



# Plymouth City Commission

## Regular Meeting Agenda

Monday, June 1, 2020 7:00 p.m. - ONLINE

City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

**Meeting will be held online at Zoom.us – Meeting ID 890 0739 5032**

**Join Zoom Meeting - <https://us02web.zoom.us/j/89007395032> Password - 762081**

### **Statement on explanation of the reason why the public body is meeting electronically:**

On March 10, 2020 the Governor of the State of Michigan declared a State of emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA302, as amended, MCL 10.31 – 33. These sections provide the Governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

#### **1. CALL TO ORDER**

- a. Pledge of Allegiance
- b. Roll Call

#### **2. CITIZENS COMMENTS**

#### **3. APPROVAL OF THE AGENDA**

#### **4. ENACTMENT OF THE CONSENT AGENDA**

- a. Approval of May 18, 2020 Regular Meeting Minutes
- b. Annual County Right of Way Maintenance Permits A-20119, A-20064, A-20152
- c. Cemetery Rates & Rules
- d. Water & Sewer - Rate Card #22
- e. Waste & Recycling Rates 2020-2021
- f. Delinquent Charges – Tax Roll Summer 2020

#### **5. COMMISSION COMMENTS**

#### **6. OLD BUSINESS**

#### **7. PUBLIC HEARING**

- a. **Adoption of the 2020-2021 Budget**

#### **8. NEW BUSINESS**

- a. Rezoning of 900 York
- b. Swap Loader Finance Agreement
- c. Liability Insurance Renewal 2020-21

#### **9. REPORTS AND CORRESPONDENCE**

- a. Liaison Reports

#### **10. ADJOURNMENT**

*Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues for items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.*

*Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m.-4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.*

*Consent Agenda- The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case that item will then be placed on the regular agenda.*

# City of Plymouth Strategic Plan 2017-2022

## GOAL I - QUALITY OF LIFE

### OBJECTIVES

1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the [Joint Recreation Master Plan](#)
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

### ONE YEAR TASKS 2019-2020

- Restore operations for recreation programs after Hines Park bridge repairs are completed
- Explore funding and partnership opportunities to increase and enhance pedestrian crossings
- Finalize [City website](#) update
- Develop and adopt a Master Plan for Kellogg Park, including the fountain
- Develop and implement strategy to market sponsorship opportunities to improve publicly owned assets
- Draft and approve amendments to [Tree Ordinance](#) to clarify implementation, enforcement, and scope

## GOAL II - FINANCIAL STABILITY

### OBJECTIVES

1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

### ONE YEAR TASKS 2019-2020

- Continue to support [Michigan Municipal League \(MML\)](#) efforts to [coordinate state initiatives](#) related to revenue sharing with municipalities
- Increase awareness of and support the [MML Save MI City campaign](#)
- Target revenue enhancements that support large capital projects, including grants and millages
- Explore internal and external potential for supplemental funding of legacy costs
- Develop a plan for capital improvement funding projects and purchases
- Explore enhanced investment opportunities

## GOAL III - ECONOMIC VITALITY

### OBJECTIVES

1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the [Master Plan](#) in economic decision-making

### ONE YEAR TASKS 2019-2020

- Complete and approve the [DDA Master Plan](#)
- Address and implement recommendations in the [Redevelopment Ready Communities baseline report](#)
- Develop and approve city-wide economic development strategies (Saxton's property, parking system, connections between Old Village and the DDA, Bathey property remediation and development, 240 N. Main, Lumber Mart site)
- Identify other properties of significance to the economic development strategy
- Complete a community survey
- Increase collaborations with partners in the community
- Administer the City's [Master Plan](#) using implementation matrix ([Appendix Table 5](#))

## GOAL IV - SERVICE AND INFRASTRUCTURE

### OBJECTIVES

1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

### ONE YEAR TASKS 2019-2020

- Begin implementation of parking recommendations for City parking system
- Develop and utilize consistent message and branding across all platforms
- Develop and approve of plan for future delivery of emergency services
- Implement infrastructure asset management plan
- Approve agreement on sanitary sewer with [Western Township Utilities Authority \(WTUA\)](#)



City of Plymouth  
 City Commission Regular Meeting Minutes  
 Monday, May 18, 2020 - 7:00 p.m.

City of Plymouth  
 201 S. Main  
 Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
 Phone 734-453-1234  
 Fax 734-455-1892

**Meeting was held online at Zoom.us – Meeting ID 810 9491 5234**

**Statement on the reason the public body is meeting electronically:**

On March 10, 2020 the Governor of the State of Michigan declared a state of emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA302, as amended, MCL 10.31 – 33. These sections provide the Governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

**1. CALL TO ORDER**

- a. Mayor Wolcott called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance
- b. Roll call

Present: Mayor Oliver Wolcott, Mayor Pro Tem Nick Moroz, Commissioners Suzi Deal, Ed Krol, Kelly O' Donnell, Marques Thomey, Tony Sebastian

Also present: City Manager Paul Sincock, Attorney Robert Marzano, City Clerk Maureen Brodie, Public Safety Director Al Cox and various City Department Heads

- c. Proclamations

Mayor Wolcott read proclamations for the following:

- i. National Public Works Week
- ii. Emergency Medical Services Week

**2. CITIZENS COMMENTS**

District Director for Congresswoman Hayley Stevens, Colleen Pobur said she appreciates the efficiency of emergency services in the City. She announced that there is a bipartisan and bicameral bill in Congress called the SMART Act. The bill would provide emergency funding based on a governmental unit's population, the impact of COVID-19 on the community and revenue replacement.

Ellen Elliott ,404 Irvin, thanked the DMS, Police, Fire and DDA for their continued excellent service.

**3. APPROVAL OF THE AGENDA**

Commissioner Krol made a motion, seconded by Commissioner Thomey to approve the agenda for Monday, May 18, 2020.

ROLL CALL VOTE - MOTION PASSED 7-0

**4. ENACTMENT OF THE CONSENT AGENDA**

- a. Approval of May 4, 2020 Regular Meeting Minutes
- b. Approval of April 2020 Bills
- c. Special Event: Plymouth Lion's Club Memorial Day Ceremonies, Monday, May 25, 2020

Commissioner O'Donnell asked that item 4.c be moved to the regular agenda as item 7.c.

ROLL CALL VOTE - MOTION PASSED 7-0

**5. COMMISSION COMMENTS**

Mayor Pro Tem Moroz reminded residents to keep following social distancing guidelines so Plymouth's COVID-19 rates remain low.

Mayor Wolcott asked residents to fill out their Census 2020 reports. He commented that there has been great cooperation between local, county, state and federal governments during the pandemic.

**6. OLD BUSINESS**

- a. Alarm Code Ordinance Update – Final Reading

The following Resolution was offered by Commissioner Thomey and seconded by Commissioner Krol.

**RESOLUTION # 2020-38**

WHEREAS The City Commission of the City of Plymouth hereby wants to amend the Plymouth City Code Section 54-47,

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt at its Second and Final Reading the following amendment to the Plymouth City Code Section 54-47:

Section 54-47(a) –

REMOVE THE FOLLOWING:

The alarm user shall be required to pay a fine, as set forth in subsection 54-47(c), for each false alarm in excess of three false alarms occurring within the calendar year.

INSERT THE FOLLOWING:

The alarm user shall be required to pay a fine, as set forth in subsection 54-47(c), for each false alarm in excess of two false alarms occurring within a calendar year.

Mayor Wolcott left the meeting briefly and Mayor Pro Tem Moroz opened the public hearing on the resolution below. Hearing no public comments, he then closed the hearing. Mayor Wolcott returned to the meeting.

ROLL CALL VOTE - MOTION PASSED 7-0

**7. NEW BUSINESS**

- a. Tentative Agreement with POAM/COAM

The following Resolution was offered by Mayor Pro Tem Moroz and seconded by Commissioner Thomey.

RESOLUTION # 2020-39

WHEREAS The City of Plymouth has certain labor agreements with certain unions who represent various employee groups, and

WHEREAS The Labor Agreement between the City and the Plymouth police officers represented by POAM have a contract expiring on December 31, 2020 and the Plymouth Police command officers, represented by COAM have a contract expiring on December 31, 2020, and

WHEREAS The two unions put forth a proposal for a one year, status quo contract with no scheduled increase in salary or benefits,

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept a one year, status quo contract agreement between the City and City of Plymouth Police officers effective July 1, 2020 and the City of Plymouth Police command officers effective January 1, 2021.

There was discussion about the positive relationship between the City administration and the police department staff that led to a quick resolution.

ROLL CALL VOTE - MOTION PASSED 7-0

b. Social Distance Designation – Patio Expansion

The following resolution was offered by Mayor Pro Tem Moroz and seconded by Commissioner Krol.

RESOLUTION # 2020-40

WHEREAS The City of Plymouth has several outdoor patios for local restaurants and these spaces are very popular during the summer months, and

WHEREAS The entire State of Michigan has been under a State of Emergency for several weeks and this emergency situation has caused the Governor of the State to issue several emergency orders, some of which caused restaurants and retail stores to be closed, and

WHEREAS The City Commission is desirous to take quick action to allow restaurants and in some cases, retail stores to use public property for the expansion of their businesses, and

WHEREAS City Commission has already established policy related to the use of public property for expanded business space.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the City Administration make additional public space available for the use of expanded areas for use by restaurants, within the scope of the rules and regulations of the State of Michigan.

BE IT FURTHER RESOLVED THAT the City Administration is directed to use public properties, including streets, alleys, and walkways for this program.

BE IT STILL FURTHER RESOLVED that the City Commission of the City of Plymouth does hereby designate public spaces in front of or on the side of a business as space available for and shall be designated as a Social District, further the City Administration has the authority to make adjustments in the Social District plan to better facilitate the use of the public space for this purpose.

BE IT STILL FURTHER RESOLVED THAT the use of the public space shall be available until and including November 1, 2020, unless revoked in accordance with the rules and regulations established or prohibited by the State of Michigan or revoked by the City Commission. Further, the use of the public space under the terms of this Resolution shall NOT be renewable unless there is further action by the City Commission.

Colleen Pobur said Congresswoman Hayley Stevens met with a number of local officials in communities with a downtown and was told that restaurants are suffering. As a result, the Liquor Control Commission has begun expediting applications for outdoor service.

Kerri Pollard, 443 S. Main, said as a merchant, she typically doesn't like street closures but feels that in this case, she would support closing the streets for outdoor eating.

Jim Burrows, 1014 Dewey, said he thinks Plymouth should consider closing Main St. for the whole summer, as Traverse City is doing.

Dan Johnson of Ironwood Grill said their customers have told them they'd be more comfortable eating outside.

Ellen Elliott, 404 Irvin, said she thinks just using parking spaces wouldn't give restaurants enough space. She would support closing streets as well.

Karen Sisolak, 939 Penniman, asked the administration to consider walkability when expanding outdoor seating.

Kelly Katynski, 986 Dewey, said she believes if seating is expanded into the street, restaurant owners might be more likely to invest in equipment such as rain protection.

Pete Mundt, 643 N. Harvey, said he wondered if this could be a permanent change if it aligns with the Downtown Master Plan.

Commissioner Thomey said he appreciates how everyone is working together. Commissioner O'Donnell said she is also supportive of closing streets and would like to see an option for dining in Kellogg Park. Commissioner Sebastian said he understood that closing and reopening streets on a weekly basis would be costly in terms of labor. Mayor Pro Tem Moroz commended the staff for expediting the process and feels a metered approach would work best. Commissioner Krol said he thinks closing streets is a good idea and he would like to see it in Old Village as well. Mayor Wolcott said he likes the way this resolution is flexible and allows administration to change the arrangement as needed. Commissioner Thomey said the administration may want to work with SEMCOG to ensure we are proceeding in an acceptable way.

ROLL CALL VOTE - MOTION PASSED 7-0

c. Plymouth Lion's Club Memorial Day Ceremonies, Monday, May 25, 2020

Commissioner O'Donnell offered a motion, seconded by Commissioner Thomey to remind residents that the procession is not a public gathering and that they need to maintain social distancing guidelines.

ROLL CALL VOTE - MOTION PASSED 7 – 0

**6. REPORTS AND CORRESPONDENCE**

a. Liaison Reports

Commissioner O'Donnell said the Cemetery Board met and approved some changes regarding monument size.

Commissioner Krol said the ZBA had one item at their last meeting – a variance request of 3.5 inches. The request was approved.

Mayor Wolcott thanked Adam Covington for his hard work on the DDA Board, saying he recently resigned due to family and work obligations.

Commissioner Deal offered a motion, seconded by Commissioner Krol to reappoint Pat Grzywacz to the Cemetery Board.

ROLL CALL VOTE - MOTION PASSED 7 – 0

**7. ADJOURNMENT**

Hearing no further discussion, Mayor Wolcott asked for a motion to adjourn. A motion to adjourn was made by Commissioner Krol and seconded by Commissioner Sebastian.

ROLL CALL VOTE - MOTION PASSED 7 – 0

The meeting was adjourned at 8:21 p.m.

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OLIVER WOLCOTT  
MAYOR

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MAUREEN A. BRODIE, CMC, MIPMC  
CITY CLERK



## Administrative Recommendation

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City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Annual County Right of Way Permits 2020 06-01-20.docx  
Date: May 28, 2020  
RE: Annual County Right of Way Maintenance Permits A-20119, A-20064, A-20152

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### Background

Each year the City is required to file a new permit for operations within the right of way of the County roadways, namely Sheldon Road, Plymouth Road and Mill Street. The City has water mains and sanitary sewers as well as sidewalks located in the right of way of those roads and our routine and emergency maintenance of those facilities requires that we obtain a permit to complete the work. This is an annual permit process. This year Wayne County has finally put all of our permits into a single Resolution, which saves a lot of paper and time.

Normally, this process is handled at the end of the calendar year or early in January. However, this year the County has been delayed in processing these permits and has just now sent them to us.

The County requires that we have a City Commission Resolution designating the persons authorized to make application to the County for a permit. For the past several years, this has been the City Manager, Municipal Services Supervisors and Police Chief.

We have attached a memorandum from DMS Director Chris Porman which further outlines this permit requirement.

### RECOMMENDATION:

The City Administration recommends that the City Commission authorize the City Manager, Municipal Services Supervisors, and Police Chief to sign the Application and Permit for operations within the County right of way. This will allow the Administration to process the documentation with the County.

We have attached a County prepared proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact me.



## Department of Municipal Services

1231 Goldsmith Plymouth, MI 48170 734-453-7737 phone 734-455-1666 fax

Date: May 26, 2020  
To: Paul Sincock, City Manager  
From: Chris S. Porman, Director of Municipal Services  
Re: Annual Wayne County Permits: A-20064, A-20119, A-20152

### Background:

Wayne County has finally released their permit packages for the Wayne County Roads, which we apply for each year. Roads under the Wayne County system include Mill St, Plymouth Rd, Sheldon, Riverside Dr, & Wilcox. Ann Arbor Road although maintained by the County is under State of Michigan jurisdiction and we have already applied for and received our annual permit.

This year, Wayne County has combined all three permits into one single application, meaning we only need to take action on one resolution and it will be used for all three permits.

The City is required to file a permit to occupy the right way of County Roads for maintenance purposes. Examples of activities covered under the maintenance permit include: sanitary sewer work, water main work, sidewalk repair/replacement, street sweeping, and salt applications.

While it is not common practice for the City to maintain the Wayne County roads which are within the City limits, it should be noted that we have water main and sanitary sewer mains running under the right of ways. We have had occurrences where we need to complete repair work. It should also be noted that during declared "snow emergency" our crews have applied snow and ice control measures on county roads.

The second permit is pavement restoration, which would occur if needed to replace the road way due to any of our utility work as mentioned in the description of the maintenance permit. This permit also allows our contractors to work to replace sidewalk along the County right of way.

The third permit is for special events which may require temporary closure of county roads. This is not something we have applied for previously, as the City does not run the events, we are merely the host, but it also references signs for events. Since the three permits are tied together in one resolution, we might as well have it, in case we ever need it for banners or other signage.

Website: [www.ci.plymouth.mi.us](http://www.ci.plymouth.mi.us)

email: [dms@ci.plymouth.mi.us](mailto:dms@ci.plymouth.mi.us)

The County now requires that we have a City Commission Resolution designating the persons authorized to make application to the County for a permit. Historically, this has been the City Manager, Municipal Services Supervisors and the Director of Public Safety.

**Recommendation:**

It is my recommendation that this be brought forth to the City Commission for formal action to authorize the City Manager, Municipal Services Supervisors, and the Director of Public Safety to sign the Application and Permits for maintenance, pavement restoration, and special events within the County right of way. This will allow us to proceed with processing the documentation with the County.

Attached is a County prepared proposed Resolution for the Commission to consider regarding the matter. Should you or the Commission have any questions, please feel free to contact me.

**Porman, Chris**

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**From:** Doreen Struthers <dstruthe@waynecounty.com>  
**Sent:** Friday, May 15, 2020 9:00 AM  
**To:** Porman, Chris  
**Subject:** 2020 Annual Permit Package A-20064, A-20119 and A-20152  
**Attachments:** ANNUAL NOTICE\_001.pdf; CITY OF PLYMOUTH\_001.pdf

Good Morning Chris Porman:

Please see the attached for the 2020 Annual Permit Package A-20064, A-20119 and A-20152.

Thank You.

Doreen Struthers  
Clerical Specialist  
33809 Michigan Ave  
Wayne, Michigan 48184  
(734) 595-858-2755  
(734) 595-6356 Fax

|  |
|--|
| <b>PERMIT OFFICE</b><br>33809 MICHIGAN AVE<br>WAYNE, MI 48184,<br>PHONE (734) 595-6504<br>FAX (734) 595-6356 |
| 72 HOURS BEFORE ANY<br>CONSTRUCTION, CALL<br>Various Staff<br>(734) 595-6504, Ext: 2009<br>FOR INSPECTION    |



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

|                 |                   |
|-----------------|-------------------|
| PERMIT No.      |                   |
| <b>A-20064</b>  |                   |
| ISSUE DATE      | EXPIRES           |
| <b>1/1/2020</b> | <b>12/31/2020</b> |
| REVIEW No       | WORK ORDER        |
|                 | <b>79646</b>      |

PROJECT NAME  
CITY OF PLYMOUTH - MAINTENANCE

|                               |                      |
|-------------------------------|----------------------|
| LOCATION<br>VARIOUS ROADS ( ) | CITY/TWP<br>PLYMOUTH |
|-------------------------------|----------------------|

|  |            |
|--|------------|
| PERMIT HOLDER<br>CITY OF PLYMOUTH<br>1231 GOLDSMITH<br>PLYMOUTH, MI 48170-1637 | CONTRACTOR |
|--|------------|

|   |                    |
|---|--------------------|
| CONTACT<br>CHRIS PORMAN<br>(734) 453-7737 | CONTACT<br><BLANK> |
|---|--------------------|

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

TO OCCUPY THE RIGHT-OF-WAY OF COUNTY ROADS FOR THE BELOW ACTIVITIES:

1. SANITARY SEWER INSPECTION, REPAIR AND ROUTINE MAINTENANCE.
2. WATERMAIN INSPECTION, REPAIR AND ROUTINE MAINTENANCE.
3. DUST PALLATIVE, CALCIUM & SALT APPLICATIONS.
4. SIDEWALK REPAIR AND REPLACEMENT.
5. TO PERFORM STREET SWEEPING OPERATIONS DURING DAYLIGHT HOURS ONLY.

ALL ACTUAL INSPECTION COSTS, INCLUDING OVERTIME, SUPERVISION, TESTING OF MATERIALS AND EMERGENCY WORK, IF REQUIRED, SHALL BE BILLED TO THE PERMIT HOLDER.  
REFER TO ATTACHMENTS REFERENCED BELOW FOR ANNUAL PERMIT REQUIREMENTS AND CONDITIONS.  
ALL ATTACHMENTS ARE INCORPORATED BY REFERENCE AS PART OF THIS PERMIT.

PAVEMENT REPAIRS REQUIRE A SEPARATE PERMIT AND ARE NOT TO BE COMPLETED UNDER THE TERMS OF THIS ANNUAL PERMIT.

PERMIT HOLDER AGREES TO SUBMIT MONTHLY REPORTS OF WORK PERFORMED VIA FAX (734.595.6356) UNDER THIS PERMIT.

ALL ACTUAL INSPECTION COSTS, INCLUDING OVERTIME, SUPERVISION, TESTING OF MATERIAL AND EMERGENCY WORK, IF REQUIRED, SHALL BE BILLED.

|  |   |   |
|--|---|---|
| <b>FINANCIAL SUMMARY</b><br>PERMIT FEE .. \$0.00<br>PLAN REVIEW FEE .. \$0.00<br>PARK FEE .. \$0.00<br>OTHER FEE .. \$0.00<br>BOND .. \$0.00<br>INSPECTION DEPOSIT .. \$0.00<br>OTHER BOND .. \$0.00<br>TOTAL COSTS .. \$0.00<br>TOTAL CHECK AMOUNT .. \$0.00<br>CASHIER .. DATE .. 1/1/2020 | DEPOSITOR<br><br>LETTER OF CREDIT DEPOSITOR | APPROVED PLANS PREPARED BY<br><br>PLANS APPROVED BY .. DATE PLANS APPROVED .. 1/1/2020<br><br>REQUIRED ATTACHMENTS<br>GENERAL CONDITIONS<br>SCOPE OF WORK AND CONDITIONS FOR MUNICIPAL MAINTENANCE PERMITS<br>INDEMNITY AND INSURANCE ATTACHMENT<br>SAMPLE COMMUNITY RESOLUTION<br>RULES, SPECIFICATIONS AND PROCEDURES FOR PERMIT CONSTRUCTION - AVAILABLE ONLINE AT<br><a href="http://www.waynecounty.com/dps_engineering_cpoffice.htm">www.waynecounty.com/dps_engineering_cpoffice.htm</a> |
|--|---|---|

(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)

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

**WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES**

|  |      |              |
|--|------|--------------|
| CHRIS PORMAN<br>PERMIT HOLDER / AUTHORIZED AGENT | DATE | PREPARED BY  |
| <BLANK><br>CONTRACTOR / AUTHORIZED AGENT         | DATE | VALIDATED BY |
|  |      | DATE         |

|  |
|--|
| <b>PERMIT OFFICE</b><br>33809 MICHIGAN AVE<br>WAYNE, MI 48184,<br>PHONE (734) 595-6504<br>FAX (734) 595-6356 |
| 72 HOURS BEFORE ANY<br>CONSTRUCTION. CALL<br>Various Staff<br>(734) 595-6504, Ext: 2009<br>FOR INSPECTION    |



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

|                |            |
|----------------|------------|
| PERMIT No.     |            |
| <b>A-20119</b> |            |
| ISSUE DATE     | EXPIRES    |
| 1/1/2020       | 12/31/2020 |
| REVIEW No.     | WORK ORDER |
|                | 79359      |

PROJECT NAME  
PLYMOUTH - PAVEMENT RESTORATION

LOCATION  
VARIOUS

CITY/TWP  
PLYMOUTH

PERMIT HOLDER  
CITY OF PLYMOUTH  
1231 GOLDSMITH  
PLYMOUTH, MI 48170-1637

CONTRACTOR

CONTACT  
CHRIS PORMAN (734) 453-7737

CONTACT  
<BLANK>

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

TO REPLACE AND REPAIR PAVEMENT CUTS DUE TO UTILITY REPAIRS WITHIN THE RIGHT-OF-WAY OF VARIOUS ROADS IN WAYNE COUNTY IN ACCORDANCE WITH THE WAYNE COUNTY RULES, SPECIFICATIONS AND PROCEDURES MANUAL & WAYNE COUNTY STANDARD PLANS FOR PERMIT CONSTRUCTION.

AT LEAST 72 HOURS PRIOR TO CONSTRUCTION, THE PERMIT HOLDER SHALL SUBMIT WRITTEN NOTICE OF CONSTRUCTION, INCLUDING THE LOCATION AND DATE OF THE WORK ALONG WITH CONSTRUCTION PLANS TO THE PERMIT OFFICE FOR APPROVAL.

THE FINAL AREA OF ANY PAVEMENT TO BE REPLACED AND/OR OVERLAID SHALL BE DETERMINED AND MARKED OUT BY THE COUNTY.

FOR EACH PROJECT, ALL ACTUAL PLAN REVIEW AND INSPECTION COSTS, INCLUDING OVERTIME, SUPERVISION, TESTING OF MATERIALS AND EMERGENCY WORK, IF REQUIRED, SHALL BE BILLED TO THE PERMIT HOLDER ON A MONTHLY BASIS.

ANY ROAD CLOSURE SHALL BE IN COMPLIANCE WITH THE MICHIGAN MANUAL OF TRAFFIC CONTROL DEVICES.  
[HTTP://MUTCD.FHWA.DOT.GOV](http://MUTCD.FHWA.DOT.GOV)

THE ATTACHMENTS LISTED BELOW ARE INCORPORATED BY REFERENCE AS PART OF THE CONDITIONS OF THIS PERMIT.

|                    |          |                            |  |
|--------------------|----------|----------------------------|--|
| FINANCIAL SUMMARY  |          | DEPOSITOR                  | APPROVED PLANS PREPARED BY   |
| PERMIT FEE         | \$0.00   |                            |  |
| PLAN REVIEW FEE    | \$0.00   |                            | PLANS APPROVED BY DATE PLANS APPROVED  |
| PARK FEE           | \$0.00   |                            | 1/1/2020   |
| OTHER FEE          | \$0.00   |                            | REQUIRED ATTACHMENTS   |
| BOND               | \$0.00   |                            | GENERAL CONDITIONS   |
| INSPECTION DEPOSIT | \$0.00   | LETTER OF CREDIT DEPOSITOR | INDEMNITY AND INSURANCE ATTACHMENT   |
| OTHER BOND         | \$0.00   |                            | RULES, SPECIFICATIONS AND PROCEDURES   |
| TOTAL COSTS        | \$0.00   |                            | FOR PERMIT CONSTRUCTION - AVAILABLE  |
| TOTAL CHECK AMOUNT | \$0.00   |                            | ONLINE AT  |
| CASHIER            | DATE     |                            | <a href="http://www.waynecounty.com/dps_engineering_cpoffice.htm">www.waynecounty.com/dps_engineering_cpoffice.htm</a> |
|                    | 1/1/2020 |                            | (PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)  |

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

**WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES**

CHRIS PORMAN  
PERMIT HOLDER / AUTHORIZED AGENT

DATE

PREPARED BY

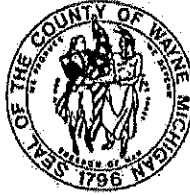
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CONTRACTOR / AUTHORIZED AGENT

DATE

VALIDATED BY

DATE

|  |
|--|
| <b>PERMIT OFFICE</b><br>33809 MICHIGAN AVE<br>WAYNE, MI 48184,<br>PHONE (734) 595-6504<br>FAX (734) 595-6366 |
| 72 HOURS BEFORE ANY<br>CONSTRUCTION, CALL<br>Various Staff<br>(734) 595-6504, Ext: 2009<br>FOR INSPECTION    |



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

|                |            |
|----------------|------------|
| PERMIT No.     |            |
| <b>A-20152</b> |            |
| ISSUE DATE     | EXPIRES    |
| 1/1/2020       | 12/31/2020 |
| REVIEW No.     | WORK ORDER |
|                |            |

PROJECT NAME  
PLYMOUTH - SPECIAL EVENTS

LOCATION  
VARIOUS

CITY/TWP  
PLYMOUTH

PERMIT HOLDER  
CITY OF PLYMOUTH  
1231 GOLDSMITH  
PLYMOUTH, MI 48170-1637

CONTRACTOR

CONTACT  
CHRIS PORMAN (734) 453-7737

CONTACT  
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DESCRIPTION OF PERMITTED ACTIVITY (72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

TO ALLOW TEMPORARY CLOSURE OF CERTAIN LOCAL AND COUNTY ROADS FOR A SPECIFIED PERIOD OF TIME IN ACCORDANCE WITH ALL GENERAL AND SPECIAL CONDITIONS OF THIS PERMIT.

REFER TO ATTACHEMENT: ANNUAL SPECIAL EVENTS PERMIT FOR MUNICIPALITIES TO CONDUCT PARADES, BLOCK PARTIES, MARATHONS, CELEBRATIONS AND FESTIVALS.

PERMIT TO INSTALL BANNERS WITHIN THE COUNTY ROAD RIGHT-OF-WAY. EACH REQUEST FOR A BANNER SHOULD BE SUBMITTED ONE MONTH PRIOR TO INSTALLMENT FOR APPROVAL.  
PLEASE REFER TO ATTACHMENT: ANNUAL PERMIT FOR MUNICIPAL BANNERS

PERMIT HOLDER SHOULD CONTACT//INFORM THE LOCAL POLICE, HOSPITAL, FIRE MARSHAL, SCHOOL AND ANY OTHER LOCAL AGENCIES ARE/MAY BE AFFECTED BY THIS ROAD CLOSURE THREE (3) BUSINESS DAYS PRIOR TO SCHEDULED CLOSURE.

THE PERMIT HOLDER SHOULD CONTACT THE WAYNE COUNTY TRAFFIC OFFICE AT (734) 955-2154 THREE (3) WORKING DAYS PRIOR TO ANY CLOSURE.

THE CONTRACTOR/PERMIT HOLDER WILL SET UP AND MAINTAIN ALL BARRICADING AND SIGNS IN ACCORDANCE WITH THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (HTTP://MUTCD.FHWA.DOT.GOV) AND WILL BE THE RESPONSIBILITY OF THE PERMIT HOLDER.

ALL ATTACHMENTS ARE INCORPORATED BY REFERENCE AS PART OF THIS PERMIT.

|                          |          |  |  |
|--------------------------|----------|--|--|
| FINANCIAL SUMMARY        |          | DEPOSITOR  | APPROVED PLANS PREPARED BY                         |
| PERMIT FEE .....         | \$0.00   | LETTER OF CREDIT DEPOSITOR   | PLANS APPROVED BY                                  |
| PLAN REVIEW FEE .....    | \$0.00   |  | DATE PLANS APPROVED                                |
| PARK FEE .....           | \$0.00   |  | 1/1/2020   |
| OTHER FEE .....          | \$0.00   |  | REQUIRED ATTACHMENTS                               |
| BOND .....               | \$0.00   |  | GENERAL CONDITIONS                                 |
| INSPECTION DEPOSIT ..... | \$0.00   |  | ANNUAL ROAD SPECIAL EVENTS FOR MUNICIPALITIES      |
| OTHER BOND .....         | \$0.00   |  | ANNUAL BANNER PERMIT ATTACHMENT FOR MUNICIPALITIES |
| TOTAL COSTS .....        | \$0.00   | SAMPLE COMMUNITY RESOLUTION  |  |
| TOTAL CHECK AMOUNT       | \$0.00   | RULES, SPECIFICATIONS AND PROCEDURES FOR PERMIT CONSTRUCTION - AVAILABLE ONLINE AT |  |
| CASHIER                  | DATE     | www.waynecounty.com/dps_engineering_cpoffice.htm                                   |  |
|                          | 1/1/2020 | (PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)                            |  |

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

**WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES**

CHRIS PORMAN  
PERMIT HOLDER / AUTHORIZED AGENT

DATE

PREPARED BY

<BLANK>  
CONTRACTOR / AUTHORIZED AGENT

DATE

VALIDATED BY

DATE



*Warren C. Evans*  
*County Executive*

Page 1 of 3

March 12, 2020

City Of Plymouth  
Maintenance, Pavement Restoration, Special Events  
1231 Goldsmith  
Plymouth, MI 48170-1637

**RE: A-20064, A-20119, A-20152**  
**2020 Annual Permit Package**  
**Wayne County Department of Public Services**  
**Engineering Division – Permit Office**

Attention: Chris Porman

Enclosed is your Wayne County Annual Permit package. In an effort to expedite the process Wayne County DPS Engineering Division Permit Office is combining the Annual Maintenance Permit, Annual Pavement Restoration Permit, and Annual Special Events Permit into on single application.

1. **Annual Maintenance Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of inspection, repair and routine maintenance of the following facilities which are under its jurisdiction:
  - a. Sanitary sewer inspection, repair and routine maintenance;
  - b. Water main inspection, repair, routine maintenance and installation of residential and commercial water service connections (two-inch maximum diameter);
  - c. Other utilities (i.e. natural gas, electric or fiber optic);
  - d. Application of dust palliatives; and
  - e. Repair and replacement of existing sidewalks.
2. **Annual Pavement Restoration Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of pavement repair and restoration.
3. **Annual Permit for Special Events:** The annual permit grants preliminary authorization to a municipality to perform the following:
  - a. Temporarily close a county road for a reasonable length of time for a parade, marathon, festival or similar activity;
  - b. To use a county road as a detour for traffic around such activity taking place on a non-county road; and/or
  - c. Place a temporary banner within the County right-of-way.



In addition to the Annual Permit, this package also includes the applicable following attachments, which are incorporated by reference into the permit:

- A. Scope of Work and Conditions for Municipal Maintenance Permits, if applicable
- B. Annual Special Events Attachment for Municipalities, if applicable
- C. Banner Attachment for Municipalities, if applicable
- D. General Conditions and Limitations of Permits, if applicable
- E. Indemnity and Insurance Attachment, if applicable
- F. Model Community Resolution, if applicable

As a condition of the municipal annual permit, the County requires that the governing body pass a blanket resolution (sample with suggested language is included as an attachment) of approval which accomplishes the following:

- A. Agrees to fulfill all permit obligations and conditions
- B. To the extent allowed by law, hold harmless and defend Wayne County and its officials and employees against any and all damage claims, suits or judgments of any kind or nature arising as a result of the permitted activity
- C. Designates and authorizes an appropriate official of the requesting municipality to sign the permit on its behalf.

Additionally, the Permit Office requires that each municipality provide a written request on municipal letterhead at least (10) ten business days prior to the commencement of a road closure and/or banner placement. The written request should include all required information as specified in the appropriate attachments, "Annual Special Events for Municipalities" or "Annual Attachment for Banners". Upon approval, the permit office shall issue a permit authorizing the special event activities.

**\*\*\*For all Annual Permits please review the insurance attachment carefully, since the insurance requirements have been recently updated.**

The WCDPS Permit Office has published its manual, *Rules, Specifications and Procedures for Permit Construction*. The manual is also incorporated by reference into this annual permit and is available online at:

[http://www.waynecounty.com/dps/construction\\_permits.htm](http://www.waynecounty.com/dps/construction_permits.htm)

**Please return the original permit, signed and dated by the person authorized and designated by the resolution, along with a certified copy of the resolution and a copy of your certificate of insurance, consistent with the requirements transmitted in this package.**

Type the name of the designated signer below the signature line and submit these documents to:

**Wayne County Department of Public Services  
Permit Office  
Attn: Ms. Randa Saghir  
33809 Michigan Avenue  
Wayne, MI 48184**



Once received, the Permit Coordinator will validate your permit and return an executed copy to you for your files.

The *Scope of Work and Conditions for Municipal Maintenance Permits* requires that the Permit Holder submit monthly reports of all work performed under this permit. These reports should be faxed to **(734) 595-6356**.

Once received, an executed copy will be returned to you for your files. If you have any questions regarding this Annual Permit, please contact me at **(734) 858-2774**

**Respectfully Submitted,**

Randa Saghir  
Administration Management

C: file

Attachments: Annual Permit  
Scope of Work and Conditions for Municipal Maintenance Permits  
Annual Special Events Attachment for Municipalities  
Banner Attachment for Municipalities  
General Conditions and Limitations of Permits  
Indemnity and Insurance Attachment  
Model Community Resolution



**Wayne County Department of Public Services  
Engineering Division – Permit Office**

**Scope of Work and Conditions Attachment  
For Annual Municipal Maintenance Permits**

The Annual Permit authorizes the municipality to occupy Wayne County road rights-of-way for the purpose of inspection, repair and routine maintenance of the facilities listed below that are under its jurisdiction.

**Scope of Work** - The following work is authorized under the Annual Maintenance Permit:

Sanitary Sewers

1. Inspection, repair and routine maintenance of the facilities under its jurisdiction

Water Main and installation of 2" pipe

1. Inspection, repair and routine maintenance of the facilities under its jurisdiction
2. Water service connection with 2" diameter pipe or less, serving single customer

A separate permit will be required for any operations performed under the following conditions for Water and/or Sanitary related work:

- a. For all water service connections larger than a two inch (2") diameter.
- b. For any water service connection that serves more than one customer.
- c. Whenever work is to be performed in a new subdivision.
- d. For any sanitary sewer service connection.

Dust Palliative Applications

1. Dust palliative treatment shall be with calcium magnesium chloride in accordance with Wayne County specifications.
2. The municipality shall designate each road to be treated with dust palliative and pay the Contractor for all materials and service.
3. Prior to the application of Dust Palliative Materials, the Permit Holder shall provide at least seven (7) days notice to the Wayne County Roads Division (313-955-9920) to allow for preparation and inspection of the roads to be treated.

Sidewalk

1. Existing sidewalks may be repaired or replaced at existing alignment on existing grade.

A separate permit will be required for the construction of a new sidewalk, for the replacement of an existing sidewalk on a new alignment or grade or for the construction of new sidewalk ramps to the County road.

Street Sweeping

1. Street sweeping shall be performed during daylight hours only.
2. All traffic control devices shall conform to the provisions of the current MMUTCD.

**Permit Conditions**

1. **A separate permit will be required for final pavement repairs when pavement is broken while making either emergency or non-emergency repairs.**
2. Reports indicating all work performed or that no work was performed under the permit shall be provided to the Permit Office at the end of each month.
3. Any work not covered under the annual scope of work and conditions above shall require a separate permit. Refer to the *Wayne County Rules, Specifications and Procedures Construction Permits*.
4. All inspection costs, including overtime, supervision, testing of materials and emergency work, if required, shall be billed to the Permit Holder.



**Wayne County Department of Public Services  
Engineering Division – Permit Office**

**Annual Special Events for Municipalities  
Road Closure/Detour Guidelines**

An Annual Permit granting permission to temporarily close a County road for a reasonable length of time for a parade, marathon, celebration, festival or similar activity, or to use a County road as a detour for traffic around such activity taking place on a non-County road may be issued by the Permit Office to a governing body of a city, incorporated village or township.

A permit, granting authorization to close County roads and to set detours over County roads may be issued if an annual Special Events Permit was previously executed with an associated blanket resolution. For each event, the Permit Holder shall submit a written request at least ten (10) business days prior to the commencement of a road closure. Each request shall be submitted on municipal letterhead and include the following information:

- a) The nature of the activity for which the permit is requested;
- b) The dates and times it is proposed to close and reopen the County road to traffic;
- c) The roads and/or portions of roads to be closed;
- d) The proposed detour route or routes, including a map if necessary to clearly describe the proposed detour.

The written request shall be sent to the following offices:

Wayne County Permit Office  
33809 Michigan Ave  
Wayne MI 48184

Wayne County Division of Roads  
Traffic Operations Office  
29900 Goddard Road  
Romulus MI 48242

Upon approval of the request, a permit will be issued authorizing the special event activities.

**Permit Conditions:**

1. All roads temporarily closed under the permit shall be County local roads, as certified under Act 51, P.A. 1951, with residential frontage exclusive of section line (mile roads), quarter section line (collector roads) and border line roads.
2. Road closures authorized under the permit shall not be for the purpose of allowing private commercial activities such as advertising or the sale of goods, wares or produce.
3. The Permit Holder, at no expense to the County, shall provide any necessary police supervision.
4. Road closures authorized under the permit shall not have the effect of depriving property which is not adjacent to the section of road being closed from continuous uninterrupted access to the main public road system.
5. The closure or partial closure of the road and any detour route selected shall allow alternative routes for the reasonably safe and convenient movement of traffic.
6. Road closures authorized by the permit shall not exceed the approved duration, generally between 24 and 72 hours.
7. The Permit Holder shall, at no expense to the County, install, maintain and remove all traffic control devices required for the temporary road closure and detour routes.
8. All traffic control devices installed in conjunction with the road closure or partial closure and any detour route shall conform to the provisions of the current MMUTCD.
9. The Permit Holder shall, at its sole expense, immediately following conclusion of the permitted activity clean up and remove any litter, debris, refuse, etc., placed or left in the right-of-way as a result of the permitted activity. In the event that the Permit Holder fails to clean up as required, causing Wayne County to do the cleanup work, the Permit Holder shall reimburse Wayne County any costs incurred to restore the right-of-way.
10. The Permit Holder acknowledges that the County may, at its sole discretion, deny any road closure proposed under the permit.



**Wayne County Department of Public Services  
Engineering Division – Permit Office  
Banner Attachment for Municipalities  
Guidelines**

Pursuant to MCL §247.323, a permit for installation of any banner to be placed within or over County road right-of-way may be issued to a governing body of a city, incorporated village or township. Commercial signs shall not be permitted within the right-of-way of any road under the jurisdiction of the Wayne County.

A permit, authorizing the placement of banners within the County right-of-way may be issued if an annual Special Events Permit was previously executed with an associated blanket resolution. For each event, the Permit Holder shall submit a written request at least ten (10) business days prior to the placement of banner(s). Each request shall be submitted on municipal letterhead and include the following information:

- a) The activity in connection with which the banner is to be placed;
- b) The location of the proposed installation, including distance to overhead traffic control devices;
- c) A description of the banner, including any legend or symbol thereon;
- d) The height of any overhead banner from the road surface to its lowest point;
- e) The dates the banner will be erected and removed. This period shall not exceed a time specified by the Permit Office. An acceptable period of time for banners to be in place is a total of three (3) weeks, except for Holiday decorations which may be in place for eight (8) weeks;
- f) Such other information as the Permit Office may deem necessary.

Upon approval of the request, a permit will be issue authorizing the special event activities.

**Design & Placement Requirements**

- a) Any banner shall be designed, installed and located so as to avoid danger to those using the road or undue interference with the free movement of traffic or maintenance operations.
- b) Any banner shall be securely fastened so as to have a minimum bottom height of 18 feet above the surface of the traveled way, shall be placed no closer than 100 feet in advance of flashing beacons or traffic control signals and shall be placed so as to not obstruct a clear view of traffic lights, signals or other traffic control devices.
- c) Banners shall not be attached to trees.
- d) No banner shall have displayed thereon any legend or symbol which may in any way be construed to advertise or otherwise promote the sale of or publicize any merchandise or commodity, or which may be construed to be political in nature.
- e) No banner shall have displayed thereon any device that is or purports to be an imitation of, resembles or may be mistaken for a traffic control device or which attempts to direct the movement of traffic.
- f) No banner shall be above ground figures, signs or other structures, objects or devices whether lit or unlit.
- g) Decorations shall not include flashing lights, reflective materials or other devices that may distract motorists.

**Permit Conditions**

- a) Any authorization may be revoked by the Permit Office if the banner placement becomes dangerous to those using the road or unduly interferes with the free movement of traffic or maintenance operations.
- b) The city, village or township making application shall faithfully fulfill all permit requirements.

An addendum authorization may be revoked by the Permit Office upon failure to comply with any permit conditions.



Wayne County Department of Public Services  
Engineering Division – Permit Office

Conditions & Limitations of Permits

**Plan Approval and Specifications:** All work performed under the permit shall be done in accordance with the approved plans, specifications, maps, statements and special conditions filed with the County and shall comply with Wayne County Specifications, as defined in the current *Wayne County Rules, Specifications and Procedures for Permit Construction*, included as an attachment to this permit, the *Wayne County Standard Plans for Permit Construction*, and the *MDEQ Standard Specifications for Construction*, as modified by WCDPS Special Provisions, and other WCDPS specifications. Any situation or problem which occurs as a result of the construction, operation, use and/or maintenance of the facility in the right-of-way and is not covered by the approved plans nor by the County's current Standards and Specifications shall be resolved by the Permit Holder as directed and approved by the Permit Office. Any significant change to the plans must be approved by the Permit Office and is authorized only when an approved addendum is obtained from the Permit Office.

**Fees:** The Permit Holder shall be responsible for all fees and costs incurred by the County in connection with the permit and shall deposit payment for fees and costs as determined by the County at the time the permit is issued.

**Bond:** The Permit Holder shall furnish a bond in cash or Certified check in an amount acceptable to the County to guarantee performance under the conditions of the permit. The County may use all or any portion of the bond which shall be necessary to cover any expense, including inspection costs or damage incurred by the County through the granting of the permit. Should the bond be insufficient to cover the expenses and damages incurred by the County, the Permit Holder shall pay such deficiency upon billing by the County. If the bond amount exceeds the expenses and damages incurred by the County, the excess portion will be returned to the Depositor. The excess performance bond provided for herein, when it cannot be returned, shall be deposited into the County Road Fund and become a part thereof, unless claimed by the Depositor within one year of the date of satisfactory completion of the construction authorized by the permit.

**Insurance:** The Permit Holder shall furnish proof of liability and property damage insurance in the form and amounts acceptable to the County with Wayne County named as an insured party. The Permit Holder shall maintain this insurance until the permit is released, revoked or cancelled by the County.

**Indemnification / Hold Harmless:** Sub-Section 1 herein applies to all Permit Holders except Municipalities, Sub-Section 2 herein applies to Municipalities only.

1. To the extent allowed by law, the Permit Holder shall indemnify, hold harmless and defend Wayne County, its Department of Public Services, its officials and employees against any and all claims, suits and judgments to which the County, the Department, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the County, whether due to negligence of the Permit Holder or to the joint negligence of the Permit Holder and the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of the work product that is the subject of the permit. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County.

2. To the extent allowed by law, the Municipality as Permit Holder shall hold harmless and defend Wayne County, its Department of Public Services, its officials and employees, for the Municipality's own negligence, tortious acts, errors, or omissions, and the acts, errors, or omissions of any of its employees, on account of injury to persons or damage to property, including property of the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of work product that is the subject of the permit. Sub-section 1 above applies to contractors, subcontractors, consultants, or agents of the Municipality. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County or the Municipality's, as provided by statute or modified by court decisions.

**Permit on Site:** The Permit Holder shall keep available a copy of the permit and any associated approved plans on site during permitted activities.

**Notification for Start and Completion of Work:** The permit shall not become operative until it has been fully executed by the County. The Permit Holder shall notify the County before starting construction and shall notify the County when work is completed. The Permit Holder or their representative shall have copies of the executed permit and approved plans in their possession on the job site at all times.

1. The Permit Holder shall provide at least three (3) days advanced notice, excluding Saturdays, Sundays and holidays, to the Permit Office prior to the commencement of any permitted activities by submitting a START OF WORK NOTIFICATION form by mail, fax or e-mail. In certain instances, additional notice may be required by the Permit Office. In the event that construction work ceases for a period of time, then the Permit Holder shall notify the Wayne County Inspector at least 24 hours prior to resuming work.

2. The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG", at (800) 482-7161, at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.

3. The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office at (734) 955-2154, at least 72 hours prior, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County.

**Safety:** The Permit Holder agrees that all work under the permit shall be performed in a safe manner and to keep the area affected by the permit in a safe condition until the work is completed and accepted by the County. The Permit Holder shall furnish, install and maintain all necessary traffic controls and protection which are in accordance with the current *Manual on Uniform Traffic Control Devices (MUTCD)*. The Permit Holder shall conduct all activities and maintain all facilities as set forth in the permit in a manner so as not to damage, impair, interfere with, or obstruct a public road or create a foreseeable risk of harm to the traveling public. The Permit Holder shall comply with all applicable OSHA and MIOSHA requirements.

**Underground Utilities:** The Permit Holder shall contact all utility owners regarding their facilities prior to starting work and shall comply with all applicable provisions of Act 53, Public Acts of 1974, as amended. Wayne County makes no warranty either expressed or implied as to the condition or suitability of subsurface conditions or any existing facility which may be encountered during an excavation. The presence or absence of utilities is based on the best information available and the County is not responsible for the accuracy of this information. The Permit Holder assumes all responsibility for the interruption and damage to underground utilities. The Permit Holder is responsible for proper disposal, in accordance with current regulations, of any material excavated from within the right-of-way. Such materials include, without limitation, soils or groundwater contaminated by petroleum products or other pollutants associated with sites identified by the MDEQ or reported on appropriate release forms for underground storage tanks.

**Assignability:** The permit is neither transferable nor assignable without the written consent of the County.

**Limitation of Permit:** The Applicant and the Permit Holder shall be responsible for obtaining and shall secure any permits or permission necessary or required by law from State, federal or other local governmental agencies and jurisdictions, corporations or individuals. These include, without limitation, those pertaining to drains, inland lakes and streams, wetlands, woodlands, flood plains, filling, noise regulation and hours of operation. Issuance of a Wayne County permit does not authorize activities otherwise regulated by State, federal or local agencies.

**Access of Other Vehicles:** The Permit Holder shall, at all times possible, maintain a minimum of one acceptable access to all abutting occupied properties, driveways and side streets unless otherwise specified on the approved plans. The Permit Holder shall notify all owners or occupants of properties whose access may be temporarily disrupted during the permitted work. The local police, fire or emergency service agencies shall define acceptable access. The Permit Holder shall provide signing and other improvements necessary to ensure adequate access until the roadway, driveway or side street is restored. The Permit Holder shall conduct all operations so as to minimize inconvenience to abutting property owners. Wayne County reserves the right to reasonably restrict the progress of work by the Permit Holder based on the rate of roadway and right-of-way restoration, including permanent or temporary pavement. Wayne County may require that work be suspended until satisfactory backfilling of open trenches or excavations has been completed and driveways, side streets and drainage restored.

**Restoration:** The Permit Holder agrees to restore the County road and road right-of-way, County drain easement or County park property to a condition equal to or better than its condition before work under the permit began. If the Permit Holder fails to satisfactorily restore the permitted work area, Wayne County may take all practical actions necessary to provide reasonably safe and convenient public travel, preservation of the roadway and drainage, prevention of soil erosion and sedimentation, and elimination of nuisance to abutting property owners caused by the permitted activity. Security in the form of cash, a certified check or surety bond shall be required to secure the cost of restoring the disturbed portion of the right-of-way to an acceptable safe condition. The amount of the security shall be determined by the Permit Office. In the event that a suspension of work will be protracted or that the work will not be completed by the Permit Holder, the Permit Holder shall restore the right-of-way to a condition similar to the condition that existed prior to issuance of the permit.

**Acceptance:** Acceptance by the County of work performed does not relieve the Permit Holder of full responsibility for work performed at the presence of the permitted facility. The Permit Holder acknowledges that the County has no liability for the presence of the Permit Holder's facility located within the County road right-of-way, County drain easement or County park property.

**Permit Expiration and Extension of Time:** All work authorized by the permit shall be completed to the satisfaction of the Permit Office on or before the expiration date specified in the permit. Any request for an extension of time for completion shall be on a completed County form and shall demonstrate good cause for granting the request. Additional requirements may be imposed as a condition of an extension of time due to seasonal limitations or other considerations. These additional requirements may include, without limitation, changes to materials or construction methods, reestablishment of fees, bonds, deposits and insurance requirements.

**Responsibility:** The design, construction, operation and maintenance of all work covered by the permit shall be at the Permit Holder's expense with the exception that the Permit Holder will not be responsible for maintaining road widenings or similar facilities which become part of the County roadway.

**Revocation:** The permit may be suspended or revoked at the will of the County. Upon order of the County, the Permit Holder shall surrender the permit, cease operations and remove, alter or relocate, at their expense, the facilities for which the permit was granted. The Permit Holder expressly waives any right to claim damages for compensation resulting from the revocation of the permit.

**Violation:** The County may declare the permit null and void if the Permit Holder violates the terms of the permit. The County may require immediate removal of the Permit Holder's facilities and restoration of the County property, or the County may remove the facilities and restore the County property at the Permit Holder's expense. The Permit Holder agrees that in the event of a violation of the terms of the permit or in the event the work authorized by the permit is not satisfactorily completed by the permit expiration date, the County may use all or any portion of the performance bond to restore the County road right-of-way, drain easement, wastewater facility or park property as necessary for reasonably safe and efficient operations and maintenance, or to establish extraordinary maintenance procedures as required to assure reasonably safe and efficient operation of the County facility.

**Inspection and Testing of Materials:** Wayne County reserves the right of inspection and the testing of materials by its authorized representatives of all permitted activities and/or activities within the road right-of-way, County owned property or within a County drain easement. All items identified by the final inspection shall be resolved prior to release of the permit. All materials and methods utilized during the course of the authorized permit work shall meet the requirements of the current *MDEQ Standard Specifications for Construction* as modified by Wayne County Special Provisions, Standard Plans for Permit Construction and this manual. The Permit Holder shall reimburse Wayne County for all required inspections and testing of materials.

**Design:** The Permit Holder is fully responsible for the design of the permitted facility, such that the design shall be consistent with all applicable County standards, specifications, guidelines, requirements and with good engineering practice. Any errors in the plans that become evident after the issuance of a permit, and which change the scope of permitted work, are subject to review and may be grounds for revocation of the permit. The Permit Office will not relieve the Permit Holder of the responsibility of correcting errors, deficiencies, or omissions due to oversight or unforeseen contingencies such as faulty drainage, poor subsurface conditions or the failure of the Permit Holder's engineer to show all the related or pertinent conditions inside or outside the plan area.

**Drainage:** Drainage shall not be altered to flow into the road right-of-way or road drainage system unless approved by Wayne County.

**Permit Holder Compliance:** The Permit Holder shall abide by the conditions and limitations contained on the permit and all other conditions listed within the WCDPS Rules, Specifications and Procedures for Construction Permits. The application of any work undertaken under the permit shall constitute the Permit Holder's agreement to the Provision.



**Wayne County Department of Public Services  
Engineering Division – Permit Office  
Indemnity and Insurance Attachment**

To the extent allowed by law, the Permit Holder shall defend and hold harmless Wayne County, the Department of Public Services, its officials and employees against any and all claims, suits and judgments to which Wayne County, the Departments, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including County property. The Permit Holder shall provide this indemnity for any incident arising out of any and all activities performed under the permit or in connection with work not authorized by the permit, or resulting from the failure to comply with the terms of the permit, or arising out of the continued existence of the work product that is subject to the permit.

Certificates of insurance shall be required for all construction permits, excluding residential driveway permits. Each certificate of insurance and any associated correspondence shall reference the plan review number of the project. General liability and automotive liability insurance coverage shall be in amounts detailed below:

*The general liability insurance coverage shall be in amounts not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$1,000,000 for bodily injury each person, each occurrence and property damage liability \$1,000,000 each occurrence.*

The certificate of insurance must be provided by a person, the corporation, or by authorized representatives who signed personally either the application or permit. Insurance shall remain in force until the permit is released by Wayne County.

**The Wayne County Department of Public Services shall be a Certificate Holder on the policy of insurance. Wayne County, drainage district, and its officers, agents and employees shall be named as additional insured parties. It is also required that the annual permit numbers are included on each certificate of insurance.**

The insurance shall cover a period not less than the term of the permit and shall provide that it cannot be cancelled or reduced without thirty (30) days advance written notice to Wayne County, by certified mail, first-class, return receipt requested. The thirty (30) days shall begin on the date when the County received the notice, as evidenced by the return receipt.

Such insurance shall provide by endorsement therein for the thirty (30) day notice by the insurer to the Permit Office prior to termination, cancellation or material alteration of the policy.

Licensee agrees to make application for renewal thereof at least sixty (60) days before the expiration date of the policy then in force and to file a certified copy of such renewed policy with the Permit Office.

The policy shall also provide by endorsement for the removal of the contractual exclusion.

Should insurance coverage be cancelled or reduced below acceptable limits, or allowed to expire, the authorization to continue work under the permit shall be suspended or revoked and shall not resume until new insurance is in force and accepted by Wayne County. Wayne County may, in such cases, take appropriate action to restore or protect the road and appurtenances. All costs incurred by this action shall be deducted from any remaining inspection deposit, bond and/or Letter of Credit and, if necessary, the Permit Holder may be billed to defray actual expenses.

**MODEL COMMUNITY RESOLUTION  
AUTHORIZING EXECUTION OF  
WAYNE COUNTY PERMITS**

Resolution No. \_\_\_\_\_

At a Regular Meeting of the \_\_\_\_\_ (Name of  
Community Governing Board) on \_\_\_\_\_ (date), the following  
resolution was offered:

**WHEREAS**, the \_\_\_\_\_ (hereinafter the "Community")  
periodically applies to the County of Wayne Department of Public Services, Engineering  
Division Permit Office (hereinafter the "County") for permits to conduct emergency  
repairs, annual maintenance work, and for other purposes on local and County roads  
located entirely within the boundaries of the Community, as needed from time to time to  
maintain the roads in a condition reasonably safe and convenient for public travel;

**WHEREAS**, pursuant to Act 51 of 1951, being MCL 247.651 *et seq.*, the County permits  
and regulates such activities noted above and related temporary road closures;

**NOW THEREFORE, BE IT RESOLVED**, in consideration of the County granting such  
permit (hereinafter the "Permit"), the Community agrees and resolves that:

Any work performed for the Community by a contractor or subcontractor will be solely as  
a contractor for the Community and not as a contractor or agent of the County. Any  
claims by any contractor or subcontractor will be the sole responsibility of the  
Community. The County shall not be subject to any obligations or liabilities by vendors  
and contractors of the Community, or their subcontractors.

The Community shall take no unlawful action or conduct, which arises either directly or  
indirectly out of its obligations, responsibilities, and duties under the Permit which results  
in claims being asserted against or judgment being imposed against the County, and all  
officers, agents and employees thereof pursuant to a maintenance contract. In the event  
that same occurs, for the purposes of the Permit, it will be considered a breach of the  
Permit thereby giving the County a right to seek and obtain any necessary relief or  
remedy, including, but not by way of limitation, a judgment for money damages.

With respect to any activities authorized by Permit, when the Community requires  
insurance on its own or its contractor's behalf, it shall also require that such policy  
include as named insured the County of Wayne and all officers, agents and employees  
thereof.

The incorporation by the County of this Resolution as part of a permit does not prevent  
the County from requiring additional performance security or insurance before issuance  
of a Permit.

This Resolution stipulates that the requesting Community shall, at no expense to Wayne  
County, provide necessary police supervision, establish detours and post all necessary

signs and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.

This Resolution stipulates that the requesting Community shall assume full responsibility for the cost of repairing damage done to the County road during the period of road closure or partial closure.

This Resolution shall continue in force from the date of execution until cancelled by the Community or the County with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the Community with regard to any Permit which has already been issued or activity which has already been undertaken.

The Community stipulates that it agrees to the terms of the County of Wayne permit at the time a permit is signed by the Community's authorized representative.

**BE IT FURTHER RESOLVED**, that the following individual(s) is/are authorized in their official capacity as the Community's authorized representative to sign and so bind the Community to the provisions of any and all permits applied for to the County of Wayne, Department of Public Services Engineering Division Permit Office for necessary permits from time to time to work within County road right-of-way or local roads on behalf of the Community.

|             |                |                             |          |
|-------------|----------------|-----------------------------|----------|
|             | Chris Porman   | Municipal Services Director | or       |
|             | Chris Helinski | Municipal Services          | or       |
| <b>Name</b> | Adam Gerlach   | Municipal Services          | or       |
| _____       | Steve Faiman   | Municipal Services          | or       |
|             | Mike Brindley  | Municipal Services          | or _____ |
|             | Al Cox         | Director of Public Safety   | or       |
| _____       | Paul Sincock   | City Manager                | _____    |

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution adopted by the [Board of Trustees/City Council] of the \_\_\_\_\_  
(name of Community), County of Wayne, Michigan, on \_\_\_\_\_.



## Administrative Recommendation

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City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Cemetery Rate & Rules Review FY 2020 - 21 06-01-20.docx  
Date: 05/27/2020  
RE: Cemetery Rates & Rules Review FY 2019-20

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### Background

Each year the Cemetery Board holds a meeting to review a number of rules and regulations as well as pricing information for services at Riverside Cemetery.

This year the Cemetery Board of Trustees met in May. The Board reviewed the material from City Administration related to pricing of cemetery services, as well as the rules and regulations. Based on the review, the Board has recommended to the City Commission that there should be no increase in fees at this time. The Board also recommended updating the marker and monument sizing rules. The Board adopted a formal Resolution with these recommendations, and they requested that the City Commission confirm this recommendation.

We have attached additional background material for your reference.

### Recommendation

The City Administration recommends that the City Commission accept the recommendation from the City Cemetery Board of Trustees to maintain rates for services as they are currently set and to make adjustments in the marker and monument sizing rules. We have prepared a proposed Resolution for the City Commission to consider regarding this matter.

Should you have any questions in advance of the meeting please feel free to contact me.



## Department of Municipal Services

1231 Goldsmith Plymouth, MI 48170 734-453-7737 phone 734-455-1666 fax

Date: May 26, 2019  
To: Paul Sincock, City Manager  
From: Chris Porman, Director – Department of Municipal Services  
Adam Gerlach, Assistant Director – Department of Municipal Services  
Greta Bolhuis and Lisa Hominga – Department of Municipal Services  
Re: Riverside Cemetery Proposed Rate Structure & Rules 2020

### Background

The Cemetery Board of Trustees met on Monday, May 18, 2020, and the two items for discussion were the proposed rate structure for Riverside Cemetery and the Riverside Cemetery Rules. The rate structure includes opening and closing costs, fees for the purchase of the graves in the various Blocks, as well as pricing for the Mausoleum.

The Cemetery Board of Trustees adopted a resolution which would hold the prices consistent with the previous year's price structure. The Cemetery Board of Trustees recommended to the City Commission adoption of the proposed price structure, which will not increase the prices/fees from their current schedule.

In addition, the Cemetery Board of Trustees recommended to adopt the cemetery rules, the rules update the section regarding marker and monument sizing. The marker sizing is modified to not to exceed 15 square feet total of all markers. This allows for more flexibility with marker selection when multiple cremains are buried in a single grave. All other rules remain unchanged from the previous year's rules. The Cemetery Board of Trustees recommended to the City Commission adoption of the Riverside Cemetery rules with the minor administrative updates to the marker sizing.

### Recommendation

We recommend that the City Commission adopt the proposed rate structure for 2020/2021 and the Riverside Cemetery Rules as recommended by the Cemetery Board of Trustees.

We have included the information provided to the Cemetery Board of Trustees prepared by DMS Administration which includes some additional background for reference.

Should you have any questions, please feel free to contact us.



# City of Plymouth Cemetery Board of Trustees Regular Meeting Agenda

Monday, May 18, 2020 - 6:00 p.m.

**Online Video Zoom Meeting: <https://us02web.zoom.us/j/81274106001>**

City of Plymouth  
1231 Goldsmith  
Plymouth, Michigan 48170

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
[dms@plymouthmi.gov](mailto:dms@plymouthmi.gov)  
Phone 734-453-7737 ext. 0

To join the meeting visit <https://us02web.zoom.us/j/81274106001> Meeting ID: 812 7410 6001 Password: 810982

Statement of explanation of the reason why the public body is meeting electronically:

On March 10, 2020 the Governor of the State of Michigan declared a State of Emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL 10.31 – 33. These sections provide the governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

- 1) **CALL TO ORDER**
  - a) Roll Call
  
- 2) **CITIZEN COMMENTS**
  
- 3) **APPROVAL OF THE MINUTES**
  - a) Approval of the May 20, 2019 Meeting Minutes
  
- 4) **APPROVAL OF THE AGENDA**
  
- 5) **COMMISSIONER COMMENTS**
  
- 6) **OLD BUSINESS**
  
- 7) **NEW BUSINESS**
  - a) Approval of the cemetery rates and rules
  
- 8) **REPORTS AND CORRESPONDENCE**
  - a) Lawn contractor update
  - b) Safe practices for COVID-19 funerals
  
- 9) **ADJOURNMENT**

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

**CITY OF PLYMOUTH**  
**Municipal Services**  
**1231 Goldsmith**  
**Plymouth, MI 48170**  
**[www.plymouthmi.gov](http://www.plymouthmi.gov)**

## **ADMINISTRATIVE RECOMMENDATION**

To: Cemetery Board  
From: Municipal Services Administration  
Date: May 12, 2020  
Re: Riverside Cemetery Rate and Rules Review

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### **BACKGROUND:**

The City of Plymouth Department of Municipal Services performs an annual review of grave purchase fees and opening and closing costs. The Administration received rates from several publicly owned and operated cemeteries within the State of Michigan to compare to Riverside Cemetery. This information assures that the current rates are in-line with other cemeteries and make any necessary adjustments. For the 2020 to 2021 fiscal year the rates will remain the same as the current rate structure. The comparison spreadsheet is enclosed for your review.

The City of Plymouth Department of Municipal Services performs an annual review of the Riverside Cemetery Rules. The Administration is proposing minor administrative changes and a change to the permitted size of memorial markers. Currently, the maximum size flat marker installed flush in the ground is 24" by 12", the size of a Veteran's marker. The proposed maximum size flat marker is 60" long by 36" wide. One flat marker of this size would be permitted per single grave. The proposed maximum square footage that may be covered by monuments and/or memorial markers are 15 square feet per single grave.

### **RECOMMENDATION:**

The DMS Administration recommends that the Cemetery Board authorize the proposed Riverside Cemetery 2020 rates. Additionally, staff recommends the Cemetery Board approves the proposed changes to the Cemetery Rules.

Should you have any questions, please contact Adam Gerlach or Greta Bolhuis directly.

**Cemetery Rate Comparisons - Graves and Open/Closing Fees 2020**

| City         | Name of Public | Grave Resident | Grave Non-Resident | Open/Close Res | Open/Close Non Res |
|--------------|----------------|----------------|--------------------|----------------|--------------------|
| Grand Rapids | Greenwood      | \$ 1,000.00    | \$ 1,000.00        | \$ 1,590.00    | \$ 1,590.00        |
| Howell       | Lakeview       | \$ 800.00      | \$ 1,600.00        | \$ 600.00      | \$ 600.00          |
| Saline       | Oakwood        | \$ 1,500.00    | \$ 1,500.00        | \$ 990.00      | \$ 990.00          |
| Northville   | Rural Hill     | \$ 1,050.00    | \$ 3,000.00        | \$ 865.00      | \$ 2,140.00        |
| Ypsilanti    | Highland       | \$ 875.00      | \$ 1,095.00        | \$ 940.00      | \$ 940.00          |
| Plymouth     | Riverside      | \$ 900.00      | \$ 1,750.00        | \$ 950.00      | \$ 1,500.00        |

Effective Date: July 1, 2020

City of Plymouth  
**Riverside Cemetery**  
**Fees for Graves**

**Block K & Block O Prices**

|              |              |
|--------------|--------------|
|              | 1 Grave      |
| Resident     | \$900 each   |
| Non-Resident | \$1,750 each |

**Block L Prices**

|              |                         |                         |
|--------------|-------------------------|-------------------------|
|              | 6 Grave Family Plot     | 10 Grave Family Plot    |
| Resident     | \$5,400 (\$900 each)    | \$9,000 (\$900 each)    |
| Non-Resident | \$10,500 (\$1,750 each) | \$17,500 (\$1,750 each) |

**Block M Prices**

All gravesites shall be sold in blocks of 2-grave plots

|              |              |
|--------------|--------------|
|              | 2 Grave Plot |
| Resident     | \$1,800      |
| Non-Resident | \$3,500      |

**All Other Areas except Blocks K, L, M and Block O**

|              |         |  |
|--------------|---------|--|
|              | 1 Grave | Infant Grave<br>(Up to 2 years of age, Block G ONLY) |
| Resident     | \$1,100 | \$100  |
| Non-Resident | \$1,950 | \$150  |

Price includes Perpetual Care (25% of Grave Site Price, Infant Grave \$25/grave)

Gravesites may not be used until paid in full.

Markers cannot be placed across 2 grave plots if the second grave is not paid in full.

These prices are subject to change at any time without notification.

A RESIDENT is any property tax paying person within the corporate limits of the City of Plymouth;  
NON-RESIDENT is any person living outside the corporate limits of the City of Plymouth or  
person not paying property taxes residing within the corporate limits of the City of Plymouth.

Effective Date: July 1, 2020

## Riverside Cemetery Opening and Closing Fees

Overtime (OT) rates apply Monday through Friday, 2:00 P.M. or later Memorial Day to Labor Day and 3:00 P.M. or later from Labor Day to Memorial Day

**\*Winter Surcharge applies November 15th to April 14th.**

### Adult Full Body Opening and Closing (In Ground)

|              | Monday - Friday | Saturday & OT | Sunday & Holiday | Winter* |
|--------------|-----------------|---------------|------------------|---------|
| Resident     | \$950           | \$1,100       | \$1,200          | \$250   |
| Non-Resident | \$1,500         | \$1,650       | \$1,750          | \$250   |

### Adult Cremain Opening and Closing (In Ground)

|              | Monday - Friday | Saturday & OT | Sunday & Holiday | Winter* |
|--------------|-----------------|---------------|------------------|---------|
| Resident     | \$250           | \$300         | \$350            | \$50    |
| Non-Resident | \$400           | \$500         | \$550            | \$100   |

### Child Full Body Opening and Closing (In Ground)

|   | Monday - Friday | Saturday & OT | Sunday & Holiday |
|---|-----------------|---------------|------------------|
| Resident Infant<br>(Up to 6 months)         | \$100           | \$125         | \$215            |
| Non-Resident<br>(Up to 6 months)            | \$130           | \$185         | \$275            |
| Resident Infant<br>(6 months - 5 years)     | \$130           | \$175         | \$265            |
| Non-Resident Infant<br>(6 months - 5 years) | \$210           | \$235         | \$325            |
| Resident Child<br>(5-12 years)              | \$210           | \$245         | \$335            |
| Non-Resident Child<br>(5-12 years)          | \$310           | \$365         | \$455            |

Disinterment charges are determined by the regular interment costs of labor and equipment + 50% with a 4 hour minimum.

Grave Buy Back will be at the discretion of the Cemetery Manager. One single adult grave will be bought back by the City for \$500.00.

A RESIDENT is any property tax paying person within the corporate limits of the City of Plymouth; and a NON-RESIDENT is any person living outside the corporate limits of the City of Plymouth or person not paying property taxes residing within the corporate limits of the City of Plymouth.

These prices are subject to change at any time without notification.

Effective Date: July 1, 2020

**Mausoleum**

| Niche                    | First Interment |           | 2nd Interment     |           |
|--------------------------|-----------------|-----------|-------------------|-----------|
|                          | MON - SAT       | SUN & HOL | MON - SAT         | SUN & HOL |
| Resident                 | Included        | \$300     | \$200             | \$300     |
| Non-Resident             | Included        | \$500     | \$350             | \$500     |
| <b>Second name plate</b> | Market value    |           | <b>Niche vase</b> | \$250     |

| Single Crypt             | First Interment |           | 2nd Interment     |           |
|--------------------------|-----------------|-----------|-------------------|-----------|
|                          | MON - SAT       | SUN & HOL | MON - SAT         | SUN & HOL |
| Resident                 | Included        | \$400     | n/a               | n/a       |
| Non-Resident             | Included        | \$400     | n/a               | n/a       |
| <b>Second name plate</b> | Market value    |           | <b>Crypt vase</b> | \$275     |

| Double Crypt             | First Interment |           | 2nd Interment     |           |
|--------------------------|-----------------|-----------|-------------------|-----------|
|                          | MON - SAT       | SUN & HOL | MON - SAT         | SUN & HOL |
| Resident                 | Included        | \$400     | Included          | \$400     |
| Non-Resident             | Included        | \$400     | Included          | \$400     |
| <b>Second name plate</b> | Market value    |           | <b>Crypt vase</b> | \$275     |

Disinterment charges are determined by the regular interment costs of labor and equipment + 50% with a 4 hour minimum.

Niche or Crypt Buy Back will be at the discretion of the Cemetery Manager. All niches and crypts will be bought back by the City for \$500.00.

A RESIDENT is any property tax paying person within the corporate limits of the City of Plymouth; and a NON-RESIDENT is any person living outside the corporate limits of the City of Plymouth or person not paying property taxes residing within the corporate limits of the City of Plymouth.

These prices are subject to change at any time without notification.



# Riverside Cemetery Rules

Revised: May 2020

Riverside Cemetery is a public cemetery, owned and operated by the City of Plymouth, Department of Municipal Services. The Cemetery Office is located at 1231 Goldsmith, Plymouth, MI 48170. The physical address of the cemetery is 680 Plymouth Rd, Plymouth, MI 48170. Phone number: 734.453.7737 office, 734.455.1666 fax, email: [dms@plymouthmi.gov](mailto:dms@plymouthmi.gov).

Riverside Cemetery offers Cemetery Lots, Mausoleum Crypts and Niches. Services are offered on a pre-need or immediate need basis and arrangements should be made through the Cemetery Office. These rules are subject to change as deemed necessary and are interpreted at the discretion of the superintendent.

In addition to Cemetery Operations by the City of Plymouth Department of Municipal Services, Riverside Cemetery also has a Board of Trustees who are residents of the City. The purpose of the Board of Trustees is to review and make recommendations to the City Commission for the proper control, maintenance and improvement of the Cemetery. For current price listing, contact the cemetery at the numbers listed above.

## SALE OF LOTS AND INTERMENT ARRANGEMENTS

1. All arrangements for burials shall be made at the City of Plymouth Department of Municipal Services, 1231 Goldsmith, either by the undertaker or by a representative of the family of the deceased. Burial fees and charges must be paid in advance.
2. No Lot Rights may be transferred, purchased or sold for speculative purposes.

## DEFINITIONS

1. **Block:** A division of land as shown on the cemetery plot, which is determined by existing roadways and structures.
2. **Lot:** Numbered divisions as shown on the cemetery plot that consist of two or more graves.
3. **Grave:** A space of sufficient size to accommodate one adult interment.
4. **Interment:** The permanent disposition of the remains of a deceased person by burial.
5. **Memorial Marker:** Shall include head or footstones for family or individual use that are flush with the ground.
6. **Monument:** Shall include a tombstone or memorial marker of granite or marble, which shall extend above the surface of the ground.
7. **Lot Marker:** Refers to any means used by the cemetery to locate corners of the lot or grave.
8. **Mausoleum:** Shall be a structure used for the individual entombment of multiple human remains.
9. **Adult Burial:** Shall be any burial that involves a burial box greater than five feet in length.
10. **Child Burial:** Shall be any burial box over 3 feet but less than 5 feet in length.
11. **Infant Burial:** Shall be any burial of child under 1 year of age, and burial box is less than 3 feet in length.
12. **Cremains burial:** Shall be the burial of the ashes of a cremated body.
13. **Oversize Burial:** Any burial over 90 inches in length or over 34 inches in width.
14. **Perpetual Care:** Shall consist of mowing, seeding, trimming trees and shrubbery, removing dead flowers, and general upkeep of the lot.
15. **Superintendent:** Shall be the City Manager or his representative
16. **Sexton:** Shall be the Director of the Municipal Services Department or his representative.
17. **Mourning Period:** Shall be the 60 days following the interment.

## INTERMENTS OR DISINTERMENTS

1. The depth of a grave for an adult or child burial shall be at least 4' 6". Oversize burial shall be at a depth of 5 feet. Infant burials at a depth of 3 feet and cremation burials at 2 feet.
2. Burials permitted in a single adult grave are as follows: one (1) full body burial and up to two (2) cremation burials OR up to four (4) cremation burials without a full body burial, unless permission is otherwise granted by the cemetery superintendent. The full body burial of two or more persons in a single grave is prohibited except for a mother and baby if buried at the same time. Cremations must be placed in a metal, stone or plastic urn; glass, cardboard and wood boxes are prohibited.
3. The City assumes no responsibility for errors in opening graves when such errors are caused by others. Orders from undertakers will be accepted by the City as orders from the owners.

4. No occupied grave will be opened, and no body will be disinterred except when required by court order and will only be released to a professional licensed in mortuary science. Disinterment charges are determined by the regular interment costs of labor and equipment + 50% with a 4-hour minimum.
5. Plastic full-size burial vaults for adult caskets are strictly prohibited at Riverside Cemetery.

### **MEMORIAL MARKERS, MONUMENTS AND MAUSOLEUMS**

1. No mausoleum shall be erected without the specific approval of the Cemetery Board. No monument or memorial marker shall be installed without the specific approval of the Cemetery Board, unless the proposed monument meets the following requirements:
  - a. The maximum number of monuments or memorial markers on any grave is up to one (1) upright and up to four (4) flat markers.
  - b. No matter the type of monument and/or memorial marker(s), the total area covered shall not exceed 15 square feet.
  - c. The memorial marker or monument shall be located at the head or foot of the lot, and parallel to the head or foot lot line.
  - d. The height of the monument for a single grave cannot exceed forty-eight (48) inches, the depth of the monument cannot exceed eighteen (18) inches, and the length of the monument cannot exceed thirty-six (36) inches. The height of a monument for a two-grave plot cannot exceed 48", the depth cannot exceed 18", and the length cannot exceed 58". Custom monuments require permission of the cemetery superintendent.
  - e. Specific rules governing markers for Blocks K, L, M and O supersede these requirements
  - f. Flat markers must be installed flush with the ground. Flat markers shall be no larger than 60" by 36", this includes veteran's markers.
2. Monuments and memorial markers shall not be allowed to be installed on lots that have not been fully paid for.
3. All foundation work for monuments and memorial markers will be placed by the employees of Riverside Cemetery at the established rates.
4. The material used in the construction of mausoleums, vaults monuments, memorial markers and permanent corner posts must be of a recognized durable granite or standard bronze. Each monument or memorial marker shall consist of one part or piece only, provided that this rule will not apply to lots on which it is desired to put in monuments or memorial markers to match others already existing on the lot.
5. No vertical joints will be allowed in monument work.

### **LOT MAINTENANCE REGULATIONS**

1. During the 60-day Mourning Period flowers, plants, planters, and similar objects shall be restricted to a thirty-six (36) inch border around the base of the monument or memorial marker. Such items shall not exceed three (3) feet in height.
2. Flowers, plants and planters shall be restricted to an eight (8) inch border along 1 long side of the base of the monument or marker and the 2 short sides. Such items shall not exceed two (2) feet in height above the ground. At no time shall any items be allowed to extend onto another lot or into a path. All items exceeding these height and border standards shall be removed by the City.
3. Fresh or silk flowers shall be allowed on any grave all year around and will be monitored by the City for unsightliness, seasonal flowers included. All plastic flowers are always prohibited. Items in violation of this regulation will be removed by the City. The City shall not be responsible for the upkeep and cannot be responsible for any damage caused by vandalism or natural causes.
4. All plastic, cement, fiberglass, metal, glass, ceramic and wood decorations or objects, except recognized American Veteran Flags, are prohibited. Wrought iron or metal shepherd hooks are prohibited. All items in violation of the regulation will be removed by the City.
5. The use of landscape stones, decorative stones, artificial stones or landscape blocks for decorative purposes shall be prohibited. Such stones shall be removed by the City.
6. Grave blankets and wreaths will be allowed from November 15<sup>th</sup> until April 1<sup>st</sup> of each year. The City shall dispose of blankets and wreaths that remain after April 1<sup>st</sup>.
7. Flowers, Urns, Benches and Flags will be removed from graves if such items become unsightly. The City assumes no responsibility for their return to lot owners. Such items will also be removed if they have been placed in violation of these rules.
8. At any time when a monument, private vault or mausoleum becomes unsafe in the opinion of the superintendent, a notice of such condition will be mailed to the last known or recorded address of the owner and the structure(s) removed or repaired at expense of the owner(s).

9. Any seat, urn or similar object placed on a lot by permission of the superintendent shall be kept painted white and in good condition.
10. When a lot is uncared for and becomes unsightly or a nuisance or detrimental to other lots, notice shall be mailed to the last known or recorded address of the owner. By order of the Board of Trustees, the superintendent and employees shall enter such lot and clean up and make same presentable and the cost shall be collected from the owner or made a lien on such a lot.

#### **CEMETERY CARE**

1. Cemetery care shall include only seeding, top dressing, cutting and trimming grass, shrubs, trees and the general upkeep of the cemetery. Cemetery care shall not include the maintenance of a memorial marker. The City shall not be responsible for the upkeep and cannot be responsible for any damage caused by vandalism or natural causes.
2. Contractors and workers engaged within the cemetery on any class of work whatsoever will be held responsible for the damage done by them to any cemetery properties.
3. Material for any class of work will not be permitted on the grounds unless accompanied by workmen to erect same, except by special arrangement with the cemetery superintendent.
4. Roadways must be satisfactorily protected against damage from heavily loaded vehicles.
5. The rolling or moving of stones across any section of lots must be done under the supervision and orders of the superintendent. In all cases, planks must be provided by persons furnishing stones or monuments to properly protect the lawns.
6. All unsightly material or debris accumulating from any class of work must be removed at once and upon the completion of the work all equipment, tools, etc., must be removed immediately, and the ground left in as good a condition as found by the contractor.
7. No stonework shall be brought into the cemetery on Saturday after twelve o'clock noon and no work shall be commenced on any day that cannot be finished on that day and the dirt and debris entirely removed before dark.
8. No person shall remove any object from any place in the cemetery or make any excavation without the consent of the superintendent of the cemetery.
9. No equipment other than the equipment of the Riverside Cemetery shall be used at interments except by permission of the superintendent.
10. Watering: The water station is located at the southern tip of Block G between Blocks G and J. No personal hoses are to be attached to the water station. Please be courteous to all patrons using the water station. If any authorized body institutes outdoor watering restrictions, then the cemetery must abide by them.

#### **OTHER REGULATIONS**

1. No firearms will be allowed in the cemetery, except in the cases of military funerals or ceremonies by official veteran's organizations on federal holidays, without written permission of the superintendent of the cemetery.
2. No person shall obstruct any drive, walk, or alley.
3. No person shall, in any way injure, deface or destroy any grave, vault, tombstone, monument, mausoleum, enclosure, building, fence, basin, fountain, bridge, seat, flower, tree, shrub, vine, lot or any other thing in Riverside Cemetery.
4. Block L of Riverside Cemetery shall be known as the extended family section of the cemetery, with family plots of six (6) or ten (10) graves to be sold in a group.
5. Block K and O of Riverside Cemetery shall be known as the Memorial Section of the cemetery, with only flat memorial markers allowed. No foundation required except in the case of veteran's markers. Markers can be made of bronze or granite. No above ground markers permitted in this section.
6. Block M of Riverside Cemetery: All lots in Block M consist of 2 graves and will be sold together as one lot. Additional Marker Regulations: Upright; only slant granite markers set on a granite base (2-person companion marker or 1-person non-companion marker). Contact the cemetery office for the exact description. Flat; must meet regulations in Memorial Markers, Monuments and Mausoleums Item #1d.
7. Urns for flower planting must be made of cement or metal only. Urns shall not exceed 26 inches in height and will be limited to one urn per gravesite. When an urn is uncared for or becomes unsightly, it will be removed by the City. The City shall not be responsible for the upkeep of the urns and cannot be responsible for any damage caused by vandalism or natural causes. The City recommends covering urns during the winter months, to help protect from the elements.
8. Benches: If a family requests the installation of a bench on a lot, the request must first be made to the cemetery superintendent. The superintendent will determine if it is feasible to place a bench in the requested location without interference with other lots. Then the request will be sent to the Cemetery Board for approval. All

benches will be of a standard size and shape and will be constructed of granite or marble and will require a foundation to be placed by the cemetery staff.

9. Filming and photography for use in a movie, book, newspaper, magazine, television news, paranormal research, Internet or other electronic media are not permitted on Cemetery grounds. The exception to this would be for genealogy research.

#### **CRYPT AND NICHE FRONT DECORATIONS**

1. During the 60-day Mourning Period, flowers, plants and similar objects may be placed on the sidewalk in front of the crypt or niche. Such items shall not exceed three (3) feet in height and will be removed by the Cemetery Superintendent should they become unsightly prior to the expiration of the 60-day Mourning Period.
2. Decorations on crypt and niche fronts shall be limited to flowers placed in a single City-approved bronze vase, or a seasonal wreath attached to the crypt or niche front with a City-approved hanger.
3. Wreaths shall not overlap onto adjacent crypt or niche fronts and shall be limited to 12 inches in diameter for crypt fronts and 6 inches in diameter for niche fronts. Wreaths will be removed by the Cemetery Superintendent should they become unsightly.
4. Plastic, self-adhesive, clear suction –type hooks and/or hangers shall be prohibited on all crypt and niche fronts. All plastic, cement, fiberglass, metal and wood objects, including stuffed animals, hanging planters, flags, stickers and other similar items shall be prohibited on crypt and niche fronts.
5. Fresh flowers or silk flowers are allowed in City-approved vases. All plastic flowers are always prohibited. Flowers will be removed if they become unsightly. City-approved bronze vases can be purchased at the Cemetery office. Vases are installed by Riverside Cemetery employees. The City of Plymouth and Riverside Cemetery assume no responsibility for vases and other items that are stolen, damaged or vandalized.

RESOLUTION

The following Resolution was offered by Comm. \_\_\_\_\_ and seconded by Comm. \_\_\_\_\_.

WHEREAS The City of Plymouth operates two municipally owned cemeteries and Has a Cemetery Board of Trustees appointed to make recommendations To the City Commission, and

WHEREAS The Cemetery Board of Trustees did meet in May of this year for the Purpose Of reviewing rules, regulations, and operations of the cemeteries, and

WHEREAS at this meeting the Cemetery Board of Trustees did review the pricing Structure for services, lots, and other services at Riverside Cemetery, and

WHEREAS The Cemetery Board of Trustees also reviewed the marker and monument Rules, and

WHEREAS After the review the Cemetery Board of Trustees did recommend to the City Commission that the current rate structure be maintained and that The marker and monument rules be updated.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the recommendation of the Cemetery Board of Trustees related to the various rate structures for the Cemetery and does hereby maintain the current schedule of rates in effect for Fiscal Year 2020 – 21 and that adjustments in the markers and monument rules be updated as outlined by the Cemetery Board of Trustees.



## Administrative Recommendation

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City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Water & Sewer Rates - Rate Card #22 06-01-20.docx  
Date: 05/29/2020  
RE: Water & Sewer - Rate Card #22

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### Background

In March of 1999, the City Commission adopted an Ordinance, which requires that the City Administration annually review water and sewer rates to ensure that the rate structure is adequate to provide for expenses of the system. The Ordinance also requires that the rates and charges shall be fixed to preserve the system in good repair and working order for the long term and to provide for the debt obligations and for the maintenance of the system.

The City Finance Director John Scanlon has reviewed the new rate structures from Great Lakes Water Authority and Wayne County. In addition, we have reviewed the financial condition of the system. We also discussed this issue in detail at the April Budget Study Session. At that time, it was anticipated that there would be a slight increase in both water and sewer rates. This was predicated on the expense of the additional capacity purchase from WTUA, as well as the impact of the Wayne County Long Term Corrective Action Plan. The recommendation is to raise rates slightly and would increase water rates by .02 cents to \$5.35 per thousand gallons of water and maintain the sewer rate of \$6.90 per thousand gallons of water used.

The proposed plan maintains fiscal responsibility for the Water and Sewer System by increasing the funding amount of our Capital Outlay Projects, addresses the costs for the additional capacity purchased from WTUA. Attached is a memorandum from Finance Director John Scanlon, along with information from the proposed budget that provides additional documentation.

We will need to continue to monitor water usage as we seen a significant drop in our commercial water use during the Governor's Executive Order to shut down commercial operations. We have also seen a slight increase in residential use during the shutdown, but not enough to make up for the loss on the commercial side. Now, that we are slowly restarting the economy, we are hopeful that this will cause water usage to return to more normal levels and balance out. We are also seeing a "late start" of sprinkler systems due to the rainy and cold spring. This will also affect water usage.

### Recommendation

The City Administration recommends that in order to comply with the 1999 Ordinance the City Commission should adopt Rate Card #22, effective July 1, 2020. The proposed Resolution is on page 3 of John Scanlon's memorandum.

Should you have any questions in advance of the meeting please feel free to contact either John Scanlon or myself.



# CITY OF PLYMOUTH

[www.plymouthmi.gov](http://www.plymouthmi.gov)

201 S. Main  
Plymouth, Michigan 48170-1637

Phone 734-453-1234  
Fax 734-455-1892

## MEMORANDUM

Date: May 28, 2020  
To: Paul J. Sincock, City Manager  
From: John Scanlon, Finance Director  
Subject: Water and Sewer Rates

**Issue:** Proposed Water and Sewer Rates – 2020-21 City Budget

**Analysis:** The Great Lakes Water Authority (GLWA), formerly the Detroit Water and Sewer Department (DWSD), annually reviews and revises its rates for all services early each year to take effect coincident with the beginning of the City fiscal year on the first of July. Beginning with start of the 2014/15 fiscal year, the Detroit Water and Sewer Department (DWSD) implemented a new rate structure proposal designed to simplify and stabilize future customer rates. The new structure is based on average historical costs and was intended to be held constant for a three-year period through fiscal year 2016/17. Because of the significant change in rate structuring and the impact of the Detroit bankruptcy proceedings on DWSD, the ability to hold rates fixed for three years was already in question.

The rates that took effect on July 1, 2014 reflected an increase of 5.3% for water charges and a .88% increase for sewer charges. However, during the following two years, sales volumes from GLWA decreased significantly for several reasons including: weather conditions, reaction to rate increases and ecological awareness. As a result of lower consumption and the lack of any stabilizing funding within the system, further changes to the financing system have been implemented. This includes a 20% shift in revenues from the commodity-based (water and sewer consumption-rate) charge system to the fixed-cost system and establishing overall rate goals generating 4% increases in revenue requirements.

After the rate adjustment, the City of Plymouth saw fixed monthly fees increase by 78%. The commodity rate, however, has reduced by 23%. This brings our total fixed charges to 60% and the commodity rate to 40% of the total charges. It was initially the goal of the GLWA to change over time to a 100% fixed-rate structure in order to solidify their revenue estimates, however, we have not seen any indication of that happening in the immediate future.

The annual cost to the City from GLWA to provide water and wastewater removal services for the City is approximately \$1.8 million or about 42% of the total Water and Sewer Fund budget of \$4.4 million. The remainder of the water and sewer budget is related to the costs of local staffing for maintenance of services and mains within the City, debt service on \$1.24 million of outstanding bonds, funding of capital

THE CITY OF HOMES

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infrastructure projects, the purchase of additional 13 additional cubic feet of sewer capacity from WTUA (Western Townships Utilities Authority) and the maintenance of vital cash reserves due to the capital-intensive nature of these services.

In the past several years, the City Commission has focused on establishing rates that have not only kept pace with cost increases being passed on by Detroit and Wayne County (now GLWA), but that also have managed to accumulate reserves. These reserves are to offset unforeseen expenditures or large drops in water consumption and provide funding for capital improvements to infrastructure in connection with the City's street reconstruction program. Fiscal year-end cash reserves have increased from \$63,593 on June 30, 2000, to \$4,722,532 on June 30, 2019. During the current 2019/20 fiscal year, water and sewer operations will transfer \$550,000 to the Water and Sewer Capital Improvement Fund to partially provide for repairs and replacement to both water and sewer mains as part of 2019 street construction plan. An additional \$600,000 is budgeted in the 2020/21 budget, to provide much-needed capital funding to assist in construction projects in conjunction with the 2019 street construction bond ballot proposal.

The City Commission reviewed the proposed water and sewer rate analysis at Budget Session on April 16, 2020. This analysis includes the impact of the cost increases imposed by GLWA, as well as internally generated operating expenses for the fiscal year beginning on July 1, 2020. The results of the water and sewer rate analysis indicate that, although there are increases in operational costs from the GLWA for both water and sewer delivery and internal operational cost increases for fiscal year 2020/21, the net effect is an increase of only .16% overall compared to fiscal year 2019/20. That increase converts to a proposed rate increase of \$.02 per thousand gallons of water consumed.

Following on pages 73 through 74 is the recommendation from the City Administration which is based on updated data through April of 2020 and which will be presented to the City Commission at a regular Commission meeting on June 1, 2020, recommending the adoption of the proposed rate increase of \$1.00 per thousand gallons of water consumed.

The table below is an indication of the current and proposed charges for a typical residential customer with a 5/8-inch meter using 18,000 gallons per quarter.

|                        | <b>R-T-S Charge</b> | <b>Water Charge</b> | <b>Sewer Charge</b> | <b>Total Charge</b> |
|------------------------|---------------------|---------------------|---------------------|---------------------|
| Existing Average Costs | \$11.56             | \$95.94             | \$124.20            | \$231.70            |
| Proposed Average Costs | \$11.56             | \$96.30             | \$124.20            | \$232.06            |

The following proposed resolution is presented providing for the adoption of Rate Card #22, effective July 1, 2020. The recommendation and this resolution will be presented to the City Commission for acceptance at their regular meeting to be held on June 1, 2020.

**Requested Action:** Approve the 2020-21 Waste and Recycling Rate Resolution

**Attachment(s):** A resolution and Rate Determination for City Commission consideration

## **Resolution**

The following resolution was offered by Commissioner \_\_\_\_\_ and Seconded by Commissioner \_\_\_\_\_.

WHEREAS, the City of Plymouth operates a water and sewer system to protect the public health, safety and welfare, and

WHEREAS, the Great Lakes Water Authority has imposed rate adjustments for wholesale water and sewer service charges to the City of Plymouth effective July 1, 2020, and

WHEREAS, other operating and capital costs for both water and sewer operating systems have changed from the prior fiscal year, and

WHEREAS, total estimated costs for operations and capital needs for fiscal year 2020-21 have remained stable from those for fiscal year 2019-20.

NOW, THEREFORE, BE IT RESOLVED THAT; the City Commission of the City of Plymouth does hereby adopt Water and Sewer Rate Card # 22 (attached to this resolution) to be effective for all services beginning on July 1, 2020 establishing a water rate \$ 5.35 per 1,000 gallons consumed and a sewer rate of \$ 6.90 per 1,000 of water consumed for fiscal year 2020-21.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to publish Water and Sewer Rate Card # 22 to inform the residents of the newly established rate structure.

Effective July 1, 2020

| City of Plymouth Water and Sewer<br>Rate Card # 22 |          |  |             |  |             |
|--|----------|--|-------------|--|-------------|
| Water Rate   |          | Sewer Rate   |             | Minimum Billing: 4,000 Gallons   |             |
| Per 1000 Gallons                                   |          | \$5.35   | \$6.90      |  |             |
| Ready to Serve Charges<br>Quarterly Fees           |          | Water Tap Fees<br>Plus Time and Material for City<br>Inspections, Supervisors and Crew |             | Sanitary Sewer Tap Fees/<br>Storm Sewer Tap Fees<br>Plus Time and Material for City<br>Inspections, Supervisors and Crew |             |
| Meter Size   | Charge   | Tap Size   | Charge      | Tap Size   | Charge      |
| 5/8"   | \$11.56  | Up to and including 1" Tap   | \$3,530.00  | Up to and including 6" Tap   | \$10,000.00 |
| 3/4"   | \$13.00  | 1.5" Tap   | \$3,750.00  | 8" Tap   | \$25,000.00 |
| 1"   | \$19.76  | 2" Tap   | \$6,515.00  | 10" Tap  | \$40,000.00 |
| 1.5"   | \$39.65  | 3" Tap   | \$11,410.00 | 12" Tap  | \$55,000.00 |
| 2"   | \$62.92  | 4" Tap   | \$19,274.00 | 14" Tap  | \$70,000.00 |
| 3"   | \$117.96 | 6" Tap   | \$38,792.00 |  |             |
| 4"   | \$188.22 | 8" Tap   | \$50,000.00 |  |             |
| 6"   | \$389.20 | For Sizes Not Listed Multiply Tap Diameter By \$8125.00                                |             |  |             |

> Commercial Sewer Surcharge-Fees are Billed as Mandated on a One-for-One Basis

> Non-Residential Customers are Billed Monthly

> There Will Be a Maximum of 20 Days From Water Billing Date to Due Date

> New Water Service Meter Fee = Installation Time and Material plus 15%

> There is a \$90.00 Fee for "After Hours" Water Turn on/off

**ADDITIONAL SEWER FEES**

Property owner is responsible for all sewer leads, pipes, and taps up to and including the connection to the City's mains. Property owner is responsible for the repair and/or replacement of any publicly owned property including, but not limited to grass, sod, top soil, trees, curb, gutter, street pavement and base material.

**CONSTRUCTION PURPOSES**

For building or construction purposes, the daily charges shall be made for the use of water from the time of installation of the service pipe until meter installation:

| Service Pipe Size | Charge   |
|-------------------|----------|
| 3/4" .....        | \$50.00  |
| 1" .....          | \$60.00  |
| 1.5" .....        | \$85.00  |
| 2" .....          | \$115.00 |
| 3" .....          | \$165.00 |
| 4" .....          | \$195.00 |
| 6" .....          | \$385.00 |
| 8" .....          | \$750.00 |

All connections to the water supply system or the sewer disposal system shall be made by and at the expense of the property owner or user so connecting, subject to any rules or regulations therefore now or hereafter established by the city, and subject to inspection and approval prior to use. A permit for such connection shall be obtained in advance from the city, and the property owner or user making such connection shall pay all inspection charges now or hereafter established by the city prior to the use thereof.

Property owner is responsible for TAP compliance with ALL Federal, State or Local Rules, Regulations, or Laws.

**TAPS RESTRICTED**

The term "tap" as used herein shall include any opening or outlet heretofore or hereafter made in the water system, for the purpose of withdrawing water therefrom for any use, public or private, either commercial or domestic, excepting fire hydrants. No taps shall be made to the system unless authorized by the proper city authorities.

>> Non-Payment Penalty - 15% Added To Total Bill For All Bills Paid After The Due Date <<

## WATER / SEWER RATE ANALYSIS

| Rate or Cost Item   | Rate / Cost Charged as of 07/01/19 per Mcf | Proposed Rate Charged as of 07/01/20 per Mcf | Rate / Cost Increase per Mcf | Rate / Cost Increase Converted per 1000 gallons | Estimated Usage Gallons X 1000 | Cost Inc / (Dec) from prior year | Rate Inc / (Dec) Required | % Increase over Prior Year |
|---|--|--|------------------------------|---|--------------------------------|----------------------------------|---------------------------|----------------------------|
| Water Usage Rate  | \$ 9.93                                    | \$ 10.24                                     | \$ 0.31                      | \$ 0.04144                                      | 310,000                        |                                  |                           |                            |
| Water Usage Rate Converted to Fixed Costs                         | \$ 432,744                                 | \$ 444,416                                   | \$ 11,672                    | N/A   | N/A                            | \$ 11,672                        |                           | 2.70%                      |
| Fixed Water Charge  | \$ 649,200                                 | \$ 666,000                                   | \$ 16,800                    | N/A   | N/A                            | \$ 16,800                        |                           | 2.59%                      |
| Sewer Usage Rate  | \$ -                                       | \$ -   | \$ -                         | \$ -  | 305,000                        |                                  |                           |                            |
| Sewer Usage Rate converted to Fixed Cost                          | \$ 625,710                                 | \$ 671,811                                   | \$ 46,101                    | N/A   | N/A                            | \$ 46,101                        |                           | 7.37%                      |
| Fixed Administrative Costs  | \$ -                                       | \$ -   | \$ -                         | N/A   | N/A                            | \$ -                             |                           |                            |
| Fixed Excess Flow Charges   | \$ -                                       | \$ -   | \$ -                         | N/A   | N/A                            | \$ -                             |                           |                            |
| <b>TOTAL RATE/FIXED COST CHANGES</b>                              | <b>\$ 1,707,654</b>                        | <b>\$ 1,782,227</b>                          | <b>\$ 74,573</b>             |   |                                | <b>\$ 74,573</b>                 | <b>\$ 0.24</b>            | <b>4.37%</b>               |
| <b>OTHER OPERATING COST CHANGES</b>                               | <b>\$ 2,735,810</b>                        | <b>\$ 2,788,888</b>                          | <b>\$ 53,078</b>             | N/A   | N/A                            | <b>\$ 53,078</b>                 | <b>\$ 0.17</b>            | <b>1.94%</b>               |
| <b>DEBT SERVICE COSTS</b>   |  |  |                              |   |                                |                                  |                           |                            |
| 1999 A Revenue Bonds  | \$ -                                       | \$ -   | \$ -                         |   |                                | \$ -                             |                           |                            |
| 1999 B Revenue Bonds  | \$ -                                       | \$ -   | \$ -                         |   |                                | \$ -                             |                           |                            |
| 1999 C Revenue Bonds  | \$ -                                       | \$ -   | \$ -                         |   |                                | \$ -                             |                           |                            |
| 2003 LTGO Bonds   | \$ -                                       | \$ -   | \$ -                         |   |                                | \$ -                             |                           |                            |
| 2012 LTGO Refunding Bonds   | \$ 270,000                                 | \$ 65,000                                    | \$ (205,000)                 |   |                                | \$ (205,000)                     |                           |                            |
| 2015 LTGO Capital Improvement Bonds                               | \$ 195,000                                 | \$ 200,000                                   | \$ 5,000                     |   |                                | \$ 5,000                         |                           |                            |
| WTUA Assignment of Additional Capacity                            | \$ 157,143                                 | \$ 185,715                                   | \$ 28,572                    |   |                                | \$ 28,572                        |                           |                            |
| <b>TOTAL DEBT SERVICE COST CHANGES</b>                            | <b>\$ 622,143</b>                          | <b>\$ 450,715</b>                            | <b>\$ (200,000)</b>          |   |                                | <b>\$ (171,428)</b>              | <b>\$ (0.55)</b>          | <b>-32.15%</b>             |
| <b>CAPITAL OUTLAY COSTS</b>                                       |  |  |                              |   |                                |                                  |                           |                            |
| Direct Funding of Capital Outlay Costs                            | \$ 550,000                                 | \$ 600,000                                   | \$ 50,000                    |   |                                | \$ 50,000                        |                           | 9.09%                      |
| Estimated net change for Capital Payments                         | \$ -                                       | \$ -   | \$ -                         |   |                                | \$ -                             |                           | 0.00%                      |
| <b>TOTAL CAPITAL OUTLAY COST CHANGES</b>                          | <b>\$ 550,000</b>                          | <b>\$ 600,000</b>                            | <b>\$ 50,000</b>             |   |                                | <b>\$ 50,000</b>                 | <b>\$ 0.16</b>            | <b>9.09%</b>               |
| <b>AMOUNT NEEDED FOR ADDITIONAL CASH RESERVE</b>                  | <b>\$ -</b>                                | <b>\$ -</b>                                  | <b>\$ -</b>                  |   |                                | <b>\$ -</b>                      | <b>\$ -</b>               |                            |
| <b>TOTAL RATE AND FIXED COST INCREASES</b>                        |  |  |                              |   |                                | <b>\$ 6,223</b>                  | <b>\$ 0.02</b>            | <b>N/A</b>                 |
| <b>COST INCREASE CONVERTED TO RATE /1000 GALLONS*</b>             |  |  |                              |   |                                | <b>\$ 0.02</b>                   |                           |                            |
| <b>CURRENT COMBINED WATER/SEWER RATE</b>                          |  |  |                              |   |                                | <b>\$ 12.23</b>                  |                           |                            |
| <b>RATE NEEDED TO COVER 2020 / 2021 COST - INCREASE/DECREASE*</b> |  |  |                              |   |                                | <b>\$ 12.25</b>                  | <b>\$ 0.02</b>            | <b>0.16%</b>               |
| <b>RATE RECOMMENDED FOR 2020 / 2021</b>                           |  |  |                              |   |                                | <b>\$ 12.25</b>                  | <b>\$ 0.02</b>            | <b>0.16%</b>               |

|                            |                 |                 |
|----------------------------|-----------------|-----------------|
| <b>Existing Rates:</b>     | Water - \$ 5.33 | Sewer - \$ 6.90 |
| <b>* Proposed Changes:</b> | Water - \$ .02  | Sewer - \$ .00  |
| <b>Proposed Rate:</b>      | Water - \$ 5.35 | Sewer - \$ 6.90 |

# WATER / SEWER FUND HISTORY - KEY FINANCIAL FACTORS

| Fiscal Year Ending   | INCOME AND RETAINED EARNINGS |                    |                  |                | MAJOR COSTS       |                  |                  | LIQUIDITY        |                  | RATES            |             |             |              |              |
|----------------------|------------------------------|--------------------|------------------|----------------|-------------------|------------------|------------------|------------------|------------------|------------------|-------------|-------------|--------------|--------------|
|                      | Operating Revenues           | Operating Expenses | Operating Income | Net Income     | Retained Earnings | Water Purchases  | Sewer Charges    | Capital Expenses | Year End Cash    | Working Capital  | Water       | Sewer       | Total        | % Chg        |
| 1999                 | 2,062,266                    | 2,256,977          | (194,711)        | (249,571)      | 991,556           | 437,280          | 591,025          | 230,299          | 122,627          | 348,673          | 2.21        | 2.81        | 5.02         | 27%          |
| 2000                 | 2,542,426                    | 2,178,416          | 364,010          | (254,395)      | 1,245,951         | 449,646          | 587,466          | 498,218          | 63,593           | 757,217          | 2.36        | 3.10        | 5.46         | 9%           |
| 2001                 | 2,618,902                    | 2,287,079          | 331,823          | 164,644        | 1,410,595         | 464,919          | 700,286          | 274,433          | 276,965          | 974,064          | 2.59        | 3.41        | 6.00         | 10%          |
| 2002                 | 2,658,255                    | 2,360,052          | 298,203          | 168,351        | 1,578,946         | 500,939          | 662,529          | 601,226          | 210,951          | 650,258          | 2.97        | 3.92        | 6.89         | 15%          |
| 2003                 | 3,187,916                    | 2,681,534          | 506,382          | 354,976        | 4,098,083         | 603,118          | 734,352          | 1,230,870        | 52,818           | 568,697          | 3.48        | 4.60        | 8.08         | 17%          |
| 2004                 | 3,371,611                    | 2,516,438          | 855,173          | 692,628        | 4,888,561         | 521,532          | 739,039          | 526,693          | 139,269          | 697,884          | 3.85        | 5.09        | 8.94         | 11%          |
| 2005                 | 3,626,127                    | 2,465,945          | 1,160,182        | 977,847        | 5,891,408         | 552,375          | 701,897          | 447,367          | 1,010,173        | 1,699,108        | 4.01        | 5.30        | 9.31         | 4%           |
| 2006                 | 3,700,885                    | 2,337,178          | 1,363,707        | 1,254,615      | 7,217,229         | 504,564          | 675,451          | 266,263          | 2,078,171        | 2,806,013        | 4.10        | 5.41        | 9.51         | 2%           |
| 2007                 | 3,683,801                    | 2,598,151          | 1,085,650        | 1,027,252      | 8,244,481         | 544,535          | 719,121          | 468,221          | 2,392,406        | 3,268,813        | 4.10        | 5.41        | 9.51         | 0%           |
| 2008                 | 3,774,116                    | 2,546,347          | 1,227,769        | 1,188,659      | 9,433,140         | 582,815          | 759,442          | 193,512          | 3,096,238        | 3,695,497        | 4.10        | 5.41        | 9.51         | 0%           |
| 2009                 | 3,717,993                    | 2,342,181          | 1,375,812        | 1,232,232      | 10,665,372        | 504,719          | 722,807          | 1,579,599        | 3,113,910        | 3,852,983        | 4.38        | 5.77        | 10.15        | 7%           |
| 2010                 | 3,795,597                    | 2,504,049          | 1,291,548        | 1,116,021      | 11,781,393        | 534,025          | 779,560          | 644,442          | 3,523,224        | 4,334,767        | 4.38        | 5.77        | 10.15        | 0%           |
| 2011                 | 3,738,598                    | 2,782,379          | 956,219          | 787,603        | 12,568,996        | 611,852          | 919,812          | 776,840          | 4,077,552        | 4,803,148        | 4.38        | 5.77        | 10.15        | 0%           |
| 2012                 | 3,802,831                    | 3,176,187          | 626,644          | 624,371        | 13,193,367        | 712,073          | 1,125,479        | 741,562          | 4,411,879        | 5,102,600        | 4.48        | 5.88        | 10.36        | 2%           |
| 2013                 | 4,073,067                    | 3,189,808          | 883,279          | 818,950        | 14,012,317        | 758,441          | 1,190,114        | 1,021,290        | 4,594,220        | 5,053,603        | 4.67        | 6.04        | 10.71        | 3%           |
| 2014                 | 3,826,287                    | 3,412,434          | 413,853          | 353,878        | 14,366,195        | 778,262          | 1,211,867        | 448,467          | 4,712,344        | 5,404,392        | 4.75        | 6.14        | 10.89        | 2%           |
| 2015                 | 3,718,733                    | 3,404,533          | 314,200          | 218,083        | 14,584,278        | 771,022          | 1,220,795        | 1,372,324        | 4,533,524        | 4,371,981        | 4.94        | 6.40        | 11.34        | 4%           |
| 2016                 | 3,903,433                    | 3,530,272          | 373,161          | 286,510        | 14,870,788        | 840,365          | 1,224,437        | 1,125,260        | 4,729,311        | 5,157,647        | 4.94        | 6.40        | 11.34        | 0%           |
| 2017                 | 4,101,995                    | 4,040,101          | 61,894           | 301,612        | 15,172,400        | 1,024,478        | 1,242,108        | 183,831          | 4,724,978        | 5,336,563        | 5.07        | 6.56        | 11.63        | 3%           |
| 2018                 | 3,987,919                    | 3,980,555          | 7,364            | 73,016         | 15,245,416        | 1,057,627        | 1,236,322        | 53,286           | 4,781,535        | 5,252,142        | 5.26        | 6.81        | 12.07        | 4%           |
| 2019                 | 4,574,418                    | 4,185,770          | 388,648          | 330,824        | 15,576,240        | 1,067,572        | 1,215,005        | 1,075,037        | 4,722,532        | 5,113,249        | 5.33        | 6.90        | 12.23        | 1%           |
| *2020                | 3,699,160                    | 2,165,407          | 1,533,753        | 827,707        | 16,403,947        | 776,127          | 605,602          | 217,326          | 4,973,617        | 6,717,574        | 5.33        | 6.90        | 12.23        | 0%           |
| **2020               | 4,220,719                    | 3,573,655          | 647,064          | 672,174        | 15,917,990        | 1,056,600        | 1,378,000        | 636,063          | 4,758,643        | 5,152,347        | 5.33        | 6.90        | 12.23        | 0%           |
| <b>PROPOSED 2021</b> | <b>5,152,425</b>             | <b>4,202,640</b>   | <b>949,785</b>   | <b>871,245</b> | <b>17,275,192</b> | <b>1,077,740</b> | <b>1,405,560</b> | <b>690,000</b>   | <b>4,939,888</b> | <b>6,672,018</b> | <b>5.35</b> | <b>6.90</b> | <b>12.25</b> | <b>0.16%</b> |

\* Through first ten months of fiscal year 2019/20

\*\* Projected through June 30, 2020

# WATER USAGE / WASTEWATER FLOW

**Water Usage / Wastewater Flow in Cubic Feet ( X 1,000 ) - Volume Billed by GWLA to City of Plymouth**

|                | 2010 / 11       | 2011 / 12       | 2012 / 13       | 2013 / 14       | 2014 / 15       | 2015 / 16       | 2016 / 17       | 2017 / 18       | 2018 / 19       | 2019 / 20       |
|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| July           | 4,903.5 ▲       | 5,776.7 ▲       | 5,997.2 ▲       | 4,482.1 ▼       | 4,402.2 ▼       | 4,367.1 ▼       | 5,405.5 ▲       | 5,225.7 ▼       | 5,526.2 ▲       | 5,031.9 ▼       |
| August         | 5,148.5 ▲       | 4,801.1 ▼       | 5,413.6 ▲       | 4,590.1 ▼       | 4,253.9 ▼       | 4,703.1 ▲       | 5,073.6 ▲       | 5,096.0 ▲       | 4,862.5 ▼       | 5,148.0 ▲       |
| September      | 4,188.0 ▲       | 4,055.0 ▼       | 4,490.7 ▲       | 4,096.2 ▼       | 3,637.3 ▼       | 4,120.5 ▲       | 4,353.5 ▼       | 4,662.9 ▲       | 4,172.2 ▼       | 4,147.2 ▼       |
| October        | 3,556.6 ▲       | 3,509.4 ▼       | 3,412.0 ▼       | 3,406.4 ▼       | 3,187.4 ▼       | 3,536.9 ▲       | 3,416.3 ▼       | 3,732.0 ▲       | 3,396.9 ▼       | 3,688.9 ▲       |
| November       | 2,981.1 ▼       | 3,054.0 ▲       | 2,969.2 ▼       | 2,921.8 ▼       | 2,870.0 ▼       | 2,891.3 ▲       | 2,792.8 ▼       | 2,934.7 ▲       | 2,967.7 ▲       | 3,341.4 ▲       |
| December       | 3,204.3 ▼       | 3,211.0 ▲       | 3,145.1 ▼       | 3,228.3 ▲       | 2,914.1 ▼       | 2,891.7 ▼       | 3,117.3 ▲       | 3,280.2 ▲       | 3,174.1 ▼       | 3,539.3 ▲       |
| January        | 3,273.5 ▼       | 3,248.5 ▼       | 3,176.4 ▼       | 3,463.5 ▲       | 3,035.3 ▼       | 3,039.6 ▲       | 3,054.2 ▲       | 3,290.0 ▲       | 3,237.7 ▼       | 3,240.7 ▲       |
| February       | 3,153.2 ▲       | 3,034.9 ▼       | 2,686.5 ▼       | 3,279.0 ▲       | 2,993.2 ▼       | 2,798.0 ▼       | 2,772.4 ▼       | 2,750.4 ▼       | 3,218.3 ▲       | 2,859.4 ▼       |
| March          | 3,336.0 ▲       | 3,180.6 ▼       | 3,045.2 ▼       | 3,649.0 ▲       | 3,208.3 ▼       | 2,911.9 ▼       | 2,976.7 ▼       | 3,220.5 ▲       | 3,109.7 ▼       | 2,902.4 ▼       |
| April          | 2,941.5 ▼       | 3,071.2 ▲       | 2,855.0 ▼       | 3,297.3 ▲       | 2,765.9 ▼       | 2,937.8 ▲       | 2,903.0 ▼       | 2,967.2 ▲       | 2,885.8 ▼       | 2,618.8 ▼       |
| May            | 3,303.5 ▼       | 4,091.4 ▲       | 3,867.8 ▼       | 3,726.2 ▼       | 3,248.6 ▼       | 3,703.6 ▲       | 3,418.0 ▼       | 3,662.6 ▲       | 3,285.6 ▼       | 3,455.4 ▼       |
| June           | 4,399.7 ▲       | 5,900.9 ▲       | 4,315.3 ▼       | 4,077.5 ▼       | 3,463.2 ▼       | 5,198.7 ▲       | 5,085.5 ▼       | 4,765.2 ▼       | 3,771.4 ▼       | 4,540.7 ▼       |
| <b>TOTAL</b>   | <b>44,389.4</b> | <b>46,934.7</b> | <b>45,374.0</b> | <b>44,217.4</b> | <b>39,979.4</b> | <b>43,100.2</b> | <b>44,368.8</b> | <b>45,587.4</b> | <b>43,608.1</b> | <b>44,514.1</b> |
| <b>Average</b> | <b>3,699.1</b>  | <b>3,911.2</b>  | <b>3,781.2</b>  | <b>3,684.8</b>  | <b>3,331.6</b>  | <b>3,591.7</b>  | <b>3,697.4</b>  | <b>3,799.0</b>  | <b>3,634.0</b>  | <b>3,709.5</b>  |

\* volumes shown in bold italic have been estimated

**Water Usage / Wastewater Flow Converted to Gallons ( X 1,000 ) - Volume Billed by GWLA to City of Plymouth**

|                | 2010 / 11        | 2011 / 12        | 2012 / 13        | 2013 / 14        | 2014 / 15        | 2015 / 16        | 2016 / 17        | 2017 / 18        | 2018 / 19        | 2019 / 20        |
|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| July           | 36,680.6 ▲       | 43,212.6 ▲       | 44,862.1 ▲       | 33,528.3 ▼       | 32,930.7 ▼       | 32,668.1 ▼       | 40,435.8 ▲       | 39,090.8 ▼       | 41,338.7 ▲       | 37,641.1 ▼       |
| August         | 38,513.4 ▲       | 35,914.6 ▼       | 40,496.4 ▲       | 34,336.2 ▼       | 31,821.3 ▼       | 35,181.5 ▲       | 37,953.1 ▲       | 38,120.6 ▲       | 36,373.9 ▼       | 38,509.6 ▲       |
| September      | 31,328.3 ▲       | 30,333.4 ▼       | 33,592.7 ▲       | 30,641.6 ▼       | 27,208.8 ▼       | 30,823.4 ▲       | 32,566.4 ▲       | 34,880.8 ▲       | 31,210.1 ▼       | 31,023.1 ▼       |
| October        | 26,605.1 ▲       | 26,252.1 ▼       | 25,523.5 ▼       | 25,481.6 ▼       | 23,843.3 ▼       | 26,457.8 ▲       | 25,555.6 ▼       | 27,917.2 ▲       | 25,410.5 ▼       | 27,594.8 ▲       |
| November       | 22,300.1 ▼       | 22,845.4 ▲       | 22,211.1 ▼       | 21,856.5 ▼       | 21,469.0 ▼       | 21,628.4 ▲       | 20,891.5 ▼       | 21,953.0 ▲       | 22,199.9 ▼       | 24,995.3 ▲       |
| December       | 23,969.8 ▼       | 24,019.9 ▲       | 23,526.9 ▼       | 24,149.3 ▲       | 21,798.9 ▼       | 21,631.4 ▼       | 23,319.0 ▲       | 24,537.5 ▲       | 23,743.9 ▼       | 26,475.7 ▲       |
| January        | 24,487.4 ▼       | 24,300.4 ▼       | 23,761.1 ▼       | 25,908.7 ▲       | 22,705.6 ▼       | 22,737.7 ▲       | 22,846.9 ▲       | 24,610.8 ▲       | 24,219.2 ▼       | 24,242.1 ▲       |
| February       | 23,587.5 ▲       | 22,702.6 ▼       | 20,096.4 ▼       | 24,528.6 ▲       | 22,390.6 ▼       | 20,930.4 ▼       | 20,738.9 ▼       | 20,574.4 ▼       | 20,747.9 ▼       | 21,389.7 ▼       |
| March          | 24,954.9 ▲       | 23,792.5 ▼       | 22,779.6 ▼       | 27,296.3 ▲       | 23,999.7 ▼       | 21,782.5 ▼       | 22,267.2 ▲       | 24,091.0 ▲       | 22,713.5 ▼       | 21,711.4 ▼       |
| April          | 22,003.9 ▼       | 22,974.1 ▲       | 21,356.8 ▼       | 24,665.5 ▲       | 20,690.3 ▼       | 21,976.2 ▲       | 21,715.9 ▼       | 22,196.1 ▲       | 21,962.7 ▼       | 21,958.3 ▼       |
| May            | 24,711.8 ▼       | 30,605.7 ▲       | 28,933.1 ▼       | 27,873.8 ▼       | 24,331.2 ▼       | 27,704.8 ▲       | 25,568.3 ▼       | 27,398.1 ▲       | 26,890.4 ▼       | 26,618.9 ▼       |
| June           | 32,912.0 ▲       | 44,141.7 ▲       | 32,280.6 ▼       | 30,501.7 ▼       | 25,906.5 ▼       | 38,888.9 ▲       | 38,042.1 ▼       | 35,646.1 ▼       | 37,525.7 ▲       | 37,071.3 ▼       |
| <b>TOTAL</b>   | <b>332,054.9</b> | <b>351,095.0</b> | <b>339,420.2</b> | <b>330,768.3</b> | <b>299,065.9</b> | <b>322,411.0</b> | <b>331,900.8</b> | <b>341,016.5</b> | <b>334,336.6</b> | <b>339,231.4</b> |
| <b>Average</b> | <b>27,671.2</b>  | <b>29,257.9</b>  | <b>28,285.0</b>  | <b>27,564.0</b>  | <b>24,922.2</b>  | <b>26,867.6</b>  | <b>27,658.4</b>  | <b>28,418.0</b>  | <b>27,861.4</b>  | <b>28,269.3</b>  |

\* volumes shown in bold italic have been estimated

**Water Usage / Wastewater Flow in Gallons ( X 1,000 ) - Volume Billed by City of Plymouth to Customers**

|                | 2010 / 11        | 2011 / 12        | 2012 / 13        | 2013 / 14        | 2014 / 15        | 2015 / 16        | 2016 / 17        | 2017 / 18        | 2018 / 19        | 2019 / 20        |
|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| July           | 34,925.0         | 35,599.0         | 37,783.0         | 28,520.0         | 26,785.0         | 23,873.0         | 33,747.0         | 30,679.0         | 34,065.0         | 30,520.0         |
| August         | 26,552.0         | 32,197.0         | 38,636.0         | 30,810.0         | 26,179.0         | 29,490.0         | 31,324.0         | 29,093.0         | 33,635.0         | 29,676.0         |
| September      | 41,928.0         | 36,633.0         | 40,716.0         | 30,597.0         | 31,506.0         | 29,198.0         | 41,131.0         | 34,004.0         | 33,736.0         | 30,534.0         |
| October        | 33,481.0         | 32,402.0         | 40,018.0         | 33,410.0         | 29,515.0         | 32,481.0         | 33,810.0         | 36,488.0         | 31,576.0         | 32,915.0         |
| November       | 25,045.0         | 25,421.0         | 22,829.0         | 22,889.0         | 19,699.0         | 23,081.0         | 22,253.0         | 22,991.0         | 23,411.0         | 19,586.0         |
| December       | 21,159.0         | 16,905.0         | 20,898.0         | 19,144.0         | 18,961.0         | 19,400.0         | 21,889.0         | 21,511.0         | 19,975.0         | 21,678.0         |
| January        | 42,008.0         | 22,712.0         | 23,089.0         | 25,217.0         | 19,486.0         | 21,490.0         | 22,622.0         | 25,772.0         | 21,344.0         | 21,745.0         |
| February       | 23,260.0         | 21,967.0         | 23,395.0         | 19,956.0         | 20,766.0         | 17,499.0         | 17,415.0         | 17,751.0         | 19,655.0         | 19,658.0         |
| March          | 19,711.0         | 21,119.0         | 18,201.0         | 19,549.0         | 18,965.0         | 18,092.0         | 17,175.0         | 19,201.0         | 18,619.0         | 20,570.0         |
| April          | 23,983.0         | 24,030.0         | 21,434.0         | 23,172.0         | 22,921.0         | 22,404.0         | 22,252.0         | 21,913.0         | 21,443.0         | 18,985.0         |
| May            | 22,060.0         | 20,643.0         | 17,670.0         | 19,689.0         | 18,423.0         | 21,124.0         | 18,746.0         | 20,056.0         | 20,920.0         | 15,394.0         |
| June           | 22,101.0         | 23,505.0         | 25,415.0         | 24,874.0         | 23,823.0         | 25,436.0         | 26,123.0         | 25,311.0         | 21,900.0         | 24,444.7         |
| <b>Total</b>   | <b>336,213.0</b> | <b>313,133.0</b> | <b>329,884.0</b> | <b>297,878.0</b> | <b>277,015.0</b> | <b>283,368.0</b> | <b>308,487.0</b> | <b>304,770.0</b> | <b>300,279.0</b> | <b>285,676.7</b> |
| <b>Average</b> | <b>28,017.8</b>  | <b>26,094.4</b>  | <b>27,490.3</b>  | <b>24,823.2</b>  | <b>23,084.6</b>  | <b>23,614.0</b>  | <b>25,707.3</b>  | <b>25,397.5</b>  | <b>25,023.3</b>  | <b>23,806.4</b>  |
| <b>Rates</b>   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Water          | \$ 4.38          | \$ 4.48          | \$ 4.97          | \$ 4.75          | \$ 4.94          | \$ 4.94          | \$ 5.07          | \$ 5.26          | \$ 5.33          | \$ 5.33          |
| Sewer          | \$ 5.77          | \$ 5.88          | \$ 6.04          | \$ 6.14          | \$ 6.40          | \$ 6.40          | \$ 6.56          | \$ 6.81          | \$ 6.90          | \$ 6.90          |

\* volumes shown in bold italic have been estimated

**Water Usage / Wastewater Flow in Gallons ( X 1,000 ) - Unbilled Volume by City of Plymouth to Customers**

|                | 2010 / 11        | 2011 / 12       | 2012 / 13      | 2013 / 14       | 2014 / 15       | 2015 / 16       | 2016 / 17       | 2017 / 18       | 2018 / 19       | 2018 / 19       |
|----------------|------------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| July           | 1,755.6          | 7,613.6         | 7,079.1        | 5,008.3         | 6,145.7         | 8,995.1         | 6,688.8         | 8,411.8         | 7,273.7         | 7,121.1         |
| August         | 11,961.4         | 3,717.6         | 1,860.4        | 3,526.2         | 5,842.3         | 5,691.5         | 6,629.1         | 9,027.6         | 2,738.9         | 8,833.6         |
| September      | (10,599.7)       | (6,299.6)       | (7,123.3)      | 44.6            | (4,297.2)       | 1,625.4         | (8,594.6)       | 876.8           | (2,525.9)       | 489.1           |
| October        | (6,875.9)        | (6,149.9)       | (14,494.5)     | (7,979.4)       | (6,671.7)       | (6,023.2)       | (8,254.4)       | (8,570.8)       | (6,165.5)       | (5,320.2)       |
| November       | (2,744.9)        | (2,576.6)       | (617.9)        | (1,032.5)       | 1,770.0         | (1,452.6)       | (1,361.5)       | (1,038.0)       | (1,211.1)       | 5,439.3         |
| December       | 2,810.8          | 7,114.9         | 2,828.9        | 5,005.3         | 2,637.9         | 2,231.4         | 1,430.0         | 3,026.5         | 3,768.9         | 4,796.7         |
| January        | (17,520.6)       | 1,588.4         | 672.1          | 691.7           | 3,239.6         | 1,247.7         | 224.9           | (1,161.2)       | 2,875.2         | 2,497.1         |
| February       | 327.5            | 735.6           | (3,298.6)      | 4,572.6         | 1,624.6         | 3,431.4         | 3,323.9         | 2,823.4         | 1,092.9         | 1,731.7         |
| March          | 5,243.9          | 2,673.5         | 4,578.6        | 7,747.3         | 5,094.7         | 3,890.5         | 5,092.2         | 4,890.0         | 4,094.5         | 1,141.4         |
| April          | (1,979.1)        | (1,055.9)       | (77.2)         | 1,493.5         | (2,230.7)       | (427.8)         | (836.1)         | 283.1           | 519.7           | 2,973.3         |
| May            | 2,651.8          | 9,962.7         | 11,263.1       | 8,184.8         | 5,872.2         | 6,980.8         | 6,822.3         | 7,342.1         | 5,970.4         | 11,224.9        |
| June           | 10,811.0         | 20,636.7        | 6,865.6        | 5,627.7         | 2,083.5         | 13,452.9        | 11,919.1        | 10,335.1        | 15,625.7        | 12,626.6        |
| <b>Total</b>   | <b>(4,158.1)</b> | <b>37,962.0</b> | <b>9,536.2</b> | <b>32,890.3</b> | <b>22,050.9</b> | <b>39,043.0</b> | <b>23,413.8</b> | <b>36,246.5</b> | <b>34,057.6</b> | <b>53,554.8</b> |
| <b>Average</b> | <b>(346.5)</b>   | <b>3,163.5</b>  | <b>794.7</b>   | <b>2,740.9</b>  | <b>1,837.6</b>  | <b>3,253.6</b>  | <b>1,951.2</b>  | <b>3,020.5</b>  | <b>2,838.1</b>  | <b>4,462.9</b>  |
| % unbilled     | -1%              | 11%             | 3%             | 10%             | 7%              | 12%             | 7%              | 11%             | 10%             | 16%             |

\* volumes shown in bold italic have been estimated



## Administrative Recommendation

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City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
Chris S. Porman, Acting City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Waste & Recycling Rates 2020 - 06-01-20.docx  
Date: 05/27/2020  
RE: Waste & Recycling Rates 2020 - 21 -- No Increase

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### Background

We have had discussion related to the trash cart/bag fees worked through our budget process. Our current solid waste and recycling contract was renewed earlier this year and rates were raised in January of this year.

We have attached information from our budget document which will provide additional background on the Solid Waste and Recycling Fund. The efficiencies of our programs with the automated collections have allowed the City Commission to maintain a low millage rate on this Fund as well as keeping the cart and bag rates in check over a number of years. We have also attached a memorandum.

The proposal would be for no increase in cart or bag rates and no increase in the millage rate. We have the City Commission take formal action on these types of items on an annual basis to provide a historical record that the Commission did review and took action on the rates issue. This is in part due to the incident from about 20 years ago, when the City Commission did not review water rates for 10 years and this created a significant under funding of that operation. It also resulted in the City Commission establishing that they wanted to review rates annually, even if no increase is needed.

### Recommendation

The City Administration recommends that the City Commission maintain the rate of \$10.25 per month for trash carts and the current \$3.00 rate for trash bags. In addition, we are proposing that the property tax millage rate be maintained at 1.82 mills (*no increase in millage since 2016 – 17*). We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact me.



# CITY OF PLYMOUTH

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Plymouth, Michigan 48170-1637

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## MEMORANDUM

Date: May 27, 2020  
To: Paul J. Sincock, City Manager  
From: John Scanlon, Finance Director  
Subject: Waste and Recycling Rates

**Issue:** Proposed Waste and Recycling Rates – 2020-21 City Budget

**Analysis:** Enclosed are pages 68 through 70 of the proposed 2020-21 City budget, which pertain to the determination of proposed waste and recycling service rates to begin on July 1, 2020 for the new fiscal year.

The waste and recycling services of the City are funded by three sources: an operating millage rate, cart user rates for the disposal of waste and recycling and bag sales for those who opt out of the cart disposal program. The City is authorized to levy up to 3 mills under a state statute for waste and recycling purposes. However, since the millage levy is an operating levy, the 3 mill cap is subject to the Headlee Amendment and has been rolled back from 3.0000 mills to 2.113 for the 2020-21 budget.

Unlike its impact on the General Fund, this Headlee limit has no effect on system revenues because the current levy is only 1.8200 mills, which is well below the Headlee cap. Page 70 provides an updated history since 1999 of the key revenues funding this service, primary expenditure categories, and year-end fund balances, along with rates for taxes, bags and carts. The operating taxes generate 68% of system revenues while bags and cart fees amount to just over 29% of revenues. The rates proposed in the 2020-21 budget have been in effect since January 1, 2020 for bag fees at \$3.00 per bag and cart fees at \$10.25 per month, and the proposed millage rate of 1.82 mills has been the same since 2016-17.

The Waste & Recycling Fund is in excellent financial health, with a projected fund balance in excess of \$900,000 as of June 30, 2020. The budget, as presented, shows no proposed increase in any of the three rates for this fund.

**Requested Action:** Approve the 2020-21 Waste and Recycling Rate Resolution

**Attachment(s):** A resolution and Rate Determination for City Commission consideration

# WASTE & RECYCLING RATE DETERMINATION

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The City provides waste and recycling services to its citizens. Plastic, paper, and yard waste are disposed of weekly along with the regularly scheduled waste disposal. In 2014, the City converted to an automated cart system to collect waste and recycling on a weekly basis. The change was well received by residents. In addition, the City periodically disposes of brush, cut branches and larger waste materials. Beginning with the 2009/10 fiscal year, the City was no longer obligated for long-term debt associated with the capping of a former City-operated landfill located at Chubb Road and Five Mile Road in Salem Township. However, the City could continue to face future financial obligations regarding monitoring and maintenance of this former waste facility.

The current disposal system is financed with a combination of taxes authorized under Public Act 298 of 1917, monthly trash cart fees for both waste and recycling containers and by the sale of waste disposal bags used primarily by low volume consumers.

Prior to December of 2004, the system was funded only by taxes and the sale of bags and/or tags. In fiscal year 1992/93, nearly 68% of the costs were paid by taxes while 29% were paid by the sale of bags and tags and other user charges. Over the years since that time, the funding has shifted at times between tax and user fees but has generally remained supported approximately 2/3 by taxes. Historically, the administration has attempted to match tax support with recycling service costs and landfill debt service, while relying on user fees to support waste removal costs. Recycling costs historically have represented less than 25% of the total cost of the operations. However, with the implementation of the new contract in 2020, we do expect that recycling will take a greater portion of the cost share. Because the millage rate available for this service under Public Act 298 of 1917 is subject to Headlee rollbacks as an operating millage, it is prudent to continually monitor the current rate structure of this fund. It is generally the recommendation of the administration to reduce the reliance on taxes by shifting financing to user-based charges that more realistically reflect the total costs of providing this service. Since the inception of the new contract, the tax support has declined slightly to 68% of total revenues while other revenue sources have increased to 32% of the total. At the current rate structure, we expect this trend to continue.

Public Act 298 authorizes the levy of up to 3 mills for waste removal services. However, the Headlee rollback provisions have reduced that maximum authorization from 3 mills to 2.1137 mills. For fiscal year 2014/15, the City Commission increased the levy for this service from 1.72 mills to 1.92 mills but, because of solid financial performance of the fund for that year and for 2015/16, the millage rate was reduced for fiscal year 2016/17 to 1.82 mills. Since 1993, millage rates for this service have ranged from a low of 1.25 mills to a high of 1.97 mills in 2006.

In April of 2010, the administration shifted street sweeping and tree removal and replacement services from the Major and Local Street Funds to the Waste and Recycling Fund. This resulted in an increase in refuse cart rates from \$7.15 per month to \$9.42 per month, a rate which was maintained for four consecutive fiscal years until July 1, 2013. That year, the anticipated escalation of contract rates for waste and recycling pickup, coupled with the effects of six

consecutive years of reduced tax revenues, resulted in an increase in the cart rate from \$9.42 per month to \$10.00 per month. This rate was continued on into fiscal year 2014/15, at which time a new, slightly lower rate of \$9.50 was implemented reflecting lower waste removal costs and slightly higher recycling costs in the new contract.

For the new fiscal year, the City continues to face financial stress dealing with funding needed to eliminate rapidly escalating liabilities associated with legacy costs in addition to funding for future contract cost increases included in the new waste and recycling contract, which was renewed in 2019. Nevertheless, the Waste & Recycling Fund built up significant fund balance over the years allowing the fund to lend money to the General Fund to close out the previous fire contract with Plymouth Township. Thus, the Waste and Recycling Fund will receive guaranteed payments over the next ten years from the General Fund at an interest rate of 2.3%. Our recommendation is to maintain the current millage rate of 1.82 mills, the current cart rates of \$10.25 per month, which was increased in January 2020, and the current rate of \$3.00 per bag.

Listed on the following page is some key historical financial data related to the waste and recycling program.

## WASTE & RECYCLING FUND HISTORY - KEY FINANCIAL FACTORS

| Fiscal Year Ending   | INCOME           |                   |                |               | EXPENSES         |                 |                |               | RESERVES Year End F/B | RATES            |                |             |             |              |             |
|----------------------|------------------|-------------------|----------------|---------------|------------------|-----------------|----------------|---------------|-----------------------|------------------|----------------|-------------|-------------|--------------|-------------|
|                      | Operating Taxes  | Bag / Tag Revenue | Cart Revenue   | Other Income  | Total Income     | Personnel Costs | Contract Costs | Landfill Debt |                       | Other Costs      | Total Expenses | Taxes       | Bags Tags   | Carts per/mo | Pct. Change |
| 1999                 | 411,993          | 139,374           | N/A            | 18,497        | 569,864          | 81,950          | 337,959        | 75,508        | 110,765               | 606,182          | 31,338         | 1.40        | 1.00        | N/A          | N/A         |
| 2000                 | 495,097          | 143,451           | N/A            | 19,953        | 658,501          | 110,705         | 352,030        | 75,508        | 92,039                | 630,282          | 59,557         | 1.60        | 1.00        | N/A          | N/A         |
| 2001                 | 501,473          | 152,006           | N/A            | 22,467        | 675,946          | 81,485          | 388,296        | 75,508        | 98,237                | 643,526          | 91,977         | 1.60        | 1.00        | N/A          | N/A         |
| 2002                 | 581,303          | 155,109           | N/A            | 18,410        | 754,822          | 135,098         | 418,839        | 75,508        | 118,861               | 748,306          | 129,042        | 1.56        | 1.00        | N/A          | N/A         |
| 2003                 | 565,413          | 160,021           | N/A            | 11,745        | 737,179          | 136,201         | 450,887        | 75,508        | 115,684               | 778,280          | 87,941         | 1.50        | 1.00        | N/A          | N/A         |
| 2004                 | 726,023          | 202,097           | N/A            | 14,486        | 942,606          | 245,462         | 401,019        | 75,508        | 225,903               | 947,892          | 82,655         | 1.80        | 1.50        | N/A          | N/A         |
| 2005                 | 720,106          | 161,982           | N/A            | 21,328        | 903,416          | 204,055         | 418,629        | 75,508        | 163,567               | 861,759          | 124,312        | 1.80        | 1.50        | N/A          | N/A         |
| 2006                 | 715,056          | 13,304            | 206,003        | 37,453        | 971,816          | 215,126         | 427,887        | 75,508        | 217,840               | 936,061          | 160,067        | 1.74        | 1.80        | N/A          | N/A         |
| 2007                 | 846,988          | 12,188            | 220,114        | 35,040        | 1,114,330        | 289,308         | 446,727        | 75,508        | 235,597               | 1,047,140        | 227,257        | 1.97        | 2.25        | 6.50         | 4%          |
| 2008                 | 835,475          | 10,393            | 239,750        | 31,364        | 1,116,982        | 344,036         | 441,407        | 64,970        | 273,019               | 1,123,432        | 220,807        | 1.90        | 2.25        | 6.93         | 7%          |
| 2009                 | 763,050          | 8,541             | 249,494        | 22,117        | 1,043,202        | 175,263         | 462,844        | -             | 232,067               | 870,174          | 393,835        | 1.72        | 2.25        | 7.15         | 3%          |
| 2010                 | 756,833          | 7,137             | 267,098        | 10,195        | 1,041,263        | 223,699         | 476,375        | -             | 262,807               | 962,880          | 472,218        | 1.72        | 2.25        | 7.15         | 0%          |
| 2011                 | 734,418          | 9,196             | 338,885        | 10,835        | 1,093,334        | 238,843         | 486,855        | -             | 309,283               | 1,034,981        | 530,570        | 1.72        | 3.00        | 9.42         | 32%         |
| 2012                 | 717,177          | 7,365             | 343,473        | 12,049        | 1,080,064        | 253,090         | 497,705        | -             | 317,894               | 1,068,689        | 541,946        | 1.72        | 3.00        | 9.42         | 0%          |
| 2013                 | 705,136          | 7,276             | 348,314        | 11,660        | 1,072,386        | 270,456         | 502,979        | -             | 308,075               | 1,081,510        | 532,822        | 1.72        | 3.00        | 9.42         | 0%          |
| 2014                 | 720,263          | 5,455             | 370,305        | 12,152        | 1,108,175        | 258,874         | 542,555        | -             | 314,671               | 1,116,100        | 524,897        | 1.72        | 3.00        | 9.42         | 0%          |
| 2015                 | 815,876          | 6,570             | 356,777        | 11,287        | 1,190,510        | 288,580         | 481,404        | -             | 365,945               | 1,135,929        | 579,479        | 1.92        | 3.00        | 9.50         | 1%          |
| 2016                 | 835,873          | 4,599             | 354,567        | 10,842        | 1,205,881        | 256,492         | 455,363        | -             | 349,142               | 1,060,997        | 724,363        | 1.92        | 3.00        | 9.50         | 0%          |
| 2017                 | 803,578          | 4,393             | 353,489        | 12,516        | 1,173,976        | 290,086         | 482,908        | -             | 406,198               | 1,179,192        | 719,147        | 1.82        | 3.00        | 9.50         | 0%          |
| 2018                 | 875,181          | 5,269             | 360,584        | 14,502        | 1,255,535        | 289,606         | 463,386        | -             | 390,476               | 1,123,469        | 851,213        | 1.82        | 3.00        | 9.50         | 0%          |
| 2019                 | 964,406          | 5,281             | 369,900        | 24,524        | 1,364,110        | 307,195         | 576,349        | -             | 419,140               | 1,302,684        | 912,639        | 1.82        | 3.00        | 9.50         | 0%          |
| *2020                | 987,997          | 3,644             | 318,341        | 29,084        | 1,339,066        | 266,443         | 439,805        | -             | 314,538               | 1,020,786        | 1,230,920      | 1.82        | 3.00        | 10.25        | 8%          |
| **2020               | 1,008,330        | 5,000             | 374,000        | 30,975        | 1,418,305        | 361,440         | 651,000        | -             | 384,950               | 1,397,390        | 933,554        | 1.82        | 3.00        | 10.25        | 0%          |
| <b>PROPOSED 2021</b> | <b>1,058,500</b> | <b>5,000</b>      | <b>385,050</b> | <b>32,183</b> | <b>1,480,733</b> | <b>354,000</b>  | <b>781,000</b> | <b>-</b>      | <b>376,400</b>        | <b>1,511,400</b> | <b>902,887</b> | <b>1.82</b> | <b>3.00</b> | <b>10.25</b> | <b>0%</b>   |

\* Through first ten months of fiscal year 2019 / 20

\*\* Projected through June 30, 2020

## **Resolution**

The following resolution was offered by Commissioner \_\_\_\_\_ and Seconded by Commissioner \_\_\_\_\_.

WHEREAS, The City of Plymouth operates a solid waste and recycling program to help protect the public health, safety and welfare; and

WHEREAS, The City Commission of the City of Plymouth reviews rates for the Solid Waste and Recycling Program as a part of the budget review process; and

WHEREAS, The City Commission did conduct a review of the program during the recent Budget Study Session; and

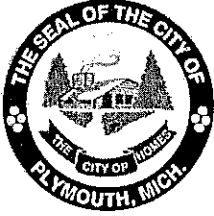
WHEREAS, Public Act 298 of 1917 authorizes an operating levy of up to 3.00 mills for waste disposal and recycling, subject to the restriction of the Headlee Amendment to the state constitution; and

WHEREAS, The maximum operating rate for the levy of 2020 is 2.113 mills pursuant the requirement of the Headlee Amendment; and

WHEREAS, The City Commission, after reviewing the financial condition of the Waste & Recycling Fund at a budget study session concluded that the operating millage rate for the 2020 - 21 can be maintained at 1.82 mills with causing significant adverse financial impact;

NOW THEREFORE BE IT RESOLVED THAT, the City Commission of the City of Plymouth does hereby adopt the current rate of \$10.25 per month for trash cart and \$3.00 per trash bag for solid waste disposal and that this rate shall be effective on July 1, 2020;

BE IT FURTHER RESOLVED THAT, the City Commission for the City of Plymouth hereby establishes a rate of 1.82 mills to be used to provide tax support for operation of the Waste & Recycling Fund for the 2020-21 Fiscal Year and that such millage rate be incorporated into the City's Annual Budget.



## Administrative Recommendation

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City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

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To: Mayor & City Commission  
From: Paul J. Sincock, City Manager

CC: *S:\Manager\Sincock Files\Memorandum - Delinquent Charges On The Tax Roll - 06-01-20.docx*

Date: 05/28/2020

RE: Delinquent Charges on the Tax Roll Summer 2020

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### Background

Each year the City Administration is required to present to the City Commission a listing of delinquent charges that have gone unpaid and are eligible to be placed on the tax rolls. This listing is for delinquent water bills. These are classified as residential water bills.

As you will recall, City Commission policy indicates that we turn off only commercial accounts for non-payment in excess of 90 days, and we do not turn off residential accounts. The volume of our commercial delinquent accounts has gone down with the 90 day policy. It should also be noted that there is a 25% fee added when we place delinquent commercial or residential water bills the tax roll.

This has also had a significant impact on reducing our delinquent accounts.

### Recommendation

The City Administration recommends that the City Commission adopt the attached proposed Resolution which would allow the City to collect on delinquent accounts by rolling these over to the tax bills. The City is authorized through a variety of City Ordinances to complete this procedure.

Should you have any questions regarding this matter please feel free to contact me.



# CITY OF PLYMOUTH

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## MEMORANDUM

Date: May 28, 2020  
To: Paul Sincock, City Manager  
From: John Scanlon, Finance Director  
Subject: Delinquent Charges/Transfer to 2020 Summer Tax Roll

**Issue:** Delinquent Charges

**Analysis:** Attached are the delinquent charges that have been invoiced/billed that remain unpaid at this time. The City Charter and various ordinances provide the necessary vehicle to place these items on the tax roll to the property benefited.

The resolution for consideration by the City Commission is attached. This resolution facilitates the delinquent transfers to the 2020 summer tax roll.

Please feel free to contact me should additional information is needed.

**Requested Action:** Approve the resolution to transfer of the delinquent invoices to the 2020 Summer Tax Roll

**Attachment(s):** Resolution and list of outstanding invoices

May 28, 2020

**DELINQUENT CHARGES TO BE PLACED ON SUMMER 2019 TAX ROLL**

**Water Bills**

|           |             |
|-----------|-------------|
| SECTION 1 | \$20,186.98 |
| SECTION 2 | \$8,759.64  |
| SECTION 3 | \$19,627.61 |
| SECTION 4 | \$2,276.65  |

\$50,850.88

\_\_\_\_\_  
Maureen Brodie, City Clerk

\_\_\_\_\_  
John Scanlon, Finance Director/  
Treasurer

**DELINQUENT UTILITY TO TAXES 2020**

| Parcel Number                 | Location ID          | Address             | Delinquent Amount   | Penalty             | Total to Tax        |
|-------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|
| 002-01-0610-000               | STAR-001069-0000-01  | 1069 STARKWEATHER   | \$ 1,384.44         | \$ 346.11           | \$ 1,730.55         |
| 003-01-0543-000               | HOLN-001017-0000-01  | 1017 N HOLBROOK     | \$ 1,320.28         | \$ 330.07           | \$ 1,650.35         |
| 003-01-0545-000               | HOLN-001059-0000-01  | 1059 N HOLBROOK     | \$ 971.93           | \$ 242.98           | \$ 1,214.91         |
| 003-01-0546-000               | HOLN-001071-0000-01  | 1071 N HOLBROOK     | \$ 278.20           | \$ 69.55            | \$ 347.75           |
| 004-01-0462-301               | HOLN-000799-0000-01  | 799 N HOLBROOK      | \$ 1,170.78         | \$ 292.70           | \$ 1,463.48         |
| 004-04-0010-000               | HOLN-000250-0000-02  | 250 N HOLBROOK      | \$ 204.66           | \$ 51.17            | \$ 255.83           |
| 005-03-0048-000               | LIBW-000173-0000-01  | 173 W LIBERTY       | \$ 671.52           | \$ 167.88           | \$ 839.40           |
| 005-03-0074-000               | STAR-000571-0000-02  | 571 STARKWEATHER    | \$ 214.85           | \$ 53.71            | \$ 268.56           |
| 006-07-0683-000               | ARTW-000450-0000-01  | 450 W ANN ARBOR TRL | \$ 481.09           | \$ 120.27           | \$ 601.36           |
| 006-08-0015-000               | ROES-000302-0000-01  | 302 ROE             | \$ 1,295.41         | \$ 323.85           | \$ 1,619.26         |
| 006-08-0023-000               | ROES-000335-0000-02  | 335 ROE             | \$ 425.82           | \$ 106.46           | \$ 532.28           |
| 006-10-0722-000               | ARTW-000409-0000-01  | 409 W ANN ARBOR TRL | \$ 409.32           | \$ 102.33           | \$ 511.65           |
| 006-12-0801-000               | MAPL-000523-0000-01  | 523 MAPLE           | \$ 1,637.45         | \$ 409.36           | \$ 2,046.81         |
| 006-14-0009-000               | JOYS-000203-0000-01  | 203 JOY             | \$ 690.62           | \$ 172.66           | \$ 863.28           |
| 006-16-0024-000               | DEES-000733-0000-02  | 733 DEER            | \$ 306.33           | \$ 76.58            | \$ 382.91           |
| 007-03-0089-000               | PARV-000525-0000-02  | 525 PARKVIEW        | \$ 279.65           | \$ 69.91            | \$ 349.56           |
| 007-04-0054-000               | LINY-000340-0000-01  | 340 LINDSAY         | \$ 1,132.92         | \$ 283.23           | \$ 1,416.15         |
| 011-02-0009-000               | HARD-000855-0000-01  | 855 HARDING         | \$ 158.59           | \$ 39.65            | \$ 198.24           |
| 011-02-0022-000               | HARD-000824-0000-02  | 824 HARDING         | \$ 102.33           | \$ 25.58            | \$ 127.91           |
| 011-05-0015-000               | HATS-000345-0000-02  | 345 HARTSOUGH       | \$ 1,323.53         | \$ 330.88           | \$ 1,654.41         |
| 011-05-0063-000               | BURR-000105-0000-04  | 105 BURROUGHS       | \$ 107.32           | \$ 26.83            | \$ 134.15           |
| 011-05-0073-000               | BURR-000325-0000-01  | 325 BURROUGHS       | \$ 863.90           | \$ 215.98           | \$ 1,079.88         |
| 011-99-0005-000               | FAIR-000259-0000-01  | 259 FAIR            | \$ 409.32           | \$ 102.33           | \$ 511.65           |
| 011-99-0017-000               | MILS-000882-0000-01  | 882 S MILL          | \$ 309.32           | \$ 77.33            | \$ 386.65           |
| <b>TOTAL FOR SECTION 1</b>    |                      |                     | <b>\$ 16,149.58</b> | <b>\$ 4,037.40</b>  | <b>\$ 20,186.98</b> |
| 005-01-0010-000               | ADAM-000390-0000-01  | 390 ADAMS           | \$ 831.27           | \$ 207.82           | \$ 1,039.09         |
| 005-01-0369-000               | AMEL-000163-0000-01  | 163 AMELIA          | \$ 27.89            | \$ 6.97             | \$ 34.86            |
| 008-01-0046-000               | ANNS-000599-0000-01  | 599 ANN             | \$ 620.31           | \$ 155.08           | \$ 775.39           |
| 008-02-0180-000               | CHUR-000837-0000-01  | 837 CHURCH          | \$ 592.17           | \$ 148.04           | \$ 740.21           |
| 008-03-0192-000               | IRVI-000551-0000-02  | 551 IRVIN           | \$ 407.78           | \$ 101.95           | \$ 509.73           |
| 008-04-0047-000               | IRVI-000451-0000-02  | 451 IRVIN           | \$ 409.32           | \$ 102.33           | \$ 511.65           |
| 008-04-0053-000               | IRVI-000371-0000-03  | 371 IRVIN           | \$ 550.22           | \$ 137.56           | \$ 687.78           |
| 008-04-0158-000               | ANNS-000208-0000-02  | 208 ANN             | \$ 1,042.24         | \$ 260.56           | \$ 1,302.80         |
| 010-02-0009-002               | BEEES-001048-0000-01 | 1048 BEECH          | \$ 118.42           | \$ 29.61            | \$ 148.03           |
| 010-03-0036-000               | PALM-001062-0000-02  | 1062 PALMER         | \$ 803.16           | \$ 200.79           | \$ 1,003.95         |
| 010-03-0060-000               | SUTH-001133-0000-01  | 1133 SUTHERLAND     | \$ 200.79           | \$ 50.20            | \$ 250.99           |
| 010-03-0065-000               | SUTH-001075-0000-01  | 1075 SUTHERLAND     | \$ 129.75           | \$ 32.44            | \$ 162.19           |
| 010-05-0067-000               | SIMP-000912-0000-02  | 912 SIMPSON         | \$ 865.07           | \$ 216.27           | \$ 1,081.34         |
| 010-99-0012-000               | CARO-001180-0000-02  | 1180 CAROL          | \$ 409.32           | \$ 102.33           | \$ 511.65           |
| <b>TOTAL FOR SECTION 2</b>    |                      |                     | <b>\$ 7,007.71</b>  | <b>\$ 1,751.93</b>  | <b>\$ 8,759.64</b>  |
| 008-02-0059-000               | JUNC-001430-0000-02  | 1430 JUNCTION       | \$ 373.44           | \$ 93.36            | \$ 466.80           |
| 008-02-0073-000               | JUNC-001290-0000-01  | 1290 JUNCTION       | \$ 1,046.63         | \$ 261.66           | \$ 1,308.29         |
| 008-02-0076-000               | JUNC-001260-0000-01  | 1260 JUNCTION       | \$ 451.52           | \$ 112.88           | \$ 564.40           |
| 008-03-0064-300               | AUBU-000601-0000-02  | 601 AUBURN          | \$ 1,042.25         | \$ 260.56           | \$ 1,302.81         |
| 008-03-0069-000               | AUBU-000725-0000-01  | 725 AUBURN          | \$ 1,012.59         | \$ 253.15           | \$ 1,265.74         |
| 008-03-0078-000               | AUBU-000674-0000-01  | 674 AUBURN          | \$ 668.75           | \$ 167.19           | \$ 835.94           |
| 008-03-0079-000               | AUBU-000650-0000-01  | 650 AUBURN          | \$ 2,739.10         | \$ 684.78           | \$ 3,423.88         |
| 008-03-0091-000               | EVEN-000401-0000-01  | 401 N EVERGREEN     | \$ 935.33           | \$ 233.83           | \$ 1,169.16         |
| 008-03-0150-000               | PACI-000674-0000-01  | 674 PACIFIC         | \$ 564.61           | \$ 141.15           | \$ 705.76           |
| 008-03-0153-300               | PACI-000600-0000-02  | 600 PACIFIC         | \$ 141.51           | \$ 35.38            | \$ 176.89           |
| 008-03-0171-000               | ATHU-000675-0000-02  | 675 ARTHUR          | \$ 574.23           | \$ 143.56           | \$ 717.79           |
| 008-12-0066-002               | SUNS-000361-0000-01  | 361 SUNSET          | \$ 13.35            | \$ 3.34             | \$ 16.69            |
| 008-99-0005-000               | PENN-001415-0000-01  | 1415 PENNIMAN       | \$ 662.50           | \$ 165.63           | \$ 828.13           |
| 009-02-0160-002               | SHES-000539-0000-02  | 539 S SHELDON       | \$ 1,056.32         | \$ 264.08           | \$ 1,320.40         |
| 009-07-0081-002               | JENS-000616-0000-02  | 616 JENER           | \$ 1,892.43         | \$ 473.11           | \$ 2,365.54         |
| 010-07-0008-000               | MCKI-000840-0000-01  | 840 MCKINLEY        | \$ 877.97           | \$ 219.49           | \$ 1,097.46         |
| 010-07-0026-000               | EVES-000721-0000-02  | 721 S EVERGREEN     | \$ 15.14            | \$ 3.79             | \$ 18.93            |
| 012-01-0004-000               | SHEN-000619-0000-01  | 619 N SHELDON       | \$ 775.02           | \$ 193.76           | \$ 968.78           |
| 012-02-0064-000               | GLOU-001599-0000-01  | 1599 GLOUCESTER     | \$ 859.40           | \$ 214.85           | \$ 1,074.25         |
| <b>TOTAL FOR SECTION 3</b>    |                      |                     | <b>\$ 15,702.09</b> | <b>\$ 3,925.52</b>  | <b>\$ 19,627.61</b> |
| 004-01-0474-000               | MILN-000790-0000-01  | 790 N MILL          | \$ 174.37           | \$ 43.59            | \$ 217.96           |
| 008-01-0013-000               | BLUN-000747-0000-01  | 747 BLUNK           | \$ 1,265.99         | \$ 316.50           | \$ 1,582.49         |
| <b>TOTAL FOR SECTION 4</b>    |                      |                     | <b>\$ 1,440.36</b>  | <b>\$ 360.09</b>    | <b>\$ 2,276.65</b>  |
| <b>TOTAL FOR ALL SECTIONS</b> |                      |                     | <b>\$ 40,299.74</b> | <b>\$ 10,074.94</b> | <b>\$ 50,850.88</b> |

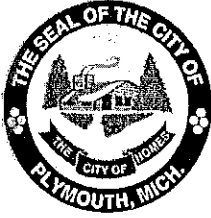
## **RESOLUTION**

The following resolution was offered by Commissioner \_\_\_\_\_ and Seconded by Commissioner \_\_\_\_\_.

WHEREAS, the City Administration has reported delinquent water charges in the amount of \$50,850.88

WHEREAS, these delinquent charges totaling \$50,850.88 have remained unpaid and are transferable by City Charter and applicable Ordinances to the summer taxes

NOW, THEREFORE BE IT RESOLVED that the delinquent charges described above be assessed against the property benefitted and placed on the 2020 summer tax roll.



## Administrative Recommendation

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City of Plymouth  
 201 S. Main  
 Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
 Phone 734-453-1234  
 Fax 734-455-1892

To: Mayor & City Commission  
 From: Paul J. Sincock, City Manager  
 CC: S:\Manager\Sincock Files\Memorandum - Public Hearing & Adoption of the 2020 - 21 Budget 06-01-20.docx  
 Date: May 29, 2020  
 RE: Public Hearing & Adoption of the 2020 - 21 Budget

---

### Background

The City Commission has reviewed the proposed budget since it was publicly presented at the first Commission Meeting in April. The City Commission held a Budget Study Session after the proposed budget was presented. The proposed budget has also been posted on our web site since April.

In addition, separate units of Government such as the Downtown Development Authority and the Brownfield Redevelopment Authority have their Fiscal 20 - 21 Budgets documents included in the City's overall Budget. It should be noted that both the DDA and the Brownfield Redevelopment Authority have their own tax revenues and under relatively new state law the City Commission has financial control over the DDA Budget and the City Commission adopts a budget for the DDA and incorporates it into the overall City budget. The Brownfield Board is still fully an independent Board, but the City Commission incorporates their approved budget into the City's overall budget document for ease and informational purposes.

The result of the City Commission deliberations is the proposed budget that has the following highlights:

- Reduced Operating Millage Rate in Fiscal 20 - 21 (*Reduction of .1503*)
- Increase in GO Bond Debt Retirement Millage (*Addition of .43.05*)
- Total Millage rate will increase from 15.2286 to 15.5088 (.2802 of a mill) –(Roads)
- No Increase in Trash Cart Rates
- Maintains current city service levels
- No increases in salary for employees, in cooperation with all unions and non-union staff
- All operating funds are balanced though Recreation & Senior Transportation will receive operating subsidies from General Fund
- Delayed hiring of staff person for Recreation to later in Fiscal Year until revenues are more stable in Recreation Fund
- Total impact of Covid-19 on the budget is unknown at this time and must be monitored
- Impact of possible FEMA funding for Covid-19 expenses is unknown
- Impact of a possible federal stimulus direct to City's for lost revenue & expenses for Covid-19 is not contemplated in this budget.
- We anticipate budget amendments in the new Fiscal Year will adjust for Covid-19 expenses and lost revenues.

The new budget will require that we continually monitor our revenue sources, including those from State of Michigan as State Shared Revenues and new revenue sharing schemes seems to be an on-going issue in Lansing. We also must be vigilant related to the cost of the 35<sup>th</sup> District Court. The three-judge system at the court will become a cost center as their volume of work has continued to significantly decrease.

Obviously, based on the five year budget projections and the unknown total impacts of covid-19, we will need to continue our efforts to hold the line on our costs; however based on the cooperative work between the City Administration, our employees and the City Commission, the proposed budget is balanced for the upcoming Fiscal Year and projected for the following four years beyond that.

Our employees continue to step up and take on additional duties to provide a high level of services to our residents. In addition, the employees saw the upcoming impacts of covid-19 and have all agreed to take no increases in the proposed budget. We are blessed to have a staff that is as dedicated, engaged and committed as they are, and their professionalism is shown daily.

Approximately 20 years ago we moved all our employees from the old government pension program to a 401K style retirement. We currently have no employees on the old-style government pension plan, known as defined benefit. All our current employees are on the 401K style retirement, but we still have significant costs for those who previously retired and are covered by the old defined benefit program.

We have attached a memorandum from Finance Director John Scanlon which will provide additional background information on the budget adoption.

### **Recommendation**

The City Administration recommends that the City Commission open a Public Hearing on the Budget and hear any additional citizen comments on the proposed budget. After consideration of the public comments we would recommend that the City Commission adopt the attached proposed Resolution related to the 2020 - 21 Fiscal Year Budget.

The budget has been reviewed by the City Commission through open public meetings. The official notice has been published in the local newspaper.

We have prepared a proposed Resolution for the City Commission to consider regarding this matter. Once approved it will be placed on our website. If you have any questions in advance of the meeting, please feel free to contact me.



# CITY OF PLYMOUTH

www.plymouthmi.gov

201 S. Main  
Plymouth, Michigan 48170-1637

Phone 734-453-1234  
Fax 734-455-1892

## MEMORANDUM

Date: May 28, 2020  
To: Paul Sincock, City Manager  
From: John Scanlon, Finance Director  
Subject: Budget Hearing

**Issue:** Resolution of Adoption – 2020-21 Proposed City Budget

**Analysis:** The budget reflects what the City Commission has approved after meeting on April 16, 2020. As presented for the June 1, 2020 hearing, the proposed budget includes an increase in the total millage rate of .2802 mills from 15.2286 mills to 15.5088 mills, comprised of a reduction in the general operating millage of .1503 mills, a increase in GO bond debt retirement millage of .4305 mills and no change in the solid waste and recycling millage rate. The resolution also provides for the formal adoption of a 1% property tax administration fee, which the City Commission originally approved by a 5-2 vote at the City budget session held on April 25, 2016.

All the major operating funds of the City are balanced although the Recreation Fund and Neighborhood Services Fund will receive operating subsidies from the General Fund for the 2020-21 fiscal year. It should be noted that no future deficits are currently indicated over the four future years of budget projections.

Since our budget hearing, revenue trends from the impact of Coronavirus have started to become apparent, however the long-term impact is still relatively unpredictable. At this time, most capital projects, outside of the road construction projects, are on hold. All three unions have proposed one-year extensions with no raises to their contracts, and this has been implemented for non-union employees for the 2020-21 fiscal year.

The proposed General Fund budget for the new fiscal year is \$9,253,696, an increase of \$300,499 from our 2019-20 amended budget. However, \$219,614 of that amount is reserved for contingencies, which will provide some flexibility as revenue trends become more evident.

It should be noted that cities are again delayed from implanting the new uniform charts of accounts. Though, the budget reflects the majority of those proposed updates. The Budget Stabilization Fund and Cemetery Trust Fund have been renumbered in the 100-fund sequence due to their link with General Fund operations. Most of the special revenue funds numbered in the 200 sequence have retained the same numbers and none of the debt fund numbers in the 300 sequence have changed at all. The Brownfield Redevelopment Authority Fund and the Brownfield Site Remediation Fund

THE CITY OF HOMES

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[facebook.com/CityofPlymouthMI](https://facebook.com/CityofPlymouthMI)

have also been renumbered. The state-mandated changes also include some departmental category numbers and many actual account numbers for both revenues and expenditures. If implementation moves forward as planned, the finance staff will be working with BS&A, our accounting programmers, this year to finalize the conversions.

Attached is the budget adoption resolution for the 2020-21 City budget based on the notice which appeared in the paper on May 17, 2020. It is recommended that the City Commission pass the attached **Resolution of Adoption** for the 2020-21 City Budget and associated millage rates for the fiscal year beginning July 1, 2020.

**Requested Action:** Approve 2020-21 Budget Resolution

**Attachment(s):** Budget Resolution

**CITY OF PLYMOUTH  
NOTICE OF PUBLIC HEARING  
2020 - 2021 PROPOSED CITY BUDGET**

Notice is hereby given that a public hearing will be held on Monday, June 1, 2020, at 7:00 P.M. on Zoom at <https://us02web.zoom.us/j/89007395032>, for the purpose of discussing and receiving public comments on the proposed 2020 - 2021 City Budget. Connection instructions will be posted on the meeting's agenda on the City of Plymouth website at [www.plymouthmi.gov](http://www.plymouthmi.gov).

**Proposed 2020 City Millage Rates**

The property tax millage rates proposed to be levied to support the proposed budget will be a subject of this hearing. The following statements are provided concerning the 2020 proposed millage levies for the City of Plymouth:

The 2020 tax rate for City operating millage is proposed to be 10.5788 mills, which is .1503 mills less than the 2019 operating tax rate. The City Commission has the authority under the City Charter to set the operating millage rate, within the maximum allowed rate of 10.5788 mills, as adjusted by the Headlee millage roll-back formula.

The 2020 tax rate for debt service millage to fund debt service requirements for the 2012 and 2020 General Obligation and Limited Tax General Obligation refunding bond issues is proposed to be 3.1100 mills, which is .4306 mills more than the 2019 tax rate.

The 2020 tax rate for City solid waste and recycling millage is proposed to be 1.8200 mills which is the same as the 2019 tax rate.

The total City millage for all purposes is proposed to be 15.5088 mills for 2020, which is .2802 mills more than the 2019 total City tax rate.

**Property Tax Administration Fee**

Pursuant to Section 211.44(3) of the General property Tax law a property tax administration fee of 1% is proposed to be levied on the total of all property taxes levied, both real and personal, on both the Summer Levy due July 1, 2020 and the Winter Levy due December 1, 2019 as authorized by a 5 - 2 vote of the City Commission at a scheduled budget meeting held on April 25, 2018.

**Equalization Factors**

The City has adjusted assessments for all property classes for 2020 by the proposed factors, all 2020 equalization factors will be set at 1.0000.

**2020 - 2021 Proposed City Budgets**

The budgets for the various funds of the City of Plymouth are proposed for 2020/21 as follows:

| Revenues                                       |                     | Expenditures             |                     |
|--|---------------------|--------------------------|---------------------|
| <b>GENERAL FUND</b>                            |                     |                          |                     |
| Property taxes                                 | \$ 6,366,780        | Administration           | \$ 1,916,785        |
| Licenses & Permits                             | 5,100               | Buildings & Grounds      | 196,310             |
| Federal Grants                                 | 80,560              | Police Department        | 4,095,695           |
| State-shared Revenue                           | 1,099,566           | Fire Department          | 998,840             |
| Sales of Service                               | 814,110             | Public Works Dept        | 733,375             |
| Cemetery Revenue                               | 152,500             | Recreation & Culture     | 364,700             |
| Parking Revenue                                | 88,200              | Capital Outlay           | 267,500             |
| Other Revenue                                  | 666,930             | Debt Service             | 31,234              |
| Transfers-In                                   | 10,000              | Transfers-Out            | 609,257             |
| <b>REVENUE TOTAL</b>                           | <b>\$ 9,253,696</b> | <b>EXPENDITURE TOTAL</b> | <b>\$ 9,253,696</b> |
| <b>MAJOR STREET FUND</b>                       |                     |                          |                     |
| Gas & Weight Tax                               | \$ 575,112          |                          |                     |
| Contrib & Other                                | 27,506              |                          |                     |
| <b>REVENUE TOTAL</b>                           | <b>\$ 703,618</b>   | <b>EXPENDITURE TOTAL</b> | <b>\$ 703,618</b>   |
| <b>LOCAL STREET FUND</b>                       |                     |                          |                     |
| Gas & Weight Tax                               | \$ 271,020          |                          |                     |
| Contrib & Other                                | 360,305             |                          |                     |
| <b>REVENUE TOTAL</b>                           | <b>\$ 631,325</b>   | <b>EXPENDITURE TOTAL</b> | <b>\$ 631,325</b>   |
| <b>RECREATION FUND</b>                         |                     |                          |                     |
| Contrib. From G/F                              | \$ 250,000          |                          |                     |
| Prog. Fees & Other                             | 929,045             |                          |                     |
| <b>REVENUE TOTAL</b>                           | <b>\$ 1,179,045</b> | <b>EXPENDITURE TOTAL</b> | <b>\$ 1,179,045</b> |
| <b>WASTE &amp; RECYCLING FUND</b>              |                     |                          |                     |
| Property Taxes                                 | \$ 1,033,520        |                          |                     |
| Sales of Service & Other                       | 477,880             |                          |                     |
| <b>REVENUE TOTAL</b>                           | <b>\$ 1,511,400</b> | <b>EXPENDITURE TOTAL</b> | <b>\$ 1,511,400</b> |
| <b>OTHER CITY FUNDS</b>                        |                     |                          |                     |
| Budget Stabilization Fund                      | \$ 55,000           |                          | \$ 55,000           |
| Cemetery Trust Fund                            | \$ 25,000           |                          | \$ 25,000           |
| Parking Fund                                   | \$ 10               |                          | \$ 10               |
| Brownfield Re-Development Authority Fund       | \$ 54,050           |                          | \$ 54,050           |
| DDA Operating Fund                             | \$ 1,149,760        |                          | \$ 1,149,760        |
| Building Fund                                  | \$ 634,100          |                          | \$ 634,100          |
| Neighborhood Services Fund                     | \$ 92,730           |                          | \$ 92,730           |
| Drug Law Enforcement Fund                      | \$ 2,310            |                          | \$ 2,310            |
| OWI Forfeiture Fund                            | \$ 16,000           |                          | \$ 16,000           |
| Omnibus Forfeiture Fund                        | \$ 1,600            |                          | \$ 1,600            |
| 2012 GO Bond & 2002 Refunding Bond Debt Fund   | \$ 1,116,250        |                          | \$ 1,116,250        |
| 2012 W/S Refunding Bond Debt Fund              | \$ 71,500           |                          | \$ 71,500           |
| 2015 LTGO Cap Imp Bond Debt Fund - DDA         | \$ 226,260          |                          | \$ 226,260          |
| 2015 LTGO Cap Imp Bond Debt Fund - W/S         | \$ 237,940          |                          | \$ 237,940          |
| 2020 GO Debt Fund                              | \$ 739,820          |                          | \$ 739,820          |
| Public Improvement Fund                        | \$ 50               |                          | \$ 50               |
| Recreation Capital Improvement Fund            | \$ 19,000           |                          | \$ 19,000           |
| 2015 LTGO Cap Imp Bond Construction Fund - DDA | \$ 153,246          |                          | \$ 153,246          |
| DDA Capital Improvement Fund                   | \$ 25,050           |                          | \$ 25,050           |
| 2020 GO Bond Construction Fund                 | \$ 1,811,875        |                          | \$ 1,811,875        |
| Water / Sewer Capital Improvement Fund         | \$ 690,000          |                          | \$ 690,000          |
| Water / Sewer Operating & Maintenance Fund     | \$ 4,397,405        |                          | \$ 4,397,405        |
| Brownfield Site Remediation Fund               | \$ 500,050          |                          | \$ 500,050          |
| Equipment Fund                                 | \$ 807,750          |                          | \$ 807,750          |

**Transfers between Appropriations**

As provided in State law, the general appropriations resolution is proposed to allow the City Manager to transfer up to ten percent (10 %) of each appropriation to any other appropriation within each fund, but not from Reserve Accounts nor between funds.

**Copies of Proposed Budget Available**

A complete copy of the 2020 - 2021 City Budget is available for public inspection at the City Clerk's office during regular business hours and also at the Plymouth District Library during its regular hours of operation.

Maureen A. Brodia, CMC  
City Clerk

**RESOLUTION**

**2020-2021 CITY BUDGET HEARING**

The following resolution was offered by Commissioner \_\_\_\_\_ and Seconded by Commissioner \_\_\_\_\_.

WHEREAS, the 2020-2021 City Budget was presented to the City Commission by the City Manager on April 6, 2020, and was reviewed by the City Commission with the Administration during a budget study session held on April 16, 2020; and

WHEREAS, various modifications have been made to the proposed budget based on a review of projected revenues and expenditures and the City's priorities for various programs and projects; and

WHEREAS, a public hearing was held on June 1, 2020, as required by the City Charter and Act 43 P.A. 1963, as amended; and

WHEREAS, the maximum operating tax levies for general purposed and refuse removal have been amended as required by Section 211.34 of the General Property Tax Law; and

WHEREAS, the City Commission acted on a 5 – 2 vote at the City Budget session held on April 25, 2016 to authorize the levy of a property tax administration fee of 1% on all property taxes for the July 1 and December 1 tax levies as authorized under Section 211.44(3) of the General Property Tax Law;

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of Plymouth does hereby set the City's 2020 millage levy as follows:

General Fund Operating: 10.5788  
2012/2020 GO & Refunding Bond Debt: 3.1100  
Solid Waste & Recycling Operating: 1.8200

GRAND TOTAL LEVY 15.5088

BE IT FURTHER RESOLVED, that the 2020-21 City Budget is hereby adopted by the City Commission as presented at the June 31 2020 Regular City Commission meeting as follows:

| Revenues             |              | Expenditures         |              |
|----------------------|--------------|----------------------|--------------|
| GENERAL FUND         |              |                      |              |
| Property taxes       | \$ 6,366,730 | Administration       | \$ 1,916,785 |
| Licenses & Permits   | 5,100        | Buildings & Grounds  | 196,310      |
| Federal Grants       | 30,560       | Police Department    | 4,095,695    |
| State-shared Revenue | 1,099,566    | Fire Department      | 998,840      |
| Sales of Service     | 814,110      | Public Works Dept    | 783,375      |
| Cemetery Revenue     | 152,500      | Recreation & Culture | 364,700      |
| Parking Revenue      | 88,200       | Capital Outlay       | 257,500      |

|               |              |                   |              |
|---------------|--------------|-------------------|--------------|
| Other Revenue | 696,930      | Debt Service      | 31,234       |
| Transfers-In  | -0-          | Transfers-Out     | 609,257      |
| REVENUE TOTAL | \$ 9,253,696 | EXPENDITURE TOTAL | \$ 9,253,696 |

**MAJOR STREET FUND**

|                  |            |                   |            |
|------------------|------------|-------------------|------------|
| Gas & Weight Tax | \$ 676,112 |                   |            |
| Contrib & Other  | 27,506     |                   |            |
| REVENUE TOTAL    | \$ 703,618 | EXPENDITURE TOTAL | \$ 703,618 |

**LOCAL STREET FUND**

|                  |            |                   |            |
|------------------|------------|-------------------|------------|
| Gas & Weight Tax | \$ 271,020 |                   |            |
| Contrib & Other  | 360,305    |                   |            |
| REVENUE TOTAL    | \$ 631,325 | EXPENDITURE TOTAL | \$ 631,325 |

**RECREATION FUND**

|                    |              |                   |              |
|--------------------|--------------|-------------------|--------------|
| Contrib. From G/F  | \$ 250,000   |                   |              |
| Prog. Fees & Other | 929,045      |                   |              |
| REVENUE TOTAL      | \$ 1,179,045 | EXPENDITURE TOTAL | \$ 1,179,045 |

**WASTE & RECYCLING FUND**

|                          |              |                   |              |
|--------------------------|--------------|-------------------|--------------|
| Property Taxes           | \$ 1,033,520 |                   |              |
| Sales of Service & Other | 477,880      |                   |              |
| REVENUE TOTAL            | \$ 1,511,400 | EXPENDITURE TOTAL | \$ 1,511,400 |

**OTHER CITY FUNDS**

|  | Revenues     | Expenditures |
|--|--------------|--------------|
| Budget Stabilization Fund                    | \$ 55,000    | \$ 55,000    |
| Cemetery Trust Fund                          | \$ 25,000    | \$ 25,000    |
| Parking Fund                                 | \$ 10        | \$ 10        |
| Brownfield Re-Development Authority Fund     | \$ 54,050    | \$ 54,050    |
| DDA Operating Fund                           | \$ 1,149,760 | \$ 1,149,760 |
| Building Fund                                | \$ 634,100   | \$ 634,100   |
| Neighborhood Services Fund                   | \$ 92,730    | \$ 92,730    |
| Drug Law Enforcement Fund                    | \$ 2,310     | \$ 2,310     |
| OWI Forfeiture Fund                          | \$ 16,000    | \$ 16,000    |
| Omnibus Forfeiture Fund                      | \$ 1,600     | \$ 1,600     |
| 2012 GO Bond & 2002 Refunding Bond Debt Fund | \$ 1,116,250 | \$ 1,116,250 |
| 2012 W/S Refunding Bond Debt Fund            | \$ 71,500    | \$ 71,500    |
| 2015 LTGO Cap Imp Bond Debt Fund - DDA       | \$ 226,260   | \$ 226,260   |
| 2015 LTGO Cap Imp Bond Debt Fund - W/S       | \$ 237,940   | \$ 237,940   |
| 2020 GO Debt Fund                            | \$ 739,820   | \$ 739,820   |
| Public Improvement Fund                      | \$ 50        | \$ 50        |

|  |    |           |    |           |
|--|----|-----------|----|-----------|
| Recreation Capital Improvement Fund            | \$ | 19,000    | \$ | 19,000    |
| 2015 LTGO Cap Imp Bond Construction Fund - DDA | \$ | 153,246   | \$ | 153,246   |
| DDA Capital Improvement Fund                   | \$ | 25,050    | \$ | 25,050    |
| 2020 GO Bond Construction Fund                 | \$ | 1,811,875 | \$ | 1,811,875 |
| Water / Sewer Capital Improvement Fund         | \$ | 690,000   | \$ | 690,000   |
| Water / Sewer Operating & Maintenance Fund     | \$ | 4,397,405 | \$ | 4,397,405 |
| Brownfield Site Remediation Fund               | \$ | 500,050   | \$ | 500,050   |
| Equipment Fund                                 | \$ | 807,750   | \$ | 807,750   |

BE IT STILL FURTHER RESOLVED, that pursuant to State Law, the City Manager is hereby authorized to transfer up to ten percent (10%) of each appropriation to any other appropriation within each Fund, but not from Reserve Accounts not between Funds.



## Administrative Recommendation

---

City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - Rezoning 900 York Street to R-1 06-01-20.docx*  
Date: May 29, 2020  
RE: Rezoning 900 York Street to R-1 – First Reading

---

### Background

The attached request related to 900 York Street is to rezone the property from the current zoning of Light Industrial (I-1) to Single Family Residential (R-1). The Planning Commission has already held a public hearing on this request and the meeting minutes are attached.

The Planning Commission and the Planning Consultant are recommending that the Zoning charge. The reports from both the Planning Consultant and the Building Official are attached as additional background information from Community Development Director John Buzuvis.

The owner of the property is planning on taking this vacant property in Old Village and turning it into two single family homes. This is another example of the energy that is being created in the Old Village area with the Starkweather Lofts, the Starkweather school project and the Pulte Town Homes on Mill project.

This rezoning aligns with the City's Master Plan and it has been recommended by the Planning Commission.

### RECOMMENDATION:

The City Administration is recommending that the City Commission adopt the R-1 Zoning for 900 York Street at the First Reading.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. This is a first reading and it will require a second reading before final adoption.

Should you have any questions in advance of the meeting please feel free to contact either John Buzuvis or myself.

## **ADMINISTRATIVE RECOMMENDATION**

**To:** Paul J. Sincock, City Manager  
**From:** John Buzuvis, Community Development Director   
**CC:** S:\Community Development\PLANNING COMMISSION\2020\900 York Rezoning  
**Date:** 5/27/2020  
**Re:** 900 York Street Rezoning-First Reading

---

### **BACKGROUND:**

As you may be aware the Planning Commission completed a Public Hearing, at their May 13, 2020 meeting and reviewed and approved the rezoning of 900 York St. from its current zoning, Light Industrial (I-1), to Single-Family Residential (R-1). The property was recently sold, and the new owner owns the two adjacent parcels just north of 900 York. The property owner is considering reconfiguring the parcels and building up to two single-family homes on these parcels. Land re-configurations are handled administratively. The proposed rezoning of this property from I-1 to R-1 aligns with the Future Land Use map contained in the 2018 City of Plymouth Master Plan. This parcel has been for sale for several years up until its recent purchase. The property is situated directly north of the railroad tracks on York St. which is one street east of Mill St. in Old Village. The property proposed for rezoning is an odd shape as a result of a City of Plymouth right-of-way that was a result of the closing of that railroad crossing many years ago.

Should the City Commission approve the rezoning the applicant has indicated they intend to use the property(ies) they own for single-family residential. Single family residential plans are reviewed and approved administratively.

As previously noted, the proposed rezoning aligns with the City's Master Plan, and would enable this property, which has sat vacant for many years, to be returned to an active use.

The rezoning is recommended by Sally Elmiger, the City's Planning Consultant based on the Master Plan land-use designation of Single-Family Residential. Additionally the adjacent properties on that side of York St. are zoned R-1 and this rezoning will enhance the development/redevelopment potential of this parcel.

Following the Public Hearing and discussion with the applicant the Planning Commission approved the rezoning request with a recommendation to forward the request to the City Commission for a First and Second reading and approval.

Attached for your reference is a copy of the draft Public Hearing meeting minutes, the amended Zoning Map as well as a copy of the re-zoning application and the City Planner's write-up/recommendation related to this matter.

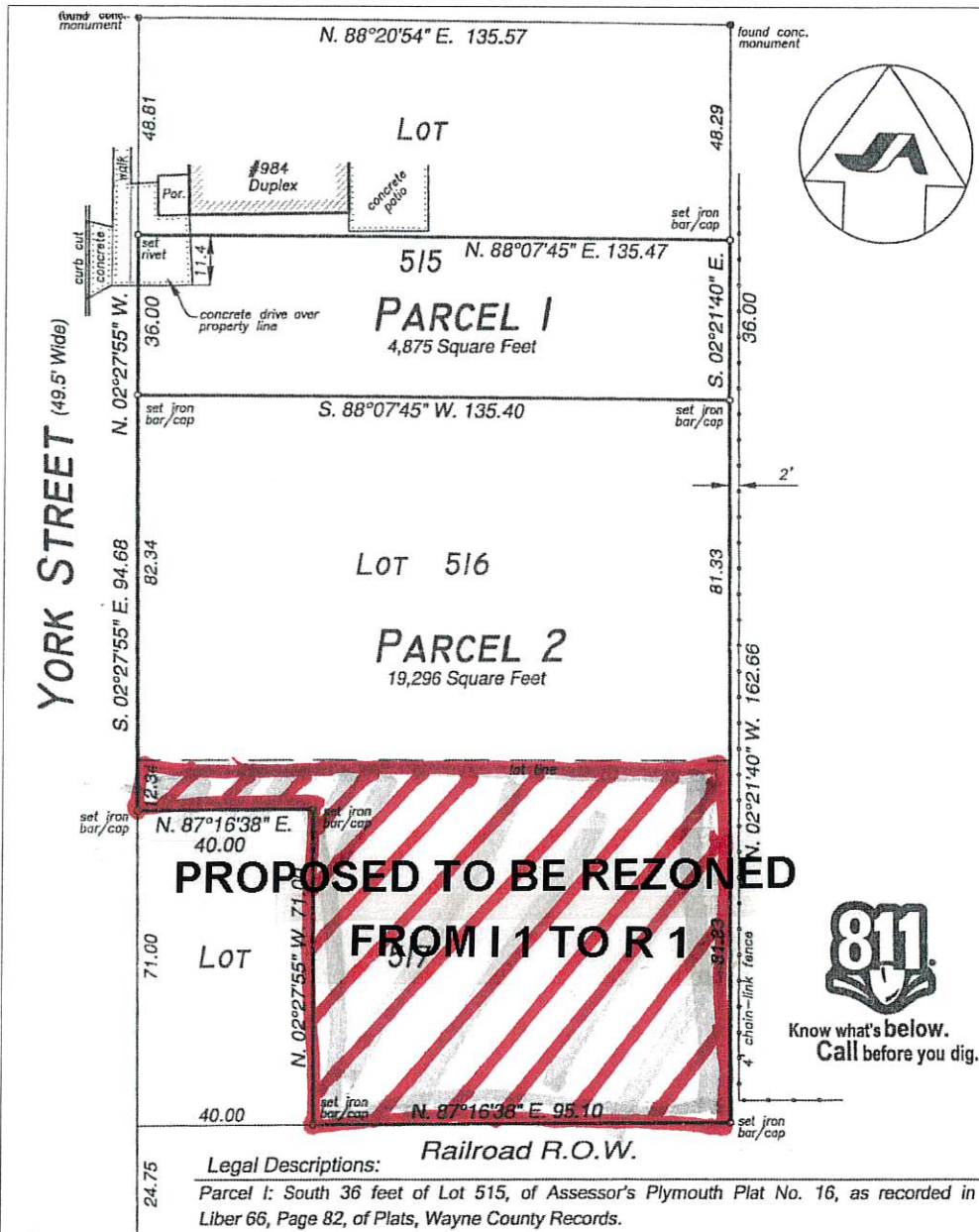
**RECOMMENDATION:**

The administration recommends that the City Commission review and approve the proposed rezoning of the parcel located at 900 York Street from Light Industrial (I-1) to Single-Family Residential (R-1) effectively amending the City's Zoning map. The administration further recommends that the City Commission schedule a Second Reading for the proposed rezoning and associated zoning map amendments.

Should you have any questions in advance of the meeting please feel free to contact me.

# PARCEL TO BE REZONED

be rezoned area -10



**PROPOSED TO BE REZONED FROM I 1 TO R 1**



Know what's below. Call before you dig.

**Legal Descriptions:**

**Railroad R.O.W.**

Parcel I: South 36 feet of Lot 515, of Assessor's Plymouth Plat No. 16, as recorded in Liber 66, Page 82, of Plats, Wayne County Records.

Parcel I: Souffl 36 feet of Lot 515, of Assessor's Plymouth Plat No. 16, as recorded in Liber 66, Page 82, of Plats, Wayne County Records.

Subdivision Line Parcel II: Lots 516 and Lot 517, except a 40 foot strip of land for road Right of Way purposes, being Yle West 40 feet of the South 71 feet of Lot 517, Assessor's Plymouth Plat No. 16, as recorded in Liber 66, Page 82, of Plats, Wayne County Records.

## CERTIFICATE OF SURVEY

Prepared For: Coldwell Banker Preferred Realtors  
44644 Ann Arbor Rd., Suite A  
Plymouth, MI 48170  
(313) 300-4250

JEKABSON & ASSOCIATES, P.c.  
Professional Land Surveyors  
1320 Goldsmith, Plymouth, MI 48170  
(734) 414-7200 (734) 414-7272 fax by



DATE  
31 Oct 17

JOB NO.  
17-10-001

SCALE  
1" = 30'

DRAWN  
JGE  
CHECKED  
IJJ

SHEET  
1 OF 1

# PLANNING CONSULTANT REVIEW



**Carlisle | Wortman**

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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Date: May 5, 2020

## Rezoning Analysis For City of Plymouth, Michigan

**Applicant:** Pamela Supernois  
2334 Liberty Court  
Canton, MI 48188

**Project Name:** 900 York Street

**Plan Date:** October 31, 2017

**Location:** East side of York Street, where the street dead ends on the north side of the railroad tracks

**Zoning:** I-1 – Light Industrial District

**Action Requested:** Rezone to R-1 – Single-Family Residential District

**Required Information:** Deficiencies noted.

### SITE/PROJECT DESCRIPTION

The applicant is requesting to rezone the subject site from I-1, Light Industrial to R-1, Single-Family Residential District. The applicant owns three contiguous lots (#515, #516, and #517), two of which are already zoned R-1. It is not known how large the subject site is (Lot #517), but we would estimate it to be approximately 8,228 s.f. The applicant wants to reconfigure the lot lines and construct two single-family homes.

An aerial of the subject site is provided on the following page.

Figure 1: Aerial of Subject Site



Google Earth

The past use of the subject site is not clear. Is there any information about how this site was used in the past, and whether it was ever used for light industrial purposes?

We considered whether this lot could be developed into a light-industrial facility. In our opinion, all three lots would be needed to create enough space for a building and parking area. This would require that Lots #515 and #516 be re-zoned from R-1 to I-1. Also, because of the dead-end street, deliveries with a semi-truck would be difficult. Given the more residential character of the area, we don't think it likely that this site could economically develop as light-industrial.

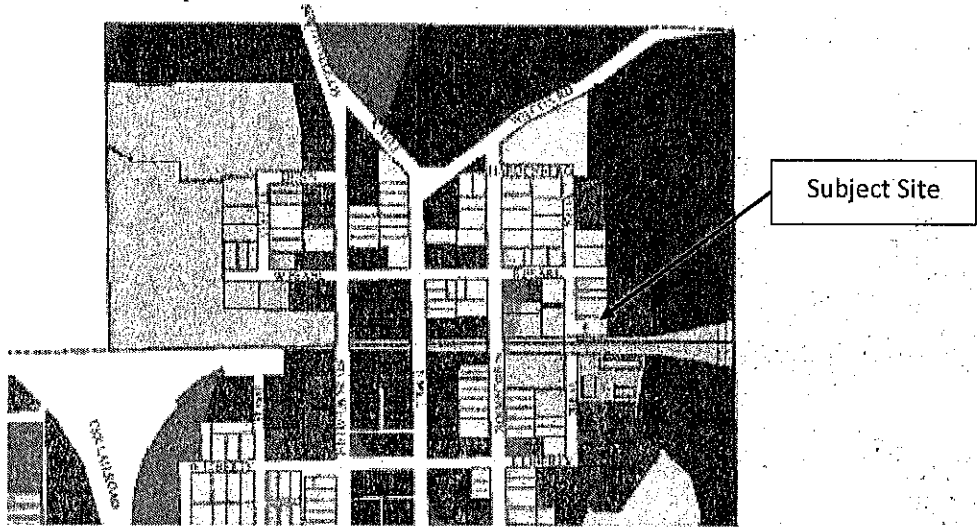
**Issues to be Addressed:** 1. Applicant to describe the past use of this site, and if it was ever used for light industrial purposes.

**MASTER PLAN**

The Master Plan is the official statement of planning policy, and it provides the vision for the future of land use in the City. Zoning is used to assist in implementing this policy.

The 2018 Master Plan identifies the future land use of this property as Single-Family Residential: Medium Density. This future land use category includes lots that are a minimum of 7,200 square feet in area.

**Figure 2: Future Land Use Map**



Therefore, the Master Plan envisions residential use as an appropriate land use on the subject site.

**NEIGHBORING EXISTING LAND USE, MASTER PLAN DESIGNATION AND ZONING**

The following table indicates the existing land use, Master Plan (future) land use designation, and Zoning District of the surrounding properties:

|                                | Existing Land Use                                  | Master Plan (future) Land Use Designation | Zoning District                |
|--------------------------------|--|---|--------------------------------|
| <b>Subject Site</b>            | Vacant   | Single-Family Residential: Medium Density | I-1, Light Industrial          |
| <b>Surrounding Properties:</b> |  |   |                                |
| <b>North</b>                   | Single-Family Residential                          | Single-Family Residential: Medium Density | R-1, Single-Family Residential |
| <b>South</b>                   | Railroad tracks and Light Industrial Manufacturing | Industrial                                | I-1, Light Industrial          |

|      | Existing Land Use                     | Master Plan (future) Land Use Designation | Zoning District                |
|------|---------------------------------------|---|--------------------------------|
| East | Cemetery and Edward Hines County Park | Institutional and Park                    | R-1, Single-Family Residential |
| West | Light Industrial (Wholesale Florist)  | Industrial                                | I-1, Light Industrial          |

Considering the information in the table above, we have the following comments:

1. **Master Plan:** This table shows that rezoning the subject site to R-1, Single-Family Residential would be consistent with the current Master Plan. The current plan calls for “medium-density” residential, with lots with a minimum size of 7,200 s.f. The R-1 zoning district also requires a minimum lot size of 7,200 s.f.
2. **Adjacent Development:** The existing uses to the east (cemetery & Hines Park) and north (residential) are wholly consistent with the proposed residential zoning, and are not likely to change in the near future.

The light industrial uses to the south and west, on the other hand, could potentially cause issues for the residential user. While the new owner would be aware of the current light-industrial uses when they bought the property, it is unknown if the new resident will be tolerant of external effects of living next to a business. Also, the wholesale florist could move out, and a less desirable, but none-the-less legal, light industrial business move in. Noise, activity, and odors may negatively affect the residential use.

Alternatively, a residential use at the subject site could put pressure on the light industrial use to the west to relocate, as it diminishes the cluster of similar operations in the vicinity. We don't think residential on the subject site will impact light industrial uses across the railroad tracks.

In addition, a portion of this site has been split off and transferred to the York Street right-of-way. It is currently being used as a parking lot (we assume for the wholesale florist across the street). Activity in this lot could impact a single-family home on the subject site. The applicant should describe who uses this parking lot, and at what times during the day/night.

**Issues to be Addressed:** 1. Applicant to describe who uses the parking lot that is within the York Street right-of-way, and at what times of day/night.

**NATURAL RESOURCES**

No natural feature information has been provided. The site appears to be relatively flat, and heavily vegetated.

**DEVELOPMENT POTENTIAL**

The existing zoning represents a significant business zoning district. The I-1 District is intended to furnish areas to meet the needs of the City’s economy for light manufacturing and industrial activities, research and development, office, medical, engineering and testing, and related uses. It promotes light manufacturing development which minimizes the danger of fire, explosions, toxic and noxious matter, radiation and other hazards, and from offensive noise, vibration, smoke, odor and other objectional influences.

If the property were re-zoned to the R-1 District, this would significantly reduce the intensity of uses allowed on this site. The rezoning would also limit the uses to single-family homes, public buildings such as libraries, and parks. The list of permitted and special land uses in the R-1 District is provided in the table below:

| <b>R-1 Permitted Uses</b>   | <b>R-1 Special Land Uses</b>   |
|---|--|
| Single-family detached dwellings  | Churches and other facilities subject to section 78-300  |
| Single-family detached site condominiums subject to section 78-215  | Parochial and private elementary, intermediate, or secondary schools offering courses in general education, not operated for profit  |
| Publicly owned and operated libraries, parks, parkways and recreational facilities, arts, councils, museums | Uses and buildings of the city (without storage yards)   |
| Planned unit development pursuant to article 24   | Group day care home for children subject to section 78-294   |
| Cemeteries  | Adult foster care small group home subject to section 78-295   |
| Family day care homes   | Private non-commercial recreational areas, institutional or community recreation centers or non-profit swimming pool clubs, subject to the conditions in the ordinance   |
| Adult foster care family homes  | Colleges, universities and other such institutions of higher learning, public and private, offering courses in general, technical or religious education and not operated for profit, subject to the conditions in the ordinance |
| Accessory uses, subject to provisions of article 21   | Bed and breakfast operations subject to section 78-287   |
| Home occupations subject to provisions of section 78-212  | Accessory buildings and uses customarily incidental to any of the above special land uses  |
| Essential public services   |  |

Given the small size of the subject site, it is unlikely that the property could be developed into anything but single-family residential uses. Even if the three lots were combined, the area of land available for development is still slightly more than one-half acre in size. There simply isn’t room to develop the property into most of the other uses allowed in the R-1 District.

**TRAFFIC IMPACT AND SITE ACCESS**

Rezoning this site to single-family residential, and developing the three lots into two single-family homes will not have a traffic impact on any of the adjacent land uses.

**ESSENTIAL FACILITIES AND SERVICES**

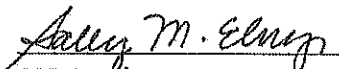
The parcel is currently served by municipal water and sanitary sewer, which will be adequate for the permitted uses in the R-1 zoning district.

**RECOMMENDATIONS**

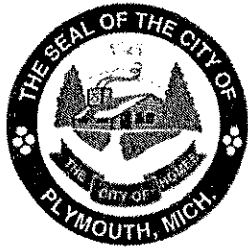
In our opinion, rezoning the light-industrial site to single-family residential makes sense in that the size of the lot is simply too small to accommodate a new light-industrial use. Also, the character of the surrounding area is more residential than industrial, given the adjacent residential use, cemetery, and Hines park. Our only concern is how the light-industrial use across the street, and the parking area directly next to the residential lot, will impact the new homeowner. Answers to the following questions may shed light on the potential for impacts to the new residential use:

1. Applicant to describe the past use of this site, and if it was ever used for light industrial purposes.
2. Applicant to describe who uses the parking lot that is within the York Street right-of-way, and at what times of day/night.

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CARLISLE/WORTMAN ASSOC., INC.  
Sally M. Elmiger, AICP, LEED AP  
Principal

# PLANNING COMMISSION PUBLIC HEARING MINUTE S



## City of Plymouth Planning Commission Meeting Minutes Wednesday, May 13, 2020 – 7:00 P.M. Online Meeting – Zoom

City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

### 1. ROLL CALL

Chair Sisolak called the meeting to order at 7:00 P.M.

PRESENT: Chuck Myslinski, Hollie Saraswat, Joe Hawthorne, Tim Joy, Shannon Adams, Jennifer Kehoe, and Karen Sisolak.

ABSENT: Adam Offerman, Scott Silvers

Also present was Greta Bolhuis, Asst. Community Development Director; John Buzuvis, Community Development Director; Sally Elmiger, Planning Consultant; Nick Moroz, Mayor Pro-Tem, and Kelly O'Donnell, City Commission Liaison.

Greta Bolhuis explained the rules and overview of the online meeting format.

### 2. CITIZEN COMMENTS

Ellen Elliott, 404 Irvin, commended the Planning Commission and their efforts to adopt the Master Plan in 2018. She explained that work is allowing the DDA to ensure their plan is cohesive and matches the Board's efforts.

### 3. APPROVAL OF MINUTES

a) Comm. Joy, supported by Comm. Hawthorne, made a motion to approve the April 8, 2020 regular meeting minutes, as amended.

ROLL CALL VOTE: MOTION APPROVED UNANIMOUSLY 7-0

### 4. APPROVAL OF AGENDA

Comm. Hawthorne, supported by Comm. Joy, made a motion to approve the agenda, as presented.

ROLL CALL VOTE: MOTION APPROVED UNANIMOUSLY 7-0

### 5. COMMISSIONER COMMENTS

Comm. Saraswat explained she recently visited Birmingham and it made her appreciate the efforts of the Board to limit home sizing and massing through the floor area ratio ordinance in the past few years.

### 6. PUBLIC HEARING

a) RZ20-01: 900 York, Zoned: I-1, Proposed: R-1

Ms. Elmiger presented her review letter. She explained that the subject property contains two parcels which is made up of three lots. She explained the southern lot in the southern parcel is zoned I-1, Light Industrial, and is proposed to be rezoned to R-1, Single Family Residential. Ms. Elmiger explained the proposed rezoning is consistent with the Master Plan. She expressed concerns about the existing light industrial use across the street and the use of the right-of-way as parking spaces. She recommended the project for rezoning.

Pam and Charlie Supernois, applicants, presented their case. Ms. Supernois explained she spoke with the light industrial business prior to purchasing the property. She explained that business receives approximately one delivery per day and operates until approximately 3:00 PM. She explained the business parks vehicle in the right-of-way because its available and is rarely used as a turnaround, which was what it was purchased for when

the road was closed and turned into a dead end. She explained that according to City records the property appears to have always been vacant.

### Citizen Comments

Chair Sisolak opened the public hearing at 7:15 PM.

Steve Korpus, 290 E. Pearl, asked if the property will be developed as rentals.

Ms. Supernois replied that their plan is to build a single-family home for Charlie adjacent to the duplex.

Ms. Elmiger clarified that if the property is rezoned to single-family then multi-family residential or apartments generally considered "rentals" would be prohibited.

Chair Sisolak closed the public hearing at 7:18 PM.

### Board Discussion

Comm. Myslinski asked if the applicant would try and construct a home in the area "behind" the turn-around area of the right-of-way. The applicant explained the primary goal is to construct a home adjacent to the existing duplex.

Comm. Myslinski asked how the parcels could be split with the jog in the property line. Mr. Buzuvis explained that the parcel could be split, and the second parcel could contain the area behind the right-of-way turn around.

Comm. Myslinski asked how a parcel that does not conform to the zoning requirements could be sold. Mr. Buzuvis explained that the condition has existed for many years and the City cannot prohibit a parcel from being sold because it does not meet the current ordinances.

Comm. Myslinski asked if the owner of the duplex is the same as the former owner of the vacant parcels. The applicant confirmed that it was not the same owner. Comm. Myslinski expressed concern over the encroachment of the duplex's driveway onto Ms. Supernois's property. Ms. Supernois explained that problem-solving and discussions will need to occur with the duplex owner to resolve the driveway encroachment.

Ms. Elmiger explained that a boundary reconfiguration must occur for the parcels to be buildable.

Mr. Buzuvis clarified that the turnaround is not a parking lot, it is right-of-way and access and curb cuts can be created off it.

Comm. Myslinski explained as a property owner in the area, he believed that the area had been designated as parking for the light-industrial business.

Mr. Buzuvis explained that the City does not have any records that reflect the area as dedicated parking for the business.

Comm. Kehoe clarified that the front property line would begin at the backside of the turnaround. It was confirmed this is correct. She asked the applicants if they intend to build as far from the railroad tracks as possible. Ms. Supernois explained they do not have a finalized plan yet and they have considered multiple different orientations.

Comm. Hawthorne stated he had the same questions as Comm. Myslinski regarding the parcel reconfiguration.

Ms. Elmiger clarified that the City cannot approve a land reconfiguration that creates non-conforming parcels. She stated that if a non-conforming parcel was proposed, then a variance would be required.

Chair Sisolak clarified that the parcel reconfiguration would be handled administratively. It was confirmed this was correct.

Chair Sisolak believed that if the existing light-industrial business moved out, there is an element of buyer-beware due to the existing zoning of light industrial.

Comm. Myslinski, supported by Comm. Adams, made a motion to recommend the proposed rezoning to the City Commission for approval. The case is RZ20-01: 900 York, Currently Zoned I-1, Proposed Zoning R-1.

ROLL CALL VOTE: MOTION APPROVED UNANIMOUSLY 7-0

**RESOLUTION**

The following Resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

WHEREAS The City Commission of the City of Plymouth has held a First Reading of the proposed rezoning of the parcel located at 900 York St. from Light Industrial (I-1) to Single-Family Residential (R-1), and

WHEREAS The City Commission is aware that the City of Plymouth Planning Commission has held a Public Hearing related to the rezoning request on May 13, 2020, and has approved the rezoning request and recommends the City Commission review and approve the same, and

WHEREAS The proposed rezoning from Light Industrial to Single Family Residential of the parcel located at 900 York Street is supported by the City's Master Plan and recommended by the City's Planning Consultant,

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby, after completing a First Reading, accept the proposed amendment, from Light Industrial to Single Family Residential, to the Zoning Ordinance via the amended Zoning Maps of the City of Plymouth for the parcel located at 900 York Street on the zoning maps of the City of Plymouth.

NOW BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth schedules a Second Reading of the proposed rezoning for their next regularly scheduled meeting.



## Administrative Recommendation

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City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Swap Loader Finance Agreement 06-01-20.docx  
Date: May 29, 2020  
RE: Swap Loader Finance Agreement

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### Background

In March of 2019, the City Commission authorized the purchase of a what is known as a "Swap Loader" for the Department of Municipal Services. Much like a fire truck there is an approximate one-year build lead time on the truck. The purchase of the swap loader will allow the DMS to reduce the size of its vehicle fleet and the new truck will replace two large dump trucks and one large International (*SWAT type vehicle*). Those vehicles will all go to auction once the auction opens back up from the current covid-19 shut down.

What is a Swap Loader? A Swap Loader is a heavy duty, multi-purpose vehicle that you would typically use as a dump truck, but it is like a super dump truck. Basically, you have a dump truck cab and chassis, then you can "swap" the type of attachments you have for the dump body. You could swap on a dump truck box, or a salt spreader box, or a large job site toolbox or one of many more "attachments" to the cab/chassis. There is a hook device on the cab/chassis that allows various boxes to be pulled up or dropped off the truck. If you have seen a garbage truck dropping off or picking up a large construction roll off dumpster; this is very similar, except with tools for the Department. The "boxes" that you can swap out are significantly less expensive than purchasing an entire truck for basically a single purpose. The use of "boxes" allows us to reduce the number of single use vehicles that we have in the fleet.

At the time the City Commission authorized the purchase of the vehicle they directed the City Administration to come back with the finance agreement once the vehicle was delivered and we had to pay for the unit. We are using the Community Leasing Partners to handle the financing of the vehicle. This is the same company that has handled our financing on several different vehicles, including our fire trucks.

We have attached a memorandum from Finance Director John Scanlon with some additional information on this matter.

**RECOMMENDATION:**

The City Administration has accepted delivery of the Swap Loader Truck and it is time provide for the financing of the truck. We have prepared a proposed Resolution for the City Commission to consider which would authorize the City Manager to sign the finance documents with Community Leasing Partners for the financing of the truck.

If you have any questions in advance of the meeting please feel free to contact either John Scanlon or myself.



# CITY OF PLYMOUTH

www.plymouthmi.gov

201 S. Main  
Plymouth, Michigan 48170-1637

Phone 734-453-1234  
Fax 734-455-1892

## MEMORANDUM

Date: May 28, 2020  
To: Paul Sincock, City Manager  
From: John Scanlon, Finance Director  
Subject: SwapLoader Financing

### Issue:

**Analysis:** In March of 2019, the City Commission approved the purchase of the SwapLoader dump truck. The SwapLoader, along with all of its various attachments, will replace three units (Unit 93, Unit 96 and Unit 104) at the Department of Municipal Services. Those three units will go to auction once resumed.

The SwapLoader required the 365 day build and payment due upon receipt. The proposed financing schedule requires a \$52,000 down payment, or 20%, and interest paid at a rate of 2.984%. Payments will be made over a 5-year period, which will allow additional flexibility in managing cash flow.

The City of Plymouth has received the title for the truck. Once financing is approved, a lien will be placed on the truck until final payment is made in May of 2025.

**Requested Action:** Approve the resolution authorizing the City Manager to execute the financing contract with Community Leasing Partners

**Attachment(s):** Resolution and SwapLoader Financing Schedule

## ATTACHMENT 2 PAYMENT SCHEDULE

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RE: Schedule of Equipment No. 01, dated 5/18/2020, to Master Equipment Lease Purchase Agreement, dated as of 5/18/2020, between Community First National Bank, as Lessor, and City of Plymouth, as Lessee.

Lease Number: PLYMI2020-05

Amount Financed: \$208,000.00

### AMORTIZATION SCHEDULE

| Payment Number      | Payment Date | Payment Amount      | Interest Portion   | Principal Portion   | Purchase Option Price |
|---------------------|--------------|---------------------|--------------------|---------------------|-----------------------|
| 1                   | 5/18/2021    | \$45,397.00         | \$6,206.71         | \$39,190.29         | Not Available         |
| 2                   | 5/18/2022    | \$45,397.00         | \$5,037.28         | \$40,359.72         | \$132,303.49          |
| 3                   | 5/18/2023    | \$45,397.00         | \$3,832.94         | \$41,564.06         | \$89,492.51           |
| 4                   | 5/18/2024    | \$45,397.00         | \$2,592.67         | \$42,804.33         | \$45,404.05           |
| 5                   | 5/18/2025    | \$45,397.00         | \$1,315.40         | \$44,081.60         | \$0.00                |
| <b>Grand Totals</b> |              | <b>\$226,985.00</b> | <b>\$18,985.00</b> | <b>\$208,000.00</b> |                       |

**LESSEE:**

City of Plymouth

---

Paul J. Sincock, City Manager

## **RESOLUTION**

The following resolution was offered by Commissioner \_\_\_\_\_ and Seconded by Commissioner \_\_\_\_\_.

**WHEREAS**, The City of Plymouth maintains a municipal fleet of vehicles to help protect the public health, safety, and welfare, and

**WHEREAS**, in March of 2019, the City Commission of the City of Plymouth authorized the purchase of the SwapLoader dump truck, and

**WHEREAS**, The City of Plymouth has secured financing for the Swaploader vehicle at interest rate of 2.984%

**NOW THEREFORE BE IT RESOLVED THAT**, the City Commission of the City of Plymouth approves the financing schedule for the Swaploader truck

**BE IT FURTHER RESOLVED THAT**, the City Commission of the City of Plymouth authorizes the City Manager, Paul Sincock, to execute the contract for the SwapLoader truck



## Administrative Recommendation

---

City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Liability Insurance Coverage 06-01-20.docx  
Date: 05/27/2020  
RE: Property and Liability Insurance Coverage Fiscal 2020 - 21

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### Background

Every year the City of Plymouth “shops” our property and liability insurance coverage. We use an agent from HUB International to assist us in this endeavor. We look towards the private sector for insurance coverage as we tend to get better coverage than with the municipal “pools” from the either the MML or MMRMA pools. The easy way out is to simply use the “pool” insurance, but we feel based on our risks, our history and the value of our properties that the private sector provides us better value risk management.

We obviously have some high-risk coverage and we are a 24/7 – 365 operation with streets, cemeteries, police, fire, water and sewer systems, recreational facilities and programs and so on. We also have some specific contractual requirements for insurance and naming others as additional insured as a result of our Inter-Local Agreements.

This insurance covers all property and liability insurance, covering all our buildings, vehicles and operations as well as special “add on” for Liquor Liability, Recreation participant policy and required bonds for the City Clerk and City Treasurer, Cyber Liability, as well as Officers and Directors insurance.

The renewal Proposal from Trident Insurance is \$211,747, which is \$10,271 more than our current insurance policy expense. However, it is \$,5,424 less than we paid two years ago in Fiscal 2017 – 18 and over \$11,000 less than we paid back in 2015 – 16. This is pretty amazing, and it clearly shows that our significant efforts to reduce liability in all areas of our operations has benefits.

In fiscal year 2008 – 09 our Liability Insurance costs were \$198,012 and that is without the Saxton's Property or Cyber Liability Coverage. Since that time; we have completed a significant update of coverages and building values which has resulted in better coverage for the City.

We have attached a memorandum from Maureen Brodie related to the Insurance Renewal.

In short, our current carrier provides a good value and we have a proven track record of service with our current carrier. Insurance is all about the risk and in my experience, we have had several "interesting" claims over the years and having good coverage in place is critical to maintain the City operations from a cash flow and operational standpoint. The fire claim from 2013 is an excellent example of having the right coverage, which allowed us to move quickly on the repairs to the building and the replacement of the vehicle and equipment.

Our staff spends a considerable amount of time working with our insurance carriers to reduce our liability and protect our properties. Considering our wide range of activities and the open nature of our parks and public facilities, the number of employees, and the dangerous work that we perform, our insurance rates have shown that the investment of time and effort to reduce liability and increase safety has provided results.

**RECOMMENDATION:**

The City Administration recommends that the City Commission accept the Renewal from HUB International. This carrier has a proven track record with the City that has resulted in excellent claim processing; they have worked extremely hard with the City staff in order to provide excellent coverage.

Again, Maureen Brodie has done an outstanding job of reviewing the proposal and it is the City Administration's opinion that the proposal submitted by Trident Insurance will best meet our insurance needs as we move forward. We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact either Maureen or myself.



# CITY OF PLYMOUTH

201 S. Main  
Plymouth, Michigan 48170-1637

[www.plymouthmi.gov](http://www.plymouthmi.gov)

Phone 734-453-1234  
Fax 734-455-1892

To: Paul J. Sincock, City Manager  
From: Maureen Brodie  
Date: 5/26/2020  
Re: 2020-21 Liability Insurance Renewal

The City's liability insurance renewal premium for the 2020-21 fiscal year is \$211,018 and includes the liability package with no changes from current coverage, except for increasing two deductibles for Public Officials Liability (PO) and Employment Practices Liability (EPLI). The entire cost also includes coverage for Liquor Liability, Public Officials Bond, Athletic Accident Policy and a Cyber Liability policy.

Our HUB International agent attributes our overall rate increase of \$10,271 (5.12%) as a standard increase across the industry and Trident, who is the second largest public entity carrier in the nation, adjusted coverage for (PO), (EPLI), and Law Enforcement for all of their public entities. Plymouth's increase was only in the (EPLI), but HUB was able to negotiate zero increases and reductions where they could to help compensate for the larger premium increase in this area. The increase in the two deductibles for (EPLI) and (PO) also help offset the increase.

The rate history comparison below shows that, in 12 years, we have an overall increase of 6.50%. During this time, we have adjusted property values, added properties, added a fire department, added or updated vehicles and equipment, and added coverage for cyber liability and computer fraud.

Additional information is provided below from our Hub agent.

*With increased pressure on rates, on average we are seeing the following increases:*

*Property - 2-8% increase    General Liability - 2-5% increase    Auto in Michigan - 8-14% increase (Nationally about 8%)  
Management Liability - 8-10% (includes D&O, P&O, EPLI, and Professional this would be Law enforcement for the City.)*

*Property:*

- *While the increase appears a bit higher than the average at 8.64% it is less than 1½ cent increase overall. Property claims are continuing to increase and be much larger than average nationally. To offset the increase on property the carrier kept the Inland Marine and Crime flat and General Liability as close to flat as possible.*

*Employment Practices Liability:*

- *The increase here is a number of items. The carrier evaluated the coverage with all their public entities and increased premiums based on size, limits and claims history for the entire line of coverage. It was determined that the premiums being charged were not adequate based on the current market.*
- *Most carriers provide \$1M/\$1M limit for EPLI and Umbrellas do not go over the Management Liability. Trident/Argo provides \$1M / \$4M and the Umbrella provides additional coverage on top of those limits.*
- *To offset the increase (about \$3,000, which will be less with the deductible increase) the carrier lowered the PO liability, kept Law Enforcement flat and kept the Auto premium flat.*

*Auto:*

- *Auto renewals on accounts with good loss history have been about 8-10% and if the loss history is not stellar the increases have been 11-14%+. Trident kept this flat.*

A copy of Trident's proposal summary is also attached for reference.

LIABILITY INSURANCE RATE HISTORY  
2008-09 TO PRESENT

| Rate History   | 2008-09   | 2009-10           | 2010-11   | 2011-12   | 2012-13                               | 2013-14                          | 2014-15   | 2015-16   | 2016-17           | 2017-18  | 2018-19                                     | 2019-20           | 2020-21  |
|--|-----------|-------------------|-----------|-----------|---------------------------------------|----------------------------------|-----------|-----------|-------------------|--|---|-------------------|--|
| <b>Policy Total Premium</b><br>Includes: Property, General Liability, Employment Practices Liability, Public Official Liability, Law Enforcement Liability, Auto, Umbrella, Inland Marine, Crime | \$187,283 | \$132,075         | \$126,840 | \$122,647 | \$138,086                             | \$153,197                        | \$187,061 | \$219,432 | \$188,529         | \$196,915  | \$206,232                                   | \$194,621         | \$204,963  |
| <b>Bond-Public Officials</b>   | 3,935     | Incl              | Incl      | Incl      | 461                                   | 461                              | 461       | \$461     | \$461             | \$461  | \$461                                       | \$461             | \$461  |
| <b>Liquor Liability</b>  | 800       | 500               | 550       | 528       | 792                                   | 792                              | 792       | \$778     | \$778             | \$774  | \$774                                       | \$774             | \$774  |
| <b>Athletic Accident Policy</b>  | 6,125     | 5,620             | 4,920     | 4,140     | 2,828                                 | 2,827                            | 2,100     | \$2,100   | \$1,100           | \$1,100  | \$1,100                                     | \$850             | \$850  |
| <b>Cyber Liability</b>   |           |                   |           |           |                                       |                                  |           |           |                   | \$7,687  | \$7,875                                     | \$4,041           | \$3,970  |
| <b>TOTAL</b>   | \$198,143 | \$138,195         | \$132,310 | \$127,315 | \$142,167                             | \$157,277                        | \$190,414 | \$222,771 | \$190,868         | \$206,937  | \$216,442                                   | \$200,747         | \$211,018  |
| <b>notes</b>   |           | Change to Trident |           |           | Added FD Operations Rec'd 3 proposals | FD Fire-2013 Added 5 properties- |           |           | Rec'd 4 proposals | Increase for inflation, slightly larger budget, newer vehicles and MCCA increase | Auto rates include a 12.5% increase in MCCA | Rec'd 3 proposals | Large increase in EPL prem. 5.12% increase over all (falls in industry averages) |

**Property-** Buildings & Structures, Underground Property, Paved Surfaces, Athletic Fields, Cemetery, Personal Property, Street Lights, Business Loss Income/Expenses, Flood, Earthquake, Pollutant Clean-up/Removal, Debris Removal on City Property, Communications Equipment, Valuable Papers/Records, Commandeered Property, Equipment Breakdown, etc.

**General Liability-** Protection against third-party claims of bodily injury, property damage, or personal and advertising injury. Per Occurrence with Trident.

**Employment Practices Liability-** Coverage to employers against claims made by employees alleging: Discrimination (based on sex, race, age or disability, for example), Wrongful termination, Harassment.

**Public Officials Liability-** Coverage for damages or defense costs for claims against elected or appointed officials, employees, and volunteers; typically for wrongful acts in the performance of their duties to a public entity.

**Law Enforcement Liability-** Coverage for officers, departments, and municipalities against lawsuits that arise as a result of acts, errors, and omissions while police officers are performing their professional duties.

**Auto-** Coverage for personal injury, property, uninsured/underinsured motorist, physical damage for owned and hired (non-owned) vehicles. 32 vehicles at replacement cost with Trident.

**Inland Marine-** Coverage for equipment/trains that typically move from location to location, which subjects them to more opportunities for loss, damage, and theft.

**Crime-** Provides coverage for direct loss from dishonest or fraudulent acts committed by employees or third parties; includes loss of money, securities, inventory or other property, and computer crime including funds transfer fraud.

**Umbrella-** Supplements coverage limits for primary policies (San Lab., Empl Pract., Public Official, Law Enforcement, Auto Liability) in the event of unforeseen liability. (Ex.: multi-million dollar lawsuit) Trident provides \$11,000,000 umbrella/excess coverage per incident.

**Bond-Public Officials-** Fidelity Bond serving as a guarantee against fraud or dishonesty and covers losses arising from neglect or other serious offenses.

**Liquor Liability-** Liquor Liability insurance policies of at least \$50,000 showing proof of financial responsibility as required by the Michigan Liquor Control Commission.

**Athletic Accident Policy-** Covers eligible expenses in excess of expenses payable by health insurance plan of participants and volunteers of City sports programs (T-Ball, hockey, etc.).

**Cyber Liability-** Coverage for Business Loss and Liability due to security breach or system failure. Includes cyber extortion, data recovery, fraudulent instruction and/or transfer of funds, breach response.

**Non-Monetary Defense-** Coverage for cost of defense for law suits in which monetary damages are not being requested (Ex.: Someone is fired and sues the City, not for damages, but only to have their job back.)

**Inverse Condemnation-** Provides coverage for Judgment if Government commandeers private property (Ex.: police take a vehicle or residence) and is sued for the replacement or damages.

**Terrorism-** Provides coverage for events officially declared a terrorist attack by the Secretary of State and the Secretary of Defense.

# Pricing Comparison Worksheet

City of Plymouth  
July 1, 2020

| Coverage                              | 2019-20 Trident Expiring | 2020-21 Trident Renewal Quote | % Change | Notes  |
|---------------------------------------|--------------------------|-------------------------------|----------|--|
| <b>Property</b>                       |                          |                               |          |  |
| Exposure (TIV)                        | \$ 31,879,795            | \$ 32,778,750                 | 2.82%    |  |
| Rate                                  | \$ 0.176                 | \$ 0.191                      | 8.64%    |  |
| Premium                               | \$ 56,065                | \$ 62,626                     | 11.70%   |  |
| <b>General Liability</b>              |                          |                               |          |  |
| Premium                               | \$ 20,267                | \$ 20,570                     | 1.50%    |  |
| <b>Employment Practices Liability</b> |                          |                               |          | Employment Practices Liability Deductible Increased to \$5,000   |
| Premium                               | \$ 4,579                 | \$ 6,609                      | 44.33%   |  |
| <b>Public Officials Liability</b>     |                          |                               |          | Public Officials Liability Deductible Increased to \$2,500   |
| Premium                               | \$ 4,129                 | \$ 3,570                      | -13.54%  |  |
| <b>Law Enforcement Liability</b>      |                          |                               |          |  |
| Premium                               | \$ 21,717                | \$ 21,717                     | 0.00%    |  |
| <b>Auto</b>                           |                          |                               |          | MCCA<br>Charge per Vehicle:<br>18-19: \$192<br>19-20: \$220<br>20-21: \$220<br>Total MCCA Charge:<br>18-19: \$8,064<br>19-20: \$10,560<br>20-21: \$9,460 |
| Exposure (Units)                      | \$ 50                    | \$ 50                         | 0.00%    |  |
| Rate                                  | \$ 1,316.66              | \$ 1,328.18                   | 0.87%    |  |
| Premium                               | \$ 65,833                | \$ 66,409                     | 0.87%    |  |
| <b>Umbrella</b>                       |                          |                               |          |  |
| Premium                               | \$ 19,123                | \$ 20,554                     | 7.48%    |  |
| <b>Inland Marine</b>                  |                          |                               |          |  |
| Exposure (Units)                      | \$ 1,062,486             | \$ 1,062,486                  | 0.00%    |  |
| Rate                                  | \$ 0.0019                | \$ 0.0019                     | 0.00%    |  |
| Premium                               | \$ 2,069                 | \$ 2,069                      | 0.00%    |  |
| <b>Crime</b>                          |                          |                               |          |  |
| Premium                               | \$ 839                   | \$ 839                        | 0.00%    |  |
| <b>Total Premium</b>                  | \$ 194,621               | \$ 204,963                    | 5.31%    | <b>All Premiums Annualized</b>   |
| <b>Liquor Liability</b>               |                          |                               |          |  |
| Premium                               | \$ 774                   | \$ 774                        | 0.00%    |  |
| <b>Cyber Liability</b>                |                          |                               |          | Includes Taxes & Fees  |
| Premium                               | \$ 4,041                 | \$ 3,970                      | -1.76%   |  |
| <b>Athletic Accident Policy:</b>      |                          |                               |          |  |
| Premium                               | \$ 850                   | \$ 850                        | 0.00%    |  |
| <b>Public Officials Bond:</b>         |                          |                               |          | Bond is for:<br>Clerk: Maureen Brodie<br>Treasurer: John Scanlon   |
| Premium                               | \$ 461                   | \$ 461                        | 0.00%    |  |
| <b>Grand Total Premium</b>            | \$ 200,747               | \$ 211,018                    | 5.12%    |  |
| <b>Terrorism Premium</b>              | \$ -                     | \$ 3,175                      |          | Terrorism Coverage was rejected for 19-20  |

Disclaimer: This proposal contains only an overview of the insurance coverages set forth herein. It is your responsibility to carefully and completely review any insurance policy placed by Hub International Midwest on your behalf for coverages, conditions and exclusions. In the event of any inconsistency between this proposal and the terms of any policy placed on your behalf by Hub International Midwest, the terms of the policy will prevail.

# RESOLUTION

The following Resolution was offered by Comm. \_\_\_\_\_ and seconded by Comm.

\_\_\_\_\_.

WHEREAS The City of Plymouth operates a number of vehicles and buildings and there is a need to insure the operations of the City in order to protect the public health, safety and welfare; and

WHEREAS HUB International has been providing excellent service and very competitive liability insurance coverage premiums for the City through Trident Insurance for the past 12 years; and

WHEREAS The annual liability insurance renewal will soon be due and the expected total premiums quoted by HUB International (excluding any changes through the upcoming the year) is \$211,018.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize payment of the Commercial Liability Insurance Package annual premiums to HUB International in an amount not to exceed \$211,018. Funding for these premiums are authorized from the various funds as determined by the City's budget.