

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020**

CALL TO ORDER

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020**

ITEM A

ROLL CALL

CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020

ITEM B
PLEDGE OF ALLEGIANCE

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020**

**ITEM C
APPROVAL OF AGENDA
TUESDAY, MARCH 3, 2020**

CHARTER TOWNSHIP OF PLYMOUTH BOARD OF TRUSTEES SPECIAL MEETING

Tuesday, March 3, 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. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

Tuesday, March 3, 2020

D. APPROVAL OF CONSENT AGENDA

D.1 Approval of Minutes:

Regular Meeting – N/A

D.2 Acceptance of Communications, Resolutions, Reports

N/A

D.3 Approval of Township Bills:

FUND	ACCT	ALREADY PAID	TO BE PAID	TOTAL:
General Fund	101	19,050.25	228,491.44	247,541.69
Solid Waste Fund	226	163.01	974.55	1,137.56
Improvement Revolving (Capital)	246	0.00	0.00	0.00

CHARTER TOWNSHIP OF PLYMOUTH BOARD OF TRUSTEES SPECIAL MEETING

Tuesday, March 3, 2020

7:00 PM



Drug Forfeiture Fund	265	0.00	550.00	550.00
Drug Forfeiture State	266	0.00	0.00	0.00
Drug Forfeiture IRS	267	0.00	00	00
Golf Course Fund	510	0.00	0.00	0.00
Senior Transportation	588	162.53	11.96	174.49
Water/Sewer Fund	592	14,343.16	43,476.00	57,819.16
Trust and Agency	701	1,708.75	0.00	1,708.75
Police Bond Fund	702	900.00	0.00	900.00
Tax Pool	703	4,117.56	00	4117.56
Special Assessment Capital	805	0.00	10,551.00	10,551.00
TOTALS:		40,445.26	284,054.95	324,500.21

E. PUBLIC COMMENTS AND QUESTIONS (Limited to 3 minutes)

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES SPECIAL MEETING**

Tuesday, March 3, 2020
7:00 PM



F. NEW BUSINESS

1. Presentation Recognizing the 100th Anniversary of the Passage of the 19th Amendment and the Formation of the League of Women Voters.
2. Special Assessment District Policy & Procedures Updates, **Resolution #2020-03-03-26**, *Supervisor Kurt Heise and Attorney Kevin Bennett*
3. Park Rules and Regulations Updates, **Resolution #2020-03-03-27**, *Supervisor Kurt Heise*
4. Contract with American Legal Publishing Company for Codification Services, **Resolution #2020-03-03-28**, *Supervisor Kurt Heise and Attorney Kevin Bennett*
5. 2020 Water and Sewer Budget, **Resolution #2020-03-03-29**, *Finance Director Ginger Moriarty and Director of Public Services Patrick Fellrath*
6. Andover Business Park Storm Drain Agreement, **Resolution #2020-03-03-30**, *Township Engineer Jeremy Schrot*
7. Andover Business Park II Water Main Easement, **Resolution #2020-03-03-31**, *Township Engineer Jeremy Schrot*

G. SUPERVISOR AND TRUSTEE COMMENTS

H. PUBLIC COMMENTS AND QUESTIONS (Limited to 3 Minutes)

I. 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: 1-800649-3777 (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
SPECIAL MEETING
MARCH 3, 2020**

CONSENT AGENDA

ITEM D.3

APPROVAL OF TOWNSHIP BILLS

BOARD DATE

3/3/2020

FUND NAME	FUND NUMBER	PAYROLL & INVOICES PAID		
		TOTAL INC PAYROLL	INVOICES PAID PRIOR TO MEETING	INVOICES PAID AFTER BOARD REVIEW
GENERAL FUND	101	247,541.69	19,050.25	228,491.44
SWD	226	1,137.56	163.01	974.55
IMPROV. REV.	246	-	-	-
DRUG FORFEITURE	265	550.00	-	550.00
DRUG FORFEITURE	266	-	-	-
DRUG FORFEITURE	267	-	-	-
GOLF COURSE FUND	510	-	-	-
SENIOR TRANSPORATION	588	174.49	162.53	11.96
WATER & SEWER	592	57,819.16	14,343.16	43,476.00
TRUST& AGENCY	701	1,708.75	1,708.75	-
POLICE BOND FUND	702	900.00	900.00	-
TAX POOL	703	4,117.56	4,117.56	-
SPECIAL ASSESS CAPITAL	805	10,551.00	-	10,551.00
	TOTAL	324,500.21	40,445.26	284,054.95

DK 426100 1/8

Charter Township of Plymouth
AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

ADVANCED DISPOSAL

TWP FACILITIES - FEB 2020 FEES

101-336-776.000 FIRE STN 3 TRASH
101-265-776.000 TWP HALL TRASH/RECYCLE
592-172-776.000 DPW TRASH
101-336-776.000 FIRE STN 2 TRASH
101-265-815.000 FRIENDSHIP STATION TRASH

Invoice Amount: \$313.00

Check Date: 03/03/2020

25.00
170.00
68.00
25.00
25.00

Allied 100, LLC.

INV. 1550146 2/4/2020 AED STANDARD REFRES

101-305-851.000 LIFEPAK ITEM #ARP-LLP500-STD

Invoice Amount: \$356.92

Check Date: 03/03/2020

356.92

ALLIE BROTHERS UNIFORMS

INV. 78774 1/31/2020 UNIFORM EQUIP/PSA GOS

101-325-758.000 UNIFORM PANTS
101-325-758.000 UNIFORM L/S SHIRT - SPECIAL SIZE
101-325-758.000 UNIFORM S/S SHIRT - SPECIAL SIZE
101-325-758.000 UNIFORM JOB SHIRT - SPECIAL SIZE
101-325-758.000 UNIFORM BADGE EMBROIDERY
101-325-758.000 UNIFORM NAME EMBROIDERY

Invoice Amount: \$363.14

Check Date: 03/03/2020

109.98
57.19
109.98
69.99
10.00
6.00

ALLIE BROTHERS UNIFORMS

INMAN UNIFORMS

101-336-758.000 L/S SHIRT
101-336-758.000 TAPERING
101-336-758.000 PANTS

Invoice Amount: \$154.18

Check Date: 03/03/2020

57.19
12.00
84.99

ALLIANCE OF ROUGE COMMUNITIES

MEMBERSHIP DUES 2020

592-172-973.030 MEMBERSHIP DUES 2020

Invoice Amount: \$12,963.00

Check Date: 03/03/2020

12,963.00

ALPHAGRAPHICS #336

BUSINESS CARDS K.LATAWIEC

592-172-727.000 BUSINESS CARDS K.LATAWIEC

Invoice Amount: \$84.00

Check Date: 03/03/2020

84.00

ALPHAGRAPHICS #336

2020 SOLID WASTE LICENSE LABELS

226-226-810.000 4"X4" SWD LICENSE LABELS #27092 - 1,049

Invoice Amount: \$375.56

Check Date: 03/03/2020

375.56

APOLLO FIRE EQUIPMENT

HELMET PARTS-PICKERT

101-336-758.100 4" TUFFSHIELD WING PROT./FR

Invoice Amount: \$75.81

Check Date: 03/03/2020

75.81

ASSOCIATED NEWSPAPERS OF MICHIGAN

PRESIDENTIAL PRIMARY ELECTION - MARCH 10,

101-215-813.000 PRES PRIMARY - MAR 10, 2020

Invoice Amount: \$98.40

Check Date: 03/03/2020

98.40

ASSOCIATED NEWSPAPERS OF MICHIGAN

MARCH 5, 2020 ZBA MEETING

101-371-727.000 ZBA MTG MAR 5, 2020

Invoice Amount: \$29.04

Check Date: 03/03/2020

29.04

ASSOCIATED NEWSPAPERS OF MICHIGAN

NOTICE OF ASSESSMENT BOARD HEARINGS - 3/

101-209-727.000 ASSESSMENT HEARINGS

Invoice Amount: \$48.16

Check Date: 03/03/2020

48.16

ATOMIC CLEANING SYSTEMS

55 GALLON DRUM CAR WASH SOAP FOR DPW PO

Invoice Amount: \$295.00

Check Date: 03/03/2020

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VENDOR INFORMATION

INVOICE INFORMATION

	592-291-851.000	ULTRABRIGHT 429-55GALLON	295.00
BATTERY SOLUTIONS, LLC.		Invoice Amount:	\$109.95
Battery Recycle		Check Date:	03/03/2020
	226-226-810.600	IRECYCLE - FILLED PAIL #A496320_02/05/20	109.95
BLACKWELL FORD INC.		Invoice Amount:	\$286.10
INV. 359889 1/20/2020 - VEHICLE REPAIR/B6842		Check Date:	03/03/2020
	101-305-863.000	REPLACE SPARK PLUGS	286.10
BLACKWELL FORD INC.		Invoice Amount:	\$41.52
INV. 359929 1/20/2020 - VEHICLE REPAIR/10643		Check Date:	03/03/2020
	101-305-863.000	OIL CHANGE	41.52
BLACKWELL FORD INC.		Invoice Amount:	\$47.50
INV. 360313 1/28/2020 - VEHICLE REPAIR/A1322		Check Date:	03/03/2020
	101-305-863.000	CHARGE BATTERY	47.50
BLACKWELL FORD INC.		Invoice Amount:	\$1,154.63
INV. 360366 1/30/2020 - VEHICLE REPAIR/C0749		Check Date:	03/03/2020
	101-305-863.000	REPLACE BOTH LOWER CONTROL ARMS	1,154.63
BLACKWELL FORD INC.		Invoice Amount:	\$321.77
INV. 360846 2/7/2020 - VEHICLE REPAIR/106808		Check Date:	03/03/2020
	101-305-863.000	DRAIN COOLANT/FILL AND BLEED	321.77
BLACKWELL FORD INC.		Invoice Amount:	\$99.02
INV. 360625 2/3/2020 - VEHICLE REPAIR/106808		Check Date:	03/03/2020
	101-305-863.000	THE WORKS OIL CHANGE/INSPECT NOISE	99.02
BLACKWELL FORD INC.		Invoice Amount:	\$51.52
INV. 361488 2/19/2020 - VEHICLE REPAIR/A5947		Check Date:	03/03/2020
	101-305-863.000	THE WORKS OIL CHANGE	51.52
BONADEO, KAREN		Invoice Amount:	\$10.76
MEAL REIMBURSEMENT - LERMA TRAINING		Check Date:	03/03/2020
	101-305-960.000	TRG REIMBURSEMENT 2-7-2020	10.76
CMP DISTRIBUTORS, INC.		Invoice Amount:	\$1,109.80
QUOTE #8329 1/6/12020 GLOCK 17T SIMUNITI		Check Date:	03/03/2020
	101-305-978.001	SHIPPING	40.00
	101-305-978.001	SIMUNITION 5501001-BX .38 MARKING CAR	159.80
	101-305-978.001	GLOCK 17T GEN4 9MM FX, GLOCK FIXED SIGH	910.00
CDW GOVERNMENT INC		Invoice Amount:	\$95.16
HARD DRIVE 4TB USB QUOTE #LFMG299		Check Date:	03/03/2020
	592-172-973.010	HARD DRIVE 4TB USB QUOTE #LFMG299	95.16
CORRIGAN OIL COMPANY		Invoice Amount:	\$1,551.09
#6982960 2/10/2020		Check Date:	03/03/2020
	592-291-863.000	Fuel Tax Recap	10.40
	592-291-863.000	Environmental Fee	6.95
	592-291-863.000	GE87 GAS-ETHANOL	1,070.71
	592-291-863.000	DYED ULTRA LOW SULFER #2 MIX	463.03
CORRIGAN OIL COMPANY		Invoice Amount:	\$2,473.35
#6969673 1/17/2020		Check Date:	03/03/2020

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	592-291-863.000	Fuel Tax Recap	15.60
	592-291-863.000	Environmental Fee	6.95
	592-291-863.000	GE87 GAS-ETHANOL	1,538.96
	592-291-863.000	DYED ULTRA LOW SULFER #2 MIX	911.84
CORRIGAN OIL COMPANY		Invoice Amount:	\$1,335.87
#698924 2/20/2020		Check Date:	03/03/2020
	592-291-863.000	Fuel Tax Recap	8.46
	592-291-863.000	Environmental Fee	6.95
	592-291-863.000	GE87 GAS-ETHANOL	845.28
	592-291-863.000	DYED ULTRA LOW SULFER #2 MIX	475.18
Corporate Benefit Solutions, LLC		Invoice Amount:	\$286.07
FEBRUARY 2020 MONTHLY PREMIUM FOR BENEX		Check Date:	03/03/2020
	101-171-818.000	BENEXPRESS ENROLLMENT	400.00
	101-171-818.000	UNUM BENX CREDIT	(113.93)
MICH MUN RISK MGT AUTHORITY ECP		Invoice Amount:	\$10,318.27
ELECTRIC CHOICE - JANUARY 2020		Check Date:	03/03/2020
	101-336-921.000	Electric Choice	1,731.33
	592-172-921.000	Electric Choice	700.99
	101-171-921.000	Electric Choice	431.31
	101-201-921.000	Electric Choice	230.79
	101-209-921.000	Electric Choice	123.46
	101-215-921.000	Electric Choice	374.83
	101-253-921.000	Electric Choice	156.55
	101-305-921.000	Electric Choice	1,238.66
	101-325-921.000	Electric Choice	257.82
	101-325-921.400	Electric Choice	257.82
	101-336-921.000	Electric Choice	182.37
	101-371-921.000	Electric Choice	271.54
	101-371-921.500	Electric Choice	152.11
	592-172-921.000	Electric Choice	357.48
	592-172-921.000	Electric Choice	2,515.80
	101-336-921.000	Electric Choice	293.08
	101-691-921.000	Electric Choice	265.49
	101-265-921.000	Electric Choice	187.30
	588-588-921.000	Electric Choice	11.96
	101-100-067.010	Electric Choice	577.58
JACK DOHENY COMPANIES INC		Invoice Amount:	\$120.75
PARTS FOR THE VACTOR TRUCK.		Check Date:	03/03/2020
	592-291-851.000	PARTS	120.75
DSS CORPORATION		Invoice Amount:	\$9,371.00
INV. 23497 1/21/2020 NEW EQUATURE RECORDI		Check Date:	03/03/2020
	101-325-978.000	NEW EQUIP & MAINT AGREE - JAN-DEC. 2020	9,371.00
FBI-LEEDA INC.		Invoice Amount:	\$695.00
INV. 200039347 1/17/2020 COMMAND LEADERS		Check Date:	03/03/2020
	101-305-960.000	SGT KREBS - MAY 18, 2020	695.00
FIRING LINE		Invoice Amount:	\$550.00
INV. 1940 1/30/2020 RUGER 22 RIFLE		Check Date:	03/03/2020
	265-300-978.001	RUGER AMERICAN COMPACT 22 RIFLE (#8306	350.00
	265-300-978.001	TACTICAL SOLUTIONS 22 CAL. SUPPRESSOR	200.00

Charter Township of Plymouth

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VENDOR INFORMATION

INVOICE INFORMATION

FIRING LINE

INV. 1935 1/7/2020 FIREARMS & ACCESSORIES

101-305-978.000

101-305-978.000

101-305-978.000

101-305-978.000

101-305-978.000

101-305-978.000

101-305-978.000

101-305-978.000

101-305-978.000

101-305-978.000

101-305-978.000

101-305-978.000

101-305-978.000

101-305-978.000

BG DEF SIPR TYPE A 14.5" SIG DARK GREY

TROY FIXED M4 FRONT SIGHT

MAGPUL FLIP UP REAR SIGHT

BLUE FORCE GEAR 2-POINT VICKERS SLING

BCM GUNFIGHTER VERTICAL GRIP

ALLEN GUN CASES

LANCER 556 30 ROUND MAGAZINE

TRIJICON MRO (RED) 1/3 CO-WITNESS

AAC 5.56 SD SUPPRESSORS

2000 SPEER GOLD DOT 45 ACP 230GR H.P.

2000 SPEER GOLD DOT 223-55GR, 62GR&75G

SUREFIRE X300U-B WEAPONS LIGHT

1,000 ROUNDS GEMTECH 22 SUPPRESSOR AM

Invoice Amount:

\$12,279.00

Check Date:

03/03/2020

3,600.00

141.00

135.00

225.00

57.00

129.00

78.00

1,290.00

3,594.00

1,200.00

1,000.00

750.00

80.00

GFL Environmental USA, Inc.

DPW RECYCLE CENTER

226-226-810.500

02/11/20 - CARDBOARD/PAPER

Invoice Amount:

\$225.00

Check Date:

03/03/2020

225.00

General Linen & Uniform Service

INV. 0278362 2/7/2020 PRISONER BLANKET CLE

101-325-851.000

Blanket Cleaning

Invoice Amount:

\$36.00

Check Date:

03/03/2020

36.00

HALT FIRE INC

E2 BRAKES - E7139

101-336-863.000

E2 BRAKES

Invoice Amount:

\$6,825.37

Check Date:

03/03/2020

6,825.37

HUBBELL, ROTH, & CLARK, INC.

WATER SYSTEM STUDY PLAN

592-172-820.000

WATER SYSTEM STUDY PLAN

Invoice Amount:

\$196.77

Check Date:

03/03/2020

196.77

INT'L CONFERENCE OF POLICE CHAPLAIN

INV. 55422 1/1/2020 ANNUAL MEMBERSHIP - CH

101-305-958.000

2020 ANNUAL MEMBERSHIP

Invoice Amount:

\$125.00

Check Date:

03/03/2020

125.00

INDUSTRIAL BROOM SERVICE

SWEEPER PARTS NEW 2020 PO MADE PER MARY

592-291-973.033

3 Change outs of gutter brooms

Invoice Amount:

\$495.00

Check Date:

03/03/2020

495.00

K & D PLUMBING, INC.

ST#1 SLOAN VALVE REPLACEMENT

101-336-776.000

STA#1 REPLACEMENT OF SLOAN VALVE

Invoice Amount:

\$120.00

Check Date:

03/03/2020

120.00

LAIRD GLASS & UPHOLSTERY, INC.

INV. 10084 2-4-2020 STONE CHIP REPAIR

101-305-863.000

PATROL VEHICLE 17-4 WINDSHIELD REPAIR

Invoice Amount:

\$35.00

Check Date:

03/03/2020

35.00

Marquis Food Service, Inc.

INV. 9270 2/7/2020 PRISONER MEALS

101-325-818.400

Turkey Subs w/cheese

101-325-818.400

Breakfast Sandwiches

101-325-818.400

Delivery

Invoice Amount:

\$94.00

Check Date:

03/03/2020

50.00

39.00

5.00

MCKENNA ASSOCIATES INC

PROFESSIONAL SERVICES - JANUARY 2020 - IN

101-371-818.500

12.60 - 1/2 DAY ON-SITE SERVICES (70%)

Invoice Amount:

\$5,302.50

Check Date:

03/03/2020

4,788.00

Charter Township of Plymouth

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VENDOR INFORMATION

INVOICE INFORMATION

	101-371-818.500	.70 - FULL DAYS (70%)	514.50
MCKENNA ASSOCIATES INC		Invoice Amount:	\$1,540.00
PROFESSIONAL SERVICES - JAN 2020 - 90047-3		Check Date:	03/03/2020
101-371-818.500	PREP & ATTEND MTGS (DETAIL ATTACH)		495.00
101-371-818.500	ESCROW DRAW - PLYMOUTH PLAZA 2.25 HRS		247.50
101-371-818.500	ESCROW D-WICOX RD. MTG. AND PHONE 3 H		330.00
101-371-818.500	ESCROW DRAW - PHOENIX MILL - 1.5 HRS		302.50
101-371-818.500	ESCROW DRAW-PLYMOUTH PLAZA		165.00
MICHIGAN RECYCLING COALITION		Invoice Amount:	\$200.00
Membership Renewal - Visel		Check Date:	03/03/2020
226-226-960.000	MEMBERSHIP RENEWAL - THRU 3/21/2021		200.00
MICHIGAN, STATE OF		Invoice Amount:	\$30.00
INV. 551-557219 2/10/2020 SOR REGISTRATION		Check Date:	03/03/2020
101-305-818.000	SOR REGISTRATION-PERIOD ENDING 1/31/20		30.00
MISS DIG SYSTEM, INC		Invoice Amount:	\$1,968.90
MISS DIG - 2020 MEMBERSHIP		Check Date:	03/03/2020
592-291-935.000	MEMBERSHIP FEE		990.00
592-291-935.000	EDUCATION AND AWARENESS		250.00
592-291-935.000	2020 ANNUAL MAINTENANCE FEE FOR CODES		257.60
592-291-935.000	Annual Maint fee for remote access		192.75
592-291-935.000	FIRST THREE ANNUAL ADJUSTMENT FEE ENHA		278.55
MICHIGAN LINEN SERVICE		Invoice Amount:	\$84.35
UNIFORMS 2/14/2020 #422935		Check Date:	03/03/2020
592-172-758.000	2/14/2020		84.35
MICHIGAN LINEN SERVICE		Invoice Amount:	\$84.35
UNIFORMS 2/21/2020 #423360		Check Date:	03/03/2020
592-172-758.000	2/21/2020		84.35
Midwest Epoxy, LLC.		Invoice Amount:	\$6,669.00
4 SEASONS PAVILION - EPOXY FLOORING		Check Date:	03/03/2020
101-691-931.000	EPOXY FLOORING- 1482 SQ FT - \$4.50/SQ FT		6,669.00
SF MOBILE-VISION, INC.		Invoice Amount:	\$3,585.00
INV. 27817 1/20/2020 EXTENDED MAINTENANCE		Check Date:	03/03/2020
101-305-851.000	HARDWARE DIRECT SERV 1/12/2020 - 1/11/21		1,795.00
101-305-851.000	SOFTWARE COVERAGE		700.00
101-305-851.000	WIRELESS ACCESS POINT EMA YR2		240.00
101-305-851.000	WORKSTATION EMA YR2		200.00
101-305-851.000	BRAVO 4201 DISC PUBLISHER		650.00
SF MOBILE-VISION, INC.		Invoice Amount:	\$2,990.00
INV. 27818 1/20/2020 EXTENDED MAINTENANCE		Check Date:	03/03/2020
101-305-851.000	FLASHBACK IN-CAR VIDEO SYSTEM - 1 YR		2,990.00
OFFICE DEPOT		Invoice Amount:	\$67.20
INV. 432191252001 1/21/2020 - OFFICE SUPPLI		Check Date:	03/03/2020
101-305-727.000	PLANNER		25.99
101-305-727.000	WALL CALENDAR		11.99
101-305-727.000	FOIL CERTIFICATES		29.22
OFFICE DEPOT		Invoice Amount:	\$51.22
INV. 432216729001 1/22/2020 - OFFICE SUPPLI		Check Date:	03/03/2020

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VENDOR INFORMATION

INVOICE INFORMATION

	101-325-727.000	FIRST AID KIT	21.23
	101-325-727.000	FILE BOX	11.40
	101-305-727.000	STEPSTOOL	18.59
OFFICE DEPOT		Invoice Amount:	\$167.18
OFFICE SUPPLIES FEB 2019		Check Date:	03/03/2020
	592-172-727.000	SCISSORS	22.47
	592-172-727.000	11X17 PAPER	81.28
	592-172-727.000	BINDER 11X17	46.45
	592-172-727.000	1 IN BINDERS	16.98
ORCHARD, HILTZ, & MCCLIMENT, INC.		Invoice Amount:	\$5,438.00
Andover Lakes SAD Preliminary Eng		Check Date:	03/03/2020
	805-805-970.370	Andover Lakes SAD Preliminary	5,438.00
ORCHARD, HILTZ, & MCCLIMENT, INC.		Invoice Amount:	\$1,135.00
General Drive Road SAD Design Phase		Check Date:	03/03/2020
	805-805-970.350	General Drive - Design Phase	1,135.00
ORCHARD, HILTZ, & MCCLIMENT, INC.		Invoice Amount:	\$1,847.00
WOODBROOK SAD PLANNING PHASE		Check Date:	03/03/2020
	805-805-970.410	WOODBROOK SAD PLANNING PHASE	1,847.00
ORCHARD, HILTZ, & MCCLIMENT, INC.		Invoice Amount:	\$2,131.00
Litchfield Dr Subdivision SAD Final Design & Biddi		Check Date:	03/03/2020
	805-805-970.310	Litchfield Drive SAD	2,131.00
PARAGON LABORATORIES		Invoice Amount:	\$164.00
WATER TESTING #210787		Check Date:	03/03/2020
	592-172-818.100	WATER TESTING	164.00
PowerDMS, Inc.		Invoice Amount:	\$5,631.00
INV. 32869 1/6/2020 MACP ACCREDITATION MA		Check Date:	03/03/2020
	101-305-818.000	POWERDMS PRO BASE	3,090.00
	101-305-818.000	POWER DMS PRO LICENSE	804.75
	101-305-818.000	POWER DMS STANDARDS - ACCREDITATION	850.00
	101-305-818.000	Power DMS Training	386.25
	101-305-818.000	Power DMS University	500.00
PRINTING SYSTEMS INC		Invoice Amount:	\$1,283.89
UTILITY BILLS INVOICE#211573 1/31/2020		Check Date:	03/03/2020
	592-172-730.000	25000 UTILITY FORMS-LASER/UTILITY BILLS	1,175.00
	592-172-730.000	Shipping charge	108.89
SENIOR ALLIANCE, THE		Invoice Amount:	\$2,224.00
FY 2020 MATCH - FOR 2019 STATISTICS		Check Date:	03/03/2020
	101-101-885.000	FY 2020 MATCH-FOR 2019 STATS	2,224.00
SPALDING DEDECKER ASSOCIATES, INC.		Invoice Amount:	\$31,164.50
SPALDING DEDECKER - FEB. 2020 INVOICE FOR		Check Date:	03/03/2020
	101-371-818.500	#82187-PLYMOUTH TWP ENGINEERING 2020	500.00
	101-371-818.500	#82153-SUBURBAN CADILLAC - PLANNING	1,025.00
	101-691-818.000	#82152-GOLFVIEW PARK	5,120.00
	592-172-820.000	#82165-WATER TOWER CATHODIC PROTECTI	285.00
	101-446-818.000	#82171-SIDEWALK ASSESSMENT	7,740.00
	592-172-820.000	#82173-TOWNSHIP GIS	10,666.75
	101-691-978.000	#82174-PLYMOUTH TWP PARK PATHWAY	560.00
	592-172-820.000	#82179-2019 MISS DIG DESIGN TICKET DPW	320.00

Charter Township of Plymouth
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	592-172-820.000	#82180 - 2019 CONTRIBUTED CAPITAL	786.50
	592-172-820.000	#82182-2020 MISS DIGN DESIGN TICKET DPW	2,890.75
	592-172-820.000	#82183-COMCAST #JB0000213975 45325 POL	605.00
	592-172-820.000	#82184-COMCAST #JB0000090833 44511 ANN	665.50
T-MOBIL USA, INC.		Invoice Amount:	\$153.00
INV. 9387990658 1/21/2020 GPS LOCATE FOR T		Check Date:	03/03/2020
101-305-818.000	CASE #20-274		153.00
TRI-COUNTY INTERNATIONAL TRUCKS INC		Invoice Amount:	\$47.59
VACTOR/JET TRUCK REPAIR		Check Date:	03/03/2020
592-291-851.000	PARTS		47.59
US Bank Equipment Finance		Invoice Amount:	\$113,039.41
ANNUAL LEASE PAYM'T FIRE TRUCK		Check Date:	03/03/2020
101-336-978.500	ANNUAL FIRE TRUCK LEASE PAYMENT		113,039.41
WCA ASSESSING		Invoice Amount:	\$24,604.58
APPRAISAL SERVICES RENDERED - MARCH 2020		Check Date:	03/03/2020
101-209-818.000	Appraisal Services Rendered (Contract)		24,447.91
101-209-818.000	Co-Star Services		156.67
WCA ASSESSING		Invoice Amount:	\$133.69
WCA ASSESSING JANUARY 2020 SPECIAL BILLIN		Check Date:	03/03/2020
101-209-818.000	JAN 2020 SPECIAL BILLING - APPRAISAL		133.69
WESTERN WAYNE CTY FD MUTUAL AID ASN		Invoice Amount:	\$555.00
WESTERN WAYNE PARTICIPATION FEE PENALTY		Check Date:	03/03/2020
101-336-698.030	WESTERN WAYNE NON PARTICIPATION FEE		555.00
Eastern Michigan University		Invoice Amount:	\$3,250.00
INV. S3307815 1/24/2020 STAFF & COMMAND T		Check Date:	03/03/2020
101-305-960.000	STAFF & COMMAND - SGT. HOFFMAN		3,250.00
National Emergency Number Assoc.		Invoice Amount:	\$100.00
INV. 200017752 1/7/2020 MATERIALS FOR TEST		Check Date:	03/03/2020
101-325-960.000	ENP REFERENCE MANUAL & PRACTICE TEST		100.00
WINDER POLICE EQUIPMENT		Invoice Amount:	\$376.30
INV. 200264 1/31/2020 SERVICES PERFORMED O		Check Date:	03/03/2020
101-305-863.000	NEW VERTEX AND ION LIGHTS		376.30
WINDER POLICE EQUIPMENT		Invoice Amount:	\$140.40
INV. 200224 1/28/2020 SERVICES PERFORMED O		Check Date:	03/03/2020
101-305-863.000	MOUNT NEW PRINTER BASE/TIGHTEN		5.40
101-305-863.000	LABOR		135.00
WINDER POLICE EQUIPMENT		Invoice Amount:	\$120.00
INV. 200113 1/15/2020 SERVICES PERFORMED O		Check Date:	03/03/2020
101-305-863.000	NEW TOGGLE ASSY UNIT		10.00
101-305-863.000	SWITCH & WIRE SPOTLIGHT		20.00
101-305-863.000	LABOR		90.00
Dell Financial Services, LLC.		Invoice Amount:	\$768.48
COMPUTER LEASES QTLY PAYMENTS 04/01-2020		Check Date:	03/03/2020
101-209-978.500	Assessing Dept. Computers (Lease - Qtlly)		320.20
101-371-978.500	Building Dept. Computers (Lease- Qtlly)		192.12

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	101-215-978.500	Acctng Dept. Computers (Lease - Qtrly)	128.08
	592-172-978.500	DPS Computers (Lease - Qtrly)	64.04
	226-226-978.500	SolidWaste Computers (Lease - Qtrly)	64.04
Dell Financial Services, LLC.		Invoice Amount:	\$279.89
COMPUTER LEASES -BLDG, CLERK, DPW (DETAIL		Check Date:	03/03/2020
	101-371-978.500	Building - 1 comptuer (see notes)	69.98
	101-215-978.500	Clerk - 1 computer (see notes)	69.97
	592-172-978.500	DPW - 2 computer (see notes)	139.94
Dell Financial Services, LLC.		Invoice Amount:	\$126.34
COMPUTER LEASES - OPTIPLEX 7060 (HR & BL		Check Date:	03/03/2020
	101-371-978.500	Building - 1 comptuer (see notes)	63.17
	101-171-978.500	HR - 1 computer (see notes)	63.17
Dell Financial Services, LLC.		Invoice Amount:	\$985.70
COMPUTER LEASES - OPTIPLEX 7060 SFF LEASE		Check Date:	03/03/2020
	101-305-978.500	PD - 14 computers - see notes	985.74
	101-305-978.500	Rounding Adjustment	(0.04)
Total Amount to be Disbursed:			\$284,054.95

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VENDOR INFORMATION

INVOICE INFORMATION

A T & T			Invoice Amount:	\$966.94
AT&T - TELEPHONE FEBRUARY 2020	ACCT. 101-325-853.400	COMM/LOCKUP PHONE	Check Date:	02/26/2020
				966.94
AMERITAS LIFE INSURANCE CORP.			Invoice Amount:	\$5,503.00
AMERITAS - ACTIVE DENTAL - FEBRUARY 2020 (Check Date:	02/26/2020
101-171-714.000	SUPERVISOR DEPT.			30.68
101-201-714.000	INFORMATION SERVICES			97.08
101-215-714.000	CLERK DEPT.			61.36
101-253-714.000	TREASURY			154.72
101-265-714.000	TWP. HALL (HAACK)			57.64
101-305-714.000	POLICE DEPT.			1,910.96
101-325-714.000	DISPATCH			811.72
101-336-714.000	FIRE DEPT.			1,610.28
101-371-714.000	BUILDING DEPT.			270.00
588-588-714.000	SENIOR TRANS (BOYCE)			97.08
226-226-714.000	SOLLID WASTE (VISEL)			97.08
592-172-714.000	DPS CLERICAL			119.00
592-291-714.000	DPW - SUPERVISORY			127.76
101-262-714.000	ELECTIONS - (TERRELL)			57.64
AMERITAS LIFE INSURANCE CORP.			Invoice Amount:	\$3,160.88
AMERITAS-RETIREE-DENTAL- FEBRUARY 2020 --			Check Date:	02/26/2020
101-290-714.500	GENERAL RETIREES			623.28
101-305-714.500	POLICE RETIREES			732.84
101-325-714.500	DISPATCH RETIREE			57.64
101-336-714.500	FIRE DEPT. RETIREES			1,339.92
592-172-714.500	DPS CLERICAL RETIREE			30.68
592-291-714.500	DPW - RETIREE			376.52
COMCAST			Invoice Amount:	\$62.03
INTERNET - MARCH 2020	XFINITY ACCT 852		Check Date:	02/26/2020
	101-290-941.000	MARCH 2020 INTERNET		62.03
COMCAST			Invoice Amount:	\$168.35
INTERNET - FEBRUARY 2020 ACCT 8529 10 216			Check Date:	02/26/2020
	101-290-941.000	FEBRUARY 2020 INTERNET (GEN)		168.35
COMCAST			Invoice Amount:	\$178.07
INTERNET - FEBRUARY 2020 -- ACCT 8529 10 21			Check Date:	02/26/2020
	101-265-854.000	Senior Ctr Internet		167.39
	588-588-921.000	Senior Trans Internet		10.68
COMCAST			Invoice Amount:	\$104.85
INTERNET - FEBRUARY 2020	ACCT 852		Check Date:	02/26/2020
	101-336-921.000	FEBRUARY 2020 FIRE INTERNET		104.85
COMCAST			Invoice Amount:	\$148.35
INTERNET PORT STREET - MARCH 2020 -- ACCT			Check Date:	02/26/2020
	592-291-805.000	Internet - Port Street		148.35
FIDELITY SECURITY LIFE INSURANCE CO			Invoice Amount:	\$575.36
EYEMED - RETIREES FEBRUARY 2020 (SPREADS			Check Date:	02/26/2020
101-290-714.500	GENERAL RETIREES			98.43
101-305-714.500	POLICE DEPT. RETIREES			130.11
101-325-714.500	DISPATCH RETIREE			10.81
101-336-714.500	FIRE DEPT. RETIREES			243.90

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

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	592-172-714.500	PUBLIC SERVICES RETIREES	5.69
	592-291-714.000	PUBLIC WORKS RETIREES	70.55
	101-371-714.500	BUILDING RETIREES	15.87
<hr/>			
FIDELITY SECURITY LIFE INSURANCE CO		Invoice Amount:	\$924.65
EYEMED - CURRENT EMPLOYEES -FEBRUARY 202		Check Date:	02/26/2020
	101-171-714.000	SUPERVISOR DEPT.	5.69
	101-201-714.000	INFO SYSTEMS	15.87
	101-215-714.000	CLERK DEPT.	11.38
	226-226-714.000	SOLID WASTE (VISEL)	15.87
	101-253-714.000	TREASURER DEPT.	26.68
	101-265-714.000	TOWNSHIP HALL (HAACK)	10.81
	101-305-714.000	POLICE DEPT.	355.38
	101-325-714.000	DISPATCH	134.54
	101-336-714.000	FIRE DEPT.	251.32
	101-371-714.000	BUILDING DEPT.	37.49
	588-588-714.000	SENIOR TRANS (BOYCE)	15.87
	592-172-714.000	PUBLIC SERVICES	22.19
	592-291-714.000	PUBLIC WORKS ADMIN.	21.56
<hr/>			
MICHIGAN CONFERENCE OF TEAMSTERS		Invoice Amount:	\$12,744.00
HEALTH INSURANCE -MARCH 2020 (DPW) (INDI		Check Date:	02/26/2020
	592-291-714.000	BARTLETT, JAMES	1,593.00
	592-291-714.000	KRUEGER, RANDY	1,593.00
	592-291-714.000	MELOW, STEVEN	1,593.00
	592-291-714.000	OVERAITIS, JOSEPH	1,593.00
	592-291-714.000	SCHOLTEN, JAMES	1,593.00
	592-291-714.000	THOMAS, JAMES	1,593.00
	592-291-714.000	NELSON, DAVID	1,593.00
	592-291-714.000	PUMPHREY, ZACHARY	1,593.00
<hr/>			
PLYMOUTH POSTMASTER		Invoice Amount:	\$500.00
PERMIT PD 95042-000 - RETURN POSTAGE - EL		Check Date:	02/26/2020
	101-262-730.000	ELEC RETURN POSTAGE	500.00
<hr/>			
PLYMOUTH POSTMASTER		Invoice Amount:	\$3,000.00
POSTAGE FOR SPRING NEWSLETTER - PERMIT #		Check Date:	02/26/2020
	101-290-730.000	MARCH 2020 SPRING NEWSLETTER -PERMIT 2	3,000.00
<hr/>			
A T & T LONG DISTANCE		Invoice Amount:	\$2.14
LONG DISTANCE ALLOCATION JANUARY 2020		Check Date:	02/26/2020
	101-201-853.000	-info services	0.16
	101-209-853.000	Assessing	0.09
	101-371-853.000	Building	0.24
	101-336-853.000	Fire	0.38
	101-171-853.000	Supervisor	0.23
	101-253-853.000	Treasurer	0.19
	101-215-853.000	Clerk	0.11
	101-371-853.500	Community Development (Planning)	0.09
	101-325-853.000	Dispatch	0.15
	101-265-854.000	Township Hall	0.03
	101-691-853.000	Park	0.03
	592-172-853.000	DPW	0.05
	101-305-853.000	Police	0.39
<hr/>			
UNUM LIFE INSURANCE CO. OF AMERICA		Invoice Amount:	\$5,680.33
UNUM PREMIUM STATEMENT - FEBRUARY 2020		Check Date:	02/26/2020
	101-171-714.000	SUPERVISOR'S DEPT.	124.87

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VENDOR INFORMATION

INVOICE INFORMATION

101-201-714.000	INFORMATION SYSTEMS	73.50
101-215-714.000	CLERK'S DEPT.	252.14
101-253-714.000	TREASURER'S DEPT.	123.93
101-265-714.000	TOWNSHIP HALL (HAACK)	40.54
101-305-714.000	POLICE DEPT.	1,784.15
101-325-714.000	DISPATCH DEPT.	718.78
101-336-714.000	FIRE DEPT.	1,528.90
101-371-714.000	BUILDING DEPT.	220.69
226-226-714.000	SOLID WASTE	50.06
588-588-714.000	SENIOR TRANS.	38.90
592-172-714.000	PUBLIC SERVICES	134.98
592-291-714.000	PUBLIC WORKS	541.83
101-262-714.000	ELECTIONS (TERRELL)	47.06

Total Amount to be Disbursed: \$33,718.95

Charter Township of Plymouth
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VENDOR INFORMATION

INVOICE INFORMATION

Rayyan Center
BD Bond Refund

701-100-202.701 BE18-0017

Invoice Amount: \$1,708.75
Check Date: 02/23/2020
1,708.75

JANET E ARZOYAN AND

2019 SUM TAX MTT REF 78034010076000

703-000-202.000 ACCOUNTS PAYABLE

Invoice Amount: \$3,641.27
Check Date: 02/23/2020
3,641.27

M/I HOMES OF MICHIGAN, LLC

2019 WIN TAX OVERPYMT 78-036-08-0009-000

703-000-202.000 ACCOUNTS PAYABLE

Invoice Amount: \$476.29
Check Date: 02/23/2020
476.29

Total Amount to be Disbursed: \$5,826.31

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Charter Township of Plymouth
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P. Bonds Page 44/44

VENDOR INFORMATION

INVOICE INFORMATION

35TH DISTRICT COURT

Invoice Amount:

\$900.00

BOND RECEIPT 02-18-2020

Check Date:

02/29/2020

702-100-087.000

BOND RECEIPT NUMBER 8255

300.00

702-100-087.000

BOND RECEIPT NUMBER 8256

500.00

702-100-087.000

BOND RECEIPT NUMBER 8257

100.00

Total Amount to be Disbursed:

\$900.00

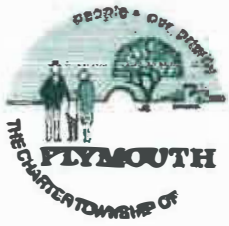
**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020**

**ITEM E
PUBLIC COMMENTS AND QUESTIONS**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020**

NEW BUSINESS

**ITEM F.1
LEAGUE OF WOMEN VOTERS 100TH
ANNIVERSARY**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: March 3, 2020

ITEM: Presentation by League of Women Voters

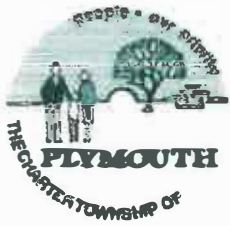
BACKGROUND: Plymouth Township resident Jackie Peters, a member of the Northwest Wayne Co. League of Women Voters, would like to make a presentation to the Board on the occasion of the 100th anniversary of the 19th Amendment to our Constitution, which gave women the right to vote. It is a milestone event which will be celebrated across the country. It is also the 100th anniversary of the formation of the League of Women Voters, a national, non-partisan, volunteer organization, which was founded on Feb. 14, 1920, with a principal mission of helping women and men become informed participants in government.

PROPOSED MOTION: None

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020**

NEW BUSINESS

**ITEM F.2
SPECIAL ASSESSMENT DISTRICT
POLICY & PROCEDURES UPDATES
RESOLUTION # 2020-03-03-26**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: March 3, 2020

ITEM: Special Assessment District Policy & Procedures Updates

PRESENTERS: Supervisor Heise

BACKGROUND: Policies and procedures for establishing our Special Assessment Districts have not been updated in a few years. Based on feedback from the Board of Trustees, Clerk, and DPW Director, we have updated our policy on how to establish Special Assessment Districts in the Township, and to memorialize many of our current practices that have been in place for more than a year. We discussed this item on February 25 and in several previous meetings, and I would appreciate your approval of these changes tonight.

PROPOSED MOTION: I move that the Board of Trustees approve Resolution 2020-03-03-26 authorizing various updates to the Township's Special Assessment District (SAD) Policies and Procedures.

Moved By _____ Seconded By _____

ROLL CALL:

___Vorva___ Curmi,___ Clinton, ___Heitman, ___Doroshewitz, ___Dempsey, ___Heise

**STATE OF MICHIGAN
COUNTY OF WAYNE
CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES**

SPECIAL ASSESSMENT DISTRICT POLICY & PROCEDURES UPDATES

RESOLUTION # 3030-03-03-26

At a regular meeting of the Board of Trustees for the Charter Township of Plymouth (the "Board"), held at Township Hall, located at 9955 N. Haggerty Road, Plymouth, on March 3, 2020, the following resolution was offered:

WHEREAS Policies and procedures for establishing our Special Assessment Districts have not been updated in a few years; and,

WHEREAS Our current practices have been in place for more than one year without written guidance; and,

WHEREAS The Board of Trustees, Clerk, Township Attorney, and DPW Director have discussed this issue numerous times and has been considered at a Board of Trustees Meeting on February 25, 2020.

NOW THEREFORE, BE IT RESOLVED, that the Charter Township of Plymouth, by way of this resolution #**2020-03-03-26**, hereby adopts the attached updated policies and procedures concerning Special Assessment Districts.

Moved by: _____ Supported by: _____

ROLL CALL VOTE:

____CC, ____JD, ____JV, ____MC, ____RD, ____GH, ____KH

--

Certification

STATE OF MICHIGAN)

)

COUNTY OF WAYNE)

I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Board of Trustees at the regular Board Meeting dated March 3, 2020.

Jerry Vorva, Clerk
Charter Township of Plymouth

Date

Resolution # 2020-03-03-26



CHARTER TOWNSHIP OF PLYMOUTH

Division of Public Services

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SUMMARY OF EVENTS: SPECIAL ASSESSMENT DISTRICT (SAD) PROGRAM for ROAD IMPROVEMENTS

A. RESIDENTS REQUEST PETITION

If the proposed SAD area is a neighborhood that has a homeowners' association, the homeowners' association must submit to the Township Clerk a letter from the association board requesting a petition from the Township to begin the SAD process. If the proposed SAD is not located within a neighborhood that has a homeowners' association, the champion of the creation of the proposed district (project champion) must submit to the Township Clerk a letter signed by at least 5% of the record owners of the property within the proposed district requesting a petition from the Township to begin the SAD process. The letter should define the boundaries of the proposed SAD, or at least the affected streets. The purpose of this step is to ensure that there is a certain amount of interest in the creation of the proposed SAD, as the Township will incur substantial expenses in the next steps. After the Clerk receives such letter, the Clerk will advise the Director of Public Services to work with the homeowners' association or project champion to schedule the first informational meeting.

B. PRELIMINARY PETITION PREPARED

The Township notifies the Township Engineering Consultants for SADs to contact the Township Attorney to prepare the preliminary SAD petition. The purpose of the preliminary petition is to determine if adequate support exists for the Township to retain an engineering consultant to determine an estimate of the total cost of the proposed improvement. This preliminary petition is only to authorize the Township to determine the estimated total cost of the project; it will not authorize the Township to commence the project. Once prepared, the preliminary petition will be hand-delivered to the homeowners' association or project champion at Informational Meeting #1, described in next step.

C. INFORMATIONAL MEETING #1

The Township will hold an informational meeting, if determined necessary, to describe the SAD process to the residents who fall within the SAD limits. The Township will send out a letter establishing date, time, place, and intent of the meeting. The Township will establish the mailing list, pay postage, and mail the letters. The Township's role throughout the SAD process is to facilitate and assist only.

During Informational Meeting #1, the Township will hand-deliver the preliminary petition to the homeowners' association or project champion. The homeowners' association or project



CHARTER TOWNSHIP OF PLYMOUTH

Division of Public Services

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champion will be responsible for collecting signatures. Note that the circulator(s) of the petition must sign an affirmation before a notary public that to the best of the circulator's knowledge, information and belief, the signatures on the petition are the actual signatures of each and every owner of the designated parcel. Circulator(s) can verify the owner(s) of the property at the "Online Property Inquiry" page of the Township's website. There is no mandatory process regarding collecting signatures, but circulators should gather the signatures in person, not by mail, to ensure verification of the signatures.

The homeowners' association or project champion may also obtain the preliminary petition for circulation from the Township Clerk's Office.

D. VALIDATION OF SIGNATURES

Completed preliminary petition shall be received and sent to the Clerk's Office for validation. The Clerk's Office will validate the signatures found on the petition by making sure the current tax records of the Township support that signatures of the petition are consistent with tax roll. If the parcel is owned by more than one party, as might be the case with husband and wife, all party signatures are required for the parcel to be considered in support of the SAD.

In order for the SAD process to continue, the validated signatures shall represent:

51% OR GREATER OF THE TOTAL FRONTAGE OF THE ROAD WITHIN THE SAD; and

51% OR GREATER OF THE TOTAL UNITS WITHIN THE SAD

E. INSUFFICIENT SIGNATURES

If the validated signatures on the preliminary petition do not represent:

51% OR GREATER OF THE TOTAL FRONTAGE OF THE ROAD WITHIN THE SAD; and

51% OR GREATER OF THE TOTAL UNITS WITHIN THE SAD

the petition shall have failed, and the petition shall be considered null and void for further consideration.

F. SUFFICIENT SIGNATURES

If the validated signatures on the preliminary petition represent:

51% OR GREATER OF THE TOTAL FRONTAGE OF THE ROAD WITHIN THE SAD; and

51% OR GREATER OF THE TOTAL UNITS WITHIN THE SAD

then the petition shall be submitted to the Board along with the determination of percentage (%).



CHARTER TOWNSHIP OF PLYMOUTH

Division of Public Services

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The Board will then authorize the Engineering Consultant to conduct Preliminary Engineering, namely:

1. Procure a qualified agent to conduct the necessary geotechnical engineering study for the project.
2. Perform a level of preliminary engineering necessary to provide a preliminary cross section and construction methodology or methodologies, for the proposed SAD.
3. Meet with Wayne County to review preliminary plan, cross sections, and other information, to get their general concurrence on the proposed methodology. Project improvements must ultimately be permitted by Wayne County DPS.
4. Prepare a preliminary cost estimate for the project.
5. Any and all activities needed to proceed with the Public Hearing of Necessity.

G. CROSS SECTION AND PRELIMINARY COST ESTIMATE / PRELIMINARY ENGINEERING

Engineer submits typical cross section, pavement rehabilitation or reconstruction methodologies, and preliminary project cost estimate along with a district description to Township Director of Public Services.

H. INFORMATIONAL MEETING #2

An informational meeting will be held to discuss the preliminary engineering findings, including cost estimate and scope of project. The meeting will be consistent with item "C" of this document.

I. FINAL PETITION

After Informational Meeting #2, the homeowners' association or project champion must circulate a second (final) petition with the estimated total cost. The fee the Township has paid to the engineering consultant for all Work completed to date including the preliminary engineering work described in Step F will be added to the estimated total cost of the project.

The final petition will be hand-delivered to the homeowners' association or project champion during Informational Meeting #2. The homeowners' association or project champion may also obtain the final petition for circulation from the Township Clerk's Office.

J. INSUFFICIENT SIGNATURES

Completed final petition shall be received and sent to the Clerk's Office for validation no later than 45 days after receipt of petition by the homeowners' association or project champion, unless granted a time extension by the Township.

If validated signatures on the final petition do not represent:



CHARTER TOWNSHIP OF PLYMOUTH

Division of Public Services

9955 N. Haggerty Road • Plymouth, MI 48170 • 734-354-3270

51% OR GREATER OF THE TOTAL FRONTAGE OF THE ROAD WITHIN THE SAD, and
51% OR GREATER OF THE TOTAL UNITS WITHIN THE SAD

then the petition shall have failed and the petition shall be considered null and void for further consideration. A period of one year must past before a new request for a petition to start the SAD process will be considered by the Township.

K. SUFFICIENT SIGNATURES

If validated signatures on the final petition do represent:

51% OR GREATER OF THE TOTAL FRONTAGE OF THE ROAD WITHIN THE SAD, and
51% OR GREATER OF THE TOTAL UNITS WITHIN THE SAD

then the project will continue and a public hearing (Public Hearing of Necessity) date will be set.

For the public hearing, a tentative resolution to make the improvement and tentative designation of the SAD will be prepared. Also, the Township Treasurer will prepare a tentative assessment roll.

L. PUBLIC HEARING OF NECESSITY NOTICE

First, notice shall be given by first-class mail at least 10 days before the date of the hearing of necessity to each person within the proposed special assessment district whose name appears upon the last township tax assessment records. The notice of hearing should contain the following:

- date, time and location of the hearing;
- description of the proposed special assessment district;
- notification that plans and cost estimates for the improvement are on file at the office of the Township Clerk and are available for public inspection;
- a statement that the owner or any person having an interest in the real property may file a written appeal of the special assessment with the state tax tribunal within 30 days after the confirmation of the special assessment roll if that special assessment was protested at the hearing held for the purpose of confirming the roll, and that the protest may be filed by letter.

Second, notice must be published twice before the hearing in a newspaper circulating in the township. The first publication must be at least 10 days before the date of the hearing. If the published notice includes a list of the property identification numbers of the property to be assessed, that list may provide either the individual property identification number for each parcel of property to be assessed or 1 or more sequential sets of property identification numbers, which include each parcel of property to be assessed. If the published notice includes a list of the property identification numbers of the property to be assessed, that published notice shall also include either a map depicting the area of the proposed special assessment district or a written description of the proposed special assessment district.



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M. PUBLIC HEARING OF NECESSITY HELD

Public Hearing of Necessity held. The Township Board hears objections and comments from interested persons. At the conclusion of the public hearing, the Board votes on a proposed resolution to create the special assessment district. The resolution must include (a) the estimated completion of the improvement; (b) the plans and an estimate of cost as originally presented or as revised, corrected, amended, or changed; and (c) a determination of the sufficiency of the petition for the improvement. After this determination, the sufficiency of the petition is not subject to attack except in an action brought in a court of competent jurisdiction within 30 days after the adoption of the resolution.

N. 30-DAY PERIOD

Begin 30-day hold (see Step M) as required per public act.

O. ATTORNEY REVIEW

Attorney checks with circuit court to determine if any appeals have been filed. Attorney forwards letter to Township indicating status.

P. PROCEED WITH CONSTRUCTION DRAWINGS / FINAL ENGINEERING

Upon notification from the Township that no objections have been filed, the Engineer will proceed with final engineering and construction drawings, specifications, and obtaining bids through a public bidding process. Engineer to coordinate with Clerk's Office and Township Treasurer to arrive at proposed assessment.

Note, if at any time after bids are received, project cost exceeds the preliminary project cost estimate plus 10%, a public hearing will be conducted by the Township Board to determine next steps. The notice requirements for the public hearing are the same as the notice requirements for the hearing of necessity (see Step L).

Q. PUBLIC HEARING OF ASSESSMENT NOTICE

The Township Board must hold a second public hearing on apportioning the assessment. The notice requirements for the public hearing on apportionment are the same as the notice requirements for the hearing of necessity (see Step L).

R. PUBLIC HEARING OF ASSESSMENT HELD

Public Hearing of Assessment is held. All information is submitted to Board. Conditional award to contractor is made. In general, no specific method of apportioning the cost of an improvement is required except that the method selected must be fair, just, equal, and in proportion to the benefits conferred. *Dixon Rd Grp v Novi*, 426 Mich 390; 395 NW2d 211 (1986).

S. 30-DAY PERIOD



CHARTER TOWNSHIP OF PLYMOUTH

Division of Public Services

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Begin 30 day hold for court and/or tax tribunal appeal filings.

T. ATTORNEY REVIEW

Attorney checks with tax tribunal to determine if any objections have been filed. Attorney forwards letter to Township indicating status.

U. START CONSTRUCTION

This Summary of Events for Special Assessment District Program is a policy that has been approved as such by the Board of Trustees for the Charter Township of Plymouth.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020**

NEW BUSINESS

**ITEM F.3
PARK RULES AND REGULATIONS
UPDATES
RESOLUTION # 2020-03-03-27**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: March 3, 2020

ITEM: Updates to Park Rules & Regulations

PRESENTERS: Supervisor Heise

BACKGROUND: Rules and Regulations for our Township parks have not been updated in a few years. Based on feedback from our Park Supervisors and Sarah Visel, who is responsible for park shelter reservations and other park oversight items, we have updated our rules on issues such as smoking, care and maintenance of our park facilities, and other terms of use of our park space. I would like these changes approved before the Park season begins in earnest.

PROPOSED MOTION: I move that the Board of Trustees approve Resolution 2020-03-03-27 authorizing the updated Park Rules and Regulations for all Plymouth Township parks.

Moved By _____ Seconded By _____

ROLL CALL:

___Vorva___ Curmi,___ Clinton, ___Heitman, ___Doroshewitz, ___Dempsey, ___Heise

**STATE OF MICHIGAN
COUNTY OF WAYNE
CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES**

AMENDMENTS TO PARK RULES AND PROCEDURES

RESOLUTION # 2020-03-03-27

At a regular meeting of the Board of Trustees for the Charter Township of Plymouth (the "Board"), held at Township Hall, located at 9955 N. Haggerty Road, Plymouth, on March 3, 2020, the following resolution was offered:

WHEREAS Policies and rules for the various Township Parks have not been updated in several years; and,

WHEREAS Upon the recommendation of Park staff, various amendments to the Park Rules were proposed to the Township Supervisor and Board of Trustees for consideration at a Board of Trustees Meeting on February 25, 2020.

NOW THEREFORE, BE IT RESOLVED, that the Charter Township of Plymouth, by way of this resolution #**2020-03-03-27**, hereby adopts the attached updated Rules for the various parks located in the Township.

Moved by: _____ Supported by: _____

ROLL CALL VOTE:

____CC, ____JD, ____JV, ____MC, ____RD, ____GH, ____KH

Certification

STATE OF MICHIGAN)
)
COUNTY OF WAYNE)

I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Board of Trustees at the regular Board Meeting dated March 3, 2020.

Jerry Vorva, Clerk
Charter Township of Plymouth

Date

Resolution # 2020-03-03-27

CHARTER TOWNSHIP OF PLYMOUTH PARK RULES

As adopted by the Board of Trustees
March 3, 2020

1. PURPOSE AND APPLICATION OF RULES

The Plymouth Township Parks are available to the residents of the Community for casual, unscheduled, informal, unorganized, recreational use. These rules apply to all Township Parks and can only be amended by the Township Board.

2. DEFINITIONS

RESIDENT GROUP shall be defined as a corporation, firm, partnership, association or other legal entity with its registered office located in Plymouth Township; a family outing sponsored by a Plymouth Township resident; a church, scout group, or youth sports group located in Plymouth Township; a Plymouth-Canton private or public school group, scout group, or youth sport group; a formally organized Plymouth Township homeowner's group; or a non-profit Community group or church, (e.g.) Rotary, Kiwanis, etc., whose membership substantially resides in the Plymouth Community (Plymouth Township and City).

NON-RESIDENT GROUP shall be defined as any group, company or individual not defined as a resident group, even though an employee of the business or member of the group resides in the Township.

WEEKEND shall be defined as Friday, Saturday or Sunday.

WEEKDAY shall be defined as Monday, Tuesday, Wednesday or Thursday.

HOLIDAY shall be defined as any holiday observed by the Township as stated on the Event Calendar on the Township's website.

3. FEES

Registration and additional fees are set by the Township Board and subject to change without notice. Additional fees may be assessed for violation of these rules due to clean up costs, additional services and damage repair. Current fees are posted at the Division of Public Services, at www.plymouthtwp.org and can be obtained by calling 734-354-3270 ext. 4.

4. PAVILION & SHELTER RESERVATIONS

Pavilion and Shelter use shall be by reservation only.

RESERVATION PROCEDURE

Reservations must be made in person only at the Division of Public Services. Dates cannot be held or "penciled" in. Reservations are made based on Residency as defined in Section 2 of this document as follows:

Resident Group:

Reservations by resident groups shall be accepted beginning in January. The reservation date will be posted on the Township website for the current reservation year.

Non-Resident Group:

Reservations by non-resident groups shall be accepted beginning at 8:00 am the 1st (first) Monday in April of each reservation year.

Reservations must be made on the Township's form and include payment by check, cash or credit/debit card (a 3% convenience fee will be charged). Misrepresentation of residency may be subject to forfeiture of access to park reservations.

RESERVATIONS REQUIRING TOWNSHIP APPROVAL

Reservation of a shelter or pavilion for more than one day, use of park facilities for an organized activity other than an informal gathering or picnic, or use of more than one shelter/pavilion requires approval by the Township Supervisor or designee in addition to a permit. Special after hours permits shall be authorized only as provided in the Parks and Playground Areas Ordinance.

LIMITATIONS ON PARK RESERVATIONS

The intent of the following requirements is to make the park pavilion and shelters available to as many Township Resident Groups as possible.

Resident Group:

A Resident Group as defined in this document (see page 1) may reserve a pavilion or shelter as described below:

Weekends (Friday, Saturday, Sunday)

Reservations shall be on a first-come, first-served basis; however, where requests for multiple reservation dates are submitted prior to April 1, only one (1) of the dates will be treated as a confirmed reservation. The other date(s) shall be available to other applicants, but only until March 31. After March 31, all date(s) shall be treated as confirmed reservation(s). That is, an applicant can only have one confirmed date until March 31. After March 31, unconfirmed dates, unless otherwise chosen by another applicant, become confirmed reservation(s). The applicant may designate which of the dates chosen shall be first treated as confirmed.

All reservation dates requested after April 1 shall be subject to availability on a first-come, first-served basis.

Holiday Reservations

Holiday reservations shall require written approval by the Township Supervisor or designee based on concurrently scheduled activities, capacity, required services and related considerations.

INSURANCE REQUIRED FOR ALL GROUPS THAT FUNCTION UNDER A TAX I.D.

Any group (resident or non-resident) that functions under a tax I.D. number requires general liability insurance for their use of a pavilion or shelter for the day/season. The insurance policy requirements are subject to change and are available on the Township's website and at the Division of Public Services.

The policy and accompanying waiver forms must be provided to the Division of Public Services no later than two (2) weeks prior to the reservation date. It is the responsibility of the person who signs the permit to ensure that the insurance policy is on file with the Township.

Those that fail to submit the proper insurance documents by 4:00 pm on the two (2) week deadline date provided on the issued permit will be removed from the system and the date will be open and available for others to reserve. **NO REFUND SHALL BE GIVEN.**

DATE CHANGE REQUESTS

Date change requests are allowed as follows:

- Requests are only taken for the current year.
- Request must be made a minimum of five (5) days prior to original reservation date.

5. HOURS

Park hours are between dawn and dusk (as defined by the National Oceanic and Atmospheric Administration of the United States Department of Commerce for Detroit, Michigan) unless posted otherwise on the Township website. Park hours are subject to change without prior notification. Exceptions will include all league-scheduled activities or any events approved in writing by the Supervisor or designee.

6. PROCEDURES FOR SHELTER/PAVILION

EQUIPMENT, CLEAN UP

Refuse in and around the pavilion or shelter shall be deposited in designated containers. All floors shall be swept and tables wiped down. Brooms and dustpans are available.

The large (main) pavilion comes equipped with a food preparation area including a sink, countertop and commercial refrigerator with limited cold storage capabilities that is available for use to those who have rented the pavilion and paid an additional fee. This area must be cleaned and wiped down prior to departure time. Any items left in the refrigerator after use of the pavilion will be disposed of by park staff.

Shelter 2 comes equipped with a food preparation area including a household size refrigerator that is available for use to those who have rented the Shelter and paid an additional fee. Any items left in the refrigerator after use will be disposed of by park staff.

The 4 Seasons pavilion comes equipped with a small kitchen area including a sink, household size refrigerator and countertop area. This area must be cleaned and wiped down prior to departure time. Any items left in the refrigerator after use of the pavilion will be disposed of by park staff.

No water balloons, silly string, or use of chalk, markers, Sharpies, paint, etc., for writing, graffiti, or marking to any walls, floors, sidewalks, or any structures or things at any of the pavilions or park property.

Permittee will be responsible to leave the pavilion, shelter and surrounding grounds clean and orderly, as determined by parks and recreation staff inspection standards. Failure to leave the pavilion or shelter and surrounding grounds in a clean and orderly condition may result in forfeiture of access to park reservations and/or a fee assessed.

MAXIMUM CAPACITIES

The maximum capacities of the pavilion and shelters shall not be exceeded. Failure to honor maximum capacity limits may result in forfeiture of access to park reservation, as well as ejection from the park.

7. WEDDINGS

Wedding ceremonies are permitted subject to park rules. Wedding receptions are not permitted.

8. ALCOHOL

The use or possession of alcohol or alcoholic beverages is prohibited.

9. CANCELLATIONS

Permittees who know they will not be using the reservation are encouraged to notify the Division of Public Services in order to allow for other use(s) of the facilities. **NO REFUNDS SHALL BE GIVEN.**

10. INCLEMENT WEATHER

To protect the safety of both park patrons and park staff should the National Weather Service issue a severe weather warning the Township will vacate and close the park. No refunds will be given.

11. CONDUCT

PEACEFUL ENJOYMENT

All park users are expected to conduct themselves in a manner conducive to peaceful enjoyment of the facilities by all park users. Disorderly conduct by park users may be subject to forfeiture of access to park reservations, ejection from the park, and/or prosecution under the Parks and Playground Areas Ordinance.

VENDORS

Vendors are allowed for special events upon written approval of Township Supervisor or designee.

12. BANDS, BULLHORNS and OTHER COMMUNICATION SYSTEMS

Bands, karaoke, bullhorns or P.A. systems, will only be allowed upon written request to the Township Supervisor at least three (3) days in advance of the event. Permission may only be granted by the Supervisor or designee in writing.

13. ANIMALS

Possession of animals in Township Parks is prohibited under Township ordinance. Violators may be ejected and/or subject to prosecution under the Parks and Playground Ordinance, other ordinances and/or state law.

14. NO STAPLES, ETC.

No staples, nails or tacks are to be used on picnic tables or on building surfaces. Park users violating this rule may be subject to forfeiture of access to park reservations and cost of repairs.

15. NO TAPE OR ADHESIVES ON STRUCTURES

Tape and Adhesives shall not be used to affix anything to the framework of the Pavilions or Shelters. Park users violating this rule may be subject to forfeiture of access to park reservations and cost of repairs. Tape can be used to affix tablecloths and decorations to picnic tables.

16. MOTOR VEHICLES/PARKING

DEFINED

For purposes of this section, 'Motor Vehicle' is a car, truck, motorcycle, or similar motorized transportation system that requires a driver's license from the State of Michigan or other jurisdiction. See also Rule 30 for other motorized devices.

MAX. SPEED 5 MILES/HR

No person shall operate a motor vehicle on the roadway in excess of five (5) m.p.h.

MOTOR VEHICLES LIMITED LOCATION

Motor Vehicles must remain upon the roadway and designated parking areas only. Motor vehicles are subject to the provisions of Township Ordinances. Parking shall be in designated areas only – no parking in the roadway. Cars and/or trucks unloading picnic supplies are not allowed on the grass, concrete aprons or sidewalks of the pavilion or shelters. Motor vehicles can be towed for non-compliance.

HANDICAPPED PARKING LAWS ENFORCED

All designated handicapped parking areas shall be reserved for vehicles with authorized, state issued handicap permits.

ADDITIONAL PARKING REQUIRED

If parking requirements for your group exceed the parking available at your reserved shelter or pavilion, overflow parking may be available in the parking area provided near the baseball diamonds.

17. SIGNS

No signs are allowed except temporary signs identifying a group location under a permit. Please refer to Rule No. 14 and 15.

18. EQUIPMENT /GRASS AREA ACTIVITIES

Badminton, bocce ball, "catch", Frisbee and volleyball are just a few of the many activities allowed in the grass areas of the Park. No equipment is available for use. Horseshoes and lawn darts are not allowed. Please see the Park staff for any proposed lawn game not listed above. Please check with Park staff for areas to set up volleyball and badminton nets. Equipment/activities requiring additional approval include inflatables, trains, or any similar amusement equipment. Food trucks, ice cream trucks and similar food/beverage vehicles also require additional approval.

19. FISHING POND

Fishing in the pond is allowable but normal state fishing laws prevail. Contact the Michigan Department of Resources for the fishing license requirements. Please try to limit catch of trout and bass to two (2) per fishing person or family. Remember, "Catch and Release" will help extend this important recreation resource. Ice fishing is strictly prohibited.

20. FIRES/GRILLS

There shall be no fires except in self-contained grills, stoves or containers specifically designed for such. Cooking under the roof of any shelter/pavilion is strictly forbidden. **Shelter 1 and the Pavilion have two (2) "Super Grills" in the immediate area of the site which are four (4)**

feet wide. Shelter 2 and the Lake Pointe Shelter each have a three (3) compartment grill. Deep frying is strictly prohibited.

Please note that pouring water onto the grills is prohibited. Violators may be subject to forfeiture of access to park reservations and/or ejection.

21. NO SMOKING

Smoking is prohibited in all Plymouth Township Parks. 'Smoking' is defined as the use of tobacco, marijuana, or any other of its derivatives, or the use of vapor products, nicotine alternatives, or any device designed to facilitate the consumption or use of such products.

22. PAVILION FIREPLACE

The pavilion fireplace is available for use; however, wood is not provided. Do not pour water into the pavilion fireplace.

23. ELECTRICITY

Electricity is available at each of the structures in the parks. Outlets are located in the walls at the shelters and the pavilions.

24. BASEBALL DIAMONDS

The baseball diamonds are available on a first-come, first-served basis except when they are utilized by junior baseball leagues. These leagues utilize the fields from early April – July and from Mid-August – October. During these months, the fields are open to Park patrons Monday – Friday from Park opening until 3:00 pm, and they are available Saturdays (after the end of Little League Season) from 2:00 pm to Park closing and Sundays from Park opening until Park closing **UNLESS** the junior baseball leagues have scheduled make-up games. The Park may also host Baseball Tournaments that are played on selected weekends.

25. CANOPY TENTS

Canopy tents (10'x10') are allowed on a restricted basis. Please speak with a member of the park staff before erecting a canopy tent.

26. SPRAYSCAPE

The SprayScape is open to all park patrons from the Saturday of Memorial Day weekend through Labor Day. Daily operating hours for the SprayScape are from 10:00 am – 7:30 pm. SprayScape Rules and Regulations are posted at the SprayScape and designed to ensure the safety of all citizens using the park.

SprayScape Rules and Regulations

1. SprayScape is an unsupervised area. Adult supervision is recommended.
2. Footwear is recommended.
3. Climbing on the structures is strictly prohibited.
4. NO skateboards, in-line skates or bicycles are allowed in spray area.
5. NO glass in this area for your safety and the safety of others.

27. SLED HILL

Sled hill is open during normal park hours.

Sled Hill Rules and Regulations

1. Sled Hill is an unsupervised area. Adult supervision is highly recommended.
2. Creation of ramps or jumps is prohibited.
3. NO glass in this area for your safety and the safety of others.

28. BUS POLICY

No buses shall be permitted within any park of the Township unless approval by the Township has been granted. A written request for approval by the Township must be submitted a minimum of two (2) weeks in advance. When considering a request, the Township shall take into consideration the primary intended use of the passengers of the bus, the other uses at the time requested, and how the approval may negatively impact the capacity of the park or its individual facilities.

29. DRONES, AERIAL DEVICES & FIREWORKS

The use or flight of drones, rockets, fireworks, exploding devices, or any other aerial device, (e.g.) model planes or helicopters is strictly prohibited.

30. OTHER MOTORIZED EQUIPMENT/DEVICES/TOYS

The use of any motorized or partially-motorized wheeled device, vehicle, scooter, go-cart, golf cart, mini-bike, remote control wheeled device, toy, boat, or similar item is prohibited; this does not apply to devices or equipment exempted under the Americans with Disabilities Act (ADA).

31. EXEMPTIONS FOR TOWNSHIP-SPONSORED EVENTS

Any of the above rules may be waived at the discretion of the Township Supervisor or designee for events sponsored by the Charter Township of Plymouth.

Adopted: March 3, 2020

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020**

NEW BUSINESS

**ITEM F.4
CONTRACT WITH AMERICAN LEGAL
PUBLISHING COMPANY FOR
CODIFICATION SERVICES
RESOLUTION # 2020-03-03-28**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: March 3, 2020

ITEM: Contract with American Legal Publishing Company for Codification Services

PRESENTERS: Supervisor Kurt Heise, Attorney Kevin Bennett

BACKGROUND: Plymouth Township's Code of Ordinances has not been updated in several years. We also do not have the ability to properly assign ordinance numbers and codify them on an as-needed basis online. Furthermore, our hard-copy Code of Ordinances is in even worse shape, and needs to be reviewed, updated, and newer ordinances inserted; we also need the ability to update it for the future. This process will require several months of work, and Kevin Bennett and I believe that American Legal Publishing can professionally perform the work based on their attached Proposal, in an amount not to exceed \$10,500. Mr. Bennett will also need to employ his services over a roughly six-month period as we update our ordinances in addition to his day-to-day legal services.

PROPOSED MOTION: I move that the Board of Trustees approve Resolution 2020-03-03-28 approving a contract with American Legal Publishing for Codification Services in an amount not to exceed \$10,500; and to amend the FY2020 Adopted Budget by authorizing the Finance Director to appropriate the General Fund's fund balance to the Township General Operating Printing & Publishing 101-290-901.000 account of the same and; by authorizing the Supervisor and Clerk to sign same.

Moved By _____ Seconded By _____

ROLL CALL:

___ Vorva ___ Curmi, ___ Clinton, ___ Heitman, ___ Doroshewitz, ___ Dempsey, ___ Heise

**STATE OF MICHIGAN
COUNTY OF WAYNE
CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES**

**CONTRACT WITH AMERICAN LEGAL PUBLISHING
FOR CODIFICATION SERVICES**

RESOLUTION # 2020-03-03-28

At a regular meeting of the Board of Trustees for the Charter Township of Plymouth (the "Board"), held at Township Hall, located at 9955 N. Haggerty Road, Plymouth, on March 3, 2020, the following resolution was offered:

WHEREAS the Code of Ordinances for the Charter Township of Plymouth have not been updated in several years, and;

WHEREAS several new ordinances have been adopted by the Board of Trustees over recent years and have not been properly codified in the Code of Ordinances, and;

WHEREAS the Township lacks the ability to update its Code of Ordinances both online and in hard-copy format, creating inconvenience and uncertainty for staff and the public, and;

WHEREAS Upon the recommendation of the Supervisor and the Township Attorney, American Legal Publishing was recommended to the Township Board as a vendor with the requisite experience and capabilities to perform the task of codification services for the Township;

NOW THEREFORE, BE IT RESOLVED, that the Charter Township of Plymouth, by way of this resolution #**2020-03-03-28**, approve a contract with American Legal Publishing for Codification Services in an amount not to exceed \$10,500; and to amend the FY2020 Adopted Budget by authorizing the Finance Director to appropriate the General Fund's fund balance to the Township General Operating Printing & Publishing 101-290-901.000 account of the same and; by authorizing the Supervisor and Clerk to sign same.

Moved by: _____ Supported by: _____

ROLL CALL VOTE:

____ CC, ____ JD, ____ JV, ____ MC, ____ RD, ____ GH, ____ KH

Certification

STATE OF MICHIGAN)
)
COUNTY OF WAYNE)

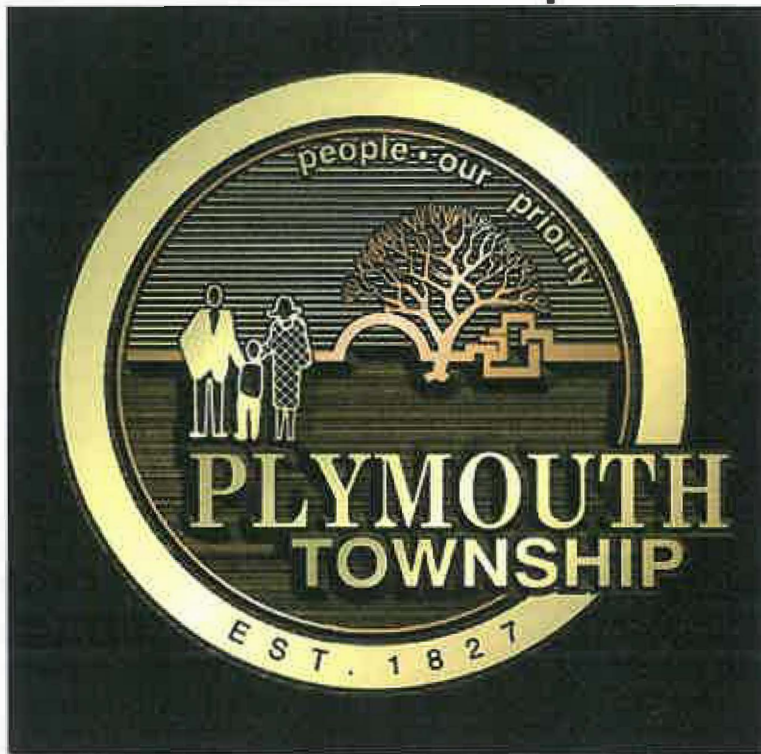
I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Board of Trustees at the regular Board Meeting dated March 3, 2020.

Jerry Vorva, Clerk
Charter Township of Plymouth

Date

Resolution # 2020-03-03-28

**Codification Proposal
Code of Ordinances
Plymouth Charter Township of Michigan**



AMERICAN LEGAL
Publishing Corporation

Richard C. Frommeyer, Codification Consultant
1-800-445-5588

AMERICAN LEGAL PUBLISHING CORPORATION PROPOSAL FOR THE CHARTER TOWNSHIP OF PLYMOUTH, MICHIGAN

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7. Sample Code Pages (single and dual column)
8. Search & Retrieval Program for the Web



AMERICAN LEGAL
Publishing Corporation

February 7, 2020

Kevin L. Bennett
Township Attorney
9955 N. Haggerty Road
Plymouth, MI 48170

Dear Kevin:

Thank you for your continued interest and considering American Legal Publishing for your codification project. Enclosed is our proposal to codify Plymouth Township's code of ordinances. A codification includes incorporating all permanent nature ordinances into a codified code book, creating an index and tables as needed, formatting the pages into a new typestyle and look, including the choice of a single or dual column print, and complete copies of the entire code book.

It also includes a legal review and written report by one of our staff attorneys. **We feel an accurate code reviewed and edited by a staff attorney is the most important part of any codification project.**

The project will be overseen by our law department. The review will uncover inconsistencies between sections in the code and inconsistencies with the code and state statutes. Additionally, there might be some reorganization and renumbering of the code if necessary. New binders and divider tabs are included in the price. There is also the option to receive the new code on a flash drive, downloadable (dropbox/FTP site), and we still offer a CD-Rom as well. We also can place you code on the Web.

We welcome the opportunity to provide codification services for Plymouth Township's municipal documents. I would be happy to setup a meeting to go over the agreement and provide a demonstration of our software in the near future. Should you have any questions about the proposal, please do not hesitate to call me.

Sincerely,



AMERICAN LEGAL
Publishing Corporation

Richard C. Frommeyer

Codification Consultant
American Legal Publishing Corporation
rfrommeyer@amegal.com
800.445.5588 office
513.235.3926 cell

AMERICAN LEGAL PUBLISHING CORPORATION ADVANTAGES AND BENEFITS

QUALIFICATIONS

- American Legal Publishing Corporation began as the codification division of the Anderson Publishing Company of Cincinnati in **1934**. We became a separate corporation in 1979. In 2007 we became an employee owned company.
- American Legal currently serves more than 3,400 local government clients across the country. Our clients range in size from Boston, New York City, Los Angeles, Cleveland, Chicago, Dallas, Fort Worth, Philadelphia and Salt Lake City to villages with populations under 500.
- American Legal currently serves over 120 municipalities in the state of Michigan including the Cities of Dearborn, Flint, Sterling Heights, and Wyandotte and the Townships of Big Rapids, Casseville, Dalton, Mussey, Parma, Plymouth, Silver Creek, Somerset, Williamstown, and Yates to name a few.
- We are the codification consultants to the International Municipal Lawyers Association and numerous state municipal leagues.

LEGAL ANALYSIS

- Our legal staff's **Exclusive Editorial and Legal Report** details internal code inconsistencies as well as inconsistencies between your ordinances and state statutes and federal law. Our legal team consists of fifteen members with law degrees, including the president of the company. An attorney will provide your legal review.
- We provide the **most comprehensive analysis** in the codification industry: outlining problems, providing you with alternatives, and allowing you to implement desired improvements.
- You receive the Editorial and Legal Report with the **draft** of your code, allowing you to review your code with the assistance of our detailed, written editorial analysis which will ultimately be reviewed with you at a conference in Plymouth Township.

SUBJECT MATTER FORMAT

- We will arrange your ordinances according to logical subject matter. We group all of your land use ordinances together in one section, your business regulations together in one section, your administrative ordinances in another section, etc.
- We can offer you free **Model Ordinances** covering nearly any municipal topic to replace an outdated ordinance or to cover an area where you may not have an ordinance.

TABLE OF SPECIAL ORDINANCES, PARALLEL REFERENCES AND INDEXING

- As part of your new code, we will create Tables of Special Ordinances covering such topics as annexations, zoning map changes, franchises, easements, etc. These ordinances will be listed in table form by ordinance number, date of passage, and will include a brief description of each ordinance.
- Your code will include Parallel Reference Tables that indicate which code sections are based on state statutes, where prior code sections appear in your new code, and a cross-reference of ordinance numbers to code section numbers.
- Our comprehensive index includes no dead ends when you search for a topic.

STYLE OPTIONS

- We offer different tpestyles for your code, single or dual column printing and various types of binders.

TIMELY DELIVERY AND FLEXIBLE BILLING

- We will complete your code within 9 months (excluding your review time).
- We can work with you to schedule the project so that it meets your budgetary needs.
- We complete supplements within 45 days for yearly supplements or instantly.

RE-ORDERS AND PAMPHLETS

- We have **no minimum** or maximum orders of extra copies of your code. You can call us at any time and order 1 or 1,000 additional copies of your code.
- You can order only as many codes as you need without having to worry about buying, storing and updating copies that you don't need.
- You can receive specific pamphlets for your police department, zoning department, etc.

COMPUTERIZATION OF CODE

- You can receive your code downloadable, a flash drive, and we still offer a CD-ROM in WordPerfect or Microsoft Word compatible at no additional charge.
- Access every word in your code in just seconds with our "open source" online searchable software. Your code can be linked to your meeting minutes and other municipal documents. We use open source software for the internet, and do all the conversion work ourselves; we have produced thousands of codes online.
- Users can customize their version by creating color highlights, bookmarks, notes, and pop-up links without affecting the original text.

SUBSCRIBERS SERVICE

- American Legal can sell current copies of Plymouth Township's code (printed and computer versions) via our "800" number directly to Law Firms, Developers and other outside parties.
- Our service relieves Plymouth Township of the burden of maintaining and updating inventory of codes and processing individual payments.

SUPPLEMENT SERVICE

- Our fast and efficient supplement service will keep your code current in future years. Delivery is within 45 days or less for yearly updates and much quicker for instant updates. You can supplement as often as necessary - even after every council meeting.

SUBCONTRACTING

- We do all editing, legal review, printing and computer/internet work inhouse and at one location.

American Legal Publishing Security Features

American Legal Publishing provides monitoring services of our website 24 hours a day, 7 days a week, 365 days a year. The ALP website is hosted on a VMWare Esx cluster. We have 4 separate hosts that the virtual machines can run on. All 4 of these servers use VMWare High Availability. We also replicate these virtual machines to our Louisville datacenter every 4 hours. At our Colo the internet is a multi-provider based with 6 separate providers that is BGP load balanced and we are given a 99.999% uptime commitment. The Colo is a SOC-3 compliant datacenter for security purposes.

The facility is a hardened facility. We have offsite backups every day. We backup all our documents every night off site as well as an image level backup every hour. We have backup power and a fire suppression system at the facility. The facility is monitored 24 hours a day 7 days a week. There is a video monitoring system at the facility. Due to the number of large city clients we don't reveal the location of our servers or any additional information.

All standard maintenance is completed on Saturdays after 12 a.m. eastern standard time. The website could go slow for a few seconds or a couple of minutes during maintenance. Over the last 365 days our uptime is 99.999%.

We have tools in place to monitor attacks or breeches. There is redundant power to the server and a redundant power supply to the facility should there be a catastrophic power outage. There are two different fire prevention and suppression systems in the building. Due to the nature of our business we don't offer any additional information in writing about our security systems. We would be happy to answer any additional questions over the phone.

In the event that our website is attacked or goes down because of malicious activity we are notified immediately that there is an issue by our facility. We provide notice to our clients by email or and in some cases phone calls detailing the problem and letting our clients know we are working on a solution. Once we determine the problem we work to get the website up and running as quickly as possible. We immediately put our backup plan in place and this includes uploading all our codes at our Louisville, Kentucky location so we can have our clients back on the web within 4-6 hours of the initial incident. We do provide all clients a copy of their code downloadable, on a disk, or flash drive that could be placed on their site that is searchable as well.

To get into the building where our servers are located you need to swipe a keycard and you need a security code for a keypad punch entry system. You then need a thumb print and other keypad punch code. Once inside the facility the servers are stored in a cage and another key code is needed to open the cage.

We have never experienced a security breach. However, in the event of a security breach we determine the severity of the breach and our next course of action. We would notify our clients of the breach if necessary by email or phone. In the meantime we immediately start our disaster recovery plans. We use our backup server and install all our online codes onto a safe and secured server at a different facility. This typically will take 4-6 hours.

American Legal Publishing developed a new search engine and web hosting site which started in January 30, 2020. By the time your code project is finished we will have been on this new site for close to a year. American Legal has spent a significant amount of capital to allow the site to be even more user friendly and offer many additional services for our clients.

The website is open source so it will allow easy access for the municipality to use the code in other programs or to provide it to its citizens, businesses, and staff.

Our website auto-recognizes a device being used to access it and adjusts to fit the screen. Navigation icons condense under a drop-down menu when the screen is tablet sized or smaller. These include the Table of Contents; Code Version and Compare features (if applicable per client); Sharing icons (bookmark, print, share, download); and user control icons (search; login; google translate; help and back to Code Library).

Should you have additional questions, please feel free to give us a call.

KEY PERSONNEL

With 49 employees, our editorial support staff consists of more than 22 experienced editors skilled in the multiple disciplines required in providing codification services. Our typical editor is a college graduate with a degree in English, Journalism, or Law (14 staff members have law degrees). American Legal has a higher percentage of editors with Masters or Doctorate Degrees than any other national codification firm. Our staff includes a former City Law Director, Former City Councilmember, former City Mayor, and former Neighborhood Council President.

American Legal Publishing shall devote a team of our most experienced professionals to provide editing and codification services to Plymouth Township. The qualifications and role of each team member is described below, depending on production schedules the individuals editors could change:

AIMEE CHOI - DIRECTOR OF NEW CODES DEPARTMENT

Qualifications:

- Manages the production of American Legal's newest accounts and special projects
- Editor of many large and small cities including the Tucson, Arizona Code, Frankfort, Kentucky, San Bernardino County, California, Cape Coral, Florida, and Lake County, Illinois to name a few
- B.A., English/Creative Writing, Northern Kentucky University
- B.A., Journalism/Public Relations, Northern Kentucky University
- Over twenty years with American Legal

Role: Project manager for the Charter Township of Plymouth; responsible for overall project quality and for the successful completion and delivery of the project

DARLENE FOLEY - EDITOR AND STAFF ATTORNEY

Qualifications:

- Has extensive experience in the editing, supplementing and analysis of municipal codes in Michigan as well as elsewhere including Flint, MI, Fort Worth, Texas, San Bernardino, California, Will County, Illinois, Chicago, Illinois, Cleveland, Ohio and many other large cities and counties.
- J.D., University of Cincinnati
- B.A., University of Cincinnati
- Over fifteen years with American Legal

Role: Will be main editor for the Charter Township of Plymouth.

LAURA MOSER - LEGAL REVIEW STAFF

Qualifications:

- J.D., Salmon P. Chase College of Law, Northern Kentucky University
- B.A., Political Science, Northern Kentucky University, Cum Laude
- Over eight years providing legal reviews to Michigan clients

Clients

- Provided the Legal Review for the City of Dearborn, the Charter Township of Big Rapids, the City of East Grand Rapids, and Mussey Township to name a few

Role: Responsible for providing the editorial and legal review for the Charter Township of Plymouth.

SARAH BAUER - DIRECTOR OF ELECTRONIC PUBLISHING

- Qualifications:**
- Manages American Legal's CD-ROM and Internet publishing department
 - Project manager for high level clients
 - B.A., English, Northern Kentucky University
 - M.A. English, University of Cincinnati
 - Fifteen years with American Legal

Role: Responsible for production and placing the Charter Township of Plymouth Code of Ordinances on the Web; primary technical contact for the Township

RICHARD C. FROMMEYER - CODIFICATION CONSULTANT

- Qualifications:**
- Over twenty-five years experience with American Legal Publishing
 - B.S., University of Kentucky
 - Sales Representative for over twenty-five years in Michigan
 - Negotiated the contracts with Dearborn, MI, Wyandotte, MI and many additional clients in Michigan. Nationally worked on Fort Worth, Texas, Lake and Will County, Illinois, Wake County, North Carolina, Toledo, OH and many more cities, towns, and counties across the country.

Role: Main contact person for contract negotiations

Additional Legal Staff:

STEPHEN G. WOLF - PRESIDENT

- J.D., University of Cincinnati College of Law.
- B.B.A., Management, University of Cincinnati.
- Current City Attorney of an Ohio city, and former Mayor.
- Over Thirty-five years with American Legal Publishing.

CYNTHIA A. POWELEIT - VICE PRESIDENT AND EDITOR-IN-CHIEF

- J.D., Salmon P. Chase College of Law, Northern Kentucky University.
- B.A., English, Denison University.
- Over twenty-five years with American Legal Publishing.

RAY G. BOLLHAUER - VICE-PRESIDENT, CLIENT RELATIONS

- J.D., University of Cincinnati College of Law
- B.A., Economics, University of Cincinnati
- Over twenty-five years with American Legal
- Past President and Councilmember.

TODD MYERS - SUPPLEMENT DIRECTOR

- J.D., University of Cincinnati College of Law (Law Review)
- B.S., Criminal Justice, University of Cincinnati
- Over twenty years with American Legal

CHRISTI G. BAUNACH - LEGAL REVIEW STAFF

- J.D., University of Louisville, Cum Laude
- B.A., Political Science, University of Louisville, Cum Laude
- Over twenty-four years with American Legal

deRICCI GETTY - LEGAL REVIEW STAFF

- J.D., University of Akron Law School
- B.A. Marketing, Ohio University
- Licensed in Pennsylvania and Ohio
- Owned law firm for nine years practicing in municipal law in Pennsylvania
- Over fifteen years with American Legal Publishing.

RENELL HAMILTON - LEGAL EDITOR

- J.D., University of Cincinnati College of Law
- B.S., Education, University of Wisconsin
- Over twenty years with American Legal; former Law Firm Administrator

LISA BRICKNER - LEGAL EDITOR

- J.D., University of Cincinnati College of Law
- University of San Diego School of Law, Magdalen College
- B. A. Police Administration, Eastern Kentucky University
- University of Oxford, Oxford, England
- Over fifteen years with American Legal Publishing.

DEVON MOSER - LEGAL REVIEW STAFF

- J.D., University of Cincinnati College of Law
- B.A. International Studies, Wright State University
- Army Cadet
- Over fifteen years with American Legal Publishing

MICHAEL FIELMAN - LEGAL EDITOR

- J.D., Salmon P. Chase College of Law, Northern Kentucky University
- Law Review
- B.S. Finance, Miami University (Oxford, Ohio)
- Over twelve years with American Legal Publishing

OWEN PARSONS - LEGAL EDITOR

- J.D., Salmon P. Chase School of Law
- B.A. Government Studies, Centre College
- Over five years with American Legal Publishing

BRANDI BUCHENAU - STAFF ATTORNEY

- J.D., Salmon P. Chase School of Law
- B.A. Political Science, Northern Kentucky University
- Over three years with American Legal

AMERICAN LEGAL PUBLISHING CORPORATION LEAGUE AFFILIATIONS

American Legal Publishing is proud of its relationship as consultants to the following organizations:

INTERNATIONAL MUNICIPAL LAWYERS ASSOCIATION (IMLA)

1110 Vermont Avenue, NW, Suite 200
Washington, DC 20005
Contact: Chuck Thompson
Executive Director and General Counsel
(202) 466-5424

LEAGUE OF MINNESOTA CITIES

145 University Avenue West
St. Paul, MN 55103-2044
Contact: Amber Eisenschenk
Staff Attorney
(651) 281-1200

LEAGUE OF ARIZONA CITIES AND TOWNS

1820 West Washington Street
Phoenix, AZ 85007
Contact: Ken Strobeck,
Executive Director
(602) 258-5786

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L Street
Lincoln, NE 68508
Contact: Christy Abraham
Legal Counsel
(402) 476-2829

ARIZONA ASSOCIATION OF COUNTIES

1910 West Jefferson Street
Phoenix, AZ 85007
Contact: Jennifer Marson
Executive Director
(602) 252-6563

LEAGUE OF WISCONSIN MUNICIPALITIES

202 State Street, Suite 300
Madison, WI 53703-2215
Contact: Claire Silverman
Legal Counsel
(608) 267-2380

OHIO MUNICIPAL LEAGUE

175 South Third Street, Suite 510
Columbus, OH 43215
Contact: Kent M. Scarrett
Executive Director
(614) 221-4349

VIRGINIA MUNICIPAL LEAGUE

13 E. Franklin Street
Plymouth, VA 23241
Contact: Michelle Gowdy
General Counsel
(804) 523-8525

NORTH CAROLINA LEAGUE OF MUNICIPALITIES

P.O. Box 3069
Raleigh, NC 27602
Contact: Jennifer Schneier
General Counsel
(919) 834-1311

SOUTH DAKOTA MUNICIPAL LEAGUE

214 E. Capitol Avenue
Pierre, SD 57501
Contact: Yvonne Taylor
Executive Director
(605) 224-8654

LEAGUE OF OREGON CITIES

1201 Court Street NE, Suite 302
Salem, OR 97301
Contact: Debi Higgins
Codification Coordinator
(503) 588-6550

INDIANA ASSOCIATION OF CITIES & TOWNS

150 West Market Street
Indianapolis, IN 46204
Contact: Jodie Woods
General Counsel
(317) 237-6200

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC)

8331 Utica Avenue
Rancho Cucamonga, CA 91730
Contact: Chris Shalby, Executive Director
(909) 592-4462

LEAGUE OF KANSAS MUNICIPALITIES

300 Southwest 8th Avenue, Suite 100

Topeka, Kansas 66603-3951

Contact: Eric Smith

Deputy General Counsel

(785) 354-9565

Partial Client List

Listed below are a few of the nearly 3,400 ordinance codification clients of American Legal Publishing.

Michigan Partial Client list:

City of Auburn
Big Rapids Township
Breitung Township
Burtchville Township
Casseville Township
Dalton Township
City of Dearborn
City of Flint
Gerrish Township
Montrose Township
Mussey Township
Whitewater Township
City of Saginaw
Silvercreek Township
City of Sterling Heights
Tuscarora Township
Sebewaing Township
Somerset Township
City of Wyandotte
Yates Township

National clients include:

Albuquerque
Boston
Boise
Chicago
Cleveland
Dallas
Fort Worth
Honolulu
Los Angeles
Louisville/Jefferson County
Montgomery County, MD
New York City
Salt Lake City Utah
San Diego County
San Francisco
Sioux Falls, SD
Toledo
Tucson
Waterbury, CT
Weirton, WV

American Legal Publishing Corporation

Michigan Reference List

Listed below are a few of the over 3,400 ordinance codification and online clients of American Legal Publishing Corporation. Some of our clients include New York City, Albuquerque, Boston, Cleveland, Dallas, Fort Worth, Honolulu, Los Angeles, Philadelphia, San Diego County, and the City and County of San Francisco. We have over 120 clients in Michigan.

City of Dearborn
George Darany
City Clerk
16901 Michigan Avenue
Dearborn, MI 48126
313-943-2665

They have been a client since July 2019. We supplement the code on the web instantly and the paper code yearly.

Township of Burtchville
Bob Bailey
Township Clerk
4000 Burtch Road
Lakeport, MI 48059
810-385-5577

The Township has been a client for over 10 years and supplements as necessary.

Township of Caseville
Michelle Stirrett
Township Clerk
6767 Main Street
Caseville, MI 48725
989-856-3053

The Township has been a client for over 14 years and supplement as necessary.

City of Wyandotte
Beth Lekity
Deputy City Clerk
3200 Biddle Avenue
Wyandotte, MI 48192
734-324-4568

They became a client in 2018 for 6 month supplements and the code on the web. They are now doing a complete recodification of the code of ordinances.

Williamstown Township
Robin Cleveland
Deputy Clerk
4990 North Zimmer Road
Williamston, MI 48895
517-655-3193

They have been a client for over 15 years and supplement as necessary. They also have their minutes on the web.

CODIFICATION COST AND SERVICE SUMMARY

American Legal Publishing proposes to codify the ordinances for Plymouth Township, Michigan at the following price:

I. Base Cost **\$10,500.00**

**The actual page count may vary from the estimate or you might add new ordinances during the codification process. If the page estimate is low, the cost will be higher than the initial base cost.*

Includes

- a. Number of Copies of Plymouth Township's Code (includes binders and divider tabs) 10
- b. Legal Analysis
 - i. Research Internal Consistency
 - ii. Research State Law Consistency
 - iii. Legal and Editorial Research and Report
- c. Special Features
 - i. Tables of Special Ordinances
 - ii. Parallel References
 - iii. Comprehensive Index
 - iv. Tabular Matter (Tables, Charts, Graphs)
 - v. Code on CD-ROM (WordPerfect, MS Word compatible)
- d. Estimated Number Of Pages
 - 8½" x 11" Format
 - i. Single column (12 point type) up to 500 pages
 - ii. Dual column (11 point type) up to 425 pages

II. Variable Cost

- a. Per Page Increase or Decrease Rate
 - 8½" x 11" Format
 - i. Single Column \$18.00
 - ii. Dual Column \$21.00
- b. Shipping & Handling T.B.D.

III. Time to Completion

- Number of Months Until Manuscript 4-7 months
- Number of Months Until Completed Code (after return of manuscript) 1-3 months
- Number of Days for Updated Supplements 45 days or less

IV. Optional Services that may be ordered:

- a. Additional Copies of Code
 - i. Cost per Extra Code with Binder \$125.00
 - ii. Cost per Extra Code without Binder \$100.00
- b. Supplement Service
8½" x 11" Format
 - i. Single-column \$19.50/per reprinted page
 - ii. Dual-column \$23.50/per reprinted page
 - iii. Tables, charts, graphs, etc. \$10.00 per page
- c. We offer a Subscription Service to sell to citizens Price T.B.D.
- d. Pamphlets (With cardstock cover)
Per Impression (Printed Page)
 - i. 1-50 copies 7.5 ¢
 - ii. 51-99 copies 7.0 ¢
 - iii. 100 copies or greater 6.5 ¢
 - iv. Pamphlet Binders \$11.50 each
- e. Web Based Search and Retrieval Software

Documents on the Web on Publisher's website:

 - i. Initial build of the Code of Ordinances and placing the code on the Web the first year. \$750.00
 - ii. Future Supplements of Web Based Code (cost is includes the editing charge for printed pages):
 - Annual update • Six month updates
 - Quarterly updates • Monthly updates
 (assumes online update is in conjunction with update to printed supplement)
 - iii. Phone Support No Extra Charge

Optional Services:

 - i. On-Site Installation & Training (not necessary) \$695.00/day + travel
 - ii. Web based Training (not necessary) \$95.00 an hour minimum fee of \$200.00
 - iii. Additional copies code on a flash drive and in searchable format \$50 each
 - iv. Additional CD's of the code in a on a CD Rom in searchable format \$25 each
 - v. Code can be downloaded off our website at **No charge**
- f. Code on the Web (after initial 1st year build and placement on the Web) \$495.00 per year
- g. Access and Search other codes on American Legal Publishing's Website No charge
- h. Advance Legislative Service \$10.00 per ordinance
- i. New Ordinance Notification Service \$5.00 per ordinance

- j. Comprehensive Ordinance List \$15.00 per ordinance
- l. History Linking Service \$10.00 per ordinance
- l. Definition Links Service \$95.00 an hour
- m. Archived Codes Online Service \$100.00 for quarterly, \$50.00 for twice a year, \$25.00 for yearly
- n. Custom Banner Service (typically no charge) Price T. B. D.
- o. Online Meeting Minutes (send in minutes for actual price) 75¢ to \$2.50 per page

V. Terms (can be budgeted over two fiscal years)

- i. Forty percent (40%) due upon acceptance of this agreement.
- ii. Forty percent (40%) within 30 days of receiving the draft and legal and editorial report.
- iii. Pay balance 30 days after receiving and delivery of the completed code.

American Legal Publishing Corporation
432 Walnut Street, 12th Floor
Cincinnati, Ohio 45202

Plymouth Township
955 N. Haggerty Road
Plymouth, MI 48170

CODIFICATION AGREEMENT

February 7, 2020

Charter Township of Plymouth, a municipal corporation in the State of Michigan ("Municipality") and American Legal Publishing Corporation, ("Publisher"), an Ohio corporation, agree as follows:

I. THE PUBLISHER SHALL:

- (1) Examine the Municipality's Charter (if any), and prior code of ordinances (if any), and all ordinances or resolutions provided by the Municipality and determine which materials are to be codified.
- (2) Utilize its staff of attorneys to review all materials to be codified and prepare a written report for the municipal attorney.
 - (a) The report may include notice of and suggestions for resolving the following:
 - Apparent conflicts with referenced state and federal statutes and administrative regulations;
 - Repealed, renumbered, or obsolete state and federal statutes and administrative regulations;
 - Apparent conflicts with prominent federal case law; and Internal discrepancies such as duplications, ambiguities, and obsolete terminology.
 - (b) Suggest new provisions which the Municipality should consider including in the new code, and delete old provisions which are no longer necessary or which might be improper or unlawful.
 - (c) The review will not involve re-drafting of entire chapters by the Publisher. However, the Publisher will provide model ordinances to the Municipality upon request if available.
 - (d) At the option of the municipality, hold a manuscript conference with municipal representatives to review the report. The Municipality will not be billed for time of the American Legal staff attorney if it chooses this option, but will be billed for travel expenses.

Note: The review performed by the Publisher should not be considered as a substitute for the competent advice of your Municipal Attorney, especially based on his/her in-depth knowledge of the municipal practices and procedures, and American Legal Publishing is in no way assuming the role of attorney for the municipality. Land Use sections of the code are especially specific to the locality and are thus only subject to cursory review and comparison with the rest of the code. (A sample Report is attached to indicate the type of comments that are likely to be contained in the report for Plymouth Township.)

- (3) Classify all ordinances and resolutions which are of a general and permanent nature into titles, chapters, and sections, according to subject matter.
- (4) Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar, and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the Municipal Attorney.

- (5) Prepare:
 - (a) Title, chapter, and section headings.
 - (b) A table of contents and sectional analysis for each chapter.
 - (c) A legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Publisher.
 - (d) Statutory cross-references to sections of the state statutes and to other pertinent parts of the Code where applicable. These references shall appear at the end of the section to which they apply.
 - (e) Tables of Special Ordinances listing chronologically those ordinances in certain subject areas that the Municipality finds to be pertinent.
 - (f) Parallel Reference Tables showing:
 1. The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
 2. A listing of code sections based on state statutes (Statute to Code).
 3. A listing of prior code sections incorporated into the new code if applicable (Old Code to New Code).
 - (g) An index (which will be created after the first draft of the Code is submitted).
- (6) Provide the Municipality with model or sample ordinances when available and upon request, at no additional charge.
- (7) Deliver to the Municipality, within seven months from receipt of the materials deemed necessary by the Publisher to begin the codification (prior code, ordinances and new code questionnaire), one copy of a draft of the Code for the Municipality's examination.
- (8) If necessary, hold a conference to make final corrections, additions, and deletions to the Code. The Municipality will be billed for the travel expenses of the American Legal staff attorney. The Municipality may present changes to pages of the draft at the conference. After the final conference, no additional changes are to be made. Any further changes, additions, or deletions shall be made in the future supplements to the Code in accordance with III(3) of this Agreement. When the draft, and any changes thereto made by the Municipality, is returned to the Publisher, such return of the draft shall be deemed final authorization by the Municipality to publish the Code as returned. If additional conferences are requested by the Municipality which require the travel of a member of the staff of the Publisher, then the Municipality shall be advised what the additional cost, if any, for such conference will be.
- (9) Deliver to the Municipality, within three months of receipt of the corrected draft, 10 printed copies of the Code meeting the following specifications:
 - (a) Type to be single or dual column, at the option of the Municipality
 - (b) Page size to be 8½" x 11"
 - (c) Printed on high quality paper

- (d) All copies to be in hard-covered, 3-ring, loose leaf binders. All binders shall have the Municipality's name stamped in gold and shall contain divider tabs.

(10) Provide a sample adopting ordinance to the Municipality.

II. THE MUNICIPALITY SHALL:

- (1) The Municipality will provide clear copies of all materials necessary to perform the codification, including an up to date copy of any previously published code of ordinances, copies of ordinances and pertinent resolutions not previously codified, and a completed New Code Questionnaire (provided by the Publisher). (If the Municipality provides meeting minutes to the Publisher to review for legislation contained therein rather than actual ordinances or resolutions, there will be an additional charge of \$45.00 an hour to extract ordinances or resolutions from the minutes for use in the new code.)
- (2) After receipt of the draft of the code and legal report described in paragraph I (2), the Municipality shall have 90 days to review the draft and report and to return to the Publisher its comments about the draft and its answers to the legal report. In the alternative, if the Municipality opts for the legal conference described in paragraph I (9), it must contact the Publisher within 90 days to set up a meeting date. The meeting, itself, need not occur within the same 90 day period. If the Municipality fails to either return its comments and answers to the legal report within 90 days or, if applicable, to set up a meeting date, the Municipality may request that the Publisher extend the deadline in writing. The Publisher may adjust the contract price to cover any increased costs due to the Municipality's delay.
- (3) The Publisher agrees to include in the final version of the Code all ordinances adopted by the Municipality up to the time the manuscript is originally due back to the Publisher under the provisions of (2) above. The Municipality agrees that any ordinances adopted after this date shall be included at the Publishers' supplement rates (as set out in paragraph III(3)(b)) at the time of the inclusion of these ordinances into the code.

- (4) (a) Pay to the Publisher for shipping of the final code order as a base price, the sum of \$10,500.00 for its services set out in Section I, payable as follows:

Pay forty percent (40%) due upon acceptance of this agreement and provided invoice.

Pay forty percent (40%) within 30 days of receiving the draft and legal and editorial report.

Pay balance 30 days after receiving and delivery of the completed code.

Terms can be setup over two year budgeting if necessary.

If the code page contains an image (diagram, photograph, chart, graph, etc.) or table, there is an additional \$10.00 per page rate.

- (b) The price above is based upon a code of the following number of pages according to the format option chosen by the Municipality. Should the final page count be more pages than this estimate, the base price will increase accordingly at the time of the final invoice:

FORMAT	NUMBER OF PAGES	INCREASE
8½" x 11" Single-column page 12 point font	500	\$18.00 per page
8½" x 11" Dual-column page 11 point font	425	\$21.00 per page

- (5) Pay any invoices within 30 days of the invoice date. Invoices outstanding beyond the 30 day period shall be subject to a late payment equal to 1.5% of the unpaid balance per month, or part thereof.

III. OPTIONAL SERVICES.

The Municipality, by the initials of the person executing the agreement on its behalf, exercises the following options:

INITIAL

- (1) Code Format: (Initial one only)

(a) Single-column format

(b) Dual-column format

- (2) Additional Copies of Code: number of copies _____ (with binders: Yes or No) _____

The Municipality may purchase additional codes at (*circle one*): \$125.00 per copy with a binder or \$100.00 without a binder.

- (3) Five year supplemental service plan:

For a period of five years after delivery of the code:

- (a) The Publisher shall:

1. Incorporate into the code new pertinent ordinances submitted by the Municipality.
2. Revise or make additional entries to the table of contents, parallel reference tables, and index as necessary to reflect the incorporation of additional, changed or deleted material.
3. Within 45 days, deliver to the Municipality 10 printed copies of supplemental pages with an instruction sheet for directing the placement of the new pages in the code.

- (b) The Municipality shall:

1. Provide a copy of ordinances or resolutions passed subsequent to publication of the previous code supplement;
2. Pay to the Publisher the sum of \$19.50 per reprinted single column page or \$23.50 per reprinted dual column page, plus shipping and handling.

The prices above are for a five-year period and cannot be changed except for adjustments in the second, third, fourth, and fifth years of this agreement to reflect any decrease or increase in the United States Consumer Price Index calculable from the month of delivery of the Code.

If the code page contains an image (diagram, photograph, graph, etc.) or table, there is an additional \$10.00 per page charge.

- (c) Upon completion of the five-year period, this agreement shall automatically renew itself from year to year except that either party may alter or cancel the terms of this agreement at any time upon ninety days written notice.

(4) Code Downloadable or on CD-ROM (word processing program): _____

At no additional charge, the Publisher will provide the code downloadable or on CD-ROM in one of the following formats (*circle one*): WordPerfect or Microsoft Word compatible

If requested the code can be provided on a flash-drive for \$50.00 each.

If requested on a CD-Rom the cost is \$25.00 each.

Code can be downloaded from our site at no charge.

(5) Subscribers Service: _____

The Publisher will operate a subscription service upon the Municipality's request as follows:

- (a) After the Publisher determines production cost and shipping and handling charges, the Municipality has the right to set the total price of the codes for the subscribers. The difference will be credited to the Municipality's future supplement invoices.
- (b) Subscribers can be charged in advance or at time of shipment if they wish to subscribe to the supplements. The total cost for this subscription will be for a year's worth of supplements.
- (c) Subscribers of the complete code will be required to pay in advance of shipment by check or credit card.
- (d) The Publisher will incur all mailing costs for the marketing of the code. Order forms with an announcement of the codes and supplement service availability will be included in this mailing.
- (e) Any law firms, realtors, businesses, libraries or other interested parties contacted may inquire about code orders by using the Publisher's toll-free number.
- (f) The Publisher will print subscribers' orders as needed, and will not require the Municipality to either pre-purchase copies or store extra copies.

(6) Pamphlets:

- (a) Pamphlets, sized for 8½" x 11" copy, containing component parts of a Code, with a cardstock cover, may be ordered: (*circle desired topic and insert number of copies*):

Charter	# of copies	_____
Traffic/General Offenses Code	# of copies	_____
Zoning Code	# of copies	_____
Subdivision	# of copies	_____
All Land Use Regulations	# of copies	_____
Other _____	# of copies	_____

- (b) Cost:
- | | |
|-------------|--|
| 1-50 | copies of pamphlet — .075 per printed page |
| 51-99 | copies of pamphlet — .070 per printed page |
| 100 or more | copies of pamphlet — .065 per printed page |

(c) Optional 3-ring pamphlet binders (\$11.50 each) _____

(d) Pocket sized pamphlets are available at rates to be agreed upon.

(7) Web based Search and Retrieval program:

(a) The Publisher shall build the Municipality's code into a web based format on the Publisher's website. Publisher will provide a link for the Municipality to link to the site for \$750.00. (This is the fee for the first year.) _____

(b) Future Web Supplements (cost included in editing charge for printed pages):
Initial one below: _____

Web Updates: _____ annually _____ six months _____ quarterly _____ as ordinances pass

Printed Books Updates: _____ annually _____ six months _____ quarterly _____ as ordinances pass

(assumes Web update is in conjunction with update to printed supplement)

(c) Optional On-Site Installation & Training (not necessary)
at \$695.00/day + Travel Expenses. _____

or Optional Web Based Training (not necessary)
at \$95.00/an hour with a minimum charge of a \$200.00. _____

(d) Code on the Web (after initial build and first year charge) at \$495.00 per year. _____

(e) Access and Search other codes on American Legal Publishing's Website No charge

(f) Advance Legislative Service (PDF): As new ordinances are passed they will be added to the New Ordinance List. This list will have the latest ordinances listed by date passed. Once ordinances are supplemented this list will be cleared. An ordinance can post on the same day. The cost for this service is \$10.00 per ordinance. If the entire ordinance needs to stay online then chose our other service called Comprehensive Ordinance List. _____

(g) New Ordinance Notification Service: As new ordinances are passed, American Legal will place a New Ordinance Notice that this code section has been amended. Once the ordinance is supplemented into the code of ordinances the Notice will be removed. The cost for this service is \$5.00 per notice. This service is usually combine this service with the Advance legislative Service or the Comprehensive Ordinance List. _____

(h) Comprehensive Ordinance List: As new ordinances are passed they will be added to the Comprehensive Ordinance List. This list will have the latest ordinances listed by year. The ordinances will be highlighted in yellow until they are added to the code book. All ordinances can be listed, even ones that are not usually codified such as annexation, variances, budget, and other miscellaneous ordinances. The ordinance is linked to a pdf copy of the original ordinance. The price for this service is \$15.00 an ordinance. If you store the ordinances on the Municipal website there is no storage cost. If ordinances are stored on ALP website a price will be determined each year based on the number of ordinances stored on American Legal Publishing's site. Initially the cost will be \$50.00 per year for storage. _____

- (i) History Linking to Original Ordinance: American Legal Publishing can link a PDF version of your original ordinance to the history section of your online code. The cost for this service is \$10.00 ordinance. _____
- (j) Definition Links Service: American Legal will build defined term links or pop up boxes to any word requested by the Municipal. Many counties like this service so that a user can see the definition of the word without going back to the defined terms section of the code. This service is available for the Code of Ordinances and the Land Development Code. The cost for this service is \$95.00 an hour. _____
- (k) Archived Codes Online Service: American Legal Publishing can store previous versions of your code and or supplements online for research purposes. The cost for this service is \$25.00 for yearly supplement, \$50 for six month, and \$100 for quarterly supplement. _____
- (l) Custom Banner Services: American Legal can make your online code look just like the counties website. The cost for this service is based on the files that are provided by the Municipal. The one time fee is anywhere from no charge to a price to be determined. Please send the files for an actual price.
- (n) Online Meeting Minutes Service: American Legal can store meeting minutes as well as other documents online. Your minutes, resolutions, annexations can all be placed online and indexed for 75¢ per page provided to publisher in a format set by Publisher. _____

IV. TRANSMITTAL AS OFFER.

The transmittal of this Agreement to the Municipality is an offer by the Publisher to perform the stated services at the prices and terms referenced within the Agreement. This offer will expire if not executed by the Municipality by March 31, 2020, unless such date is extended in writing by the Publisher.

IN WITNESS WHEREOF the parties to this contract have hereunto set their hands on the date(s) indicated:

Charter Township of Plymouth, Michigan

American Legal Publishing Corporation

By _____

By _____

Title _____

Title Ray Bollhauer, Vice- President _____

Date _____

Date _____

CHAPTER 71: TRAFFIC REGULATIONS

Section

General Provisions

- 71.01 Speed limit in city alleys
- 71.02 Operation of motor vehicles on unpaved public or private property prohibited

Motorcycles; Motor Scooters and Motor Bikes

- 71.25 Safety helmet or headgear required
- 71.26 Operator's permit required

- 71.99 Penalty

Cross-reference:

Speed limits on designated streets, see Chapter 76, Schedule I

Citations for traffic and parking violations, see §§ 72.150 through 72.157

GENERAL PROVISIONS

§ 71.01 SPEED LIMIT IN CITY ALLEYS.

(A) For purposes of this chapter an **ALLEY** shall mean every street or way within a block, which is set apart for public use, vehicular traffic and local convenience. ('72 Code, § 34-4)

(B) No person shall drive a motor vehicle upon any alley in the city at a speed in excess of ten miles per hour. ('72 Code, § 34-5)

(Ord. 2087, passed 2-5-80; Am. Ord. O-87-72, passed 12-23-87) Penalty, see § 71.99

§ 71.02 OPERATION OF MOTOR VEHICLES ON UNPAVED PUBLIC OR PRIVATE PROPERTY PROHIBITED.

(A) It shall be unlawful for any person to operate a motor vehicle, as defined by the Florida Uniform Traffic Control Law, F.S. Chapter 316, as may be amended from time to time, on any unpaved public property, or on any paved or unpaved shoulder of a public road.

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(B) It shall be unlawful for any person to operate a motor vehicle on any unpaved private property, not owned by the operator or his immediate family, without the express written consent of the owner, lessee, tenant or other person entitled to possession and use of such premises; said written consent to be carried on the operator's person.

(C) The foregoing provisions shall not apply to the following:

(1) A licensed and franchised public utility in the conduct of its business;

(2) Any federal, state or local governmental agency;

(3) Any licensed emergency vehicle;

(4) Any situation where such operation is necessary to avoid collision with other traffic;

(5) Where such operation is in compliance with other laws or the directions of a law enforcement officer or official traffic-control devices.
 ('72 Code, § 34-13) (Ord. O-73-51, passed 6-27-73) Penalty, see § 71.99

AMERICAN LEGAL PUBLISHING CORPORATION SEARCH & RETRIEVAL WEB SOFTWARE

Following is information on our web search and retrieval program American Legal offers. Our open source software allows you to create electronic text as well as access any section, word, or reference in that text (i.e. your code or meeting minutes) instantaneously. The website also provides you with a complete word index. Every word in your code is catalogued.

With our web based software you can conduct searches by word, phrase, section number, date, or anything you want. You can also perform stem searches when you are not sure of the ending of the words you want to find (e.g. go% = going, gone, went, etc.) proximity searches (e.g. find "penalty within 5 words of jail"), and more. You can also do searches by title, chapter, table of contents, and in multiple infobases (such as in the Code of Ordinances, Charter, Council Minutes, and anything else in the Web based format) at the same time. Additionally, our software allows each user to customize his or her version by creating a user account with color and style highlights, bookmarks, notes, and pop-up links within the text without affecting the original text.

**American Legal Publishing can provide your
Code and other material on the web, downloadable, on a flash drive, and we
still can offer the materials on a CD-ROM.**

SAMPLE SEARCHES ONLINE

Search	Result	Example of Findings
21 years of age	finds every paragraph in the code in which 21 and the words: years, of, age appear	1) 21 years of age 2) age of 21 years
"21 years of age"	finds only the exact phrase "21 years of age"	1) 21 years of age
21 or 18 years of age	finds every place where either 21 years or 18 years of age appears in the code	1) 21 years of age 2) age of 21 years 3) 18 years of age 4) age of 18 years
"21 18"@5	finds every place in the code where 21 and 18 appear within five words of each other	1) anyone between the age of 18 to 21... 2) the prior age of majority of 18 has been changed to 21
go%	finds all words which are variations	1) go 2) gone 3) going 4) went
good\$	finds synonyms	1) good 2) advantage 3) benefit 4) usefulness
council*	finds all words beginning with "council"	1) council 2) council's 3) councilman 4) councilwoman 5) councilmember

JUMP LINKS - when clicked on, they will take you directly to another section of the code. For example, clicking on the link [Penalty, see § 70.99](#) (underlined and in green) following a section, will take you directly to that penalty section.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020**

NEW BUSINESS

**ITEM F.5
2020 WATER AND SEWER BUDGET
RESOLUTION # 2020-03-03-29**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: March 3, 2020

ITEM: 2020 Budget for Plymouth Township Water and Sewer Fund Budget,
Resolution #2020-03-03-29

PRESENTERS: Patrick Fellrath, Director of Public Services and Ginger Moriarty,
Finance Director

BACKGROUND: Attached is the proposed 2020 Fiscal Year Budget for the 592 Water
and Sewer Fund to be discussed at your March 3, 2020 meeting.

PROPOSED MOTION: I move that Plymouth Charter Township hereby approve
Resolution #2020-03-03-29 to authorize and adopt the Fiscal Year 2020 Budget for
the Plymouth Township Water and Sewer Fund.

**STATE OF MICHIGAN
COUNTY OF WAYNE
CHARTER TOWNSHIP OF PLYMOUTH**

**RESOLUTION TO AUTHORIZE FISCAL YEAR 2020
WATER and SEWER FUND BUDGET**

RESOLUTION # 2020-03-03-29

At a regular meeting of the Charter Township of Plymouth Board of Trustees, Wayne County, Michigan, held at the Township Hall, located at 9955 N Haggerty Road, Plymouth, Michigan, on March 3, 2020, at 7:00 p.m.

WHEREAS, The Board of Trustees of the Charter Township of Plymouth was presented with a proposed budget for Fiscal/Calendar Year 2020 for the Water and Sewer Fund Budget, and,

WHEREAS, the Board is satisfied that this proposed budget is acceptable, and,

NOW THEREFORE BE IT RESOLVED, that the Charter Township of Plymouth Board of Trustees does hereby approve **Resolution #2020-03-03-29**, authorizing the Fiscal Year 2020 Water and Sewer Fund Budget as submitted.

Moved by: _____ Supported by: _____

ROLL CALL VOTE:

____CC, ____JD, ____JV, ____MC, ____RD, ____GH, ____KH

--

Certification

**STATE OF MICHIGAN)
)
COUNTY OF WAYNE)**

I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Board of Trustees at the regular Board Meeting dated March 3, 2020.

**Jerry Vorva, Clerk
Charter Township of Plymouth**

Date

Resolution #2020-03-03-29

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 DB: Plymouth Townshi

BUDGET REPORT FOR CHARTER TOWNSHIP OF PLYMOUTH
 Fund: 592 WATER AND SEWER FUND
 Calculations as of 12/31/2019

Page: 1/10

GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ACTIVITY	2019 ACTIVITY THRU 12/31/19	2020 REQUESTED BUDGET
ESTIMATED REVENUES					
<No Project>					
592-100-400.000	WATER SALES-GENERAL	5,131,700	4,858,600	5,699,900	6,716,900
	assume 1,238,719 gallons (3 yr avg) - 45% @ \$5.60 + 55% @ 5.74 per gallon - assume 5% leakage				
	FOOTNOTE AMOUNTS:				6,680,600
	January to June Rates @\$5.60 per gallon				
	FOOTNOTE AMOUNTS:				36,200
	July to December Rates @\$5.80 per gallon				
	GL # FOOTNOTE TOTAL:				6,716,800
592-100-408.000	WTUA SERVICE CHARGES	1,433,700	1,446,200	1,449,300	1,422,000
	FOOTNOTE AMOUNTS:				1,422,000
	same as last year (fixed on water bills)				
592-100-410.000	SEWER DISPOSAL SALES	7,023,500	6,689,600	5,676,300	5,204,200
	FOOTNOTE AMOUNTS:				5,204,200
	82% of water sales less 5% sewer credit				
	Rates to remain \$ \$4.60 per gallon				
592-100-412.000	IND WASTE CONTROL REVENUE	285,000	59,800	61,100	60,000
592-100-420.000	PENALTIES	219,700	278,300	199,800	210,000
	FOOTNOTE AMOUNTS:				210,000
	\$10K per month + \$90K delinquent moved to tax bills				
592-100-422.000	TAP FEES	7,700	30,400	29,300	30,000
592-100-424.000	METER SALES	13,200	9,400	11,500	12,000
592-100-425.000	CROSS CONNECTION BILLINGS	61,700	31,600	61,800	50,000
592-100-426.000	INSPECTION FEES-PERMITS	4,700	8,800	7,300	6,000
592-100-428.000	HYDRANT RENTAL	2,600	1,200	3,800	1,000
592-100-430.000	REPAIR CHARGES/OTHER DPW CHARGES 1	5,400	700	2,800	
592-100-432.000	MISCELLANEOUS INCOME	56,300	44,200	27,300	40,000
592-100-434.000	SALE OF ASSETS	9,600	(100)		
592-100-436.000	CONSTRUCTION WATER	9,300	8,800	12,300	10,000
592-100-437.000	DONATED WATER & SEWER LINES	166,500			
592-100-438.000	BENEFIT CHARGE REVENUE	578,600	298,100	857,100	550,000
	FOOTNOTE AMOUNTS:				550,000
	Rolling 3 year average				
592-100-454.000	HEATING LICENSE		100		
592-100-668.000	INTERGOVERNMENTAL SERVICE	61,400	79,100	37,200	79,600
	FOOTNOTE AMOUNTS:				44,400
	Fellrath 30% of Wages & Benefits - from 805 SAD Fund				
	FOOTNOTE AMOUNTS:				35,200
	Martin 50% of Wages & Benefits - from 101 GF-Planning				
	GL # FOOTNOTE TOTAL:				79,600
592-100-693.000	(GAIN) LOSS - DISPOSITION OF ASSETS		(27,100)		
592-200-432.000	MISCELLANEOUS INCOME	(15,000)			
592-200-450.000	INTERGOVERNMENTAL SERVICE	62,600	81,800	121,900	90,000
	FOOTNOTE AMOUNTS:				90,000
	Estimated DPW services provided to other depts (3 year avg)				
592-200-460.011	SAW Grant Revenue	1,177,700	684,300	194,000	
	Grant is depleted				

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BUDGET REPORT FOR CHARTER TOWNSHIP OF PLYMOUTH
 Fund: 592 WATER AND SEWER FUND
 Calculations as of 12/31/2019

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GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ACTIVITY	2019 ACTIVITY THRU 12/31/19	2020 RTMENT REQUESTED BUDGET
ESTIMATED REVENUES					
<No Project>					
592-200-470.000	INTEREST INCOME	81,000	104,900	79,400	210,000
	FOOTNOTE AMOUNTS:				210,000
	4% interest on \$1.5M loan + \$12M average cash balance @ 1.25% interest				
592-441-676.000	REIMBURSEMENT REVENUE			409,900	
<No Project>		16,376,900	14,688,700	14,942,000	14,691,700
TOTAL ESTIMATED REVENUES		16,376,900	14,688,700	14,942,000	14,691,700

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BUDGET REPORT FOR CHARTER TOWNSHIP OF PLYMOUTH
 Fund: 592 WATER AND SEWER FUND
 Calculations as of 12/31/2019

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GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ACTIVITY	2019 ACTIVITY THRU 12/31/19	2020 REQUSTED BUDGET
APPROPRIATIONS					
<No Project>					
592-172-707.000	CLERICAL	112,300	139,800	152,000	155,800
	FOOTNOTE AMOUNTS:				101,500
	Admin Assistants - Kline & Latawiec				
	FOOTNOTE AMOUNTS:				54,300
	Office Manager - Martin				
	GL # FOOTNOTE TOTAL:				155,800
592-172-708.000	PART TIME	40,800	25,900	24,600	25,200
	FOOTNOTE AMOUNTS:				25,200
	PT Admin Asst - MacDonell (1040 hrs @ \$23.33) *2.5%				
592-172-709.000	OVERTIME	2,300	300	500	500
	FOOTNOTE AMOUNTS:				500
	2019 Activity (476.14) + 2.5% increase				
592-172-714.000	FRINGE BENEFITS	10,400	29,500	28,900	34,700
	Admin Assistants - Kline & Latawiec				
	FOOTNOTE AMOUNTS:				18,600
	ER Medical, Dental, Vision, LTD & Life				
	FOOTNOTE AMOUNTS:				3,900
	ER Healthcare Savings Plan				
	Office Manager - Martin				
	FOOTNOTE AMOUNTS:				5,800
	ER Medical, Dental, Vision, LTD & Life				
	FOOTNOTE AMOUNTS:				2,000
	ER Healthcare Savings Plan				
	FOOTNOTE AMOUNTS:				4,400
	Medical Insurance Claims - Deductibles				
	GL # FOOTNOTE TOTAL:				34,700
592-172-714.005	OTHER POST EMPLOYMENT BENEFITS	39,900			
592-172-714.010	PENSION NON-REP	16,600	20,400	15,800	22,600
	FOOTNOTE AMOUNTS:				14,700
	Admin Assistants - Kline & Latawiec				
	FOOTNOTE AMOUNTS:				7,900
	Office Mgr - Martin				
	GL # FOOTNOTE TOTAL:				22,600
592-172-714.500	FRINGE BENEFITS - RETIREES	(600)	500	500	500
	FOOTNOTE AMOUNTS:				100
	Fidelity Insurance (Eye-Med) - Retiree Healthcare				
	FOOTNOTE AMOUNTS:				400
	Ameritas (Dental Insurance) - Retiree Healthcare				
	GL # FOOTNOTE TOTAL:				500
592-172-715.000	SOCIAL SECURITY	11,200	12,100	12,900	13,400
	FOOTNOTE AMOUNTS:				7,500
	Admin Assistants - Kline & Latawiec				
	FOOTNOTE AMOUNTS:				4,000
	Office Mgr - Martin				
	FOOTNOTE AMOUNTS:				1,900
	PT Admin Assistant - MacDonell				
	GL # FOOTNOTE TOTAL:				13,400
592-172-716.000	HOSPITALIZATION	190,300	2,400		
592-172-716.500	FRINGE BENEFITS-RETIREES	48,400	1,900		
592-172-720.000	WORKERS COMP/INSURANCE	16,900	15,600	15,600	15,600
	FOOTNOTE AMOUNTS:				15,600
	Workers Compensation Insurance based on Historical				
592-172-727.000	OFFICE SUPPLIES	23,900	7,000	3,700	7,700
	FOOTNOTE AMOUNTS:				2,500
	GIS - Plotter Supplies				
	FOOTNOTE AMOUNTS:				4,000
	General Office Supplies				
	FOOTNOTE AMOUNTS:				1,200
	Printing Systems - Forms				

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GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ACTIVITY	2019 ACTIVITY THRU 12/31/19	2020 REQUESTED BUDGET
APPROPRIATIONS					
<No Project>					
	GL # FOOTNOTE TOTAL:				7,700
592-172-730.000	POSTAGE-GENERAL	31,900	400	22,100	27,200
	FOOTNOTE AMOUNTS:				27,200
	Based on 3 yr Historical Average Use				
592-172-758.000	UNIFORMS	8,100	8,200	8,900	9,200
	FOOTNOTE AMOUNTS:				7,200
	Michigan Linen Services				
	FOOTNOTE AMOUNTS:				2,000
	Red Wing Shoes				
	GL # FOOTNOTE TOTAL:				9,200
592-172-776.000	MAINT- BLDG & GROUNDS	18,000	16,200	27,000	21,400
	FOOTNOTE AMOUNTS:				5,000
	FY2020 Project: Irrigation re-Tap to 4 -Season Pavilion				
	FOOTNOTE AMOUNTS:				900
	Advanced Disposal - Trash Collection				
	FOOTNOTE AMOUNTS:				1,800
	Janitorial & Supplies				
	FOOTNOTE AMOUNTS:				6,500
	Corporate & Diamond Clean				
	FOOTNOTE AMOUNTS:				
	ACS Inc - SA Alarm				
	FOOTNOTE AMOUNTS:				2,500
	Landscaping Services - Site One/Serene				
	FOOTNOTE AMOUNTS:				4,600
	General Repairs				
	GL # FOOTNOTE TOTAL:				21,400
592-172-780.000	INVENTORY-METERS & PARTS	(203,300)	(100)	33,700	36,000
	FOOTNOTE AMOUNTS:				36,000
	Water Meter Conversions				
	Ferguson Waterworks				
	Meters & Parts				
592-172-808.000	INDEPENDENT AUDIT	17,600	18,000		
592-172-814.000	BANK FEES	(100)	1,800	1,000	1,200
592-172-818.000	CONTRACTUAL SERVICES	29,400	9,000	33,300	38,900
	FOOTNOTE AMOUNTS:				36,000
	Plante Moran - Fiscal Year Audit				
	FOOTNOTE AMOUNTS:				500
	Guardian Alarm Co				
	FOOTNOTE AMOUNTS:				2,400
	Vigilante Security				
	GL # FOOTNOTE TOTAL:				38,900
592-172-818.100	CONTRACTUAL SVCS - LAB TESTING	200	4,700	2,400	10,000
	FOOTNOTE AMOUNTS:				5,000
	Paragon Laboratories - DBP -1 Testing/Ecoli				
	FOOTNOTE AMOUNTS:				5,000
	Northern Lake Services Inc - EPA (Pesticides/Metal/etc.)				
	GL # FOOTNOTE TOTAL:				10,000
592-172-820.000	CONSULTING ENGINEER	7,600	9,200	126,100	216,000
	FOOTNOTE AMOUNTS:				35,000
	Miss Dig Requests - SDA				
	FOOTNOTE AMOUNTS:				10,000
	Water Reliability / Hydraulic Model - HRC				
	FOOTNOTE AMOUNTS:				40,000
	RRA/ERP - Consultant TBD				
	FOOTNOTE AMOUNTS:				5,000
	WM Emergency Bid/Contract Documents - SDA				
	FOOTNOTE AMOUNTS:				10,000
	Compliance Technical Assistance - Consultant TBD				
	FOOTNOTE AMOUNTS:				6,000
	AMI Propagation Study				
	FOOTNOTE AMOUNTS:				25,000
	Spaulding DeDecker - GIS General Services/Training				

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BUDGET REPORT FOR CHARTER TOWNSHIP OF PLYMOUTH
 Fund: 592 WATER AND SEWER FUND
 Calculations as of 12/31/2019

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GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ACTIVITY	2019 ACTIVITY THRU 12/31/19	2020 REQUESTED BUDGET
APPROPRIATIONS					
<No Project>					
	FOOTNOTE AMOUNTS:				25,000
	Spaulding DeDecker - GIS General Services DPW				
	FOOTNOTE AMOUNTS:				60,000
	City Works				
	GL # FOOTNOTE TOTAL:				216,000
592-172-830.000	LEGAL SERVICES/WATER SEWER	4,900	1,600		5,000
592-172-835.000	PHYSICAL EXAMS				1,000
	FOOTNOTE AMOUNTS:				800
	Occupational Health Centers - Pre/Post Employment Exams				
	FOOTNOTE AMOUNTS:				200
	Allied Substance Professionals				
	GL # FOOTNOTE TOTAL:				1,000
592-172-853.000	TELEPHONE	6,100	3,300	3,300	3,700
	FOOTNOTE AMOUNTS:				1,300
	Verizon - Wireless				
	FOOTNOTE AMOUNTS:				900
	AT&T				
	FOOTNOTE AMOUNTS:				300
	Cardlock Vending - Internet/Cellular				
	FOOTNOTE AMOUNTS:				1,200
	CBTS LLC - Mitel Phone System				
	GL # FOOTNOTE TOTAL:				3,700
592-172-861.000	EXPENSE ALLOWANCE	2,500			
592-172-889.000	ADVERTISING WATER/SEWER	200		300	300
592-172-901.000	PRINTING & PUBLISHING				1,500
	FOOTNOTE AMOUNTS:				1,500
	Progressive Printing				
592-172-916.000	RECERTIFICATIONS - LICENSES				600
	FOOTNOTE AMOUNTS:				500
	Larson Oscar W Company - Annual "A" Operator License				
	FOOTNOTE AMOUNTS:				100
	PE License - Fellrath				
	GL # FOOTNOTE TOTAL:				600
592-172-921.000	UTILITIES	44,200	45,200	38,500	41,300
	FOOTNOTE AMOUNTS:				2,600
	Charter Township of Plymouth - Water				
	FOOTNOTE AMOUNTS:				7,400
	Consumer Energy - Gas				
	FOOTNOTE AMOUNTS:				29,500
	MI Municipality Risk Mgmt. Authority Electric Choice				
	FOOTNOTE AMOUNTS:				1,800
	Plymouth Township Water/Sewer Utility				
	GL # FOOTNOTE TOTAL:				41,300
592-172-958.000	MEMBERSHIP/DUES	11,500	12,500	12,800	25,500
	FOOTNOTE AMOUNTS:				
	American Public Works				
	FOOTNOTE AMOUNTS:				200
	AWWA - American Water Works Association				
	FOOTNOTE AMOUNTS:				200
	ASCE - American Society of Civil Engineers				
	FOOTNOTE AMOUNTS:				200
	WEF - Water Environment Foundation				
	FOOTNOTE AMOUNTS:				800
	Michigan Rural Water Association				
	FOOTNOTE AMOUNTS:				10,900
	Michigan Public Water Supply Fee				
	FOOTNOTE AMOUNTS:				12,800
	Alliance of Rouge Commons Membership Dues - Storm Water				
	FOOTNOTE AMOUNTS:				200
	MDEQ Water Use Reporting Fee				
	GL # FOOTNOTE TOTAL:				25,500

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GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ACTIVITY	2019 ACTIVITY THRU 12/31/19	2020 REQUESTED BUDGET
APPROPRIATIONS					
<No Project>					
592-172-960.000	EDUCATION/TRAINING	2,300	3,000	2,800	14,000
	FOOTNOTE AMOUNTS:				2,000
	Cityworks AMS (2 Admin)				
	FOOTNOTE AMOUNTS:				2,000
	Cityworks Designer (2 Admin)				
	FOOTNOTE AMOUNTS:				2,000
	Cityworks Storeroom (2 Admin)				
	FOOTNOTE AMOUNTS:				1,500
	AM, Confined Space, Backhoe				
	FOOTNOTE AMOUNTS:				2,500
	DPW CEC Requirements 2020				
	FOOTNOTE AMOUNTS:				2,500
	EGL S License Prep Class				
	FOOTNOTE AMOUNTS:				1,500
	Tuition Reimbursement Placeholder				
	GL # FOOTNOTE TOTAL:				14,000
592-172-963.000	MISCELLANEOUS EXPENSE	22,600		2,900	
592-172-973.010	COMPUTER SERVICES	9,200	8,200	17,100	64,700
	FOOTNOTE AMOUNTS:				6,500
	ESRI				
	FOOTNOTE AMOUNTS:				20,500
	Cityworks Online				
	FOOTNOTE AMOUNTS:				2,000
	Comcast Internet				
	FOOTNOTE AMOUNTS:				8,300
	SCADA				
	FOOTNOTE AMOUNTS:				100
	FCC License				
	FOOTNOTE AMOUNTS:				500
	WIN-911				
	FOOTNOTE AMOUNTS:				500
	Provantage				
	FOOTNOTE AMOUNTS:				1,500
	Adobe, DigSmart				
	FOOTNOTE AMOUNTS:				1,500
	Ferguson Annual				
	FOOTNOTE AMOUNTS:				6,000
	BS&A				
	FOOTNOTE AMOUNTS:				10,000
	Water Model				
	FOOTNOTE AMOUNTS:				1,100
	Ricoh USA Inc - Annual Computer Svc & Maint				
	FOOTNOTE AMOUNTS:				1,300
	Konical Minolta Business Solutions - Annual Svc				
	FOOTNOTE AMOUNTS:				600
	R.D. Reome Co - Canon Maint & Svc Agmt				
	FOOTNOTE AMOUNTS:				4,200
	BS&A Software - Annual Svc & Maint Agmt				
	GL # FOOTNOTE TOTAL:				64,700
592-172-973.030	STORMWATER GRANT-PERMIT, EDUC & TR	3,000	25,900	20,200	12,600
	FOOTNOTE AMOUNTS:				6,000
	Visel % Wages & Benefits for Svcs to Stormwater				
	FOOTNOTE AMOUNTS:				500
	MEDQ - Stormwater Annual Permit				
	FOOTNOTE AMOUNTS:				1,100
	Wayne Cty - Dept of Environment Drain Maintenance Fee				
	FOOTNOTE AMOUNTS:				5,000
	Stormwater Education				
	GL # FOOTNOTE TOTAL:				12,600
592-172-973.080	SAW Grant Expenses	1,192,600	895,900		
592-172-978.000	EQUIPMENT PURCHASE	9,700	2,100	53,500	180,000
	FOOTNOTE AMOUNTS:				7,000
	Dig Smart Software				
	FOOTNOTE AMOUNTS:				13,000
	SCADA Server				
	FOOTNOTE AMOUNTS:				150,000
	5 Yrd Dump Truck				
	FOOTNOTE AMOUNTS:				10,000

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GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ACTIVITY	2019 ACTIVITY THRU 12/31/19	2020 REQUESTED BUDGET
APPROPRIATIONS					
<No Project>					
	Water Model Software				
	GL # FOOTNOTE TOTAL:				180,000
592-172-978.001	Equipt Purchases < \$5,000			9,000	23,400
	FOOTNOTE AMOUNTS:				1,000
	Monitors (2)				
	FOOTNOTE AMOUNTS:				3,400
	Laptop (2)				
	FOOTNOTE AMOUNTS:				7,500
	Traffic Control Equipment				
	FOOTNOTE AMOUNTS:				5,000
	Mueller Hydro-Gurad Auto Flush				
	FOOTNOTE AMOUNTS:				5,000
	Muell Hydro-Guard Auto Flush (2)				
	FOOTNOTE AMOUNTS:				1,500
	Office Chairs				
	GL # FOOTNOTE TOTAL:				23,400
592-172-978.500	EQUIPMENT LEASE PAYMENTS		500	2,100	2,200
	FOOTNOTE AMOUNTS:				2,200
	Dell Financial Services - Computer Leases Agmts				
592-172-998.000	BOND HANDLING FEES	200			
592-291-705.000	SUPERVISORY	262,900	209,600	185,100	189,700
	FOOTNOTE AMOUNTS:				111,700
	Director - Fellrath				
	FOOTNOTE AMOUNTS:				71,100
	Foreman - Hamann				
	FOOTNOTE AMOUNTS:				6,900
	Sickpay Outs				
	GL # FOOTNOTE TOTAL:				189,700
592-291-706.000	NON-SUPERVISORY	423,200	456,200	474,400	483,600
	FOOTNOTE AMOUNTS:				483,600
	Service Techs - Teamsters				
	FOOTNOTE AMOUNTS:				3,300
	Sick Payouts				
	GL # FOOTNOTE TOTAL:				486,900
592-291-708.000	PART TIME	30,400	27,300	5,400	53,300
	FOOTNOTE AMOUNTS:				14,400
	2 Seasonal EEs 50 hrs/wk x 15 wks @ \$12/hr				
	FOOTNOTE AMOUNTS:				38,900
	PT GIS Tech - Wojcik 30 hrs/wk x 52 wks @ \$24/hr + 60 hrs contingency				
	GL # FOOTNOTE TOTAL:				53,300
592-291-709.000	OVERTIME	40,000	38,900	61,900	65,000
	FOOTNOTE AMOUNTS:				65,000
	2019 activity (~\$63,000) x 2.5% increase and rounded up				
592-291-714.000	FRINGE BENEFITS		162,100	177,300	180,500
	Director - Fellrath				
	FOOTNOTE AMOUNTS:				14,700
	ER Medical, Dental, Vision, LTD & Life				
	Foreman - Hamann				
	FOOTNOTE AMOUNTS:				6,000
	ER Medical, Dental, Vision, LTD & Life				
	FOOTNOTE AMOUNTS:				2,000
	ER Healthcare Savings Plan				
	Service Techs - Teamsters				
	FOOTNOTE AMOUNTS:				150,000
	ER Medical, Dental, Vision, LTD & Life				
	FOOTNOTE AMOUNTS:				7,800
	ER Healthcare Savings Plan				
	GL # FOOTNOTE TOTAL:				180,500
592-291-714.006	OPEB EXP - DPW		41,800		
592-291-714.010	PENSION NON-REP	17,600	29,800	26,400	27,000

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GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ACTIVITY	2019 ACTIVITY THRU 12/31/19	2020 REQUESTED BUDGET
APPROPRIATIONS					
<No Project>					
	FOOTNOTE AMOUNTS:				16,600
	Director - Fellrath				
	FOOTNOTE AMOUNTS:				10,400
	Foreman - Hamann				
	GL # FOOTNOTE TOTAL:				27,000
592-291-714.040	PENSION DPW	71,000	65,100	68,400	70,700
	FOOTNOTE AMOUNTS:				70,700
	Service Techs - Teamsters (401A - Retirement)				
592-291-714.500	FRINGE BENEFITS - RETIREES	(4,500)	31,500	34,700	39,300
	FOOTNOTE AMOUNTS:				14,100
	Blue Care Network (BCN) Medical Insurance				
	FOOTNOTE AMOUNTS:				9,200
	Ameritas (Optical)				
	FOOTNOTE AMOUNTS:				16,000
	Medical Insurance Claims - Deductibles				
	GL # FOOTNOTE TOTAL:				39,300
592-291-715.000	SOCIAL SECURITY	55,300	53,100	53,700	59,800
	FOOTNOTE AMOUNTS:				8,200
	Director - Fellrath				
	FOOTNOTE AMOUNTS:				5,400
	Foreman - Hamann				
	FOOTNOTE AMOUNTS:				37,000
	Service Techs - Teamsters				
	FOOTNOTE AMOUNTS:				3,000
	PT GIS Tech - Wojcik				
	FOOTNOTE AMOUNTS:				1,200
	Seasonals				
	FOOTNOTE AMOUNTS:				5,000
	OT \$65,000				
	GL # FOOTNOTE TOTAL:				59,800
592-291-776.000	MAINT- BLDG & GROUNDS			900	
	Moved to 592-172-776.000 Building & Grounds				
592-291-785.000	MAINTENANCE OF EQUIPMENT	3,600			
592-291-804.000	CROSS CONNECTION CONTROL	21,300	21,600	21,300	22,300
	FOOTNOTE AMOUNTS:				22,300
	HYDRO Corp - Board Memo 1/14/2020				
592-291-805.000	TELETYPE	1,200	700	1,800	1,800
	FOOTNOTE AMOUNTS:				1,800
	Comcast - High Speed Internet - Port Street				
592-291-818.000	CONTRACTUAL SERVICES			100	
	Moved to Physical Exams				
592-291-835.000	PHYSICAL EXAMS				200
	FOOTNOTE AMOUNTS:				200
	IPS Drug Testing - Pre/Post Employment Exams				
592-291-851.000	EQUIPMENT MNT/REPAIRS	17,800	21,600	12,900	18,000
	FOOTNOTE AMOUNTS:				18,000
	2 Yr Historical Average - Activity varies yearly				
592-291-853.000	TELEPHONE	5,000	11,500	10,600	10,700
	FOOTNOTE AMOUNTS:				8,300
	Verizon Wireless				
	FOOTNOTE AMOUNTS:				2,400
	AT&T				
	GL # FOOTNOTE TOTAL:				10,700
592-291-863.000	AUTO EXPENSE/LEASE	30,300	36,800	42,900	55,000
	FOOTNOTE AMOUNTS:				45,000
	Corrigan Oil Company - Fuel				
	FOOTNOTE AMOUNTS:				8,800
	Parts & Labor				

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GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ACTIVITY	2019 ACTIVITY THRU 12/31/19	2020 REQUESTED BUDGET
APPROPRIATIONS					
<No Project>					
	FOOTNOTE AMOUNTS:				1,200
	Employee Mileage Reimbursements				
	GL # FOOTNOTE TOTAL:				55,000
592-291-916.000	RECERTIFICATIONS - LICENSES				200
	FOOTNOTE AMOUNTS:				200
	Commercial Driver's License (CDL)				
592-291-932.000	MAINTENANCE OF MAINS	98,700	55,800	166,300	125,000
	FOOTNOTE AMOUNTS:				125,000
	Water Main Breaks - Activity Varies each year				
	Contractor Fees				
	Parts & Supplies				
	Site Repairs: Landscaping Materials & Supplies				
	Permits - Wayne County				
592-291-934.000	MAINTENANCE OF HYDRANTS	11,600	22,300	6,900	12,400
	FOOTNOTE AMOUNTS:				10,000
	Parts				
	FOOTNOTE AMOUNTS:				2,400
	Conversion Kits				
	GL # FOOTNOTE TOTAL:				12,400
592-291-935.000	MAINTENANCE OF SERVICE	26,700	29,400	41,600	40,000
	Contractual Services				
	Spaulding DeDecker - Miss Dig: As-Built				
	Tools & Supplies				
	Rentals				
	Meter Testing				
	Environmental Fees				
592-291-938.000	CLEANING & FLUSHING	21,500	111,600	6,800	27,500
	FOOTNOTE AMOUNTS:				27,500
	Vactor Supplies, Emergency Contractor				
592-291-945.000	EQUIPMENT RENTALS				10,000
	FOOTNOTE AMOUNTS:				6,000
	Dump Truck Rental approx 3 months				
	FOOTNOTE AMOUNTS:				4,000
	Emergency/As-Needed Rentals				
	GL # FOOTNOTE TOTAL:				10,000
592-291-960.000	EDUCATION/TRAINING			1,000	
	Moved to 592-172-960.000 Education/Training				
592-291-970.000	CAPITAL OUTLAY				1,045,800
592-291-973.033	STORMWATER INSPECT & CLEANING	100	5,200	5,800	80,000
	FOOTNOTE AMOUNTS:				60,000
	DPW Storage Yard Clean-Out, Regrade per MS4 Permit				
	FOOTNOTE AMOUNTS:				7,000
	Sweeper Debris Disposal				
	FOOTNOTE AMOUNTS:				6,000
	Storm Structure Repairs (Placeholder)				
	FOOTNOTE AMOUNTS:				7,000
	Sweeper Repairs (Placeholder)				
	GL # FOOTNOTE TOTAL:				80,000
592-291-973.090	MANHOLE ADJ PROGRAM	64,400	219,700	23,000	
592-441-741.000	WATER PURCHASED	4,255,900	4,297,800	4,353,300	4,600,000
	FOOTNOTE AMOUNTS:				4,600,000
	Water usage based upon monthly 3 yr Avg - Rates to increase 3% in July				
	Great Lakes Water Authority (GLWA)				
592-441-742.000	SEWAGE DISPOSAL	2,963,100	2,347,900	1,851,600	2,250,000
	FOOTNOTE AMOUNTS:				2,250,000
	Based upon Avg Mo billing: Sept 2017 thru July 2019				
	Western Townships Utility Authority (WTUA)				

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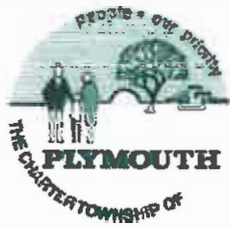
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GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ACTIVITY	2019 ACTIVITY THRU 12/31/19	2020 REQUESTED BUDGET
APPROPRIATIONS					
<No Project>					
592-441-743.000	INDUSTRIAL WASTE CONTROL	197,700	55,200	58,700	60,000
	FOOTNOTE AMOUNTS:				60,000
	Western Township Utilities Authority				
592-442-942.000	INTERGOVERNMENTAL SERVICE	723,100	716,100	720,000	
	Intergovernmental Services - General Fund				
592-443-937.000	PUMP PITS MAINTENANCE	13,800	30,900	16,000	33,000
	FOOTNOTE AMOUNTS:				7,800
	Coutry Acres				
	FOOTNOTE AMOUNTS:				7,700
	PRV Kits				
	FOOTNOTE AMOUNTS:				1,500
	Calibration				
	FOOTNOTE AMOUNTS:				2,500
	OMI Service/Parts Requests				
	FOOTNOTE AMOUNTS:				7,500
	DPW Repairs				
	FOOTNOTE AMOUNTS:				6,000
	Inspection Services (Hesco, Kennedy, HRC)				
	GL # FOOTNOTE TOTAL:				33,000
592-443-939.000	TANK MAINTENANCE	7,500	4,300	4,600	10,000
	Spaulding DeDecker				
	CORRPRO				
	Plymouth Charter Township				
592-444-745.000	ELECTRICITY	1,500	1,600	3,700	
	Consumer Energy - Power & Pumping				
	Plymouth Township - Power & Pumping				
592-968-968.000	DEPRECIATION	1,359,400	1,370,200		
592-968-969.000	CHANGE IN INVESTMENT-WEST TWP UTII	1,304,600	1,150,500		
592-995-995.000	DEBT SERVICE	45,400		2,300	
	2013 Capital Improvement Bond - Interest				
	2017 GO Limited Tax Refunding Bond - Interest				
592-995-995.500	DEBT SERVICE-INTEREST		59,500	51,800	50,200
	FOOTNOTE AMOUNTS:				3,700
	Capital Improvement				
	FOOTNOTE AMOUNTS:				46,500
	Refunding - W&S portion				
	GL # FOOTNOTE TOTAL:				50,200
<No Project>		13,800,900	13,006,600	9,162,700	10,632,700
TOTAL APPROPRIATIONS		13,800,900	13,006,600	9,162,700	10,632,700
NET OF REVENUES/APPROPRIATIONS - FUND 592		2,576,000	1,682,100	5,779,300	4,059,000
BEGINNING FUND BALANCE		54,424,900	57,001,200	59,317,500	65,096,800
FUND BALANCE ADJUSTMENTS			634,400		
ENDING FUND BALANCE		57,000,900	59,317,700	65,096,800	69,155,800

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020**

NEW BUSINESS

**ITEM F.6
ANDOVER BUSINESS PARK STORM
DRAIN AGREEMENT
RESOLUTION # 2020-03-03-30**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: March 3, 2020

ITEM: Andover Business Park Storm Drain Agreement, Resolution #2020-03-03-30

PRESENTER: Jeremy Schrot, PE, Township Engineer

BACKGROUND:

Wayne County requires the Township to accept jurisdiction of storm water management systems constructed to comply with the Wayne County Storm Water Management Ordinance and Administrative Rules. The Storm Drain Agreement passes this responsibility on to the owners of the property benefitted by the drainage improvements.

ACTION REQUESTED:

Approve the enclosed resolution authorizing the Township Supervisor to sign the Wayne County Maintenance Permit and authorize the Township Supervisor and Clerk to execute the Storm Drain Agreement.

PROPOSED MOTION: Move to adopt **Resolution #2020-03-03-30** authorizing the Township Supervisor to sign the Wayne County Permit M-49526 and approve the Storm Drain Agreement with Hillside Andover II LLC and authorize the Township Supervisor and Clerk to execute same.

**STATE OF MICHIGAN
COUNTY OF WAYNE
CHARTER TOWNSHIP OF PLYMOUTH**

**RESOLUTION TO APPROVE
STORM DRAIN AGREEMENT – Andover Business Park II**

RESOLUTION #2020-03-03-30

WHEREAS, the Plymouth Charter Township has been requested by HILLSIDE ANDOVER II LLC, 47075 5 Mile Road, Plymouth MI, to assume jurisdiction and maintenance of a certain storm drain (or storm sewer, as the case may be); and,

WHEREAS, the Wayne County Department of Public Services for the County of Wayne is agreeable to such request and has prepared a Permit No. M-49526 to be entered into by said Wayne County Department of Public Services, the Plymouth Charter Township and HILLSIDE ANDOVER II LLC, for the purposes therein stated; and,

WHEREAS, the Plymouth Charter Township is under no legal duty to assume such jurisdiction and maintenance or to enter into the aforesaid Permit for the particular benefit of HILLSIDE ANDOVER II LLC and the property served by the storm drain and it is necessary for the public health, safety and welfare that said storm drain be maintained and such maintenance be without cost or expense to the Plymouth Charter Township; and,

WHEREAS, HILLSIDE ANDOVER II LLC as willingly and freely affirmed the desire and intent to execute and record instruments for the purpose of insuring that the Plymouth Charter Township will be held harmless from all costs and expenses in any way pertaining to the Plymouth Charter Township assuming the aforescribed maintenance and jurisdiction or to the aforesaid Permit being executed by the Plymouth Charter Township;

NOW, THEREFORE, BE IT RESOLVED that the Plymouth Charter Township shall assume jurisdiction and maintenance of the storm drain servicing the premises at the street address of 47075 FIVE MILE ROAD, Plymouth, Michigan 48170 and owned by HILLSIDE ANDOVER II LLC

FURTHER, BE IT RESOLVED that the Supervisor and Clerk of the Plymouth Charter Township are authorized and empowered to execute Permit No. M-49526 of the Wayne County Department of Public Services in behalf of the Plymouth Charter Township; and,

FURTHER, BE IT RESOLVED that the Supervisor and Clerk of the Plymouth Charter Township are authorized and empowered to execute the Storm Drain Agreement in behalf of the Plymouth Charter Township together with HILLSIDE ANDOVER II LLC in the form and substance of the instrument presented to this Board.

Moved by: _____ Seconded by: _____

ROLL CALL:

___Heitman, ___Vorva, ___Clinton, ___Curmi, ___Dempsey, ___Doroshewitz, ___Heise

STORM DRAIN AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, A.D., 20____, by and between the PLYMOUTH CHARTER TOWNSHIP, a Municipal Corporation, 9955 North Haggerty Road, Plymouth, Michigan 48170, hereinafter referred to as "TOWNSHIP", and HILLSIDE ANDOVER II LLC whose address is 47075 Five Mile Road, Plymouth Township, Michigan 48170 hereinafter referred to as "PROPRIETOR", in consideration of the TOWNSHIP adopting a Resolution assuming jurisdiction and maintenance of a certain storm drain, a copy of which is attached as Exhibit A and incorporated by reference, and executing a certain Permit, a copy of which is attached as Exhibit B and incorporated by reference, with the WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES, COUNTY OF WAYNE, MICHIGAN, a public body corporate, providing certain duties and obligations undertaken by the TOWNSHIP in respect to a storm drain for the ultimate proximate benefit of PROPRIETOR and the special benefit of land within the PLYMOUTH CHARTER TOWNSHIP, County of Wayne and State of Michigan, hereinafter termed "SPECIALLY BENEFITED DISTRICT", described as:

Property Tax I.D.: 78-010-03-0002-000

Property Address: 47075 Five Mile, Plymouth Township, MI

Legal Description: Unit 2 of Andover Business Park Condominium, a condominium according to the Master Deed thereof, as recorded in Liber 47889, Pages 863 through 909, both inclusive, and designated as Wayne County Condominium Subdivision Plan No. 987, together with rights in general common elements and limited common element, as set forth in the above stated master deed, and any amendments thereto, and as described in ACT 59 of the Public ACTS of 1978, as amended

and said storm drain, or the portion thereof, being assumed for jurisdiction and maintenance, is pictorially set forth on attached Exhibit B, incorporated by reference.

NOW, THEREFORE, in consideration of the foregoing and of these presents, TOWNSHIP and PROPRIETOR agree as follows:

1. The PROPRIETOR shall prepare and submit to the TOWNSHIP for review and approval by the TOWNSHIP, in its sole discretion, all construction and as built plans and specifications for the storm drains as the TOWNSHIP may require.

2. Upon completion of the PROPRIETOR'S construction, payment by the PROPRIETOR of the TOWNSHIP'S inspection and review fees, and submission of approved as built plans and specifications, the TOWNSHIP shall assume jurisdiction of the storm drain and maintain the same at its own cost and expense, subject to complete reimbursement of the same by the owners (at any time hereafter) of all lands in the aforescribed SPECIALLY BENEFITED DISTRICT and subject to such security and bonds as the TOWNSHIP may require of the PROPRIETOR.

3. The PROPRIETOR and the owners, their agents, heirs, successors and assigns, of all lands in the SPECIALLY BENEFITED DISTRICT shall defend, indemnify and save harmless from risk of loss and all expenses, costs, interest, actual attorneys' fees, settlement sums and judgments, if any, the TOWNSHIP from any claims, demands, actions, damages and injuries of any kind, nature or description which may hereafter at any time be made against the TOWNSHIP, whether directly or indirectly, on account of, arising from or occurring as a result of the design, construction, use, maintenance, repair, discharge to, violation of the Clean Water Act, or operation, or the omission of any of the same, of the storm drain and the appurtenances, connections, attachments and appliances thereof.

The PROPRIETOR and the owners, their agents, heirs, successors and assigns, shall be subject to the provisions of Ordinance No. 99, which provides, in pertinent part, for the creation of liens upon the SPECIALLY BENEFITED DISTRICT in favor of TOWNSHIP for any and all amounts unpaid by the SPECIALLY BENEFITED DISTRICT to the TOWNSHIP as a result of any claims, demands, actions, damages and injuries of any kind, nature or description which may hereafter at any time be made against the TOWNSHIP, whether directly or indirectly, on account of, arising from or occurring as a result of the design, construction, use, maintenance, repair or operation, or the omission of any of the same, of the storm drain and the appurtenances, connections, attachments and appliances thereof.

4. The PROPRIETOR, and the successors and assigns of same, and the owners of all lands in the SPECIALLY BENEFITED DISTRICT shall fully and faithfully perform each and all of the particular and the general conditions of the Permit, being Exhibit B.

5. PROPRIETOR shall constitute the following language as a restriction and covenant running with all of the land described as the SPECIALLY BENEFITED DISTRICT and binding upon all owners of said lands, and their agents, heirs, assigns and successors:

(a) The PLYMOUTH CHARTER TOWNSHIP, its successors, assigns, agents, independent contractors and employees, is hereby granted an irrevocable license to enter upon and across all land at any time for the purposes of inspecting, repairing, maintaining, removing, installing, reinstalling and constructing the storm drain which is the subject of a certain Storm Drain Agreement, dated _____, 20____, between the PLYMOUTH CHARTER TOWNSHIP AND HILLSIDE ANDOVER II LLC therein referred to as PROPRIETOR, and which are subject to a Permit between the PLYMOUTH CHARTER TOWNSHIP and the WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES, WAYNE COUNTY, MICHIGAN dated May 13, 2017.

(b) The owner(s) of the land, and their agents, heirs, successors and assigns, shall be jointly and severally liable for all costs and expenses incurred by the PLYMOUTH CHARTER TOWNSHIP, together with reasonable charges for its administration, supervision and management, in inspecting, repairing, maintaining, removing, installing, reinstalling and constructing the storm drain which is the subject of paragraph (a), immediately hereinbefore set forth. Such costs, expenses and charges shall be due and owing upon the PLYMOUTH CHARTER TOWNSHIP communicating the same in writing to the last known address of said PROPRIETOR filed with the Township Clerk and to the address of owner(s) as set forth on the then existing tax roll by first class mail, postage prepaid, and a proof of service of said mailing shall be conclusive evidence of the fact of actual notice to all persons, firms, corporations, associations or entities to whom such mailing was addressed. The foregoing shall not be the exclusive right or remedy of the PLYMOUTH CHARTER TOWNSHIP, rather all rights and remedies otherwise provided to the PLYMOUTH CHARTER TOWNSHIP by statute, ordinance, agreement or other provisions of this instrument shall be available to the PLYMOUTH CHARTER TOWNSHIP.

Further, the PROPRIETOR shall forthwith record this Storm Drain Agreement with the Wayne County Register of Deeds at PROPRIETOR'S sole cost and expense and furnish to the TOWNSHIP satisfactory evidence of such recording.

Wherever in this instrument the term "storm drain" is utilized, it shall be read to mean the same as "storm sewer".

IN WITNESS WHEREOF, the parties hereto have caused this Storm Drain Agreement to be executed by their respective, duly-authorized officers and their seals to be affixed hereto all as of the day and year first above written.

PROPRIETOR

Hillside Andover II LLC
a Michigan limited liability company

By: Hillside-AHT Holdings LLC
a Michigan limited liability company

By: 
Jaimey N. Roth

Its: Manager

By: _____

Its: _____

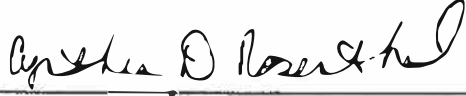
STATE OF MICHIGAN)

COUNTY OF Oakland)^{ss}

The foregoing instrument was acknowledged before me this 22 day of January
20 20, by Jaimey Roth, Manager
Individual Name(s) and Title(s)

of Hillside-AHT Holdings LLC, a Michigan limited liability
Company
~~Corporation~~, on behalf of the Corporation.

CYNTHIA D. ROSENTHAL
Notary Public, State of Michigan
County of Oakland
My Commission Expires 06-23-2022
Acting in the County of Oakland


Oakland Notary Public
County: Michigan
My Commission Expires: 6-23-2022

By: Kurt L. Heise

By: Jerry Vorva

STATE OF MICHIGAN)
COUNTY OF WAYNE)ss.

Notary Public
County, _____
My Commission Expires: _____

When recorded return to:
Plymouth Township Clerk
9955 N Haggerty Road
Plymouth, MI 48170

PERMIT OFFICE
33809 MICHIGAN AVE
WAYNE, MI 48184
PHONE (734) 595-6504
FAX (734) 595-6356

72 HOURS BEFORE ANY
CONSTRUCTION CALL



WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES
PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PERMIT No

M-49526

ISSUE DATE

EXPIRES

5/13/2017

REVIEW No

WORK ORDER

R 16-043

FOR INSPECTION

PROJECT NAME

MAINTENANCE PERMIT FOR ANDOVER PHASE 2 & PHASE 1

LOCATION

47091 FIVE MILE ROAD (FIVE MILE ROAD, E OF BECK)

CITY/TWP

PLYMOUTH TWP

PERMIT HOLDER

CONTRACTOR

PLYMOUTH TOWNSHIP

9955 N HAGGERTY RD

PLYMOUTH TOWNSHIP, MI 48170-4673

CONTACT

CONTACT

KURT HEISE

(248) 348-5800

<BLANK>

DESCRIPTION OF PERMITTED ACTIVIT

(72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

PERMIT TO MAINTAIN THE STORM WATER MANAGEMENT SYSTEM IN ACCORDANCE WITH THE DRAWING ATTACHED AS EXHIBIT "A", THE TERMS OF THE LONG-TERM MAINTENANCE PLAN ATTACHED AS EXHIBIT "B" AND THE WAYNE COUNTY STORM WATER ORDINANCE AND ADMINISTRATIVE RULES. A RESOLUTION FROM THE TOWNSHIP OF PLYMOUTH TO MAINTAIN THE PROPOSED STORM WATER MANAGEMENT SYSTEM AND ITS FACILITIES IS REQUIRED.

THE TOWNSHIP OF PLYMOUTH SHALL ASSUME JURISDICTION OVER AND ACCEPT RESPONSIBILITY FOR MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM(S) TO ENSURE THAT THE STORM WATER MANAGEMENT SYSTEM FUNCTIONS PROPERLY AS DESIGNED AND CONSTRUCTED. THE PERMIT HOLDER'S RESPONSIBILITIES UNDER THIS PERMIT SHALL INCLUDE, WITHOUT LIMITATIONS, (A) ANY MONITORING AND PREVENTIVE MAINTENANCE ACTIVITIES SET FORTH IN THE PLAN; (B) ANY AND ALL REMEDIAL ACTIONS NECESSARY TO REPAIR, MODIFY OR RECONSTRUCT THE SYSTEM AND © OTHER ACTIVITIES OR RESPONSIBILITIES FOR MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM AS MAY BE SET FORTH IN THE ORDINANCE, ADMINISTRATIVE RULES, THE PLAN OR THIS PERMIT.

THE TOWNSHIP OF PLYMOUTH SHALL PERFORM ALL MONITORING, MAINTENANCE, REMEDIAL AND OTHER RESPONSIBILITIES REQUIRED BY THE WAYNE COUNTY ORDINANCE, ADMINISTRATIVE RULES, THE PLAN AND THIS PERMIT, IN PERPETUITY AND AT ITS SOLE COST EXPENSE.

THE TOWNSHIP OF PLYMOUTH SHALL PREPARE, EXECUTE AND (IF NECESSARY) RECORD ANY AND ALL AGREEMENTS, CONTRACTS AND OTHER DOCUMENTS THAT MAY BE REQUIRED TO PERFORM ITS OBLIGATIONS HEREUNDER AND ENSURE MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM IN PERPETUITY.

IF WAYNE COUNTY FINDS IT NECESSARY TO ADJUST OR RELOCATE ALL OR ANY PORTION OF THE PERMITTED STORM WATER MANAGEMENT SYSTEM, THE PERMIT HOLDER SHALL CAUSE THIS ADJUSTMENT OR RELOCATION TO BE ACCOMPLISHED AT NO EXPENSE TO THE COUNTY. PRIOR TO ANY WORK BEING PERFORMED IN THE RIGHT-OF-WAY, A PERMIT SHALL BE SECURED FROM THE WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES PERMIT OFFICE.

APPROVED PLANS PREPARED BY

G. P. ROBERTS COMPANY

PLANS APPROVED BY

Razi, M.

REQUIRED ATTACHMENTS

EXHIBIT A: MAP DEPICTING PHYSICAL LIMITS OF STORM WATER MGT SYSTEM

EXHIBIT 'B': LONG TERM MAINTENANCE PLAN

EXHIBIT 'C': BINDING AGREEMENT (COMMUNITY RESOLUTION)

(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES

PERMIT HOLDER NAME

DATE

PREPARED BY

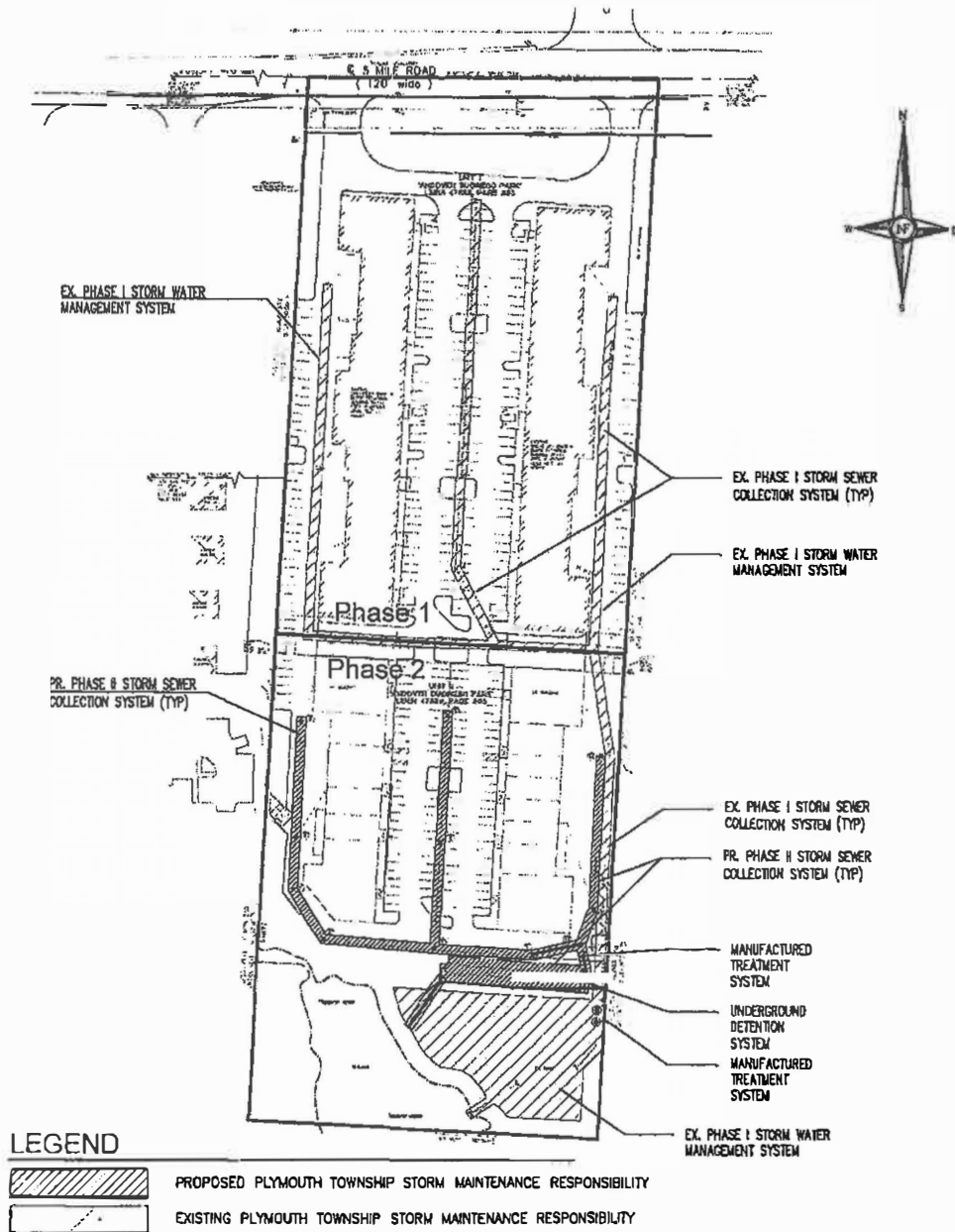
PERMIT HOLDER / AUTHORIZED AGENT

VALIDATED BY Ms JANICE CLARKE
PERMIT COORDINATOR

DATE

EXHIBIT "A"

Physical Limits of Storm Water Management System



PROJECT & LOCATION

ANDOVER
5 MILE ROAD
PLYMOUTH TOWNSHIP

Prepared by:

NOWAK & FRAUS

Civil Engineering • Land Surveying • Land Planning

Issued 01/25/16 Job No. E235-01 Revised
Drawn By CSF Scale 1" = 150' Sheet 1 of 2

EXHIBIT "A"

Physical Limits of Storm Water Management System

LEGAL DESCRIPTION (Phase 1)

LAND LOCATED IN THE TOWNSHIP OF PLYMOUTH, COUNTY OF WAYNE, STATE OF MICHIGAN, DESCRIBED AS FOLLOWS:

UNIT 1 OF ANDOVER BUSINESS PARK CONDOMINIUM, A CONDOMINIUM ACCORDING TO THE MASTER DEED THEREOF, AS RECORDED IN LIBER 47889, PAGES 863 THROUGH 909, BOTH INCLUSIVE, AND DESIGNATED AS WAYNE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 987, TOGETHER WITH RIGHTS IN GENERAL COMMON ELEMENTS AND LIMITED COMMON ELEMENTS, AS SET FORTH IN THE ABOVE STATED MASTER DEED, AND ANY AMENDMENTS THERETO, AND AS DESCRIBED IN ACT 59 OF THE PUBLIC ACTS OF 1978, AS AMENDED.

PARCEL ID: 78-010-003-0001-000
ADDRESS: 47119 FIVE MILE ROAD

LEGAL DESCRIPTION (Phase 2)

LAND LOCATED IN THE TOWNSHIP OF PLYMOUTH, COUNTY OF WAYNE, STATE OF MICHIGAN, DESCRIBED AS FOLLOWS:

UNIT 2 OF ANDOVER BUSINESS PARK CONDOMINIUM, A CONDOMINIUM ACCORDING TO THE MASTER DEED THEREOF, AS RECORDED IN LIBER 47889, PAGES 863 THROUGH 909, BOTH INCLUSIVE, AND DESIGNATED AS WAYNE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 987, TOGETHER WITH RIGHTS IN GENERAL COMMON ELEMENTS AND LIMITED COMMON ELEMENTS, AS SET FORTH IN THE ABOVE STATED MASTER DEED, AND ANY AMENDMENTS THERETO, AND AS DESCRIBED IN ACT 59 OF THE PUBLIC ACTS OF 1978, AS AMENDED.

PARCEL ID: 78-010-03-0002-000
ADDRESS: 48979 FIVE MILE ROAD



PROJECT & LOCATION

Andover
5 Mile Road
Plymouth Township

Prepared by:

NOWAK & FRAUS

Civil Engineering • Land Surveying • Land Planning

Issued 01/25/16 Job No. E235-01 Revised
Drawn By CSH Scale NA Sheet 2 of 2

EXHIBIT B - STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE PLAN

Wayne County DPS Permit No.: M-
Wayne County DPS Plan Review No.: R16-043

A. Physical Limits of the Storm Water Management System

The storm water management system (SWMS) subject to this long-term maintenance plan (Plan) is depicted on Exhibit A to the permit and includes without limitation the storm sewers, catch basins, manholes, inlets, swales, buffer strip, spillway, manufactured treatment systems, underground detention, above ground detention basin, outlet control structures and outlet pipes that convey flow from the underground detention and detention basin to the wetland and Tonquish Creek located at the site. For the purposes of this plan, this storm water management system (SWMS) and all of its components as shown in Exhibit A is referred to as "Andover 182 SWMS".

B. Time Frame for Long-Term Maintenance Responsibility

Finkel Roth Group, LLC is responsible for maintaining the Andover 1 & 2 SWMS, including complying with applicable requirements of the local or Wayne County soil erosion and sedimentation control program until Wayne County releases the construction permit. Long-term maintenance responsibility for the Andover 1 & 2 SWMS commences when defined by the maintenance permit issued by the County. Long-term maintenance continues in perpetuity.

C. Manner of Insuring Maintenance Responsibility

Plymouth Township has assumed responsibility for long-term maintenance of Andover 1 & 2 SWMS. The resolution by which the Plymouth Township has assumed maintenance responsibility is attached to the permit as Exhibit C. The Finkel Roth Group, LLC, through a maintenance agreement with Plymouth Township, has agreed to perform the maintenance activities required by this plan. Plymouth Township retains the right to enter the property and perform the necessary maintenance of the Andover 1 & 2 SWMS if the Finkel Roth Group, LLC fails to perform the required maintenance activities. To ensure that the Andover 1 & 2 SWMS is maintained in perpetuity, the map of the physical limits of the stormwater management system (Exhibit A), this plan (Exhibit B), the resolution attached as Exhibit C, and the maintenance agreement between the Plymouth Township and the property owner(s) will be recorded with the Wayne County Register of Deeds. Upon recording, a copy of the recorded documents will be provided to the County.

D. Long-Term Maintenance Plan and Schedule

Table 1 identifies the maintenance activities to be performed, organized by category (monitoring/inspections, preventative maintenance and remedial actions). While performing maintenance, chemicals should not be applied to the forebay, detention basin, buffer strip, or watercourses. Table 1 also identifies site-specific work needed to ensure that the storm water management system functions properly as designed.

TABLE 1 STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE SCHEDULE							
MAINTENANCE ACTIVITIES	SYSTEM COMPONENTS	Storm Collection System (Inlets, Catch Basins, Manholes, Swales, Sewers)	Manufactured Treatment Systems	Forebay & Detention Basin	Outlet Control Structures & Outlet Pipes	Buffer Strip	Spillways, Ripraps Pavement Areas, Others
Monitoring/Inspection							
Inspect for Sediment Accumulation*/Clogging of Stone Filter		X	X	X	X		Annually
Inspect For Floatables, Dead Vegetation & Debris		X	X	X	X	X	Annually & After Major Events
Inspect For Erosion And Integrity of Banks & Berms		X		X	X	X	Annually & After Major Events
Monitor Plantings/Vegetation				X		X	2 Times per Year
Inspect All Components During Wet Weather & Compare to As-Built Plans		X	X	X	X	X	Annually
Ensure Maintenance Access Remain Open/Clear		X	X	X	X	X	Annually
Preventative Maintenance							
Mowing				X		X	As Needed / Per Local Ordinance
Remove Accumulated sediments		X	X	X	X		As needed*
Remove Floatables, Debris, Invasive & Dead Vegetation		X	X	X	X	X	As Needed
Wash & Reuse Riser stones / Replace if cannot be Cleaned				X			Every 3 years, or as needed
Sweeping of Paved Surfaces, Others							X As Needed
Remedial Actions							
Repair/Stabilize Areas of Erosion		X		X		X	As Needed
Replace Dead Plantings and Trees, Reseed Bare Areas				X		X	As needed
Structural Repairs		X	X	X	X	X	As Needed
Make Adjustments/Repairs to Ensure Proper Functioning		X	X	X	X	X	As Needed

NOTES: *Manufactured Treatment Systems, Forebay & Detention Systems should be cleaned whenever sediments accumulate to a depth of 6-12 inches, or if sediment re-suspension is observed.

PROPERTY INFORMATION: Andover Phases 1 & 2 47091 Five Mile Road Plymouth Township, Wayne County, Michigan	PROPERTY OWNER: Finkel Roth Group, LLC 47091 Five Mile Road Plymouth, MI 48170 Contact: Jaimey Roth Phone: (734) 335-7160	ENGINEER: Nowak & Fraus 46777 Woodward Ave. Pontiac, MI 48342 Phone: (248) 332-7931 Fax: (248) 332-8257	DATE: 06 / 15 / 2016
			SHEET 1 OF 1

CHARTER TOWNSHIP OF PLYMOUTH

BOARD OF TRUSTEES

SPECIAL MEETING

MARCH 3, 2020

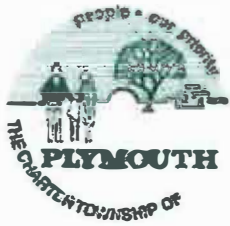
NEW BUSINESS

ITEM F.7

ANDOVER BUSINESS PARK II

WATERMAIN EASEMENT

RESOLUTION # 2020-03-03-31



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: March 3, 2020

ITEM: Andover Business Park II Water Main Easement, **Resolution #2020-03-03-31**

PRESENTER: Jeremy Schrot, PE, Township Engineer

BACKGROUND:

The Board is required to approve water main easement for all projects within the Charter Township of Plymouth.

Once approved by the Board, the documents are signed by the Township Clerk, the Township Attorney and the Township Engineer before recording them with Wayne County. Once recorded, the original easement remains on file in the Clerk's office.

ACTION REQUESTED:

Approve the easement.

PROPOSED MOTION: I move to adopt **Resolution #2020-03-03-31**, authorizing the Township Clerk, Township Attorney and Township Engineer to sign the water main easement for Andover Business Park II and to authorize the recording of same.

Moved by: _____ Seconded by: _____

ROLL CALL:

___Vorva, ___Clinton, ___Curmi, ___Dempsey, ___Doroshewitz, ___Heise, ___Heitman

**STATE OF MICHIGAN
COUNTY OF WAYNE
CHARTER TOWNSHIP OF PLYMOUTH**

**RESOLUTION TO AUTHORIZE THE WATER MAIN EASEMENT
FOR ANDOVER BUSINESS PARK II**

RESOLUTION #2020-03-31

At a regular meeting of the Board of Trustees for the Charter Township of Plymouth (the "Board"), held at Township Hall, located at 9955 N. Haggerty Road, Plymouth, on March 3, 2020, the following resolution was offered:

WHEREAS, HILLSIDE ANDOVER II LLC, located at 47057 5 MILE ROAD, Plymouth, Michigan installed a water main necessary for the development of their property, and,

WHEREAS, said water main is a public water main and requires access by the Charter Township of Plymouth for routine maintenance and/or repairs to the water main;

NOW, THEREFORE, BE IT RESOLVED that Charter Township of Plymouth Board of Trustees does hereby approve **Resolution #2020-03-31** authorizing the easement for the water main located on the property at Andover Business Park II, 47057 5 Mile Road, Plymouth, Michigan and grants approval for the Township Clerk, Township Attorney, and Township Engineer to sign and file the appropriate paperwork with Wayne County.

Moved by: _____ Seconded by: _____

ROLL CALL:

___Vorva, ___Clinton, ___Curmi, ___Dempsey, ___Doroshewitz, ___Heise, ___Heitman

EASEMENT

Hillside Andover II LLC having an address of 47075 Five Mile Road, Plymouth, Michigan 48170 hereinafter designated "GRANTOR", in consideration of the sum of One Dollar, receipt of which is hereby acknowledged and determined to be fair and just compensation by GRANTOR, does by these presents covenant and warrant that GRANTOR is the fee simple owner of the property described below and does grant and convey to the Plymouth Charter Township, a Michigan municipal corporation, 9955 North Haggerty Road, Plymouth, Michigan 48170, hereinafter designated "GRANTEE", an easement and right of way for the purpose of installation, inspection, maintenance, repair, operation and removal of municipally owned utilities, including without limitation water, storm sewer and sanitary sewer and connections thereto, in, upon and across the property owned by GRANTOR, situated in the Plymouth Charter Township, Wayne County, Michigan and more particularly described in attached EXHIBIT A.

Parcel ID 78-010-03-0002-000
Commonly known as: 46979 Five Mile Road

The GRANTEE, its employees, agents or independent contractors, shall have full right upon said property and ingress and egress thereto for the purpose of constructing, installing, maintaining, repairing, altering or removing the aforementioned facilities. Further, for the purpose of storing or moving machinery, materials or other incidentals in connection with and during the construction or maintenance of said work, GRANTEE, its employees, agents or independent contractors, shall have a right of access and use over and across adjoining lands of GRANTOR. Reasonable caution shall be observed by GRANTEE, its employees, agents and independent contractors, for the protection of trees, shrubs, fences and other improvements belonging to GRANTOR. All surplus earth shall be removed from the property or deposited on the property in a manner satisfactory to GRANTOR. Upon completion of installation, construction, maintenance, repairs, alteration or removal of said facilities, the premises shall be left as nearly as reasonably possible in the same condition as before such work began and all machinery, materials and equipment removed.

The granting of the easement as stated herein shall vest in the GRANTEE authority to use said property for the purposes herein designated. This grant of easement shall run with the land and be binding upon the heirs, successors and assigns of GRANTOR and GRANTEE. It is understood and agreed that any and all improvements or appurtenances of the municipally owned utilities in the easement premises shall become and remain at all times the property of the GRANTEE, its successors and assigns, and subject to the GRANTEE'S fees, rules, regulations and ordinances.

END OF PAGE

IN WITNESS WHEREOF, GRANTOR has executed this instrument on _____, 20____

GRANTOR
Hillside Andover II LLC,
A Michigan limited liability company

By: Hillside-AHT Holdings LLC
A Michigan limited liability company

Jaimy N. Roth
Jaimy N. Roth, Manager

State of Michigan)
County of Oakland) ss.

The foregoing instrument was acknowledged before me this 22nd day of January
2020, by Jaimy Roth, Manager
(print grantor names and titles, if any)

CYNTHIA D. ROSENTHAL
Notary Public, State of Michigan
County of Oakland
My Commission Expires 06-23-2022
Acting in the County of Oakland

Cynthia D. Rosenthal
Notary Public, Oakland County, Michigan

My commission expires: 6-23-2022

This instrument drafted by:

Jerry Vorva, Clerk
Plymouth Charter Township
9955 North Haggerty Road
Plymouth, Michigan 48170

After recording return this instrument to:

Jerry Vorva, Clerk
Plymouth Charter Township
9955 North Haggerty Road
Plymouth, Michigan 48170

Exempt from the taxation under MCL 207.505(a) and MCL 207.526(a).

This instrument approved as to form and substance by the Attorney for the Plymouth Charter Township, on
_____, 20____.

Kevin Bennett, Township Attorney

The easement description is approved as to form only by Engineer for the Plymouth Charter Township on
_____, 20____.

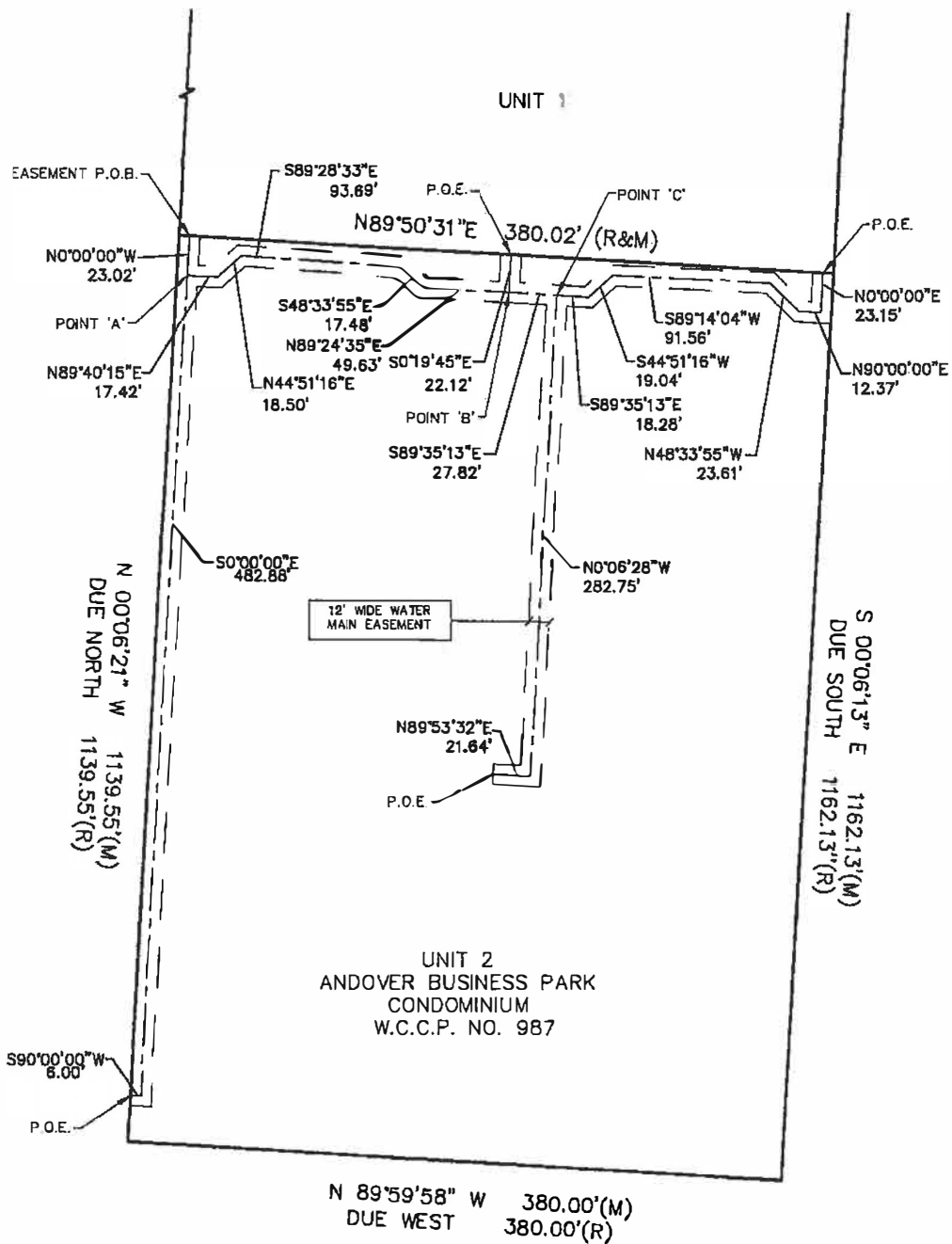
Jeremy Schrot, P.E., Township Engineer

This instrument accepted by the Board of Trustees of the Plymouth Charter Township at its meeting of
_____, 20____, and directed to be recorded.

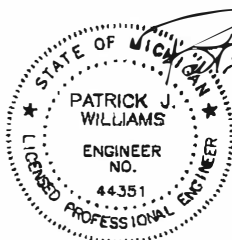
Jerry Vorva, Plymouth Charter Township Clerk

EXHIBIT A

WATER MAIN EASEMENT (SKETCH)



NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL (248) 332-7931
FAX (248) 332-8257



SCALE: 1" = 80'

DATE	DRAWN	JOB NO.	SHEET
08-29-2016	AJE	E235-01	1 of 2

EXHIBIT A**WATER MAIN EASEMENT (LEGAL DESCRIPTION)****PROPERTY DESCRIPTION**

LAND LOCATED IN THE TOWNSHIP OF PLYMOUTH, COUNTY OF WAYNE, STATE OF MICHIGAN DESCRIBED AS FOLLOWS:

UNIT 2 OF ANDOVER BUSINESS PARK CONDOMINIUM, A CONDOMINIUM ACCORDING TO THE MASTER DEED THEREOF, AS RECORDED IN LIBER 47889, PAGES 863 THROUGH 909, BOTH INCLUSIVE, AND DESIGNATED AS WAYNE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 987, TOGETHER WITH THE RIGHTS IN GENERAL COMMON ELEMENTS AND LIMITED COMMON ELEMENTS, AS SET FORTH IN THE ABOVE STATED MASTER DEED, AND ANY AMENDMENTS THERETO, AND AS DESCRIBED IN ACT 59 OF THE PUBLIC ACTS OF 1978, AS AMENDED.

CONTAINING: 202,704 SQ. FT. OR 4.65 ACRES

PARCEL ID: 78-010-03-0002-000
ADDRESS: 46979 FIVE MILE ROAD

WATER MAIN EASEMENT DESCRIPTION

A WATER MAIN EASEMENT MEASURING 12-FEET WIDE BEING DESCRIBED ALONG ITS CENTERLINE AS: COMMENCING AT THE THE NORTHWEST CORNER OF UNIT 2 OF SAID ANDOVER BUSINESS PARK CONDOMINIUM, WAYNE COUNTY CONDOMINIUM SUBDIVISION PLAT NO. 987; THENCE NORTH 89 DEGREES 50 MINUTES 31 SECONDS EAST, 6.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS WEST, 23.02 FEET TO POINT 'A'; THENCE NORTH 82 DEGREES 45 MINUTES 15 SECONDS EAST, 17.42 FEET; THENCE NORTH 44 DEGREES 51 MINUTES 16 SECONDS EAST, 18.50 FEET; THENCE SOUTH 89 DEGREES 28 MINUTES 33 SECONDS EAST, 93.69 FEET; THENCE SOUTH 48 DEGREES 33 MINUTES 55 SECONDS EAST, 17.48 FEET; THENCE NORTH 89 DEGREES 24 MINUTES 35 SECONDS EAST, 49.63 FEET TO POINT B; THENCE SOUTH 89 DEGREES 35 MINUTES 13 SECONDS EAST, 27.82 FEET TO POINT C; THENCE SOUTH 89 DEGREES 35 MINUTES 13 SECONDS EAST, 18.28 FEET; THENCE NORTH 44 DEGREES 51 MINUTES 16 SECONDS EAST, 19.04 FEET; THENCE NORTH 89 DEGREES 14 MINUTES 04 SECONDS EAST, 91.56 FEET; THENCE SOUTH 48 DEGREES 33 MINUTES 55 SECONDS EAST, 23.61 FEET; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST, 12.37 FEET; THENCE NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, 23.15 FEET TO A POINT OF ENDING; THENCE CONTINUING FROM SAID POINT 'A' SOUTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, 482.88 FEET; THENCE SOUTH 90 DEGREES 00 MINUTES 00 SECONDS EAST, 6.00 FEET TO A POINT OF ENDING; THENCE CONTINUING FROM SAID POINT 'B' NORTH 00 DEGREES 19 MINUTES 45 SECONDS WEST, 22.12 FEET TO A POINT OF ENDING; THENCE CONTINUING FROM SAID POINT 'C' SOUTH 00 DEGREES 06 MINUTES 28 SECONDS EAST, 282.75 FEET; THENCE SOUTH 89 DEGREES 53 MINUTES 32 SECONDS EAST, 21.64 FEET TO A POINT OF ENDING;

NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL (248) 332-7931
FAX. (248) 332-8257



Patrick J. Williams

DATE	DRAWN	JOB NO.	SHEET
08-29-2016	AJE	E235-01	2 of 2

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020**

**ITEM G
SUPERVISOR AND TRUSTEE
COMMENTS**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020**

**ITEM H
PUBLIC COMMENTS AND QUESTIONS**

CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 3, 2020

ITEM I
ADJOURNMENT