDECKER**  
Engineering & Surveying Excellence since 1954

**MEMORANDUM**

**DATE:** January 30, 2020

**TO:** Plymouth Township Board Members

**FROM:** Jeremy Schrot, P.E.

**RE:** 2020 Sidewalk Program

**JOB NO.:** PL19004

At the request of the Township, Spalding DeDecker (SD) has conducted a survey of a portion of the Township's sidewalks, has evaluated the discovered issues and rated them according to the Township's sidewalk defect criteria, and has compiled a list of repairs recommended for the Township's 2020 Sidewalk Repair Program. The repair program is concentrated in the northeast portion of the Township, totaling approximately \$150,000. To demonstrate to the Township how these repairs were surveyed, rated and selected for repair, this document summarizes the process by which SD prepared the program.

**Tools**

Staff are provided with two main tools for the task of gathering defects while in the field. The first, a commercially-available application for mobile devices named Solocator®, is a photo-based data gathering tool that obtains geolocation data, embeds it within a photo, and also allows the user to add other data such as heading, nearest address, specific notes and more. This tool creates a more complete record of the defect, able to be located on a map, to assist in the transfer from the field survey to the repair program selection process. A screen shot of the application is shown to the right.





# SPALDING DeDECKER

Engineering & Surveying Excellence since 1954

The second tool consists of a custom spreadsheet that facilitates the collection of defects and other data associated with each record. The spreadsheet allows for data that is not easily captured in the Solocator® application, and for a more flexible record keeping system that gives field staff the ability to describe unique locations, fully enter all defects associated with a record, and immediately generates a rating according to the Township's criteria to reduce the chance of errors. A screen shot of the spreadsheet is shown below; the defect criteria are shown in drop-down menus, leading to the rating near the right edge of the shot.

Number	Address	Photo Reference	Number of Flags	Square Feet	Lip Between Slabs?	Cracking in Slab?	Tilt to Slab?	Surface of Slab Scaled?	Water Ponding?	Slab Rating
9668	Fellows Hill Ct	3565	1	25	No Lip	2+ Cracks < 1/4 Inch Wide	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	3
9668	Fellows Hill Ct	3560	2	30	No Lip	No Cracking	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	3
9760	Fellows Hill Ct	3563	5	125	No Lip	1 Crack < 1/4 Inch Wide	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	2
9760	Fellows Hill Ct	3537	4	100	No Lip	≤2 Cracks > 1/4 Inch Wide Within 3 Ft	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	2
9760	Fellows Hill Ct	3555	3	75	No Lip	2+ Cracks > 1/4 Inch Wide Within 2 Ft	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	2
9760	Fellows Hill Ct	3568	1	75	About 1/2 Inch	≤2 Cracks > 1/4 Inch Wide Within 3 Ft	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	4
9760	Fellows Hill Ct	3517	2	30	About 1/4 Inch	2+ Cracks > 1/4 Inch Wide Within 2 Ft	Minimal Tilt	< 15% Scaling < 1/4 Inch Deep	No Ponding	5
9590	Fellows Hill Ct	3525	1	25	No Lip	1 Crack < 1/4 Inch Wide	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	2
9525	Fellows Hill Ct	3553	1	25	About 1/4 Inch	2+ Cracks > 1/4 Inch Wide Within 2 Ft	No Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	5
50257	Fellows Hill Dr	3514	2	30	About 1/2 Inch	≤2 Cracks > 1/4 Inch Wide Within 3 Ft	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	Ponding < 1/4 Inch Deep	4
50257	Fellows Hill Dr	3527	1	25	No Lip	2+ Cracks < 1/4 Inch Wide	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	3
50295	Fellows Hill Dr	3508	2	30	About 1/4 Inch	2+ Cracks < 1/4 Inch Wide	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	3
50331	Fellows Hill Dr	3530	2	30	About 3/4 Inch	1 Crack < 1/4 Inch Wide	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	4
50391	Fellows Hill Dr	3545	1	25	No Lip	≤2 Cracks > 1/4 Inch Wide Within 3 Ft	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	4
50367	Fellows Hill Dr	3550	1	25	1 Inch or More	No Cracking	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	5
50367	Fellows Hill Dr	3536	2	30	No Lip	≤2 Cracks > 1/4 Inch Wide Within 3 Ft	No Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	4
50403	Fellows Hill Dr	3529	2	30	About 1/2 Inch	2+ Cracks < 1/4 Inch Wide	Minimal Tilt	< 15% Scaling < 1/4 Inch Deep	No Ponding	3
50439	Fellows Hill Dr	3551	1	25	About 1/2 Inch	No Cracking	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	3
50475	Fellows Hill Dr	3519	1	25	About 3/4 Inch	No Cracking	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	4
50475	Fellows Hill Dr	3511	1	25	About 1/4 Inch	1 Crack < 1/4 Inch Wide	Minimal Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	3
50475	Fellows Hill Dr	3528	2	30	About 3/4 Inch	≤2 Cracks > 1/4 Inch Wide Within 3 Ft	No Tilt	Little or No Scaling < 1/4 Inch Deep	No Ponding	4

## Selection Process

The Solocator® application allows office staff to view each location on a map, and is designed specifically to work well with Google Earth. By matching photo data with the spreadsheet, office staff are able to identify repair locations that have a given rating in a particular area. In this way, the program was developed to focus on areas with a concentration of repairs, and emphasize higher severity defects within those areas.

## Recommended Program

As explained earlier, the process resulted in a program totaling \$150,000 to meet the available funds. The Township's budget limits the number of properties that are recommended for repair. Spalding DeDecker is pleased to help the Township move this project forward.

**CHARTER TOWNSHIP OF PLYMOUTH  
BOARD OF TRUSTEES  
STUDY SESSION  
FEBRUARY 4, 2020**

**NEW BUSINESS**

**ITEM C.3  
CREDIT POLICY FOR SEPTIC  
SYSTEM USERS**



## CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

**MEETING DATE:** February 4, 2020

**ITEM:** Credit Policy for Residential Units on Septic Systems

**PRESENTERS:** Supervisor Heise, Clerk Vorva

**BACKGROUND:** Last year's amendments to our Water & Sewer Rate Schedules have resulted in an unanticipated modest increase in water rates for the approximately 170 homes in the Township that are still serviced by septic systems. Clerk Vorva and I have been approached by several Township residents who have sought relief from this new rate schedule. We are therefore proposing an annual \$50 water credit to these septic system customers to help provide equity to the rate adjustments.

If adopted by the Board at a future meeting, the expense to the Water & Sewer budget would be approximately \$8,700.00 per year.

**PROPOSED MOTION:** None, Discussion Only

**CHARTER TOWNSHIP OF PLYMOUTH  
BOARD OF TRUSTEES  
STUDY SESSION  
FEBRUARY 4, 2020**

**ITEM D  
SUPERVISOR AND TRUSTEE  
COMMENTS**

**CHARTER TOWNSHIP OF PLYMOUTH  
BOARD OF TRUSTEES  
STUDY SESSION  
FEBRUARY 4, 2020**

**ITEM E  
PUBLIC COMMENTS AND QUESTIONS**

**CHARTER TOWNSHIP OF PLYMOUTH  
BOARD OF TRUSTEES  
STUDY SESSION  
FEBRUARY 4, 2020**

**ITEM F  
ADJOURNMENT**