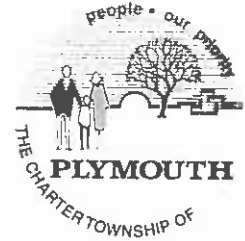


**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES MEETING**

Tuesday, September 12, 2017
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, September 12, 2017

D. APPROVAL OF CONSENT AGENDA

D.1 Approval of Minutes:
Regular Meeting – Tuesday, August 22, 2017
Study Session – Tuesday, September 5, 2017
Closed Session – August 22, 2017

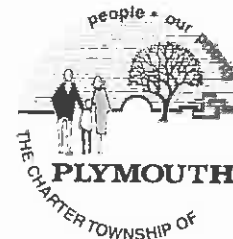
D.2 Acceptance of Communications, Resolutions, Reports:

D.3 Approval of Township Bills:

FUND	ACCT	ALREADY PAID	TO BE PAID	TOTAL:
General Fund	101	856,117.12	222,515.44	1,078,632.56
Solid Waste Fund	226	6,257.86	159.00	6,416.86
Improvement Revolving (Capital)	246	0	0	
Drug Forfeiture Fund	265	0	0	
Drug Forfeiture Fund	266	0	0	
Golf Course Fund	510	2,786.45	11,186.56	13,973.01
Senior Transportation	588	9,191.70	142.71	9,334.41
Water/Sewer Fund	592	122,481.55	69,062.09	191,543.64
Trust and Agency	701	0	17,979.15	17,979.15
Police Bond Fund	702	4,435.00	0	4,435.00
Tax Pool	703	0	0	
Special Assessment Capital	805	29.65	2,183.75	2,213.40
TOTALS:		\$1,001,299.33	\$323,228.70	\$1,324,528.03

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

Tuesday, September 12, 2017
7:00 PM



E. PUBLIC COMMENTS AND QUESTIONS

F. NEW BUSINESS

- 1) Ball Street Rezoning Request– Laura Haw
- 2) McKenna Planning Consultant Agreement – Laura Haw
- 3) Updated Planning Fees, Resolution #2017-09-12-37 – Laura Haw
- 4) S.W.A.T. Intergovernmental Agreement–Resolution #2017-09-12-38 - Police Chief Tiderington
- 5) Ordinance 1016- Amendment #21 – RV Ordinance – Second Reading -Supervisor Heise
- 6) Consideration of Final Invoice for Plante-Moran Cash Reconciliation Project – Treasurer Clinton
- 7) 2018 Budget Discussion - Supervisor Heise

G. SUPERVISOR AND TRUSTEE COMMENTS

H. PUBLIC COMMENTS AND QUESTIONS

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: 1-800-649-3777 (Michigan Relay Services)

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

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 12, 2017**

**ITEM D.1
CONSENT AGENDA
MINUTES
Regular Meeting of
August 22, 2017**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, AUGUST 22, 2017**

PROPOSED MINUTES

Supervisor Heise called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Kurt Heise, Supervisor
Mark Clinton, Treasurer
Charles Curmi, Trustee
Robert Doroshewitz, Trustee
Jack Dempsey, Trustee
Gary Heitman, Trustee

MEMBERS ABSENT: Jerry Vorva, Clerk, Excused

OTHERS PRESENT: Patrick Fellrath, Director of Public Services
Dan Phillips, Fire Chief
Thomas Tiderington, Police Chief
Sandra Groth, Deputy Clerk
Kevin Bennett, Township Attorney
David Richardson, Spalding DeDecker Assoc.
Alice Geletzke, Recording Secretary
17 Members of the Public

B. PLEDGE OF ALLEGIANCE – Led by Nils Peterson.

C. APPROVAL OF AGENDA
Regular Meeting - Tuesday, August 22, 2017

Moved by Mr. Dempsey and seconded by Mr. Heitman to approve the agenda for the Board of Trustees regular meeting of August 22, 2017. Ayes all.

D. APPROVAL OF CONSENT AGENDA

D.1 Approval of Minutes:
Regular Meeting – Tuesday, August 8, 2017
Study Session – Tuesday, August 15, 2017

D.2 Acceptance of Communications, Resolutions, Reports:

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, AUGUST 22, 2017**

PROPOSED MINUTES

D.3 Approval of Township Bills:

FUND	ACCT	ALREADY PAID	TO BE PAID	TOTAL:
General Fund	101	299,280.35	221,808.905	521,089.30
Solid Waste Fund	226	213,473.96	1,406.79	214,880.76
Improvement Revolving (Capital)	246	--	--	--
Drug Forfeiture Fund	265	--	--	--
Drug Forfeiture Fund	266	--	11,217.58	11,217.58
Golf Course Fund	510	8,774.75	3,364.79	12,139.54
Senior Transportation	588	4,761.34	1,082.58	5,843.92
Water/Sewer Fund	592	775,140.15	31,884.97	807,025.12
Trust and Agency	701	--	1,343.30	1,343.30
Police Bond Fund	702	1,200.00	--	1,200.00
Tax Pool	703	44,586.10	--	44,586.10
Special Assessment Capital	805	--	74,788.80	74,788.80
TOTALS:		1,347,216.66	346,897.76	\$1,694,114.42

Moved by Mr. Heitman and seconded by Mr. Dempsey to approve the consent agenda for the Board of Trustees regular meeting of August 22, 2017. Ayes all.

E. PUBLIC COMMENTS AND QUESTIONS

John Stewart commented on the recreation study, excitement over the Five Mile Road high tech corridor and the induction of his daughter, Laura, into the Western Michigan University Hall of Fame on September 30.

Darrin Silvester, teacher of a Michigan History class at Salem High School, talked to the Board regarding his students' interest and work in the historical cemetery located at N. Territorial Road, one-half mile west of Sheldon. He requested help in removing a dead tree from the cemetery. He was referred to Sue Brams, Administrative Assistant to Mr. Heise.

F. NEW BUSINESS

F.1 2017 Sanitary Sewer Manhole Adjustment Program – Contract Award – Patrick Fellrath

Patrick Fellrath reviewed the project of adjusting approximately 200 sanitary sewer manhole structures throughout the Township, bringing them up to grade.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, AUGUST 22, 2017**

PROPOSED MINUTES

Dan Brooks, representing Wade Trim Associates, Inc., answered questions from the Board.

Moved by Mr. Heitman and seconded by Mr. Dempsey to award a contract for the 2017 Sanitary Manhole Adjustment Program to HGS Construction Group in the amount of \$134,000.00 and authorize the Supervisor and Clerk to execute the contract for same. Ayes all on a roll call vote.

F.2 Bendzinski & Co. Engagement Letter – Treasurer Mark Clinton

Mr. Clinton reviewed the opportunity available to refund Series 2007 and 2009 Township bonds to save an estimated \$20,000 in annual interest charges. Services required for this project include Bond Counsel, Financial Advisor, and Underwriter. Proposed as Financial Advisor is Bendzinski & Co. who will aid in selecting an Underwriter.

Moved by Mr. Curmi and seconded by Mr. Dempsey to authorize the Township Supervisor and Clerk to sign the attached letter from Bendzinski & Co. dated August 15, 2017 for the purpose of engaging their services as Financial Advisor on the Series 2007 and 2009 bond refunding project at a cost not to exceed \$17,000. Ayes all on a roll call vote.

A copy of the letter is on file in the Clerk's office for public perusal.

F.3 Appointment Policy for Boards and Commissions

The policy, drafted by Mr. Dempsey, was reviewed by the Board at the August 15, 2017 study session.

Moved by Mr. Heitman and seconded by Mr. Curmi to adopt the attached "Appointment Policy for Township Boards and Commissions" as submitted, with immediate effect. Ayes all on a roll call vote.

A copy of the policy is on file in the Clerk's office for public perusal.

F.4 Ordinance 1016, Amendment 1—RV Parking Ordinance- First Reading
Supervisor Kurt Heise/Attorney Kevin Bennett

Board members, Police Chief Tiderington and residents discussed further the four-hour length of time allowed for parking on the street provided by the ordinance. This length of time is for loading and unloading.

Moved by Mr. Doroshewitz and seconded by Mr. Clinton to move that Ordinance 1016, Amendment 21 – Recreational Vehicle Parking Ordinance, with a modification to Article II, Section A--instead of being 4 hours to not to exceed 24 hours--be read for the first time.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, AUGUST 22, 2017**

PROPOSED MINUTES

AYES: Doroshewitz, Clinton, Curmi, Dempsey, Heise
NAYS: Heitman

Motion carried.

G. SUPERVISOR AND TRUSTEE COMMENTS

Mr. Heise conferred further with Chief Tiderington on the truck traffic conditions, noted there will be no meeting on August 29, and commented on the budget timeline and the recreation survey.

Mr. Heitman commented on a revised mileage formula.

Mr. Dempsey asked about a Fire Department report regarding response to the substation fire on August 16.

H. PUBLIC COMMENTS AND QUESTIONS – There were none.

I. CLOSED SESSION

At 8:20 p.m., Mr. Heitman moved that a closed session be called to discuss a written legal opinion by the Township Attorney, pursuant to OMA Section 8(H). Seconded by Mr. Clinton. Ayes all on a roll call vote.

At 9:05 p.m., Mr. Heitman moved to return to open session. Seconded by Mr. Doroshewitz. Ayes all on a roll call vote.

I. ADJOURNMENT

Moved by Mr. Dempsey and seconded by Mr. Heitman to adjourn the meeting at 9:06 p.m. Ayes all.

Sandra Groth, Deputy Clerk

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 12, 2017**

**ITEM D.1
CONSENT AGENDA
MINUTES
Study Session of
September 5, 2017**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING - STUDY SESSION
TUESDAY, SEPTEMBER 5, 2017
PROPOSED MINUTES**

Supervisor Heise called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Kurt Heise, Supervisor
Jerry Vorva, Clerk
Mark Clinton, Treasurer
Charles Curmi, Trustee
Jack Dempsey, Trustee
Robert Doroshewitz, Trustee
Gary Heitman, Trustee

MEMBERS ABSENT: None

OTHERS PRESENT: Dan Phillips, Fire Chief
Thomas Tiderington, Police Chief
Kevin Bennett, Township Attorney
Sandra Groth, Deputy Clerk
Amy Hammye, Deputy Treasurer
Sue Brams, Administrative Assistant
7 Members of the Public

A. APPROVAL OF AGENDA

Special Study Session – Tuesday, September 5, 2017

Moved by Trustee Heitman and seconded by Clerk Vorva to approve the agenda for the Board of Trustees special study session of Tuesday, September 5, 2017. Ayes all.

B. BUDGET REVENUE ESTIMATES – Treasurer Clinton

Treasurer Clinton presented the revenue estimates for the 2018 budget. He provided figures for the 2015 and 2016 actual revenues, the 2017 budgeted revenues, the 2017 projected finish, the 2018 forecast with possible downsides and upsides. He answered questions from Board members regarding his projections. Among the items discussed were tax collections, state shared revenue, district court revenue, the State's handling of reimbursement to the Township for the personal property tax, the possibility of a tax collection fee, fire transport fees, and non-recurring revenues such as grant revenues, sale of fixed assets, 5 Mile land sale legal reimbursement and 2107 road crack and seal program.

Board members discussed the current dates planned for budget and millage approvals. The public hearing and approval of the budget are currently planned for a regular meeting of November 14 and millage approval is planned for September 26.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING - STUDY SESSION
TUESDAY, SEPTEMBER 5, 2017
PROPOSED MINUTES**

C. DRAFT BUDGET PRESENTATION – Supervisor Heise

Supervisor Heise reviewed the following key points regarding the balanced, bare-bones budget draft: mandated rise in MERS contributions; assumption of \$14.7 million in revenues, including grants; anticipation of a \$3.6 million Fund Balance; assumption of charging a tax administration fee, assumption of \$350,000 in drug forfeiture funds; elimination of the Economic Development department, assumption of hiring three new firefighters, for a total of 6 since 2017; not closing Hilltop Golf Course at this time; sale of the Five Mile property but not the DPW site; no assumption of receiving a SAFER Grant, etc., and not considering money from the settlement of the Plymouth City Fire dispute.

D. S.W.A.T. CONTRACT – Police Chief Tiderington

Chief Tiderington explained that the proposed Memorandum of Understanding is the same as they have been operating under for the past 15 or 16 years, with the Township assigning one officer for the Team. He indicated that though not often used, it is good to have it available if need be. The cost is typically \$4,500 per year.

E. PUBLIC COMMENTS AND QUESTIONS – There were none.

F. CLOSED SESSION – At 8:27 p.m., Trustee Dempsey moved that a closed session be called in accordance with MCL 15.268(c) for the purpose of discussing strategy connected with contract negotiations. Seconded by Trustee Heitman. Ayes all on a roll call vote.

At 9:38 p.m., it was moved by Trustee Doroshewitz and seconded by Trustee Heitman to return to open session. Ayes all on a roll call vote.

G. ADJOURNMENT

Moved by Trustee Doroshewitz and seconded by Trustee Heitman to adjourn at 9:39 p.m. Ayes all.

Jerry Vorva, Township Clerk

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 12, 2017**

**ITEM D.1
CONSENT AGENDA
Closed Session Minutes
August 22, 2017**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 12, 2017**

**ITEM D.3
CONSENT AGENDA
Approval of Bills**

Plymouth Township
Board Packet
Invoice Distribution
9/12/2017

FUND NAME	FUND NUMBERS	INVOICES PAID	INVOICES TO BE
		PRIOR TO MEETING	PAID AFTER BOARD REVIEW
General Fund	101	856,117.12	222,515.44
Solid Waste Fund	226	6,257.86	159.00
Improvement Revolving (Capital)	246	0.00	0.00
Drug Forfeiture Fund	265	0	0.00
Drug Forfeiture Fund	266	0.00	0.00
Golf Course Fund	510	2,786.45	11,186.56
Senior Transportation	588	9,191.70	142.71
Water/Sewer Fund	592	122,481.55	69,062.09
Trust and Agency	701	0.00	17,979.15
Police Bond Fund	702	4,435.00	0.00
Tax Pool	703	0.00	0.00
Special Assessment Capital	805	29.65	2,183.75
TOTALS:		<hr/> 1,001,299.33	323,228.70
GRAND TOTAL FOR SEPTEMBER 12 2017 PAYABLES:		<hr/> <hr/> 1,324,528.03	

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

BONO, JENNIFER Mileage Reimbursement 6/20/17 to 8/10/17 101-253-727.000	<i>Mileage Reimbursement</i>	Invoice Amount: Check Date:	\$96.36 09/12/2017 96.36
WEST METRO/ACME GARAGE DOOR Repair Sally Port Doors Inv. 172707 7/12/17 101-305-776.000 101-305-776.000 101-305-776.000	<i>Replace torsion springs on Door #2 Replace safety edge on Door #3 Install LH drive/safety edge Door #4</i>	Invoice Amount: Check Date:	\$1,862.50 09/12/2017 575.00 212.50 1,075.00
ADVANCED WIRELESS TELECOM Vehicle mounts for EPCR computer in Ambulances 101-336-727.000	<i>Ipads w/accessories</i>	Invoice Amount: Check Date:	\$589.10 09/12/2017 589.10
ALLIE BROTHERS UNIFORMS Uniform Alterations 101-336-758.000	<i>Dress uniform - Mangan</i>	Invoice Amount: Check Date:	\$79.49 09/12/2017 79.49
ALLIE BROTHERS UNIFORMS Badge - Conroy 101-336-758.000	<i>Badge</i>	Invoice Amount: Check Date:	\$102.00 09/12/2017 102.00
ALLIE BROTHERS UNIFORMS Uniform Hat Badges 101-336-758.000	<i>Uniform Hat Badge</i>	Invoice Amount: Check Date:	\$178.50 09/12/2017 178.50
ALLIE BROTHERS UNIFORMS Point Blank Hi Lite Vest II Black MCAXII - Ofc. Ha 101-305-758.000	<i>Serial 170000210552/170000210654</i>	Invoice Amount: Check Date:	\$650.00 09/12/2017 650.00
ALPHAGRAPHICS #336 Business Cards - Detective Charlie Rozum 101-305-727.000	<i>Detective Rozum Business Cards</i>	Invoice Amount: Check Date:	\$73.00 09/12/2017 73.00
Al's Asphalt Paving Company Refund 701-100-054.000	<i>Refund-Special Water Permit # 317</i>	Invoice Amount: Check Date:	\$571.65 09/12/2017 571.65
APOLLO FIRE APPARATUS REPAIR Hoods & Gloves 101-336-758.000 101-336-758.000 101-336-758.000	<i>NBGPACII Hoods 2163 Gloves UPS</i>	Invoice Amount: Check Date:	\$1,213.07 09/12/2017 377.00 812.00 24.07
NAPA Auto Parts of Plymouth Auto Supply 592-291-863.000	<i>Serpentine Belt</i>	Invoice Amount: Check Date:	\$40.50 09/12/2017 40.50
BADER & SONS CO. Repairs & Key to John Deere 1145 Mower 101-691-863.000 101-691-863.000	<i>John Deere 1145 Mower - key cylinder Key</i>	Invoice Amount: Check Date:	\$25.21 09/12/2017 19.64 5.57
Beardsley Publishing Corp. Ski Area Mangement - Classified Ad for Snow Mac 101-691-931.000 101-691-931.000	<i>Feb 2017 Classified Ad for Snow Machine Finance charge</i>	Invoice Amount: Check Date:	\$82.51 09/12/2017 77.00 5.51

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

BENDZINSKI & CO. Continuing Disclosure Undertaking for Year Endin 101-201-817.000 <i>Continuing Disclosure 2016</i>	Invoice Amount: Check Date:	\$1,000.00 09/12/2017 1,000.00
BENTLEY ENVIRONMENTAL SERVICES desludge catch basins @ Sta# 2&3 101-336-776.000 <i>Desludge catch basins @ Stations 2&3</i>	Invoice Amount: Check Date:	\$1,288.60 09/12/2017 1,288.60
Bidigare Contractors, Inc. Ann Arbor Rd @ Kroger Water Main Repair 8/1/17 592-291-932.000 <i>Time, material & equipment for repair</i>	Invoice Amount: Check Date:	\$10,497.00 09/12/2017 10,497.00
Bidigare Contractors, Inc. Ann Arbor Rd @ Kroger Water Main Repair 7/31/1 592-291-932.000 <i>Time, material & equipment for repair</i>	Invoice Amount: Check Date:	\$8,982.00 09/12/2017 8,982.00
BLACKWELL FORD INC. FORD EXPLORER REPAIR 101-371-863.000 <i>INVOICE 129143</i>	Invoice Amount: Check Date:	\$2,156.08 09/12/2017 2,156.08
BLACKWELL FORD INC. Vehicle Repair/C41292 Inv.128646 6-27-17 101-305-863.000 <i>Replace spark plugs</i>	Invoice Amount: Check Date:	\$303.60 09/12/2017 303.60
BLACKWELL FORD INC. Vehicle Repair/B32115 Inv.129153 7-3-17 101-305-863.000 <i>Replace 4 tires</i>	Invoice Amount: Check Date:	\$60.00 09/12/2017 60.00
BLACKWELL FORD INC. Vehicle Repair/A13226 Inv.129183 7-5-17 101-305-863.000 <i>Oil Change</i>	Invoice Amount: Check Date:	\$42.34 09/12/2017 42.34
BLACKWELL FORD INC. Vehicle Repair/126605 Inv.129225 7-5-17 101-305-863.000 <i>Oil change/charge battery</i>	Invoice Amount: Check Date:	\$242.97 09/12/2017 242.97
BLACKWELL FORD INC. Vehicle Repair/124315 Inv.129665 7-12-17 101-305-863.000 <i>Replace battery</i>	Invoice Amount: Check Date:	\$207.62 09/12/2017 207.62
BLACKWELL FORD INC. Vehicle Repair/157878 Inv.130276 7-24-17 101-305-863.000 <i>Replace washer fluid pump</i>	Invoice Amount: Check Date:	\$148.72 09/12/2017 148.72
BLACKWELL FORD INC. Vehicle Repair/157877 Inv. 130364 7-27-17 101-305-863.000 <i>Oil change/sway bar/front end alignment</i>	Invoice Amount: Check Date:	\$772.52 09/12/2017 772.52
BLACKWELL FORD INC. Vehicle Repair/106809 Inv.130753 8-1-17 101-305-863.000 <i>Oil change</i>	Invoice Amount: Check Date:	\$34.11 09/12/2017 34.11
BLACKWELL FORD INC. Vehicle Repair/124315 Inv.119417 1-12-17 101-305-863.000 <i>Replaced headlamp</i>	Invoice Amount: Check Date:	\$71.79 09/12/2017 71.79

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

BLACKWELL FORD INC. Vehicle Repair/124315 Inv.119966 1-24-17 <i>101-305-863.000</i>	<i>Steering Shaft and ball joints</i>	Invoice Amount: Check Date:	\$997.52 09/12/2017 <i>997.52</i>
BLACKWELL FORD INC. Vehicle Repair/124315 Inv.120136 1-26-17 <i>101-305-863.000</i>	<i>Oil change/Replace headlamp</i>	Invoice Amount: Check Date:	\$138.74 09/12/2017 <i>138.74</i>
BLACKWELL FORD INC. Vehicle Repair/157878 Inv.119 308 1-9-17 <i>101-305-863.000</i>	<i>Inspect Tire</i>	Invoice Amount: Check Date:	\$15.00 09/12/2017 <i>15.00</i>
BLACKWELL FORD INC. Vehicle Repair/B32115 Inv.121302 2-17-17 <i>101-305-863.000</i>	<i>Oil Change</i>	Invoice Amount: Check Date:	\$29.08 09/12/2017 <i>29.08</i>
BLACKWELL FORD INC. Vehicle Repair/A39477 Inv.125182 5-1-17 <i>101-305-863.000</i>	<i>Brakes/Rotors, Oil Change</i>	Invoice Amount: Check Date:	\$638.08 09/12/2017 <i>638.08</i>
BLACKWELL FORD INC. Vehicle Repair/157878 Inv.127306 6-5-17 <i>101-305-863.000</i>	<i>Replace coll/spark plug</i>	Invoice Amount: Check Date:	\$235.63 09/12/2017 <i>235.63</i>
BLACKWELL FORD INC. Vehicle Repair/C41292 Inv.127737 6-15-17 <i>101-305-863.000</i>	<i>Check engine light on</i>	Invoice Amount: Check Date:	\$85.00 09/12/2017 <i>85.00</i>
BLACKWELL FORD INC. Vehicle Repair/A39477 Inv.128576 6-26-17 <i>101-305-863.000</i>	<i>Replace 4 tires</i>	Invoice Amount: Check Date:	\$375.05 09/12/2017 <i>375.05</i>
BLACKWELL FORD INC. Vehicle Repair/157877 Inv.128601 6-26-17 <i>101-305-863.000</i>	<i>Replace failed sensor</i>	Invoice Amount: Check Date:	\$261.08 09/12/2017 <i>261.08</i>
BC TENAIR Replace Fallen Light Pole @ Township Park(to be <i>101-691-970.000</i>	<i>Replace Fallen light post- parts & Labor</i>	Invoice Amount: Check Date:	\$18,875.00 09/12/2017 <i>18,875.00</i>
OCCUPATIONAL HEALTH CENTERS OF MI DPW Recertification Physical - Joseph Overaitis 8- <i>592-172-727.000</i>	<i>Overaitis Recert. 8-7-17</i>	Invoice Amount: Check Date:	\$72.50 09/12/2017 <i>72.50</i>
OCCUPATIONAL HEALTH CENTERS OF MI DOT Recertification Exam - Kim Boyce <i>588-588-727.000</i>	<i>Kim Boyce - Senior Trans. DO recert.</i>	Invoice Amount: Check Date:	\$72.50 09/12/2017 <i>72.50</i>
CINTAS CORPORATION - 300 Mat service for P.D. Inv. 300791848 7/14/17 <i>101-305-776.000</i>	<i>Mats for pd</i>	Invoice Amount: Check Date:	\$74.59 09/12/2017 <i>74.59</i>
CODE SAVVY CONSULTANTS LLC FIRE ALARM PLAN REVIEW JOHNSON CONTROLS <i>101-371-818.000</i>	<i>INV 1253 JOHNSON CONTROLS 47911 HALYAR</i>	Invoice Amount: Check Date:	\$690.00 09/12/2017 <i>690.00</i>

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

CORPORATE CLEANING GROUP INC CLEANING		Invoice Amount:	\$2,341.50
		Check Date:	09/12/2017
	101-305-776.000	OFFICE CLEANING POLICE INV 1734 AUGUST	914.76
	101-305-776.000	SPECIAL CLEAN , THREE TIMES	262.50
	101-265-776.000	Building and Grounds INVOICE 1734	893.97
	592-172-776.000	W & S	187.11
	101-336-776.000	FIRE	83.16
CORPORATE CLEANING GROUP INC CLEANING		Invoice Amount:	\$405.00
		Check Date:	09/12/2017
	592-172-776.000	DPW INV 1733	405.00
CORPORATE CLEANING GROUP INC CLEANING		Invoice Amount:	\$405.00
		Check Date:	09/12/2017
	592-172-776.000	DPW INV 0677	405.00
CORRIGAN OIL COMPANY Fuel		Invoice Amount:	\$1,630.05
		Check Date:	09/12/2017
	592-291-863.000	Gas 87 - Ethanol	1,070.92
	592-291-863.000	Dyed Ultra Low Sulfur #2 Mix	548.64
	592-291-863.000	Fuel Tax Recap	10.49
JACK DOHENY COMPANIES INC Bolts for Hose Reel		Invoice Amount:	\$5.92
		Check Date:	09/12/2017
	592-291-851.000	SHCS 1/2-20 x1	5.92
JACK DOHENY COMPANIES INC Root Cutter Repairs		Invoice Amount:	\$379.50
		Check Date:	09/12/2017
	592-291-851.000	Labor- disassemble and clean	379.50
JACK DOHENY COMPANIES INC SAW cleaning head for sewer cleaning	QUOTE	Invoice Amount:	\$1,998.00
	592-172-973.080	Check Date:	09/12/2017
		Vector--high pressure cleaning head	1,998.00
ENGRAVING CONNECTION Plaque for Retiring FF. R. Tefend		Invoice Amount:	\$76.04
		Check Date:	09/12/2017
	101-336-727.000	Plaque for retirement of FF. R. Tefend	76.04
E S R I, INC. software maintenance		Invoice Amount:	\$400.00
		Check Date:	09/12/2017
	101-336-727.000	ARCGIS SOFTWARE MAINT 11/1/17-10/31/18	400.00
ETNA SUPPLY Late pmnt for item back ordered on PO 16-66201		Invoice Amount:	\$266.02
		Check Date:	09/12/2017
	592-291-934.000	MU-CO 185696 Lower Stem	266.02
WADE-TRIM OPERATIONS SERVICES Inspection Services - Ridgewood Hills		Invoice Amount:	\$1,330.00
		Check Date:	09/12/2017
	805-805-970.340	Inspection Services - Ridgewood Hills	1,330.00
WADE-TRIM OPERATIONS SERVICES Professional Services - Buried Manholes Contract		Invoice Amount:	\$1,205.00
		Check Date:	09/12/2017
	592-291-932.000	Professional Services - Buried Manholes	1,205.00
WADE-TRIM OPERATIONS SERVICES 2017 Joint & Crack Sealing Construction Admin		Invoice Amount:	\$10,315.00
		Check Date:	09/12/2017
	101-446-818.000	2017 Joint & Crack Sealing Construction	10,315.00

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WADE-TRIM OPERATIONS SERVICES 2017 Joint & Crack Sealing Inspections <i>101-446-818.000</i>	<i>2017 Joint & Crack Sealing Inspections</i>	Invoice Amount: Check Date:	\$20,425.00 09/12/2017 <i>20,425.00</i>
FIRE SERVICE MANAGEMENT Repair Turnout Pants <i>101-336-758.000</i>	<i>Repair pants for Mallari</i>	Invoice Amount: Check Date:	\$137.50 09/12/2017 <i>137.50</i>
GHD, Inc. SAW Grant - 7/22/17 <i>592-172-973.080</i>	<i>Saw Grant 7/22/17</i>	Invoice Amount: Check Date:	\$29,884.01 09/12/2017 <i>29,884.01</i>
GFL Environmental USA, Inc. DPW STREET SWEEPING DEBRIS <i>592-172-776.000</i> <i>592-172-776.000</i>	<i>PICKUP/RETURN 08/04/2017</i> <i>6.90 TONS / \$25 per ton</i>	Invoice Amount: Check Date:	\$347.50 09/12/2017 <i>175.00</i> <i>172.50</i>
Great Lakes Ace Hardware Set up Blanket PO <i>101-691-931.000</i>	<i>Set up blanket PO</i>	Invoice Amount: Check Date:	\$85.32 09/12/2017 <i>85.32</i>
Great Lakes Ace Hardware Set up Blanket PO <i>101-691-931.000</i>	<i>Set up blanket PO</i>	Invoice Amount: Check Date:	\$292.30 09/12/2017 <i>292.30</i>
HALT FIRE INC Cab Lift Repaired on Engine #1 <i>101-336-863.000</i>	<i>Lower cab on E1</i>	Invoice Amount: Check Date:	\$131.77 09/12/2017 <i>131.77</i>
HALT FIRE INC R1 light repair & door magnet <i>101-336-863.000</i>	<i>Repair door switch magnet & light</i>	Invoice Amount: Check Date:	\$129.00 09/12/2017 <i>129.00</i>
HARRELL'S, LLC Credit 8/3/17 from invoice 1008938 pd 4/26/17 <i>510-510-737.000</i>	<i>Credit Memo for Proxy</i>	Invoice Amount: Check Date:	\$(291.54) 09/12/2017 <i>(291.54)</i>
HARRELL'S, LLC Harrell's Invoices through Statement Date 7/31/1 <i>510-510-737.000</i> <i>510-510-737.000</i> <i>510-510-737.000</i> <i>510-510-737.000</i> <i>510-510-737.000</i> <i>510-510-737.000</i> <i>510-510-737.000</i> <i>510-510-737.000</i>	<i>Balance Due Invoice 950384</i> <i>966965 Dorado Fungicide/Fleet Fast/Chlpc</i> <i>966956 18-3-6 & Max Minors</i> <i>966967 18-3-6 & Max Minors</i> <i>966972 18-3-6- & Max Minors</i> <i>1008936 22-0-10/22-0-19/19-0-3/18-9-18</i> <i>1034530 30-0-12 Spread</i> <i>Finance Charge</i>	Invoice Amount: Check Date:	\$9,225.25 09/12/2017 <i>89.13</i> <i>3,348.00</i> <i>1,014.40</i> <i>878.00</i> <i>1,641.12</i> <i>1,696.88</i> <i>500.00</i> <i>57.72</i>
HUMANE SOCIETY OF HURON VALLEY Stray Impound Services - June 2017 Inv. 201706 <i>101-305-819.000</i>	<i>Stray Impound Services</i>	Invoice Amount: Check Date:	\$25.00 09/12/2017 <i>25.00</i>
IRON MOUNTAIN Storage service/08/01/2017-08/31/2017 <i>101-215-727.000</i>	<i>Storage charge for August 2017</i>	Invoice Amount: Check Date:	\$195.40 09/12/2017 <i>195.40</i>

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KONICA MINOLTA BUSINESS SOLUTIONS Printer/Copier - Assessor -July 2017 <i>101-209-727.000</i>	<i>Copier - July 2017 Assessor</i>	Invoice Amount: Check Date:	\$2.38 09/12/2017 <i>2.38</i>
KONICA MINOLTA BUSINESS SOLUTIONS Maint. Agreement - Bizhub C364E Inv. 900371333 <i>101-305-851.000</i>	<i>6/26/17 - 7/25/17 coverage dates</i>	Invoice Amount: Check Date:	\$69.05 09/12/2017 <i>69.05</i>
KRUEGER, RANDY Training & Certification <i>592-172-818.000</i>	<i>Reimbursement - DEQ Training 2017</i>	Invoice Amount: Check Date:	\$70.00 09/12/2017 <i>70.00</i>
KSS Enterprises Blanket Purchase Order for Park Items Only per C <i>101-691-931.000</i>	<i>Blanket PO for Park Supplies</i>	Invoice Amount: Check Date:	\$383.93 09/12/2017 <i>383.93</i>
KSS Enterprises Blanket Purchase Order for Park Items Only per C <i>101-691-931.000</i>	<i>Blanket PO for Park Supplies</i>	Invoice Amount: Check Date:	\$203.89 09/12/2017 <i>203.89</i>
KSS Enterprises Blanket Purchase Order for Park Items Only per C <i>101-691-931.000</i>	<i>Blanket PO for Park Supplies</i>	Invoice Amount: Check Date:	\$207.39 09/12/2017 <i>207.39</i>
KSS Enterprises Blanket Purchase Order for Park Items Only per C <i>101-691-931.000</i>	<i>Blanket PO for Park Supplies</i>	Invoice Amount: Check Date:	\$156.36 09/12/2017 <i>156.36</i>
KSS Enterprises Blanket Purchase Order for Park Items Only per C <i>101-691-931.000</i>	<i>Blanket PO for Park Supplies</i>	Invoice Amount: Check Date:	\$95.00 09/12/2017 <i>95.00</i>
Cyndy Allen Permit 16575 - Partial Refund - Shared Shelter 7/ <i>101-290-477.000</i>	<i>Partial Refund-Park Reservation 07/29/17</i>	Invoice Amount: Check Date:	\$100.00 09/12/2017 <i>100.00</i>
MELOW, STEVE Training & Certification <i>592-172-818.000</i>	<i>Reimbursement - DEQ Training 2017</i>	Invoice Amount: Check Date:	\$70.00 09/12/2017 <i>70.00</i>
MICHIGAN CAT Parts for Caterpillar <i>592-291-851.000</i> <i>592-291-851.000</i>	<i>Main Element</i> <i>Element</i>	Invoice Amount: Check Date:	\$67.50 09/12/2017 <i>39.09</i> <i>28.41</i>
MICHIGAN CAT Parts and Labor for engine cooling system repair <i>592-291-851.000</i>	<i>Parts and labor, preventive maintenance</i>	Invoice Amount: Check Date:	\$528.26 09/12/2017 <i>528.26</i>
MICHIGAN MUNICIPAL LEAGUE Classified Ad for Municipal Accountant - Invoice # <i>101-215-818.000</i>	<i>Classified Ad for Municipal Accountant</i>	Invoice Amount: Check Date:	\$45.60 09/12/2017 <i>45.60</i>
MICHIGAN, STATE OF SOR Registration - June 2017 Inv. 551-490924 7/ <i>101-305-818.000</i>	<i>SOR Registration - Period Ending 6/30/17</i>	Invoice Amount: Check Date:	\$30.00 09/12/2017 <i>30.00</i>

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Ferguson Waterworks #3386 Bid No: 002849 7/6/17 Meters <i>592-172-780.00 LF 1 T10 MTR V4 R900I USG</i>	Invoice Amount: \$5,280.00 Check Date: 09/12/2017 <i>5,280.00</i>
MICHIGAN LINEN SERVICE Uniforms <i>592-172-758.00 Uniforms 8/18/17</i>	Invoice Amount: \$77.20 Check Date: 09/12/2017 <i>77.20</i>
MICHIGAN LINEN SERVICE Uniforms <i>592-172-758.00 Uniforms 8/11/17</i>	Invoice Amount: \$77.20 Check Date: 09/12/2017 <i>77.20</i>
MICHIGAN LINEN SERVICE Uniforms <i>592-172-758.00 Uniforms 8/25/17</i>	Invoice Amount: \$77.20 Check Date: 09/12/2017 <i>77.20</i>
MICHIGAN, STATE OF Radio Activation Sta#2 <i>101-336-851.00 Radio activation Sta #2</i>	Invoice Amount: \$250.00 Check Date: 09/12/2017 <i>250.00</i>
HD SUPPLY WATERWORKS, LTD. Water main repair parts <i>592-291-932.00 12 MJ L/P SLEEVE USA DI C153</i> <i>592-291-932.00 12 DI MEGALUG KIT W/COR-BLUE DAN DELIVR</i>	Invoice Amount: \$937.20 Check Date: 09/12/2017 <i>548.00</i> <i>389.20</i>
HD SUPPLY WATERWORKS, LTD. Water main repair parts ordered 8/3/17 <i>592-291-932.00 12 MJ L/P SLEEVE USA DI C153</i> <i>592-291-932.00 12 DI MEGALUG KIT W/COR-BLUE DAN DELIVR</i>	Invoice Amount: \$1,874.40 Check Date: 09/12/2017 <i>1,096.00</i> <i>778.40</i>
OBSERVER & ECCENTRIC NEWSPAPERS Classified Ads - Firefighter and Accountant - July <i>101-336-727.00 Firefighter ad</i> <i>101-215-727.00 Accountant ad</i>	Invoice Amount: \$2,656.42 Check Date: 09/12/2017 <i>1,511.06</i> <i>1,145.36</i>
OFFICE DEPOT 2 printers <i>101-336-727.00 HP printers #386558</i>	Invoice Amount: \$524.98 Check Date: 09/12/2017 <i>524.98</i>
OFFICE DEPOT Supplies for Friendship Station and Supervisor's D <i>588-588-727.00 OD Brand Copy & Print Paper (Friendship)</i> <i>101-171-727.00 Hanging Folders, Letter size (Spvvisor)</i> <i>588-588-727.00 Pkg. Postit lined notes 4x6 (Friendship)</i> <i>588-588-727.00 Pencil Sharpener (Friendship)</i> <i>101-171-727.00 Paper Mate Pens (Supervisor's office)</i>	Invoice Amount: \$104.93 Check Date: 09/12/2017 <i>39.50</i> <i>21.16</i> <i>17.72</i> <i>12.99</i> <i>13.56</i>
OFFICEMAX INCORPORATED Office Supplies - Police Dept. Inv. 103157 7/18/1 <i>101-305-727.00 Office Supplies</i>	Invoice Amount: \$10.50 Check Date: 09/12/2017 <i>10.50</i>
OFFICEMAX INCORPORATED Office Supplies - Police Dept. Inv. 102920 7/17/1 <i>101-305-727.00 Office Supplies</i>	Invoice Amount: \$470.18 Check Date: 09/12/2017 <i>470.18</i>
OFFICEMAX INCORPORATED Office Supplies - Police Dept. Inv. 137408 7/26/1	Invoice Amount: \$282.77 Check Date: 09/12/2017

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	101-305-727.000	Office Supplies		282.77
OFFICEMAX INCORPORATED			Invoice Amount:	\$60.04
Office Supplies - Police Dept. Inv. 102609 7/17/1			Check Date:	09/12/2017
	101-305-727.000	Office Supplies		60.04
OFFICEMAX INCORPORATED			Invoice Amount:	\$254.30
Office Supplies - Police Dept. Inv. 109359 7/19/1			Check Date:	09/12/2017
	101-305-727.000	Office Supplies		254.30
OAKLAND COUNTY			Invoice Amount:	\$30.50
Out-County GIS Data Inv. IND0002208 6/30/17			Check Date:	09/12/2017
	101-325-818.000	GIS DATA		30.50
ORCHARD, HILTZ, & MCCLIMENT, INC.			Invoice Amount:	\$92.00
Sidewalk Inspections 7/29/17			Check Date:	09/12/2017
	805-805-970.005	Sidewalk Inspections 7/29/17		92.00
ORCHARD, HILTZ, & MCCLIMENT, INC.			Invoice Amount:	\$761.75
Country Acres SAD			Check Date:	09/12/2017
	805-805-970.270	Country Acres SAD		761.75
PARAGON LABORATORIES			Invoice Amount:	\$172.50
Wilcox Road - Water Testing			Check Date:	09/12/2017
	592-172-818.000	Wilcox Road - Water Testing		172.50
PELTZ SODDING			Invoice Amount:	\$230.60
Sod			Check Date:	09/12/2017
	592-291-935.000	Sod		210.60
	592-291-935.000	Pallets with deposit		20.00
PENCHURA, LLC			Invoice Amount:	\$141.00
Repair Equipment & Freight for Playscape at Lake			Check Date:	09/12/2017
	101-691-931.000	Replacement Pkg for Playscape		128.00
	101-691-931.000	Freight		13.00
Planet Technologies, Inc.			Invoice Amount:	\$4,101.84
ExchgOnlnPlan2Gov ShrdSvr ALNG SubsVL MVL P			Check Date:	09/12/2017
	101-305-978.000	Part #3NS-00003 ExchgOnlnPlan2Gov ShrdSv		4,101.84
Playworld Midstates			Invoice Amount:	\$300.00
Installation of surge supression device and circuit			Check Date:	09/12/2017
	101-691-931.000	Installation-surge supression-spashpad		300.00
PROCESS CONTROL SERVICES (PCS)			Invoice Amount:	\$440.00
calibration services 2017			Check Date:	09/12/2017
	592-291-932.000	Callbration on-site services 2017		440.00
PRIORITY ONE EMERGENCY			Invoice Amount:	\$84.00
2 Bulbs for vehicles			Check Date:	09/12/2017
	101-336-863.000	vehicle bulbs		84.00
PRIORITY ONE EMERGENCY			Invoice Amount:	\$1,857.00
Repair / Replace Lights on Rescue 2			Check Date:	09/12/2017
	101-336-863.000	Repair and Repalce lighting on R2		1,857.00

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Pumphrey, Zachary Training & Certification <i>592-172-818.000</i>	<i>Reimbursement - DEQ Training 2017/18</i>	Invoice Amount: Check Date:	\$70.00 09/12/2017 70.00
RITTER GIS Inc Resp Mapping <i>101-336-727.000</i>	<i>Incident Response Mapping</i>	Invoice Amount: Check Date:	\$988.75 09/12/2017 988.75
SERENE LANDSCAPE GROUP Repair sprinkler heads Sta #3. <i>101-336-776.000</i>	<i>Repair broken sprinkler Sta#3</i>	Invoice Amount: Check Date:	\$67.74 09/12/2017 67.74
SHI International Corp. Plantronics CS540 - Headset, Part #84693-11, Qu <i>592-172-727.000</i>	<i>Plantronics - Part #84693-11, Headset</i>	Invoice Amount: Check Date:	\$194.12 09/12/2017 194.12
SHI International Corp. Plantronics CS540 - Part #84693-01, Quote #137 <i>592-172-727.000</i> <i>226-226-727.000</i>	<i>Part #84693-01 - Headset</i> <i>Part #84693-01 - Headset</i>	Invoice Amount: Check Date:	\$477.00 09/12/2017 318.00 159.00
SHI International Corp. Firewall for Police Department - Quote # 1369324 <i>101-305-851.000</i>	<i>SNTC-8X5XNBD Part#CON-SNT-ASA5506K</i>	Invoice Amount: Check Date:	\$96.45 09/12/2017 96.45
SHI International Corp. Microsoft Licensing - Quote 13374750 <i>101-209-727.000</i> <i>101-209-727.000</i> <i>101-336-727.000</i>	<i>MS Exch User CAL - 381-04439</i> <i>MS Windows Svr User CAL - R18-05173</i> <i>MS Exch User CAL - 381-04439</i>	Invoice Amount: Check Date:	\$142.14 09/12/2017 58.39 25.36 58.39
SHI International Corp. Microsoft Licensing - Quote 13374750 <i>101-201-727.000</i> <i>101-201-727.000</i>	<i>MS Windows Svr User CAL - R18-05173</i> <i>MS Exch User CAL - 381-04439</i>	Invoice Amount: Check Date:	\$167.50 09/12/2017 50.72 116.78
SIGNATURE FORD Tail Light for Truck #403 <i>592-291-851.000</i>	<i>Tail light for truck #403</i>	Invoice Amount: Check Date:	\$152.00 09/12/2017 152.00
SIRCHIE FINGER PRINT LAB Property Room Supplies Inv. 0308928-IN 7/17/20 <i>101-305-851.000</i> <i>101-305-851.000</i> <i>101-305-851.000</i>	<i>Replacement Porelon Pad</i> <i>Super Cleaner Towelettes</i> <i>Shipping/Handling</i>	Invoice Amount: Check Date:	\$45.14 09/12/2017 17.77 13.91 13.46
SITE ONE LANDSCAPE SUPPLY Items for pipe repairs - Lake Pointe Park <i>101-691-931.000</i>	<i>Items for pipe repair /Lake Pointe Park</i>	Invoice Amount: Check Date:	\$28.29 09/12/2017 28.29
SITE ONE LANDSCAPE SUPPLY Repair for soccer park irrigation <i>101-691-931.000</i>	<i>Toro 640- Full Cr.</i>	Invoice Amount: Check Date:	\$286.51 09/12/2017 286.51
SPALDING DEDECKER ASSOCIATES, INC. Comcast Charges from Spalding DeDecker <i>592-172-818.000</i>	<i>Inv #74209 CX16412111TDG17-DPS</i>	Invoice Amount: Check Date:	\$1,621.50 09/12/2017 115.00

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592-172-818.000	Inv #74210 CX16594042TDG17-DPS	295.00
592-172-818.000	Inv #74211 CX16814564TDG17 DPS	452.50
592-172-818.000	Inv #74212 CX16978377TDG17-DPS	253.00
592-172-818.000	Inv #74213 CX16584191TDG17 - DPS	253.00
592-172-818.000	Inv #74214 CF596745CAD17-DPS	253.00

SPALDING DEDECKER ASSOCIATES, INC.

Community Development

Invoice Amount: \$3,799.00**Check Date: 09/12/2017**

101-400-818.000	Invoice 74189 June 17 Monthly Retailer	500.00
101-400-818.000	Inv 74188 Plymouth Plaza	1,138.00
101-400-818.000	Inv #74190 Negri Boss NA	471.00
101-400-818.000	Inv #74191 Land Combo 43916 Joy - Stile	410.00
101-400-818.000	Inv #74198 Ply Twp Playscape	1,280.00

SPALDING DEDECKER ASSOCIATES, INC.

Escrow Draws from Trust and Agency

Invoice Amount: \$17,407.50**Check Date: 09/12/2017**

701-100-014.000	Inv 74195 Ravines of Ply - Escrow Draw	67.50
701-100-014.000	Inv #74196 Jogue Bldg Addition Escrow Dr	742.50
701-100-014.000	Inv #74197 Reserve Site Condo -Escrow Dr	1,057.50
701-100-014.000	Inv #74199 Andover Ph #2-Escrow Draw	900.00
701-100-014.000	Inv #74200 AutoZone-A2Rd-Escrow Draw	1,873.75
701-100-014.000	Inv #74201 Bosch-Pkng Lot -Escrow Dr	135.00
701-100-014.000	Inv #74202 Hines Pk Lin - Escrow Dr	2,230.00
701-100-014.000	Inv #74203 Undercover Self Stor-Esc Dr	4,181.25
701-100-014.000	Inv #74204 Oerlikon - Escrow Draw	2,307.50
701-100-014.000	Inv #74205 LOC Perf Escrow Draw	875.00
701-100-014.000	Inv #74206 - Polytec - Escrow Draw	1,192.50
701-100-014.000	Inv #74207 - Arctic Pond - Escrow Draw	542.50
701-100-014.000	Inv #74208 - Negri-Bossi - Escrow Draw	1,302.50

SPARTAN DISTRIBUTORS

11750986 OIL & AIR FILTERS ROLLER ASM CAPS

Invoice Amount: \$380.45**Check Date: 09/12/2017**

510-510-737.000	3 AIR FILTERS	53.94
510-510-737.000	6 OIL FILTERS	47.94
510-510-737.000	ROLLER ASM W/BEARINGS SPANNER	246.84
510-510-737.000	CAPSCREW	12.94
510-510-737.000	FREIGHT	18.79

SPARTAN DISTRIBUTORS

11750987 ROLLER ASM/CAPSCREW/OIL FILTER

Invoice Amount: \$568.88**Check Date: 09/12/2017**

510-510-737.000	3 OIL FILTERS PROFORCE	27.87
510-510-737.000	4 ROLLER ASM W/BEARINGS SPANNER	493.68
510-510-737.000	4 CAPSCREW	25.88
510-510-737.000	FREIGHT	21.45

SPENCER OIL COMPANY

Gasoline for Hilltop 490 Gals Oct Unl w/10% Etha

Invoice Amount: \$911.03**Check Date: 09/12/2017**

510-510-737.000	Gasoline for Hilltop 490 Gals Oct Unl	911.03
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SPENCER OIL COMPANY

Gasoline for Hilltop 206.3 Gals Diesel

Invoice Amount: \$392.49**Check Date: 09/12/2017**

510-510-737.000	Gasoline for Hilltop 206.3 Dyed Diesel	392.49
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SURE-FIT LAUNDRY CO.

Prisoner Blanket Cleaning Inv. 565338 7-20-17

Invoice Amount: \$20.25**Check Date: 09/12/2017**

101-325-851.000	Blanket Cleaning	20.25
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SURE-FIT LAUNDRY CO. Prisoner Blanket Cleaning Inv 384572 7-6-17 101-325-851.000 <i>Blanket Cleaning</i>	Invoice Amount: Check Date:	\$24.75 09/12/2017 24.75
SURE-FIT LAUNDRY CO. Prisoner Blanket Cleaning Inv. 384991 7-13-17 101-325-851.000 <i>Blanket Cleaning</i>	Invoice Amount: Check Date:	\$33.75 09/12/2017 33.75
SURE-FIT LAUNDRY CO. Prisoner Blanket Cleaning Inv 384242 6-29-17 101-325-851.000 <i>Blanket Cleaning</i>	Invoice Amount: Check Date:	\$31.50 09/12/2017 31.50
Thermo Source Repair/ Replace Light Ballasts at Sta #1 101-336-776.000 <i>Balast replacement Sta #1</i>	Invoice Amount: Check Date:	\$375.00 09/12/2017 375.00
TRUDO ALBERT FIRE EQUIPMENT LLC High Octane Small Engine Fuel 101-336-851.000 <i>6 -5 gallons Eng Fuel</i>	Invoice Amount: Check Date:	\$464.52 09/12/2017 464.52
Trugreen Processing Center Lawn Services-- 5/31/17 592-172-776.000 <i>DPW Building - 46555 Port Street</i>	Invoice Amount: Check Date:	\$64.30 09/12/2017 64.30
BREWER RACHAEL Mileage Reimbursement thru 7/26/17 101-253-727.000 <i>Mileage Reimbursement</i>	Invoice Amount: Check Date:	\$160.50 09/12/2017 160.50
VIGILANTE SECURITY PRN Monitoring 8/15/17-11/14/17 592-172-818.000 <i>15275 Northville Rd.</i>	Invoice Amount: Check Date:	\$105.00 09/12/2017 105.00
Thomas Reuters -WEST PAYMENT CENTER Clear Investigations Advanced Inv. 836379683 7/ 101-305-960.000 <i>June 1-30, 2017</i>	Invoice Amount: Check Date:	\$289.00 09/12/2017 289.00
Wolverine Freightliner-Westside Inc Unit #409 Fan Belt 592-291-851.000 <i>Unit #409 service & parts</i>	Invoice Amount: Check Date:	\$330.00 09/12/2017 330.00
Michigan Academy of Emergency Serv Adm Fee CPR Course 101-336-727.000 <i>Adm fee & documents CPR 8-19-17</i>	Invoice Amount: Check Date:	\$75.00 09/12/2017 75.00
CARR'S OUTDOOR SERVICES 2017 Joint and Crack Sealing Program 101-446-818.000 <i>2017 Joint and Crack Sealing Program</i>	Invoice Amount: Check Date:	\$101,135.31 09/12/2017 101,135.31
CARR'S OUTDOOR SERVICES Township and Police Parking Lot - Overbanding 101-446-818.000 <i>Township & Police Parking Lot</i>	Invoice Amount: Check Date:	\$10,746.40 09/12/2017 10,746.40
CARR'S OUTDOOR SERVICES 2017 Road & Crack Sealing Program 08/30/17 101-446-818.000 <i>2017 Road & Crack Sealing Program 08/30/</i>	Invoice Amount: Check Date:	\$23,124.51 09/12/2017 23,124.51
Total Amount to be Disbursed:		\$323,228.70

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

ALERUS FINANCIAL		Invoice Amount:	\$2,781.56
Defined Contribution - August 18, 2017		Check Date:	08/23/2017
101-325-714.050	Define Contribution -Dispatch (Employer)		1,492.44
101-100-231.000	Employee Cont -all		776.18
101-305-714.030	Define Contribution-Police (ER)		512.94
A T & T		Invoice Amount:	\$639.00
ATT Bill- settlement of Disputed Bill (per J Vorva)		Check Date:	08/23/2017
101-201-853.000	Information Services		34.83
101-209-853.000	Assessing		21.70
101-371-853.000	Building		38.61
101-336-853.000	Fire		130.81
101-305-853.000	Police		102.36
101-171-853.000	Supervisor		46.47
101-253-853.000	Treasurer		30.12
101-215-853.000	Clerk		41.29
101-400-853.000	Community Development		56.08
101-325-853.000	Dispatch		50.12
592-172-853.000	Water/Sewer		49.52
592-291-805.000	Water/Sewer		16.51
101-265-854.000	Twp Hall		5.89
101-691-853.000	Park		14.69
A T & T		Invoice Amount:	\$1,943.73
AT&T - Telephone Allocation July 2017		Check Date:	08/23/2017
101-201-853.000	Information Services		105.96
101-209-853.000	Assessing		66.02
101-371-853.000	Building		117.46
101-336-853.000	Fire		397.94
101-305-853.000	Police		311.39
101-171-853.000	Supervisor		141.36
101-253-853.000	Treasurer		93.64
101-215-853.000	Clerk		127.62
101-400-853.000	Community Development		172.61
101-325-853.000	Dispatch		154.46
592-172-853.000	Water/Sewer		150.66
592-291-805.000	Water/Sewer		50.22
101-265-854.000	Twp Hall		17.91
101-691-853.000	Park		36.48
A T & T		Invoice Amount:	\$122.19
FS#2 Meterline - July 2017		Check Date:	08/23/2017
101-336-921.000	FS #2 - July 2017		122.19
ADP INC		Invoice Amount:	\$2,956.69
ADP Enterprrie eTime & Workforce Now & Payroll		Check Date:	08/23/2017
101-290-941.000	Enterprise eTime		2,244.99
101-290-941.000	Workforce Now		711.70
BLUE CARE NETWORK OF MICHIGAN		Invoice Amount:	\$77,216.50
September 2017 Coverage - classes 7 & 8 (spread		Check Date:	08/23/2017
101-171-714.000	Supervisor's Office		522.10
101-201-714.000	IT Dept.		1,347.02
101-253-714.000	Treasurer's Dept.		1,247.82
101-305-714.000	Police		18,999.24
101-325-714.000	Dispatch		9,549.22
101-336-714.000	Flre		16,707.22

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

101-371-714.000	Building	1,347.02
592-172-716.000	Public Works	2,594.84
101-305-714.500	Police - Retirees	6,411.49
101-336-714.500	Fire - Retirees	16,511.86
592-172-716.500	Public Works - Retirees	1,978.67

BLUE CARE NETWORK OF MICHIGAN**Invoice Amount: \$13,625.50**

September 2017 Coverage - Classes 5&6 (sprea

Check Date: 08/23/2017

101-215-714.000	Clerk's Office	598.41
101-265-714.000	Township Hall (Haack)	1,430.19
101-305-714.000	Police Dept.	2,142.31
101-336-714.000	Fire Dept.	1,430.19
101-371-714.010	Building Dept.	2,974.09
592-172-716.500	DPW Retiree	879.40
592-172-716.000	DPW Dept.	2,627.01
226-226-714.000	Solid Waste (Viesel)	1,543.90

BLUE CARE NETWORK OF MICHIGAN**Invoice Amount: \$10,990.50**

BCN of MIchigan - Classes 9 & 10 - Septembert 2

Check Date: 08/23/2017

101-290-714.500	General Retirees Healthcare	5,186.72
101-305-714.500	Police Retirees Healthcare	648.34
101-325-714.500	Dispatch Retirees Healthcare	648.34
101-336-714.500	Fire Retirees Healthcare	3,210.42
592-172-716.500	Public Works Retirees Healthcare	1,296.68

CONSUMERS ENERGY**Invoice Amount: \$1,497.55**

Consumer monthly July 2017

Check Date: 08/23/2017

101-171-921.000	Supervisor	117.38
101-201-921.000	Info Services	62.81
101-209-921.000	Assessing	33.60
101-215-921.000	Clerk	102.01
101-253-921.000	Treasurer	42.60
101-305-921.000	Police	337.10
101-325-921.000	Dispatch	140.33
101-336-921.000	Fire	198.13
101-371-921.000	Building	73.90
101-400-921.000	Community Development	41.40
101-691-921.000	Park	69.57
226-226-921.000	Solid Waste	9.73
592-172-921.000	DPW	126.54
510-510-737.000	Golf Course	92.25
592-444-745.000	DPW	32.83
588-588-921.000	Friendship Staton	1.04
101-265-854.000	Township Hall	16.33

I.A.F.F. - LOCAL 1496**Invoice Amount: \$1,795.00**

IAFF - August 2017 Union Dues

Check Date: 08/23/2017

101-100-232.020	August 2017 Union dues	1,795.00
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M E R S**Invoice Amount: \$98,904.85**

MERS - August 2017 Employee AND Employer

Check Date: 08/23/2017

101-100-231.030	COAM - Employee Contrib.	3,793.76
101-100-231.030	POAM - Employee Contrib	10,873.29
101-100-231.020	FIRE - Employee Contrib	11,593.74
101-100-231.050	DISPATCH - Employee Contrib	3,103.21
101-305-714.030	COAM - Employer Contrib	16,849.85
101-305-714.030	POAM - Employer Contrib	16,334.00
101-336-714.020	I FIRE - Employer Contrib	30,412.00

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

VENDOR INFORMATION	INVOICE INFORMATION	Invoice Amount:	Check Date:
	<i>101-325-714.050 / DISPATCH - Employer Contrib</i>	5,945.00	
JOHN HANCOCK LIFE INSURANCE CO.		\$4,016.17	08/23/2017
JOHN HANCOCK EMPLOYEE CONTRIB. 8-18-17			
<i>588-100-231.000</i>	<i>Employee Contrib. - Friend.Station</i>	<i>76.88</i>	
<i>101-100-231.000</i>	<i>Employee Contrib. - Administrative</i>	<i>2,571.17</i>	
<i>592-100-231.000</i>	<i>Employee Contrib. - Public Services/DPW</i>	<i>1,368.12</i>	
JOHN HANCOCK LIFE INSURANCE CO.		\$14,768.28	08/23/2017
JOHN HANCOCK EMPLOYER PEN MATCH 8/18/17			
<i>588-588-714.000</i>	<i>Friendship Station (Boyce)</i>	<i>230.63</i>	
<i>101-171-714.010</i>	<i>Supervisor's Office</i>	<i>1,515.06</i>	
<i>101-201-714.010</i>	<i>IT Services (Janks)</i>	<i>563.36</i>	
<i>101-215-714.010</i>	<i>Clerk's Office</i>	<i>1,771.66</i>	
<i>101-253-714.010</i>	<i>Treasurer's Office</i>	<i>954.29</i>	
<i>101-305-714.000</i>	<i>Police Dept.</i>	<i>1,196.09</i>	
<i>101-325-714.010</i>	<i>Dispatch</i>	<i>264.94</i>	
<i>101-336-714.020</i>	<i>Fire Dept</i>	<i>1,825.09</i>	
<i>101-336-714.010</i>	<i>Fire (Admin) (Jowsey)</i>	<i>242.44</i>	
<i>101-371-714.010</i>	<i>Building Dept.</i>	<i>1,449.51</i>	
<i>101-265-714.010</i>	<i>Township Hall (Haack)</i>	<i>231.41</i>	
<i>592-172-714.010</i>	<i>Public Services (Admin)</i>	<i>1,698.62</i>	
<i>226-226-714.010</i>	<i>Solid Waste (Visel)</i>	<i>275.96</i>	
<i>592-291-714.040</i>	<i>DPW</i>	<i>2,549.22</i>	
JOHN HANCOCK LIFE INSURANCE CO.		\$84.40	08/23/2017
Monthly Premium-August 2017 - Antal & Jowsey			
<i>101-100-237.000</i>	<i>Monthly Premium- Antal, Robert- 8/17</i>	<i>20.00</i>	
<i>101-100-237.000</i>	<i>Monthly Premium-Jowsey, Richard- 8/17</i>	<i>64.40</i>	
M M L WORKERS' COMPENSATION FUND		\$31,167.00	08/23/2017
MML - Workers Comp Fund - July 2017 - 2018 Co			
<i>101-100-123.000</i>	<i>Policy Premium Installment #2</i>	<i>31,167.00</i>	
NATIONWIDE RET SOL USCM/MIDWEST		\$13,895.69	08/23/2017
Nationwide - Contribs. for payending 8/13/17 - sp			
<i>101-100-239.000</i>	<i>Contributions for payending 8/13/17</i>	<i>12,767.69</i>	
<i>592-100-239.000</i>	<i>Contributions for payending 8/13/17</i>	<i>1,128.00</i>	
CHARTER TWSP OF PLYMOUTH		\$13,877.85	08/23/2017
Plymouth Township - Water/Sewer - 7/14 Meeter			
<i>101-171-921.000</i>	<i>Supervisor</i>	<i>35.83</i>	
<i>101-201-921.000</i>	<i>Information Services</i>	<i>19.17</i>	
<i>101-209-921.000</i>	<i>Assessors</i>	<i>10.26</i>	
<i>101-215-921.000</i>	<i>Clerk</i>	<i>31.14</i>	
<i>101-253-921.000</i>	<i>Treasurer</i>	<i>13.01</i>	
<i>101-265-854.000</i>	<i>Senior Center</i>	<i>449.24</i>	
<i>101-305-921.000</i>	<i>Police</i>	<i>102.91</i>	
<i>101-325-921.000</i>	<i>Communications</i>	<i>42.84</i>	
<i>101-336-921.000</i>	<i>Fire</i>	<i>4,507.55</i>	
<i>101-371-921.000</i>	<i>Building</i>	<i>22.56</i>	
<i>101-400-921.000</i>	<i>Community Development</i>	<i>12.64</i>	
<i>101-691-921.000</i>	<i>Park</i>	<i>7,401.62</i>	
<i>226-226-921.000</i>	<i>Solid Waste</i>	<i>2.97</i>	
<i>592-172-921.000</i>	<i>DPW Admin / General Expense</i>	<i>892.29</i>	
<i>510-510-737.000</i>	<i>Golf Course</i>	<i>254.27</i>	
<i>592-444-745.000</i>	<i>Power and Pumping</i>	<i>50.87</i>	
<i>588-588-921.000</i>	<i>Friendship Station</i>	<i>28.68</i>	

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION****A T & T LONG DISTANCE**

June and July 2017 Long Distance Allocation

<i>101-201-853.000</i>	<i>-Info services</i>	<i>13.62</i>
<i>101-209-853.000</i>	<i>Assessing</i>	<i>8.13</i>
<i>101-371-853.000</i>	<i>Building</i>	<i>22.67</i>
<i>101-336-853.000</i>	<i>Fire</i>	<i>35.78</i>
<i>101-171-853.000</i>	<i>Supervisor</i>	<i>21.19</i>
<i>101-253-853.000</i>	<i>Treasurer</i>	<i>18.08</i>
<i>101-215-853.000</i>	<i>Clerk</i>	<i>10.56</i>
<i>101-400-853.000</i>	<i>Community Development</i>	<i>8.44</i>
<i>101-325-853.000</i>	<i>Dispatch</i>	<i>13.63</i>
<i>101-265-854.000</i>	<i>Township Hall</i>	<i>3.24</i>
<i>101-691-853.000</i>	<i>Park</i>	<i>2.57</i>
<i>226-226-853.000</i>	<i>Solid Waste</i>	<i>0.45</i>
<i>592-172-853.000</i>	<i>DPW</i>	<i>4.52</i>
<i>101-305-853.000</i>	<i>Police</i>	<i>36.25</i>

Invoice Amount: \$199.13**Check Date: 08/23/2017****VERIZON WIRELESS**

July 2017 Wireless Billing Acct #2 MI DEAL ACCT

<i>592-172-853.000</i>	<i>DPW wireless devices</i>	<i>409.61</i>
<i>101-201-853.000</i>	<i>Info services wireless devices</i>	<i>0.27</i>
<i>101-336-853.000</i>	<i>Fire wireless devices</i>	<i>120.03</i>
<i>101-691-853.000</i>	<i>Park foreman wireless device iPad</i>	<i>40.01</i>
<i>588-588-853.000</i>	<i>Friendship Station</i>	<i>52.11</i>
<i>101-325-853.000</i>	<i>Dispatch</i>	<i>52.58</i>
<i>805-805-970.005</i>	<i>Sidewalk Expensse</i>	<i>29.65</i>
<i>226-226-853.000</i>	<i>Solid Waste - Sarah Visel</i>	<i>119.48</i>

Invoice Amount: \$823.74**Check Date: 08/23/2017****VERIZON WIRELESS**

July 2017 Wireless Billing Acct #2

<i>592-172-853.000</i>	<i>DPW wireless devices</i>	<i>169.82</i>
<i>101-201-853.000</i>	<i>Info services wireless devices</i>	<i>67.76</i>
<i>101-336-853.000</i>	<i>Fire wireless devices</i>	<i>185.81</i>
<i>101-691-853.000</i>	<i>Park foreman wireless device</i>	<i>57.76</i>
<i>101-253-853.000</i>	<i>Treasurer Wireless Service</i>	<i>57.76</i>
<i>101-305-853.000</i>	<i>Police Dept. wireless service</i>	<i>398.67</i>
<i>101-371-853.000</i>	<i>Building Dept. Wireless Services</i>	<i>278.20</i>

Invoice Amount: \$1,215.78**Check Date: 08/23/2017****WCA ASSESSING**

WCA Assessing - Special Billing - Full Tribunal Lim

<i>101-209-826.000</i>	<i>Special Billing July 2017</i>	<i>4,209.30</i>
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Invoice Amount: \$4,209.30**Check Date: 08/23/2017****WOW! BUSINESS**

Internet Friendship Station Service Charges - Aug

<i>101-265-854.000</i>	<i>Service Charges 8-17</i>	<i>16.21</i>
<i>588-588-921.000</i>	<i>Service Charges 8-17</i>	<i>1.04</i>

Invoice Amount: \$17.25**Check Date: 08/23/2017****WOW! BUSINESS**

Internet Friendship Station - August 2018

<i>101-265-854.000</i>	<i>Internet Friendship Station - August 2017</i>	<i>7.10</i>
<i>101-265-854.000</i>	<i>Internet - Twp. Hall - August 2017</i>	<i>111.18</i>

Invoice Amount: \$118.28**Check Date: 08/23/2017****Total Amount to be Disbursed: \$296,865.94**

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

VENDOR INFORMATION**INVOICE INFORMATION**

35TH DISTRICT COURT POLICE BOND 8/15/2017			Invoice Amount:	\$550.00
			Check Date:	08/29/2017
	<i>702-100-087.000</i>	<i>5841</i>		<i>150.00</i>
	<i>702-100-087.000</i>	<i>5842</i>		<i>100.00</i>
	<i>702-100-087.000</i>	<i>5843</i>		<i>300.00</i>
35TH DISTRICT COURT POLICE BOND 8/18/2017			Invoice Amount:	\$500.00
			Check Date:	08/29/2017
	<i>702-100-087.000</i>	<i>5844</i>		<i>500.00</i>
35TH DISTRICT COURT POLICE BOND 8/23/2017			Invoice Amount:	\$653.00
			Check Date:	08/29/2017
	<i>702-100-087.000</i>	<i>5848</i>		<i>300.00</i>
	<i>702-100-087.000</i>	<i>5849</i>		<i>353.00</i>
35TH DISTRICT COURT POLICE BOND 8/21/2017			Invoice Amount:	\$1,500.00
			Check Date:	08/29/2017
	<i>702-100-087.000</i>	<i>5845</i>		<i>500.00</i>
	<i>702-100-087.000</i>	<i>5846</i>		<i>500.00</i>
	<i>702-100-087.000</i>	<i>5847</i>		<i>500.00</i>
35TH DISTRICT COURT POLICE BOND 8/28/2017			Invoice Amount:	\$200.00
			Check Date:	08/29/2017
	<i>702-100-087.000</i>	<i>5851</i>		<i>100.00</i>
	<i>702-100-087.000</i>	<i>5852</i>		<i>100.00</i>
			Total Amount to be Disbursed:	\$3,403.00

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

VENDOR INFORMATION**INVOICE INFORMATION**

35TH DISTRICT COURT			Invoice Amount:	\$432.00
POLICE BOND 8/31/2017			Check Date:	09/07/2017
	<i>702-100-087.000</i>	<i>5855</i>		<i>300.00</i>
	<i>702-100-087.000</i>	<i>5856</i>		<i>132.00</i>
35TH DISTRICT COURT			Invoice Amount:	\$600.00
POLICE BOND 8/29/2017			Check Date:	09/07/2017
	<i>702-100-087.000</i>	<i>5853</i>		<i>300.00</i>
	<i>702-100-087.000</i>	<i>5854</i>		<i>300.00</i>
			Total Amount to be Disbursed:	\$1,032.00

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

A T & T		Invoice Amount:	\$116.66
FS#3 Meterline July-August 2017		Check Date:	08/29/2017
	101-336-921.000	Meterline FS # 3 - July-August 2017	116.66
ADP INC		Invoice Amount:	\$449.76
Payroll processing for period ending 8/13/17		Check Date:	08/29/2017
	101-290-941.000	Payroll processing 8/13/17	449.76
COMCAST		Invoice Amount:	\$104.85
Comcast High Speed Internet Monthly Fee - FS #		Check Date:	08/29/2017
	101-336-921.000	High Speed Internet FS #2 - monthly	104.85
COMCAST		Invoice Amount:	\$144.85
Comcast High Speed Internet 9-17 Port Street		Check Date:	08/29/2017
	101-290-941.000	Comcast High Speed Internet Port Street	144.85
COMCAST		Invoice Amount:	\$164.85
Monthly Cable and Internet Township Hall - Septe		Check Date:	08/29/2017
	101-290-941.000	September 2017 Service	164.85
COMCAST		Invoice Amount:	\$71.36
Monthly Cable and Internet Township Hall - Sept		Check Date:	08/29/2017
	101-290-941.000	Sept 2017 Internet & Cable for Twp Hall	71.36
MICH MUN RISK MGT AUTHORITY ECP		Invoice Amount:	\$14,407.78
Electric Choice - July 2017		Check Date:	08/29/2017
	101-336-921.000	Electric Choice	1,457.23
	592-172-921.000	Electric Choice	1,018.11
	101-171-921.000	Electric Choice	887.70
	101-201-921.000	Electric Choice	474.99
	101-209-921.000	Electric Choice	254.10
	101-215-921.000	Electric Choice	771.44
	101-253-921.000	Electric Choice	322.20
	101-305-921.000	Electric Choice	2,549.34
	101-325-921.000	Electric Choice	1,061.26
	101-336-921.000	Electric Choice	375.34
	101-371-921.000	Electric Choice	558.86
	101-400-921.000	Electric Choice	313.06
	592-172-921.000	Electric Choice	735.74
	592-172-921.000	Electric Choice	1,338.61
	101-336-921.000	Electric Choice	846.16
	101-691-921.000	Electric Choice	643.52
	101-265-921.000	Electric Choice	281.12
	588-588-921.000	Electric Choice	17.94
	101-100-067.010	Electric Choice	501.06
DELTA DENTAL PLAN OF MI		Invoice Amount:	\$10,728.78
Delta Dental Plan - September 2017 (invoice and		Check Date:	08/29/2017
	101-171-714.000	Supervisor's Dept	106.44
	101-201-714.000	IT Dept.	121.51
	101-215-714.000	Clerk's Dept.	227.95
	101-253-714.000	Treasurer's Dept.	191.65
	101-265-714.000	Township Hall (Haack)	70.14
	101-290-714.500	Retiree (various)	425.76
	101-305-714.000	Police Dept.	2,640.33
	101-305-714.500	Police Dept. Retirees	474.67
	101-325-714.000	Dispatch	1,029.61

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

101-325-714.500	Dispatch Retiree	70.14
101-336-714.000	Fire Dept.	2,163.20
101-336-714.500	Fire Dept. Retirees	1,527.99
101-371-714.000	Building Dept.	434.67
101-371-714.500	Building Dept. Retirees	70.14
588-588-714.000	Senior Transportation	121.51
592-172-716.000	DPW Dept.	370.69
592-172-716.500	DPW Dept. Retirees	474.67
101-290-714.000	Assessment fee - state Claims Tax	86.20
226-226-714.000	Solid Waste Dept.	121.51

DTE ENERGY

FS # 2 Service (2 months) June/July and July/Aug

101-336-921.000
101-336-921.000

FS #2 Electric Service June/July 2017
FS #2 Electric Service July/Aug 2017

Invoice Amount: \$26.88
Check Date: 08/29/2017
13.48
13.40

GUARDIAN ALARM CO

Hilltop Golf Course Alarm August

510-510-737.000

Hilltop Golf Course Alarm August 2017

Invoice Amount: \$105.00
Check Date: 08/29/2017
105.00

MOTOROLA SOLUTIONS, INC.

Service Renewal Agreement - Dispatch Console In

101-325-851.000

Service Period 1/1/17 - 3/31/18

Invoice Amount: \$12,520.32
Check Date: 08/29/2017
12,520.32

A T & T LONG DISTANCE

July/August 2017 Long Distance Allocation

101-201-853.000
101-209-853.000
101-371-853.000
101-336-853.000
101-171-853.000
101-253-853.000
101-215-853.000
101-400-853.000
101-325-853.000
101-265-854.000
101-691-853.000
226-226-853.000
592-172-853.000
101-305-853.000

-Info services
Assessing
Building
Fire
Supervisor
Treasurer
Clerk
Community Development
Dispatch
Township Hall
Park
Solid Waste
DPW
Police

Invoice Amount: \$120.24
Check Date: 08/29/2017

8.22
4.91
13.69
21.60
12.80
10.91
6.38
5.09
8.23
1.96
1.56
0.27
2.73
21.89

Great Lakes Water Authority

GLWA July 2017 IWC Charges

592-441-743.000

GLWA - July 2017 IWC Charges

Invoice Amount: \$20,340.08
Check Date: 08/29/2017
20,340.08

Total Amount to be Disbursed: \$59,301.41

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

ALERUS FINANCIAL Defined Contribution - September 1, 2017		Invoice Amount: Check Date:	\$2,965.36 09/07/2017
101-325-714.050	Define Contribution -Dispatch (Employer)		1,397.54
101-100-231.000	Employee Cont -all		798.41
101-305-714.030	Define Contribution-Police (ER)		769.41
BUONO, DUANE AUGUST 2017MECHANICAL INSP PAY		Invoice Amount: Check Date:	\$4,170.75 09/07/2017
101-371-818.000	AUG 2017MECH INSP PAY		4,170.75
C.O.A.M. - PLYMOUTH TOWNSHIP COAM Union Deductions - September 2017		Invoice Amount: Check Date:	\$355.60 09/07/2017
101-100-232.050	Fetner, William J.		71.12
101-100-232.050	Krebs, Ryan		71.12
101-100-232.050	Kudra, Daniel J.		71.12
101-100-232.050	Seipenko, Todd A.		71.12
101-100-232.050	Hoffman, Marc		71.12
COMCAST Comcast High Speed Internet - Township Park 9-		Invoice Amount: Check Date:	\$221.63 09/07/2017
101-290-941.000	High Speed Internet - Township Park		221.63
DTE ENERGY DTE Service Miller Park July-Aug. 2017		Invoice Amount: Check Date:	\$9.19 09/07/2017
101-691-921.000	Miller Park Electric July - Aug. 2017		9.19
DTE ENERGY Baseball Diamonds -July - August 2017		Invoice Amount: Check Date:	\$327.90 09/07/2017
101-691-921.000	Baseball Diamonds Feb - July-August 2017		327.90
DTE ENERGY Hilltop Golf Course Maintenance Shed- July-Augus		Invoice Amount: Check Date:	\$1,386.37 09/07/2017
510-510-737.000	Hilltop Golf Course Clubhouse		1,340.21
510-510-737.000	Hilltop Golf Course Shed		46.16
DTE ENERGY Hilltop Golf Course Pumphouse July-August 2017		Invoice Amount: Check Date:	\$743.56 09/07/2017
510-510-737.000	Hilltop Golf Course Pumphouse		743.56
HARTFORD, THE Insurance Premium Statement - September 2017		Invoice Amount: Check Date:	\$6,733.41 09/07/2017
101-171-714.000	Supervisor's Dept.		259.58
101-215-714.000	Clerk's Dept.		321.69
101-201-714.000	IT Dept.		96.75
101-253-714.000	Treasurer's Dept.		161.54
101-305-714.000	Police		2,394.39
101-325-714.000	Dispatch		685.39
101-336-714.000	Fire		1,537.86
101-371-714.000	Building		284.12
588-588-714.000	Friendship Station		48.81
592-172-716.000	Public Services		838.00
101-265-714.000	Township Hall		48.94
226-226-714.000	Solid Waste Dept.		56.34
HEILEMAN, JAMES AUG ELECTRICAL INSP PAY		Invoice Amount: Check Date:	\$4,644.00 09/07/2017
101-371-818.000	AUGUST 2017 ELEC INSP PAY		4,644.00

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

HONKE, ANITA Medicare Part B - September 2017 <i>101-336-714.000</i>	<i>Medicare Part B September 2017</i>	Invoice Amount: Check Date:	\$110.00 09/07/2017 <i>110.00</i>
KNUPP, FRED L. Medicare Part B September 2017 <i>101-336-714.000</i>	<i>Medicare Part B 9-17</i>	Invoice Amount: Check Date:	\$104.90 09/07/2017 <i>104.90</i>
MAAS, CARLAS Medicare Part B August 2017 <i>101-336-714.000</i>	<i>Medicare Part B September 2017</i>	Invoice Amount: Check Date:	\$149.20 09/07/2017 <i>149.20</i>
JOHN HANCOCK LIFE INSURANCE CO. JOHN HANCOCK EMPLOYER PEN MATCH 9-1-17 (<i>588-588-714.010</i> <i>101-171-714.010</i> <i>101-201-714.010</i> <i>101-215-714.010</i> <i>101-253-714.010</i> <i>101-305-714.010</i> <i>101-325-714.010</i> <i>101-336-714.020</i> <i>101-336-714.010</i> <i>101-371-714.010</i> <i>101-265-714.010</i> <i>592-172-714.010</i> <i>226-226-714.010</i> <i>592-291-714.040</i>	<i>Friendship Station (Boyce)</i> <i>Supervisor's Office</i> <i>IT Services (Janks)</i> <i>Clerk's Office</i> <i>Treasurer's Office</i> <i>Police Dept.</i> <i>Dispatch</i> <i>Fire Dept</i> <i>Fire (Admin) (Jowsey)</i> <i>Building Dept.</i> <i>Township Hall (Haack)</i> <i>Public Services (Admin)</i> <i>Solid Waste (Visel)</i> <i>DPW</i>	Invoice Amount: Check Date:	\$14,777.29 09/07/2017 <i>230.63</i> <i>1,515.06</i> <i>563.36</i> <i>1,771.66</i> <i>954.29</i> <i>1,196.09</i> <i>264.94</i> <i>1,825.09</i> <i>242.44</i> <i>1,458.23</i> <i>231.41</i> <i>1,698.62</i> <i>275.96</i> <i>2,549.51</i>
JOHN HANCOCK LIFE INSURANCE CO. JOHN HANCOCK EMPLOYEE CONTRIB. 9-1-17 (sp <i>588-100-231.000</i> <i>101-100-231.000</i> <i>592-100-231.000</i>	<i>Employee Contrib. - Friend.Station</i> <i>Employee Contrib. - Administrative</i> <i>Employee Contrib. - Public Services/DPW</i>	Invoice Amount: Check Date:	\$4,016.27 09/07/2017 <i>76.88</i> <i>2,571.17</i> <i>1,368.22</i>
MUNSON, STEVE AUGUST 2017 PLUMBING INSP PAY <i>101-265-776.000</i>	<i>AUG 2017 PLBG INSP PAY</i>	Invoice Amount: Check Date:	\$2,037.50 09/07/2017 <i>2,037.50</i>
NATIONAL VISION ADMINISTRATORS LLC Vision Coverage September 2017 - Spreadsheet a <i>101-171-714.000</i> <i>101-201-714.000</i> <i>101-215-714.000</i> <i>226-226-714.000</i> <i>101-253-714.000</i> <i>101-265-714.000</i> <i>101-305-714.000</i> <i>101-325-714.000</i> <i>101-336-714.000</i> <i>101-371-714.000</i> <i>588-588-714.000</i> <i>592-172-716.000</i> <i>101-305-714.500</i> <i>101-325-714.500</i> <i>101-336-714.500</i> <i>101-290-714.500</i>	<i>Supervisor's Dept.</i> <i>IT Dept.</i> <i>Clerk's Dept.</i> <i>Solid Waste Dept.</i> <i>Treasury Dept.</i> <i>Township Hall (Haack)</i> <i>Police Dept.</i> <i>Dispatch</i> <i>Fire Dept.</i> <i>Building Dept.</i> <i>Senior Transportation (Boyce)</i> <i>DPW</i> <i>Police RETIREES</i> <i>Dispatch RETIREES</i> <i>Fire RETIREES</i> <i>Non Specific RETIREES</i>	Invoice Amount: Check Date:	\$1,274.89 09/07/2017 <i>14.35</i> <i>13.34</i> <i>18.46</i> <i>13.34</i> <i>26.68</i> <i>9.23</i> <i>306.68</i> <i>127.20</i> <i>216.47</i> <i>49.25</i> <i>13.34</i> <i>47.16</i> <i>74.85</i> <i>9.23</i> <i>198.95</i> <i>75.86</i>

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

592-172-716.500

DPW RETIREES

60.50

NATIONWIDE RET SOL USCM/MIDWEST

Nationwide - Contribs. for payending 8/27/17 - sp

101-100-239.000

592-100-239.000

Contributions for payending 8/27/17

Contributions for payending 8/27/17

Invoice Amount: \$13,776.29**Check Date: 09/07/2017**

12,648.29

1,128.00

P.O.A.M. - PLYMOUTH TOWNSHIP

POAM Union Deductions - August 2017

101-100-232.010

101-100-232.040

101-100-232.040

101-100-232.010

101-100-232.040

101-100-232.010

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101-100-232.040

101-100-232.010

101-100-232.010

Bartram, Brad

Berezak, Jennifer

Bulmer, Cassandra M.

Cheston, Steven

Clark, Kristina R.

Coffell, Steven John

Fell, Cynthia

Fetter, Jeffery D.

Fritz, Michael

Hayes, Jason

Hinkle, Michael T.

King, Caitlin E.

Linton, Marcy Kay

McParland, Jeffrey K.

Ripp, Jason R.

Rodriguez, Tracy

Rozum, Charles J.

Rupard, Bryan J.

Schemanske, Jeremy

Smith, Stephanie

Smitherman, Joseph A.

Tidderington, Scott R.

Turley, Melanie A.

Warring, Aaron Thomas

Bosworth Andrea

Maples, Jeffry

Spaulding, Kyle J

Goodwin, Vanessa

Wilder, Christopher

McLean, Joshua

Invoice Amount: \$1,789.90**Check Date: 09/07/2017**

66.12

44.75

49.75

66.12

49.75

66.12

49.75

66.12

66.12

66.12

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44.75

66.12

44.75

66.12

49.75

44.75

66.12

66.12

TEAMSTER LOCAL # 214

Teamster Local #214 - August 2017

101-100-232.030

101-100-232.030

101-100-232.030

101-100-232.030

101-100-232.030

101-100-232.030

101-100-232.030

101-100-232.030

101-100-232.030

Bartlett, James

Krueger, Randy

Melow, Steven

Overaltts, Joseph

Scholten, James

Thomas, James

Nelson, David

Pumphrey, Zachary

Adjust from error 8/17 Invoice (Pumphrey

Invoice Amount: \$419.00**Check Date: 09/07/2017**

54.00

57.00

57.00

54.00

54.00

51.00

45.00

46.00

1.00

TECHNICAL, PROFESSIONAL AND OFFICE-

TPOAM Union Deductions - September 2017

101-100-232.060

101-100-232.060

101-100-232.060

101-100-232.060

Bonadeo, Karen E.

Bono, Jennifer A.

Devoto, Claudia P.

Gordon, Cheryl

Invoice Amount: \$527.00**Check Date: 09/07/2017**

31.00

15.50

15.50

31.00

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION**INVOICE INFORMATION**

101-100-232.060	Haack, David	31.00
101-100-232.060	Jowsey, Nancy	31.00
101-100-232.060	Kilne, Anne E.	15.50
101-100-232.060	Latawiec, Kelly	31.00
101-100-232.060	Leclair, Diane L.	31.00
101-100-232.060	MacDonald, Kenneth E.	31.00
101-100-232.060	MacDonell, Carol A.	15.50
101-100-232.060	Martin, Carol R.	31.00
101-100-232.060	Palmarчук, Cheri	31.00
101-100-232.060	Pawłowski, Donna E.	31.00
101-100-232.060	Pumphrey, Kathryn	31.00
101-100-232.060	Truesdell, Mary Ann	15.50
101-100-232.060	Visel, Sarah J.	31.00
101-100-232.060	Geletzke, Alice	15.50
101-100-232.060	Richardson, Michael	15.50
101-100-232.060	Brewer, Rachel	15.50
101-100-232.010	Cobb, Kate	31.00

VERIZON WIRELESS

Verizon - Cell Phones for Park & Fire - August 2017

101-691-853.000

101-336-853.000

Invoice Amount:**\$54.07****Check Date:****09/07/2017**

Park Cell phone-August 2017

40.01

Cell phone - fire - August 2017

14.06

Total Amount to be Disbursed:**\$60,594.08**

Plus Page 2 Row

3,555.13

64,149.21

Charter Township of Plymouth
AP Invoice Listing - Board Report

Run 2

VENDOR INFORMATION**INVOICE INFORMATION****ADVANCED DISPOSAL**

DPW RESI COMPOST AUG 3, 2017

226-226-810.000

Compost 08/03/17

226-226-810.000

Fuel Surcharge

226-226-810.000

Service charge 7/31/17, 6/30/17

Invoice Amount:**\$94.63****Check Date:****08/29/2017**

75.00

7.73

11.90

GFL Environmental USA, Inc.

TWP FACILITIES - SEP 2017 Fees

101-691-931.000

TWP PARK TRASH/RECYCLE/YARDWASTE

101-336-776.000

FIRE STN 3 TRASH

101-691-931.000

LK PNT SOCCER PARK TRASH

101-265-776.000

TWP HALL TRASH/RECYCLE

592-172-776.000

DPW TRASH

510-510-737.000

HILL TOP GOLF COURSE TRASH/RECYCLE

101-336-776.000

FIRE STN 2 TRASH

Invoice Amount:**\$1,145.00****Check Date:****08/29/2017**

445.00

45.00

90.00

225.00

90.00

205.00

45.00

GFL Environmental USA, Inc.

DPW STREET SWEEPING DEBRIS

592-172-776.000

PICKUP/RETURN 08/07/2017

592-172-776.000

6.82 TONS / \$25 per ton

Invoice Amount:**\$345.50****Check Date:****08/29/2017**

175.00

170.50

PLYMOUTH POSTMASTER

Water Bill Postage - Permit #218

592-172-730.000

Permit #218 September 2017 Postage

Invoice Amount:**\$2,000.00****Check Date:****08/29/2017**

2,000.00

Total Amount to be Disbursed:**\$3,585.13**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 12, 2017**

**ITEM F.1
NEW BUSINESS
Ball Street Rezoning Request
Laura Haw**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: September 12, 2017

ITEM: Application 2253-0717 – Ball Street Rezoning Request

PRESENTER: Mrs. Laura Haw, Community Development Director / Planner

OTHER INDIVIDUALS IN ATTENDANCE: Mr. Paul Perlongo, Applicant

BACKGROUND: Application 2253-0717 pertains to Parcel R-78-059-01-0036-000, a 6,850 SF, vacant site. The property is located south of Ann Arbor Road, north of Marlin Avenue, east of Corinne Street, and west of Main Street and currently zoned the VP, Vehicular Parking district.

The applicant requests a rezoning to the R-1, Single-Family Residential district. Enclosed, please find the Planner's Report which details the rezoning criteria and the recommendation presented to the Planning Commission.

On August 16, 2017, the Planning Commission held a public hearing where the applicant expressed his future plans for this site, which include combining it with the parcel to the south (both parcel owned by the applicant) for a residential expansion. At the Planning Commission meeting, the applicant also presented letters from neighbors, stating their support for the proposed rezoning. Please note, the applicant is prepared to present similar letters of support to the Board of Trustees at the September 12 meeting.

After careful review, the Planning Commission recommended approval of the above rezoning request to the Board of Trustees based on multiple findings of fact, as documented in the Planner's Report.

BUDGET/ACCOUNT NUMBER: N/A

RECOMMENDATION: To approve Application 2253-0717, as recommended by the Planning Commission.

MODEL RESOLUTION:

I move to approve Application 2253-0717, for the rezoning of Parcel R-78-059-01-0036-000 from VP, Vehicular Parking, to R-1, Single-Family Residential, as described in the Amended Zoning Map, with the condition that the subject parcel is combined with the parcel immediately adjacent to the south to form a single, conforming zoning parcel.

Enclosed: Planner's Report
 Site Documents
 Notice of Adoption



**PLANNING COMMISSION
CHARTER TOWNSHIP OF PLYMOUTH**



Application: 2253-0717
ApplicationType: Request for Rezoning Review
Applicant: Ball Street Rezoning
Tax I.D: R-78-059-01-0036-000

REVIEW CONSIDERATIONS

1. Proposed Zoning

The applicant has requested the rezoning of the above referenced site from the VP, Vehicular Parking district to the R-1, Single-Family Residential district.

2. Permitted & Special Land Uses

The existing VP zoning district is intended only for off-street parking uses. At this location, the parcel is intended to provide additional parking resources for the businesses in the ARC district fronting on Ann Arbor Road.

The proposed R-1 zoning district is intended to provide for single-family residences, home occupations, residential care facilities, public schools, and accessory structures as permitted uses. Potential special land uses in the R-1 district include municipal facilities (libraries, community buildings, etc.), places of worship, public / private recreation areas, and similar uses.

3. Dimensional Standards *(Article 20 of the Zoning Ordinance)*

Dimensional Standard Comparison

The VP District is not included in the Schedule of Regulations due to the lack of structures permitted in the district. Parking lots are subject to the design requirements in Article 24 of the Zoning Ordinance. There is no minimum lot size for parcels in this district.

The R-1 District requires structures to be setback from Ball Street 25 feet, with a total of 16 feet of side yard and 50 feet in the rear. Lots must be a minimum of 7,200 square feet. Per Township GIS, the subject site is smaller than this minimum at 7,139 SF, but if combined with the adjacent R-1 parcel, will meet the minimum lot size for the R-1 district. Approval of the rezoning must be conditional upon it being combined with the R-1 property directly adjacent to the south, to avoid the creation of a non-conforming lot.

Existing Conditions Comparison

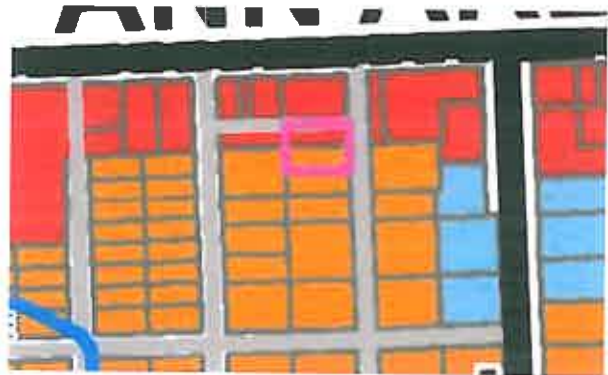
As the aerial image to the right shows, it is common for double-lots to exist on both sides of Ball Street, and we do not find that the proposed resultant parcel would be out of place in the context of the immediate neighborhood.



4. Surrounding Zoning, Existing Use and Future Land Use Map Designations

PARCEL	EXISTING USE	ZONING DISTRICT	FUTURE LAND USE
SUBJECT SITE	<i>Vacant</i>	<i>VP</i>	<i>Ann Arbor Road Corridor Commercial</i>
NORTH	<i>Alley, Commercial Oil Change Shop</i>	<i>ARC</i>	<i>Ann Arbor Road Corridor Commercial</i>
SOUTH	<i>Single-Family Residential</i>	<i>R-1</i>	<i>Residential Medium Density</i>
EAST	<i>Commercial Credit Union</i>	<i>ARC</i>	<i>Ann Arbor Road Corridor Commercial</i>
WEST	<i>Consumers Energy Substation</i>	<i>VP</i>	<i>Ann Arbor Road Corridor Commercial</i>

The proposed R-1 zoning is consistent with the existing land uses of the properties immediately adjacent to the west and south. The properties to the north and east are zoned and used for commercial purposes. We find the rezoning of the subject parcel to be complimentary with and not detrimental to the uses surrounding it.



The Future Land Use map in the Township’s Master Plan shows the subject site as a supporting use for the Ann Arbor Road Corridor Commercial District, rather than for residential use. The map also shows the existence of an alley, which has been instead incorporated into the parking lot design of the oil change business. We believe that the intent to provide commercial parcels additional land area for parking has been accomplished in the existing built configuration. Therefore, we do not find the proposed rezoning is contradictory to the intent of the Future Land Use map.

Importantly, the parcels designated ARC future land use vary greatly in depth from Ann Arbor Road, dependent largely on scale of the commercial use. The proposed variation anticipates continued operation of commercial uses that require smaller quantities of parking spaces.

5. Master Plan Additional Considerations

When evaluating a rezoning request, the Planning Commission should review not only the Master Plan’s Future Land Use Map, but also the goals and strategies of the Plan.

We find that the subject parcel faces unique circumstances. The majority of parcels on the south side of the alley behind the Ann Arbor Road businesses are utilized for parking purposes, contiguous with the commercial parcel fronting the road. However, in this case, the parcel adjacent to the west is a Consumers Energy substation, which is not likely to be developed. As a result, the subject site will not make a substantial impact in terms of extending parking for the commercial use adjacent to the north and does not face the same utilization pressure as other parcels adjacent to the commercial parcels to the north. The vacant parcel will be better utilized

to buffer the subject property from the oil change shop, supporting the positive living environment outlined in the Master Plan.

In this respect, the requested rezoning is consistent with the Township's adopted goals and strategy to guide the development of Plymouth Township in a manner which will create, preserve, and enhance the positive living environment of the community.

6. Circulation Patterns & Access

The subject property maintains access from Ball Street, and is adjacent to the alley running behind the oil-change shop. The proposed rezoning and subsequent proposed parcel combination will not alter access or change circulation patterns.

7. Surrounding Land Challenges

As previously state, the parcel to the immediate west is a Consumers Energy substation and not likely to be sold or altered for use as a parking lot as many properties south of the alley are used currently. This situation provides a de-facto buffer for the subject parcel, as the use of just the subject site for parking is much less desirable than if both of the adjacent parcels could be combined for parking.

8. Additional Comments

- *Capacity of Infrastructure.* The proposed rezoning will allow a land combination that will increase the size of the residential lot, permitting a building addition and relocation of a detached garage. While the home would be larger, the demand for public services would not be increased.
- *Market Trends and Demand.* The ongoing vitality of the oil-change business, the dry-cleaning shop, and the Baskin Robbins proves that the parcels fronting on Ann Arbor Road can successfully function without the additional parking capacity of the subject lot. In this specific location, we find the continued VP zoning district is not necessary to support commercial activity on the frontage parcels.
- *Physical, Geological, and Environmental Factors.* We do not anticipate negative impacts on the environment as a result of this rezoning and subsequent land combination. The rezoning will likely be less impactful to the stormwater network than a parking lot because there will be less impervious surface as a residential lot.

CONCLUSIONS

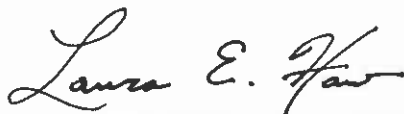
Subject to any additional information presented and discussed by the applicant, Commission, and/or public during the public hearing and incorporated into the record prior to any findings being made, we recommend that the Planning Commission **recommend approval to the Board of Trustees** for the rezoning request from the VP to the R-1 district for parcel R-78-059-01-0036-000, based on the findings of fact below:

- a) **The requested rezoning is generally consistent with the stated goals and policies of the Township Master Plan that call for positive living environments in the community.**
- b) **The ongoing success of the commercial uses along Ann Arbor Road is not dependent on the subject parcel as a provider of parking capacity.**
- c) **The proposed rezoning (and subsequent land combination) will result in residential development that is consistent in size and scale with other properties along Ball Street. It will further serve to enhance the buffer between residential and commercial uses at this location.**
- d) **The subject site is unique in that the parcel to the immediate west is a Consumers Energy substation and not likely to be sold or altered for use as a parking lot.**
- e) **The expected residential character will be less impactful on the environment than a vehicular parking lot.**

Approval of the rezoning should only be considered on the condition that the subject parcel is combined with the parcel immediately adjacent to the south to form a single conforming zoning parcel.

If you have any questions, please do not hesitate to contact me. Thank you!

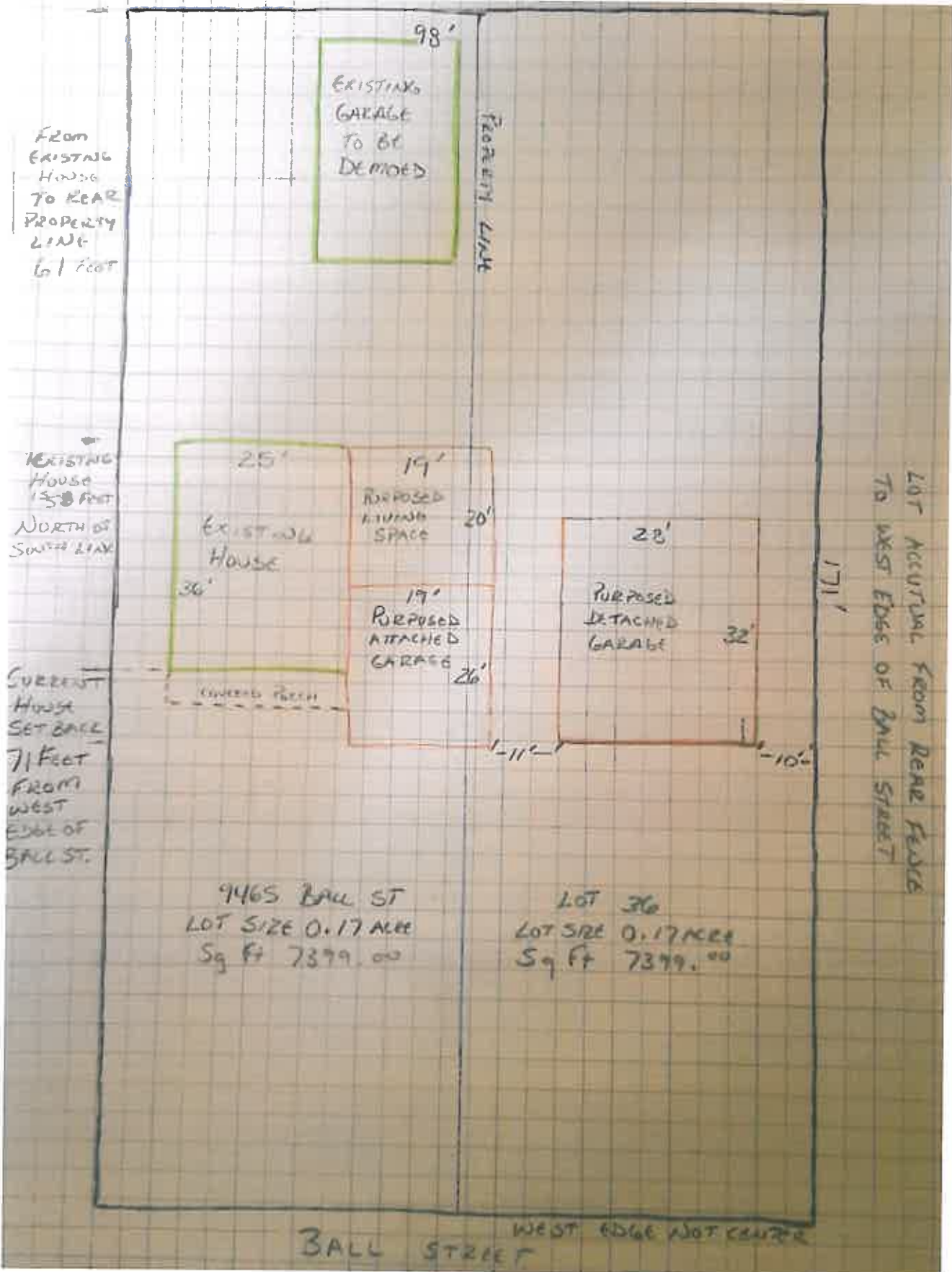
Respectfully submitted,



Laura E. Haw, AICP, Principal Planner, McKenna Associates
Community Development Director / Planner, Plymouth Township

Tax Description for Parcel R-78-059-01-0036-000:

34A36 PALMERS RE SUBDIVISION T1S R8E L60 P72 WCR LOT 36





NOTICE OF ADOPTION

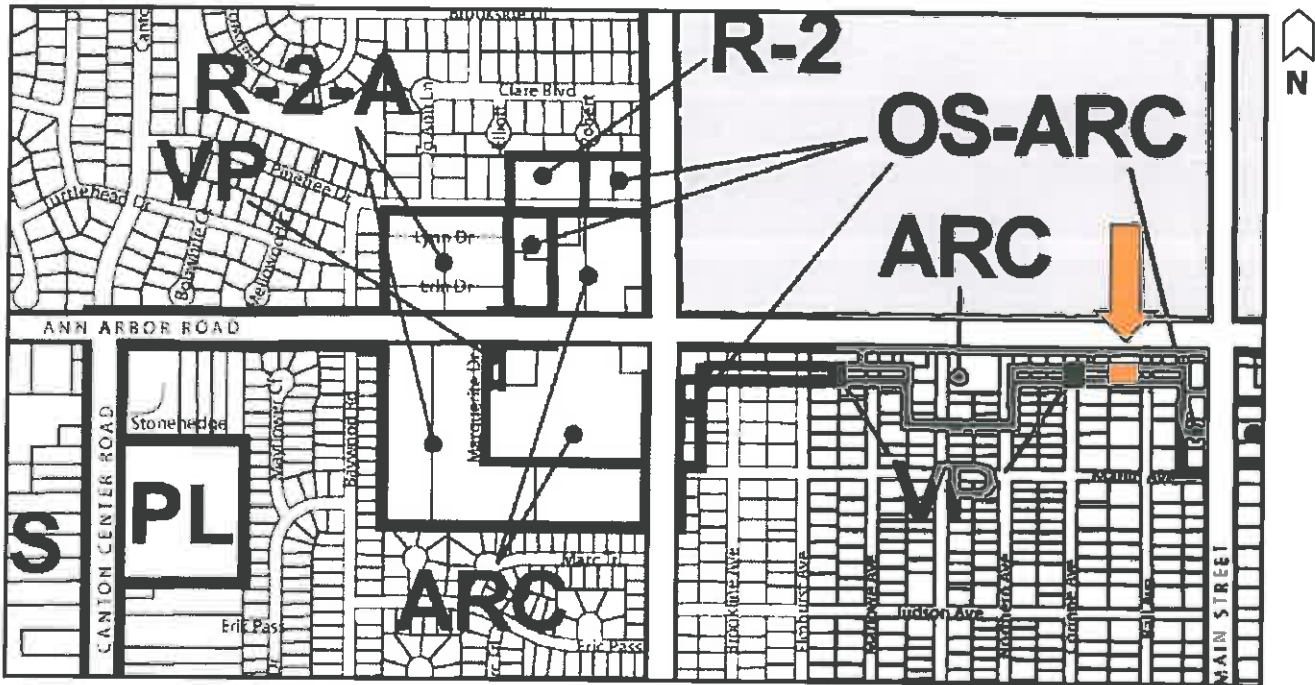
CHARTER TOWNSHIP OF PLYMOUTH ORDINANCE NO. 99.0__

AMENDED ZONING MAP NO. 023

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CHARTER TOWNSHIP OF PLYMOUTH BY AMENDING THE ZONING MAP.

THE CHARTER TOWNSHIP OF PLYMOUTH ORDAINS:

Part I. The Charter Township of Plymouth Zoning Ordinance No. 99 is hereby amended by amending the Zoning Map in accordance with the changes indicated on Amended Zoning Map No. 023, attached hereto and made part of this Ordinance.



ZONING CHANGE

FROM: VP Vehicular Parking
TO: R-1, Single Family Residential

LEGAL DESCRIPTION: For parcel/lot descriptions, see tax records based on Tax ID No. R-78-059-01-0036-000.

- Part II. **CONFLICTING REVISIONS REPEALED.** Any Ordinance or parts of Ordinance in conflict herewith, are hereby repealed.
- Part III. **EFFECTIVE DATE.** The provisions of the Ordinance are hereby declared to take effect on (____).
- Part IV. **ADOPTION.** This Ordinance was adopted by the Charter Township of Plymouth Board of Trustees by authority of Act 110 of Public Acts of Michigan, 2006, as amended, at a meeting duly called and held on September 12, 2017, and ordered to be given publication in the manner prescribed by law. The Ordinance may be inspected at the Plymouth Township Hall, Community Development Department, during regular business hours.

Adopted by the Board of Trustees on: September 12, 2017
Effective Date: (____)
Publish: (____)

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 12, 2017**

ITEM F.2

NEW BUSINESS

**McKenna Planning Consultant
Agreement
Laura Haw**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: September 12, 2017

ITEM: 2017 Planning Consultant Contract – *REVISED*

PRESENTER:

Mrs. Laura Haw, AICP, McKenna Associates / Plymouth Township Community Development Director

BACKGROUND:

At the August 15, 2017 Board of Trustees study session, the proposal to consider a new contract with McKenna Associates, as the Township Planning Consultant, was discussed. Since the August study session, the proposed contract has been revised based on feedback from the Board of Trustees, including the removal of the retainer option.

The revised contract proposes onsite professional planning and zoning services at half day and full day increments (with 30 percent to be covered by the Downtown Development Authority, DDA), similar to the existing arrangement for onsite services today. Based on our current experience and the volume of walk-ins, scheduled meetings, phone calls and email correspondence, we have given a description and fees for a Planner's part-time, at 16 hours of onsite presence at the Townships Offices; two (2) full days each week.

This will maintain our current coverage to accommodate the public and economic demand.

This model also provides flexibility for the Township to respond quickly to changing demands for increased, or decreased, levels of service.

Overflow work performed off-site at our Northville office will be billed at an hourly rate, unless the work is for a non-administrative review. In the case of a non-administrative review, McKenna will invoice reviews at the rates specified in the Township's adopted Community Development Fee Schedule. *In following the current Township Fee Schedule, applicant fees will cover the cost of the reviews.* Please note, the hourly bill rate will not exceed the rate per hour of the Principal or Senior professional classification, unless advanced authorization is granted by the Township Supervisor.

Enclosed, please find the revised, draft 2017 Planning Consultant Contract from McKenna Associates.

RECOMMENDATION:

I recommend to approve the proposed 2017 Planning Consultant Contract with McKenna Associates, effective immediately.

Enclosures: McKenna Associates Cover Memo, Contract and Qualifications

September 7, 2017

Hon. Kurt Heise, Supervisor
 Board of Trustees
 Charter Township of Plymouth
 9955 Haggerty Road
 Plymouth, MI 48170

Subject: Agreement to Provide Planning, Zoning, and Economic Development Assistance to Plymouth Township – Revised

Dear Supervisor Heise,

Plymouth Township is a premier community that values solid planning and strategic economic development to maintain and promote a high-standard of quality of life. I am pleased to submit this proposed agreement to continue to provide professional planning and zoning services, with office-hours and economic development assistance, to support the efficient and effective functioning of the Township’s Community Development department.

In January, 2017 the Township retained McKenna to provide skilled, experienced professionals to provide customer support and day-to-day consistency in planning services. From the feedback we’ve received from Township officials and the public, our onsite McKenna Community Development / Planner has ensured the efficient and effective functions of the department and exceeded expectations. Our successful work with the Township over the past eight (8) months, and during Ms. Radtke’s maternity leave in 2015, demonstrates our ability to provide a range of services in a development friendly manner.

Further, we believe that the depth of resources and experience we have with more than 30 professionals will remain a valuable resource to the Township as development continues to get hot. Expertise is critical when planning for large developments, such as projects along the MITC corridor, but also for smaller residential infill, Township gateways, non-motorized plans, and Zoning Ordinance amendments to ensure regulations are aligned with current best practices. These are just a few instances where the McKenna professional team supports the best interest of the Township.

We know that the Township will weigh the benefits and costs of consultant services with other employee or contract assistance options. Over the long-haul, communities that partner with McKenna achieve the development results they envision.

Here are a few things to consider in your decision:

Employee or Contract Planner	Consulting Firm
<ul style="list-style-type: none"> • High turnover costs • Low pay or part time = always looking for jobs • Part time = not available when you need them and / or lack of flexibility to adjust hours • Contract protected • Lone wolf – not a part of a bigger planning team with experience around the region • Long-term insurance, retirement and other fringe costs to weigh 	<ul style="list-style-type: none"> • Stability, consistency, minimal turnover costs • Happy staff, excited about community growth • Resources and expertise of entire firm at Township’s request, eg: economic development, design, environmental, transportation, graphic design, etc. • No risk of employee lawsuits • Team players – planners are active professionals with a team-based approach • No legacy costs, insurance, retirement, etc.

LOCAL KNOWLEDGE

Onsite planning and zoning services are a major part of McKenna's practice; we have provided similar services to many Michigan and Ohio communities, including Plymouth Township in several instances.

McKenna professionals bring many advantages to Plymouth Township, including a minimal learning curve because of:

- Recent experience with Township customer service expectations.
- Recent application of the Master Plan and Zoning Ordinance.
- Experience with department operational procedures and processes, schedules, and expectations.
- Sensitivity to long-term development expectations of the community leaders, including the Planning Commission and Board of Trustees.
- Years of institutional memory of the highly regarded Plymouth Community's guiding design principles.
- In-house landscape architects and site designers to prepare site designs and review landscape plans.

STRONG PROJECT MANAGER & SUPPORT PROFESSIONALS

We propose Laura Haw, AICP, Principal Planner, to remain as project manager and primary point of contact for Plymouth Township. Laura currently serves as the Township's Community Development Director / Planner and also successfully served in this capacity in 2015 during Ms. Radtke's maternity leave. Mrs. Haw represents the Township image well and applies an economic development friendly, high level customer service approach to each potential applicant. She works well with the public, accurately communicating subtle concepts with helpfulness, courtesy and respect. Mrs. Haw has two Bachelors of Art (with honors) from Michigan State University, and a Master of Urban Planning from the University of Michigan, with a concentration in physical planning and design.

To augment Laura's office hours and to fill in for vacations, etc., we propose Mr. Arthur Mullen, AICP, Senior Planner. Arthur is the former Planning Director for Van Buren Charter Township, and has substantial experience in local planning and zoning matters. Before that he was Executive Director for the Mt. Clemens DDA for approximately eight years. He is respected and liked by municipal leaders for his knowledge, problem-solving ability, efficiency and calm, pleasant demeanor with the public and fellow professionals. Arthur is a graduate of Columbia University.

We believe this team can provide the expertise the Township needs to achieve Plymouth's vision for continual development and prosperity. Our team of planners is well-versed in the full-range of planning, zoning and community development matters. The resumes of the team are attached for review.

SERVICE PROPOSAL

In our experience, communities often find they do not require consultant services onsite for 40 hours, five days a week. Tasks and meetings that require the Planner can be conveniently scheduled, including hours each week for applicant assistance, without detriment to the quality of service.

Most important is a predictable schedule when the Planner is available to the public and stakeholders. Based on our current experience and the volume of walk-ins, scheduled meetings, phone calls and email correspondence, we have given a description and fees for a Planner's part-time, at 16 hours of onsite presence at the Township Offices: two (2) full days each week. *This will maintain our current coverage to accommodate the public and economic demand.*

We have included a degree of flexibility that will allow the Township to quickly respond to changing demands for increased, or decreased, levels of service. The proposed contract includes for one (1) full day each week, with the ability for the Township to increase the amount of onsite services as desired.

Mrs. Haw will remain your primary Planning Commission, Board of Trustees, and Department Head contact and support person and provide professional service to Plymouth Township's economic development and professional planning leadership. This will include facilitation and guidance at pre-application meetings with developers, attendance and participation at special project meetings, such as MITC team meetings, and bi-weekly Department Head meetings to ensure consistency and maintain administrative relationships.

Onsite Services

We propose to be onsite at the Township Offices two (2) full days each week, e.g. full days on Tuesday and Thursday. One of the regularly scheduled days per week will be completed by McKenna Project Manager, Laura Haw, to ensure service consistency and to attend Department Head meetings.

While at the Township Offices, the McKenna planner will perform all responsibilities of the Community Development Director / Planner. If there is an overflow of work or additional tasks that are time sensitive, McKenna can supplement our onsite planner with additional assistance from our office. Please note that non-administrative applicant reviews will not be handled during onsite hours.

The planners responsibilities are summarized as follows: assist with zoning and planning questions from the public, developers and others; complete site plan inspections and follow up with code enforcement matters, collect Township planning fees and applications, prepare for and attend daytime meetings with applicants and potential applicants, attend and participate in Department Head meetings, distribute Planning Commission packets, review and revise Planning Commission minutes, write memos and supporting documents for accurate records, assist with DDA / BRA activities, and provide Community Development department and other department support.

Off-Site Services

Overflow work performed off-site at our Northville office will be billed at an hourly rate, unless the work is for a non-administrative review. GIS/Mapping services, graphic and urban design services, and administrative support will continue to be provided at our Northville headquarters.

In the case of a non-administrative review, McKenna will invoice reviews at the rates specified in the Township's adopted Community Development Fee Schedule. In following the current Township Fee Schedule, applicant fees will cover the cost of the reviews.

Please note, McKenna is not proposing any change to the rates specified in the Township's adopted Community Development Fee from 2012. Moreover, the proposed fee schedule in the attached contract lowers the cost of several established fees so that the Township can become more development friendly.

Meetings

Meetings of the Planning Commission, Board of Trustees, and others requested by the Township or held outside McKenna's noted regular office hours will be invoiced hourly, per our proposal below. We propose that these meetings continue to be supported by Laura Haw, or another senior level professional. Please note, the hourly bill rate will not exceed the rate per hour of the Principal or Senior position, unless advanced authorization is granted from the Township Supervisor.

Township Initiated Projects

Small Township initiated projects, such as Township initiated rezoning, maps, land use analysis, and opinion memos, will also be invoiced hourly. Larger projects, like completing a non-motorized plan, a capital improvements plan, or an overlay district, may require a case-by-case authorization, as is currently our practice with the Township. Please note, the hourly bill rate will not exceed the rate per hour of the Principal or Senior position, unless advanced authorization is granted from the Township Supervisor.

Fees

We propose the following monthly professional fees to provide the services listed above and proportionate to the number of office hours, as follows:

1. Onsite Office Hours: \$735 for each additional full day, and \$380 for each additional half day.
2. Hourly tasks: as requested.
3. Reviews: as needed (funded by application revenue).

The services shall be provided as follows:

- A. Onsite: McKenna will provide two (2) full days for a total of 16 hours a week, of onsite services at the Township Offices Hall (full days will be scheduled from 8:00 a.m. – 4:30 p.m. with a half hour lunch; if requested, half days will be scheduled from 8:00 a.m. – 12:00 p.m. or 12:30 p.m. – 4:30 p.m.).
- B. Reviews: Reviews shall be at the rates specified in the Township’s adopted Community Development Fee Schedule for the Planner. *We have been proactively working with the Township to identify ways to better modify the fee schedule to help the Township recoup some of the costs of development.*
- C. Special Projects: Special projects will be handled on a case by case basis and invoiced on an hourly fee basis, as described in McKenna’s attached Schedule of Regulations.

PERFORMANCE

All activities will be conducted with urgency, precision, courtesy and respect and at the Township’s direction. The onsite planner(s) will be supported on an “as needed basis” by members of McKenna’s 30 person staff of professionals.

HIRING MCKENNA PERSONNEL

Because McKenna incurs substantial expenses in recruiting, training, developing and retaining its talented professionals, we ask the community to agree not to hire or contract with McKenna employees.

TIMING

Services by McKenna will commence upon Township approval and continue until either party gives 30 days’ notice indicating otherwise. Our professionals shall start immediately upon authorization. We will include one day of onsite training at our cost. Services may be adjusted by mutual agreement to expand or decrease hours, change onsite days, etc.

AUTHORIZATION

If you find the proposed services acceptable, please sign below and we'll start. *We are, of course, available to discuss alternative arrangements with you that might better serve your needs.*

Thank you for this opportunity to continue to serve Plymouth Township and to build on mutually formed, existing relationships.

Respectfully submitted,

McKENNA ASSOCIATES



John Jackson, AICP, President

cc: Phillip C. McKenna, AICP
Laura Haw, AICP

AUTHORIZATION TO PROCEED:

CHARTER TOWNSHIP OF PLYMOUTH, WAYNE COUNTY, MICHIGAN

Signature

Date

Signature

Date

Enclosures: Similar Engagements
 References
 Resumes John Jackson, AICP, President
 Laura Haw, AICP, Principal Planner
 Arthur Mullen, AICP, Senior Planner
 Project Samples

John R. Jackson, AICP, CNU

President



Professional Experience

COMMUNITY PLANNING AND ZONING: Directed preparation of master plans, urban design plans, and updated zoning ordinances. Provided day-to-day advisory services on comprehensive planning, zoning, site design and subdivision regulations for municipal, legal and real estate clients.

URBAN DESIGN: Prepared and implemented regulatory instruments addressing architectural design, form-based standards, aesthetic character, historic preservation, site plan review, and streetscape design.

FORM-BASED ZONING: Prepared form-based and hybrid zoning ordinances for municipalities to promote quality predictable development.

AGRICULTURAL PRESERVATION PLANNING: Prepared strategies incorporating specific state and county programs for the preservation of viable agricultural businesses including transfer of development rights, purchase of development rights, and other incentive-based zoning techniques.

ECONOMIC DEVELOPMENT PLANNING AND MANAGEMENT: Provided planning and execution assistance in all phases of economic and community development and tax increment financing including planning, acquisition, rehabilitation, public improvements, citizen participation, financing and administration for redevelopment projects using DDA, TIFA, LDFA and Brownfield mechanisms.

COMPREHENSIVE PLANNING: Prepared comprehensive plans for rural and urban Michigan communities based upon community goals and land capability. Prepared zoning ordinances, capital improvement programs and regulatory mechanisms for communities from 4,000 to 60,000 populations.

CENTRAL BUSINESS DISTRICT PLANNING: Directed major urban design efforts for downtowns of cities, including retail, office, institutional, tourism, redevelopment, circulation and parking planning and redevelopment financing.

COMMERCIAL CORRIDOR REDEVELOPMENT: Directed preparation of corridor plans to revitalize older commercial strips and to accommodate public and private improvements through merchant and citizen involvement in the economic development process.

COURT TESTIMONY: Provided testimony in Wayne County Circuit Court case involving litigation of eminent domain issues. Provided expert witnessing in zoning litigation in Wayne County, Lapeer County, and Livingston County, Michigan.

SMART GROWTH INITIATIVES: Have made numerous presentations regarding smart growth policies including a panel discussion sponsored by the Suburban Alliance.

Education

Master of Urban Planning,
University of Michigan

Bachelor of Environmental Design,
Miami University, Oxford, Ohio

Trainer Certification

MPlace Partnership Initiative Placemaking Curriculum –

Module 1:
People, Places and Placemaking

Module 2:
Form Planning and Regulations

Module 6:
Applied Placemaking

Memberships

American Planning Association

Michigan Association of Planning

American Institute of Certified Planners

Michigan Farmland and Community Alliance

Congress of New Urbanism

Affiliate member of the
American Institute of Architects

Activities and Service

Lecturer, Michigan Association of Planning (MAP), Basic Training and Redevelopment Planning

Lecturer, Lapeer County Annual Planning Conference, Specific Planning, Zoning, Rural Preservation, and Economic Development Topics.

Co-chair, American Planning Association's Chicago Urban Innovation Project

Co-chair, University of Michigan Urban Planning Student Caucus

Laura Haw, AICP

Principal Planner



Education

Master of Urban Planning,
Physical Planning + Design
Taubman College of Art + Architecture
University of Michigan

Bachelor of Arts (with honors)
Political Science / Pre-Law
Michigan State University

Bachelor of Arts (with honors)
International Development
Michigan State University

Certifications

American Institute of Certified Planners (AICP)

Memberships

American Planning Association

Michigan Association of Planning

Professional Experience

COMPREHENSIVE + SUB-AREA PLANNING. Preparation of master plans and sub-area plans, including data collection, documentation and analysis of existing conditions, character planning, goals and objectives writing, and recommendations / strategy matrixes for future project prioritization, phasing, and implementation processes. Additional focus on feasibility analysis, catalytic impact assessment, and ease of development opportunities. Project highlights:

- The Upper Westside Neighborhood Plan [City of Detroit]
- 8 Mile Boulevard: Catalyzing the Corridor [reinvestment study for 8MBA, various jurisdictions]
- Master Plans [Village of Vicksburg, Village of Franklin, City of Eastpointe]

PARKS + RECREATION / OPEN SPACE PLANNING. Expertise in creating parks and recreation master plans, per MDNR requirements, including facilities assessment, natural features inventory, deficiencies analysis, and action plan programming. Experience in Phase II of Parks and Recreation master planning with MDNR grant applications.

Additional practice in open space planning, including greenways (site analysis, traffic calming, optimal greenway layout, low-impact design techniques, gateways and wayfinding signage, local public art and a community maintenance plan) and development of a vacant land re-activation rooted in green infrastructure and conversation. Project highlights:

- Vacant Land Toolkit [City of Detroit]
- Woodmere Greenway [study for UNI, southwest Detroit]
- Parks + Recreation Plans [Village of Lake Orion, Village of Vicksburg, City of Hudson]

LEAN ZONING. Experience in streamlining and re-structuring Zoning Ordinances to reduce red-tape, add clarity, and ensure quality building form. Preparation of text amendments to address new development trends, including elderly housing and accessory dwelling units, urban agriculture, and non-traditional commercial uses.

NON-MOTORIZED TRANSPORTATION PLANNING. Instrumental collaborator on non-motorized transportation projects, including BIKE/WALK Livonia, a non-motorized plan for the City of Livonia.

URBAN DESIGN. Site design of residential and mixed-use neighborhoods in Michigan, including empty-nester housing, townhomes, and high-rise apartment complexes. Creation of Planned Unit Developments of luxury campgrounds (550+ units in SC and CO) with recreational attractions, pedestrian amenities, and natural resource conservation / eco-tourism. Project highlights include the redevelopment of a vacant 62-acre site in south Chicago, IL into an active, mixed-use waterfront neighborhood and a 15 urban block redevelopment plan for Minneapolis, MN into a regional destination built upon the strengths of local businesses.

GRAPHIC DESIGN / DOCUMENT LAYOUT. Expertise in document layout for annual reports and master plans, including innovative and creative approaches to tables, maps, and information graphics. Photographic documentation of successful urban planning and design projects. Additional experience in creation of brand identity, marketing materials (brochures, flyers, presentation boards, etc.) and graphics for clients.

PUBLIC ENGAGEMENT. Organization and the facilitation of various public engagement sessions, including community-wide public workshops, focus groups, steering committees, and open houses to inform and capture the visions and ideas of stakeholders. Experience in designing innovative materials for exercises, including presentations, visioning and mapping activities, and priority ballot voting to ensure interactive and meaningful public engagement. Additional capabilities in organizing and managing online public engagement platforms, including social

Arthur F. Mullen, AICP

Senior Planner Consultant



Professional Experience

DOWNTOWN DEVELOPMENT AUTHORITY MANAGEMENT: As DDA Executive Director, managed implementation of multiple varied DDA projects, and conducted development-focused activities designed to support investment in a midrise downtown district. Managed non-profit organizations, directed their efforts, and handled their reporting requirements; managed the development of a Geographic Information System (GIS) database for city of over 16,000; directed media messaging in multiple print and web outlets on a variety of downtown topics including writing over 50 press releases per year; developed and maintained media contacts; developed information library to support development opportunities; created standing committees to improve communications with and between downtown businesses.

ECONOMIC DEVELOPMENT: Provided community planning and economic development services to cities and townships in Michigan. Responsibilities included advising DDA's and LDFA and business expansion agencies. Managed Tax Increment Financing Plans; researched economic development strategies for tax base expansion and redevelopment proposals. Successfully helped numerous non-profit and for-profit developers move quickly through complex City of Detroit review processes. Managed development financing using CDBG, bonds, UDAG and Sec. 108 loans.

GRANT WRITING AND COORDINATION: Conceptualized, researched, prepared, administered, and implemented private, federal and state grants for community and economic development projects, community planning, and business area redevelopment. Developed and managed the MotorCities Grants and Mini-grants program, leveraging \$200,000 into over one million dollars in new Auto Heritage programming.

ZONING AND PLANNING: Provided planning and zoning leadership and assistance to Planning Commissions, staff, and elected officials in cities and townships. Supervised significant updates to zoning ordinances, including lake and environmental regulations. Facilitated business expansions and rezonings, special land uses, site plans, land divisions, subdivisions, and redevelopment proposals. Fostered public participation in large scale public planning efforts: Motor Cities NHA Management Plan involving much of Southeast and Central Michigan, local streetscape design project and DDA downtown wayfinding project. Director of Planning and Economic Development for a growing community of 29,000; managed four staff and part-time inspectors for planning, zoning, building, economic development and environmental activities.

COMMUNITY DEVELOPMENT: Directed community development projects for Michigan communities, including planning and managing CDBG and housing rehabilitation; administered annual program application and administration, including park development and other projects.

HISTORIC RESOURCES DEVELOPMENT: Researched and wrote development history of Detroit's Cass Corridor, leading to four National Register districts; coordinated and implemented the MotorCities National Heritage Area Revitalization Program. Developed the 1,200 MotorCities sites index, a ground-breaking cultural heritage database. Prepared National Register nomination for a commercial building to support its redevelopment.

Education

Master of Science, Columbia University

Bachelors of Arts, Hamilton College

Professional Affiliations

Michigan Downtown Association,
Board Member

Michigan Historic Preservation Network,
Committee Member

Belle Isle Botanical Society, Former Board
Member

Certifications

American Institute of Certified Planners

Architectural Historian and Historian

Lean Zoning

VILLAGE OF OXFORD, MICHIGAN

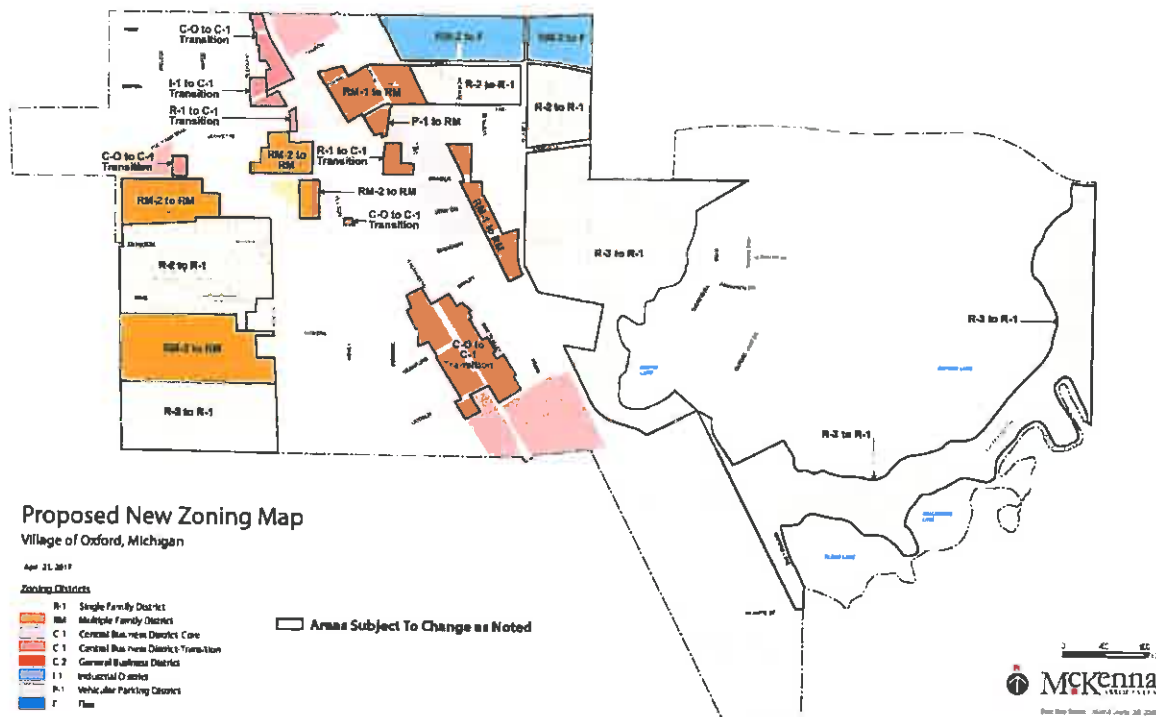
During the Village of Oxford's Master Plan Update, the Village identified around a dozen sites for redevelopment. But there was a problem – the Village's own zoning was an impediment to investment in those sites.

Working with McKenna, the Village simplified and scaled back its zoning ordinance, with a focus on core goals, rather than superfluous regulations. Three zoning districts were eliminated and two more were consolidated into a single district. Requirements for individual uses were curtailed in favor of broad standards applicable to all properties.

In place of the previous complexity, McKenna created a Form Based Code, allowing a broad range of uses while regulating the positioning and massing of buildings to protect the Village's historic character and charm. The project team also protected historic buildings through a Restricted Demolition Zone, and created a "Gateway Greenbelt" requirement to shield pedestrians from busy M-24 using landscaping.

The new Ordinance also included an innovative "Flex" district, which created a market-based process for determining the appropriate uses of a large vacant parcel on the Village's north side.

The new Ordinance had an almost immediate impact – several redevelopment sites were immediately targeted for new development almost as soon as it went into effect.



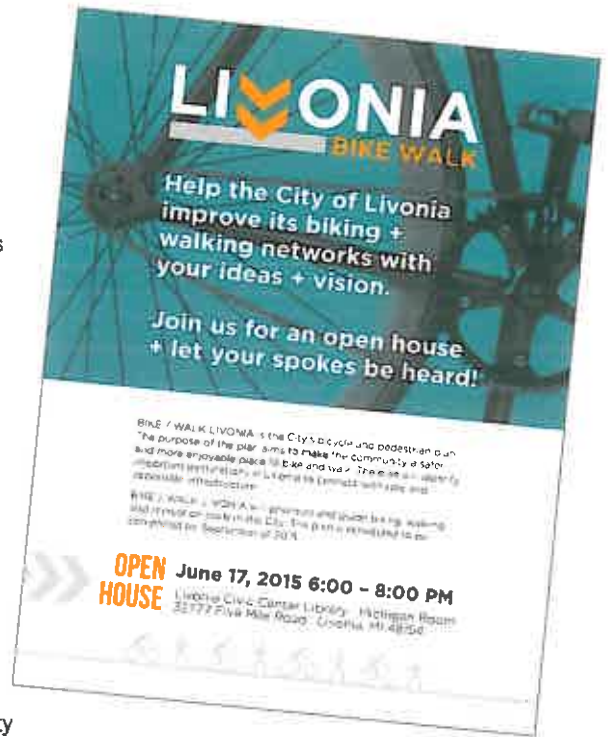
Non-Motorized Plan

CITY OF LIVONIA, MICHIGAN

Livonia, Michigan has many strengths that make it an ideal place for developing a robust multi-modal network. It is strategically located to provide a much needed regional link between non-motorized facilities in neighboring communities and local destination areas like the Livonia Community Recreation Center, the Civic Center Complex, and Schoolcraft College. The community is home to an outstanding system of park and recreational amenities, school facilities, and a premier regional trail connection via Hines Parkway, which links dozens of Wayne County communities. Finally, the existing grid system in Livonia provides a strong foundation for the connectivity of neighborhoods and destinations; both for purpose (i.e. picking up something at the store, going to school, and visiting a library or a friend's house) and leisure (i.e. walking the dog, family bicycle ride, physical exercise, etc.).

Recognizing these strengths, McKenna worked with the City to develop a plan that built upon the community assets and offered practical implementation steps to achieve some near-term connectivity in the network. The plan included an inventory and evaluation of the existing non-motorized network and identified key gaps in the existing bicycle and pedestrian network. Multi-modal projects are prioritized accounting for proximity to schools, parks, residential areas and public areas to assure residents will get the most 'bang for the buck' as the plan is implemented. The plan also included design standards for bicycle and pedestrian design, with cross sections and traffic calming elements. McKenna worked with the City to coordinate the effort with other regional planning agencies, including Wayne County and SEMCOG.

The public outreach was a highlight of the planning effort, which included a series of online outreach efforts, a network design charrette, and a "Bike Livonia" workshop. In the Bike Livonia workshop, residents, decision makers, and professionals went out on the street to see some of the best and worst elements of the existing non-motorized network, later discussing ideas for addressing these issues in the plan.



CONTACT:
Mark S. Taormina, AICP
City of Livonia Planning Director
33000 Civic Center Drive
Livonia, MI 48154
planning@ci.livonia.mi.us
(734) 466-2290

City Hall Redevelopment

CITY OF WESTLAND, MICHIGAN

With nearly 85,000 residents, Westland is the 12th largest community in Michigan. Made up of stable residential neighborhoods and major commercial corridors, including Ford Road (M-153), and significant public facilities, Westland was committed to providing its citizens with a high quality of life. When it was determined that the existing City Hall was no longer viable after continuous flooding problems, the City set its sights on relocating to a vacant big box retail store in the commercial core. The reuse and renovation of the former retail store was an award winning endeavor resulting in a beautiful new civic building; however, it left a major void at the former City Hall site.

The City retained McKenna to develop an approach for reutilizing the former City Hall site. The strategy began with the concept of replacing the former City Hall with a significant public space—space that would accommodate a mixture of uses and human interaction, and would symbolize the civic pride of the City of Westland. This public space would service as the centerpiece for a mixed use project that would be developed through a public/private partnership including developers and multiple public agencies.

McKenna developed a series of development objectives for the site, drawing on examples of great public spaces from around the country. McKenna prepared promotional material and a Request for Development Proposals. The material was distributed to developers locally and at the International Council of Shopping Center's annual Real Estate Conference in Las Vegas. The project has generated interest from nearly 50 quality developers, many with experience in creating vibrant mixed-use developments around the country.

FORD ROAD RE-IMAGING OPPORTUNITY

City of Westland, Wayne County, Michigan

14 ACRES IN SOUTHEAST MICHIGAN

The Ford Road 2018 site is strategically located on M-153 Ford Road (similar to what you see from air) 25' off below traveled I-275. The site is owned by the City of Westland and is offered as a mixed-use development to Westland in an effort to divide the 14-acre site into a number of smaller sites including retail, mid-rise offices, entertainment, recreation, and residential all focused on a public gathering place.

Please call the City Director of Economic Development, or Fodale at **734.467.3266** to discuss potential partnering and development incentives.



GUIDING PRINCIPLES

Redevelopment should:

- Be a joint public/private partnership between the City and qualified developers
- Have beautifully designed public open spaces that will accommodate various civic events and activities and is highly programmed
- Be walkable with sidewalks and pedestrian-friendly pathways throughout with connections to Central City Parkway and surrounding neighborhoods
- Provide a focal point or image - identify piece for visitors to the City
- Reserve Ford Road frontage for a visually significant ingress - egress for other uses located on the interior of the site
- Contain structures and development characteristics which form well stand the test of time and are of high quality materials and design amenities
- Be a catalyst for future redevelopment in the City generally and Ford Road specifically
- Complement the retail uses located along Warren Avenue
- Attract young professionals
- Provide services and activities for the City's senior residents
- Contain design features that complement the City's overall site development plan including the adjacent park, artisan market and Central City Parkway

INCENTIVES

- Approved Brownfield Plan, TIF
- Access to Capital
- Infrastructure Funding
- Downtown Development Authority TIF
- Existing Amenities (see page 2)

REDEVELOPMENT USES



SITE DETAILS

DATE	10/20/2018
FRONTAGE	14.00 Acres (with 1.50 acre Multi-Use Public Use)
OWNER	City of Westland, Michigan



EXISTING AMENITIES

- Police Station
- 18th District Court
- Taklan Park
- Farmers Market

PRIME LOCATION

Westland's centralized location provides both residents and visitors with a convenient and enjoyable shopping, entertainment, and living experience.



Master Plan and Zoning Ordinance

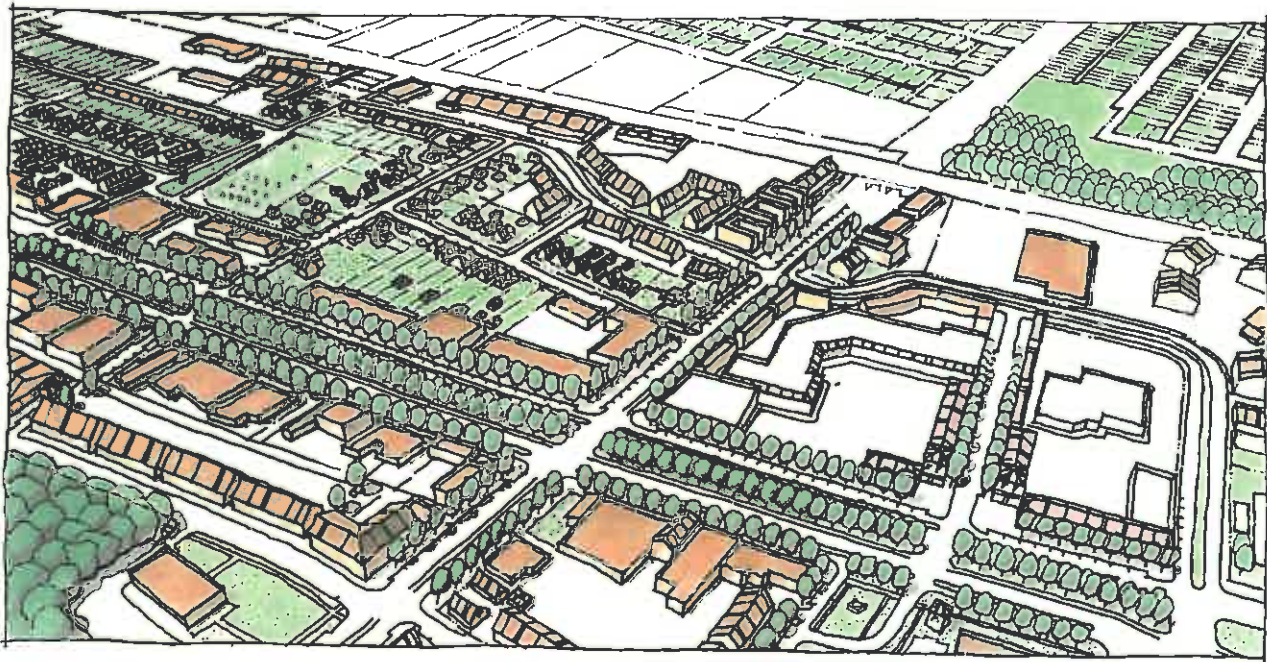
CITY OF INKSTER, MICHIGAN

The City of Inkster is an inner-ring suburb located west of Detroit, Michigan. At the 2010 census, the city's population was 25,369. It is one of the few Metro Detroit suburbs whose population is majority African American.

As part of the City's 2017 Comprehensive Plan update, McKenna developed a sub-area plan and multiple renderings for the city's downtown, primarily addressing the Michigan Avenue corridor.

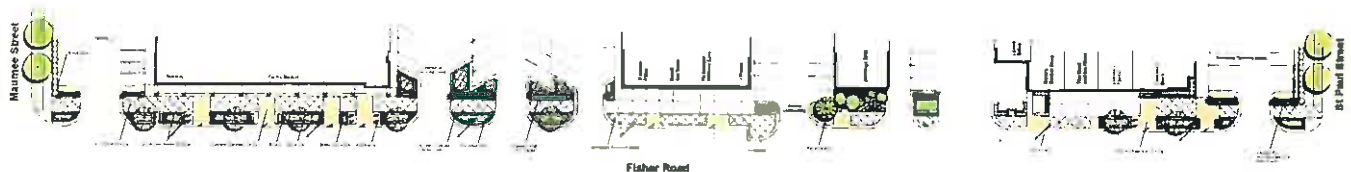
Given Michigan Avenue's wide Right-of-Way, and rather separated locations for development opportunities, a major project challenge was that of district unity. Therefore, McKenna's approach to unify the downtown was to introduce a disciplined alignment of building frontages coordinated with landscaping, on-street parking, while targeted infill development, and open frontages. Additionally, McKenna broke the vast project area down into workable districts based upon existing building proximities, existing and new street relationships, and proposed shopping center types.

The Plan and Zoning Update also establish a new entertainment district, pink zoning for downtown, pop-up retail provisions, and flexible parking, screening, and non-conformity requirements.



Fisher Road Streetscape

CITY OF GROSSE POINTE, MICHIGAN



PEDESTRIAN AMENITIES



SOFTSCAPE ELEMENTS



HARDSCAPE ELEMENTS



Fisher Road Streetscape Concept
GROSSE POINTE, MI - 10.14.18

The Fisher Road business district in Grosse Pointe is a neighborhood business district with a mix of retail, office, service, and residential uses. Buildings are located about 25 feet from the road and the area between the buildings and the road contained a wide range of paving, parking and landscaping.

Recognizing the unique characteristics of this neighborhood business district, the City updated its master plan and zoning ordinance to create a mixed-use neighborhood business district with specific design and form-based standards.

The City of Grosse Pointe had scheduled the replacement of a watermain that ran the entire length of the Fisher Road business district presenting the opportunity to unify and enhance the image of the district, and better experience for pedestrians in the district. In addition, a significant private redevelopment project that represented approximately 33% of the frontage in the district was being contemplated.

McKenna facilitated a number of interactive design workshops with property owners to identify desirable features such as landscaping, decorative pavement treatments, bike racks, street trees, and street lights.

These workshops were also used to bring property owners together to form a special assessment district to pay for a portion of the preferred streetscape improvements.

Based on the results of the design workshops, McKenna developed a streetscape plan (currently under construction) for the Fisher Road business district that unified the image of this “front door” to the community and provided for improved pedestrian and bicyclist amenities.

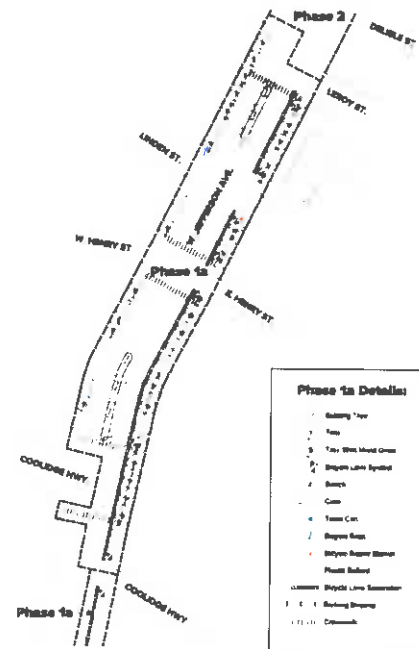
West Jefferson Corridor Plan

CITY OF RIVER ROUGE, MICHIGAN



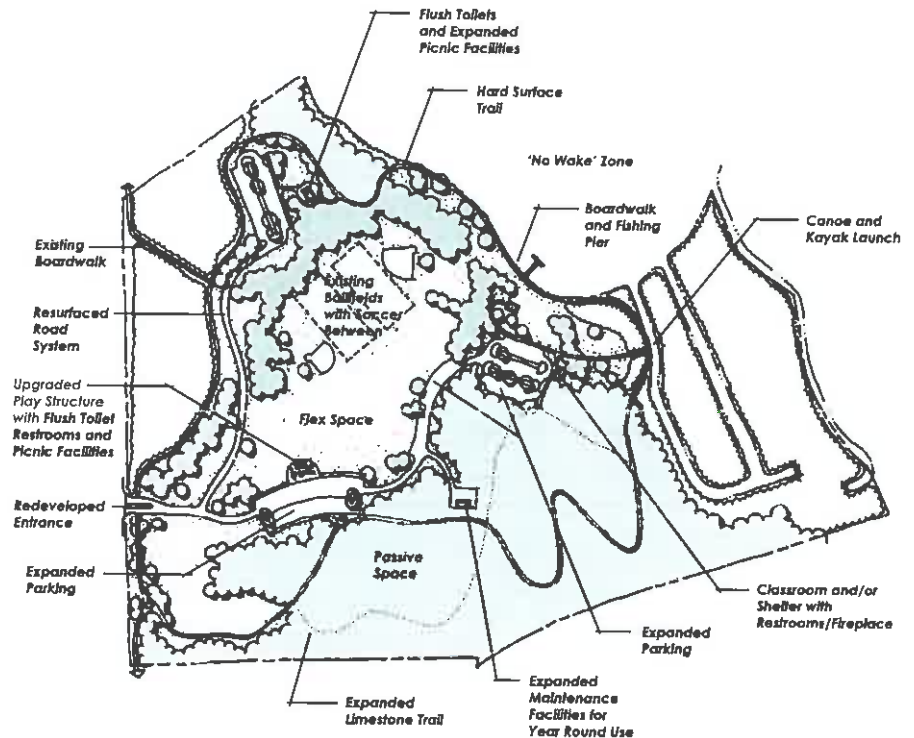
Jefferson Avenue is the main transportation and commercial corridor in River Rouge, a city just south of Downtown Detroit. The City saw an opportunity for revitalizing Jefferson Avenue by forming a new plan for the corridor. The corridor has faced economic struggles, especially after the bridge at the north end was damaged preventing travel between River Rouge and Detroit. The road was also five lanes wide or wider, which was overbuilt for the traffic volumes typically seen in the city. River Rouge also wanted to create more non-motorized transportation opportunities and tie into the statewide Iron Belle Trail.

McKenna Associates gathered input from residents and city staff to determine potential redevelopment sites and general goals for the corridor. The plan included a retail market gap analysis to show how the corridor would be an attractive option for certain types of businesses. McKenna also developed a road design that included on-street bicycling routes and better pedestrian accommodations, meeting a major need on the corridor and taking advantage of the available right-of-way. Landscaping and streetscape elements were also included. The city used this plan to apply for a Transportation Alternatives Program grant to implement these improvements.



Parks and Recreation Master Plan

WEST BLOOMFIELD CHARTER TOWNSHIP, OAKLAND COUNTY, MICHIGAN



West Bloomfield Charter Township, a fast-growing suburb north of Detroit, enjoyed a wealth of parks and recreation resources, including several community buildings, more than 500 acres of park space, and numerous inland lakes. But Township officials realized that facilities and services needed updating to meet the needs of a growing population with evolving expectations.

To ensure that future plans aligned with residents' changing needs, McKenna planners and designers devised an extensive public participation process, which included an intensive workshop, a design charrette, a statistically accurate phone survey, a bus tour of existing facilities and other hands-on assessments. Among other things, this inclusive process disclosed the Township's need for or more geographically dispersed resources; boardwalks, fishing piers, and boat launches along waterways; and unique and separate spaces for teenagers and senior citizens. Other recommendations ranged from expanding community gardens at one location to converting a farmhouse to a community center in another area.

As a result of the Parks and Recreation Master Plan, West Bloomfield officials were positioned to maximize their natural and financial resources to ensure their growing community retained its status as a premier community.

North Evans Street Corridor Redevelopment

CITY OF TECUMSEH, MICHIGAN



Tecumseh, Michigan is blessed with a solid traditional downtown that provides a wide range of uses, experiences, and events that create a memorable sense of place. Downtown mixed use renovations and historic restoration projects contribute to the community's reputation for excellence.

North Evans Street leads people from the north into Downtown Tecumseh and represented an opportunity to create a prominent mixed-use gateway. The corridor consisted of underutilized parking lots and commercial buildings that failed to convey the same sense of excitement and vitality as Downtown Tecumseh.

They say that "a picture is worth a thousand words"; working closely with representatives from the City and the DDA, McKenna Associates developed a creative vision for the redevelopment of North Evans Street. The concept was developed to show corridor property owners what could happen if they worked together with City technical assistance. The redevelopment concept includes a general site plan and three dimensional sketches showing how life in the corridor could drastically change with imagination and inspiration. McKenna graphics illustrated physical improvements including new gateway landscape treatments, mixed use redevelopment projects, recommended road profiles, non-motorized connections, crosswalks, and public art installations.

CONTACT:

Paula Holtz
Economic Development Director
309 E. Chicago Blvd
Tecumseh, MI 48286
pholtz@tecumseh.mi.us
(517) 424-6003

SIMILAR ENGAGEMENTS

DEPARTMENT MANAGEMENT AND STAFF AUGMENTATION SERVICES ONSITE

McKenna professionals are skilled in providing services in municipal offices as support for, or interim services such as 1) Staff Planner, 2) Zoning Administrator, 3) Community Development Director, 4) Economic Development Director, 5) Planning Director, 6) Chief Building Official, 7) Building Department Administrator and 8) Building Plan Reviewer/Inspectors.

In some communities McKenna provides all of the above functions.

We have provided these services in the following communities, among others:

Van Buren Charter Township, Wayne County, Michigan *
Lyon Charter Township, Oakland Co., Michigan*
Webberville, Michigan *
Lathrup Village, Michigan *
Plymouth Charter Township, Wayne Co., Michigan
Charter Township of Union, Isabella Co., Michigan *
Delhi Charter Township, Ingham Co., Michigan
Williamstown Township, Ingham Co., Michigan*
Hartland Township, Livingston Co., Michigan
Buena Vista Charter Township, Saginaw Co., Michigan
Commerce Charter Township, Oakland Co., Michigan
Northfield Township, Washtenaw Co., Michigan*
Grand Blanc Charter Township, Genesee Co., Michigan
London Township, Monroe Co., Michigan
Royalton Township, Berrien Co., Michigan
Saybrook Township, Ohio
Garden City, Michigan*
Clawson, Michigan*
Williamston, Michigan*
Rochester, Michigan*
Rochester Hills, Michigan
South Lebanon, Ohio
Walled Lake, Michigan*
Lake Orion, Michigan*
Birmingham Michigan*
Lincoln Park, Michigan*
Fenton, Michigan
Medina, Ohio
Oxford, Michigan*
Hudson, Ohio
Novi, Michigan*
Inkster, Michigan*
Westland, Michigan*
Hazel Park, Michigan
Ypsilanti, Michigan
Lake Angelus, Michigan*

***Current Onsite Municipal Planning/Consultant Services Clients**

Hon. Kurt Heise, Supervisor
Charter Township of Plymouth

REFERENCES

Hon. Patricia Carcone, Treasurer
Lyon Charter Township (Oakland Co.)
58000 Grand River Avenue
New Hudson, MI 48165
(248) 437-2240

Hon. Wanda Bloomquist, Supervisor
Williamstown Township (Ingham Co.)
4990 N. Zimmer Road
Williamston, MI 48895
(517) 655-3193

Mr. Dave Harvey
Former City Manager, City of Garden City
Current Executive Director
Michigan Commission on Law Enforcement Standards
Michigan State Police
106 W. Allegan, Suite 600
Lansing, Michigan 48909
(517) 322-1417

Mr. Nik Banda, Director
Community and Economic Development
City of Rochester
400 Sixth St.
Rochester, MI 48307
(248) 651-9061

Mr. James Albus
Director of Building and Planning
City of Clawson
425 N. Main Street
Clawson, MI 48017
(248) 435-4500

Hon. Sharry Budd, Treasurer
Van Buren Charter Township (Wayne Co.)
46425 Tyler Road
Belleville, MI 48111
(734) 699-8906

Hon. William Wild
Mayor
City of Westland
36601 Ford Road
Westland, MI 48185-2298
(734) 467-3200

Mr. Darwin McClary, Manager
Village of Lake Orion
37 East Flint Street
Lake Orion, Michigan 48362
(248) 693-8391

Hon. Brad Hitchcock, President
Village of Webberville
115 S. Main Street
PO Box 389
Webberville, MI 48892
(517) 521-3984

Hon. Marlene Chockley
Township Supervisor
Northfield Township, Washtenaw Co.
8350 Main Street
Whitmore Lake, MI 48189
(734) 449-2880 ext. 12

Mr. James D. Anulewicz
Former Director – Plymouth Charter
Township
17275 Wind Chime Court
West Olive, MI 49460
(734) 634-1922

**AGREEMENT FOR PROFESSIONAL AND
TECHNICAL PLANNING ADVISORY SERVICES**

THIS AGREEMENT, entered into this ____ day of _____, 2017, by and between the PLYMOUTH TOWNSHIP, WAYNE COUNTY, State of Michigan, referred to as "Township" and McKENNA ASSOCIATES, INCORPORATED, a Michigan corporation of Northville, Michigan, referred to as "Consultant."

WITNESS:

SECTION 1 – AGREEMENT

For and in consideration of the faithful and workmanlike performance of the services described, the Township hereby hires the Consultant and shall pay the Consultant as described in Section 7. This agreement shall continue in effect from the date of execution until such time as there is a ninety (90) day notice of termination by either the Township or the Consultant.

SECTION 2 - ONSITE SERVICES

For services rendered pursuant to Section 2, the Township shall pay the Consultant the rate specified in Section 9.A.:

- A. McKenna will provide a professional planner to conduct the following on-site activities. All activities will be conducted with urgency, accuracy, courtesy and respect and at the direction of the Supervisor or their designee:
 - 1. Consult with applicants, Township officials, and others involved in the planning process at the counter, in person, by phone and email;
 - 2. Prepare agendas, packets, and public hearing notices for monthly Planning Commission and Downtown Development Authority/Brownfield Redevelopment Authority meetings;
 - 3. Provide zoning information on permits to the administrative staff;
 - 4. Assist in zoning administration activities;
 - 5. Assist in reviewing and ensuring that planning files are complete;
 - 6. Conduct site plan close-out inspections and reports;
 - 7. Conduct field reconnaissance and verification for compliance;
 - 8. Perform research and analysis;
 - 9. Complete other duties, as assigned.
- B. Provide onsite email and telephone advice, assistance, and coordination with Township officials, and others doing business with the Township in all matters pertaining to administrative, advisory and legislative responsibilities, as applied to zoning, special use permits, subdivision, commercial/industrial/multiple-family and other developmental issues, as requested by the Township.
- C. Provide a Planner's Report on planning, zoning, and development issues which may affect the Township.
- D. The Consultant shall make the Township officials generally aware of the availability of sources of various funds and economic development mechanisms.
- E. The Consultant shall make available its professional library of planning, design, development, housing, zoning and census information.

SECTION 3 - HOURLY RATED PLANNING AND ZONING SERVICES

For services rendered pursuant to Section 3, the Township shall pay the Consultant at the hourly rate specified in Section 9.B.:

- A. Preparation for and attendance at Planning Commission, Zoning Board of Appeals, and Board of Trustees meetings. At the meetings, the consultant shall:
 - 1. Confer with the Chairperson and/or Township Supervisor regarding the agenda prior to the meeting.
 - 2. During the meeting provide guidance and assistance regarding local and State legislation, procedures, regulations and planning, zoning and design principles.

- B. The Consultant shall review potential land development proposals as to advisability and feasibility pursuant to the Township's land regulations and plans.
- C. Coordination of Township planning activities with other local, county, state, and regional agencies and authorities with jurisdiction, including but not limited to the Michigan Department of Natural Resources, and Michigan Department of Transportation, the Michigan State Housing Development Authority, when requested by the Township.
- D. The Consultant shall make the Township officials generally aware of the availability of sources of various funds and economic development mechanisms.
- E. Provision of assistance on the Community Development Block Grant (CDBG) and Neighborhood Stabilization (NSP) programs and assistance on other similar Federal, State and local programs which may be applicable.
- F. Preparation for and attendance at meetings of a planning or coordinating nature, with other agencies or groups, as requested by authorized Township officials.
- G. Professional planning and related work in the maintenance of the Master Plan and interpretation and revision of the plan as required.
- H. Provision of verbal and/or written reports, reviews and recommendations or other services (e.g., extensive revisions of zoning ordinance, map and text) to the Township as specifically requested by authorized Township officials.
- I. Review of proposed developments which require extensive economic development assistance, environmental assessments, landscape design and review, extensive traffic studies or environmental impact statements beyond usual site plan review.
- J. Provision of other technical services related to planning, land use and spatial concerns, as may be requested by authorized Township officials.
- K. Sitting as expert witness in court cases involving the Township, for a fee equivalent to one hundred fifty percent (150%) of the hourly rate specified in Section 9.B.
- L. Preparation of grant applications for submission to federal, state, county or other agencies.
- M. Provision of on-site planning and zoning services as requested by authorized Township officials.
- N. Provision of other professional, technical and design services as may be requested by authorized Township officials.
- O. Assist the Planning Commission in the preparation of the State mandated annual planning and zoning report to the Township Board of Trustees including planning issues, studies, regulations, grant programs, etc. which the Supervisor or their designee deems appropriate.
- P. McKenna will annually update the Township Zoning Map.

SECTION 4 - HOURLY RATED DOWNTOWN DEVELOPMENT AUTHORITY (DDA)/BROWNFIELD REDEVELOPMENT AUTHORITY (BRA) SERVICES

For services rendered pursuant to Section 3, the Township shall pay the Consultant at the hourly rate specified in Section 9.B.:

- A. Assistance in planning, designing, prioritizing, scheduling, programming and developing future projects.
- B. Completion of reports, research and analysis as directed.

- C. Assistance in drafting and amending the annual budget.
- D. Preparation for and attendance at DDA/BRA meetings.
- E. Preparation for and meeting periodically with Township staff to review DDA/Township issues.
- F. Coordination of DDA/BRA-funded activities with the Township and the Village's and DDA/BRA's engineering consultants.
- G. Preparation for periodic reports to the DDA/BRA Board and Township Board of Trustees on the progress of DDA/BRA funded activities, scheduling of future activities and related matters.
- H. Assistance to the DDA/BRA Board and Township Board of Trustees in obtaining financing for DDA/BRA activities.
- I. Other services as authorized by the DDA/BRA.

SECTION 5 - REVIEW SERVICES

The Consultant shall provide written technical recommendations on site plans, special approvals, rezonings, variances, and lot splits (land divisions and combinations), in accordance with the Township Zoning Ordinance and Code of Ordinances. All such work shall be paid by the Township in accordance with the schedule of fees included in Section 9.C., herein.

For each review, the Consultant shall undertake the following activities:

- A. Initially review the site using aerial photos.
- B. Discuss the case by telephone or in person with the applicant and Township officials regarding review issues.
- C. Review all relevant planning issues (not including specific technical engineering issues).
- D. Prior to scheduled review by the Township (in time for inclusion with agenda packages), submission of a written review and recommendation to the Township.

SECTION 6 - COOPERATION

The Consultant shall have the cooperation of Township officials, including the Township Supervisor, Clerk/Treasurer, Attorney, Engineer, and other staff and consultants in the collection of data and other information for the agreed upon services.

SECTION 7 - CONSULTANT PROVISIONS

The Consultant agrees to furnish all materials and services including salaries of employees engaged by the Consultant and other overhead expenses necessary to undertake the above services for the Township and to assume all cost, except as otherwise provided in this agreement.

SECTION 8 - TOWNSHIP PROVISIONS

If requested by the Consultant and if available, the Township shall furnish the following in digital format, or paper format if no digital version is available, without charge to the Consultant:

- A. Up-to-date copies of Township code of ordinances, including zoning and land division ordinances, forms, guidelines and policies.
- B. Copies of previously prepared studies, plans, census and other available data.
- C. Aerial photographs with property lines as available from Wayne County; reproducible GIS or CAD maps of the Township, as available.

- D. Copies of the agenda and minutes for each Planning Commission meeting, and copies of site plans, documents, applications and related information for items on each Planning Commission agenda.

SECTION 9 - COMPENSATION

For and in consideration of the faithful and professional performance and delivery of the above services as set forth herein, the Township shall pay the Consultant monthly for services pursuant to this agreement within a period of thirty (30) days after receipt from the Consultant of an itemized voucher describing services performed, and when applicable, the time spent in rendering such services at the agreed upon hourly rate, per the schedule below:

- A. Compensation for Onsite Services under Section 2
 For services rendered pursuant to Section 2, the Township shall pay the Consultant \$380.00 per ½ day at Township Hall (8:00 a.m. – 12:00 p.m. or 12:30 p.m. – 4:30 p.m.) and \$735/day for each full day 8:00 a.m. – 4:30 p.m. with ½ hour lunch.
- B. Hourly Rated Services under Sections 3 and 4
 For services rendered pursuant to Sections 3 and 4 above, the Township shall pay the Consultant at the hourly rate specified in the following schedule, only upon request by the Township. The hourly bill rate will not exceed the rate per hour of the Principal or Senior professional classification, unless advanced authorization is granted by the Township Supervisor.

<u>Professional Classification</u>	<u>Rate Per Hour</u>
President	\$150.00
Executive or Senior Vice President	\$135.00
Vice President	\$130.00
Director	\$120.00
Senior Principal or Manager	\$110.00
Principal	\$99.00
Senior	\$83.00
Associate	\$68.00
Assistant	\$58.00
Aide	\$44.00
Administrative Assistant	\$42.00

- C. Compensation for Services under Section 5.
 For the following reviews, fees shall be paid by the Township to the Consultant for services rendered per Section 3. of this Agreement, in accordance with the following schedule. Payment of the following fees shall not be contingent upon Township's receipt of payment from the applicants.

** Final stamp review to be charged when review is conducted off-site.*

- | | |
|--|------------------------|
| 1. REZONING / CONDITIONAL REZONING REVIEW | |
| a. Review | \$1,000 plus \$45/acre |
| b. Final Stamp Review | \$300* |
| 2. SPECIAL LAND USE REVIEW | |
| a. First Review | \$700 |
| b. Final Stamp Review | \$300* |
| 3. OPTION REVIEW (R.U.D., CLUSTER, P.U.D.) | |
| a. Concept Plan Review (Planning Commission) | \$900 plus \$35/acre |
| b. Concept Plan Review (Board of Trustees) | \$300 |
| c. Final Stamp Review | \$375 |

d. Amendments or Modifications	\$900 plus \$35/Ac
4. PLAT REVIEW	
a. Tentative Preliminary	\$800 plus \$10/lot
c. Final Preliminary	\$950 plus \$10/lot
d. Final Plat Review (Planning Commission & Board of Trustees)	\$450 plus \$5/lot
5. SITE CONDOMINIUM SUBDIVISION	
a. Tentative Approval	\$715 plus \$10/unit
b. Final Approval	\$760 plus \$10/unit
c. Final Stamp Review	\$300*
6. LOT SPLITS / COMBINATIONS / MODIFICATIONS	
a. First Review, Non Single-Family Residential	\$350 plus, \$60 per resulting lot(s)**
b. First Review, Single-Family Residential	\$150 plus, \$60 per resulting lots(s)**
c. Lot Line Modification, First Review	\$300
** Fee is doubled if more than four new parcels.	
7. SITE PLAN REVIEW	
a. CLUSTER HOUSING	
1) First Review	\$750 plus \$60/acre
2) Final Stamp Review	\$300*
b. MULTIPLE FAMILY, (R-2-A)	
1) First Review	\$750 plus \$60/acre
2) Final Stamp Review	\$300*
c. COMMERCIAL (C-1, C-2), OFFICE (OS), INDUSTRIAL (IND, TAR)	
1) First Review	\$750 plus \$60/acre
2) Final Stamp Review	\$300*
d. ANN ARBOR ROAD CORRIDOR, (ARC, OSARC)	
1) First Review	\$850 plus \$60/acre
2) Final Stamp Review	\$300*
e. MID-RISE / MOBILE HOME PARK / SCHOOL, CHURCH	
1) First Review	\$850 plus \$60/acre
2) Final Stamp Review	\$300*
f. P.U.D.	
1) First Review	\$850 plus \$60/acre
2) Final Stamp Review	\$300*
3) Review, Board of Trustees	\$400

- | | | |
|-----|---|--|
| g. | ADDITIONS TO EXISTING BUILDINGS | |
| 1) | First Review | \$750 plus \$60/acre |
| 2) | Final Stamp Review | \$300* |
| h. | ADMINISTRATIVE REVIEW | \$650 plus \$60/acre |
| 8. | SPECIAL MEETINGS | |
| a. | Planning Commission | \$300 |
| b. | Pre-application / Meetings to review procedures / Revisions etc. | \$95 |
| 9. | OTHER APPLICATIONS | \$750 plus \$60/acre |
| 10. | SIGN REVIEW (ARC, OS-ARC) PER SIGN | \$200 |
| 11. | LANDSCAPE OBSERVATION & REPORT / DOCUMENT REVIEWS | First review: \$350, revisions at hourly rate. |
| 9. | <u>Revisions</u> (plans and submissions that have been previously reviewed by the Consultant and subsequently revised): one half of original fee. | |
| 10. | <u>Meetings at Consultant's or Township offices with applicants:</u> Hourly rate as specified in Section 9.B., \$200.00 minimum charge. | |
| 11. | <u>Resubmission after 90 Days or Major Revisions:</u> 100% of original fee. | |

The hourly rates, and review fees in Section 9 are valid through June 30, 2018 after which the Consultant may increase its hourly rates, and review fees per classification by a percentage equal to the Consumer Price Index for the Detroit Metro Area as reported by the U.S. Department of Labor, Bureau of Labor Statistics.

SECTION 9 - ADDITIONAL SERVICES

For services requiring additional time or meetings beyond the scope identified in this agreement and as requested by the Township, the Consultant shall be compensated by the Township at the rate set forth in Section 9.B., herein. It is expressly understood and agreed that the compensation provided herein shall not cover the following services:

- A. Preparation of applications for submission to federal, State or County agencies;
- B. Traveling expenses outside Wayne County;
- C. Preparation of area plans, tax increment financing and development plans, project management, capital improvement programs, building inspections, corridor studies, recreation plans, public relations, environmental studies, market studies, municipal department administration, program development and similar plans, programs and studies.
- D. Outside reproduction.

The Consultant shall provide the above services for a separately negotiated fee.

SECTION 10 - HIRING MCKENNA PERSONNEL

Because McKenna incurs substantial expenses in recruiting, training, developing and retaining its talented professionals, we ask the community to agree not to hire or contract with McKenna employees.

SECTION 11 - EQUAL EMPLOYMENT OPPORTUNITY

There shall be no discrimination against any employee who is employed in the work covered by this Agreement or against any applicant for such employment because of race, color, religion, sex or nation origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.

SECTION 12 - OWNERSHIP OF DATA

All reports, charts, maps, and graphics shall become the property of the Township, and shall not be furnished to any other party without written permission of the Township.

SECTION 13 - COMPLIANCE WITH ALL LAWS

In performance of this agreement, the Consultant agrees to comply with all applicable federal, State and local statutes, ordinances and regulations, when applicable, including minimum wages, Social Security, unemployment compensation insurance, and Worker's Compensation, and to obtain any and all permits applicable to the performance of this agreement.

SECTION 14 - NO CONFLICT OF INTEREST

During the term of this Agreement, the Consultant agrees that it shall not accept employment, nor shall it perform services for or on behalf of any client whose interests are adverse to that of the Township, or for which a conflict between the Township and Consultant would be created, without the prior written consent of the Township.

SECTION 15 - COMPLIANCE WITH CODE OF ETHICS

The consultant agrees it shall be bound by the American Planning Association Code of Professional Ethics.

IN WITNESS WHEREOF, the Township and Consultant have executed this Agreement the day and year first above written.

WITNESS:

**PLYMOUTH TOWNSHIP
WAYNE COUNTY, MICHIGAN**

By: _____

By: _____

McKENNA ASSOCIATES, INCORPORATED

By: _____

John R. Jackson, AICP, President

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 12, 2017**

**ITEM F.3
NEW BUSINESS
Updated Planning Fees
Laura Haw**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: September 12, 2017

ITEM: 2017 Fee Schedule | Community Development *DRAFT – REVISED*

PRESENTER: Mrs. Laura Haw, Community Development Director / Planner

BACKGROUND:

Plymouth Township's current Community Development Fee Schedule (to applicants / developers) are competitive in comparison to surrounding communities and over five years have passed since the Township adjusted these fees. We understand the Township has avoided increases as long as possible. However, the Fee Schedule should more accurately reflect the costs of providing professional and administrative community development services.

Enclosed is the revised, draft 2017 Fee Schedule, Community Development Department that presents modest increases to the base fees of a number of applications. Please note that in several instances, a reduction to the base fee is recommended, in an effort to be more development-friendly. Recommended adjustments to the Fee Schedule are based on both on the development characteristics of Plymouth Township and current fees required by surrounding communities (i.e. Canton, Northville Township, etc.) and communities where similar, high-quality development is the standard (i.e. Troy, Birmingham, etc.).

The proposed base fee increases are captured wholly by Township fees. No increase to McKenna (planner) fees is proposed. In several cases, McKenna is reducing its fee to help facilitate the Township's ability to offer more development-friendly fees.

Please note, the Township Engineer and Attorney also weighed in on the Fee Schedule and provided valuable recommendations moving forward; their contributions are appreciated.

RECOMMENDATION:

I move to approve the resolution #2017-09-12-37 adopting the Community Development Schedule of Fees as presented on September 12, 2017 and to incorporate these newly revised fees into the Comprehensive Fee Schedule effective immediately.

ADDITIONAL RECOMMENDATIONS:

Further, it is recommended that the Township's Community Development Application Packets be revised. The packets are currently over 15 pages long; which is overwhelming for applicants and contains confusing and outdated information. The trend for communities is a streamlined packet where applicants can quickly and easily find the information needed. Revisions to the Application Packets will also reduce on-site time as the Department receives constant questions on processes, fees and requirements.

Enclosed: Revised, draft 2017 Fee Schedule | Community Development: *track changes and clean copy*

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

**RESOLUTION TO REVISE THE PLANNING CONSULTANT FEE SCHEDULE
RESOLUTION #2017-09-12-37**

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 September 12, 2017, at 7:00 p.m.

WHEREAS, it is the intention of the Charter Township of Plymouth Board of Trustees to maintain competitive and fair fees for all professional planning and development services provided by the Township, and,

WHEREAS, it has been over five years since the Township increased any of the base fees, while costs have continued to escalate, and,

WHEREAS, the accompanying draft fee schedule reflects revised fees that will assist the Township in recouping the costs of providing these services, and,

NOW THEREFORE BE IT RESOLVED, that the Charter Township of Plymouth Board of Trustees does hereby move to adopt the Planning Consultant Schedule of Fees as presented on September 12, 2017, and to incorporate these newly revised fees into the Comprehensive Fee Schedule effective immediately.

Motion By: _____ Seconded By: _____

Roll Call:

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

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth Division of Public Services

Resolution #2017-09-12-37

Effective , 2017



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

Proposed adjustments, shown in red front.
Proposed text to be removed, shown in strikethrough.

APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
1. REZONING & CONDITIONAL REVIEW <div style="text-align: right;">Recording Cost</div> <div style="text-align: right;">Engineer and Attorney (if requested)</div> <div style="text-align: right;">Traffic/Impact Study (if required)</div>	\$2,900, plus \$55 per acre \$2,900, plus \$50 per acre (Canton: \$2,500) plus \$600 (Escrow) Time and Material \$1,200
2. CONDITIONAL REZONING REVIEW <div style="text-align: right;">Recording Cost</div> <div style="text-align: right;">Engineer and Attorney fees (if requested)</div> <div style="text-align: right;">Engineer Final Stamp Review (if required)</div> <div style="text-align: right;">Traffic/Impact Study (if required)</div>	\$2,900 plus \$70 per acre plus \$600 (Escrow) Time and Material \$300 \$1,200
3. SPECIAL USE REVIEW <div style="text-align: right;">Engineer and Attorney fees (if required)</div> <div style="text-align: center;">— Each Revision</div> <div style="text-align: right;">Engineer and Attorney fees (if required)</div> <div style="text-align: right;">Traffic/Impact Study (if required)</div>	\$2,350 \$2,800 (consistent with Birmingham) plus Time and Material \$625 Time and Material \$1,200
4. OPTION REVIEW (R.U.D., CLUSTER, P.U.D.) Concept Plan Review (Planning Commission) <div style="text-align: right;">Attorney fees</div> <div style="text-align: right;">Each Revision</div> Concept Plan Review (Board of Trustees) <div style="text-align: right;">Attorney fees (if requested)</div> <div style="text-align: right;">Traffic/Impact Study (if required)</div> Amendments or Modifications to an Existing Option <div style="text-align: right;">Attorney fees (if requested)</div>	\$2,750 plus \$35 per acre \$3,000 plus \$50 per acre (consistent with Troy) Time and Material \$1,075 plus \$17 per acre \$1,550 \$1,600 per acre Time and Material \$1,200 \$2,150 plus \$35 per acre \$3,000 plus \$50 per acre Time and Material

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective , 2017



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
5. PLAT REVIEW (combine with Subdivision below) <div style="text-align: right; padding-right: 20px;"> Tentative Preliminary Attorney fees (if requested) </div> <div style="text-align: right; padding-right: 20px;"> Each Revision </div> <div style="text-align: right; padding-right: 20px;"> Final Preliminary Attorney fees (if requested) </div> <div style="text-align: right; padding-right: 20px;"> Final Plat Review (Planning Commission & Board of Trustees) </div> <div style="text-align: right; padding-right: 20px;"> Traffic/Impact Study (if Required) </div>	\$2,150 plus \$15 per lot \$3,000, plus \$30 per lot (consistent with Canton) Time and Material \$1,125 plus \$7.50 per lot \$2,750 plus \$25 per lot \$2,500, plus \$30 per lot Time and Material \$1,350 plus \$10 per lot \$2,000, plus \$15 per lot \$1,200
6. SITE CONDOMINIUM SUBDIVISION <div style="text-align: right; padding-right: 20px;"> Tentative Approval Attorney fees (if requested) </div> <div style="text-align: right; padding-right: 20px;"> Final Approval Attorney fees (if requested) </div>	\$2,205 plus \$20 per unit Time and Material \$3,195 plus \$20 per unit Time and Material
7. LANDSPLIT / COMBINATION Lot Split First Review, Residential & Commercial Attorney fees (if requested) Each Revision, Residential & Commercial Attorney fees (if requested) Lot Line Modification, First Review, All Property Attorney fees (if requested) Lot Line Modification, Each Revision Attorney fees (if requested) Land Combination, First Review Land Combination, First Review, Single Family Residential Only (Administrative and not part of a CHO, PUD or RUD)	\$1,150 plus \$120 per resulting lots* \$1,200 plus \$100 per resulting lot (Canton: \$1,200, plus \$75) Time and Material *Fee is doubled if there are more than four new parcels \$575 plus \$60 per resulting lots* Time and Material *Fee is doubled if there are more than four new parcels \$1,050 \$1,200 Time and Material \$475 Time and Material \$800 \$400

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective , 2017



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APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
8. SITE PLAN REVIEW**	
<i>** Should the applicant request both tentative and final site plan review at the same time, the total fee shall be increased by 1.5 percent.</i>	
<u>CLUSTER HOUSING / RESIDENTIAL UNIT</u>	
First Review Attorney fees (if requested)	\$3,100 plus \$110 per acre \$3,500, plus \$150 per acre (Canton: \$3,000, plus 150 per acre). Time and Material
Each Revision Attorney fees (if requested)	\$1,150 plus \$80 per acre Time and Material
<u>MULTIPLE FAMILY (R-2-A)</u>	
First Review Attorney fees (if requested)	\$3,100 plus \$110 per acre \$3,500, plus \$150 per acre Time and Material
Each Revision Attorney fees (if requested)	\$1,150 plus \$80 per acre Time and Material
<u>COMMERCIAL (C-1, C-2), OFFICE (OS), INDUSTRIAL (IND, TAR)</u>	
First Review Attorney fees (if requested)	\$3,100 plus \$110 per acre \$3,500, plus \$150 per acre Time and Material (Northville: \$2,300, Canton: \$3,000)
Each Revision Attorney fees (if requested)	\$1,150 plus \$80 per acre \$1,500, plus \$100 per acre Time and Material
<u>ANN ARBOR ROAD CORRIDOR (ARC, OS-ARC)</u>	
First Review Attorney fees (if requested)	\$3,250 plus \$110 per acre \$3,500, plus \$150 per acre Time and Material
Each Revision Attorney fees (if requested)	\$1,225 plus \$55 per acre Time and Material
<u>MID-RISE</u>	
First Review Attorney fees (if requested)	\$3,250 plus \$110 per acre \$3,500, plus \$150 per acre Time and Material
Each Revision Attorney fees (if requested)	\$1,225 plus \$55 per acre Time and Material
<u>MOBILE HOME PARK</u>	
First Review Attorney fees (if requested)	\$3,350 plus \$120 per acre \$3,500, plus \$150 per acre Time and Material
Each Revision Attorney fees (if requested)	\$1,275 plus \$60 per acre Time and Material

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective , 2017



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APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
8. SITE PLAN REVIEW (continued)	
<u>P.U.D.</u>	
First Review	\$3,250 plus \$110 per acre \$3,500, plus \$150 per acre
Attorney fees (if requested)	Time and Material
Each Revision	\$1,225 plus \$55 per acre
Review, Board of Trustees	\$1,400 \$1,600
<u>SCHOOL, CHURCH</u>	
First Review	\$2,750 plus \$110 per acre \$3,500, plus \$150 per acre
Attorney fees (if requested)	Time and Material
Each Revision	\$1,075 plus \$55 per acre
<u>ADDITIONS TO EXISTING BUILDINGS</u>	
First Review	\$2,925 plus \$110 per acre \$3,000, plus \$150 per acre
Attorney fees (if requested)	Time and Material
Each Revision	\$1,075 plus \$55 per acre
Attorney fees (if requested)	Time and Material
<u>ADMINISTRATIVE REVIEW</u>	May only require Township review and fee
Township Fee	\$750 \$2,500, plus \$100 per acre (total)
Engineer Fee	\$650 plus \$50/acre
Planner Fee	\$650 plus \$60/acre
Attorney Fee	Time and Material
<u>ADMINISTRATIVE REVIEW (minor)</u>	\$350
9. LAND FILL REVIEW	
Attorney fees (if requested)	\$1,200 plus \$40 per acre
	Time and Material
10. SPECIAL MEETINGS	
<u>PLANNING COMMISSION</u>	\$1,800 \$2,000
<u>PRE-APPLICATION MEETINGS</u>	
Engineer	\$165 \$175
Planner	\$165 \$175
Engineer and Planner	\$260

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective , 2017



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APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
11. OTHER APPLICATIONS <i>Attorney fees (if requested)</i>	\$2,250 plus \$110 per acre \$2,500, plus \$150 per acre Time and Material
12. SIGN REVIEW (ARC, OS-ARC), per sign	\$600 \$400* *Recommend to re-evaluate the sign permit review with Building Department and Zoning Ordinance requirement for Planning Commission review of ARC Signs into full Administrative Review by the Community Development Department at a later date.
13. LANDSCAPE OBSERVATION & REPORT <p style="text-align: center;"><u>All Districts</u></p> <p style="text-align: center;"><u>COMMERCIAL, OFFICE, ARC, OS-ARC, INDUSTRIAL, TAR or INSTITUTIONAL (SCHOOL, CHURCH etc.)</u></p> <p style="text-align: center;">First Site Visit & Review \$475 plus \$30 per acre \$700</p> <p style="text-align: center;">Each Subsequent Site Visit & Review</p> <p style="text-align: center;"><u>MULTIPLE FAMILY, MID-RISE, MOBILE HOME PARK</u></p> <p style="text-align: center;">First Site Visit & Review \$1,200 plus \$60 per acre \$800</p> <p style="text-align: center;">Each Subsequent Site Visit & Review</p> <p style="text-align: center;">Additional Units for Subsequent Site Visit & Review \$100 per unit</p> <p style="text-align: center;"><u>SUBDIVISIONS, SITE-CONDOMINIUMS, CLUSTER HOUSING</u></p> <p style="text-align: center;">First Site Visit & Review \$1,400 plus \$20 per acre</p> <p style="text-align: center;">Each Subsequent Site Visit & Review \$700 plus \$10 per acre</p>	
14. PRIVATE ROAD <p style="text-align: right;">Road Plan</p> <p style="text-align: right;">Road Maintenance Agreement</p>	<p style="text-align: right;">\$1,200 plus \$110 per lots over four (4)</p> <p style="text-align: right;">\$900</p>

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective , 2017



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APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
DOCUMENT REVIEWS***	
P.U.D./R.U.D. Engineer, Planner and Attorney	\$250 \$350 for all Time and Material
Open Space Community Engineer, Planner and Attorney	\$250 plus Time and Material
Private Road Engineer, Planner and Attorney	\$250 plus Time and Material
Landscape Maintenance Engineer, Planner and Attorney	\$250 plus Time and Material
Open Space Maintenance Engineer, Planner and Attorney	\$250 plus Time and Material
Stormwater Maintenance Engineer, Planner and Attorney	\$250 plus Time and Material
Easements Engineer, Planner and Attorney	\$250 plus Time and Material
Subdivision/Condominium Engineer, Planner and Attorney	\$250 plus Time and Material
Declaration of Restrictions Engineer, Planner and Attorney	\$250 plus Time and Material
Deed Restrictions Engineer, Planner and Attorney	\$250 plus Time and Material
By-Laws Engineer, Planner and Attorney	\$250 plus Time and Material
Wayne County Agreements Engineer, Planner and Attorney	\$250 plus Time and Material
Other Documents Engineer, Planner and Attorney	\$250 plus Time and Material
Each Revision Engineer, Planner and Attorney	\$250 plus Time and Material
Traffic / Impact Study Engineer, Planner and Attorney	\$500
	<p>***Document review fees are base fees, additional fees by the Engineer, Planner and Attorney may be invoiced on a Time and Material basis.</p> <p>A single escrow account in the amount of \$3,000 shall be established for reviews by the Engineer, Planner and Attorney (\$1,000 per consultant.) Community Development shall withdraw fees from the escrow account based on Invoices submitted by the consultant based on time & materials. If any \$1,000 segment is drawn down to \$400 or less, the applicant shall submit additional funds to bring the segment back to the \$1,000 escrow. At the conclusion of the project, any remaining escrow funds shall be refunded to the applicant.</p> <p>Recording Fees are the responsibility of the applicant.</p>

DRAFT Community Development Schedule of Fees

Charter Township of Plymouth
Division of Public Services

Effective , 2017



No refunds will be given once the application has been processed and funds deposited with the Treasurer's office.

TRUST AND AGENCY FEES

TRUST AND AGENCY FEES	
REVIEW IMPROVEMENT PLANS	
Sanitary, storm sewers and watermains percent of estimated construction costs	4-5 2 % Minimum Deposit = \$300- \$400
Part 41 sanitary sewer permit applications	\$300
INSPECTION TASKS	
Sanitary, Township storm and water at installation; Field check for:	Minimum Deposit = 3% of construction costs or
Release of bonds on monuments and lot irons.	Three (3) inspection days, whichever is greater.
Release of bonds on site improvements.	
Per Diem @ Daily rate	
GENERAL ADMINISTRATION OF CONSTRUCTION	2% of construction costs. Minimum Fee = \$450

All revisions will be 1/2 of the original fee. A first review fee will be charged if revised application is submitted later than 180 days or if substantial modifications are made, per the determination of the Township.

Additional Engineering and Attorney fees may be required for all applications, and invoiced by Time and Material.

Fee Schedule | Community Development

CHARTER TOWNSHIP OF PLYMOUTH

Division of Public Services

Effective _____, 2017



APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
REZONING & CONDITIONAL REVIEW	\$2,900, plus \$50 per acre, plus \$600 (<i>Recording Review Cost if a Conditional Rezoning</i>)
SPECIAL USE REVIEW	\$2,800
OPTION REVIEW (RUD, CLUSTER, PUD)	
<u>Option Review - Planning Commission</u>	\$3,000, plus \$50 per acre
<u>Option Review - Board of Trustees</u>	\$1,600
<u>Amendments / Modifications to an Existing Option</u>	\$3,000, plus \$50 per acre
SITE CONDOMINIUM SUBDIVISION / PLAT REVIEW	
<u>Tentative Preliminary</u>	\$3,000, plus \$30 per lot
<u>Final Preliminary</u>	\$2,500, plus \$30 per lot
<u>Final (Plat) Review</u>	\$2,000, plus \$15 per lot
<u>Review at Each of the Three Stages Above (Board of Trustees)</u>	\$1,600, each regular meeting
LANDSPLIT / COMBINATION (<i>first review listed only</i>)	
<u>Lot Split (all Districts)</u>	\$1,200 plus \$100 per resulting lot* <i>*Fee doubled if more than four new parcels resulting</i>
<u>Lot Line Modification</u>	\$1,200
<u>Land Combination</u>	\$800
<u>Land Combination, Single Family Residential Only</u> (<i>excludes CHO/ RUD / PUD</i>)	\$400
SPECIAL MEETINGS	
<u>Planning Commission</u>	\$2,000, per meeting
<u>Pre-Application Meetings</u>	
Engineer	\$175
Planner	\$175
OTHER APPLICATIONS	\$2,500, plus \$150 per acre
SIGN REVIEW (ARC, OS-ARC) - Per Sign	\$400
PRIVATE ROAD	
<u>Road Plan</u>	\$1,200, plus \$110 per lots over four (4)
<u>Road Maintenance Agreement</u>	\$900

Fee Schedule | Community Development

CHARTER TOWNSHIP OF PLYMOUTH

Division of Public Services

Effective _____, 2017

APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
<p>SITE PLAN REVIEW <i>(tentative review listed only)**</i> <i>** Should both tentative and final site plan review be requested at the same time, the total fee shall be increased by 1.5%.</i></p> <p><u>All Districts / Cluster Housing (CHO) / Residential Unit Development (RUD) / Planned Unit Development (PUD)</u></p> <p><u>Addition to Existing Building(s)</u></p> <p><u>CHO / RUD / PUD Review: Board of Trustees only</u></p> <p><u>Administrative Review (major)</u></p> <p><u>Administrative Review (minor)</u></p>	<p>\$3,500, plus \$150 per acre</p> <p>\$3,000, plus \$150 per acre</p> <p>\$1,600, each regular meeting</p> <p>\$2,500, plus \$100 per acre</p> <p>\$350</p>
<p>LANDSCAPE OBSERVATION & REPORT</p> <p><u>All Districts</u></p> <p><u>Additional Units for Subsequent Site Visit & Review (excluding revisions)</u></p>	<p>\$700, plus \$30 per impacted area</p> <p>\$100, per unit</p>
<p>DOCUMENT REVIEWS*** <i>***Document review fees are base fees, additional fees by the Engineer, Planner and Attorney may be invoiced on a time and material basis.</i></p> <p><u>Traffic / Impact Study</u></p> <p><u>CHO/ RUD /PUD</u></p> <p><u>Open Space Community</u></p> <p><u>Private Road</u></p> <p><u>Landscape Maintenance</u></p> <p><u>Open Space Maintenance</u></p> <p><u>Stormwater Maintenance</u></p> <p><u>Easements</u></p> <p><u>Subdivision / Condominium</u></p> <p><u>Declaration of Restrictions</u></p> <p><u>Deed Restrictions</u></p> <p><u>Master Deed / By-Laws</u></p> <p><u>Wayne County Agreements</u></p> <p><u>Other Documents</u></p>	<p>\$500</p> <p>\$350, per document</p> <p><i>A single escrow account in the amount of \$3,000 shall be established for reviews by the Engineer, Planner and Attorney (\$1,000 per consultant.) Community Development shall withdraw fees from the escrow account based on invoices submitted by the consultant based on time & materials. If any \$1,000 segment is drawn down to \$400 or less, the applicant shall submit additional funds to bring the segment back to the \$1,000 escrow. At the conclusion of the project, any remaining escrow funds shall be refunded to the applicant.</i></p>

Fee Schedule | Community Development

CHARTER TOWNSHIP OF PLYMOUTH

Division of Public Services

Effective _____, 2017

TRUST & AGENCY FEES	
<p>REVIEW IMPROVEMENT PLANS</p> <p style="padding-left: 40px;"><u>Sanitary, storm sewers and watermains</u> (percent of estimated construction costs)</p> <p style="padding-left: 40px;"><u>Part 41 sanitary sewer permit applications</u></p> <p>INSPECTION TASKS</p> <p style="padding-left: 40px;"><u>Sanitary, Township storm and water at installation:</u> Field check for: Release of bonds on monuments and lot irons. Release of bonds on site improvements. Per Diem @ Daily rate.</p> <p>GENERAL ADMINISTRATION OF CONSTRUCTION</p>	<p>2%. Minimum Deposit = \$400</p> <p>\$300</p> <p>Minimum Deposit = 3% of construction costs or Three (3) inspection days, whichever is greater.</p> <p>2% of construction costs. Minimum Fee = \$450</p>

Please Note:

All revisions will be ½ of the original fee. A first review fee will be charged if revised application is submitted later than 180 days or if substantial modifications are made, per the determination of the Township.

Additional Engineering and Attorney fees may be required for all applications, and invoiced by time and material.

All recording fees are the responsibility of the applicant.

No refunds will be given once the application has been processed and funds deposited with the Treasurer's office (excluding escrow).

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 12, 2017**

ITEM F.4

NEW BUSINESS

**S.W.A.T. Intergovernmental Agreement
Police Chief Tiderington**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: September 12, 2017

ITEM: Approval of S.W.A.T. Intergovernmental Agreement, Resolution #2017-09-12-38

PRESENTER: Thomas Tiderington – Chief of Police

BACKGROUND:

We are a member agency of the Western Wayne County Special Operations Team. This team is comprised of members of municipal police and fire agencies whose purpose is to establish formal framework for joint actions as it relates to the participation of these police officers and firefighters (in some cases) on the Team.

ACTION REQUESTED: Approve participation in this joint agreement

PROPOSED MOTION: I move to adopt Resolution #2017-09-12-38 to continue participation with the Western Wayne County Special Operations Team and to authorize the Chief of Police and Township Supervisor to sign the Memorandum of Understanding on behalf of the Charter Township of Plymouth.

Moved by: _____ Seconded by: _____

Roll Call

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

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

**RESOLUTION TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH
WESTERN WAYNE COUNTY SPECIAL OPERATIONS TEAM
RESOLUTION #2017-09-12-38**

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 September 12, 2017, at 7:00 p.m.

WHEREAS, it is the intention of the Charter Township of Plymouth Board of Trustees to provide for and establish a formal framework with surrounding agencies for joint actions involving the agencies that participate on this Special Operations Team, and,

WHEREAS, a comprehensive Memorandum of Understanding has been created that provides the terms and parameters for operations by members of this team, and,

WHEREAS, the Memorandum of Understanding provides for Complaint Resolution and Cancellation terms that are agreeable to all,

NOW THEREFORE BE IT RESOLVED, that the Charter Township of Plymouth Board of Trustees does hereby approve this Memorandum of Understanding between the Charter Township of Plymouth and the Western Wayne County Special Operations Team and authorizes the Chief of Police and the Township Supervisor to sign this Memorandum of Understanding on behalf of the Charter Township of Plymouth and to maintain an original copy of this fully executed agreement in the Clerk's Office for public perusal.

Motion By: _____ Seconded By: _____

Roll Call:

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

**STATE OF MICHIGAN
COUNTY OF WAYNE
WESTERN WAYNE COUNTY SPECIAL OPERATIONS TEAM**

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby entered into by and between the Western Wayne County Special Operations Team (WWCSOT) and the participating municipal police and fire agencies signing below. The purpose of this MOU is to establish formal framework for joint actions involving these agencies as it relates to the participation of police officers and firefighters on the Western Wayne County Special Operations Team.

SCOPE

It is evident that actions taken by criminals, political extremists, or mentally deranged individuals have a potential for increasingly violent outcomes. In the majority of cases the responsibility for the safe resolution of these activities/incidents becomes the responsibility of law enforcement. Experience has indicated that when inadequate resources and/or tactics are employed in responding to such "special threats", injury and death may unnecessarily occur among police and public safety personnel, hostages, innocent civilians, and the perpetrator. The Special Operations Team is created to provide resources and tactical support where the need is greater than the capabilities offered by standard police patrol response.

In addition, vice/narcotics raids, and the service of high risk search/arrest warrants have proven to be hazardous situations for law enforcement personnel. The situations present another type of special threat where the officers assigned may know in advance the potential for danger, but may not possess the required training, skill, and/or experience to adequately plan and conduct such operations. It is for this purpose also that the Special Operations Team is created.

AUTHORITY

This MOU is effective as of the date of signature by the chief law enforcement official of each participating agency, chief fire official of each participating agency where applicable, and the municipality's chief executive officer or their designee. It shall remain in full force and effect until all participating agencies agree to cancel it or a participating agency provides 90 days' written notice to the WWCSOT Board Chair of their intent to withdraw from the team.

BOARD

The WWCSOT oversight board shall be comprised of the chief law enforcement official or their designee from each participating agency. The board shall meet on a quarterly basis to receive updates from the team Commander and discuss the business of the team. Should an issue arise

that needs to be decided by a vote of the board, a majority vote of those in attendance shall rule. The WWCSOT Board Chair position shall rotate among the participating agencies on a two-year rotation.

ELIGIBILITY AND PARTICIPATION

Current members of the WWCSOT are: Canton Township Police and Fire Departments, City of Livonia Police and Fire Departments, City of Northville Police Department, City of Plymouth Police Department, City of Wayne Police Department, Garden City Police Department, Plymouth Township Police Department, Redford Township Police Department, Van Buren Township Police Department.

Any duly organized police agency having jurisdiction within Western Wayne County may apply for participation to the WWCSOT oversight board. Any agency entering into this agreement shall have its chief law enforcement official, chief fire official (where applicable), and the municipalities chief executive officer or their designee execute a copy of this MOU; and shall assign personnel to the unit according to the teams selection process.

PARTICIPATION FEE

Each participating agency shall be responsible for an annual participation fee due by January 31st of each year. If an agency joins in the middle of a fiscal year the participation fee shall be prorated for the remainder of the year. The participation fee will be set by majority vote of the WWCSOT oversight board at the last quarterly meeting before the preceding year based on the adopted budget.

BUDGET

The team Commander shall be responsible for preparing an annual budget and presenting it to the WWCSOT oversight board prior to December 31st of each year at the last quarterly meeting of the year. The budget will be adopted by majority vote of those in attendance at the board meeting.

PROVISIONS FOR ACTIVATION OF THE TEAM

The participating agencies which approve and enter into this MOU may request the Western Wayne County Special Operations Team assistance for all critical incidents or events occurring within their jurisdiction including but not limited to barricaded subjects, hostage situations, active shooter incidents, large scale demonstrations, dignitary protection details, or other situations as outlined by WWCSOT policy.

In the event that a participating agency is in need of assistance as set forth above, the agency shall request the activation of the team through the Van Buren Township Public Safety

Department at (734) 699-8930. The participating agency may seek technical guidance prior to making a request by contacting the team Commander or their designee per the WWCSOT policy.

COMMAND AND SUPERVISORY RESPONSIBILITY

The chief law enforcement official or the highest ranking law enforcement officer of the requesting agency shall have overall command of the incident. The WWCSOT Commander or their designee shall have command of the team and tactics deployed during the incident after consultation with the requesting agencies incident commander.

LIABILITY

Each participating agency will each remain responsible for any claims arising out of its performance of this MOU as provided by this MOU or by law. The MOU is not intended nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this MOU. The MOU is not intended to alter or increase any participating agency's liability for tort claims to other third-parties nor is it intended to be a third-party beneficiary contract; therefore, it confers no rights or third-party status on anyone other than to the parties to the MOU.

POWERS, PRIVILEGES, IMMUNITIES, AND COSTS

WWCSOT members of each participating agency engaging in assistance outside of their jurisdictional limits, under the terms of this MOU, shall, pursuant to the provisions of the Western Wayne County Police Mutual Aid Agreement, have the same powers, duties, rights, privileges, and immunities as a sworn police officer operating within their jurisdiction. Firefighter/Paramedics assigned to the team shall operate under the Wayne County Medical Control Authority commensurate with their licensure level.

Each participating agency agrees to furnish assigned members with the required equipment and training as outlined by WWCSOT policy and must bear the cost of maintenance and lost or damaged equipment that occurs during normal use.

Each participating agency shall compensate its WWCSOT members during the time they are rendering assistance during an activation including compensation due to injury or death.

The privileges and immunities from liability, exemption from laws, ordinances and rules, and all pension, insurance, relief, disability, worker's compensation, salary, death and other benefits that apply to the activity of an WWCSOT member of a participating agency when performing the member's duties within the jurisdictional limits of the member's agency apply to the employee to the same degree, manner, and extent while engaged in the performance of the employee's duties outside the jurisdictional limits of the member's agency under the provisions of this MOU.

COMPLAINTS

Whenever there is cause to believe that a complaint has arisen as a result of a WWCSOT response as promulgated by this MOU, the chief law enforcement official or their designee of the requesting agency shall be responsible for the documentation of the complaint to determine the following:

- The identity and contact information of the complainant.
- The specific facts of the complaint.
- The identity (if known) of the member/employee/officer accused in the complaint.

If it is determined that the complaint concerns the actions of the WWCSOT or a team member(s), the above information, with all documentation gathered during the receipt of the complaint, shall be forwarded to the WWCSOT Commander for review and investigation. Violations of a criminal nature shall be investigated in accordance with the requesting agency's internal policy. If the requesting agency does not have an internal policy addressing the investigation of criminal complaints, the complaint shall be investigated by the Michigan State Police.

Any officer involved shooting that occurs during the deployment of the WWCSOT will be investigated in accordance with the requesting agencies internal policy. If the requesting agency does not have an internal policy addressing these types of investigations the incident shall be investigated by the Michigan State Police.

MISCELLANEOUS

No failure by a party to insist upon the strict performance of any term of this MOU or to exercise any term after a breach affects or alters this MOU, but every term of this MOU remains effective with respect to any other then existing or subsequent breach.

If any provision of this MOU or the application to any person or circumstance is, to any extent, judicially determined to be invalid or unenforceable, the remainder of the MOU, or the application of the provision to persons or circumstances other than those as to which it is invalid or unenforceable, is not affected and is enforceable.

This MOU, and all actions arising from it, must be governed by, subject to, and construed according to the laws of the State of Michigan.

There are no other agreements, written or oral, between these parties arising out of the same subject matter. Any changes or modifications to the Agreement shall be in writing and executed by authorized agents for each party.

CANCELLATION

A participating agency may cancel their participation in this MOU by notifying the WWCSOT Board Chair with 90 days' written notice of their intent to withdraw from the team and this agreement.

MUNICIPALITY SIGNATURES

CHARTER TOWNSHIP OF CANTON

CITY OF LIVONIA

Director of Public Safety

Chief of Police

Township Supervisor

Fire Chief

Date

Mayor

Date

CHARTER TOWNSHIP OF PLYMOUTH

CHARTER TOWNSHIP OF REDFORD

Chief of Police

Chief of Police

Township Supervisor

Township Supervisor

Date

Date

CITY OF PLYMOUTH

Director of Public Safety

Mayor

Date

GARDEN CITY

Chief of Police

Mayor

Date

CHARTER TOWNSHIP OF VAN BUREN

Director of Public Safety

Township Supervisor

Date

CITY OF WAYNE

Chief of Police

Mayor

Date

CITY OF NORTHVILLE

Chief of Police

Mayor

Date

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 12, 2017**

ITEM F.5
NEW BUSINESS
Ordinance 1016
Amendment #21
RV Ordinance
Supervisor Heise

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

RECREATIONAL VEHICLE PARKING ORDINANCE

**ORDINANCE NO. 1016
AMENDMENT NO. 21**

AN ORDINANCE TO AMEND CHAPTER VIII, TO CREATE OF ARTICLE 2; TO PROHIBIT THE PARKING OF RECREATIONAL VEHICLES ON PUBLIC STREETS, HIGHWAYS, ALLEYS, OR OTHER PUBLIC RIGHTS-OF-WAY; TO PROVIDE FOR DEFINITIONS OF RECREATIONAL VEHICLES; TO PROVIDE FOR PENALTY; TO PROVIDE FOR REPEAL; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR SAVINGS CLAUSE; TO PROVIDE FOR PUBLICATION; AND TO PROVIDE FOR EFFECTIVE DATE.

THE CHARTER TOWNSHIP OF PLYMOUTH ORDAINS:

Ordinance No. 1016, is hereby adopted to read as follows:

SECTION I. AMENDMENT TO CHAPTER VIII

ARTICLE 2. RECREATIONAL VEHICLE PARKING

VIII-2.00 Recreational vehicle parking prohibited.

(a) No person shall park any recreational vehicle on any public street, highway, alley or other public right-of-way within the Township for any purpose or length of time, except that a recreational vehicle may be parked on a public street or highway for the sole purpose of loading or unloading such vehicle for a period not to exceed twenty-four (24) hours, provided that the parked recreational vehicle does not impede traffic or prospective traffic on such public street or highway.

(b) For purposes of this section, "recreational vehicle" shall include any of the following:

- (1) Boats and boat trailers, which shall include floats and rafts, plus the normal equipment used to transport the same on the highway;
- (2) Folding tent trailer, which is defined as a folding structure mounted on wheels and designed for travel and vacation use;

- (3) Motorhome, which is defined as a portable dwelling designed and constructed as an integral part of a self-propelled vehicle;
- (4) Pick-up camper, which is defined as a structure primarily to be mounted on a pick-up or truck chassis and with sufficient equipment to render it suitable for use as a temporary dwelling for travel, recreational and vacation uses;
- (5) Travel trailer, which is a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses, and either licensed as a trailer or permanently identified travel trailer by the manufacturer, or a movable or portable dwelling, constructed to be towed on its own chassis and connected to utilities and designed without a permanent foundation for year-round living;
- (6) Utility trailer, which is a vehicle licensed as a trailer used to transport motorcycles, snowmobiles, go-carts, off-road vehicle, stock cars, or other recreational equipment; or
- (7) Any other vehicle which is not licensed for road use which is primarily intended for off-road recreational, outdoor, and/or pleasure activities.

VII- 2.01 Prima Facie Responsibility of Registered Owner

If a recreational vehicle is parked in violation of Section VIII-2.00, the person in whose name that recreational vehicle is registered in this state or another state at the time of the violation is prima facie responsible for that violation.

VIII-2.02 Violation and Penalty

A person who violates this section is responsible for a civil infraction. A parking violation notice charging a violation of this section may be issued by a police officer in the form and manner provided by in MCL 257.742(6), (7) and (8).

SECTION II. PENALTY.

The penalty for violation of this Ordinance is set forth in Section I, VIII-2.02.

SECTION III. REPEAL.

All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance, except as herein provided, are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

SECTION IV. SEVERABILITY.

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

SECTION V. SAVINGS CLAUSE.

The repeal or amendment herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending litigation or prosecution of any right established or occurring prior to the effective date of this Ordinance.

SECTION VI. PUBLICATION.

The Clerk for the Charter Township of Plymouth shall cause this Ordinance to be published in the manner required by law.

SECTION VII. EFFECTIVE DATE.

This Ordinance shall take full force and effect upon publication.

CERTIFICATION

The foregoing Ordinance was duly adopted by the Township Board Trustees of the Charter Township of Plymouth at its regular meeting called and held on the _____ day of _____, 2017, and was ordered to be given publication in the manner required by law.

Jerry Vorva, Clerk

First Reading: August 22, 2017
Second Reading: September 12, 2017
Published: September 14, 2017
Adopted: _____
Effective upon Publication: September 14, 2017

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 12, 2017**

ITEM F.6

NEW BUSINESS

**Consideration of Final Invoice
Plante-Moran
Treasurer Clinton**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: September 12, 2017

ITEM: Approval of final invoice for Plante Moran cash reconciliation project

PRESENTER: Mark Clinton, Treasurer

BACKGROUND: The bank reconciliations project for Plymouth Township for 2016 ended up resulting in the reconciliation of 300 reconciliations that started in January and ended in April. We originally estimated the additional assistance we would need from Plante-Moran to be up to \$40,000 and the Board approved this.

The scope of the actual work that was needed to successfully complete and file the audit in a timely manner ended up costing substantial more than anticipated as the work that was required ended up being more than anticipated. We did not fully comprehend the depth of the situation we were facing.

As a result, Plante-Moran wrote off more than \$14,755. In addition to this, the firm has agreed to write off an additional \$6,222.50 of the remaining outstanding balance that we owe resulting in a final liability of \$12,445.00. Therefore, I am requesting Board Approval to pay this amount so that we may settle the account with Plante-Moran and successfully complete the massive cooperative effort that we all undertook together to make the 2016 audit a success.

PROPOSED MOTION: I move to authorize the Township Clerk to enter payment in the amount of \$12,445.00 to serve as payment in full for the balance of the professional services of Plante-Moran for the 2016 bank reconciliation and to direct the Township Clerk and Treasurer to sign the check and send it to Plante-Moran.

Moved By _____ Seconded By _____

ROLL CALL:

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



Plante & Moran, PLLC
 27400 Northwestern Highway
 P.O. Box 307
 Southfield, MI 48037-0307
 Tel: 248.352.2500
 Fax: 248.352.0018
 plantemoran.com

Memorandum

To: Clerk Jerry Vorva
From: Brian Camiller
Date: 8/16/17
Re: Adjustments to outstanding invoices

Jerry,

As you know, the bank reconciliation project to complete 300 monthly reconciliations (12 months x 25 bank accounts) was started in January and completed in April. At the beginning of the project, not knowing how difficult the reconciling process would be, we were unable to and did not provide an estimate of the hours that the project would take. The Township Board authorized up to \$40,000 at their board meeting.

As we neared the end of the authorized \$40,000, various conversations were had and we believed we were to continue our services. We did continue, finishing the project in April. We subsequently were hired for additional audit preparation assistance which we also promptly completed. The Township's audit was completed successfully and filed timely with the State for the first time.

Please note, during this project, we billed my time at the quoted manager rate instead of as a partner. Altogether, we opted not to bill the Township \$14,755 of my time as an investment in our relationship with the Township.

As noted above, we were not as aggressive as we perhaps should have been in regard to communicating the cost to complete the project after the original \$40,000 was exhausted. As a result, following our discussion last week and subsequent conversations between our firm's management team and Supervisor Heise, we have agreed to discount the outstanding invoices noted below (copies attached) by one third.

Invoice No.	Date	Original		Revised Amount	
		Amount Due	Discount	Due	
1418358	3/31/2017	\$ 8,662.50	\$(2,887.50)	\$	5,775.00
1420788	4/15/2017	\$ 9,473.75	\$(3,157.92)	\$	6,315.83
1431979	4/28/2017	\$ 531.25	\$(177.08)	\$	354.17
		<u>\$ 18,667.50</u>	<u>\$(6,222.50)</u>	<u>\$</u>	<u>12,445.00</u>

Altogether, we have written off \$20,977.50 of our fee based on the hours incurred and the hourly rates quoted in our engagement letter dated December 27, 2016. This amounts to a 26 percent discount overall.

Jerry, I'm very glad we were able to come to an amicable resolution to this issue and I apologize for the miscommunication. This was a very difficult and time consuming project that was successfully completed because of the tremendous cooperative efforts of both the Township staff and management, as well as our PMGAP team. I hope it is viewed as a success from your standpoint. We have been happy to be a part of the effort to get the Township's financial records up to date and to get the audit completed timely.

Thank you very much for your continued support. If additional assistance is required, PMGAP is ready, willing, and able to assist.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 12, 2017**

ITEM F.7
NEW BUSINESS
Budget Discussion
Supervisor Heise