

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

Tuesday, November 14, 2017
7:00 PM



REVISED

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, November 14, 2017

D. APPROVAL OF CONSENT AGENDA

D.1 Approval of Minutes:

Regular Meeting – Tuesday, October 24, 2017

D.2 Acceptance of Communications, Resolutions, Reports:

Building Department Monthly Report – October, 2017

Fire Department Monthly Report, October, 2017

FOIA Monthly Report – Clerk’s Office, October, 2017

FOIA Monthly Report – Police Department, October, 2017

D.3 Approval of Township Bills:

| FUND | ACCT | ALREADY PAID | TO BE PAID | TOTAL: |
|---------------------------------|------|-----------------------|---------------------|-----------------------|
| General Fund | 101 | \$624,473.14 | 148,237.93 | \$772,711.07 |
| Solid Waste Fund | 226 | 13,797.91 | 47.67 | 13,845.58 |
| Improvement Revolving (Capital) | 246 | .00 | .00 | .00 |
| Drug Forfeiture Fund | 265 | .00 | .00 | .00 |
| Drug Forfeiture Fund | 266 | .00 | .00 | .00 |
| Golf Course Fund | 510 | 1,729.01 | .00 | 1,729.01 |
| Senior Transportation | 588 | 4,850.26 | 140.73 | 4,990.99 |
| Water/Sewer Fund | 592 | 55,119.22 | 13,611.87 | 68,731.09 |
| Trust and Agency | 701 | 427,687.58 | 67.40 | 427,754.98 |
| Police Bond Fund | 702 | 6,082.00 | .00 | 6,082.00 |
| Tax Pool | 703 | 1,295.83 | .00 | 1,295.83 |
| Special Assessment Capital | 805 | .00 | 29,073.35 | 29,073.35 |
| TOTALS: | | \$1,135,034.95 | \$191,178.95 | \$1,326,213.90 |

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

Tuesday, November 14, 2017
7:00 PM

REVISED



E. PUBLIC COMMENTS AND QUESTIONS

F. NEW BUSINESS

- 1) Public Hearing on 2018 Budget
- 2) Tax Administration Fee Schedule, Resolution #2017-11-14-45 – Treasurer Clinton
- 3) Fee Schedule for the Building Department, Resolution #2017-11-14-42 Building Official Mark Lewis and Office Manager Cheri Palmarchuk
- 4) Park Rental Fee Schedule – Resolution #2017-11-14-43 - Sarah Visel
- 5) 2018 Charter Township of Plymouth General Appropriations Act and 2018 Budget Adoption, Resolution #2017-11-14-44 – Supervisor Heise and Accountant Kushner
- 6) Joint Recreation Master Plan – 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
TUESDAY, NOVEMBER 14, 2017**

**ITEM C
APPROVAL OF AGENDA**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

**ITEM D.1
APPROVAL OF CONSENT AGENDA
APPROVAL OF MINUTES
REGULAR MEETING
TUESDAY, OCTOBER 24, 2017**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, OCTOBER 24, 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
Jack Dempsey, Trustee
Gary Heitman, Trustee
Jerry Vorva, Clerk

MEMBERS ABSENT: Robert Doroshewitz, Trustee, Excused

OTHERS PRESENT: Dan Phillips, Fire Chief
Thomas Tiderington, Police Chief
Kevin Bennett, Township Attorney
David Richardson, Spalding DeDecker Assoc
Sandra Groth, Deputy Clerk
Amy Hammye, Deputy Treasurer
Cindy Kushner, Accountant
Sue Brams, Executive Asst. to Supv.
Cheri Palmarchuk, Office Manager, Building Dept.
Alice Geletzke, Recording Secretary
22 Members of the Public

B. PLEDGE OF ALLEGIANCE – Led by Paul Sharpe.

C. APPROVAL OF AGENDA
Tuesday, October 24, 2017

An addition to the agenda, Item F.4, was proposed by Trustee Dempsey: Joint Recreation Master Plan.

Supervisor Heise asked for a vote on adding the item to the agenda in order to comply with Board of Trustees Public Meeting Procedures, Section 4.1. Ayes all on a roll call vote.

Moved by Trustee Heitman and seconded by Trustee Dempsey to approve the agenda for the Board of Trustees regular meeting of October 24, 2017 as amended. Ayes all.

D. APPROVAL OF CONSENT AGENDA

D.1 Approval of Minutes:
Regular Meeting – Tuesday, October 10, 2017
Study Session – Tuesday, October 17, 2017

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, OCTOBER 24, 2017**

PROPOSED MINUTES

D.2 Acceptance of Communications, Resolutions, Reports:

Fire Department Report, September, 2017

Thank you to Fire Department – Wayne County Parks

D.3 Approval of Township Bills:

| FUND | ACCT | ALREADY PAID | TO BE PAID | TOTAL: |
|---------------------------------|-------------|---------------------|---------------------|-----------------------|
| General Fund | 101 | \$509,679.83 | \$69,339.12 | \$579,018.95 |
| Solid Waste Fund | 226 | 106,438.84 | 401.55 | 106,840.39 |
| Improvement Revolving (Capital) | 246 | .00 | .00 | .00 |
| Drug Forfeiture Fund | 265 | .00 | .00 | .00 |
| Drug Forfeiture Fund | 266 | .00 | .00 | .00 |
| Golf Course Fund | 510 | 104.16 | 8,301.48 | 8,405.64 |
| Senior Transportation | 588 | 8,584.51 | 131.90 | 8,716.41 |
| Water/Sewer Fund | 592 | 330,538.09 | 610,842.60 | 941,380.69 |
| Trust and Agency | 701 | .00 | .00 | .00 |
| Police Bond Fund | 702 | 4,705.00 | .00 | 4,705.00 |
| Tax Pool | 703 | .00 | .00 | .00 |
| Special Assessment Capital | 805 | 29.65 | 1,142.25 | 1,171.90 |
| TOTALS: | | \$960,080.08 | \$690,158.90 | \$1,650,238.98 |
| | | | | |

Moved by Trustee Heitman and seconded by Clerk Vorva to approve the consent agenda for the Board of Trustees regular meeting of October 24, 2017. Ayes all.

E. PUBLIC COMMENTS AND QUESTIONS – There were none.

F. NEW BUSINESS

1) Update on DTE Power Outage Response – Supervisor Heise

Ryan Stowe, Executive Director of Distribution Operations; Bill Cloutier, Manager of Regional Planning and Engineering; and Barbara Rykwald, Community Government Affairs, all from DTE Energy, addressed the Board and answered questions regarding the open house recently held and the work they are doing in the area to improve the electrical service.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, OCTOBER 24, 2017**

PROPOSED MINUTES

They noted that trees are a leading cause of power outages and provided photographs of extensive tree trimming done in the area. Also discussed were plans for replacing selected pole-top equipment that can cause outages and they indicated that major substation equipment has been replaced and a new sectionalizing device was installed on the circuit in July. Trouble was also found with underground cable and some has been replaced with plans for further restoration.

- 2) Discussion on Fee Adjustments for the Building Department and Streamlining of the Permitting Process – Building Official Mark Lewis and Office Manager Cheri Palmarchuk

Building Official Mark Lewis and Office Manager Cheri Palmarchuk discussed at length the proposed fee adjustments, with Board members suggesting some specific areas for further review. It was noted that the Building Department fees have not been revised since 2009.

The Board recessed briefly at 8:53 p.m. and resumed open session at 9 p.m.

- 3) 2018 Budget Revisions – Supervisor Heise and Treasurer Clinton

Board members and Accountant Cindy Kushner discussed at length the proposed revisions to the budget which would result in a net decrease in expenditures of \$113,734 and a surplus of \$339,049, with assumptions for the \$650,000 tax administration fee, the sale of the land on Five Mile Road, and the receipt of Court fees. There are no assumptions for setting aside funds for OPEB or for fire equipment purchases. Board members also discussed the advantages of looking for combined services and the possibility of needing a future millage increase.

- 4) Joint Recreation Plan

Trustee Dempsey indicated the last Township recreation plan was approved in 2010 and a new recreation plan needs approval in March in order to be eligible for funding from the Michigan Department of Natural Resources. The City of Plymouth has already processed and reviewed bids for preparation of a plan; therefore, it is requested that joint retention of a consultant be discussed with the City to save time and realize savings.

Moved by Trustee Dempsey and seconded by Clerk Vorva to authorize the Supervisor to engage in discussions with the City of Plymouth on jointly retaining a consultant to prepare a recreation master plan for both the City and the Township to be submitted to the State of Michigan in March 2018, and to bring a proposal on such retention to the Board at the next scheduled regular meeting for consideration and action. Ayes all on a roll call vote.

G. SUPERVISOR AND TRUSTEE COMMENTS

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, OCTOBER 24, 2017**

PROPOSED MINUTES

Supervisor Heise announced there would be no Board meetings on October 31, Halloween, and November 7, Election Day in other communities. The meeting of November 14 is scheduled for Budget approval, as well as consideration of various fees.

Treasurer Clinton said hard work has been done to collect all the money owed the Township and to cut expenses in order to fund public safety. Sometimes it takes hearing the stories such as those at the recent dinner to realize how important public safety is to the community.

Trustee Dempsey apologized to Trustee Heitman for his reaction of one of his earlier comments.

Trustee Curmi had suggestions about raising the dog license fees and selling them through veterinarians.

H. PUBLIC COMMENTS AND QUESTIONS

Duane Zantop noted the loss of \$1 million when the City left the fire agreement and asked when the money will be collected. Mr. Heise said there will be an upcoming meeting on Monday. Mr. Zantop also expressed concerns that things be approached cautiously. Trustee Dempsey said there are still things to look at creatively before a millage issue is considered.

I. ADJOURNMENT

Moved by Trustee Heitman and seconded by Clerk Vorva to adjourn the meeting at 9:48 p.m. Ayes all.

Jerry Vorva, Township Clerk

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

**ITEM D.2
APPROVAL OF CONSENT AGENDA
BUILDING DEPARTMENT MONTHLY
REPORT
OCTOBER, 2017**

CHARTER TOWNSHIP OF PLYMOUTH
DEPARTMENT OF BUILDING & CODE ENFORCEMENT



MONTHLY REPORT

October
2017

New Commerical Building for 2017

| Company Name | Property Address | Type of Work | Construction Value | Status | Month |
|------------------------------|-------------------|-------------------|--------------------|--------|---------|
| Auto Zone | 1423 Ann Arbor RD | Auto Parts Supply | 610,340 | Issued | January |
| Andover Business Phase II | 47025 5 Mile RD | Business Retail | 943,632 | Issued | April |
| Andover Business Phase II | 47057 5 Mile RD | Business Retail | 908,016 | Issued | April |
| Kirco-OM Plymouth (Oerlikon) | 41144 Concept | Industrial | 25,000,000 | Issued | May |
| Total Construction Value | | | 27,461,988 | | |

New Commercial Additions/Alterations for 2017

| Company Name | Property Address | Type of Work | Construction Value | Status | Month |
|--------------------------|-------------------------|------------------------|--------------------|--------|----------|
| Trumpf | 47711 Clipper | Interior remodel | 235,000 | Issued | January |
| ASK Services Inc | 40600 Ann Arbor RD #200 | Tenant finish | 90,000 | Issued | January |
| Kroger | 44525 Ann Arbor RD | Deli/Produce remodel | 650,000 | Issued | February |
| Comercia Bank | 42345 Ann Arbor RD | Construct Vestibule | 250,000 | Issued | February |
| Bank of America | 40909 Ann Arbor RD | Change lighting to LED | 109,143 | Issued | February |
| Mercy-USA | 44450 Pinetree #201 | Remodel Restrooms | 40,000 | Issued | February |
| MJ Cabinets | 533 Ann Arbor RD | Interior remodel | 20,000 | Issued | February |
| Absopure | 9000 General DR | Propane tank | 4,000 | Issued | March |
| Chrysan Industries | 14707 Keel | Office remodel | 75,000 | Issued | March |
| Chrysan Industries | 14707 Keel | Lab remodel | 240,000 | Issued | March |
| Accurate Tape & Label | 14500 Jib | Repave parking lot | 25,000 | Issued | March |
| Advanced Periodontics | 40400 Ann Arbor RD | Tenant remodel | 50,000 | Issued | April |
| Bidigare Contractors Inc | 939 Mill | Interior remodel | 150,000 | Issued | April |
| Burroughs | 41100 Plymouth RD | Bay door/man doors | 13,000 | Issued | April |
| Adient | 49200 Halyard | Phase I interior demo | 99,000 | Issued | May |
| Jogue | 14731 Helm CT | Additoin | 1,800,000 | Issued | May |
| Troy Design | 14425 Sheldon | Remodel CVC area | 352,000 | Issued | May |
| Preier Auto Service | 705 Ann Arbor RD | Roof/overhead door | 75,994 | Issued | May |

| Company Name | Property Address | Type of Work | Construction Value | Status | Month |
|--------------------------------|---------------------|------------------------------|--------------------|--------|-----------|
| Sames Kremlin | 45001 5 Mile RD | Loading dock replacemen | 7,980 | Issued | May |
| Auto Park LLC | 45749 Helm | Interior demo | 25,000 | Issued | May |
| Lake Pointe Bible | 42150 Schoolcraft | Additoin | 600,000 | Issued | June |
| Farrow Realty | 14555 Jib | High rack storage | 19,000 | Issued | June |
| Hamma Salon | 46074 Ann Arbor TR | Tenant finish | 600 | Issued | June |
| Deluxe Spa | 1464 Sheldon RD | Tenant finish | 50,000 | Issued | June |
| Hines Park | 9301 Haggerty | Parking Lot | 297,000 | Issued | July |
| Coherent Rofin | 40984 Concept | Warehouse office | 99,500 | Issued | July |
| Mahle Industries | 14900 Galleon | Interior office | 25,000 | Issued | July |
| Dr. Praveen Modi | 9857 Haggerty | tenant finish | 250,000 | Issued | July |
| Johnson Controls | 47911 Halyard | Tenant finish | 210,000 | Issued | July |
| Title Solutions | 41486 Wilcox | Tenant finish | 150,000 | Issued | July |
| Artic Pond | 40475 Plymouth | New ice area & addition | 2,150,000 | Issued | July |
| Undercover Storage | 13995 Haggerty | Fence | 24,000 | Issued | August |
| Undercover Storage | 13995 Haggerty | Parking Lot | 120,000 | Issued | August |
| Citgo Gas Station | 42395 Ann Arbor RD | Concrete replacement | 6,500 | Issued | August |
| Loc Performance | 13505 Haggerty | Additoin | 5,192,734 | Issued | August |
| Troy Design | 14425 Sheldon | White Room | 370,565 | Issued | August |
| Essco Development | 1498 Sheldon | Demo of interior space | 2,000 | Issued | September |
| Nordson Sealant | 45677 Helm | Repave parking lot | 45,600 | Issued | September |
| Farrow Realty | 14555 Jib | Repave parking lot | 47,000 | Issued | September |
| Plymouth 848 LLC | 41100 Pymouth RD | Install 4 exterior doors & c | 50,000 | Issued | September |
| Plymouth 848 LLC | 41100 Plymouth RD | Build walls | 60,000 | Issued | September |
| Plymouth 848 LLC | 41100 Plymouth RD | Install 2 doors | 20,000 | Issued | September |
| Dr. Praveen Modi | 9877 Haggerty | White Box | 9,000 | Issued | September |
| Coffee Express | 47722 Clipper | Momento Gelato | 70,000 | Issued | September |
| Auto Park LLC | 45749 Helm | Interior finish | 250,000 | Issued | September |
| McDonald's | 15110 Beck RD | Parking lot lights | 4,500 | Issued | October |
| Bob Jennotte Pontiac | 14949 Sheldon | Parking lot lights | 57,000 | Issued | October |
| Cequent Performance | 47912 Halyard # 100 | Generator Pad | 67,470 | Issued | October |
| First Step | 44567 Pinetree | Parking Lot | 35,000 | Issued | October |
| Vig Construction | 15040 Cleat | Tenant finish | 400,000 | Issued | October |
| Star Trucking | 8801 Haggerty | Gas canopy | 15,000 | Issued | October |
| Total Construction Value | | | 15,008,586 | | |
| Grand Total Construction Value | | | <u>42,470,574</u> | | |

Residential Housing 2017

Single Family Detached

| | <u>Total #</u> | <u>Total #</u> | <u>Total</u> | <u>Total</u> |
|---------------|------------------|-----------------|---------------------|---------------|
| | <u>Buildings</u> | <u>Dwelling</u> | <u>Value</u> | <u>Square</u> |
| | | | <u>Construction</u> | <u>Feet</u> |
| January | 0 | | | |
| February | 0 | | | |
| March | 3 | 3 | 635,481 | 4,158 |
| April | 1 | 1 | 467,906 | 4,961 |
| May | 0 | | | |
| June | 1 | 1 | 427,088 | 4,221 |
| July | 0 | | | |
| August | 0 | | | |
| September | 1 | 1 | 292,000 | 2,565 |
| October | 0 | | | |
| November | | | | |
| December | | | | |
| Totals | 6 | 6 | \$ 1,822,475 | 15,905 |

Single Family Attached (Townhouses/ Row Houses)

| | <u>Total #</u> | <u>Total #</u> | <u>Total</u> | <u>Total</u> |
|---------------|------------------|-----------------|---------------------|---------------|
| | <u>Buildings</u> | <u>Dwelling</u> | <u>Value</u> | <u>Square</u> |
| | | | <u>Construction</u> | <u>Feet</u> |
| January | 0 | | | |
| February | 0 | | | |
| March | 0 | | | |
| April | 0 | | | |
| May | 0 | | | |
| June | 0 | | | |
| July | 0 | | | |
| August | 0 | | | |
| September | 0 | | | |
| October | 0 | | | |
| November | | | | |
| December | | | | |
| Totals | 0 | 0 | \$ - | - |

Two-Family Buildings (Duplex)

| | <u>Total #</u> | <u>Total #</u> | <u>Total</u> | <u>Total</u> |
|---------------|------------------|-----------------|---------------------|---------------|
| | <u>Buildings</u> | <u>Dwelling</u> | <u>Value</u> | <u>Square</u> |
| | | | <u>Construction</u> | <u>Feet</u> |
| January | 0 | | | |
| February | 0 | | | |
| March | 1 | 2 | 409,798 | 3,884 |
| April | 0 | | | |
| May | 0 | | | |
| June | 0 | | | |
| July | 0 | | | |
| August | 0 | | | |
| September | 0 | | | |
| October | 0 | | | |
| November | | | | |
| December | | | | |
| Totals | 1 | 2 | \$ 409,798 | 3,884 |

Three-or-more Family Building (Apartments/Stacked Condos)

| | <u>Total #</u> | <u>Total #</u> | <u>Total</u> | <u>Total</u> |
|---------------|------------------|-----------------|---------------------|---------------|
| | <u>Buildings</u> | <u>Dwelling</u> | <u>Value</u> | <u>Square</u> |
| | | | <u>Construction</u> | <u>Feet</u> |
| January | 0 | | | |
| February | 0 | | | |
| March | 0 | | | |
| April | 0 | | | |
| May | 0 | | | |
| June | 0 | | | |
| July | 0 | | | |
| August | 0 | | | |
| September | 0 | | | |
| October | 0 | | | |
| November | | | | |
| December | | | | |
| Totals | 0 | 0 | \$ - | - |

| | <u>Total #</u> | <u>Total #</u> | <u>Value</u> | <u>Square</u> |
|------------------------------|------------------|-----------------|---------------------|---------------|
| | <u>Buildings</u> | <u>Dwelling</u> | <u>Construction</u> | <u>Feet</u> |
| Totals all categories | 7 | 8 | \$ 2,232,273 | 19,789 |

Certificate of Occupancy List

11/01/2017

1/1

| CofO Number | Status | Issued To | Address | CofO and Permit Dates | |
|---|---|-----------------------------|---|--|--|
| OF17-0096 <u>Permit Number</u> PB17-0314 | ISSUED (FINAL) <u>Applicant Name</u> Freudnandrus Construction II INC | Dr. Praveen Modi | 9857 HAGGERTY RD <u>Contractor</u> Freudnandrus Construction II | <u>CO Date Apply:</u> 10/04/2017 <u>Permit Date Apply:</u> 04/26/2017 | <u>CO Date Finaled:</u> 10/04/2017 <u>Permit Date Issued:</u> 7/24/2017 |
| OF17-0097 <u>Permit Number</u> PB17-0902 | ISSUED (FINAL) <u>Applicant Name</u> Plymouth 848 LLC | Plymouth 848 LLC | 41100 PLYMOUTH RD 120 <u>Contractor</u> | <u>CO Date Apply:</u> 10/05/2017 <u>Permit Date Apply:</u> 09/21/2017 | <u>CO Date Finaled:</u> 10/05/2017 <u>Permit Date Issued:</u> 0/05/2017 |
| OF17-0098 <u>Permit Number</u> PB17-0164 | ISSUED (FINAL) <u>Applicant Name</u> BIDIGARE CONTRACTORS INC | BIDIGARE CONTRACTORS | 939 MILL <u>Contractor</u> | <u>CO Date Apply:</u> 10/13/2017 <u>Permit Date Apply:</u> 03/23/2017 | <u>CO Date Finaled:</u> 10/13/2017 <u>Permit Date Issued:</u> 4/26/2017 |
| OF17-0099 <u>Permit Number</u> PB17-0916 | ISSUED (FINAL) <u>Applicant Name</u> Plymouth 848 LLC | Plymouth 848 LLC | 41100 PLYMOUTH RD 110 <u>Contractor</u> | <u>CO Date Apply:</u> 10/17/2017 <u>Permit Date Apply:</u> 09/26/2017 | <u>CO Date Finaled:</u> 10/17/2017 <u>Permit Date Issued:</u> 0/17/2017 |
| OF17-0100 <u>Permit Number</u> PB17-0752 | ISSUED (FINAL) <u>Applicant Name</u> Bulldog On Site Solutions | Troy Design & Manufacturing | 14425 SHELDON <u>Contractor</u> Bulldog On Site Solutions | <u>CO Date Apply:</u> 10/26/2017 <u>Permit Date Apply:</u> 08/10/2017 | <u>CO Date Finaled:</u> 10/26/2017 <u>Permit Date Issued:</u> 8/28/2017 |
| OF17-0101 <u>Permit Number</u> PB17-0853 | ISSUED (FINAL) <u>Applicant Name</u> Plymouth 848 LLC | Plymouth 848 LLC | 41100 PLYMOUTH RD #1 <u>Contractor</u> | <u>CO Date Apply:</u> 10/27/2017 <u>Permit Date Apply:</u> 09/08/2017 | <u>CO Date Finaled:</u> 10/27/2017 <u>Permit Date Issued:</u> 0/27/2017 |

All Records

Co.DateFinaled Between 10/1/2017 12:00:00 AM AND

10/31/2017 11:59:59 PM AND

Co.Status = ISSUED (FINAL)

Number of CofO's: **6**



Revenue Breakdown Report

11/01/2017

Filter: All Records, Transaction.DateToPostOn in <Previous month> [10/01/17 - 10/31/17]

| Unit Totals | | |
|-------------|---------|------------|
| Unit Name | Records | Revenue |
| TOTAL | 256 | 143,294.00 |

| Record Type Totals | | |
|--------------------|---------|------------|
| Unit: | Records | Revenue |
| Enforcement | 1 | 100.00 |
| Name | 3 | 3,000.00 |
| Permit | 252 | 140,194.00 |
| UNIT TOTAL: | 256 | 143,294.00 |

| Record Type Breakdowns | | |
|--------------------------|---------|---------|
| Unit: | Records | Revenue |
| Record Type: Enforcement | 1 | 100.00 |
| TOTAL: | 1 | 100.00 |

| Record Type: Name | Records | Revenue |
|-------------------|---------|----------|
| | 3 | 3,000.00 |
| TOTAL: | 3 | 3,000.00 |

| Record Type: Permit | Records | Revenue |
|---------------------|---------|------------|
| Building | 106 | 121,930.00 |
| Electrical | 48 | 4,573.00 |
| Mechanical | 77 | 11,529.00 |
| Plumbing | 21 | 2,162.00 |
| TOTAL: | 252 | 140,194.00 |

11/01/17

Enforcement List Vacant Properties

| Address | Sid-well Number | Responsible Party | Date of Enforcement Action | Status Of Enforcement Action | Date Enforcement Closed |
|--------------------------------|----------------------|------------------------------|----------------------------|------------------------------|-------------------------|
| <u>VACANT BLD - RES</u> | | | | | |
| 11626 JOY RD | R-78-061-99-0027-001 | Bruce Gould | 07/07/09 | Violation Issued | 06/14/11 |
| 11626 11626 BUTTERNUT | R-78-027-01-0160-002 | | 10/26/11 | Recv'd Registration | 01/16/14 |
| 11626 8890 NORTHERN | R-78-059-03-0136-000 | Rowe, Kimberly W | 01/13/12 | Recv'd Registration | |
| 11626 9440 NORTHERN | R-78-059-03-0167-000 | Baczlo Properties, LLC | 03/21/13 | Recv'd Registration | |
| 11626 41451 CRABTREE LN | R-78-017-02-0521-000 | | 11/27/13 | Recv'd Registration | |
| 11626 42405 HAMMILL | R-78-017-03-0048-301 | Rottell, Barbara Joann Trust | 03/31/15 | 1st Reg ltr sent | |
| 11626 9400 S MAIN | R-78-061-01-0003-000 | | 03/31/15 | 2nd Notice | |
| 11626 44415 ERIK PASS | R-78-058-01-0046-000 | FINANCIAL FREEDOM/BREE | 03/27/17 | 2nd Notice | |
| 11626 46643 ANN ARBOR TR | R-78-035-99-0006-006 | National Field Network | 05/02/17 | | 06/06/17 |
| Total: 9 | | | | | |

11/01/17

Enforcement List Vacant Properties

| Address | Sid-well Number | Responsible Party | Date of Enforcement Action | Status Of Enforcement Action | Date Enforcement Closed |
|-------------------------------|----------------------|-------------------|----------------------------|------------------------------|-------------------------|
| <u>VACANT BLD- COM</u> | | | | | |
| 11626 14556 JIB | R-78-009-03-0096-002 | Elizabeth Stanaj | 07/07/09 | Recv'd Registration | |
| Total: 1 | | | | | |

11/01/17

Enforcement List Vacant Properties

| Address | Sid-well Number | Responsible Party | Date of Enforcement Action | Status Of Enforcement Action | Date Enforcement Closed |
|---------------------------------|----------------------|------------------------------|----------------------------|------------------------------|-------------------------|
| <u>VACANT PROP - RES</u> | | | | | |
| 11626 Greystone Blvd | R-78-064-99-0022-701 | Biondo Design & Building LLC | 07/07/09 | 1st Reg ltr sent | |
| 11626 BECK RD | R-78-040-99-0008-000 | Marcus Raymond | 07/07/09 | 1st Reg ltr sent | 06/14/11 |
| 11626 JOY RD | R-78-061-99-0026-001 | Bruce Gould | 07/07/09 | Recv'd Registration | |
| 11626 ANN ARBOR RD | R-78-054-99-0015-000 | Shari Lightston, Trustee | 07/07/09 | Recv'd Registration | |
| 11626 ANN ARBOR RD | R-78-054-99-0015-000 | Shari Lightston, Trustee | 08/07/13 | 2nd Notice | 03/28/14 |
| 11626 44415 ERIK PASS | R-78-058-01-0046-000 | FINANCIAL FREEDOM/BREE | 04/06/16 | | 02/08/17 |
| Total: 6 | | | | | |

11/01/17

Enforcement List Vacant Properties

| Address | Sid-well Number | Responsible Party | Date of Enforcement Action | Status Of Enforcement Action | Date Enforcement Closed |
|---------|-----------------|-------------------|----------------------------------|------------------------------------|-------------------------------|
|---------|-----------------|-------------------|----------------------------------|------------------------------------|-------------------------------|

Total All Records: 16

Page: 4

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

**ITEM D.2
APPROVAL OF CONSENT AGENDA
FIRE DEPARTMENT MONTHLY REPORT
OCTOBER, 2017**



Plymouth Township Fire Department

Monthly Report

October 2017

Response Information:

The Plymouth Township Fire Department responded to **226** emergencies this month.

There was an average of **7.29** runs per day this month.

PTFD's average response time was **5 minutes, 20 seconds** to the scene. This includes all responses including non-emergent.

Mutual Aid:

Plymouth Township Fire Department is a member of the Western Wayne County Mutual Aid Association and we provided mutual aid **7** times this month and received mutual aid **3** times.

EMS Information:

There were **113** patients transported this month.

HVA transported **95** patients to the hospital.

Plymouth Township Fire transported **18** patients to the hospital.

The remainder of **31** patients were not transported for various reasons.

Plymouth transports billed out **\$9,230.40** this month, received **\$4,940.03** and have **\$37,323.39**

in outstanding bills. The total of **\$197.23** was written off.

Fire Loss:

There were **2** fires this month that accounted for **\$4,000.00** worth of damage to possessions and property.

Fire Prevention:

Plymouth Township Fire Department provided comprehensive fire inspections to businesses within Plymouth Township.

Fire Safety public education classes in CPR, Fire Extinguisher and Fire Safety are provided throughout the year.

This month, the department conducted **60** fire safety talks to a total of **177** participants.

Reports Included:

CLEMIS Reports

Incidents Section

- Incident Summary by Incident type
 - Incident Type
 - Type count
 - Property Loss
 - Property Value

- Mutual Aid by Department
 - Mutual aid Received
 - Mutual Aid Given

Local Section

- Fire Department Response Times
 - Turnout Time
 - Response Time

Health EMS

Agency Productivity

- Agency Activity Summary
 - Patients Transported by HVA
 - Patients Transported by PCFD

Inspection Report

Total count for Public Education – Review Fire Modules Calendar

Incident Type Count Report

Date Range: From 10/1/2017 To 10/31/2017

Selected Station(s): All

Incident

| <u>Type</u> | <u>Description</u> | <u>Count</u> | |
|---|--------------------|--------------|---------------|
| Station: MA | | | |
| 321 - EMS call, excluding vehicle accident with injury | | 5 | 2.21% |
| Total - Rescue & Emergency Medical Service Incidents | | 5 | 83.33% |
| 611 - Dispatched & cancelled en route | | 1 | 0.44% |
| Total - Good Intent Call | | 1 | 16.67% |
| Total for Station | | 6 | 2.65% |
| Station: ST1 | | | |
| 321 - EMS call, excluding vehicle accident with injury | | 50 | 22.12% |
| 322 - Vehicle accident with injuries | | 5 | 2.21% |
| 324 - Motor vehicle accident with no injuries | | 1 | 0.44% |
| Total - Rescue & Emergency Medical Service Incidents | | 56 | 74.67% |
| 413 - Oil or other combustible liquid spill | | 1 | 0.44% |
| 424 - Carbon monoxide incident | | 1 | 0.44% |
| 445 - Arcing, shorted electrical equipment | | 2 | 0.88% |
| Total - Hazardous Conditions (No fire) | | 4 | 5.33% |
| 551 - Assist police or other governmental agency | | 2 | 0.88% |
| 554 - Assist invalid | | 2 | 0.88% |
| Total - Service Call | | 4 | 5.33% |
| 611 - Dispatched & cancelled en route | | 7 | 3.10% |
| 6111 - Hospice Death | | 1 | 0.44% |
| 650 - Steam, other gas mistaken for smoke, other | | 1 | 0.44% |
| 651 - Smoke scare, odor of smoke | | 1 | 0.44% |
| Total - Good Intent Call | | 10 | 13.33% |
| 700 - False alarm or false call, other | | 1 | 0.44% |
| Total - Fals Alarm & False Call | | 1 | 1.33% |
| Total for Station | | 75 | 33.19% |
| Station: ST2 | | | |
| 321 - EMS call, excluding vehicle accident with injury | | 41 | 18.14% |
| Total - Rescue & Emergency Medical Service Incidents | | 41 | 69.49% |
| 554 - Assist invalid | | 3 | 1.33% |
| Total - Service Call | | 3 | 5.08% |
| 611 - Dispatched & cancelled en route | | 9 | 3.98% |
| Total - Good Intent Call | | 9 | 15.25% |
| 700 - False alarm or false call, other | | 1 | 0.44% |
| 711 - Municipal alarm system, malicious false alarm | | 3 | 1.33% |
| 740 - Unintentional transmission of alarm, other | | 1 | 0.44% |
| Total - Fals Alarm & False Call | | 5 | 8.47% |
| 9001 - Dispatch Error | | 1 | 0.44% |
| Total - Special Incident Type | | 1 | 1.69% |

Fire Department Response Times

Stations selected for analysis: All

Shifts selected for analysis: All

For Dates Beginning 10/1/2017 8:00:00AM Ending 10/31/2017 8:00:00AM

Incident Types selected for analysis: All

Incident Response Types selected for analysis: All Responses

| Time in Minutes | Dispatch to Enroute | Percent Total | Cumulative | | Enroute to Arrival | Percent Total | Cumulative | | Dispatch to Arrival | Percent Total | Cumulative | |
|-----------------|---------------------|---------------|------------|---------|--------------------|---------------|------------|---------|---------------------|---------------|------------|---------|
| | | | Responses | Percent | | | Responses | Percent | | | Responses | Percent |
| 0 - 1 | 90 | 48.13 | 90 | 48.13 | 6 | 3.31 | 6 | 3.31 | 6 | 3.16 | 6 | 3.16 |
| 1 - 2 | 65 | 34.76 | 155 | 82.89 | 20 | 11.05 | 26 | 14.36 | 7 | 3.68 | 13 | 6.84 |
| 2 - 3 | 22 | 11.76 | 177 | 94.65 | 35 | 19.34 | 61 | 33.70 | 18 | 9.47 | 31 | 16.32 |
| 3 - 4 | 7 | 3.74 | 184 | 98.40 | 33 | 18.23 | 94 | 51.93 | 27 | 14.21 | 58 | 30.53 |
| 4 - 5 | 1 | 0.53 | 185 | 98.93 | 33 | 18.23 | 127 | 70.17 | 33 | 17.37 | 91 | 47.89 |
| 5 - 6 | 0 | 0.00 | 185 | 98.93 | 20 | 11.05 | 147 | 81.22 | 35 | 18.42 | 126 | 66.32 |
| 6 - 7 | 1 | 0.53 | 186 | 99.47 | 13 | 7.18 | 160 | 88.40 | 26 | 13.68 | 152 | 80.00 |
| 7 - 8 | 0 | 0.00 | 186 | 99.47 | 5 | 2.76 | 165 | 91.16 | 12 | 6.32 | 164 | 86.32 |
| 8 - 9 | 0 | 0.00 | 186 | 99.47 | 6 | 3.31 | 171 | 94.48 | 9 | 4.74 | 173 | 91.05 |
| 9 - 10 | 0 | 0.00 | 186 | 99.47 | 5 | 2.76 | 176 | 97.24 | 3 | 1.58 | 176 | 92.63 |
| 10 + | 1 | 0.53 | 187 | 100.00 | 5 | 2.76 | 181 | 100.00 | 14 | 7.37 | 190 | 100.00 |

Incident
Total: 187

Average Times per Incident

Average Fire Department Turn Out Time: 1 minute(s) 12 second(s)
(Dispatch to Enroute)

Average Fire Department Travel Time: 4 minute(s) 10 second(s)
(Enroute to Arrive)

Average Fire Department Turn Out and Travel Time: 5 minute(s) 20 second(s)
(Dispatch to Arrive)

Incident

| <u>Type</u> | Description | Count | |
|---|--------------------|--------------|----------------|
| Total for Station | | 59 | 26.11% |
| Station: ST3 | | | |
| 132 - Road freight or transport vehicle fire | | 2 | 0.88% |
| Total - Fires | | 2 | 2.33% |
| 311 - Medical assist, assist EMS crew | | 1 | 0.44% |
| 321 - EMS call, excluding vehicle accident with injury | | 43 | 19.03% |
| 322 - Vehicle accident with injuries | | 9 | 3.98% |
| 324 - Motor vehicle accident with no injuries | | 2 | 0.88% |
| Total - Rescue & Emergency Medical Service Incidents | | 55 | 63.95% |
| 411 - Gasoline or other flammable liquid spill | | 1 | 0.44% |
| 412 - Gas leak (natural gas or LPG) | | 1 | 0.44% |
| 440 - Electrical wiring/equipment problem, other | | 1 | 0.44% |
| Total - Hazardous Conditions (No fire) | | 3 | 3.49% |
| 551 - Assist police or other governmental agency | | 1 | 0.44% |
| 554 - Assist invalid | | 10 | 4.42% |
| Total - Service Call | | 11 | 12.79% |
| 600 - Good intent call, other | | 1 | 0.44% |
| 611 - Dispatched & cancelled en route | | 6 | 2.65% |
| 6111 - Hospice Death | | 2 | 0.88% |
| 622 - No incident found on arrival at dispatch address | | 1 | 0.44% |
| 651 - Smoke scare, odor of smoke | | 2 | 0.88% |
| Total - Good Intent Call | | 12 | 13.95% |
| 700 - False alarm or false call, other | | 2 | 0.88% |
| 743 - Smoke detector activation, no fire - unintentional | | 1 | 0.44% |
| Total - Fals Alarm & False Call | | 3 | 3.49% |
| Total for Station | | 86 | 38.05% |
| | | 226 | 100.00% |

Fire Department Response Times

Stations selected for analysis: All

Shifts selected for analysis: All

For Dates Beginning 10/1/2017 12:00:00AM Ending 10/31/2017 12:00:00AM

Incident Types selected for analysis: All

Incident Response Types selected for analysis: All Responses

| Time in Minutes | Dispatch to Enroute | Percent Total | Cumulative | | Enroute to Arrival | Percent Total | Cumulative | | Dispatch to Arrival | Percent Total | Cumulative | |
|-----------------|---------------------|---------------|------------|---------|--------------------|---------------|------------|---------|---------------------|---------------|------------|---------|
| | | | Responses | Percent | | | Responses | Percent | | | Responses | Percent |
| 0 - 1 | 89 | 48.11 | 89 | 48.11 | 6 | 3.33 | 6 | 3.33 | 6 | 3.16 | 6 | 3.16 |
| 1 - 2 | 64 | 34.59 | 153 | 82.70 | 20 | 11.11 | 26 | 14.44 | 7 | 3.68 | 13 | 6.84 |
| 2 - 3 | 22 | 11.89 | 175 | 94.59 | 35 | 19.44 | 61 | 33.89 | 18 | 9.47 | 31 | 16.32 |
| 3 - 4 | 7 | 3.78 | 182 | 98.38 | 33 | 18.33 | 94 | 52.22 | 27 | 14.21 | 58 | 30.53 |
| 4 - 5 | 1 | 0.54 | 183 | 98.92 | 33 | 18.33 | 127 | 70.56 | 33 | 17.37 | 91 | 47.89 |
| 5 - 6 | 0 | 0.00 | 183 | 98.92 | 20 | 11.11 | 147 | 81.67 | 35 | 18.42 | 126 | 66.32 |
| 6 - 7 | 1 | 0.54 | 184 | 99.46 | 13 | 7.22 | 160 | 88.89 | 26 | 13.68 | 152 | 80.00 |
| 7 - 8 | 0 | 0.00 | 184 | 99.46 | 4 | 2.22 | 164 | 91.11 | 12 | 6.32 | 164 | 86.32 |
| 8 - 9 | 0 | 0.00 | 184 | 99.46 | 6 | 3.33 | 170 | 94.44 | 9 | 4.74 | 173 | 91.05 |
| 9 - 10 | 0 | 0.00 | 184 | 99.46 | 5 | 2.78 | 175 | 97.22 | 3 | 1.58 | 176 | 92.63 |
| 10 + | 1 | 0.54 | 185 | 100.00 | 5 | 2.78 | 180 | 100.00 | 14 | 7.37 | 190 | 100.00 |

Incident
Total: 185

Average Times per Incident

Average Fire Department Turn Out Time: 1 minute(s) 16 second(s)
(Dispatch to Enroute)

Average Fire Department Travel Time: 4 minute(s) 6 second(s)
(Enroute to Arrive)

Average Fire Department Turn Out and Travel Time: 5 minute(s) 20 second(s)
(Dispatch to Arrive)

Agency Activity Summary

Plymouth Community Fire Dept

Agency: Plymouth Community Fire Dept | Service Date: From 10/01/2017 Through 10/31/2017

Total Number of ePCRs: 144

Total Number of Incidents: 143

By Branch

01 Station 1 = 52

02 Station 2 = 41

03 Station 3 = 51

Run Disposition

| | # | % | | # | % |
|---------------------------------------|-----|-------|-----------------------------------|-----|------|
| Treated/Transported | 18 | 12.5% | Dead Prior To Arrival | 6 | 4.2% |
| Treated / Transferred Care | 95 | 66.0% | Dead After Arrival | 1 | 0.7% |
| Treated/No Transport (AMA) | 9 | 6.3% | Treat/Transported by Private Veh. | N/A | N/A |
| Treated / No Transport (Per Protocol) | 1 | 0.7% | Assist | N/A | N/A |
| Transported / Refused Care | N/A | N/A | Other | 1 | 0.7% |
| No Transport / Refused Care | 13 | 9.0% | No Patient Found | N/A | N/A |
| Cancelled | N/A | N/A | | | |
| Left Blank | N/A | N/A | | | |

Run Type

| | # | % | | # | % |
|-----------------------------------|-----|-----|---------------------------------------|-----|-----|
| Emergency Runs | N/A | N/A | Non-Emergency Runs | N/A | N/A |
| Stand By | N/A | N/A | Stand By | N/A | N/A |
| Mutual Aid | N/A | N/A | Mutual Aid | N/A | N/A |
| Interfacility | N/A | N/A | Interfacility | N/A | N/A |
| Intercept | N/A | N/A | Intercept | N/A | N/A |
| Emergency Runs (Scheduled) | N/A | N/A | Non-Emergency Runs (Scheduled) | N/A | N/A |
| Stand By | N/A | N/A | Stand By | N/A | N/A |
| Mutual Aid | N/A | N/A | Mutual Aid | N/A | N/A |
| Interfacility | N/A | N/A | Interfacility | N/A | N/A |
| Intercept | N/A | N/A | Intercept | N/A | N/A |

Emergency Type Left Blank: 0

Runs by Unit

| Unit | Total Runs | Treat/ Transp | Treat/ Transfer | Treat/No Transp(AMA) | Treat/No Transp(PP) | Transp/ Ref Care | Cancelled | Dead Prior Arr | Dead After Arr | T/T Priv Veh | No Trans/ Ref Care | Assist | Other | No Pat. Found |
|--------------|---------------|------------------|--------------------|-------------------------|------------------------|---------------------|-----------|-------------------|-------------------|-----------------|-----------------------|----------|----------|------------------|
| RES1 | 51 | 7 | 32 | 4 | 1 | 0 | 0 | 3 | 0 | 0 | 4 | 0 | 0 | 0 |
| RES2 | 44 | 6 | 32 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 4 | 0 | 0 | 0 |
| RES3 | 49 | 5 | 31 | 4 | 0 | 0 | 0 | 2 | 1 | 0 | 5 | 0 | 1 | 0 |
| Total | 144 | 18 | 95 | 9 | 1 | 0 | 0 | 6 | 1 | 0 | 13 | 0 | 1 | 0 |

Runs by Service Level

| <u>Dispatched Service Level</u> | # | % | <u>Recommended Service Level</u> | # | % |
|-------------------------------------|-----|-------|--------------------------------------|-----|-------|
| BLS | 5 | 3.5% | BLS | 87 | 60.4% |
| ALS | 139 | 96.5% | ALS1 | 57 | 39.6% |
| SCT | N/A | N/A | ALS2 | N/A | N/A |
| | | | SCT | N/A | N/A |
| | | | Rotary Wing | N/A | N/A |
| | | | Fixed Wing | N/A | N/A |

Runs by Insurance Type with Service Level (Multiple insurance types may have

been marked on a run)

| Type | BLS | % | ALS1 | % | ALS2 | % | SCT | %Rotary Wing | %Fixed Wing | % | Total | % |
|----------|-----|-------|------|-------|------|-----|-----|--------------|-------------|-----|-------|--------|
| Medicare | N/A | N/A | 1 | 0.7% | N/A | N/A | N/A | N/A | N/A | N/A | 1 | 0.7% |
| None | 87 | 60.4% | 58 | 40.3% | N/A | N/A | N/A | N/A | N/A | N/A | 145 | 100.7% |

Runs by Primary PI (Note - Primary PI is based on the ICD-10 priority setup in HealthEMS)

| Description | # | % |
|-----------------------------|------------|---------------|
| Abdominal Pain | 7 | 4.9% |
| Allergic Reaction | 2 | 1.4% |
| Alt. Level Conscious | 6 | 4.2% |
| Anxiety | 5 | 3.5% |
| Back Pain (No Trauma) | 7 | 4.9% |
| CVA/Stroke | 4 | 2.8% |
| Cardiac Arrest | 1 | 0.7% |
| Cardiac Symptoms | 1 | 0.7% |
| Chest Pain | 10 | 6.9% |
| Diabetic Symptoms | 3 | 2.1% |
| Dizziness | 6 | 4.2% |
| Dyspnea-SOB | 4 | 2.8% |
| Elevated Temp/Fever | 1 | 0.7% |
| GI -Bleed | 3 | 2.1% |
| GI -Diarrhea | 2 | 1.4% |
| Hemorrhage-(severe medical) | 2 | 1.4% |
| Migraine | 1 | 0.7% |
| Monitoring Required | 2 | 1.4% |
| Nausea | 3 | 2.1% |
| No Medical Problem | 6 | 4.2% |
| Nose Bleed | 1 | 0.7% |
| Obvious Death | 6 | 4.2% |
| Post-Op Complication | 2 | 1.4% |
| Psychiatric Emerg. | 7 | 4.9% |
| Respiratory Arrest | 1 | 0.7% |
| Seizure | 5 | 3.5% |
| Syncope/Fainting | 4 | 2.8% |
| Trauma Injury | 16 | 11.1% |
| Unknown Medical | 3 | 2.1% |
| Vomiting | 1 | 0.7% |
| Vomiting Blood | 1 | 0.7% |
| Weakness | 17 | 11.8% |
| Left Blank | 4 | 2.8% |
| Total | 144 | 100.0% |

Runs by Dispatch (EMD) Code

| <u>Description</u> | <u>#</u> | <u>%</u> |
|--|----------|----------|
| 1 Abdominal Pain | 6 | 4.2% |
| 10 Chest Pain [non-traumatic] | 14 | 9.7% |
| 11 Choking | 1 | 0.7% |
| 12 Convulsions/Seizures | 5 | 3.5% |
| 13 Diabetic | 2 | 1.4% |
| 17 Falls | 18 | 12.5% |
| 18 Headache | 1 | 0.7% |
| 2 Allergies/Envenomations | 2 | 1.4% |
| 21 Hemorrhage/Lacerations | 5 | 3.5% |
| 23 Overdose/poisoning | 1 | 0.7% |
| 25 Psychiatric/Abnormal behavior/Suicide Attempt | 5 | 3.5% |
| 26 Sick Person | 35 | 24.3% |
| 28 Stroke [CVA] | 7 | 4.9% |
| 29 Traffic/Accidents | 11 | 7.6% |
| 30 Traumatic Injuries | 3 | 2.1% |
| 31 Unconscious/Fainting | 5 | 3.5% |
| 32 Unknown Problem | 1 | 0.7% |
| 38 Medical Alarm | 1 | 0.7% |
| 5 Back Pain | 5 | 3.5% |
| 6 Breathing Problems | 8 | 5.6% |
| 88 Not applicable | 2 | 1.4% |
| 9 Cardiac or Respiratory Arrest/Death | 5 | 3.5% |
| <i>Left Blank</i> | 1 | 0.7% |
| <i>Total</i> | 144 | 100.0% |

Transport From (Category)

| | # | % |
|----------------|-----|--------|
| --Left Blank-- | 144 | 100.0% |
| <i>Total</i> | 144 | 100.0% |

Transport From (Facility)

| | # | % |
|----------------|-----|--------|
| --Left Blank-- | 144 | 100.0% |
| <i>Total</i> | 144 | 100.0% |

Transport To (Destination Facility)

| | # | % |
|--------------------------------------|-----|--------|
| St Mary Livonia ER | 77 | 53.5% |
| --Left Blank-- | 31 | 21.5% |
| UNIVERSITY OF MICHIGAN ER | 10 | 6.9% |
| St Joe Ann Arbor ER | 9 | 6.3% |
| Providence Park ER-Novi | 8 | 5.6% |
| Henry Ford West Bloomfield | 3 | 2.1% |
| No transport | 2 | 1.4% |
| VA ANN ARBOR ER | 2 | 1.4% |
| Beaumont Farmington Hills (Botsford) | 1 | 0.7% |
| Beaumont Hospital Royal Oak | 1 | 0.7% |
| <i>Total</i> | 144 | 100.0% |

Incident Summary by Incident Type

Date Range: From 10/1/2017 To 10/31/2017

Incident Type(s) Selected: All

| Incident Type | Incident Count | Used in Ave. Resp. | Average Response Time hh:mm:ss | Total Loss | Total Value |
|----------------------|-----------------------|---------------------------|---|-------------------|--------------------|
| Fire | 2 | 2 | 00:06:45 | \$4,000.00 | \$4,000.00 |
| EMS/Rescue | 157 | 147 | 00:06:24 | \$0.00 | \$0.00 |
| Hazardous Condition | 7 | 6 | 00:08:27 | \$0.00 | \$0.00 |
| Service Call | 18 | 9 | 00:08:15 | \$0.00 | \$0.00 |
| Good Intent | 32 | 6 | 00:08:09 | \$0.00 | \$0.00 |
| False Call | 9 | 9 | 00:06:56 | \$0.00 | \$0.00 |
| Other | 1 | 1 | 00:00:01 | \$0.00 | \$0.00 |
| Totals | 226 | 180 | | \$4,000.00 | \$4,000.00 |

11/2/2017 2:11:21

PM

Inspection Volume

Filters:

- Inspection Source: **Internal Department Only**
- Start Date: **10/1/2017 12:00:00 AM**
- End Date: **10/31/2017 11:59:59 PM**
- Inspector: **-all-**
- Occupancy Type: **-all-**
- IFC Occupant Class: **-all-**
- Occupancy Number: **-all-**
- Zip Code: **-all-**
- Address: **-all-**
- Street Name: **-all-**
- Inspection Type: **-all Fire Safety types-**
- Section Number: **-all-**

Volume by Inspector

| Inspector | # of Inspections ¹ | Violations Cited | Occupant Sq. Ft. |
|--|-------------------------------|------------------|------------------|
| Conroy, William | | | |
| Annual ^{FS} | 37 | | 22,794 |
| Semi-Annual (twice a year) ^{FS} | 2 | | 0 |
| 2-Year ^{FS} | 2 | | 0 |
| 3-Year ^{FS} | 2 | | 0 |
| Certificate of Occupancy ^{FS} | 1 | | 1,225 |
| Fire Alarm Test ^{FS} | 2 | | 1,501,225 |
| Freedom of Information ^{FS} | 1 | | 0 |
| Hydromatic Test ^{FS} | 1 | | 1,500,000 |
| Plan Review ^{FS} | 2 | | 0 |
| Re-inspect ^{FS} | 3 | | 0 |
| Annual (1) | | | |
| 2-Year (1) | | | |
| Reoccupancy (1) | | | |
| Total 3³ | | | |
| Reoccupancy ^{FS} | 4 | | 7,600 |
| Site Plan ^{FS} | 1 | | 0 |
| Total | 58 | 55 | 3,032,844 |
| Phillips, Daniel | | | |
| Freedom of Information ^{FS} | 2 | | 48,000 |
| Total | 2 | 0 | 48,000 |

Totals

| | # of Inspections ¹ | Violations Cited | Violations Cleared ² | Violations Remaining | Occupant Sq. Ft. |
|--|-------------------------------|------------------|---------------------------------|----------------------|------------------|
| Annual ^{FS} | 37 | | | | 22,794 |
| Semi-Annual (twice a year) ^{FS} | 2 | | | | 0 |
| 2-Year ^{FS} | 2 | | | | 0 |
| 3-Year ^{FS} | 2 | | | | 0 |
| Certificate of Occupancy ^{FS} | 1 | | | | 1,225 |
| Fire Alarm Test ^{FS} | 2 | | | | 1,501,225 |
| Freedom of Information ^{FS} | 3 | | | | 48,000 |
| Hydromatic Test ^{FS} | 1 | | | | 1,500,000 |
| Plan Review ^{FS} | 2 | | | | 0 |
| Re-inspect ^{FS} | 3 | | | | 0 |
| Reoccupancy ^{FS} | 4 | | | | 7,600 |
| Site Plan ^{FS} | 1 | | | | 0 |
| Total⁵ | 60 | 55 | 8 | 47 | 3,080,844 |

¹This is actually a count for the inspection type. A single inspection with two types will total as two not one.

²Cleared violations from re-inspections outside the date range ARE included if initial inspection falls within date range.

³One re-inspection can encompass multiple inspection types - this is why the re-inspection type-specific total is frequently greater than the # of inspections.

^{FS}Fire Safety Inspection.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

**ITEM D.2
APPROVAL OF CONSENT AGENDA
FOIA MONTHLY REPORT
CLERK'S OFFICE
OCTOBER, 2017**

FOIA Monthly Report

Run Date: 11/01/2017 8:02 AM

| Create Date | Company Name | Customer Full Name | Type of Information Requested | Amount of Payment |
|-------------|------------------------------------|--------------------|-------------------------------|-------------------|
| 10/4/2017 | O'Keefe | Katie Gerdes | Public Services-Works | |
| 10/17/2017 | | Keith Lerminiaux | Public Services-Works | |
| 10/4/2017 | EMG | Paul Fritz | Environmental Fire Report | |
| 10/30/2017 | Helmkamp, Ellis, Abraham & Carlson | Douglas Abraham | Fire Report Police Records | |
| 10/6/2017 | Professional Finders | Kim Porter | Accounting Records | |
| 10/13/2017 | Public Interest Legal Foundation | Shawna Powell | Election Records | |

Total Requests: 6

Total Dollars: 0

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

**ITEM D.2
APPROVAL OF CONSENT AGENDA
FOIA MONTHLY REPORT
POLICE DEPARTMENT
OCTOBER, 2017**

Charter Township of Plymouth
Freedom of Information Report
October 2017

| <u>Run #</u> | <u>Date Rec'd</u> | <u>(F)OIA/(D)iscovery</u> | <u>Description</u> | <u>Clerk #</u> | <u>Requestor</u> | <u>Action Taken/Date</u> |
|--------------|-------------------|---------------------------|--------------------|----------------|-----------------------|--------------------------|
| 10-1 | 10/2/2017 | F | See Request | W001322-100217 | Brittany Kerkhof | Completed 10/02/2017 |
| 10-2 | 10/2/2017 | D | PTPD 17-1107 | | Leah Stempky | Completed 10/02/2017 |
| 10-3 | 10/3/2017 | F | PTPD 17-8976 | W001323-100317 | Jeff Valdez | Completed 10/04/2017 |
| 10-4 | 10/4/2017 | F | See Request | W001325-100417 | Airman Farhoud | No records exist |
| 10-5 | 10/10/2017 | D | PTPD 16-8957 | | Robin Persiconi | Completed 10/10/2017 |
| 10-6 | 10/10/2017 | F | See Request | W001328-101017 | Cassie Honsinger | Completed 10/10/2017 |
| 10-7 | 10/10/2017 | F | See Request | W001329-101017 | RDA Inc | No records exist |
| 10-8 | 10/10/2017 | F | PTPD 17-9803 | W001330-101017 | Metropolitan | Completed 10/10/2017 |
| 10-9 | 10/10/2017 | F | PTPD 17-9293 | W001331-101017 | Metropolitan | Completed 10/10/2017 |
| 10-10 | 10/10/2017 | F | PTPD 17-10251,6879 | W001332-101017 | Amy Stevenson | Completed 10/10/2017 |
| 10-11 | 10/10/2017 | F | PTPD 17-9310 | W001333-101017 | Gabrielle Lacy | Completed 10/10/2017 |
| 10-12 | 10/11/2017 | F | PTPD 17-8918 | W001334-101117 | Anthony Alioto | Completed 10/11/2017 |
| 10-13 | 10/11/2017 | F | PTPD 17-10231 | W001335-101217 | Terri Kennedy | Completed 10/12/2017 |
| 10-14 | 10/11/2017 | F | PTPD 17-9827 | W001336-101217 | Barton Morris | Completed 10/12/2017 |
| 10-15 | 10/12/2017 | F | See Request | W001337-101217 | Angela Sabatini | Completed 10/12/2017 |
| 10-16 | 10/12/2017 | F | See Request | W001338-101217 | Margaret Greskowiak | Completed 10/12/2017 |
| 10-17 | 10/13/2017 | F | PTPD 17-10241 | W001339-101317 | Don Kish | Completed 10/13/2017 |
| 10-18 | 10/16/2017 | F | PTPD 17-10386 | W001340-101617 | Donald Collins | Completed 10/16/2017 |
| 10-19 | 10/16/2017 | F | PTPD 17-6908 | W001342-101617 | LexisNexis | Completed 10/16/2017 |
| 10-20 | 10/16/2017 | F | PTPD 17-7099 | W001343-101617 | LexisNexis | Completed 10/16/2017 |
| 10-21 | 10/23/2017 | F | PTPD 17-10335 | W001345-102317 | Brett Clark | Completed 10/23/2017 |
| 10-22 | 10/23/2017 | F | PTPD 17-8501 | W001346-102317 | Sam Bernstein | Completed 10/23/2017 |
| 10-23 | 10/23/2017 | D | PTPD 17-10192 | | Nicholas Backos | Completed 10/24/2017 |
| 10-24 | 10/25/2017 | D | PTPD 17-9093 | | Arthur Weiss | Completed 10/25/2017 |
| 10-25 | 10/25/2017 | D | PTPD 16-9284 | | Robin Persiconi | Completed 10/25/2017 |
| 10-26 | 10/26/2017 | F | PTPD 17-5050 | W001348-102617 | Oda Birkett | Completed 10/26/2017 |
| 10-27 | 10/26/2017 | F | PTPD 17-3761 | W001347-102617 | Marvin DeArmas | Completed 10/26/2017 |
| 10-28 | 10/27/2017 | D | PCPD 17-6176 Media | | Daniel Schouman | Completed 10/27/2017 |
| 10-29 | 10/27/2017 | F | PTPD 17-10842 | W001350-102717 | Betsy Pollock-Tiedeck | Completed 10/27/2017 |
| 10-30 | 10/30/2017 | F | See Request | W001351-103017 | Douglas Abraham | No records exist |

| | | | | | | |
|-------|------------|---|--------------|----------------|------------------|----------------------|
| 10-31 | 10/30/2017 | F | See Request | W001352-103017 | Gary Kaufman | Completed 10/30/2017 |
| 10-32 | 10/31/2017 | F | PTPD 17-1139 | W001353-103117 | Mike Morse | Completed 10/31/2017 |
| 10-33 | 10/31/2017 | F | PTPD 16-7958 | W001354-103117 | Michael Schwartz | Completed 10/31/2017 |

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

ITEM D.3

APPROVAL OF CONSENT AGENDA

**APPROVAL OF TOWNSHIP BILLS
REVIEWED BY TRUSTEE DEMPSEY**

BOARD DATE 11/14/2017

| FUND NAME | FUND NUMBER | TOTAL INC PAYROLL | PAYROLL & INVOICES PAID PRIOR TO MEETING | INVOICES PAID AFTER BOARD REVIEW |
|------------------------|-------------|----------------------|--|-------------------------------------|
| GENERAL FUND | 101 | 772,711.07 | 624,473.14 | 148,237.93 |
| SWD | 226 | 13,845.58 | 13,797.91 | 47.67 |
| IMPROV. REV. | 246 | - | - | - |
| DRUG FORFEITURE | 265 | - | - | - |
| DRUG FORFEITURE | 266 | - | - | - |
| GOLF COURSE FUND | 510 | 1,729.01 | 1,729.01 | - |
| SENIOR TRANSPORATION | 588 | 4,990.99 | 4,850.26 | 140.73 |
| WATER & SEWER | 592 | 68,731.09 | 55,119.22 | 13,611.87 |
| TRUST& AGENCY | 701 | 427,754.98 | 427,687.58 | 67.40 |
| POLICE BOND FUND | 702 | 6,082.00 | 6,082.00 | - |
| TAX POOL | 703 | 1,295.83 | 1,295.83 | - |
| SPECIAL ASSESS CAPITAL | 805 | 29,073.35 | - | 29,073.35 |
| TOTALS | | 1,326,213.90 | 1,135,034.95 | 191,178.95 |

GRAND TOTAL 1,326,213.90

AP INVOICE LISTING - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

| | | | |
|--|-----------------|--|--------------------|
| M H R BILLING SERVICES | | Invoice Amount: | \$180.00 |
| monthly billing fee | | Check Date: | 10/26/2017 |
| | 101-336-727.000 | monthly billing fees | 180.00 |
| RESERVE ACCOUNT | | Invoice Amount: | \$6,000.00 |
| Check for refill postage on meter | | Check Date: | 10/26/2017 |
| | 101-215-727.000 | Refill postage in meter, Acct 10869865 | 6,000.00 |
| ADP INC | | Invoice Amount: | \$3,376.98 |
| ADP Enterprie eTime & Workforce Now & Payroll | | Check Date: | 10/26/2017 |
| | 101-290-941.000 | Enterprise eTime | 2,244.99 |
| | 101-290-941.000 | Workforce Now | 741.98 |
| | 101-290-941.000 | Payroll services | 390.01 |
| BLUE CARE NETWORK OF MICHIGAN | | Invoice Amount: | \$87,178.46 |
| November 2017 Coverage - classes 7 & 8 (spread | | Check Date: | 10/26/2017 |
| | 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 | 18,174.32 |
| | 101-325-714.000 | Dispatch | 9,653.64 |
| | 101-336-714.000 | Fire | 23,578.06 |
| | 101-371-714.000 | Building | 1,347.02 |
| | 592-172-716.000 | Public Works | 2,594.84 |
| | 101-305-714.500 | Police - Retirees | 8,390.16 |
| | 101-336-714.500 | Fire - Retirees | 18,490.53 |
| | 592-172-716.500 | Public Works - Retirees | 1,832.95 |
| BLUE CARE NETWORK OF MICHIGAN | | Invoice Amount: | \$10,342.16 |
| BCN of Michigan - Classes 9 & 10 - November 20 | | Check Date: | 10/26/2017 |
| | 101-290-714.500 | General Retirees Healthcare | 4,538.38 |
| | 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 |
| BLUE CARE NETWORK OF MICHIGAN | | Invoice Amount: | \$13,625.50 |
| November 2017 Coverage - Classes 5&6 (spread | | Check Date: | 10/26/2017 |
| | 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 |
| NATIONAL VISION ADMINISTRATORS LLC | | Invoice Amount: | \$1,304.64 |
| Vision Coverage November 2017 - Spreadsheet at | | Check Date: | 10/26/2017 |
| | 101-171-714.000 | Supervisor's Dept. | 14.35 |
| | 101-201-714.000 | IT Dept. | 13.34 |
| | 101-215-714.000 | Clerk's Dept. | 18.46 |
| | 226-226-714.000 | Solid Waste Dept. | 13.34 |
| | 101-253-714.000 | Treasury Dept. | 22.57 |
| | 101-265-714.000 | Township Hall (Haack) | 9.23 |
| | 101-305-714.000 | Police Dept. | 302.57 |
| | 101-325-714.000 | Dispatch | 114.08 |

AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

| | | |
|-----------------|-------------------------------|--------|
| 101-336-714.000 | Fire Dept. | 249.10 |
| 101-371-714.000 | Building Dept. | 49.25 |
| 588-588-714.000 | Senior Transportation (Boyce) | 13.34 |
| 592-172-716.000 | DPW | 47.16 |
| 101-305-714.500 | Police RETIREES | 88.19 |
| 101-325-714.500 | Dispatch RETIREES | 9.23 |
| 101-336-714.500 | Fire RETIREES | 204.07 |
| 101-290-714.500 | Non Specific RETIREES | 75.86 |
| 592-172-716.500 | DPW RETIREES | 60.50 |

DELTA DENTAL PLAN OF MI

Delta Dental Plan - November 2017 (invoice and

Invoice Amount: \$11,164.32
Check Date: 10/26/2017

| | | |
|-----------------|-----------------------------------|----------|
| 101-171-714.000 | Supervisor's Dept | 106.63 |
| 101-201-714.000 | IT Dept. | 117.82 |
| 101-215-714.000 | Clerk's Dept. | 224.45 |
| 101-253-714.000 | Treasurer's Dept. | 187.04 |
| 101-265-714.000 | Township Hall (Haack) | 69.22 |
| 101-290-714.500 | Retiree (various) | 495.74 |
| 101-305-714.000 | Police Dept. | 2,438.90 |
| 101-305-714.500 | Police Dept. Retirees | 705.16 |
| 101-325-714.000 | Dispatch | 1,069.81 |
| 101-325-714.500 | Dispatch Retiree | 69.22 |
| 101-336-714.000 | Fire Dept. | 2,530.51 |
| 101-336-714.500 | Fire Dept. Retirees | 1,494.57 |
| 101-371-714.000 | Building Dept. | 422.68 |
| 101-371-714.500 | Building Dept. Retirees | 69.22 |
| 588-588-714.000 | Senior Transportation | 117.82 |
| 592-172-716.000 | DPW Dept. | 368.49 |
| 592-172-716.500 | DPW Dept. Retirees | 469.52 |
| 101-290-714.000 | Assessment fee - state Claims Tax | 89.70 |
| 226-226-714.000 | Solid Waste Dept. | 117.82 |

Total Amount to be Disbursed: \$133,172.06

AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

| | | | |
|---|-------------------------|--------------------------------------|-------------------|
| BEAUDRIE, YVONNE | | Invoice Amount: | \$278.47 |
| SUM TAX MTT REFUND R-78-028-03-0001-000 | | Check Date: | 11/01/2017 |
| 703-000-202.000 | <i>ACCOUNTS PAYABLE</i> | | 277.93 |
| 703-100-179.000 | <i>INTEREST EARNED</i> | | 0.54 |
| CITIZENS BANK, N.A. | | Invoice Amount: | \$1,017.36 |
| SUM TAX MTT REFUND R-78-014-99-0002-722 | | Check Date: | 11/01/2017 |
| 703-000-202.000 | <i>ACCOUNTS PAYABLE</i> | | 1,009.03 |
| 703-100-179.000 | <i>INTEREST EARNED</i> | | 8.33 |
| | | Total Amount to be Disbursed: | \$1,295.83 |

AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

| | | | | |
|---|------------------------|-------------------------------|--------------------------------------|-------------------|
| Bulldog On Site Solutions | | | Invoice Amount: | \$1,000.00 |
| BD Bond Refund | | | Check Date: | 11/08/2017 |
| | <i>701-100-202.701</i> | <i>BBD17-0037 - PB17-0752</i> | | <i>1,000.00</i> |
| BIDIGARE CONTRACTORS INC | | | Invoice Amount: | \$1,000.00 |
| BD Bond Refund | | | Check Date: | 11/08/2017 |
| | <i>701-100-202.701</i> | <i>BBD17-0017 - PB17-0164</i> | | <i>1,000.00</i> |
| NAGLE PAVING CO | | | Invoice Amount: | \$1,000.00 |
| BD Bond Refund | | | Check Date: | 11/08/2017 |
| | <i>701-100-202.701</i> | <i>BBD17-0026 - PB17-0661</i> | | <i>1,000.00</i> |
| Freudnandrus Construction II INC | | | Invoice Amount: | \$1,000.00 |
| BD Bond Refund | | | Check Date: | 11/08/2017 |
| | <i>701-100-202.701</i> | <i>BBD17-0027 - PB17-0314</i> | | <i>1,000.00</i> |
| | | | Total Amount to be Disbursed: | \$4,000.00 |

AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

35TH DISTRICT COURT
POLICE BOND 11/06/2017

702-100-087.000 5930

Invoice Amount: \$500.00
Check Date: 11/06/2017
500.00

35TH DISTRICT COURT
POLICE BOND 11/03/2017

702-100-087.000 5929

Invoice Amount: \$100.00
Check Date: 11/06/2017
100.00

Total Amount to be Disbursed: \$600.00

AP INVOICE LISTING - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

| | | | |
|--|--|--|--|
| Ace Fence Company Repairs to Green Vinyl Fence Damaged in Wind St 101-691-931.000 | <i>Green Vinyl Fence Repair</i> | Invoice Amount: Check Date: | \$1,680.00 11/07/2017 1,680.00 |
| ALERUS FINANCIAL Defined Contribution - November 9, 2017 101-325-714.050 101-100-231.000 101-305-714.030 | <i>Define Contribution -Dispatch (Employer)</i> <i>Employee Cont -all</i> <i>Define Contribution-Police (ER)</i> | Invoice Amount: Check Date: | \$3,047.14 11/07/2017 1,196.21 761.79 1,089.14 |
| A T & T AT&T - Telephone Allocation Sept 26 - Oct. 25 20 101-201-853.000 101-209-853.000 101-371-853.000 101-336-853.000 101-305-853.000 101-171-853.000 101-253-853.000 101-215-853.000 101-400-853.000 101-325-853.000 592-172-853.000 592-291-805.000 101-265-854.000 101-691-853.000 | <i>Information Services</i> <i>Assessing</i> <i>Building</i> <i>Fire</i> <i>Police</i> <i>Supervisor</i> <i>Treasurer</i> <i>Clerk</i> <i>Community Development</i> <i>Dispatch</i> <i>Water/Sewer</i> <i>Water/Sewer</i> <i>Twp Hall</i> <i>Park</i> | Invoice Amount: Check Date: | \$2,121.31 11/07/2017 115.63 72.05 128.17 434.26 339.83 154.26 100.00 137.08 186.17 166.37 164.40 54.80 19.54 48.75 |
| A T & T FS#2 Meterline -October 2017 101-336-921.000 | <i>FS #2 - October 2017</i> | Invoice Amount: Check Date: | \$152.36 11/07/2017 152.36 |
| ADP INC Payroll processing for period ending 10/22/2017 101-290-941.000 | <i>Payroll processing 10/22/2017</i> | Invoice Amount: Check Date: | \$440.80 11/07/2017 440.80 |
| C.O.A.M. - PLYMOUTH TOWNSHIP COAM Union Deductions November 2017 101-100-232.050 101-100-232.050 101-100-232.050 101-100-232.050 101-100-232.050 | <i>Fetner, William J.</i> <i>Krebs, Ryan</i> <i>Kudra, Daniel J.</i> <i>Selpenko, Todd A.</i> <i>Hoffman, Marc</i> | Invoice Amount: Check Date: | \$355.60 11/07/2017 71.12 71.12 71.12 71.12 71.12 |
| COMCAST Comcast High Speed Internet - Township Park 11 101-691-921.000 | <i>High Speed Internet - Township Park</i> | Invoice Amount: Check Date: | \$212.15 11/07/2017 212.15 |
| COMCAST Comcast High Speed Internet November 2017 - 9 101-290-941.000 | <i>Comcast High Speed Internet Nov. 2017</i> | Invoice Amount: Check Date: | \$124.90 11/07/2017 124.90 |
| DTE ENERGY DTE Service - Municipal Street Light - October201 101-446-920.000 | <i>October 2017 Municipal Street Light</i> | Invoice Amount: Check Date: | \$5,597.31 11/07/2017 5,597.31 |
| GFL Environmental USA, Inc. SEP 2017 RESIDENTAL YARD WASTE DISPOSAL F | | Invoice Amount: Check Date: | \$9,296.64 11/07/2017 |

AP INVOICE LISTING - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

| Vendor Information | Invoice Description | Invoice Amount | Check Date |
|--|--|------------------------|--------------------|
| | 226-226-810.000 287.36 TONS @ 24.00/TON | 9,296.64 | |
| GUARDIAN ALARM CO | | Invoice Amount: | \$184.86 |
| SENIOR BLDG MONITORING, MAINTENANCE - 11 | | Check Date: | 11/07/2017 |
| 101-265-858.000 | INV 19049600 | | 184.86 |
| JOHN HANCOCK LIFE INSURANCE CO. | | Invoice Amount: | \$15,924.80 |
| JOHN HANCOCK EMPLOYER PEN MATCH 11-9-17 | | Check Date: | 11/07/2017 |
| 588-588-714.010 | Friendship Station (Boyce) | | 230.63 |
| 101-171-714.010 | Supervisor's Office | | 1,515.06 |
| 101-201-714.010 | IT Services (Janks) | | 563.36 |
| 101-215-714.010 | Clerk's Office | | 1,771.66 |
| 101-253-714.010 | Treasurer's Office | | 954.29 |
| 101-305-714.010 | Police Dept. | | 1,196.09 |
| 101-325-714.010 | Dispatch | | 264.94 |
| 101-336-714.020 | Fire Dept | | 2,851.44 |
| 101-336-714.010 | Fire (Admin) (Jowsey) | | 242.44 |
| 101-371-714.010 | Building Dept. | | 1,458.23 |
| 101-265-714.010 | Township Hall (Haack) | | 231.41 |
| 592-172-714.010 | Public Services (Admin) | | 1,698.62 |
| 226-226-714.010 | Solid Waste (Visel) | | 291.04 |
| 592-291-714.040 | DPW | | 2,655.59 |
| JOHN HANCOCK LIFE INSURANCE CO. | | Invoice Amount: | \$4,393.75 |
| JOHN HANCOCK EMPLOYEE CONTRIB. 11-9--17 (| | Check Date: | 11/07/2017 |
| 101-100-231.000 | Employee Contribution (EEMBT)(EEVND) | | 4,393.75 |
| MDEQ - STATE OF MICHIGAN | | Invoice Amount: | \$10,493.76 |
| 2017 Annual WSSN: 05420 | | Check Date: | 11/07/2017 |
| 592-172-958.000 | MI Public Water Supple Fee | | 10,493.76 |
| M M L WORKERS' COMPENSATION FUND | | Invoice Amount: | \$31,167.00 |
| MML - Workers Comp Fund - July 2017 - 2018 Co | | Check Date: | 11/07/2017 |
| 101-100-123.000 | Policy Premium Installment #3 | | 31,167.00 |
| NATIONWIDE RET SOL USCM/MIDWEST | | Invoice Amount: | \$33,393.00 |
| Nationwide - Contribs. for payending 11/05/17- s | | Check Date: | 11/07/2017 |
| 101-100-239.000 | Contributions for payending 11/05/17 | | 32,265.00 |
| 592-100-239.000 | Contributions for payending 11/05/17 | | 1,128.00 |
| P.O.A.M. - PLYMOUTH TOWNSHIP | | Invoice Amount: | \$1,723.78 |
| POAM Union Deductions - November 2017 | | Check Date: | 11/07/2017 |
| 101-100-232.010 | Bartram, Brad | | 66.12 |
| 101-100-232.040 | Berezak, Jennifer | | 44.75 |
| 101-100-232.040 | Bulmer, Cassandra M. | | 49.75 |
| 101-100-232.040 | Clark, Kristina R. | | 49.75 |
| 101-100-232.010 | Coffell, Steven John | | 66.12 |
| 101-100-232.040 | Fell, Cynthia | | 49.75 |
| 101-100-232.010 | Fetter, Jeffery D. | | 66.12 |
| 101-100-232.010 | Fritz, Michael | | 66.12 |
| 101-100-232.010 | Hayes, Jason | | 66.12 |
| 101-100-232.010 | Hinkle, Michael T. | | 66.12 |
| 101-100-232.010 | King, Caitlin E. | | 66.12 |
| 101-100-232.010 | McParland, Jeffrey K. | | 66.12 |
| 101-100-232.010 | Ripp, Jason R. | | 66.12 |
| 101-100-232.040 | Rodriguez, Tracy | | 44.75 |
| 101-100-232.010 | Rozum, Charles J. | | 66.12 |
| 101-100-232.010 | Rupard, Bryan J. | | 66.12 |

AP INVOICE LISTING - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

| | | |
|-----------------|-----------------------|-------|
| 101-100-232.010 | Schemanske, Jeremy | 66.12 |
| 101-100-232.040 | Smith, Stephanie | 44.75 |
| 101-100-232.010 | Smitherman, Joseph A. | 66.12 |
| 101-100-232.010 | Tiderington, Scott R. | 66.12 |
| 101-100-232.040 | Turley, Melanie A. | 44.75 |
| 101-100-232.010 | Warring, Aaron Thomas | 66.12 |
| 101-100-232.040 | Bosworth Andrea | 44.75 |
| 101-100-232.010 | Maples, Jeffry | 66.12 |
| 101-100-232.040 | Spaulding, Kyle J | 49.75 |
| 101-100-232.040 | Goodwin, Vanessa | 44.75 |
| 101-100-232.010 | Wilder, Christopher | 66.12 |
| 101-100-232.010 | McLean, Joshua | 66.12 |
| 101-100-232.010 | Brothers, Matthew | 66.12 |

PLYMOUTH POSTMASTER

Postage for Winter 2017 Tax Bills - Permit # 218
101-290-730.000

Invoice Amount: \$6,000.00
Check Date: 11/07/2017
Postage Winter 2017 Tax Bills Permit 218 6,000.00

PLYMOUTH POSTMASTER

Permit Fees
592-172-730.000

Invoice Amount: \$225.00
Check Date: 11/07/2017
BRM Permit #165000 225.00

CHARTER TWSP OF PLYMOUTH

Plymouth Township - Water/Sewer - 10/12 Meet

| | | |
|-----------------|-----------------------------|----------|
| 101-171-921.000 | Supervisor | 33.74 |
| 101-201-921.000 | Information Services | 18.07 |
| 101-209-921.000 | Assessors | 9.67 |
| 101-215-921.000 | Clerk | 29.34 |
| 101-253-921.000 | Treasurer | 12.25 |
| 101-265-854.000 | Township Hall | 426.26 |
| 101-305-921.000 | Police | 96.97 |
| 101-325-921.000 | Communications/Dispatch | 40.37 |
| 101-336-921.000 | Fire | 2,465.63 |
| 101-371-921.000 | Building | 21.26 |
| 101-400-921.000 | Community Development | 11.91 |
| 101-691-921.000 | Park | 3,191.83 |
| 226-226-921.000 | Sold Waste | 2.80 |
| 592-172-921.000 | DPW Admin / General Expense | 241.25 |
| 510-510-737.000 | Golf Course | 199.12 |
| 592-444-745.000 | Power and Pumping | 53.87 |
| 588-588-921.000 | Friendship Station | 27.21 |

TEAMSTER LOCAL # 214

Teamster Local #214 Novemberr 2017

| | | |
|-----------------|-------------------|-------|
| 101-100-232.030 | Bartlett, James | 54.00 |
| 101-100-232.030 | Krueger, Randy | 57.00 |
| 101-100-232.030 | Melow, Steven | 57.00 |
| 101-100-232.030 | Overaitis, Joseph | 54.00 |
| 101-100-232.030 | Scholten, James | 54.00 |
| 101-100-232.030 | Thomas, James | 51.00 |
| 101-100-232.030 | Nelson, David | 45.00 |
| 101-100-232.030 | Pumphrey, Zachary | 45.00 |
| 101-100-232.030 | Kitchen, Spencer | 66.00 |

TECHNICAL, PROFESSIONAL AND OFFICE-

TPOAM Union Deductions - November 2017

| | | |
|-----------------|-------------------|-------|
| 101-100-232.060 | Bonadeo, Karen E. | 31.00 |
| 101-100-232.060 | Bono, Jennifer A. | 15.50 |

AP INVOICE LISTING - BOARD REPORT

VENDOR INFORMATION

INVOICE INFORMATION

| | | |
|-----------------|-----------------------|-------|
| 101-100-232.060 | Devoto, Claudia P. | 15.50 |
| 101-100-232.060 | Gordon, Cheryl | 31.00 |
| 101-100-232.060 | Haack, David | 31.00 |
| 101-100-232.060 | Jowsey, Nancy | 31.00 |
| 101-100-232.060 | Kline, 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 | Pawlowski, 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 | Cobb, Kate | 31.00 |

VERIZON WIRELESS

October 2017 Wireless Billing Acct #1 - 58576292

| | | |
|-----------------|----------------------------------|--------|
| 592-172-853.000 | DPW wireless devices | 114.21 |
| 101-201-853.000 | Info services wireless devices | 60.69 |
| 101-336-853.000 | Fire wireless devices | 180.84 |
| 101-691-853.000 | Park foreman wireless device | 50.13 |
| 101-253-853.000 | Treasurer Wireless Service | 50.10 |
| 101-305-853.000 | Police Dept. wireless service | 356.61 |
| 101-371-853.000 | Building Dept. Wireless Services | 281.58 |

Invoice Amount: \$1,094.16

Check Date: 11/07/2017

VERIZON WIRELESS

Verizon - Cell Phones for Park & Fire - October 20

| | | |
|-----------------|-------------------|-------|
| 101-691-853.000 | Park Cell phone | 40.01 |
| 101-336-853.000 | Cell phone - fire | 21.08 |

Invoice Amount: \$61.09

Check Date: 11/07/2017

Great Lakes Water Authority

GLWA - September 2017 Water

| | | |
|-----------------|---------------------------|------------|
| 592-441-741.000 | GLWA September 2017 Water | 406,858.08 |
|-----------------|---------------------------|------------|

Invoice Amount: \$406,858.08

Check Date: 11/07/2017

Total Amount to be Disbursed: \$542,423.54

AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

| | | | | |
|---|------------------------|-------------|--|---|
| 36TH DISTRICT COURT POLICE BOND 10/26/2017 | <i>702-100-087.000</i> | <i>5923</i> | Invoice Amount: Check Date: | \$100.00 11/01/2017 <i>100.00</i> |
| 35TH DISTRICT COURT POLICE BOND 10/26/2017 | <i>702-100-087.000</i> | <i>5922</i> | Invoice Amount: Check Date: | \$300.00 11/01/2017 <i>300.00</i> |
| 35TH DISTRICT COURT POLICE BOND 10/20/2017 | <i>702-100-087.000</i> | <i>5914</i> | Invoice Amount: Check Date: | \$882.00 11/01/2017 <i>300.00</i> |
| | <i>702-100-087.000</i> | <i>5915</i> | | <i>282.00</i> |
| | <i>702-100-087.000</i> | <i>5916</i> | | <i>300.00</i> |
| 35TH DISTRICT COURT POLICE BOND 10/23/2017 | <i>702-100-087.000</i> | <i>5917</i> | Invoice Amount: Check Date: | \$680.00 11/01/2017 <i>300.00</i> |
| | <i>702-100-087.000</i> | <i>5918</i> | | <i>300.00</i> |
| | <i>702-100-087.000</i> | <i>5921</i> | | <i>80.00</i> |
| 35TH DISTRICT COURT POLICE BOND 10/27/2017 | <i>702-100-087.000</i> | <i>5924</i> | Invoice Amount: Check Date: | \$200.00 11/01/2017 <i>200.00</i> |
| 35TH DISTRICT COURT POLICE BOND 10/30/2017 | <i>702-100-087.000</i> | <i>5925</i> | Invoice Amount: Check Date: | \$620.00 11/01/2017 <i>500.00</i> |
| | <i>702-100-087.000</i> | <i>5926</i> | | <i>100.00</i> |
| | <i>702-100-087.000</i> | <i>5928</i> | | <i>20.00</i> |
| 35TH DISTRICT COURT POLICE BOND 10/17/2017 | <i>702-100-087.000</i> | <i>5912</i> | Invoice Amount: Check Date: | \$200.00 11/01/2017 <i>200.00</i> |
| 52-3 DISTRICT COURT POLICE BOND 10/12/2017 | <i>702-100-087.000</i> | <i>5907</i> | Invoice Amount: Check Date: | \$2,000.00 11/01/2017 <i>2,000.00</i> |
| 14A-4 District Court POLICE BOND 10/23/2017 | <i>702-100-087.000</i> | <i>5919</i> | Invoice Amount: Check Date: | \$500.00 11/01/2017 <i>500.00</i> |
| Total Amount to be Disbursed: | | | | \$5,482.00 |

AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

| | | | |
|---|-----------------|--|-------------------|
| ALERUS FINANCIAL | | Invoice Amount: | \$3,029.47 |
| Defined Contribution - October27, 2017 | | Check Date: | 10/31/2017 |
| | 101-325-714.050 | Define Contribution -Dispatch (Employer) | 1,182.96 |
| | 101-100-231.000 | Employee Cont -all | 757.37 |
| | 101-305-714.030 | Define Contribution-Police (ER) | 1,089.14 |
| A T & T | | Invoice Amount: | \$116.80 |
| FS#3 MeterlineOct.10 - Nov. 9, 2017 | | Check Date: | 10/31/2017 |
| | 101-336-853.000 | Meterline FS # 3 | 116.80 |
| BUONO, DUANE | | Invoice Amount: | \$4,268.75 |
| MECHANICAL INSPECTOR PAY | | Check Date: | 10/31/2017 |
| | 101-371-818.000 | OCTOBER 2017 MECHANICAL PAY | 4,268.75 |
| COMCAST | | Invoice Amount: | \$164.85 |
| Monthly Cable and Internet Township Hall Novem | | Check Date: | 10/31/2017 |
| | 101-290-941.000 | November 2017 Service | 164.85 |
| COMCAST | | Invoice Amount: | \$27.14 |
| Comcast High Speed Internet Monthly Fee - FS # | | Check Date: | 10/31/2017 |
| | 101-336-921.000 | High Speed Internet FS #2 - monthly | 27.14 |
| COMCAST | | Invoice Amount: | \$144.85 |
| Comcast High Speed Internet 11-17 Port Street | | Check Date: | 10/31/2017 |
| | 101-290-941.000 | Comcast High Speed Internet Port Street | 144.85 |
| COMCAST | | Invoice Amount: | \$158.54 |
| Monthly Cable and Internet Township Hall -(Xfinit | | Check Date: | 10/31/2017 |
| | 101-290-941.000 | 10/27-11/26 Internet & Cable Twp Hall | 158.54 |
| CONSUMERS ENERGY | | Invoice Amount: | \$569.00 |
| Damaged Utility Invoice Number 9311001132 | | Check Date: | 10/31/2017 |
| | 592-291-932.000 | Damaged line at 45501 AA Trail | 569.00 |
| MICH MUN RISK MGT AUTHORITY ECP | | Invoice Amount: | \$8,946.32 |
| Electric Choice - September 2017 | | Check Date: | 10/31/2017 |
| | 101-336-921.000 | Electric Choice | 845.14 |
| | 592-172-921.000 | Electric Choice | 631.85 |
| | 101-171-921.000 | Electric Choice | 607.45 |
| | 101-201-921.000 | Electric Choice | 325.03 |
| | 101-209-921.000 | Electric Choice | 173.88 |
| | 101-215-921.000 | Electric Choice | 527.89 |
| | 101-253-921.000 | Electric Choice | 220.48 |
| | 101-305-921.000 | Electric Choice | 1,744.49 |
| | 101-325-921.000 | Electric Choice | 726.21 |
| | 101-336-921.000 | Electric Choice | 256.84 |
| | 101-371-921.000 | Electric Choice | 382.42 |
| | 101-400-921.000 | Electric Choice | 214.23 |
| | 592-172-921.000 | Electric Choice | 503.46 |
| | 592-172-921.000 | Electric Choice | 99.76 |
| | 101-336-921.000 | Electric Choice | 361.38 |
| | 101-691-921.000 | Electric Choice | 479.92 |
| | 101-265-921.000 | Electric Choice | 222.91 |
| | 588-588-921.000 | Electric Choice | 14.22 |
| | 101-100-067.010 | Electric Choice | 608.76 |

AP INVOICE LISTING - Board Report

VENDOR INFORMATION
INVOICE INFORMATION

| | | | |
|---|---|--|--|
| DTE ENERGY Baseball Diamonds - Sept. 20 - October 18, 2017 101-691-921.000 | <i>Baseball Diamonds Sept 20 - Oct 18</i> | Invoice Amount: Check Date: | \$409.11 10/31/2017 409.11 |
| DTE ENERGY Hilltop Golf Course Clubhouse and Maintenance S 510-510-737.000 | <i>HTGC Clubhouse & Shed</i> | Invoice Amount: Check Date: | \$839.73 10/31/2017 839.73 |
| DTE ENERGY Hilltop Golf Course Pumphouse Sept. 20 - Oct 18, 510-510-737.000 | <i>Hilltop Golf Course Pumphouse</i> | Invoice Amount: Check Date: | \$485.16 10/31/2017 485.16 |
| GFL Environmental USA, Inc. DPW RECYCLE CENTER 226-226-810.000 | <i>10/05/17 - PAPER/CARDBOARD RECYCLE</i> | Invoice Amount: Check Date: | \$195.00 10/31/2017 195.00 |
| GFL Environmental USA, Inc. DPW STREET SWEEPING DEBRIS 592-172-776.000 592-172-776.000 | <i>PICKUP FINAL 10/19/17 9.17 TONS / \$25 per ton</i> | Invoice Amount: Check Date: | \$404.25 10/31/2017 175.00 229.25 |
| GFL Environmental USA, Inc. TWP FACILITIES - NOV 2017 FEES 101-691-931.000 101-336-776.000 101-691-931.000 101-265-776.000 592-172-776.000 510-510-737.000 101-336-776.000 | <i>TWP PARK TRASH/RECYCLE/YARDWASTE FIRE STN 3 TRASH LK PNT SOCCER PARK TRASH TWP HALL TRASH/RECYCLE DPW TRASH HILL TOP GOLF COURSE TRASH/RECYCLE FIRE STN 2 TRASH</i> | Invoice Amount: Check Date: | \$1,145.00 10/31/2017 445.00 45.00 90.00 225.00 90.00 205.00 45.00 |
| HARTFORD, THE Insurance Premium Statement - November 2017 - 101-171-714.000 101-215-714.000 101-201-714.000 101-253-714.000 101-305-714.000 101-325-714.000 101-336-714.000 101-371-714.000 588-588-714.000 592-172-716.000 101-265-714.000 226-226-714.000 | <i>Supervisor's Dept. Clerk's Dept. IT Dept. Treasurer's Dept. Police Dispatch Fire Building Friendship Station Public Services Township Hall Solid Waste Dept.</i> | Invoice Amount: Check Date: | \$6,656.51 10/31/2017 259.58 321.69 96.75 161.54 2,285.94 627.85 1,625.87 280.45 48.81 840.25 48.94 58.84 |
| HEILEMAN, JAMES ELECTRICAL INSP PAY 101-371-818.000 | <i>OCTOBER 2017 ELEC. INSP PAY</i> | Invoice Amount: Check Date: | \$3,348.75 10/31/2017 3,348.75 |
| HONKE, ANITA Medicare Part B -Novmber 2017 101-336-714.000 | <i>Medicare Part B November 2017</i> | Invoice Amount: Check Date: | \$110.00 10/31/2017 110.00 |
| I.A.F.F. - LOCAL 1496 IAFF - October 2017 Union Dues (individual list at 101-100-232.020 | <i>October 2017 Union Dues</i> | Invoice Amount: Check Date: | \$1,975.00 10/31/2017 1,975.00 |

AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

| | | | |
|--|---|------------------------|--------------------|
| KNUPP, LINDA | | Invoice Amount: | \$104.90 |
| Medicare Part B - November 2017 -- Linda Knupp | | Check Date: | 10/31/2017 |
| 101-336-714.500 | MedicarePart B - November 2017 | | 104.90 |
| <hr/> | | | |
| M E R S | | Invoice Amount: | \$96,164.93 |
| MERS -October 2017 Employee AND Employer | | Check Date: | 10/31/2017 |
| 101-100-231.030 | COAM - Employee Contrib. | | 3,789.69 |
| 101-100-231.030 | POAM - Employee Contrib | | 9,074.92 |
| 101-100-231.020 | FIRE - Employee Contrib | | 10,914.45 |
| 101-100-231.050 | DISPATCH - Employee Contrib | | 2,863.14 |
| 101-305-714.030 | COAM - Employer Contrib | | 16,831.73 |
| 101-305-714.030 | POAM - Employer Contrib | | 16,334.00 |
| 101-336-714.020 | FIRE - Employer Contrib | | 30,412.00 |
| 101-325-714.050 | DISPATCH - Employer Contrib | | 5,945.00 |
| <hr/> | | | |
| MAAS, CARLAS | | Invoice Amount: | \$149.20 |
| Medicare Part B November 2017 | | Check Date: | 10/31/2017 |
| 101-336-714.000 | Medicare Part B - November 2017 | | 149.20 |
| <hr/> | | | |
| JOHN HANCOCK LIFE INSURANCE CO. | | Invoice Amount: | \$15,567.48 |
| JOHN HANCOCK EMPLOYER PEN MATCH 10-27-1 | | Check Date: | 10/31/2017 |
| 588-588-714.010 | Friendship Station (Boyce) | | 230.63 |
| 101-171-714.010 | Supervisor's Office | | 1,515.06 |
| 101-201-714.010 | IT Services (Janks) | | 563.36 |
| 101-215-714.010 | Clerk's Office | | 1,771.66 |
| 101-253-714.010 | Treasurer's Office | | 954.29 |
| 101-305-714.010 | Police Dept. | | 1,196.09 |
| 101-325-714.010 | Dispatch | | 264.94 |
| 101-336-714.020 | Fire Dept | | 2,603.13 |
| 101-336-714.010 | Fire (Admin) (Jowsey) | | 242.44 |
| 101-371-714.010 | Building Dept. | | 1,458.23 |
| 101-265-714.010 | Township Hall (Haack) | | 231.41 |
| 592-172-714.010 | Public Services (Admin) | | 1,698.62 |
| 226-226-714.010 | Solid Waste (Visel) | | 291.04 |
| 592-291-714.040 | DPW | | 2,546.58 |
| <hr/> | | | |
| JOHN HANCOCK LIFE INSURANCE CO. | | Invoice Amount: | \$4,357.41 |
| JOHN HANCOCK EMPLOYEE CONTRIB. 10-27-17 (| | Check Date: | 10/31/2017 |
| 588-100-231.000 | Employee Contrib. - Friend.Station | | 76.88 |
| 101-100-231.000 | Employee Contrib. - Administrative | | 2,913.29 |
| 592-100-231.000 | Employee Contrib. - Public Services/DPW | | 1,367.24 |
| <hr/> | | | |
| JOHN HANCOCK LIFE INSURANCE CO. | | Invoice Amount: | \$84.40 |
| Monthly Premium-October 2017 - Antal & Jowsey | | Check Date: | 10/31/2017 |
| 101-100-237.000 | Monthly Premium- Antal, Robert- 10/17 | | 20.00 |
| 101-100-237.000 | Monthly Premium-Jowsey, Richard- 10/17 | | 64.40 |
| <hr/> | | | |
| MUNSON, STEVE | | Invoice Amount: | \$1,455.75 |
| PLUMBING INSP PAY | | Check Date: | 10/31/2017 |
| 101-371-818.000 | OCTOBER 2017 PLUMBING INSPECTOR PAY | | 1,455.75 |
| <hr/> | | | |
| NATIONWIDE RET SOL USCM/MIDWEST | | Invoice Amount: | \$13,606.29 |
| Nationwide - Contribs. for payending 10/22/17- s | | Check Date: | 10/31/2017 |
| 101-100-239.000 | Contributions for payending 10/22/17 | | 12,478.29 |
| 592-100-239.000 | Contributions for payending 10/22/17 | | 1,128.00 |

AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

PLYMOUTH POSTMASTER

Water Bill Postage - Permit #218 Nov.

592-172-730.000

Permit #218 November 2017 Postage

Invoice Amount:

\$2,000.00

Check Date:

10/31/2017
2,000.00

Total Amount to be Disbursed:

\$166,484.59

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

**ITEM E
PUBLIC COMMENTS AND QUESTIONS**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

**ITEM F.1
NEW BUSINESS
PUBLIC HEARING ON 2018 BUDGET**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

**ITEM F.2
NEW BUSINESS
TAX ADMINISTRATIVE FEE SCHEDULE
TREASURER CLINTON
ACCOUNTANT KUSHNER**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2017

ITEM: Resolution to impose a 1% property tax administration fee (PTAF),
Resolution #2017-11-14-45

PRESENTER: Mark Clinton, Treasurer

BACKGROUND:

The Charter Township of Plymouth is responsible for assessing ad valorem and other property taxes, collecting property tax levies, and handling review and appeal matters arising therefrom.

PA 503 of 1982 provides for the imposition of a property tax administration fee (PTAF) of not more than one (1%) percent.

The property tax administration fee will be used to offset the cost incurred in assessing property values, collecting tax levies and in the review and appeal process.

ATTACHMENTS:

- 1) PTAF Revenue Projections
- 2) Annual Taxpayer Impact
- 3) Neighboring Communities

PROPOSED RESOLUTION: I move to approve Resolution # 2017-11-14-45, in accordance with MCL 211.44(7), authorizing the Township Treasurer to impose a property tax administration fee of 1% percent on all property taxes; summer and winter, that are due and payable, effective with the December 1, 2017 property tax bill. This resolution shall continue in full force and effect unless and until revoked or rescinded by resolution of the Township Board.

Moved By _____ Seconded By _____

ROLL CALL:

_____ JD _____ CC _____ MC _____ KH _____ JV _____ GH _____ BD

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

**RESOLUTION TO IMPOSE A 1% TAX ADMINISTRATION FEE (PTAF)
RESOLUTION #2017-11-14-45**

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 November 14, 2017, at 7:00 p.m.

WHEREAS, it is the responsibility of the Charter Township of Plymouth to assess ad valorem and other property taxes, to collect property tax levies and to handle review and appeal matters arising from these obligations, and

WHEREAS, the General Property Tax Act, also known as Act 206, provides for the Township Treasurer to impose a tax administration fee of 1% and defines the property tax administrative fee as a fee to offset costs incurred by a collecting unit in assessing property values, in collecting the property tax levies, and in the review and appeal processes, and

WHEREAS, it is the intention of the Charter Township of Plymouth Board of Trustees to recoup the fees associated with these services, and

NOW THEREFORE BE IT RESOLVED, that the Charter Township of Plymouth Board of Trustees does hereby approve this resolution authorizing the Township Treasurer to impose a property tax administration fee of 1% percent on all property taxes; summer and winter, that are due and payable, effective with the December 1, 2017 property tax bill. This resolution shall continue in full force and effect unless and until revoked or rescinded by resolution of the Township Board.

Motion By: _____ Seconded By: _____

Roll Call:

___Heitman, ___Curmi, ___Doroshewitz, ___Clinton, ___Heise, ___Dempsey, ___ Vorva

I, Jerry Vorva, Clerk of the Charter Township of Plymouth, do hereby certify that the above is a true and complete copy of a resolution offered to and _____ by the Board of Trustees of the Charter Township of Plymouth on Tuesday, November 14, 2017.

Jerry Vorva, Clerk

November 14, 2017

1% PROPERTY TAX ADMINISTRATION FEE (PTAF)

REVENUE PROJECTIONS

The PTAF may be imposed on all summer taxes or all winter taxes or on both summer and winter taxes. This would have been the impact of a 1% PTAF for the 2017 summer tax cycle and will be the impact on the upcoming 2017 winter tax cycle.

| | Tax Roll | 1% Administration Fee |
|-------------------|---------------------|------------------------------|
| 2017 Summer Taxes | \$48,930,000 | \$489,300 |
| 2017 Winter Taxes | \$14,402,000 | \$144,020 |
| TOTAL | \$63,332,000 | \$633,320 |

ANNUAL TAXPAYER IMPACT

The impact per taxpayer is as follows:

| | 1% Fee | # of Parcels | Avg. Fee per Parcel |
|--------------|------------------|---------------------|----------------------------|
| Residential | \$432,560 | 9,983 | \$43.33 |
| Business | \$200,760 | 2,166 | \$92.69 |
| TOTAL | \$633,320 | 12,149 | \$52.13 |

Neighboring Communities Who Impose a 1% PTAF

| | |
|---------------------|--------------------|
| City of Plymouth | Ypsilanti |
| City of Northville | Farmington Hills |
| Canton | Farmington |
| Ann Arbor | Van Buren Township |
| Redford | Dexter |
| Pittsfield Township | Saline |
| Westland | Brighton |
| Garden City | Pinckney |

Neighboring Communities Who Do Not

Livonia
Novi
Northville Township

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

ITEM F.3

NEW BUSINESS

**FEE SCHEDULE FOR THE BUILDING
DEPARTMENT**

RESOLUTION #2017-11-14-42

**BUILDING OFFICIAL MARK LEWIS
OFFICE MANAGER CHERI PALMARCHUK**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2017 Board of Trustees Meeting

ITEM: Fee Adjustments for the Building Department and Streamlining of the Permitting Process

PRESENTER: Cheri Palmarchuk, Mark Lewis – Building Department

BACKGROUND:

The Plymouth Township Building Department has not adjusted their fees since 2009. The State of Michigan adopts new codes every three years that make changes as to what requires permits. The Building Department's fees have been adjusted to reflect these changes and stay competitive with the surrounding communities along with ensuring the Department's cost of administration, staffing and contract inspectors are covered. The Department currently enforces the Michigan Building Code 2015, Michigan Residential Code 2015, Michigan Electrical Code 2014, Michigan Mechanical Code 2015 and Michigan Plumbing Code 2015.

ACTION REQUESTED:

In an effort to stay comparable and competitive with our surrounding communities our department, along with the electrical, mechanical, and plumbing inspectors, have completed an extensive amount of research into the fees charged by other communities; most especially Canton Township, the City of Plymouth and Northville Township because they all share borders with us. We did not utilize Livonia because it is a large City and we did not utilize Salem Township because it is a rural Township.

As an example, we are looking to increase the base fee on permits from \$25.00 to \$30.00 which is a modest increase. Based on the 1,986 actual permit applications we have processed from January 1, 2017 to August 31, 2017 this small increase would have resulted in additional revenue of **\$19,860**. This is just one example of the adjustments we are proposing.

In addition, we want to streamline the actual permit applications to make them easier to understand, consolidate necessary items, add pertinent information, and delete obsolete items. On January 17, 2017 we implemented inspections online and on October 2, 2017, we implemented online permit applications to improve the level of services that we currently offer to our residents and contractors.

RECOMMENDATION:

We are hopeful you will concur with the attached Draft of the 2017 Building Department Schedule of Fees and approve the resolution to add these changes to the Comprehensive Fee Schedule for implementation on December 1, 2017.

ATTACHMENTS:

Please find attached a final draft of pages 6-23 of the Building Department's section of the Comprehensive Fee Schedule.

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

**RESOLUTION TO REVISE BUILDING DEPARTMENT FEES
RESOLUTION #2017-11-14-42**

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 November 14, 2017, at 7:00 p.m.

WHEREAS, it is the intention of the Charter Township of Plymouth Board of Trustees to adjust the fees for building department services to stay competitive with surrounding communities for like services, and

WHEREAS, we must comply and stay current with the changes to the building, residential, electrical, mechanical and plumbing codes to maintain life safety while ensuring that our costs reflect our expenses to carry out these duties, and

WHEREAS, we are required to incorporate these fees into the Comprehensive Fee Schedule for implementation after adoption,

NOW THEREFORE BE IT RESOLVED, that the Charter Township of Plymouth Board of Trustees does hereby move to revise the Comprehensive Fee Schedule to reflect the revisions, additions and deletions to the fee schedule for the building department in accordance with the changes noted on pages 6 to 23 of the current Comprehensive Fee Schedule to become effective December 1, 2017.

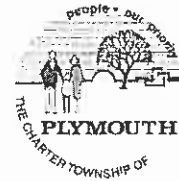
Motion By: _____ Seconded By: _____

Roll Call:

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

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~
Effective December 1, 2017



BUILDING DEPARTMENT

Registration Fees: Fees are assessed once per 3 year code cycle following the State of Michigan Licensing dates:

| | |
|---|---------|
| Builder's License Registration | \$15.00 |
| Maintenance and Alteration Contractor | \$15.00 |
| Mobile Home Installer's License | \$15.00 |
| Mechanical License Registration | \$15.00 |
| Plumber's License | |
| Plumbing Contractor/Master License Registration | \$15.00 |
| Journeyman Plumber's License Registration | \$15.00 |
| Electrical License | |
| Electrical Contractor or Master | \$15.00 |
| Fire Alarm Contractor's License | \$15.00 |
| Sign Specialty Contractor's License | \$15.00 |

Plymouth Township will add the postage shortage to mailed in permit applications where the Township's account is being charged.

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Application Fee:.....\$30.00

Plan Review Fees:

Residential

| Construction Value | | Fee Amount | |
|--------------------|-----|------------|----------|
| 50,000 | to | 100,000 | \$150.00 |
| 100,001 | to | 200,000 | \$250.00 |
| 200,001 | and | above | \$300.00 |

Commercial/Industrial

| Construction Value | | Fee Amount | |
|--------------------|-----|------------|----------|
| \$1 | to | \$100,000 | \$250.00 |
| 101,000 | to | 200,000 | \$300.00 |
| 201,000 | to | 300,000 | \$350.00 |
| 301,000 | to | 400,000 | \$400.00 |
| 401,000 | to | 500,000 | \$450.00 |
| 501,000 | to | 600,000 | \$500.00 |
| 601,000 | to | 700,000 | \$550.00 |
| 701,000 | to | 800,000 | \$600.00 |
| 801,000 | to | 900,000 | \$650.00 |
| 901,000 | and | above | \$700.00 |

Commercial/Industrial (Sent to outside plan review, Code Savvy Consultants)

For fire suppression, fire alarm, & hood suppression fees see the fee schedule by Code Savvy Consultants, please note there is a 15% additional fee added to the schedule for administration fees by the Township.

If necessary, any charges incurred to outside plan review by the outside plan review consultants must be paid to the Township of Plymouth by the permit applicant. All permit plan review fees must be paid in full prior to receiving plan review comments.

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Building Permit Fees:

Grading Fee

| | |
|--|----------------------|
| 1 Acre lot | \$90.00 |
| 2-9 Acres | \$125.00 +75.00/acre |
| 10+ Acres | \$700.00 +15.00/acre |
| Refundable grading bond 1 acre bond..... | \$500.00 |
| Refundable grading bond 2+ acres | \$1500.00 |

New Residential Housing & Commercial Building Permit Fees

The building permit fee is determined from the total construction value as shown in the most recent edition of the ICC Building Evaluation Data square foot construction costs, based on Use Group & Type of Construction.

All other permit fees

All other permit fees such as decks, additions, alterations etc... to existing structures shall be based on construction valuation as follows:

| | |
|--|----------|
| First \$1000.00 of value | \$70.00 |
| Each additional \$1000.00 or portion thereof | \$15.00 |
| Replacement windows flat fee | \$150.00 |
| Replace siding/trim/soffit flat fee | \$150.00 |
| Tear off & Re-roof flat fee | \$150.00 |

In no case shall less than \$ 70.00 be charged for any one permit.

Non-refundable administration fee for permit cancellation.....\$70.00
(also \$35.00 per inspection will be charged before refunds are granted)

Special Inspection Fees and/or Additional Fees

| | |
|--|-------------------|
| Re-inspection fee when violation has not been corrected, not keeping an appointment, or not ready when inspection was called | \$60.00 |
| Special inspection when requested, during work hours | \$85.00 per hour |
| Special inspection when requested, Saturday, Sunday, or Holidays (four hour minimum) | \$100.00 per hour |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



| | |
|--|--------------------------------|
| Temporary permit for trailer, portable building, etc., used during construction | \$200.00 |
| Stop work orders issued | \$50.00 |
| Permit renewals | 50% of the original permit fee |
| Mobile Home Installations | \$250.00 |
| Christmas Tree Lots | \$200.00 |
| Commercial Tree Removal – each site visit | \$70.00 |

Re-Occupancy Inspections (per trade)

| | | |
|---|---|-----------|
| Commercial | | |
| | Up to 5,000 square feet | \$140.00 |
| | 5,001 to 15,000 square feet | \$275.00 |
| | 15,001 to 40,000 square feet | \$325.00 |
| | 40,001 to 80,000 square feet | \$375.00 |
| | 80,001 and above square feet | \$675.00 |
| Temporary Certificate of Occupancy (including extensions) | | |
| | Residential | \$500.00 |
| | Commercial 1 st TCO | \$500.00 |
| | Commercial 1 st extension | \$900.00 |
| | Commercial 2 nd extension continuing through until full CofO each | \$1500.00 |
| Building Board of Appeals | | \$500.00 |
| Zoning Board of Appeals | | |
| | Residential | \$200.00 |
| | Commercial | \$500.00 |
| | Special Meeting | \$1000.00 |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Demolition Permit Fee

| | |
|---------------------------------------|----------|
| Accessory Structures | \$140.00 |
| Principal Structures | |
| Under 20,000 cubic feet in volume | \$200.00 |
| 20,000 to less than 50,000 cubic feet | \$250.00 |
| 50,000 cubic feet and over | \$400.00 |

Performance Demolition Bond

| | |
|---|-----------|
| This bond is refundable upon the completion of the demolition including the removal of all debris, rubbish, etc., from the site and placement of the site in a safe condition with clean fill of all foundations or excavations in a manner preventing the accumulations of ponding or standing water | \$1500.00 |
|---|-----------|

Moving of Building Permit Fee

Preliminary inspection of the building or structure to determine if it is suitable for movement over and upon public property and whether the proposed location of the building or structure within Plymouth Township would be lawful and not injurious to the contiguous property and surrounding neighborhood

| | |
|---|----------|
| From one Township location to another Township location | \$300.00 |
| From another municipality to a location within the Township | \$400.00 |

Construction Performance Bond

Refundable after construction is complete with a Certificate of Occupancy being issued and the Township is satisfied that all requirements associated with the specific property have been completed:

| Construction Value | Fee Amount |
|----------------------------|------------|
| \$100,001 to \$500,000 | \$1500.00 |
| \$500,001 to \$1,000,000 | \$2000.00 |
| \$1,000,001 to \$5,000,000 | \$3000.00 |
| \$5,000,001 to above | \$5000.00 |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Suspension of Permit

| | |
|--|-----------------|
| Any permit issued shall become invalid if the authorized work is not commenced within six (6) months after issuance of the permit or if authorized work is suspended or abandoned for a period of six (6) months after the time of commencing the work. Permits may be renewed and fees will be prorated | \$100.00 |
|--|-----------------|

Signs

| | |
|--|----------------|
| Plan Review | \$70.00 |
| Sign Permit fees based on | |
| First \$1000.00 of value | \$70.00 |
| Each additional \$1000.00 or portion thereof | \$15.00 |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Electrical Permit Fees

Minimum Permit Fee

In no case shall less than \$70.00 be charged for any one permit.

Non-refundable administration fee for permit cancellation..... \$70.00
 also \$35.00 per inspection will be charged before refunds are granted

Fees and/or Special Inspection Fees

| | |
|--|------------------|
| Application fee | \$30.00 |
| Additional inspection (each permit comes with 1 inspection) | \$35.00 |
| Re-inspection fee when violation has not been corrected, not keeping appointment, not ready when inspection was called | \$60.00 |
| Weekdays and evenings | \$70.00 per hour |
| Weekends and Holidays (four hour minimum) | \$75.00 per hour |
| Re-occupancy inspection | |
| Commercial | |
| Up to 5,000 square feet | \$140.00 |
| 5,001 to 15,000 square feet | \$275.00 |
| 15,001 to 40,000 square feet | \$325.00 |
| 40,001 and above square feet | \$375.00 |
| Installation of additional equipment which has been inspected and not included in the original permit issued, the combination rates shall apply with a minimum | \$70.00 |

Permit Charges for Installation of Services

If exact amp size is not listed, the next highest amp size fee will be charged.

| | |
|--|---------|
| Temporary services | \$50.00 |
| Interruptible service (air conditioning) | \$35.00 |
| Sub Service Panel | \$35.00 |
| 100 AMP or less | \$35.00 |
| 101 to 200 AMP | \$40.00 |
| 201 to 400 AMP | \$50.00 |
| 401 AMP plus | \$70.00 |
| Relocate service | \$40.00 |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Industrial/Commercial

| | |
|-------------------------------|----------|
| Up to 25,000 square feet | \$75.00 |
| 25,001 to 50,000 square feet | \$100.00 |
| 50,001 to 100,000 square feet | \$150.00 |
| 100,001 and above | \$200.00 |

Wiring

For a complete installation of circuits involving receptacle of lighting outlets, appliances, lighting fixtures, gas-tube lighting, shop inspection of electric apparatus, heating, refrigeration or ventilating equipment, alterations, changes or repairs:

| | |
|-------------------------------------|------------------|
| First 50 15 amp general circuits | \$ 12.00 each |
| (additional 15 amp circuit over 50) | \$2.00 each |
| 20 AMP circuits each | \$15.00 each |
| 30 AMP circuits each | \$18.00 each |
| 40 AMP circuits each | \$21.00 each |
| 50 AMP circuits & above each | \$50.00 each |
| HVAC rooftop | \$ 50.00each |
| Mobile Home Hook up | \$70.00 |
| Solar Panel 1-3 panels minimum | \$50.00 |
| Solar Panel over 3 | \$10.00 each |
| Swimming Pool/Fountain/Garden Pump | \$50.00 |

Furnace and Temperature Control Equipment

For installing, altering or repairing electric wiring and/or temperature control equipment for heating, refrigeration or ventilating units:

| | |
|---|---------|
| Complete equipment covering any one furnace or unit | \$30.00 |
| Each additional furnace or temperature control unit in same building | \$20.00 |
| Each additional motor installed on same unit over ¼ H.P. and not exceeding 1 H.P. | \$12.00 |

Permits' covering a combination of wiring, fixtures motors and heating, refrigerating or ventilating equipment, the fee is based on the combination rates as herein set forth.

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Fixtures

Installation, altering or repairing of fixtures:

| | |
|---|--------------|
| First 50 fixtures or fraction thereof | \$ 25.00 |
| Each additional 25 fixtures or fraction thereof | \$5.00 |
| Pole lights in parking lots | \$20.00 each |

Floodlights of 1000 watts capacity or over shall be considered as power units. Each gas tube lamp shall be counted as one unit. Each cluster of floodlights consisting of lamps, 1,000 watts or over shall be considered one unit.

Motors, generators, rectifiers, welders, arc lamps, transformers, heating and/or power units based on horsepower or K.W. rating:

| | |
|--|----------|
| ¼ H.P. to 10 H.P. or K.W. | \$ 15.00 |
| If more than 10 H.P. or K.W. but not more than 20 H.P. or K.W. | \$ 20.00 |
| If more than 20 H.P. or K.W. but not more than 30 H.P. or K.W. | \$ 30.00 |
| If more than 30 H.P. or K.W. but not more than 40 H.P. or K.W. | \$ 35.00 |
| If more than 40 H.P. or K.W. but not more than 50 H.P. or K.W. | \$ 45.00 |
| If more than 50 H.P. or K.W. | \$ 65.00 |

Feeders, main, bus ducts, etc.

| | |
|---|---------|
| First 100 feet or less | \$35.00 |
| Each additional 50 feet or fraction thereof | \$5.00 |

The fees to be charged when installed separately. If included on permits issued for motors, power wiring, etc., the power duct fees will be waived.

Residential Smoke/Heat Detectors:

| | |
|--------------------|---------|
| First five or less | \$30.00 |
| Each additional | \$5.00 |

Fire and Security Alarm Systems:

| | |
|-------------------------------|-------------|
| In house plan review | \$125.00 |
| Master Panel | \$15.00 |
| Fire Alarm addition to system | \$40.00 |
| Alarm devices up to 5 | \$30.00 |
| Alarm devices over 5 | \$5.00 each |
| Alarm for wet/dry system | \$20.00 |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~
Effective December 1, 2017



Outline tubing: each location (shop or field inspection)

| | |
|---|---------|
| First 50 feet of tubing | \$20.00 |
| Each additional 50 feet or fraction thereof | \$10.00 |

Special Inspections: (electrical equipment)

| | |
|----------------------------|-----------|
| Circuses | \$ 200.00 |
| Carnivals | \$ 200.00 |
| Theatrical Road Show | \$ 200.00 |
| Temporary Lighting Display | \$ 200.00 |

Residential Electrical Space Heating:

| | |
|------------------|---------|
| Entire structure | \$70.00 |
|------------------|---------|

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Mechanical Permit Fees

Minimum Permit Fee

In no case shall less than \$70.00 be charged for any one permit.

Non-refundable administrative fee for permit cancellation \$70.00
 also \$35.00 per inspection will be charged before refunds are granted

Fees and/or Special Inspection Fees

| | |
|--|------------------|
| Application fee | \$30.00 |
| Additional inspection (each permit comes with 1 inspection only) | \$35.00 |
| Re-inspection fee when violation has not been corrected, not keeping appointment, not ready when inspection was called | \$60.00 |
| Weekdays and evenings | \$70.00 per hour |
| Weekends and Holidays (four hour minimum) | \$75.00 per hour |
| Re-occupancy inspection | |
| Commercial | |
| Up to 5,000 square feet | \$ 140.00 |
| 5,001 to 15,000 square feet | \$ 275.00 |
| 15,001 to 40,000 square feet | \$ 325.00 |
| 40,001 and above square feet | \$ 375.00 |
| Installation of additional equipment which has been inspected and not included in the original permit issued, the combination rates shall apply with a minimum | \$70.00 |
| Pre-fab fireplace with chimney liner | \$ 65.00 |
| Pre-fab chimney self venting | \$ 35.00 |
| Humidifiers | \$ 27.00 |
| Air Cleaners | \$ 27.00 |
| Kitchen Hood Fans | \$ 32.00 |
| Bathroom exhaust fan | \$30.00 each |
| Variable air volume box | \$10.00 each |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Special Ventilation Equipment:

Commercial/Industrial

| | |
|-------------------------------|----------|
| 0 to \$10,000 value | \$125.00 |
| Each \$1,000.00 over \$10,000 | \$15.00 |

| | |
|--------------------------------------|---------|
| Removal Permit (tanks, drums, LPG's) | \$50.00 |
|--------------------------------------|---------|

Gas Fired and Fuel Oil Equipment-Burners

Installation Permit approved maximum input under 200,000 BTU/hour:

| | |
|---|--------------|
| New furnace and ductwork | \$140.00 |
| Replacement furnace | \$65.00 |
| Commercial HVAC & RTU's | \$80.00 each |
| Room Heater, wall furnace (not to exceed 50,000 BTU) | \$30.00 each |
| Make up air units (Range hood over 400,000 CFM) | \$35.00 |
| Commercial/Industrial water heaters over 80,000 input | \$50.00 |
| Water heaters (Residential) | \$20.00 |
| Swimming Pool Boilers | \$25.00 |
| | |
| Infrared unit heaters, at one location | |
| 1 to 5 units | \$30.00 each |
| Each additional unit over 5 | \$15.00 |

Duct Work and Piping Installation Permits

Residential:

| | |
|--|----------|
| Complete distribution system: Duct work, steam, and hot water distribution | \$105.00 |
| Addition or alteration to existing Radiant Heat System (new) | \$55.00 |
| Radiant Heat System (alteration) | \$105.00 |
| Radiant Heat System (alteration) | \$55.00 |

Commercial/Industrial:

| | |
|--|----------|
| Entire distribution system: Duct work, steam, and hot water distribution | \$125.00 |
| Addition or alteration to existing system | \$75.00 |

| | |
|-------------|--------------|
| Fire Damper | \$10.00 each |
| Water Tower | \$100.00 |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Gas Piping

| | |
|--|----------------------|
| Single family residence and condominiums | \$50.00 |
| Apartment buildings with electric appliances | \$35.00 per building |
| Apartment buildings with gas appliances | \$30.00 per building |
| Commercial or Industrial (new) | \$125.00 |
| Commercial or Industrial (alteration) | \$75.00 |

Pressure Test

| | |
|-------------------|---------|
| Gas Pressure Test | \$40.00 |
|-------------------|---------|

Liquefied Petroleum (LP) Gas Systems & Storage

Temporary or permanent/ per system, aggregate connected capacity:

| | |
|----------------------|---------|
| 30 gallons or less | \$30.00 |
| 31 to 60 gallons | \$40.00 |
| 61 to 500 gallons | \$50.00 |
| 501 to 1,200 gallons | \$60.00 |
| 1,201 gallons plus | \$80.00 |

Fire Suppression fee

| | |
|---|--------------|
| In house plan review (less than 20 heads) | \$200.00 |
| Sprinkler – fire per head: | |
| 0 to 25 heads | \$50.00 |
| 26 to 49 heads | \$100.00 |
| 50 and above | \$200.00 |
| Alteration to existing system | \$25.00 |
| Complete new system | \$ 100.00 |
| Dry chemical system | \$100.00 |
| Fire damper | \$10.00 each |
| Fire pump connections | \$20.00 |
| Hood suppression and duct | \$75.00 |
| Jockey Pumps | \$20.00 |
| Standpipe system | \$40.00 |
| Water Distribution | \$60.00 |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Refrigeration Installation Permits

| | |
|---|----------------------|
| Systems activated by motors 1 H.P. or less | \$35.00 |
| Systems activated by motors over 1 H.P.: Central Air | |
| Over 1 H.P. up to 5 H.P. | \$38.00 each |
| Over 5 H.P. up to 50 H.P. | \$43.00 each |
| Over 50 H.P. | \$53.00each |
| Over 100 H.P. | \$83.00each |
| HVAC units (rooftop or ground located) | \$80.00each unit |
| Air Handler | \$50.00 |
| Self contained unit, plug in type wall unit | \$20.00 each unit |
| Multiple Domestic Systems serving two (2) families: | |
| Each evaporator (new installation) | \$35.00 |
| Additional, repairs, and/or alteration to each system | \$30.00 |
| Special or shop inspection of refrigeration equipment, each unit, each visit | \$70.00 |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Plumbing Permit Fees

Minimum Permit Fee

In no case shall less than \$70.00 be charged for any one permit.

Non-refundable administration fee for cancellation of permit..... \$70.00
 also \$35.00 per inspection will be charged before refunds are granted

Fees and/or special Inspection Fee

| | |
|--|------------------|
| Application fee | \$30.00 |
| Additional inspection (each permit comes with 1 inspection only) | \$35.00 |
| Re-inspection fee when violation has not been corrected, not keeping appointment, not ready when inspection was called | \$60.00 |
| Weekdays and evenings | \$70.00 per hour |
| Weekends and Holidays (four hour minimum) | \$75.00 per hour |
| Re-occupancy inspection | |
| Commercial | |
| Up to 5,000 square feet | \$140.00 |
| 5,001 to 15,000 square feet | \$275.00 |
| 15,001 to 40,000 square feet | \$325.00 |
| 40,001 and above square feet | \$375.00 |
| Renewal of permit will be prorated | |
| Installation of additional equipment which has been inspected and not included in the original permit issued, the combination rates shall apply with a minimum | \$70.00 |

Fixtures (New or replacement)

| | |
|--|--------------|
| Dental Chair | \$12.00 |
| Eye Wash units | \$12.00 |
| Fixtures (sinks, toilets, shower/bathtub, dishwasher, drinking fountain, garbage disposals, hose bib, refrigerator, urinals) | \$12.00 each |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



| | |
|---|----------|
| Floor Drains | \$10.00 |
| Grease Trap/Interceptor | \$12.00 |
| Laundry Tray (under washer) | \$12.00 |
| Laundry box (hot/cold to washer) | \$12.00 |
| Mobile Home Installation | \$70.00 |
| Piping replacement | \$40.00 |
| Pump or Water Lift | \$12.00 |
| Sewer Ejector | \$12.00 |
| | |
| Stack (soil, waste, vent, and inside conductor) | \$12.00 |
| Sump or interceptor (any description) | \$12.00 |
| Vacuum Breaker | \$12.00 |
| Water Tap Fee | \$100.00 |
| Sewer Tap Fee | \$100.00 |
| Water Heater | \$20.00 |
| Water Softener | \$12.00 |
| Water Treatment device | \$12.00 |
| Backflow preventer | \$50.00 |
| Special fixtures associated with professional offices | \$35.00 |

Special Commercial Equipment

| | |
|--|---------|
| Each automatic laundry machine, humidifier, or beverage vending machine installed separately | \$30.00 |
|--|---------|

Water Distribution System

These fees are for plumbing permit only; there are additional fees to be paid to the Sewer and Water Department for new residential/commercial construction.

| | |
|---|----------|
| ¾" to 1" | \$ 45.00 |
| 1 ½" to 2" | \$ 55.00 |
| 2 ½" and larger | \$ 65.00 |
| | |
| Water Tap (building to property line) | \$100.00 |
| Water Service Connection | \$40.00 |
| | |
| Replacement of piping no increase in size when made in conjunction with installation or replacement of fixtures | \$20.00 |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~

Effective December 1, 2017



Sewer and Drains

These fees are for plumbing permit only; additional fees to be paid to the Sewer and Water Department for new residential/commercial construction.

| | |
|--|----------|
| Building sewer not exceeding 6" (exterior sewer/tap) | \$100.00 |
| Building drain not exceeding 6" (interior sewer) | \$40.00 |
| Catch basins, manholes, subsoil drains | \$40.00 |
| Lines not exceeding 8" | \$45.00 |
| Line not exceeding 10" | \$55.00 |
| Line not exceeding 12" | \$60.00 |
| Line not exceeding 14" | \$80.00 |
| Line 14" or greater | \$90.00 |
| Crock to Iron | \$25.00 |

Charter Township of Plymouth

~ Comprehensive Fee Schedule ~
Effective December 1, 2017



Vacant Property

| | |
|----------------------------------|----------|
| Vacant Property Monitoring Fee | \$50.00 |
| Vacant Property Registration Fee | \$100.00 |
| Vacant Property Securing Fee | \$250.00 |

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

ITEM F.4

NEW BUSINESS

PARK RENTAL FEE SCHEDULE

RESOLUTION #2017-11-14-43

SOLID WASTE COORDINATOR SARAH VISEL



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2017

ITEM: 2018 Fee Schedule - Park Reservations, Resolution #2017-11-14-43

PRESENTER: Sarah Visel – Solid Waste and Public Service Coordinator

BACKGROUND: The current fee schedule for Park Shelter/Pavilion reservations does not represent the cost of the amenities that are provided with our park facilities such as attached bathrooms, fireplace, sprayscape and playgrounds. Also included is the 4 Seasons Pavilion with heat and air conditioning. Plymouth Township has avoided increases for the last several years. It appears the last fee adjustment was prior to 2011. The fee schedule should more accurately reflect the costs of providing the current park amenities.

Attached is a proposed 2018 Fee Schedule that presents modest increases to the weekend reservation rates and some reduced fee rates. Also reflected is a rate decrease for weekday reservations. A discount rate is proposed for all day reservations. Fees have also been adjusted to reflect the amenities offered at each shelter/pavilion. Our current reservation period is April 15 – October 15.

We have opened up fall/winter reservations for the 4 Seasons Pavilion. The reservation session available will be 12pm – 5pm for the period of October 16 – April 14. I will be at the November 14 meeting to answer any questions you might have.

PROPOSED MOTION: Move to approve the proposed 2018 Park Reservation Fee Schedule.
Resolution #2017-11-14-43

Moved By _____ Seconded By _____

ROLL CALL:

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

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

**RESOLUTION TO REVISE THE TOWNSHIP PARK RESERVATION RATES
RESOLUTION #2017-11-14-43**

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 November 14, 2017, at 7:00 p.m.

WHEREAS, it is the intention of the Charter Township of Plymouth Board of Trustees to maintain rates for the Township Parks that are representative of the amenities that are provided with our facilities that include attached bathrooms, fireplaces, sprayscape and playgrounds, and

WHEREAS, we have added a 4 Seasons Pavilion with heating and air conditioning for use in months other than the summer, and

WHEREAS, it is fiscally prudent to set rates that reflect the actual costs of the amenities and services that we offer, and

NOW THEREFORE BE IT RESOLVED, that the Charter Township of Plymouth Board of Trustees does hereby move to approve the proposed 2018 Park Reservation Fee Schedule as presented.

Motion By: _____ Seconded By: _____

Roll Call:

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

| PROPOSED PLYMOUTH TOWNSHIP PARKS 2018 FEE SCHEDULE | CURRENT RESIDENT GROUP | PROPOSED Plymouth Township RESIDENT GROUP | CURRENT (REDUCED FEE) Service Clubs, Community Schools, Scouts, etc | PROPOSED RESIDENT (Reduced Fee) Service Clubs, Community Schools, Scouts, etc. | CURRENT NON-RESIDENT GROUP <i>(double resident rate)</i> Includes Residents and businesses in the City of Plymouth | PROPOSED NON-RESIDENT GROUP <i>(double resident rate)</i> |
|--|---------------------------|---|---|---|--|--|
| Session I: 10 AM until 3 PM | | | | | | |
| Shelter Reservation (Shelter 1 and 2, Lake Pointe) | | | | | | |
| Monday thru Thursday | \$100 | \$75 | \$25 | \$35 | \$200 | \$150 |
| Friday thru Sunday | \$100 | \$125 | \$100 | \$125 | \$200 | \$250 |
| Food Preparation Area (with Shelter 2 ONLY) | \$25 | \$25 | \$25 | \$25 | \$25 | \$25 |
| Pavilion Reservation | | | | | | |
| Monday thru Thursday | \$100 | \$100 | \$25 | \$35 | \$200 | \$200 |
| Friday thru Sunday | \$100 | \$150 | \$100 | \$150 | \$200 | \$300 |
| Food Preparation Area (with Pavilion) | \$25 | \$25 | \$25 | \$25 | \$25 | \$25 |
| 4 Season Pavilion | | | | | | |
| Monday thru Thursday | \$125 | \$125 | \$25 | \$35 | \$250 | \$250 |
| Friday thru Sunday | \$125 | \$175 | \$125 | \$175 | \$250 | \$350 |
| Session II: 4 PM until 9 PM | | | | | | |
| Shelter Reservation (Shelter 1 and 2, Lake Pointe) | | | | | | |
| Monday thru Thursday | \$100 | \$75 | \$25 | \$35 | \$200 | \$150 |
| Friday thru Sunday | \$100 | \$125 | \$100 | \$125 | \$200 | \$250 |
| Food Preparation Area (with Shelter 2 ONLY) | \$25 | \$25 | \$25 | \$25 | \$25 | \$25 |
| Pavilion Reservation | | | | | | |
| Monday thru Thursday | \$100 | \$100 | \$25 | \$35 | \$200 | \$200 |
| Friday thru Sunday | \$100 | \$150 | \$100 | \$150 | \$200 | \$300 |
| Food Preparation Area (with Pavilion) | \$25 | \$25 | \$25 | \$25 | \$25 | \$25 |
| 4 Season Pavilion | | | | | | |
| Monday thru Thursday | \$125 | \$125 | \$25 | \$35 | \$250 | \$250 |
| Friday thru Sunday | \$125 | \$175 | \$125 | \$175 | \$250 | \$350 |
| Full Day: 10 AM to 9 PM | | | | | | |
| Shelter Reservation (Shelter 1 and 2, Lake Pointe) | | | | | | |
| Monday thru Thursday | \$200 | \$125 | \$50 | \$70 | \$400 | \$250 |
| Friday thru Sunday | \$200 | \$225 | \$200 | \$225 | \$400 | \$450 |
| Food Preparation Area (with Shelter 2 ONLY) | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 |
| Pavilion Reservation | | | | | | |
| Monday thru Thursday | \$200 | \$175 | \$50 | \$70 | \$400 | \$350 |
| Friday thru Sunday | \$200 | \$275 | \$200 | \$275 | \$400 | \$550 |
| Food Preparation Area (with Pavilion) | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 |
| 4 Season Pavilion | | | | | | |
| Monday thru Thursday | \$250 | \$225 | \$50 | \$70 | \$500 | \$450 |
| Friday thru Sunday | \$250 | \$325 | \$250 | \$325 | \$500 | \$650 |
| Wedding Ceremony (Does not include Shelter Reservation) | | | | | | |
| Fee | \$40 | \$50 | | | \$50 | \$75 |

*Contact the Division of Public Services to determine if reduced fees apply to your group or outing

PROPOSED - \$25 DISCOUNT FOR FULL DAY RESERVATION

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

ITEM F.5

NEW BUSINESS

**2018 GENERAL APPROPRIATIONS ACT AND
2018 BUDGET ADOPTION
RESOLUTION #2017-11-14-44
SUPERVISOR HEISE AND
ACCOUNTANT KUSHNER**

CHARTER TOWNSHIP OF PLYMOUTH
2018 GENERAL APPROPRIATIONS ACT

RESOLUTION #2017-11-14-44

SECTION #1 – TITLE:

WHEREAS, this resolution shall be known as the Charter Township of Plymouth General Appropriations Act, and

SECTION #2 – CHIEF ADMINISTRATIVE OFFICER

WHEREAS, the Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act, and

SECTION #3 – FISCAL OFFICER:

WHEREAS, the Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act, and

SECTION #4 – PUBLIC HEARING ON THE BUDGET:

WHEREAS, pursuant to MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 3, 2017 and November 10, 2017, in accordance with the law which requires notice to be published at least seven days prior to the public hearing, and

WHEREAS, a public hearing on the proposed budget was held on November 14, 2017, and

SECTION #5 – ESTIMATED REVENUES:

WHEREAS, estimated township general fund revenues for fiscal year 2018, including an allocated millage of 0.8159 mills; voter-authorized millage of 3.1874 mills, and various miscellaneous revenues shall total **\$14,715,178**, and

SECTION #6 – MILLAGE LEVY:

WHEREAS, The Charter Township of Plymouth Board of Trustees shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to **4.0033** mills as authorized under state law and approved by the electorate, and

SECTION #7 – ESTIMATED EXPENDITURES:

WHEREAS, estimated township general fund expenditures for fiscal year 2018 for the various township activities are as follows:

GENERAL FUND:

| DEPARTMENT | AMOUNT |
|-------------------------------------|---------------------|
| Township Board | \$51,682 |
| Supervisor | 363,187 |
| Information Services | 239,500 |
| Assessors | 267,200 |
| Clerk | 636,186 |
| Civil Service | 2,077 |
| Board of Review | 4,250 |
| Treasurer | 333,280 |
| Elections | 127,245 |
| Township Hall & Grounds | 154,719 |
| General Operating | 1,275,098 |
| Law Enforcement | 4,203,456 |
| Emergency Preparedness | 18,000 |
| Communications | 1,477,200 |
| Fire | 3,832,639 |
| Building | 704,963 |
| Intergovernmental | 70,000 |
| Traffic & Safety | 58,000 |
| Park | 353,991 |
| Planning Commission | 13,945 |
| Board of Appeals | 3,445 |
| Block Grant | 7,566 |
| Insurance | 150,000 |
| Community Service | 56,000 |
| Total Expenditures: | \$14,403,629 |
| Net Revenues (Expenditures): | \$311,549 |

and,

SPECIAL REVENUE FUNDS:

| | FEDERAL DRUG FORFEITURE | STATE DRUG FORFEITURE | IRS DRUG FORFEITURE |
|------------------------------------|--------------------------------|------------------------------|----------------------------|
| REVENUE | | | |
| Forfeitures & Grants | \$298,257 | \$66,351 | \$67,088 |
| | | | |
| EXPENDITURES: | | | |
| Capital Expenditures | 226,628 | 64,000 | 63,737 |
| | | | |
| Net Revenues (Expenditures) | \$71,629 | \$2,351 | \$3,351 |
| | | | |

SECTION #8 – ADOPTION OF BUDGET BY REFERENCE:

WHEREAS, the general fund budget of the Charter Township of Plymouth is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Act, and,

SECTION #9 – ADOPTION OF BUDGET BY APPROPRIATION:

WHEREAS, Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriations authorized and may approve budget amendments as needed, and

SECTION #10 – APPROPRIATION NOT A MANDATE TO SPEND:

WHEREAS, appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations, and

SECTION #11 – PERIODIC FISCAL REPORTS:

WHEREAS, it will be necessary for the Board to receive regular updates on the financial position of each department relative to their expenditures and revenue, the fiscal officer shall submit to the Board of the Charter Township of Plymouth at the end of each of the first three quarters, and at the end of each month, occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous quarter (month);

b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter (month) and for the current fiscal year to the end of the previous quarter (month);

c. a detailed list of:

1.) expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.

2.) for each department; the amount appropriated; the amount charged to each appropriation in the previous quarter (month) for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

SECTION #12 – LIMIT ON OBLIGATIONS AND PAYMENTS:

WHEREAS, no obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation, and

SECTION #13 – BUDGET MONITORING:

WHEREAS, it is the responsibility of the Chief Administrative Officer and the Township Board to serve as solid fiduciaries of the monies of the Charter Township of Plymouth, whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both, and

SECTION #14 – VIOLATIONS OF THIS ACT:

WHEREAS, any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and the Charter Township of Plymouth Policies and Procedures, and

SECTION #15 – BOARD ADOPTION:

NOW THEREFORE BE IT RESOLVED, THAT THE Charter Township of Plymouth Board of Trustees does hereby adopt Resolution #2017-11-14-44 2018 Charter Township of Plymouth General Appropriations Act and the 2018 Budget as outlined and attached in accordance with the terms and conditions contained herein.

Motion By: _____ **Second:** _____

ROLL CALL VOTE:

Trustee Curmi _____, Trustee Heitman _____, Treasurer Clinton _____, Trustee Dempsey _____,
Clerk Vorva _____, Supervisor Heise _____, Trustee Doroshewitz _____

Charter Township of Plymouth
General Fund
2018 Recommended Budget

| | 2015 ACTIVITY | 2016 ACTIVITY | 2017 ORIGINAL BUDGET | 2017 PROJECTED ACTIVITY | 2018 RECOMMENDED BUDGET |
|-------------------------------------|----------------------|----------------------|----------------------------|-------------------------------|-------------------------------|
| ESTIMATED REVENUES | | | | | |
| PROPERTY TAXES | 6,884,438.64 | 6,990,870.56 | 7,064,000.00 | 6,876,961.00 | 7,595,000.00 |
| LOCAL COMMUNITY STABILIZATION SHARE | - | 21,833.31 | - | 336,128.00 | 298,750 |
| STATE SHARED REVENUE | 2,179,270.00 | 2,194,640.00 | 2,258,000.00 | 2,314,071.00 | 2,302,363 |
| LICENSES AND PERMITS | 1,152,344.65 | 1,209,943.64 | 901,000.00 | 1,114,000.00 | 1,352,250 |
| DISTRICT COURT FINES | 191,230.34 | 126,983.90 | 200,000.00 | 111,652.00 | 70,000 |
| CHARGES FOR SERVICES | | | | | |
| CITY OF PLYMOUTH | 640,932.55 | 1,430,268.29 | 375,000.00 | 490,000.00 | 417,000 |
| INTRAGOVERNMENTAL SERVICE CHARGE | 700,970.14 | 785,497.98 | 725,000.00 | 725,000.00 | 774,100 |
| INTEREST/RENT | 21,489.98 | 50,672.07 | 22,500.00 | 40,000.00 | 50,000 |
| FEDERAL GRANTS | 81,984.95 | 21,935.23 | 90,000.00 | 145,499.00 | 21,215 |
| CONTRIBUTIONS FROM LOCAL UNITS | - | 17,000.00 | - | 506,018.00 | 162,000 |
| OTHER REVENUE | | | | | |
| CABLE FRANCHISE FEE | 730,338.76 | 758,800.04 | 800,000.00 | 765,000.00 | 765,000 |
| OTHER CHARGES FOR SERVICES | 78,181.90 | 89,225.73 | 150,000.00 | 52,500.00 | 100,000 |
| MISCELLANEOUS INCOME | 795,165.24 | 696,734.67 | 752,000.00 | 571,375.00 | 807,500 |
| TOTAL ESTIMATED REVENUES | 13,456,347.15 | 14,394,405.42 | 13,337,500.00 | 14,048,204.00 | 14,715,178.00 |
| APPROPRIATIONS | | | | | |
| TOWNSHIP BOARD | 84,743 | 68,630 | 57,436 | 55,805 | 51,682 |
| SUPERVISOR | 392,983 | 378,755 | 404,272 | 368,044 | 363,187 |
| INFORMATION SERVICES | 263,301 | 311,494 | 298,225 | 249,323 | 239,500 |
| ASSESSORS | 296,077 | 289,918 | 317,295 | 277,945 | 267,200 |
| CLERK | 432,463 | 509,497 | 529,402 | 585,473 | 636,186 |
| CIVIL SERVICE | 1,943 | - | 3,087 | 2,948 | 2,077 |
| BOARD OF REVIEW | 10,083 | 8,464 | 10,400 | 7,720 | 4,250 |
| TREASURER | 330,575 | 334,198 | 341,334 | 373,464 | 333,280 |
| ELECTIONS | 85,984 | 109,869 | 0 | 1,825 | 127,245 |
| TOWNSHIP HALL AND GROUNDS | 168,816 | 322,130 | 195,417 | 173,839 | 154,719 |
| GENERAL OPERATING | 419,358 | 1,428,461 | 867,476 | 1,133,744 | 1,275,098 |
| LAW ENFORCEMENT | 3,818,240 | 4,247,861 | 3,957,527 | 4,113,172 | 4,203,456 |
| EMERGENCY PREPAREDNESS | 26,618 | 18,217 | 30,000 | 15,000 | 18,000 |
| COMMUNICATIONS | 1,099,449 | 1,169,998 | 1,242,337 | 1,179,293 | 1,477,200 |
| FIRE | 3,627,834 | 3,328,151 | 3,508,009 | 3,393,398 | 3,832,639 |

Charter Township of Plymouth
General Fund
2018 Recommended Budget

| | 2015 ACTIVITY | 2016 ACTIVITY | 2017 ORIGINAL BUDGET | 2017 PROJECTED ACTIVITY | 2018 RECOMMENDED BUDGET |
|--|-------------------|-------------------|----------------------------|-------------------------------|-------------------------------|
| BUILDING | 452,204 | 478,277 | 436,581 | 514,280 | 704,963 |
| COMMUNITY DEVELOPMENT | 156,375 | 129,517 | 173,782 | 187,099 | - |
| INTERGOVERNMENTAL | 77,312 | 79,520 | 80,000 | 80,000 | 70,000 |
| TRAFFIC AND SAFETY | 94,960 | 245,450 | 74,500 | 704,175 | 58,000 |
| PARK | 490,595 | 544,265 | 423,158 | 355,272 | 353,991 |
| PLANNING COMMISSION | 46,576 | 84,212 | 38,950 | 28,880 | 13,945 |
| BOARD OF APPEALS | 3,067 | 3,450 | 3,155 | 2,691 | 3,445 |
| BLOCK GRANT | 43,727 | 91,252 | 25,000 | 122,550 | 7,566 |
| INSURANCE | 63,675 | 353,417 | 150,000 | 345,512 | 150,000 |
| COMMUNITY SERVICE | 72,099 | 75,488 | 50,000 | 35,739 | 56,000 |
| CAPITAL IMPROVEMENTS | - | - | 95,000 | 0 | - |
| OPERATING TRANSFERS OUT | 523,951 | - | - | 0 | - |
| TOTAL APPROPRIATIONS | 13,083,007 | 14,610,490 | 13,312,343 | 14,307,190 | 14,403,629 |
| NET OF REVENUES/APPROPRIATIONS - FUND 101 | 373,340 | (216,084) | 25,157 | (258,986) | 311,549 |
| BEGINNING FUND BALANCE | 3,810,300 | 4,126,846 | 3,910,762 | 3,910,762 | 3,651,776 |
| FUND BALANCE ADJUSTMENTS | (56,794) | - | - | - | - |
| ENDING FUND BALANCE | 4,126,846 | 3,910,762 | 3,935,919 | 3,651,776 | 3,963,325 |

Charter Township of Plymouth
Special Revenue Funds
2018 Recommended Budget

| | 2015 ACTIVITY | 2016 ACTIVITY | 2017 ORIGINAL BUDGET | 2017 PROJECTED ACTIVITY | 2018 RECOMMENDED BUDGET |
|--|------------------|------------------|----------------------------|-------------------------------|-------------------------------|
| Fund 265- FEDERAL DRUG FORFEITURE | | | | | |
| ESTIMATED REVENUES | | | | | |
| FORFEITURES & GRANTS | - | - | - | 227,808 | 298,257 |
| INTEREST | 289 | 2,187 | - | 599 | - |
| OPERATING TRANSFERS | - | 83,398 | - | - | - |
| TOTAL ESTIMATED REVENUES | 289 | 85,585 | - | 228,407 | 298,257 |
| APPROPRIATIONS | | | | | |
| CAPITAL EXPENDITURES | 53,944 | - | 60,000 | - | 226,268 |
| LAW ENFORCEMENT | 95,780 | - | 20,000 | 10,000 | - |
| TOTAL APPROPRIATIONS | 149,724 | - | 80,000 | 10,000 | 226,268 |
| NET OF REVENUES/APPROPRIATIONS - FUND 265 | (149,435) | 85,585 | (80,000) | 218,407 | 71,989 |
| BEGINNING FUND BALANCE | 149,453 | 18 | 85,602 | 85,602 | 304,010 |
| FUND BALANCE ADJUSTMENTS | - | - | - | - | - |
| ENDING FUND BALANCE | 18 | 85,602 | 5,602 | 304,010 | 375,999 |
| Fund 266- STATE DRUG FORFEITURE | | | | | |
| ESTIMATED REVENUES | | | | | |
| FORFEITURES & GRANTS | - | 184,104 | 50,000 | 37,951 | 66,351 |
| INTEREST | 116 | 550 | 300 | 459 | - |
| SALE OF FIXED ASSETS | - | - | - | 8,015 | - |
| OPERATING TRANSFERS | - | - | - | - | - |
| TOTAL ESTIMATED REVENUES | 116 | 184,654 | 50,300 | 46,425 | 66,351 |
| APPROPRIATIONS | | | | | |
| CAPITAL EXPENDITURES | 24,566 | - | 0 | 176,195.15 | 64,000 |
| LAW ENFORCEMENT | - | - | 0 | - | - |
| TOTAL APPROPRIATIONS | 24,566 | - | 0 | 176,195 | 64,000 |
| NET OF REVENUES/APPROPRIATIONS - FUND 266 | (24,450) | 184,654 | 50,300 | (129,770) | 2,351 |
| BEGINNING FUND BALANCE | 25,679 | 1,229 | 185,882 | 185,882 | 56,112 |
| FUND BALANCE ADJUSTMENTS | - | - | - | - | - |
| ENDING FUND BALANCE | 1,229 | 185,882 | 236,182 | 56,112 | 58,463 |

Charter Township of Plymouth
Special Revenue Funds
2018 Recommended Budget

| | 2015 ACTIVITY | 2016 ACTIVITY | 2017 ORIGINAL BUDGET | 2017 PROJECTED ACTIVITY | 2018 RECOMMENDED BUDGET |
|--|------------------|------------------|----------------------------|-------------------------------|-------------------------------|
| Fund 267- IRS DRUG FORFEITURE | | | | | |
| ESTIMATED REVENUES | | | | | |
| FORFEITURES & GRANTS | - | - | - | 67,081 | 67,088 |
| INTEREST | - | - | - | 85 | - |
| SALE OF FIXED ASSETS | - | - | - | - | - |
| OPERATING TRANSFERS | - | - | - | - | - |
| TOTAL ESTIMATED REVENUES | - | - | - | 67,166 | 67,088 |
| APPROPRIATIONS | | | | | |
| CAPITAL EXPENDITURES | - | - | - | - | 63,737 |
| LAW ENFORCEMENT | - | - | - | - | - |
| TOTAL APPROPRIATIONS | - | - | - | 0 | 63,737 |
| NET OF REVENUES/APPROPRIATIONS - FUND 267 | - | - | - | 67,166 | 3,351 |
| BEGINNING FUND BALANCE | - | - | - | 0 | 67,166 |
| FUND BALANCE ADJUSTMENTS | - | - | - | - | - |
| ENDING FUND BALANCE | - | - | - | 67,166 | 70,517 |

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

**ITEM F.6
NEW BUSINESS
JOINT RECREATION MASTER PLAN
SUPERVISOR HEISE**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2017

ITEM: Joint Recreation Master Plan with City of Plymouth

PRESENTERS: Supervisor Heise

BACKGROUND: The Charter Township of Plymouth and the City of Plymouth intend to conduct a Joint Recreation Master Plan, beginning this year with a completion date of May 1, 2018. A Recreation Master Plan is required by State Law and often by other governmental and private funding sources, and must be developed every five years. The joint master plan should enhance our ability to attract grants, and may lead to enhanced recreational opportunities between our two communities. The City of Plymouth took the lead on developing an RFP and hiring a firm, Living Lab, for a total contract cost of \$17,800. Plymouth Township, being the larger of the two communities, will pay 70 percent of the contract cost, or \$12,460. Copies of the City's recommendations and selection process, and the proposal submitted by Living Lab, are attached to this memo.

This recommendation is made pursuant to Trustee Dempsey's Motion of October 24, authorizing the Supervisor to engage in discussions with the City of Plymouth on jointly retaining a consultant to prepare a recreation master plan for both the City and the Township, to be submitted to the State of Michigan in March [now May] 2018, and to bring a proposal on such retention to the Board at the next scheduled regular meeting (tonight) for consideration and action.

PROPOSED MOTION: I move to concur with the recommendation of the Supervisor and the City of Plymouth and authorize the expenditure of \$12,460.00 as the Township's share of the Joint Recreation Master Plan to be developed by Living Lab, and authorize the Supervisor and Clerk to sign all necessary documentation required to finalize the agreement.

Moved By _____ Seconded By _____

ROLL CALL:


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



City of Plymouth

RECREATION DEPARTMENT
PLYMOUTH CULTURAL CENTER
525 FARMER STREET
PLYMOUTH, MICHIGAN 48170
(734) 455-6620
www.ci.plymouth.mi.us

Memo

To: Paul Sincock, City Manager
From: Steve Anderson, Recreation Director 
Date: 10/30/2017
Re: 2018 Community Recreation Master Plan RFP Recommendation

Overview

As you are aware, we have completed the first ever Joint Plymouth Community Recreation Survey conducted by EPIC-MRA. The presentation was completed on Monday, October 23rd, 2017 at the Plymouth Cultural Center with representatives of both the City of Plymouth Commission and the Plymouth Township Board of Trustees in attendance.

This survey, although very informative and a great resource for the community and the elected boards of the City and the Township, is only one step in the creation of a Community Recreation Master Plan.

A Community Recreation Master Plan is a five year plan submitted to the Michigan DNR to be eligible for Recreational or Land Improvement Grant Funds from the State of Michigan. The Master Plan requires multiple sections of community data to be eligible to be submitted to the Michigan DNR.

Those sections of data include:

- Community Description including extensive demographic breakdown of the Community.
- Six different aspects of the Municipal Government Administrative Structure
- Six different aspects of the Communities Recreational Inventory
- Description of the overall Master Plan Planning Process.
- Description and listing of the Public Input and process.
- Organizational and infrastructure Goals and Objectives for the community for the next five years.
- The Action Program planned to implement this new 5 year Master Plan.

After the above information has been compiled for a "Public Draft Copy" of the plan, the following steps must be taken prior to submittal to the Michigan DNR:

- Post Completion Self Certification Check-list.
- A thirty day publically posted review of the document prior to any adoption by the local Municipal Government.
- Master Plan approval and adoption by all municipal governing bodies involved by way of official resolution.

And finally.... after all of this information has been compiled and publically reviewed and adopted by the local municipal government(s), we can then transmit to the Michigan DNR and all County and Regional Planning Agencies.

Updated Project Time Line / Schedule.

The date of the Master Plan RFP openings was August 31, 2017. With the Joint Recreation Survey being an important first step of the community input process, the initial start for the of the Recreation Master Plan was delayed. With this being the case we thought we could "rush" this process to meet the March deadline for the April 1st deadline for grant applications. These grants being the Recreation Passport Grant (RP), Land and Water Conservation Fund Grant (LWCF) or the Michigan Natural Resources Trust Fund (MNRTF) Grant.

However, after speaking with Township Administration, after the Survey Presentation, neither the City or the Township has any projects in the works that will have any grant applications in process that are intended to be submitted for the April 1st deadline.

With this being the case, we see no logical reason to rush this project to meet the now meaningless March deadline . Most simply put, we would rather do this project right instead of just doing it fast.

We think the following time line would be much more thorough and sensible to complete a Joint Community Recreation Master Plan:

- | | |
|--|--|
| • Project Set-Up & Recreation Inventory: | November & December 2017 |
| • Public Engagement: | January 2018 |
| • Plan Development: | February – March 2018 |
| • 30 Day Public Review of the Draft Document: | April 2018 |
| • Ready for Presentation and Adoption: | May 1, 2018 |
| • Submission: | Upon approval by Resolution of both Municipal Boards. |

Community Recreation Master Plan RFP Selection Process.

In anticipation of a possible Plymouth Community Recreation Master Plan, we put out an RFP for bid to include two items:

1. Pricing to produce a Joint Community Recreation Master Plan to include the City of Plymouth and the Charter Township of Plymouth that meets all requirements of the Michigan DNR Master Plan process.
2. Pricing to produce a recommendation for Joint City and Township Recreation Operations.

On Thursday, August 31, an RFP bid opening took place at 10:00am with myself, Tom Alexandris and Maureen Brodie in attendance. Please see attached the bid results from multiple vendors with multiple pricing points.

At the time, we figured we could kill two birds with one stone in combining the two possible projects into one RFP. However, after watching the evolution of this process over the past four months, I believe it would be prudent to put the second RFP bid amounts for a Joint Operations Recommendation on the backburner. My opinion is that it would be better to complete the Master Plan process before looking into the consideration of a joint operation.

However, to keep the concept alive for future consideration, we can include a section within the Recreation Master Plan that a City / Township joint operation plan should be explored by both municipalities in the future. This leaves all options open when and if the City and the Township were to think about possible joint operations and any grant funding that may accompany these future operational considerations.

As for the RFP's for the Joint Community Recreation Master Plan.....

After opening the RFP's, I began to review the six proposals submitted by the different planners. Upon reviewing the six plans, I narrowed the six to the strongest three proposals.

In my opinion, the three eliminated proposals came across rather "boilerplate" and/or did not attempt to explore any part of the makeup of the Plymouth Community. For example, one made reference to "Hold Public Hearings with the Recreation Commission". Since neither municipality has a "Recreation Commission" it was apparent they did not put out the effort in gaining the base knowledge in the Plymouth Community.

The other item that would have given me concern was a proposal that made me feel like our staff would be training or educating the "rookie associate" on how to navigate their first master plan process. In effect, we would be paying them to then educate their employees. This is not a scenario we have the time or energy to entertain.

The Final Three Proposals.

The final three proposals were presented by:

1. Wade Trim of Detroit, Michigan.
2. Living Lab of Detroit, Michigan
3. McKenna Associates and Carlise Wortman of Northville and Ann Arbor, Michigan

At this point, I contacted four Recreation Directors from the neighboring communities to review the RFP's. The Recreation Directors included:

- Ellen Schnackel - City of Farmington Hills
- Greg Hohenberger - Canton Township
- Edward Davis - City of Livonia
- Mark Gasche - Northville Community Recreation Department

I asked each of the Directors to look over each of the three proposals and base them on content only. I asked them to not consider the bid amounts as that falls under the purview of the combined 14 elected officials to determine.

On a side note, all of the Directors did acknowledge over the phone that when they did a Master Plans (at their current agency or a previous agency), cost was obviously a consideration in their final determinations.

Looking thru each recommendation (see attached), some Directors preferred one style over the other. Some took into consideration the Joint Operation side of the proposal that swayed their decision. Some put more weight on creativity and energy that was presented. Some seemed to put more weight in being a bigger firm that had been around for decades.

I took these professional opinions into consideration and then looked at the bids considering that the joint operation (in my eyes) was now off the table. The bid amounts for just the Recreation Master Plan process for the final three were as follows:

- | | |
|------------------------------|-------------|
| • Living Lab | \$17,800.00 |
| • Wade Trim | \$20,000.00 |
| • McKenna / Carlisle Wortman | \$20,700.00 |

Conclusion and Recommendation of RFP Acceptance.

After careful consideration of the following:

- All the three vendors were all very qualified for a project of this scope.
- All vendors have excellent if not exceptional staff and project backgrounds.
- All are three vendors have knowledge of the Plymouth Community.
- Professional Review did not point to one glaring choice over the others.
- In my opinion, a joint operation recommendation should reserved for future consideration and would no longer be included for consideration.
- Both Municipal Governments take their fiduciary responsibility to the residents very seriously.

With this all being the case, it is my recommendation that the Joint Plymouth Community Recreation Master Plan Project be awarded to Living Lab of Detroit, Michigan.

Current Staff understanding of a Joint Recreation Master Plan Project with Plymouth Township:

- If the City Commission were to approve an RFP on November 6th, it is our understanding that the Plymouth Township would like to then take the City approval under consideration at their Board Meeting on November 14, 2017.
- As we also understand, Township administration has agreed to a 70-30 split with the City on this project. 70% paid by the Township, 30% paid for by the City.
- If the City Commission were to approve a vendor that is then approved by the Township, It would be my recommendation to have the City contract with that vendor directly and have the Township reimburse the City for 70% of the bid amount.
- Preliminary inquires with the recommended vendor is that they would be fine with full payment at the conclusion of the project.

I understand that this is a lot of information to wade thru and a lot of moving parts to this project. If you need any additional clarification, please feel free to contact me at any time.

Bid Opening: Joint Plymouth Community Recreation Master Plan
 Date/Time: Thursday, August 31, 2017, 10:00 a.m.

UNOFFICIAL BID RESULTS



Attendees: _____

| Bidder | Joint Master Plan Budget | Joint Operation Recommendation Budget |
|--|--------------------------|---------------------------------------|
| McKenna | \$20,700 | \$5,000 |
| Living Lab | \$17,800 | — |
| Landsc. & Architects + Planner Lap and Creative | \$16,200 | \$6,800 |
| Wade Trim | \$20,000 | \$10,000 |
| OHM Advisors | \$19,440 | \$ — |
| Swas Co. Rowe Professional | \$16,200 | \$10,000 |
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| | | |

JOINT PLYMOUTH COMMUNITY RECREATION MASTER PLAN PROPOSAL

August 31, 2017 | Prepared for: City of Plymouth + Plymouth Township | Prepared by: livingLAB



City of Plymouth
Attn: Ms. Maureen Brodie, City Clerk
201 S Main Street
Plymouth, MI 48170

RE: Joint Plymouth Community Recreation Master Plan Proposal

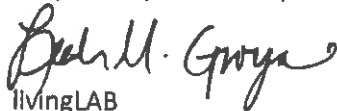
Ms. Maureen Brodie:

It is hard to believe that it has been ten years since I assisted Steve Anderson and the City of Plymouth with your 5-year Parks and Recreation Master Plan! I also grew up in Plymouth with many family and friends still in the Plymouth community - so I'm particularly thrilled to have the chance to work together with the City and Township to envision your next five years of Parks and Recreation.

We have developed a proposal to assist in the development of a 5-Year Master Plan. We are open and look forward to working with your team to incorporate any recommendations that come out of the separate joint operations study.

We have a highly creative, high energy, enthusiastic team. We look forward to the opportunity to speak with you more about your project and how our experience, creativity and energy can lead to a community supported vision for the 2018 Joint Parks and Recreation Master Plan. Should you have any questions or concerns regarding our proposal please do not hesitate to contact me at (313)600-9786 or leah@livinglabdetroit.com.

Respectfully Submitted,



livingLAB

Leah M. Groya, AICP, LEED AP
professional planner + principal

| | |
|-----------------------------------|----|
| LIVINGLAB | 1 |
| YOUR PROJECT TEAM | 2 |
| PROJECT WORK TASKS | 3 |
| COST PROPOSAL | 6 |
| SCHEDULE | 7 |
| RATES | 8 |
| REFERENCES | 9 |
| FIRM + TEAM MEMBER QUALIFICATIONS | 10 |



BACKGROUND.

livingLAB is a collaborative landscape architecture and planning studio focused on community-driven design and project realization. We find ourselves focused on the core practices of open space planning and landscape design; pedestrian and bike safety and mobility; community engagement and collaboration; and urban design underpinned with the sustainable practice of green infrastructure. We are inspired by the outcomes of our efforts in these core areas because of their direct impact on community.

Our studio, located within the sustainable professional community of the Green Garage in Midtown Detroit, is always abuzz with creative energy. On any given day, you will find us discussing new ideas, developing concept sketches together at the working table, or brainstorming our next big idea over a big cup-o-joe. We believe that the nature of our open-format design studio, coupled with a dedication to community outreach and engagement, supports better project outcomes through collaboration.

PHILOSOPHY.

Our studio and design practice are based on the following principles:

- **Creativity** must be at the core of everything we do.
- Mind the triple bottom line. We place equal value on being **profitable**; being **socially responsible** and supporting our communities; and implementing **sustainable** environmental practices.
- Support a **flexible, team approach** to every project. Hey, we understand and appreciate that each community, neighborhood and project is different!
- Bring a broad range of services to the table to help our clients meet their goals. And if we don't specialize in it, we find **partners** that do.
- **Value the relationship**. Be that with a client, collaborator, stakeholder or resident.
- **Love what we do**. It will show in our projects and plans.

YOUR PROJECT TEAM

The Joint Plymouth Community Recreation Master Plan will be managed by Leah Groya. Leah will be the point person throughout the course of your project. Full Resumes of key personnel can be found at the back of this proposal.

LEAH M. GROYA



project manager + recreation planner

livingLAB

Leah Groya, principal at livingLAB, will manage the Recreation Master Plan and be your project contact through the life the project. Leah grew up in Plymouth and also worked with the City of Plymouth on a previous Recreation Master Plan.

Leah is seen as a leader in Parks and Recreation and Nonmotorized planning in Michigan and uses her lifelong love of the outdoors to focus her professional expertise and career.

COURTNEY R. PIOTROWSKI



landscape architect

livingLAB

Courtney has vast experience working with the public to build consensus that leads to focused goal setting. Her communication and organization skills instills confidence in her clients and builds trust with the public to pave the way for a smooth project. Courtney will assist with public participation and conceptual cost estimates for the 5-year Action Plan.

PROJECT WORK TASKS

PROJECT COORDINATION

livingLAB will work jointly with staff from Plymouth Township and the City of Plymouth Recreation Department throughout the project. Your project manager, Leah Groya, will communicate regularly to discuss issues, status, schedule, coordination, and guidance. In addition to email/phone communication, we will establish a monthly standing meeting with the two designated staff leads (1 from City and 1 from Township) to review status, upcoming work and any outstanding issues.

INVENTORY

livingLAB will visit each City and Township park and complete an inventory of the existing parks, trails, open space and recreation facilities. This will include Park type (mini-park, neighborhood park, etc.), park name, size in acres and most likely service area. We will also drive by each school and review aerials to confirm outdoor facilities on school properties. Inventory of school facilities is not as detailed as City/Township parks, rather provides a general overview. The inventory will also include a description of nearby, major County or regional parks and recreation facilities. The inventory will include:

- Identifying and updating/creating a map of the Plymouth and Plymouth Township public parks and facilities. This will be presented in a format compatible with the GIS System currently used by the City and Township.
- A description and use of each park and the type and number of recreation facilities (passive/active and multi-purpose use).
- A description of any major private facilities that offer recreation opportunities to residents.
- Update on parks and recreation programs offered in the City and Township.
- An assessment of accessibility of each park to people with disabilities (per DNR rating).
- Reviewing and updating status reports for all MDNR grant assisted Parks & Recreation Facilities. Including any Post-Completion Self-Inspection forms required by the MDNR as a part of all Master Plan approvals.

PUBLIC OUTREACH

Now the fun begins! Significant stakeholder involvement is the key to the successful completion of any planning project - but ensuring that the process is accessible, engaging and exciting is what draws the most community members into the fold and ensures the most participation in the process. We have tailored an engaging process designed to create a sense of ownership over the vision for the future of Parks and Recreation in Plymouth. This sense of ownership will ensure that project support is leveraged at all levels from municipal leaders to staff to the public. There are a number of ways to gather input and engage stakeholders. The MDNR requires TWO forms of public input are received, including the official public hearing prior to adoption. The results of the outreach efforts are used to develop goals and the Action Plan.

Targeted Stakeholder Meetings

Meeting with stakeholders in multiple sessions with small, specific, targeted groups (4-10 people each meeting). These folks are typically permanent staff (parks and maintenance), volunteers, elected and appointed officials, seniors, athletic organizations, youth groups, school district officials and the like. For efficiency, these can be scheduled over the course of one day/evening. This is an opportunity for individuals to discuss their needs and desires and speak freely regarding specific issues. *It is our understanding that the City staff will meet with a significant number of stakeholders in a small group format and do not need consultant assistance. Many of these stakeholder groups cross jurisdictional boundaries, so perhaps there will be good coverage. If the Township would like additional groups to be met with (beyond what the City plans), livingLAB staff can assist as an optional element.*

Community Survey

It is our understanding that a survey is being or has been developed and results will be available for use in development of the Master Plan.

Large Public Workshop (2)

A two-hour day and/or evening session, well-advertised to the general public. These typically have between 30 and 60 attendees. A short presentation is given to discuss the planning process and schedule. Participants break into small groups and brainstorm priorities and concerns. Small group results are shared with the larger group and a prioritization exercise is completed. We are proposing a daytime workshop and a second evening workshop in order to meet varying schedules.

PLAN DEVELOPMENT

Community Description

Utilizing the community's previous Plans, livingLAB will update the Community Description portion of the plan as needed including the following information per DNR requirements:

- Regional Setting
- General Demographic Characteristics
- Jurisdiction of the Plan

Administrative Structure

livingLAB will compile an assessment of the current administrative structure of both communities to include roles of the staff, budget information for operations, maintenance and capital improvements, programming, current funding sources, role of volunteers and the relationships with public schools and athletic organizations. This will include development/inclusion of a graphic organizational chart highlighting the structure of each community (or a joint organization). *The assessment will also include the recommendations of the operations study.*

Description of Planning Process

livingLAB will document the Public Input process and the Planning Process as a part of the master plan documentation.



Goals + Objectives (Basis For Action)

livingLAB will prepare a detailed Goals and Objectives section that illustrates the vision and highlights the specific goals for Plymouth and Plymouth Township (including joint or shared goals) based on public input. This section of the plan will detail the overarching goals and provide specific details as to the objectives necessary to reach your goals. This section of the plan will be your 'Basis for Action'. Included in the Basis for Action will be a section comparing the City and Township facilities and park acreage to national standards.

ACTION PLAN + CAPITAL IMPROVEMENTS PLAN

Upon consensus of the goals and objectives, the action plan will be completed. The plan will outline a strategy for the City and Township to follow to meet your goals and give targets including actions, priorities and timelines. The Action Plan will include supporting justification and a five-year Capital Improvement Plan (CIP), which will describe, rank and prioritize any anticipated parkland acquisition, programming changes, and facilities improvements through 2022.

The Action Plan (CIP) will be prepared as a separate section/chapter to be included in the final Recreation Master Plan. The Action Plan will be portrayed in table form and will include the following:

- Project description
- Budget with cost estimates and method of funding
- Short-, mid-, or long-term priority

PRESENTATIONS, PUBLIC HEARING AND ADOPTION

- Prepare and provide written and graphic materials and assist with presenting the DRAFT PLAN at up to two joint meetings (with both City/Township leadership present). Provide .pdf of the DRAFT PLAN prior to the meetings for review. (Hard copy printed drafts can be provided upon request and at cost).
- Present project at an official public hearing in front of a Joint Board/Commission.
- Develop draft Resolution of Adoption language (1 for the Township and 1 for the City) for use by the City Commission and Township Board.

DEVELOPMENT + SUBMITTAL OF FINAL MASTER PLAN

After adoption, livingLAB will provide:

- Two (2) hard copies of the Master Plan (can provide more at cost - estimated @ \$30/copy)
- Electronic version as a .PDF file suitable for distribution and uploading to your websites.
- Final Powerpoint presentation summarizing the process and recommendations.
- Assistance to the City and Township in submittal of the plan to meet the deadlines and format as required by the DNR including notification to the County, SEMCOG and via the MDNR MiGrants website.

COST PROPOSAL

Our fee to complete a MDNR approved Joint Master Plan is \$17,800 plus expenses and reimbursables. Reimbursables (printing and mileage) will be billed at cost and are anticipated to not exceed \$500.

| DELIVERABLES AND SERVICES | COST |
|--|-----------------|
| Project Set-up & Inventory | |
| Project Coordination (with City + Township Staff) | \$1,760 |
| Community Profile | \$1,100 |
| Recreation Inventory (including DNR Post-Completion Forms) | \$3,500 |
| Public Engagement* | |
| Workshop Meetings (2) | \$1,760 |
| Plan Development | |
| Administrative Structure | \$660 |
| Goals/Objectives + Basis For Action | \$1,980 |
| Action Program and CIP | \$3,300 |
| Presentation & Submittal | |
| Draft Plan Presentation @ 2 Joint Meetings | \$1,760 |
| Joint Public Hearing/Adoption Presentation (1) | \$1,100 |
| Final Submittal to DNR, County, SEMCOG | \$880 |
| <hr/> | |
| | \$17,800 |

*We have assumed that the City/Township staff will meet with a variety of individual stakeholder groups (i.e. athletic leagues, seniors, DDA, etc) during the next 3-4 months and document input received to assist in Plan development. We have also assumed that community survey results (currently being conducted) will be available for use in Plan development.



SCHEDULE

Based on the information provided and our familiarity with this type of project, we believe the scope of work presented (development of a MDNR approved 5-Year Master Plan) can be completed within a five to six month timeframe, or as the City and Township determines appropriate for your schedule.

| | |
|----------------------------|-----------------------|
| PROJECT SET-UP & INVENTORY | COMPLETION |
| | September 2017 |
| PUBLIC ENGAGEMENT | COMPLETION |
| | October 2017 |
| PLAN DEVELOPMENT | COMPLETION |
| | January 2018 |
| PRESENTATION & SUBMITTAL | COMPLETION |
| | February 2018 |

RATES

HOURLY RATES FOR PROFESSIONAL SERVICES:

If the City/Township would like to engage livingLAB to assist in follow up presentations, additional meetings, etc., beyond the scope of work outlined, we will do so at our hourly rate of \$110/hour. No additional work beyond the scope will be completed without prior written authorization.

REFERENCES

The communities and clients listed below have worked with livingLAB and can speak directly to you about our quality of work, design philosophy, work ethic and collaborative process.

CITY OF PLEASANT RIDGE

Jim Breuckman, City Manager

[o] 248.541.2901

citymanager@cityofpleasantrydge.org

livingLAB staff brought our mobileLAB to Pleasant Ridge in 2015 to conduct a significant community engagement process focused on a vision and plan for Gainsboro Park. livingLAB then developed a concept plan, construction documents, and assisted with construction inspection to build the new \$1M+ park. The park opened in 2017.

COMMERCE TOWNSHIP

Emily England, Parks and Recreation Director

[o] 248.926.0063

eengland@commercetwp.com

livingLAB staff has worked with Commerce Township on their last two 5-Year Parks and Recreation Master Plans, concept plans for 3 large parks as well as design of Phase I improvements to Maple Glen Park as well as Phase I improvements at Wise Road Park.

WEST BLOOMFIELD TOWNSHIP PARKS AND RECREATION

Joe Ketchum, Parks Superintendent

[o] 248.451.1920

jketchum@wbparks.org

livingLAB staff has worked with the Township on their last two Parks and Recreation Master Plans in addition to trail design and development and interpretive signage design.

OAKLAND COUNTY PARKS AND RECREATION

Melissa Prowse, Business Development Specialist

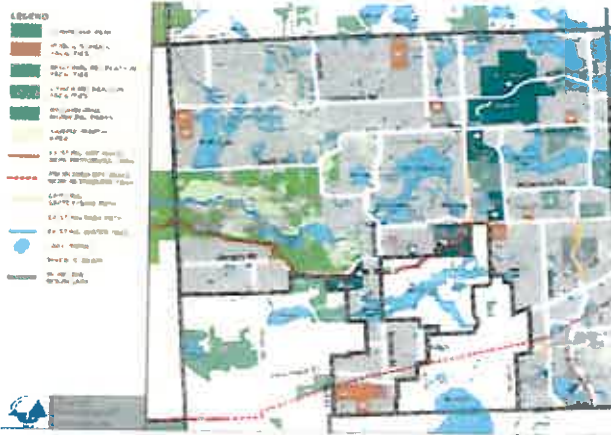
[o] 248.858.4630

prowsem@oakgov.com

livingLAB staff worked with Oakland County Parks to develop the Oakland County Trails Master Plan.

FIRM + TEAM MEMBER QUALIFICATIONS

The following pages include more detailed descriptions of our project experience as well as resumes for each team member.



location:
commerce township, mi

client:
commerce township

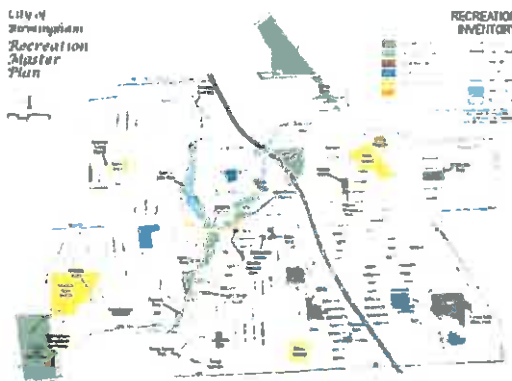
scope:
5-year master plan
stakeholder engagement
concept master plans

completion date:
2009 and 2014

LABpartner:
wade trim

Commerce Township is located in southwestern Oakland County and boasts more than 610 acres of parkland. The Parks and Recreation Committee has worked with livingLAB staff for many years to develop (2) 5-Year Master Plans that serve as a guide as they move forward with improvements to their system.

The Township is unique in the number of strong, volunteer-based athletic organizations that have assisted the Township with a significant amount of maintenance and capital improvements at the parks over the years. This relationship demands a high level of engagement. Planning processes have included an online opinion survey completed by more than 460 people, a series of focus group meetings to engage specific user groups, and public workshops to document priorities. The Plan has supported the approval of a park mileage, moving forward on a number of projects including acquisition of additional parkland and a variety of capital improvements at parks throughout the Township.



location:
birmingham, mi

client:
city of birmingham

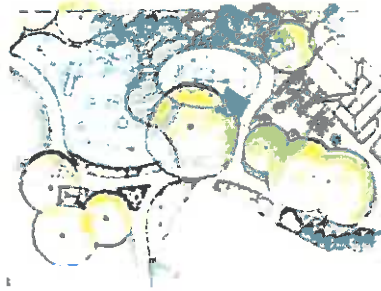
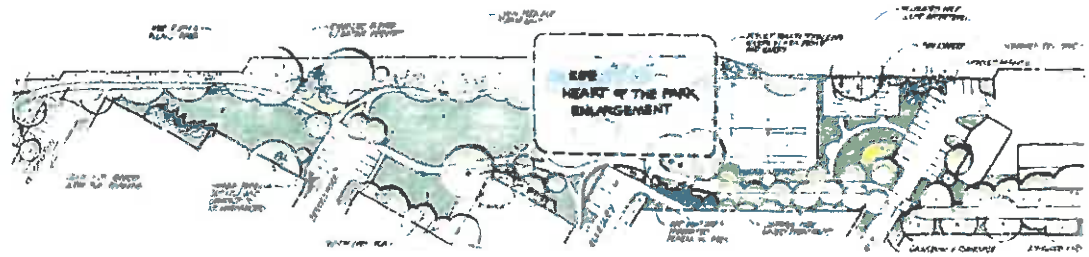
scope:
stakeholder engagement
plan advisor

completion date:
2012

of note:
completed while
at wade trim

Located in the heart of Oakland County, the City of Birmingham embarked on the development of a new 5-year Parks and Recreation Master Plan in order to document priorities and be eligible for grant funding through the State of Michigan. With a population of 20,103 and more than 240 acres of parkland, the City of Birmingham is a much sought after address for businesses and residences alike. Like many Michigan communities, however, the Parks and Recreation Division and Parks and Recreation Board have faced financial hurdles in recent years.

In order to be cost efficient while ensuring a plan that reflects community input and State requirements, livingLAB staff assisted the City of Birmingham in the development of the 2012 - 2016 Plan. A workshop was held with approximately 40 participants to help identify community priorities. livingLAB staff also served as an Advisor to the staff and Recreation Plan Sub-Committee providing guidance related to plan process and content.



location:
 pleasant ridge, mi

client:
 city of pleasant ridge

scope:
 mobileLAB public engagement
 stakeholder meetings
 park master planning
 construction documents
 construction administration

completion date:
 2017

lab partner:
 anderson, eckstein, and westrick

Gainsboro Park is a linear greenspace that flanks the Canadian National Railway along the eastern edge of the City of Pleasant Ridge. Although the park stretches for nearly half a mile, it remained an underutilized gem for residents of the community. The park is so important to residents that in 2014 they voted to approve a millage that would fund the redevelopment of Gainsboro Park. As a part of the park redevelopment process, the City partnered with livingLAB to facilitate a robust community engagement, public visioning, and park master plan design as a part of a week-long mobileLAB process with visioning activities including an Idea Quilt, Walking Tours of the park, and a Prioritization Pit Stop.

Construction documents were developed based on the community-driven master plan. Gainsboro Park opened in 2017 and includes the conversion of a public road into a walkway that connects two sections of the park, a community garden, connections into the neighborhood, rain gardens, bioswales, permeable pavers, native plants, basketball court, tennis courts, and expanded playground.



location:
orion township, mi

client:
orion township

scope:
5-year master plan
stakeholder engagement
concept master plans
design guidelines

completion date:
2007

of note:
completed while
at wade trim

The Orion Township Parks and Recreation Advisory Committee developed a 5-Year Master Plan to identify and document community priorities. The project also included a detailed site analysis, concept plans and cost estimates for 4 of the Township Parks.

A series of public meetings and design charrettes were facilitated in order to gather input related to priorities, issues and the long-term vision. The Plan includes a program fee analysis to gauge field usage and rental fees as well as design guidelines for all Township parks. The design guidelines were developed with input from the Advisory Committee and Township staff in order to establish a common design language related to amenities, signage and materials.



location:
west bloomfield township, mi

client:
west bloomfield parks and
recreation commission

scope:
5-year master plan
stakeholder engagement
aquatic center analysis

completion date:
2012

partners:
with wade trim
and bill robertson pool design

With a population of 64,690 and more than 580 acres of parkland, the West Bloomfield Parks and Recreation Commission is nearing completion of a 5-Year Master Plan. The Commission is unique in that they are a separately elected commission (as opposed to appointed by the Township) with their own budget, staff, facilities and millages. Over the years, residents have come to expect a level of maintenance and parks and recreation offerings. The Master Plan included significant engagement with user groups and partners such as the Friends of West Bloomfield Parks, commission staff, the school district, local athletic leagues, seniors, and township officials and staff.

The Master Plan also included an aquatic facility study providing an analysis of the existing condition of the indoor and outdoor pools as well as recommendations related to immediate facility needs and options to make improvements and increase usage and revenues.



location:
 farmington hills, mi

client:
 city of farmington hills
 special services

scope:
 5-year master plan
 stakeholder engagement
 telephone survey

completion date:
 2008

of note:
 completed while at
 mckenna associates

The City of Farmington Hills enjoys an exceptional parks and recreation system, comprised of more than 630 acres of parks and facilities. But with its existing parks and recreation master plan due for an update and the 10-year parks and recreation millage scheduled for voter approval, City officials wanted to ensure resources were aligned with citizens' priorities.

livingLAB staff, during previous professional experience, devised a multi-tiered process to assess the needs of a wide spectrum of the community's 80,000 residents. The process included nearly 20 focus group meetings with park and program users, a community visioning workshop, and 400 phone interviews to ensure statistically accurate feedback from park users and non-users alike.

The multi-tiered survey revealed citizens' strong feelings about their parks, including widespread desire for a performing arts center, a splash park, and upgrades and expansion of existing facilities. The survey also showed a need for more park land and improved online services. Perhaps most important, the phone survey indicated public approval for renewal of the millage.



LEAH M. GROYA:

AICP

professional planner + principal

**Grantsmanship Guru.
Recreation Nut.
Management Maven.
This is Leah.**

Using her lifelong love of the outdoors to focus her professional expertise and career, Leah has had enormous success in planning and project funding. Over the past 20 years, she has specialized in working closely with communities to create nonmotorized transportation projects and parks and recreation plans; she has successfully secured more than \$5 million in project funding for her clients; and has worked to restore our environment through successful watershed planning and ecosystem restoration efforts. Her passion for finding and embracing the balance between environmental restoration while maintaining public use, access, and enjoyment of the natural resource and open space systems is what sets her apart from the rest.

In addition to business development and project management expertise, as a founding partner of livingLAB, Leah has experience in the management and operations of a planning and design firm. Her leadership skills make her a sought after project manager and business partner.

EDUCATION, REGISTRATIONS + TRAINING:

Education

BS, Urban and Regional Planning, Michigan State University: 1997

Registrations

American Institute of Certified Planners

Special Training

Safe Routes to School: Michigan Training

Professional Certificate In Watershed Management, Michigan State University, Institute of Water Research

AASHTO Bicycle Facility Design Training

PROFESSIONAL GOAL:

To work as part of a collaborative partnership in order to implement inspired physical change in our communities.

To develop implementation-oriented plans that capture the desires and vision of individual communities.

LABpartners:

American Planning Association

Michigan Association of Planning

MParks: Michigan Recreation and Parks Association

Association of Pedestrian and Bicycle Professionals

Michigan Trails and Greenways Alliance

League of Michigan Bicyclists

NOTED EXPERIENCE:

Southwest Detroit Neighborhood Framework Plan: Detroit, MI

MoGo Detroit Bike Share Feasibility Study: Detroit MI

Gainsboro Park: Pleasant Ridge, MI

Jefferson Avenue Protected Bike Lanes Design: Detroit, MI

518-Acre Wise Road Master Plan: Commerce, MI

Detroit Bike Wayfinding Guidelines: Detroit, MI

Inner Circle Greenway TIGER grant: Detroit, MI

Bike Hamtramck: Hamtramck, MI

Walk Woodbridge Plan: Detroit, MI

SEMCOG Region Nonmotorized Master Plan: Southeast MI

Maple Glen & Hickory Glen Park Concept Plans: Commerce, MI

Plymouth Recreation Master Plan: Plymouth, MI

Commerce Township Recreation Master Plan: Commerce, MI

Iron Belle Trail Assessment: Downriver Area MI

Emmet Street Streetscape mobileLAB: Petoskey, MI

MDOT University Region Nonmotorized Plan: MI

Orion Township Recreation Master Plan: Orion Township, MI



COURTNEY R. PIOTROWSKI:

PLA, ASLA, LEED GA
landscape architect + principal

**Creative Thinker.
Energy Seeker.
Git 'R Dun Attitude.
This is Courtney.**

Courtney has had her hands in it all: planning, landscape architecture, public participation, management, client communication and coordination. Her strength over the last 18 years has been developing and fostering client relationships through successful project implementation and a commitment to excellence.

Courtney has a particular talent for coordinating teams of architects, planners and engineers on large scale, multi-disciplinary projects. Recognized for her unique ability to balance the art of design, the technical aspects of construction and the emotion of planning public spaces and places. She promotes innovation in design, sustainable construction practices and context-sensitive planning in order to create the best possible outcomes for her clients and the communities she works in.

Courtney's unwavering commitment to providing the best possible design alongside a positive, fun and energetic working relationship is why clients keep comin' back.

EDUCATION, REGISTRATIONS + TRAINING:

Education

Bachelors of Landscape Architecture, with honors, Michigan State University: 1999

Registrations and Certificates

State of Michigan Licensed Landscape Architect: #3901001353

LEED Green Associate

Form Based Code Institute Training

PROFESSIONAL GOAL:

Foster the creation of memorable 'people-places' through the balance of good design and a commitment to energetic and engaging relationships with both my client and their community.

LABpartners:

American Society of Landscape Architects

Michigan Chapter of the American Society of Landscape Architects

Michigan Recreation and Parks Association

US Green Building Council

HONORS:

AIA Detroit Design Award, Grand River Public Space, Detroit, Michigan: 2015

Michigan Recreation and Parks Association Design Award Rigg's Heritage Park, Van Buren Township, Michigan: 2010

ASLA Certificate of Merit for Design, Green Oak Village Place: 2008

Michigan ASLA Emerging Professional of the Year: 2007

Michigan Recreation and Parks Association Design Award Ford Field, Northville, Michigan: 2004

Pocket Park Design Competition Winner, Rochester, Michigan: 2004

NOTED EXPERIENCE:

Beacon Park: DTE Energy, Detroit, MI

Gainsboro Park: Pleasant Ridge, MI

Southwest Detroit Neighborhood Framework Plan: Detroit, MI

Barham Farmway + Greenway: Morningside Neighborhood, Detroit

Detroit Bike Wayfinding Design Guide: Detroit, MI

Southfield Public Library Children's Garden: Southfield, MI

Brightmoor Neighborhood Plan: City of Detroit, MI

University Center, University of Michigan: Dearborn, MI

Seven Mile Streetscape: City of Detroit, MI

Millenium Park: Northville Township, MI

Village Vision Plan Public Engagement: Ephraim, WI

Grand River Public Space Public Participation Process: Detroit, MI

Walk Woodbridge Plan: Detroit, MI

Anderson, Steve

From: Ellen Schnackel [eschnackel@fhgov.com]
Sent: Friday, September 15, 2017 3:03 PM
To: Anderson, Steve
Subject: RFP thoughts

Steve:

Happy to help out with this process!

It wasn't clear to me if you plan to conduct interviews with these three (3) firms? As I indicated to you on the telephone, we just awarded Becket & Raeder to complete our Master Plan and the interview process is what clinched it. Our interview panel consisted of me, Deputy Director Bryan Farmer and two staff members from the City's Purchasing Department. So many of the proposals we received were similar, with solid staff and experience. The interview process helped us understand the personalities of the firms, our potential direct contacts and investigate their passion for the field. It also allowed the firms to expand on the ideas in their proposals, providing us with a much clearer picture of the product we'd receive.

I don't think you could go wrong with any of the three (3) but here are my rankings and thoughts, top to bottom (as requested):

1. McKenna Associates & Carlisle Wortman I like the fact that they bid on both parts. Appears that you already have a telephone survey being conducted by another agency. They plan to augment that survey and provided the only unique idea in their narrative with regards to public engagement. They suggested the "Take it to the Field" idea rather than just the same old invites to public forums and online surveys.

McKenna Group has solid experience, reputation and already seems to have a pulse on "hot topic" areas of your community.

I would be in favor of awarding the Master Plan and Joint City Department projects to the same firm. Some of the information in the Master Plan will be helpful in the analysis and decision making process for/against a Joint Department.

2. livingLAB

They are hip and cool - present as so creative and energetic, unlike the big, powerhouse firms. I worked with Leah when she was at Wade Trim and Courtney when she was at McKenna. They are both awesome individuals and very capable. The mobileLAB public engagement process they utilized in Pleasant Ridge was fantastic and effective. This firm would work to ensure the Master Plan is a living document and not just taking space on the shelf.

3. Wade Trim

Tons of experience, big firm. I ranked them last because there was really nothing unique in their proposal. No new ideas for public engagement.

Steve, I hope this helps your process! Please feel free to call or email me with any further questions or comments.

Have a great weekend!
Ellen

Ellen S. Schnackel, CPRP
Director
City of Farmington Hills - Special Services 28600 Eleven Mile Road Farmington Hills, MI 48336
248 473. 1807
248 473. 1801 fax
eschnackel@fhgov.com

Creating Community Through People, Parks and Programs

REGISTER ONLINE!

<https://recreg.fhgov.com>

City of Farmington Hills Website (<http://www.fhgov.com/>) Facebook (

<http://www.facebook.com/pages/Farmington-Hills-MI/Farmington-Hills-Special-Services-department/307762560936?filter=2>

)

E-Newsletter sign up (<mailto:specialservices@fhgov.com>)

Anderson, Steve

From: Greg Hohenberger [greg.hohenberger@canton-mi.org]
Sent: Tuesday, September 12, 2017 1:06 PM
To: Anderson, Steve
Subject: RE: Professional Opinion for Plymouth Community Master Plan RFP's - Part 1 of 4

Steve,

I have had a chance to review the proposals. My thoughts on each are below.

Wade Trim:

- + Partnering with Pro's Consulting
- + Past experience with Plymouth
- - Unclear on public meeting process and who will be leading them

McKenna

- + Joint operations service model seems well thought out and could be very helpful
- + Well defined process
- + Public engagement options
- - Add on options could become costly and without the add on's the plan may be light in content to really move you forward.

Living Lab

- - Proposal met the requirements, but seemed to lack depth
- - Most experience that they list is with prior firms

In the end I would go with Wade Trim or McKenna, probably with the edge to McKenna if you can afford the add on options. Without the options, I think Wade Trim is stronger. I hope this helps. Let me know if you have any questions.

Sincerely,

Greg Hohenberger, CPRP
Director of Leisure Services

From: Anderson, Steve [mailto:sanderson@ci.plymouth.mi.us]
Sent: Wednesday, September 06, 2017 2:11 PM
To: edavis@ci.livonia.mi.us; eschnackel@fhgov.com; Greg Hohenberger <greg.hohenberger@canton-mi.org>; mgasche@ci.northville.mi.us
Subject: Professional Opinion for Plymouth Community Master Plan RFP's - Part 1 of 4

Dear Ted, Ellen, Greg and Mark -

Thanks so much for giving your time to provide us with your professional opinion on the top three proposals submitted for the Plymouth City / Plymouth Township Community Recreation Master Plan. I have whittled down the six proposals to the top three. Those are Wade Trim, McKenna / Carlisle Wortman (teamed up for the RFP) and Living Lab.

All the proposals are close enough in bid amounts that we would like your professional opinion based on the proposals alone. If you could rank the three from top to bottom with the reason you prefer the top pick, this would be a HUGE help. Any financial aspects of the RFP's will be determined by the combined 14 elected officials.

If you have the time, we would like to get your professional opinion by Sept. 15th. If you need more time, by all means, please just let me know. I have included the bid amounts as well, just in case you were curious.

Attached is the RFP put out by the City to the perspective vendors. The RFP had two bid amounts requested:

1. RFP for the Community Recreation Master Plan. This was a rather "boiler plate" RFP.
2. Recommendation for the formation of a Joint City - Township Community Recreation Department. This was basically designed to lay out the options available (Rec. Authority or IGA) with the required staffing, inventory and logistical needs to make the department successful. This part of the bid was a separate bid amount and was only submitted by Wade Trim & McKenna / Carlisle Wortman. Living Lab passed on that part of the bid. The elected officials have the option of not accepting this bid at all if they so choose.

Some of the PDF's of the proposals were on the larger side. With that being said, I can only e-mail out so much thru our City system at one time.

I'll send the three proposals in three different e-mails. If any of them don't make it, please let me know.

Thanks again for all your help!

Steve Anderson
Recreation Director
City of Plymouth

Office - 734-455-6620 x 302
E-mail - sanderson@ci.plymouth.mi.us

Anderson, Steve

From: Mark Gasche [mgasche@ci.northville.mi.us]
Sent: Monday, September 18, 2017 8:06 PM
To: Anderson, Steve
Subject: RE: Professional Opinion for Plymouth Community Master Plan RFP's - Part 1 of 4
Attachments: Plymouth Master Plan Proposal Evaluations.xlsx

Steve,

I put together a little spreadsheet just for my own comparison and notes, so they aren't necessarily consistent, really just for my own use. But hopefully it gives you a feel for what I was thinking. I think you have 3 good options, all of the firms are experienced and have well respected. Unfortunately Living Lab didn't offer a proposal on the Joint Operations, and I think that is crucial if you plan to go forward with it. PROS is without a doubt the best option for that phase of the project, so that probably puts Wade Trim in the front if you are going that route. But if not I would say that it's wide open; it just depends on what you feel are the most important aspects of the planning process. (It's possible I may have missed something in the proposals too.)

Feel free to give me a call if you have any questions, and good luck with the selection process. P.S. The rating scale was just my own to, but 5 is highest.

Mark

Mark Gasche, CPRP
Parks and Recreation Director
Northville Parks and Recreation
mgasche@ci.northville.mi.us
Direct 248-449-9941
Fax 248-305-2835

From: Anderson, Steve [mailto:sanderson@ci.plymouth.mi.us]
Sent: Monday, September 18, 2017 10:15 AM
To: Mark Gasche
Subject: RE: Professional Opinion for Plymouth Community Master Plan RFP's - Part 1 of 4

That is fine....

Thanks for looking them over.

Steve

From: Mark Gasche [mailto:mgasche@ci.northville.mi.us]
Sent: Monday, September 18, 2017 10:15 AM
To: Anderson, Steve
Subject: RE: Professional Opinion for Plymouth Community Master Plan RFP's - Part 1 of 4

Steve,

I wasn't able to get through all of the proposals yet, but I should have them finished by the end of today. I hope that will still work for you. Sorry for the delay.

**Plymouth Joint Master Plan
Proposal Evaluations**

| Planning Firm | Similar Experience | Meetings In-house/public | Project Approach | Timeline | Deliverables | Joint Operation | Total | Comments |
|---------------------------------|--|---|---|------------|--|-----------------|-----------|--|
| Living Lab | Commerce Twp - two 5 YR P&R plans, West Bloomfield - two 5 YR P&R plans, Oakland Co. Trail plan, Pleasant Ridge park plan + construction | monthly standing mtgs to review progress, 2 lg. group wksp, 2 joint mtgs, public hearing | see comments | 5-6 months | Action Plan w/5 yr CIP, 2 hard copies of Master Plan, electronic version, power point presentation summarizing process and recommendations, assistance w/submittal | NA | | monthly standing mtgs to review progress, walk through inventory of each park, updating/creating a map of public parks and facilities, accessibility assessment of each park, updating status reports of all MDNR grants, \$17,800 |
| | 4 | 5 | 5 | 5 | 5 | 0 | 24 | Best deliverables & meetings, good approach, hurts not offering Joint Operations |
| McKenna/Carlisle Wortman | Romeo-Washington-Bruce P&R Master Plan, City of Southgate P&R Master Plan (13 plans in Michigan In 2016) | 4 mtgs w/staff, elected officials, stakeholders #1-Initiation, | Concept Design Plans & Feasibility Studies, Deficiencies Needs Assessment | 6 months | 1 bound copy of the final plan | | | Short Range Action Plan and 5 Yr CIP, Mapped recreation and facilities inventory, Accessibility assessment of play structures and walkways, \$20,700 w/several additional optional plan components w/separate price "Plymouth Field Day Event" - \$2,500, Public Forum - \$2,500, Online Questionnaire - \$900 |
| | 5 | 4 | 5 | 5 | 2 | 3 | 24 | Strong experience, best local knowledge, cost is higher w/options |
| Wade Trim | Sterling Heights Parks, Recreation, and Non-Motorized Master Plan, City of Plymouth 5 Yr P&R Plan, Linden P&R two 5 YR plans | 3 Committee review mtgs, Focus Group mtgs - 1 day, joint public hearing (1), initiation mtg | | 6 months | Electronic version of the final plan, editable files and maps | | | \$20,000 |
| | 5 | 4 | 3 | 5 | 4 | 5 | 26 | Strong experience, good local knowledge, best exp. w/Joint Operations, approach nothing spec. |

Anderson, Steve

From: Davis, Edward [edavis@ci.livonia.mi.us]
Sent: Friday, September 08, 2017 11:52 AM
To: Anderson, Steve
Subject: RE: Professional Opinion for Plymouth Community Master Plan RFP's - Part 1 of 4

Good Morning Steve,

After reviewing the 3 proposals, I would rank them in the following order:

1. Wade Trim
2. McKenna
3. Living Lab

Wade Trim offered the most comprehensive plan and of course followed your bid instructions. I did like McKenna and I believe they would do a good job, especially on their public input. I was not impressed by Living Lab's proposal or their qualifications.

Let me know if you need anything else. Good Luck!

Edward "Ted" Davis, CPRP
Superintendent of Parks and Recreation
City of Livonia
Parks and Recreation
15100 Hubbard
Livonia, MI 48154
(734) 466-2298

From: Anderson, Steve [mailto:sanderson@ci.plymouth.mi.us]
Sent: Wednesday, September 06, 2017 2:11 PM
To: Davis, Edward <edavis@ci.livonia.mi.us>; eschnackel@fhgov.com; greg.hohenberger@canton-mi.org; mgasche@ci.northville.mi.us
Subject: Professional Opinion for Plymouth Community Master Plan RFP's - Part 1 of 4

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**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

**ITEM G
SUPERVISOR AND TRUSTEE COMMENTS**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

**ITEM H
PUBLIC COMMENTS AND QUESTIONS**

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, NOVEMBER 14, 2017**

**ITEM I
ADJOURNMENT**