



# **AGENDA**

REGULAR SESSION

MONDAY, OCTOBER 4, 2021 7:00 PM

PRESIDING: THE HONORABLE MAYOR ROBERT A. DESANA

CHAIRPERSON OF THE EVENING: THE HONORABLE TODD HANNA

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

**ROLL CALL** Alderman, Calvin, Crayne, Hanna, Shuryan, Stec

## **PRESENTATIONS**

## **PRESENTATION OF PETITIONS**

## **PUBLIC HEARINGS**

## **UNFINISHED BUSINESS**

## **CALL TO THE PUBLIC**

At this time, any persons having matters of immediate importance which they were unable to place in writing prior to the agenda deadline may approach the podium to address Mayor and Council.

**CONSENT AGENDA** All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items, unless a Council member so requests, in which event the items will be removed from the Consent Agenda and added to the regular agenda in New Business.

1. Approval of City Council Minutes 9.27.2021
2. 2021 Halloween Trick-or-Treat Hours
3. Wyandotte Street Art Fair 2022
4. Wyandotte Shred Day - Use of City Property Request

## **NEW BUSINESS**

5. New Video Recording System Purchase for the 27th District Court
6. Fire Department Promotion of Fire Fighter Jesse Brown to Fire Sergeant
7. Purchase of High-Speed Tabulators & Adjudication System
8. Downtown Capital Improvements and Infrastructure Planning Contract
9. Hiring - Engineering and Building Department - Clerk Typist I
10. Sale of the Former 3339 15th Street
11. Emergency Repairs to Utility Vehicle #63

## **BILLS & ACCOUNTS**

## **REPORTS & MINUTES**

WMS Commission 9/22/21

## **REMARKS OF THE MAYOR, COUNCIL, & ELECTED OFFICIALS**

**NEXT MEETING OF THE CITY COUNCIL:** OCTOBER 18, 2021

## **ADJOURNMENT**

**CITY OF WYANDOTTE**  
**REGULAR CITY COUNCIL MEETING**

A Regular Session of the Wyandotte City Council was held in Council Chambers and via Virtual Telecommunication methods, due to COVID-19 in accordance with Wayne County Local Public Health Department Emergency Epidemic Order and PA228 of 2020, using the Zoom Audio platform, on Monday, September 27, 2021, and was called to order at 7:00pm with Honorable Mayor Robert A. DeSana presiding.

The meeting began with the Pledge of Allegiance, followed by roll call.

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Present: Mayor Robert A. DeSana, Councilpersons Robert Alderman, Christopher Calvin, Kaylyn Crayne, Todd Hanna, Rosemary Shuryan, Kelly Stec

ABSENT: Theodore Galeski, City Assessor

Also Present: Todd Browning, City Treasurer; William Look, City Attorney; Jesus Plasencia, Assistant City Engineer; and Lawrence Stec, City Clerk

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**PRESENTATIONS**

**PRESENTATION OF PETITIONS**

**PUBLIC HEARINGS**

**UNFINISHED BUSINESS**

**2021-284 TREE REMOVAL AT 1724 4<sup>TH</sup> ST.**

By Councilperson Crayne, supported by Councilperson Alderman

Resolved by Council that Council concurs with the recommendation of the City Engineer and denies the request to cut down and remove the healthy tree in the City right of way at 1724 4th Street.

Motion unanimously carried.

**CALL TO THE PUBLIC**

**CONSENT AGENDA**

**2021-285 MINUTES**

By Councilperson Crayne, supported by Councilperson Alderman

RESOLVED that the minutes of the meetings held under the date of September 13, 2021, be approved as recorded, without objection.

Motion unanimously carried.

**2021-286 WASHINGTON ELEMENTARY LITERACY WALK – ROAD CLOSURE**

By Councilperson Crayne, supported by Councilperson Alderman

BE IT RESOLVED that Council approves the request of Kristin McMaster, Principal of Washington Elementary School, to barricade east- and west-bound Superior Blvd. between 14th to 15th on Friday, October 8, 2021, from 8:45AM-12PM for their annual Literacy Walk.

BE IT FURTHER RESOLVED that the school, or its district office, shall complete a Hold Harmless Agreement, as prepared by the Department of Legal Affairs.

Motion unanimously carried.

**2021-287 GARFIELD ELEMENTARY FUN RUN – ROAD CLOSURE**

By Councilperson Crayne, supported by Councilperson Alderman

BE IT RESOLVED that Council permits the closure of east- and west-bound Superior Blvd. from 3rd to 4th for Garfield Elementary School's Annual Fun Run on October 29, 2021 from 8:15AM to 2:15PM.

BE IT FURTHER RESOLVED that the school is required to complete a hold harmless agreement, as prepared by the Department of Legal Affairs, prior to the date of the event.

BE IT FURTHER RESOLVED that the Department of Public Services will provide the necessary barricades for the event no later than October 28, 2021 by 3pm.

Motion unanimously carried.

#### **2021-288 2021 FISCAL YEAR BUDGET AMENDMENTS**

By Councilperson Crayne, supported by Councilperson Alderman

RESOLVED BY CITY COUNCIL that Council hereby concurs in the recommendations of the Deputy Treasurer/Assistant Finance Director and approves the necessary 2021 Fiscal Year Budget amendments as outlined in this communication.

Motion unanimously carried.

#### **2021-289 SEAWAY BOAT CLUB SPECIAL EVENT APPLICATION**

By Councilperson Crayne, supported by Councilperson Alderman

BE IT RESOLVED by the City Council that Council Concurs with the recommendation of the Special Event Coordinator, Fire Chief, Police Chief and Recreation Superintendent to approve the use of City property, as specified below, for the Seaway Boat Club event to be held on October 23rd, 2021, provided the group/individual sign a hold harmless agreement, adds the city of Wyandotte as additional insured to their insurance policy, and abides by all City of Wyandotte Ordinances.

Area to be used:

6 Perry Place, Wyandotte, MI. 48192

Barricades will need to be used from DPS to block the road

Motion unanimously carried.

#### **2021-290 POLISH ARMY VETERANS POST 95 PROCESSION REQUEST**

By Councilperson Crayne, supported by Councilperson Alderman

BE IT RESOLVED that Council grants permission to Polish Army Veterans Post 95 to hold a procession from Our Lady of the Scapular Church to Pulaski Park on October 10, 2021

BE IT FURTHER RESOLVED that this resolution be forwarded to the Police Department for coordination of police escort, DPS for coordination of barricades (if needed), and DMS for electrical/power needs at Pulaski

Park pavilion.

Motion unanimously carried.

#### **NEW BUSINESS**

##### **2021-291 LEGISLATIVE REDISTRICTING RESOLUTION OF SUPPORT**

By Councilperson Crayne, supported by Councilperson Alderman

WHEREAS, the Downriver Community Conference (DCC), a consortium of twenty Downriver communities in Wayne County whose total population exceeds 500,000, has joined in an effort to improve local government and enhance the quality of life for area residents through municipal cooperation; and

WHEREAS, the Southern Wayne County Regional Chamber (SWCRC), representing 21 communities in most of the same DCC area, works in cooperation with DCC on legislation that affects this entire region; and

WHEREAS, DCC & SWCRC have been working together as a united voice to get our regional economy restarted and on track while protecting the health and safety of our citizens. In addition to our representatives in Lansing and Washington working to provide critical resources for our region, we will need to focus on strong and effective initiatives to encompass the 'whole' of our area; and

WHEREAS, we share common bonds linked to public policy issues or identities that may be affected by legislation; likely to result in a desire to share a united regional congressional district, and equally established state legislative districts within the region in order to secure more effective representation; and

WHEREAS, the Downriver Mutual Aid (DMA) was created more than 50 years ago, in 1967, in order to

formalize the cooperative relationships that already existed between and among police and fire departments throughout the region, for Public Safety. DCC serves as the Administrator for DMA. For generations, communities had assisted each other when a neighbor called for help; providing backup when police officers were stretched thin during a crisis or sending additional firefighters to battle blazes that threatened a community. But with the creation of the DMA, that help grew to include a number of more sophisticated services that no single department or city could offer, such as creating a regional SWAT Team, a Crisis Negotiations Team, an Underwater Search & Recovery Team (Dive Team), Drug Enforcement Team, the Downriver Auto Theft Team (DRATT) and a Uniformed Police Task Force. Other efforts of DMA include DMA 911 and Radio Communication Services; and WHEREAS, DCC and SWCRC share historical economic interests associated with a contiguous area on a map, together representing communities along the Detroit River from River Rouge and along the southeastern border to Rockwood, and westerly from Dearborn, Huron Township, Van Buren Township, and Belleville down to the Wayne/Monroe County line; and WHEREAS, Congressional and state legislative district boundaries must be drawn according to existing municipal boundaries, and shall not divide municipalities and their constituents into separate districts of representation; and WHEREAS, it is our priority, along with the unification of Downriver and the 21 Southern Wayne County communities into one congressional district, to support efforts to re-align/redistrict our area to the strength of bringing all these communities together to benefit the region as a whole. NOW THEREFORE BE IT RESOLVED, that the City of Wyandotte along with the DCC Board of Directors working in unification with the SWCRC, supports the Congressional Redistricting to encompass this region with the same representation. Motion unanimously carried.

## **2021-292 FINAL READING #1517: FY22 BUDGET ORDINANCE**

By Councilperson Crayne, supported by Councilperson Alderman

### **City of Wyandotte**

### **2022 Fiscal Year Budget Ordinance**

*“AN ORDINANCE TO PROVIDE AND APPROPRIATE THE SEVERAL AMOUNTS REQUIRED TO DEFRAY THE EXPENDITURES AND LIABILITIES OF THE CITY OF WYANDOTTE FOR THE FISCAL YEAR BEGINNING THE FIRST FRIDAY OF OCTOBER, 2021. THE SAME TO BE TERMED THE ANNUAL APPROPRIATION BILL FOR THE 2022 FISCAL YEAR.”*

THE CITY OF WYANDOTTE ORDAINS:

### **SECTION I - GENERAL FUND**

There shall be raised by general tax for the fiscal year beginning October 1, 2021, and ending September 30, 2022, to be assessed, levied, and collected by tax on all taxable real and personal property in the City of Wyandotte, Michigan, the sum of \$10,890,395. In addition to the foregoing, it is estimated that state receipts, revenues, and moneys from sources other than current City taxes will be \$13,197,856, for a total of \$24,088,251 of General Fund Revenue.

Appropriation of funds is hereby made in the following categories of Funds and Accounts:

#### **A. General Fund:**

1.	Estimated Fund Balance - October 1, 2021	\$ 5,170,221
2.	Appropriations:	
a.	Legislative	128,288
b.	Judicial	1,052,122
c.	Financial Services/Administration	676,647
d.	Information Technology	208,865
e.	General Government	1,517,600
f.	Assessor	449,647

g.	City Clerk	253,996
h.	Community Relations	76,697
i.	Treasurer	138,416
j.	Police & Civil Defense	5,068,041
k.	Downriver Central Dispatch	977,586
l.	Downriver Central Animal Control	258,915
m.	Fire	3,922,654
n.	Engineering & Building	1,120,036
o.	Public Works	2,698,074
p.	Recreation	594,077
q.	Swimming Pool	15,771
r.	Yack Arena	364,852
s.	Youth Assistance	47,787
t.	Historical Commission (Museum)	116,095
u.	City Commissions	27,761
v.	Retirement Contribution and OPEB	4,375,484
w.	Elections	81,114

## **SECTION II - SPECIAL REVENUE FUNDS**

B.	Major Street Fund:	
1.	Estimated Fund Balance - October 1, 2021	\$ 1,695,741
2.	Estimated Revenues:	
a.	State Revenue	2,078,114
b.	METRO Act Revenue	85,000
c.	Investment Earnings	500
3.	Appropriations:	
a.	Reimbursement to General Fund	400,000
b.	Maintenance and Construction	819,798
c.	Transfer to Local Street Fund	519,529
C.	Local Street Fund:	
1.	Estimated Fund Balance - October 1, 2021	\$ 696,356
2.	Estimated Revenues:	
a.	State Revenue	788,112
b.	Transfer from Major Street Fund	519,529
c.	Investment Earnings	500
3.	Appropriations:	
a.	Reimbursement to General Fund	433,000
b.	Maintenance and Construction	531,000
D.	Sidewalk/Alley Fund:	
1.	Estimated Fund Balance - October 1, 2021	\$ 902,254
2.	Estimated Revenues:	
a.	Special Assessments	143,053
b.	Investment Earnings	5,000
3.	Appropriations:	
a.	Sidewalks/Alleys/Parking Lots	390,000
b.	Administration	100,000
E.	Michigan Indigent Defense Fund	
1.	Estimated Fund Balance – October 1, 2021	\$ 0
2.	Estimated Revenues:	

5		September 27, 2021
	a. Grant	166,685
	b. Other	1,461
3.	Appropriations	168,146
F.	Drug Law Enforcement Fund:	
1.	Estimated Fund Balance - October 1, 2021	\$ 245,464
2.	Estimated Revenues	34,000
3.	Appropriations:	
	a. Personnel	7,600
	b. Equipment - Drug Enforcement	36,800
G.	Housing Rehabilitation Fund:	
1.	Estimated Fund Balance - October 1, 2021	\$ 0
2.	Estimated Revenues	0
3.	Appropriations:	
	a. Building Rehabilitation	0
	b. Administration	0
H.	Community Development Block Grant Fund:	
1.	Estimated Fund Balance – October 1, 2021	\$ 0
2.	Estimated Revenues	23,822
3.	Appropriations:	
	a. CDBG Projects	3,822
	b. Administration	20,000
I.	Urban Development Action Grant Fund:	
1.	Estimated Fund Balance - October 1, 2021	\$ 1,086,962
2.	Estimated Revenues	12,000
3.	Appropriations:	
	a. Capital Outlay	50,000
	b. Administration	15,000
J.	Special Events Fund:	
1.	Estimated Fund Balance - October 1, 2021	\$ 785,668
2.	Estimated Revenues:	
	a. Special Events	72,500
	b. Art Fair	214,000
3.	Appropriations:	
	a. Special Events	27,800
	b. Art Fair	155,000
	c. Holiday Celebrations	14,000
	d. Administration	20,000
K.	Solid Waste Fund:	
1.	Estimated Fund Balance - October 1, 2021	\$ 713,569
2.	Estimated Revenues:	
	a. Rubbish Tags	1,500
	b. Taxes	1,378,775
	c. Dumpster Billings	353,850
	d. Investment Earnings	3,000
	e. Service Fees	350,000
3.	Appropriations:	
	a. Rubbish Collection	1,443,850
	b. Dumping/Compost Fees	325,000

	c.	Recycling Fees	2,000
	d.	Administration	275,000
	e.	Capital Equipment	37,000
L.		Building Authority Improvement Fund:	
	1.	Estimated Fund Balance - October 1, 2021	\$ 829,983
	2.	Estimated Revenues:	
	a.	Investment Earnings	2,000
	3.	Appropriations:	
	a.	Administration/Other	20,000
M.		Drain Number Five Operation and Maintenance Fund:	
	1.	Estimated Fund Balance - October 1, 2021	\$ 4,078,969
	2.	Estimated Revenues	1,316,600
	3.	Appropriations:	
	a.	Wayne County Department of Public Works	749,438
	b.	Other	36,000
N.		Downtown Development Authority - TIF Fund:	
	1.	Estimated Fund Balance - October 1, 2021	\$ 571,763
	2.	Estimated Revenues:	
	a.	Tax Capture	640,481
	b.	Investment Earnings	2,500
	c.	Other	500
	3.	Appropriations:	
	a.	Eureka Viaduct Maintenance	18,500
	b.	Streetscape Maintenance	2,000
	c.	Third Friday Promotions	30,000
	d.	Administration	85,000
	e.	Personnel	105,255
	f.	Streetscape Contribution	36,830
	g.	Beautification Commission	8,000
	h.	Business Procurement/Existing Business Stimulus	11,000
	i.	Business Assistance Program	300,000
	j.	Fort St. Sign/Fountain/Purple Heart	8,880
	k.	Farmers Market	19,000
	l.	Marketing	9,000
	m.	Christmas Lighting/Decorations	41,000
	n.	Masonic Temple Project	15,000
	o.	Operating Expenses	52,000
	p.	Other	19,480
O.		Tax Increment Finance Authority - Consolidated Fund:	
	1.	Estimated Fund Balance - October 1, 2021	\$ 7,794,832
	2.	Estimated Revenues:	
	a.	Tax Capture	3,008,957
	b.	Other Operating Revenues	100,000
	c.	Investment Earnings	10,000
	3.	Appropriations:	
	a.	Road Resurfacing	1,100,000
	b.	Land Acquisition Program	475,000
	c.	Property Maintenance/Taxes	91,700

	d.	Infrastructure Improvements-Recreation	278,000
	e.	Roof/Building Repairs-Police/Court	930,000
	f.	Sewer Construction	300,000
	g.	Tree Maintenance	64,500
	h.	Parking Lots	41,000
	i.	Administration	275,000
P.		Brownfield Redevelopment Authority Fund:	
	1.	Estimated Fund Balance - October 1, 2021	\$ (426,394)
	2.	Estimated Revenues:	
	a.	Tax Capture	0
	3.	Appropriations:	
	a.	Debt Service	0
	b.	Administrative & Operating	0
Q.		Capital Equipment and Replacement Fund:	
	1.	Estimated Fund Balance - October 1, 2021	\$ 72,418
	2.	Estimated Revenues	
	a.	Debt Levy	300,849
	b.	Investment Earnings	100
	3.	Appropriations	
	a.	Vehicles/Equipment - Police	105,000
	b.	Vehicles/Equipment - Fire	42,000
	c.	Debt Service	9,909
R.		Capital Projects Fund:	
	1.	Estimated Fund Balance - October 1, 2021	\$ (2,339,226)
	2.	Estimated Revenues	
	a.	Debt Levy	300,000
	3.	Appropriations	
	a.	Debt Service	67,635

### **SECTION III - ENTERPRISE FUNDS**

S.		Sewage Disposal Fund:	
	1.	Estimated Retained Earnings - October 1, 2021	\$14,516,049
	2.	Estimated Revenues:	
	a.	Customer Service Fees	5,074,411
	b.	Investment Earnings	5,000
	3.	Appropriations:	
	a.	Infrastructure Replacement	852,200
	b.	Administration	420,000
	c.	Sewage Disposal Charges	2,949,714
	d.	Depreciation	920,000
	e.	Debt Service	1,221,328
	f.	Other	149,500
T.		Municipal Golf Course Fund:	
	1.	Estimated Retained Earnings - October 1, 2021	\$ (653,406)
	2.	Estimated Revenues:	
	a.	Green Fees	210,000
	b.	Cart Rental	100,000
	c.	Other Revenue	50,350
	3.	Appropriations:	



	a.	Personnel	62,188
	b.	Course Maintenance	184,250
	c.	Other Expenses	109,260
	d.	Depreciation	95,800
U.		Building Rental Fund:	
	1.	Estimated Retained Earnings - October 1, 2021	\$ 751,311
	2.	Estimated Revenues:	
		a. Rental Income	48,044
		b. Expense Reimbursements	24,000
	3.	Appropriations:	
		a. Operation & Maintenance	215,000
		b. Utilities	95,000
		c. Property Taxes	18,000
		d. Depreciation	65,000

#### **SECTION IV - INTERNAL SERVICE FUNDS**

V.		Self Insurance/Worker's Compensation Fund:	
	1.	Estimated Retained Earnings - October 1, 2021	\$ 5,951,267
	2.	Estimated Revenues	90,000
	3.	Appropriations:	
		a. Worker's Compensation	193,460
		b. Self Insurance Claims	100,000
		c. Other Expenses	41,877
		d. Operating Transfers	650,000

#### **SECTION V - DEBT FUNDS**

W.		Debt Service:	
	1.	Estimated Fund Balance - October 1, 2021	\$ 384,978
	2.	Estimated Revenues	584,918
	3.	Appropriations:	
		a. Debt Service-Police/Court	570,300
		b. Other	500

#### **SECTION VI - CITY TAX RATES**

Preliminary City Tax Rates were adopted on July 12, 2021, after the required notices were filed and Public Hearings held. The Rates were calculated in accordance with Michigan Compiled Law Section 211.34E and 211.34D. The calculated City Tax Rates are the minimum required to defray operating expenses for the fiscal year October 1, 2021, through September 30, 2022. The Rates are as follows:

1.	City Operating	\$14.7109/M Taxable Value
2.	Refuse Collection	\$ 2.4564/M Taxable Value
3.	Debt	\$ 2.4564/M Taxable Value
4.	Drain #5 Operation & Maintenance	\$ 3.1263/M Taxable Value

Motion unanimously carried.

### **2021-293 WFD PURCHASE OF NEW FIRE ENGINE**

By Councilperson Crayne, supported by Councilperson Alderman

BE IT RESOLVED by the Mayor and City Council that the Council concurs with the recommendation of the Fire Chief and the Police and Fire Commission to purchase a new 2022 E-One eMax Typhoon custom fire engine from E-One Fire Apparatus of Ocala, Florida in the amount of \$570,000.00; AND Further, this expenditure will be made using funds received under the American Rescue Plan Act (ARPA) which allows the discretionary use of funds for public safety purposes due to revenue loss associated with the pandemic; AND

Further, the City Administrator is directed to make the necessary budget amendments to the 2022FY budget for the receipt of the ARPA funds and the necessary expenditure for the fire engine in the appropriate accounting fund and fiscal year.

Motion unanimously carried.

### **2021-294 RECREATION DEPT. PURCHASE OF JOHN DEERE ZTRAK 950R MOWER**

By Councilperson Crayne, supported by Councilperson Alderman

BE IT RESOLVED that the Mayor and City Council hereby approve the budget amendment to increase account #525-750-850-540 by \$13,205.40. BE IT FURTHER RESOLVED that the Mayor and City Council approved recommendation of the Superintendent of Recreation to purchase a John Deere ZTRak 950R mower from JW Turf in the amount of \$13,205.40.

Motion unanimously carried.

### **2021-295 DDA AND TIFA DEVELOPMENT AREA CITIZENS COUNCILS**

By Councilperson Crayne, supported by Councilperson Alderman

WHEREAS the City of Wyandotte is pursuing an Amendment to and extension of the Downtown Development Authority (DDA) Plan and the Tax Increment Financing Authority (TIFA) Plan, AND WHEREAS, Public Act 57 of 2018, as amended, requires that a Local Governing Unit establish a Citizen's Advisory Council in a development area comprising of more than 100 residents if a Development Plan is to be created or amended, AND

WHEREAS, members of each respective committee shall be residents of the respective district for which they are being appointed, shall be appointed by the Mayor, and shall be approved by City Council; AND

WHEREAS the City of Wyandotte's Downtown Development Authority (DDA) District and the Tax Increment Financing Authority (TIFA) District both have residential populations greater than 100 residents, AND

NOW THEREFORE BE IT RESOLVED, that the City Council hereby approves the establishment of the DDA and TIFA Development Area Citizens Councils (CACs) with the following terms and conditions, and the members as appointed by the Mayor;

#### **DOWNTOWN DEVELOPMENT AREA CITIZEN'S ADVISORY COUNCIL MEMBERS**

Linda Alexander

Rose DeSana

Bryan Kozinski

James Lange

Charlie Mix

Andy Morsello

Salvatore Noto

Annette Phillips

Jane Rasmussen

Sandy Skaigir

Joe Tarris

#### **TIFA DEVELOPMENT AREA CITIZEN'S ADVISORY COUNCIL MEMBERS**

Kenneth Beesley

Corki Benson

Abby DeSana  
 Gino Giamalva  
 Anne Goudy  
 Brian Harnos  
 Margie Loya  
 Jeremy Sladovnik  
 Mimmo Vitale

**Purpose**

This group of citizens living in the TIFA and DDA areas is established to advise the DDA Board, TIFA Board and City Council with regard to implementation of the Downtown Development Plan and Tax Increment Financing Plan, respectively.

**Special Qualifications for Appointment**

Must be 18 years old and residents of the DDA and TIFA area per MCL 125.4221

**Length of Terms**

3 years

**Meeting Times and Frequency**

This is a permanent committee, unless dissolved in accordance with the law, that meets twice annually, in accordance with public meetings as required by law, and in conjunction with the Authorities' two required public information meetings,

- DDA Public Information Meetings and CAC Meeting shall be held the second Tuesday of June and the second Tuesday of December at 5:30 PM in City Hall Council Chambers.
- TIFA Public Information Meetings and CAC Meeting shall be held the third Tuesday of June and the third Tuesday of December at 8:30 AM in City Hall Council Chambers.

**Membership/Committee Composition**

No less than 9 members and no more than 15 members; members are appointed by the Mayor and approved by City Council.

Motion unanimously carried.

**2021-296 SALE OF FORMER 1827-1839 5<sup>TH</sup> ST.**

By Councilperson Crayne, supported by Councilperson Alderman

RESOLVED BY THE MAYOR AND COUNCIL that the communication from the City Engineer regarding the City owned property located at former 1827-1839 5th Street is hereby received and placed on file; AND

BE IT FURTHER RESOLVED that the Council concurs with the recommendation to sell the property known as former 1827-1839 5th Street to Mr. VanBeek in the amount of \$10,000.00; AND

BE IT FURTHER RESOLVED that if the Purchaser(s), Mr. VanBeek, does not undertake development within six (6) months from time of closing and complete construction within one (1) year, this will result in Seller's right to repurchase property including any improvements for One (\$1.00) Dollar. A condition will be placed on the Deed that will include this contingency;

NOW THEREFORE, BE IT RESOLVED that the Mayor and City Clerk are hereby authorized to execute the Offer to Purchase Real Estate for the property known as former 1827-1839 5th Street, between Mr. VanBeek and the City of Wyandotte for \$10,000 as presented to Council.

Motion unanimously carried.

**2021-297 NEZ APPLICATION – 1841 5<sup>TH</sup> (FORMER 1827-1839 5<sup>TH</sup>)**

By Councilperson Crayne, supported by Councilperson Alderman

WHEREAS per a resolution adopted by the Wyandotte City Council on December 7, 1992, it is the policy of the City of Wyandotte to offer 12-year tax abatements for new single-family construction in Neighborhood Enterprise Zones within the City of Wyandotte; and

WHEREAS the former 1827-1839 5th Street now known as 1841 5th Street is within the City of Wyandotte's Neighborhood Enterprise Zone #3 adopted on December 7, 1992;

NOW THEREFORE BE IT RESOLVED by the City Council that Council CONCURS with the

recommendation of City Engineer as set forth in his communication of August 9, 2021, that the City of Wyandotte will approve a 12-year Neighborhood Enterprise Zone Exemption Certificate for the proposed redevelopment at former 1827-1839 5th Street now known as 1841 5th Street, subject to the proper application materials being submitted to the City and the project's compliance with the Neighborhood Enterprise Zone Act, Act 147 of 1992, as amended; AND WHEREAS the City Clerk and the City Assessor are hereby authorized to execute said applications for a 12-year Neighborhood Enterprise Zone Certificate.  
Motion unanimously carried.

#### **2021-298 WAYNE COUNTY CDBG AGREEMENT**

By Councilperson Crayne, supported by Councilperson Alderman  
BE IT RESOLVED that Council hereby approves the Sub-Recipient Agreement for the Community Development Block Grant (CDBG) 2021 - 2026, and authorizes the Mayor and City Clerk to execute same.  
Motion unanimously carried.

#### **2021-299 BILLS & ACCOUNTS**

By Councilperson Crayne, supported by Councilperson Alderman  
RESOLVED that the total bills and accounts of \$4,004,628.44 as presented by the Mayor and City Clerk are hereby APPROVED for payment.  
Motion unanimously carried.

#### **REPORTS & MINUTES**


Beautification Commission	09/08/2021
Recreation Commission	08/11/2021
WMS Commission	08/18/2021

#### **REMARKS OF THE MAYOR, COUNCIL, & ELECTED OFFICIALS**

#### **ADJOURNMENT**

##### **2021-300 ADJOURNMENT**

By Councilperson Crayne, supported by Councilperson Alderman  
RESOLVED, that this regular meeting of the Wyandotte City Council be adjourned at 7:27 p.m.  
Motion unanimously carried.

  
\_\_\_\_\_  
Lawrence S. Stec, City Clerk

**RESOLUTION**

Item Number: #1  
Date: October 4, 2021

RESOLUTION by Councilperson \_\_\_\_\_

RESOLVED that the minutes of the meetings held under the dates of September 27, 2021 be approved as recorded, without objection.

I move the adoption of the foregoing resolution.

MOTION by Councilperson

SUPPORTED by Councilperson

YEAS	COUNCIL	NAYS
_____	<b>Alderman</b>	_____
_____	<b>Calvin</b>	_____
_____	<b>Crayne</b>	_____
_____	<b>Hanna</b>	_____
_____	<b>Shuryan</b>	_____
_____	<b>Stec</b>	_____

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE: 10/4/2021**

**AGENDA ITEM # 2**

**ITEM: 2021 Halloween Trick-or-Treat Hours**

**PRESENTER:** Brian Zalewski

**INDIVIDUALS IN ATTENDANCE:** N/A

**BACKGROUND:** The Police Department annually recommends the Halloween “Trick or Treat” hours for the Wyandotte Community.

**STRATEGIC PLAN/GOALS:** By recommending the “Trick or Treat” hours, the department can make sure it has the additional manpower scheduled to properly patrol the streets and ensure the safety of all those participating in this annual event.

**ACTION REQUESTED:** City Council approval for the 2021 “Trick or Treat” hours to be established from 5:30 p.m. to 7:30 p.m. on Sunday, October 31st.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** This recommendation will have a nominal effect on the department’s overtime budget, account # 101-301-725-120.

**IMPLEMENTATION PLAN:** If approved by the City Council, the attached Halloween information and “tip sheet” will be forwarded to the Mayor's Office and Municipal Services Department for placement on the City's website, social media sites and cable.

**LIST OF ATTACHMENTS:**

1. Halloween Safety Tips.pdf - Adobe Acrobat

**RESOLUTION**

Item Number: #2  
Date: October 4, 2021

RESOLUTION by Councilperson \_\_\_\_\_

BE IT RESOLVED BY THE CITY COUNCIL that the Council concurs with the Chief of Police in recommending the 2021 Halloween “Trick or Treat” hours be established between 5:30 p.m. and 7:30 p.m. on Sunday, October 31st, 2021.

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

SUPPORTED by Councilperson \_\_\_\_\_

**YEAS**

**COUNCIL**

**NAYS**

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**Alderman**  
**Calvin**  
**Crayne**  
**Hanna**  
**Shuryan**  
**Stec**

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City of  
**Wyandotte**  
Michigan

# Halloween Safety Tips

Trick-or-Treat Hours in the City of Wyandotte are 5:30 to 7:30 pm

- A parent, guardian or older sibling should accompany children and only go to houses of people they know. If someone older cannot go, Trick or Treat with a group of children.
- Do not enter the house to obtain a treat.
- Parents should choose the correct clothing or costume - light colors are more easily seen at night. Make-up or masks should provide good visibility for the trick-or-treater.
- Use reflective tape on your costume and carry a flashlight so you can see and be seen easily.
- Plan your trick-or-treat route ahead of time. Pick streets that are well lit. Children should look carefully before crossing the street and cross only at corners. Never cross the street between parked cars or in the middle of the block.
- Watch for traffic
- Only give and accept wrapped or packaged candy.
- Parents should carefully inspect treats for signs of tampering or metal objects.
- Suspicious persons should be reported to the Police Department.

Have a safe and happy Halloween!

-Police Chief Brian Zalewski





**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE: 10/4/2021**

**AGENDA ITEM # 3**

**ITEM: Wyandotte Street Art Fair 2022**

**PRESENTER:** Heather A. Thiede-Champlin, Special Events Coordinator

**INDIVIDUALS IN ATTENDANCE:** Heather A. Thiede-Champlin, Special Events Coordinator

**BACKGROUND:** The 61st Annual Wyandotte Street Art Fair will be held on July 13-16, 2022. This letter is sent to request that the Public Works Department be notified to close Biddle Avenue, from Oak to Eureka, for the 2022 Wyandotte Street Art Fair from Sunday, July 11, starting at 12:01 AM through Monday, July 18, 8 AM. North and southbound traffic will be rerouted on Third Street with detours at Oak Street and Eureka, all truck traffic to be rerouted to M-85 (Fort Street) via Eureka or Ford (Northline).

**STRATEGIC PLAN/GOALS:** The City of Wyandotte hosts several quality of life events throughout the year. These events serve to purpose the goals of the City of Wyandotte by bringing our community together with citizen participation and supporting the local businesses and non-profit organizations.

**ACTION REQUESTED:** The Chief of Police is requested to apply to the Wayne County Office of Public Service for a road closing permit; he should be designated and authorized to sign said street closing permit document on behalf of the City of Wyandotte. Responsibility for all damage claims which may arise from the road closing must be assumed by the City of Wyandotte. The Fire Department should also be notified of this event to reroute emergency vehicles.

**The Wyandotte Street Art Fair would like to request the following:**

**1. Permission to allow the city sidewalks listed below to be used during the Art Fair only, July 11-18 (this includes set up and tear down dates), and by those merchants who are issued permits from the Art Fair Committee/Special Events Office:**

**Biddle Avenue, Eureka to Chestnut Street  
Oak Street, Van Alstyne to Third Street  
Elm Street, Van Alstyne to Third Street  
Maple Street, Van Alstyne to Third Street  
Sycamore Street, Van Alstyne to Third Street  
Eureka Road, Van Alstyne to Third Street**

## **First Street, Oak to Maple**

**Further, this permission should extend only to those merchants who have been issued a permit. They are not authorized to sub-contract their space. Enforcement of this policy should be authorized by the Wyandotte Police Department under Ordinance 32-1.**

**2. Permission for the use of First Street from Oak to Maple Street for the display and sale of handmade craft items as authorized by the Wyandotte Street Art Fair Committee/Staff and the utilization the Parking Lot # 10 on First Street for their crafter parking.**

**3. Permission for a non-profit group/organization to have paid parking in parking lot # 11 from July 13 through July 16 funds from this lot are to return to the non-profit/organization with a small percentage to be donated to the Wyandotte Street Art Fair.**

**4. The Wyandotte Street Art Fair Committee request that outdoor sale and drinking of all alcoholic beverages be done by a licensed vendor which will be authorized by the Art Fair Committee as had been done pre-2021. Enforcement of this policy should be authorized by the Wyandotte Police Department under Ordinance 25-9. It is to be prohibited for any person to bring in their own alcoholic beverages at the Wyandotte Street Art Fair. An alternative proposal would be to eliminate the riverfront and Biddle Avenue beverage areas and activate the Social District which would be similar to last year's (2021) Art Fair contingent upon the Downtown Development Authority (DDA) reimbursing the Wyandotte Street Art Fair/City of Wyandotte in an the amount of \$35,000 for the loss of revenue associated with the beverage sales.**

**5. Permission to utilize the Chase Bank Building Parking Lot, area closest to Third Street, July 8 through July 11, as a parking lot for with a charge for the benefit of the Wyandotte Goodfellows and Old Time Ballplayers.**

**6. Permission to utilize the waterfront parking lot #1, grassy area, and adjacent between Elm and Oak, for entertainment and refreshment area.**

**7. Permission to utilize Biddle Avenue, from Eureka to Plum Street, to be utilized as a designated parking area, under the control of the Wyandotte Boat Club, subject to approval and coordination of the Department of Legal Affairs, Engineering Dept. and Police Department.**

**8. Permission to use 20 spaces in the city lot across from the DCA during the fair to be used for artist parking from July 11th through 16th 2022.**

**9. Permission for the use Parking #9 Northwest corner of 2nd Street and Maple from July 13 through July 16th 2022 funds from this lot are to return to the non-profit/organization**

**with a percentage to be donated to the Wyandotte Street Art Fair.**

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Wyandotte Street Art Fair Expense  
Account - 285-225-925-860 - \$145,000

**IMPLEMENTATION PLAN:** The resolutions and all necessary documents will be forwarded to the necessary departments.

**LIST OF ATTACHMENTS:** None

## RESOLUTION

Item Number: #3  
Date: October 4, 2021

RESOLUTION by Councilperson \_\_\_\_\_

BE IT RESOLVED that Council approves the request of the Special Event Coordinator to approve of the road closure for the City of Wyandotte Street Art Fair scheduled for July 13th through the 16th 2022.

1. Permission to allow the city sidewalks listed below to be used during the Art Fair only, July 11-18 (this includes set up and tear down dates), and by those merchants who are issued permits from the Art Fair Committee/Special Events Office:

Biddle Avenue, Eureka to Chestnut Street  
Oak Street, Van Alstyne to Third Street  
Elm Street, Van Alstyne to Third Street  
Maple Street, Van Alstyne to Third Street  
Sycamore Street, Van Alstyne to Third Street  
Eureka Road, Van Alstyne to Third Street  
First Street, Oak to Maple

Further, this permission should extend only to those merchants who have been issued a permit. They are not authorized to sub-contract their space. Enforcement of this policy should be authorized by the Wyandotte Police Department under Ordinance 32-1.

2. Permission for the use of First Street from Oak to Maple Street for the display and sale of handmade craft items as authorized by the Wyandotte Street Art Fair Committee/Staff and the utilization the Parking Lot # 10 on First Street for their crafter parking.

3. Permission for a non-profit group/organization to have paid parking in parking lot # 11 from July 13 through July 16 funds from this lot are to return to the non-profit/organization with a small percentage to be donated to the Wyandotte Street Art Fair.

4. The Wyandotte Street Art Fair Committee request that outdoor sale and drinking of all alcoholic beverages be done by a licensed vendor which will be authorized by the Art Fair Committee as had been done pre-2021. . Enforcement of this policy should be authorized by the Wyandotte Police Department under Ordinance 25-9. It is to be prohibited for any person to bring in their own alcoholic beverages at the Wyandotte Street Art Fair. An alternative proposal would be to eliminate the beverage areas in the riverfront and Biddle Avenue and activate the Social District which would be similar to last year's (2021) Art Fair contingent upon the Downtown Development Authority (DDA) reimbursing the Wyandotte Street Art Fair/City of Wyandotte in an the amount of \$35,000 for the loss of revenue associated with the beverage sales.

5. Permission to utilize the Chase Bank Building Parking Lot, area closest to Third Street, July 8 through July

11, as a parking lot for with a charge for the benefit of the Wyandotte Goodfellows and Old Time Ballplayers.

6. Permission to utilize the waterfront parking lot #1, grassy area, and adjacent between Elm and Oak, for entertainment and refreshment area.

7. Permission to utilize Biddle Avenue, from Eureka to Plum Street, to be utilized as a designated parking area, under the control of the Wyandotte Boat Club, subject to approval and coordination of the Department of Legal Affairs, Engineering Dept. and Police Department.

8. Permission to use 20 spaces in the city lot across from the DCA during the fair to be used for artist parking from July 11th through 16th 2022.

9. Permission for the use Parking #9 Northwest corner of 2nd Street and Maple from July 13 through July 16th 2022 funds from this lot are to return to the non-profit/organization with a percentage to be donated to the Wyandotte Street Art Fair.

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

SUPPORTED by Councilperson \_\_\_\_\_

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	<b>Alderman</b>	_____
_____	<b>Calvin</b>	_____
_____	<b>Crayne</b>	_____
_____	<b>Hanna</b>	_____
_____	<b>Shuryan</b>	_____
_____	<b>Stec</b>	_____

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE: 10/4/2021**

**AGENDA ITEM # 4**

**ITEM: Wyandotte Shred Day - Use of City Property Request**

**PRESENTER:** Heather Zagor - Customer Assistance Supervisor

**INDIVIDUALS IN ATTENDANCE:** N/A

**BACKGROUND:** On Saturday, October 16, 2021 Municipal Services is proposing to host a free paper shredding event from 9am to 12pm in the City Hall Parking lot. The event date has been confirmed with the proper City departments as being available to hold the event and is not in conflict with any other currently scheduled events on that date.

During “Shred Day,” Wyandotte residents may bring up to 50 pounds of personal or sensitive documents to be shredded safely and securely by Pure Data Services, a Document Shredding and Electronic Recycling Company. Pure Data Services will provide a mobile unit to shred mixed office paper. They will not shred plastic, compact disks, DVDs or other metal (other than paper clips or staples).

This event will be open to Wyandotte Residents only.

**STRATEGIC PLAN/GOALS:** To provide services in an environmentally responsible manner.

**ACTION REQUESTED:** Council approval for Municipal Services to utilize the City Hall parking lot to host a paper shred day on October 16, 2021, as recommended by WMS management

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Total budget of \$650.00 to be paid for via approved Energy Optimization (EO) budget, account # 591-017-591-332 - Energy Opt Administration

**IMPLEMENTATION PLAN:** Subsequent to City Council Approval, finalize scheduling of event.

**LIST OF ATTACHMENTS:**

1. 9.8.2021 2021 Shred Day\_3
2. 2021 Hold Harmless

**RESOLUTION**

Item Number: #4  
Date: October 4, 2021

RESOLUTION by Councilperson \_\_\_\_\_

BE IT RESOLVED that Council Concurs with the Wyandotte Municipal Services Commission in utilizing Energy Optimization (EO) Administration funding to host a city-wide shred day to promote and educate environmentally responsible recycling of paper through safe and secure shredding; AND

BE IT FURTHER RESOLVED that the Wyandotte City Council authorizes use of the City Hall Parking Lot for Shred Day on Saturday, October 16, 2021 between 9 AM and 12 PM.

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

SUPPORTED by Councilperson \_\_\_\_\_

**YEAS**

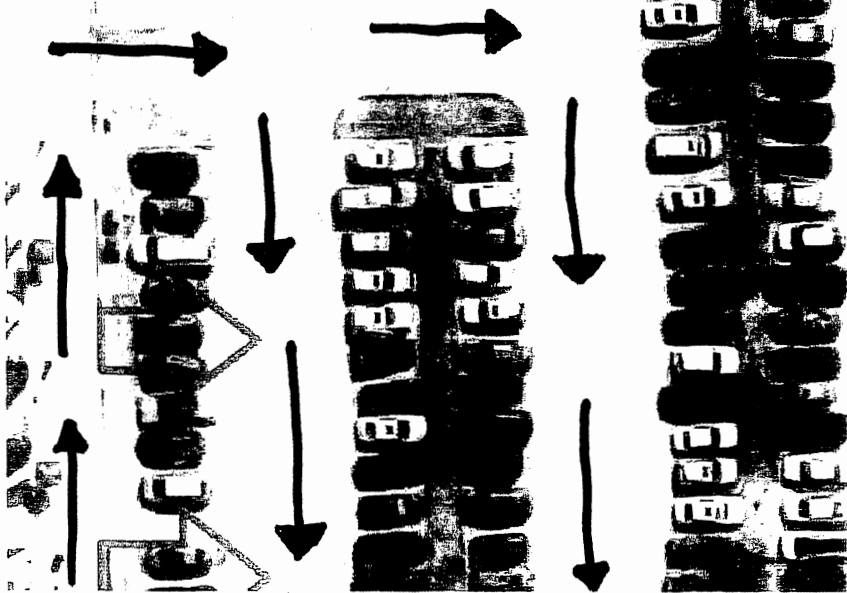
**COUNCIL**

**NAYS**

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**Alderman**  
**Calvin**  
**Crayne**  
**Hanna**  
**Shuryan**  
**Stec**

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3RD St.





### **HOLD HARMLESS AGREEMENT**

In consideration of Wyandotte Municipal Services and the City of Wyandotte granting permission to the undersigned to conduct a paper document Shred Day Event on October 16, 2021 in conjunction with Wyandotte Municipal Services in the Wyandotte City Hall parking lot at 3200 Biddle Avenue, Wyandotte, MI, for the purposes of receiving, storing, transportation and shredding of paper/paper documents, the undersigned hereby assumes all risk and liability relating to the receipt, storing, transportation and shredding of private paper/paper documents, and agrees to hold harmless and indemnify Wyandotte Municipal Services and the City of Wyandotte from all liability or responsibility whatsoever for injury (including death) to persons and for any damage to City property or to the property of others arising out of, or resulting either directly or indirectly, from the receipt, storing, transportation and shredding of private paper/paper documents.

The undersigned further does hereby remise, release, and forever discharge Wyandotte Municipal Services and the City of Wyandotte, its Officers, agents and employees ("Indemnified Parties") from any and all claims, actions, causes of action, damages and liabilities ("Losses") resulting or arising out of, either directly or indirectly, from the Shred Day Event on October 16, 2021 except to the extent such Losses were a result of an Indemnified Party's intentional misconduct or negligence. The undersigned represents that she is authorized to execute this document on behalf of the named LLC.

Agreed to this 28 day of September, 2021.

**Pure Data Services, LLC**

  
By: Kathryn J. Chambers, Member  
Address: 4459 13<sup>th</sup> Street, Wyandotte, MI 48192  
Telephone: 734-283-3000  
Email: katie.chambers@puredataservices.com

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE: 10/4/2021**

**AGENDA ITEM # 5**

**ITEM: New Video Recording System Purchase for the 27th District Court**

**PRESENTER:** Elizabeth DiSanto - 27th District Court Chief Judge

**INDIVIDUALS IN ATTENDANCE:**

**BACKGROUND:** The 27th District Court purchased new recording system in 6/2020. In addition to the new recording system this court is requesting a video recording system. While it was an option in June 2020, it was not in our budget at that time. It is currently in our budget, as a portion of the cost will be reimbursed through the MSP Grant the court received. This video system will provide improvements within the court and for the defendants and citizens within the city of Wyandotte and Riverview. The lack of adequate audio is problematic for the court proceedings to be viewed/heard on YouTube which continues so the court can remain in compliance with the open courtroom during remote proceedings. The Michigan Supreme Court has notified all courts that Zoom/Remote Court Proceedings are permanent. We must make updates to our system so we can provide these services and maintain compliance with the Michigan Supreme Court requirements.

As well as providing a means to having issues resolved in a timely manner, it will allow court recorder personnel to more easily perform their tasks, provide for future technology enhancements that are not available with the current system, and allow for non-certified personnel to perform certain functions - increasing overall productivity and resulting in more efficient court docket management.

There are three qualified vendors that are court recorder providers and those bids are attached. BIS met all the needs of the court recording system, as well as having contract pricing through TIPS (The Interlocal Purchasing System) national cooperative. We need to use BIS to interface with our existing equipment thus making it a single-source provider under our procurement ordinance.

This item was reviewed by the City Attorney and "approved as to form".

**STRATEGIC PLAN/GOALS:** To provide the best services to the citizens of the City of Wyandotte and Riverview.

**ACTION REQUESTED:** Authorize the Mayor and City Clerk to sign the purchase quotes for the purchase of a New Video Recording System using FY2021 budgeted funds from account number 101-136-850-510. We have also requested reimbursement in the amount of \$6,057.57 from this courts MSP-CESF Grant.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The purchase cost of \$12,917.65 will come from the FY2021 budgeted funds of account number 101-136-850-510 - Office Equipment.

This court has also been awarded a MSP Grant and will be reimbursed \$6,057.57 toward this video equipment.

**IMPLEMENTATION PLAN:** Wyandotte Information Technology will work with the vendor to install and implement the solution.

**LIST OF ATTACHMENTS:**

1. BIS
2. JCG
3. HIGHCRITERI

**RESOLUTION**

Item Number: #5  
Date: October 4, 2021

RESOLUTION by Councilperson \_\_\_\_\_

Authorize the Mayor and City Clerk to sign the proposal from BIS Digital in the amount of \$12,917.65 for the purchase of a New Video Recording System using FY2021 budgeted funds from account number 101-136-850-510 with reimbursement from the MSP Grant for \$6,057.57 to defray the cost of this video equipment.

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

SUPPORTED by Councilperson \_\_\_\_\_

<b><u>YEAS</u></b>	<b><u>COUNCIL</u></b>	<b><u>NAYS</u></b>
_____	<b>Alderman</b>	_____
_____	<b>Calvin</b>	_____
_____	<b>Crayne</b>	_____
_____	<b>Hanna</b>	_____
_____	<b>Shuryan</b>	_____
_____	<b>Stec</b>	_____



**Date** Monday, July 26, 2021

**Quote Number** Q-8014808-7.26.2021  
Main Courtroom Video Recording Budget Estimate

**Sales Consultant** Andy Spigner, Account Manager  
(800) 834-7674 x4044 / andy.spigner@bisdigital.com

**Primary Contact** Stacie Nevalo, Court Administrator  
2015 Biddle Ave  
Wyandotte, MI 48192  
(734) 324-4493 / (734) 324-4472 (Fax)  
snevalo@wyandottemi.gov (Email)

**Billing Address** 27th District Court (MI) / A-1000382  
2015 Biddle Ave  
Wyandotte, MI 48192

**Shipping Address** Same

**Users To Train** Yes

**Wiring Required** Yes

**Installation Notes** See attached Scope of Work document.

Item	Product Code	Qty	Unit Price	Total Price
2nd Video Channel for DCR Products	DCR-AOV-2	1	\$300.00	\$300.00
3rd Video Channel for DCR Products	DCR-AOV-3	1	\$200.00	\$200.00
4th Video Channel for DCR Products	DCR-AOV-4	1	\$100.00	\$100.00



5th Video Channel for DCR Products	DCR-AOV-5	1	\$100.00	\$100.00
IP Camera w/15mm-50mm Lens (Series 2)	BIS-VC-IP-CR2-S2	2	\$850.00	\$1,700.00
Fixed Dome IP Camera   1080p (Series	BIS-VC-IP-FD-1080S3	2	\$460.00	\$920.00
HDMI IP Video Encoder	BIS-IP-VE-HDMI	1	\$1,850.00	\$1,850.00
HDMI Distribution Amplifier 1in 2out (For VTC Distribution)	BIS-HDMI-DA-12VTC	1	\$100.00	\$100.00
HDMI Cable Series 2 (3ft.)	BIS-HDMI-3FT-S2	3	\$9.45	\$28.35
IP Video Decoder w/Multiview	BIS-VC-IP-VDMV	1	\$625.00	\$625.00
CAT6 Cable BK (Plenum) - 1,000ft Roll	BIS-W-CAT6	1	\$599.00	\$599.00



Network Switch w/PoE 28-port (Series 6)	BIS-NS-POE-28S6	1	\$1,680.00	\$1,680.00
HDMI to DVI Cable Series 2 (6ft.)	BIS-HDMI-DVI-6FT-S2	1	\$16.65	\$16.65
DUAL CAT5E CONFIGURED WALL PLATE	BIS-CAT-WP2	5	\$11.20	\$56.00
CAT6 Patch Cable (5ft.)	BIS-CAT6-PC5	16	\$10.50	\$168.00
Microphone Wire 22AWG (Plenum) - 500ft Roll	BIS-W-MP-22AWG-500ft	0.5	\$100.00	\$50.00
Installation Supplies	BIS-INST-SUP	1	\$116.90	\$116.90
Shipping/Handling	S/H	1	\$233.80	\$233.80



On-site Setup, Installation and Training	SIT	1	\$2,800.00	\$2,800.00
Annual DCR On-Site Service & Support (Contract to be issued upon installation)	NMNT-DCR	1	\$1,273.95	\$1,273.95
			<b>Sales Tax Rate</b>	_____%
<b>Total (Excluding Sales Tax)</b>				<b>\$12,917.65</b>

### **Optimal Specifications for BIS Digital PC Systems**

#### **Live Stream & On-Demand Requirements**

- BIS Digital, Inc. recommends customer can transmit continuous stream of 300kbps or more for optimal performance.

All specifications are subject to change without notice. All computers sourced from third parties must first be approved by BIS Digital prior to purchase.

#### Equipment Supply

BIS Digital will furnish the equipment as specified herein. Revisions to this contract are made by approved written "Change Order". BIS reserves the right to bill for equipment as stored materials when delivery or installation is not possible. There are no additional implied or expressed operations of the system other than stated within.

#### Electrical Installation

The customer provided electrical contractor will install all AC power, relay switches & conduit as required for the proposed systems. If required, the customer provided electrician will be responsible for providing and hanging all rigid electrical junction boxes, conduit and installing same. BIS Digital has recommended and asked for Dedicated Electrical Power to be installed at the head-end, controlled end-user equipment or at the same location of final control(s). Dedicated Power shall be the responsibility of the end-user and any external noise or factors creating noise within the systems not exposed by installed electronic equipment shall not be BIS Digital, Inc. responsibility and shall not be reason for any hold-backs whatsoever by any party.





#### Equipment Installation and Head End Connections

BIS technicians will install all specified equipment and make all final circuit terminations in the head-end equipment racks. The customer will provide all custom carpentry or custom room preparations as required prior to the installation. The customer will provide scaffold or high reach for all installation work in ceilings over fourteen feet. All network connection(s) are to be provided by the customer. Any changes, alterations or deviations from the Equipment and installation obligations specified herein involving extra cost for labor or material will be executed only on written orders for the same. The cost of any added labor or material will become an extra charge over and above the total specified on the Agreement.



### Order Summary

<b>Date</b>	Monday, July 26, 2021
<b>Quote Number</b>	Q-8014808-7.26.2021
<b>Account Name</b>	27th District Court (MI)
<b>Total (Excluding Sales Tax)</b>	\$12,917.65

### Terms and Conditions

<b>Effective Period</b>	This proposal is a firm offer for 30 days from quote date Monday, July 26, 2021.
<b>Tax Status</b>	Sales tax will be added to invoice unless Tax Exempt Form is on file with BIS Digital.
<b>Payment Terms</b>	<b>Deposit:</b> All orders above \$5,000 require a 50% deposit. Once the order and deposit is confirmed (received) by BIS Digital, scheduling of the installation / and shipment of goods will occur. <b>Balance:</b> The remaining balance is to be paid on the completion of the installation. {delivery of goods at customer site}
<b>Install Cancellation</b>	If customer cancels (or postpones) a mutually agreed upon installation date, BIS Digital reserves the right to ship to customer and invoice for hardware, software or other materials procured for the project.
<b>Restocking Fee</b>	20% restocking fee will be charged for all cancelled orders
<b>Site Preparation</b>	Customer is required to supply all conduit and cable pulls not listed on this quote. Customer will be responsible for any additional wiring or installation supplies needed during installation.
<b>Training</b>	BIS Digital will provide full training of all system users per agreed training schedule.
<b>Limited Warranty</b>	All BIS supplied new systems (Hardware & Software) are covered for 90 days following date of installation/delivery. Warranty does not cover On-Site Technical Support, Shipping costs, or Software upgrades (See Software Assurance below).
<b>Software Assurance</b>	Annual Software Assurance entitles user to unlimited software upgrades throughout the one year term, at the cost of \$350 per license/year.

This signature and Purchase Order number states acceptance to the above price, terms and conditions, authorizing BIS Digital, Inc. to order, install and bill for the above equipment:

\* Accepted by: \_\_\_\_\_  
Name Title  
  
\_\_\_\_\_  
Signature Date

\* Accounts Payable Information \* Required for order to be processed\*

A/P Contact: \_\_\_\_\_  
Name Phone Number  
  
\_\_\_\_\_



Email Address

Fax #

Is a Purchase Order required for processing? \_\_\_\_\_ P.O. # \_\_\_\_\_

## Scope of Work

<b>Account:</b>	27th District Court
<b>Quote:</b>	Q-8014808
<b>Date:</b>	July 26, 2021
<b>Overview:</b>	Add video recording of courtroom participants to an existing license of DCR 8-channel software. Record video arraignments, video testimony and Zoom participants that join a conference from an existing Polycom HDX-6000 codec. Configure DCR Remote Control and Monitor (previously purchased on Q-8014819.

### Audio & Video Recording:

BIS will install DCR onto a Client provided Desktop(s) (Existing license of DCR 8-channel software in place)

Recordings will be stored on Recording PC and will be accessed using DCR Player

The recorder WILL be **controlled** using a Recording PC and the judge's PC workstation at her bench with DCR Network Control and Monitor.

The recording software will capture 8 **audio channels** in DCR. Specify channel capture participant/location.

- ☒ Channel 1: judge
- ☒ Channel 2: witness
- ☒ Channel 3: prosecution
- ☒ Channel 4: defense
- ☒ Channel 5: podium
- ☒ Channel 6: Click to enter text.
- ☐ Channel 7: Click to enter text.
- ☐ Channel 8: Click to enter text.
- ☐ Channel 9: Click to enter text.
- ☐ Channel 10: Click to enter text.
- ☐ Channel 11: Click to enter text.
- ☐ Channel 12: Click to enter text.



The recording software will capture 5 **video channels** in DCR. Specify new/existing, type, location and distance (from subject) of **camera**.

- ☒ Camera 1: New Fixed IP Camera w/ 50mm Zoom judge Enter #.
- ☒ Camera 2: New Fixed IP Camera w/ 50mm Zoom witness Enter #.
- ☒ Camera 3: New Fixed IP Camera; Prosecution Table Enter #.
- ☒ Camera 4: New PTZ IP Camera; Defense Table/Podium Enter #.
- ☒ Camera 5: Polycom VTC
- ☐ Camera 6: Choose an item. Choose an item. Click to enter text. Enter #.
- ☐ Camera 7: Choose an item. Choose an item. Click to enter text. Enter #.
- ☐ Camera 8: Choose an item. Choose an item. Click to enter text. Enter #.

The recorder WILL NOT include a **screen capture license** which if applicable will record ☐ VTC call ☐ Video Evidence running on the recording PC itself.

BIS will use 7 **microphones** mounted at the following locations.

- ☒ Channel 1: Existing judge gooseneck microphone
- ☒ Channel 2: Existing witness gooseneck microphone
- ☒ Channel 3: Choose an item. Click to enter text. Click or tap here to enter text.
- ☒ Channel 4: Existing boundary microphone Prosecution Table
- ☒ Channel 5: Existing Defense Table Boundary microphone
- ☒ Channel 6: Existing Podium Gooseneck microphone
- ☒ Channel 7: Existing Jury Boundary microphone
- ☐ Channel 8: Choose an item. Click to enter text. Click or tap here to enter text.
- ☐ Channel 9: Choose an item. Click to enter text. Click or tap here to enter text.
- ☐ Channel 10: Choose an item. Click to enter text. Click or tap here to enter text.
- ☐ Channel 11: Choose an item. Click to enter text. Click or tap here to enter text.
- ☐ Channel 12: Choose an item. Click to enter text. Click or tap here to enter text.

**Audio Reinforcement System:** N/A ☐

BIS WILL NOT be required to run microphone wire.

BIS will re-use the following **existing** audio equipment: (Click all that apply. Specify Make/Model.)

- ☒ Mixer/DSP TesiraForte DAN Ci
- ☒ Amplifier Crown CDI-1000
- ☒ Assisted Listening System Williams Sound FM 557

BIS will utilize a **select one**. ladder to access the ceiling.



Evidence Presentation System: N/A ☒

The evidence presentation system will accommodate digital wired HDMI inputs at the following locations: [Click to enter text.](#)

The evidence presentation system [Choose an item.](#) accommodate wireless presentation from BYOD devices.

Evidence shall be displayed at the following locations on the specified display type: [Click to enter text.](#)  
*Example: projector on rear wall, ceiling mounted display above gallery, etc.*

The displays [Choose an item.](#) be able to display independent sources simultaneously.

BIS will **re-use** the following **existing** presentation equipment: (Check all that apply. Note make/model.)

- ☐ Document Camera [Click to enter text.](#)
- ☐ Blu-Ray/DVD [Click to enter text.](#)
- ☐ Monitors [Click to enter text.](#)
- ☐ Projectors [Click to enter text.](#)
- ☐ Video Input Switcher [Click to enter text.](#)
- ☐ Video Distribution Amplifier [Click to enter text.](#)
- ☐ Presentation Annotator [Click to enter text.](#)
- ☐ BYOD presentation device [Click to enter text.](#)

BIS will **provide** the following **new** presentation equipment: (Check all that apply. Note type.)

- ☐ Document Camera [Click to enter text.](#)
- ☐ Blu-Ray/DVD [Click to enter text.](#)
- ☐ Monitors [Click to enter text.](#)
- ☐ Projectors [Click to enter text.](#)
- ☐ Video Input Switcher [Click to enter text.](#)
- ☐ Video Distribution Amplifier [Click to enter text.](#)
- ☐ Presentation Annotator [Click to enter text.](#)
- ☐ BYOD presentation device [Click to enter text.](#)

The system [Choose an item.](#) allow participants to annotate over the presented evidence.



Annotations will be made at the following participant locations: [Click to enter text.](#) using the following device [Choose one.](#)

The system [Choose an item.](#) allow the **Judge** to preview and publish the evidence.

Participants who will preview the evidence will be: [Click to enter text.](#)

The evidence shall be published to: [Click to enter text.](#)

The evidence presentation system [Choose an item.](#) feature an overflow output to the following locations and display types: [Click to enter text.](#). The overflow locations [Choose an item.](#) require an audio feed.

#### Video Teleconference (VTC): N/A ☐

BIS will integrate a BIS-provided VTC system with 1 Client-provided wall mounted display. The VTC video WILL be captured via the recording system. The VTC audio WILL be played over the PA system. The VTC video WILL NOT be presented on the evidence presentation system. The recording microphones WILL be used to communicate with the far-end VTC participant. BIS Digital will provide a video decoder with multi-view to allow the in-courtroom cameras to be selected and used as the video source of the in-courtroom participants for far-end video participants on Zoom.

#### Live Streaming: N/A ☒

#### Video Broadcast: N/A ☒

#### Room Control: N/A ☒

#### Network Requirements: N/A ☐

BIS will integrate this audio-visual system with a BIS-provided network switch (existing located in the equipment rack) with 5 open ports. BIS WILL connect an uplink from the existing switch to the client's network. BIS will provide network drops at the following locations: video camera mounting locations and at the Polycom video arraignment system of the IP encoder.

#### Rack and Power: N/A ☐

BIS will use a BIS-provided rack that exists at the court recorder's location with 6 RU of rack space. Conduit and wire paths to the intended rack location are the responsibility of the client. BIS will not run any conduit.



**Additional Notes:** BIS to configure DCR Remote Control & Monitor on Judge's PC so judge can start/stop a recording from the judge's PC. Video cameras of the courtroom need to be used for far-end video when Polycom or Zoom deliberations are being conducted via video.

**Signatures:**

**BIS Digital** Andy Spigner

**Client** [Click or tap here to enter text.](#)

[Click or tap to enter a date.](#)



9941 E. Mission Lane, Scottsdale, AZ 85258  
Phone: 480 661-5629 Fax: 480 661-7589  
www.jcgtechnologies.com



**27<sup>th</sup> District Court, MI  
Courtroom Video Recording System Upgrade  
Budgetary Price Quotation**

**July 21, 2021**

**JCG Video Recording System Solution**

---

JCG Technologies, Inc. (JCG), an Arizona corporation, was founded in 2001 with a simple goal in mind; to provide world class, cost effective, easy to use solutions that save our public sector clients time and money by simplifying workflows and replacing outdated processes with state-of-the-art technology.

Our court clients consist of County, State, Federal, Municipal, and Tribal courts throughout the United States. JCG has designed, installed, and supports thousands of courtroom digital recording solutions.

JCG Technologies Inc is pleased to present this budgetary price quotation adding video recording to the Court's existing court recording solution.

This system proposal is offered as an explanation and outline for the above referenced project. This proposal details our scope of work, any concerns or exclusions, and project cost. Please read all information carefully and feel free to contact us with any questions.





## Scope of Work

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It is our goal to deliver a complete and functional, integrated media design whose components are listed below.

JCG will provide a video recording solution to record in-court participants, video arraignments, and remote participants using the Court's ZOOM conferencing system. All recording will take place via the Court's DCR 8-channel recording software.

The recording software will capture 8 audio channels and 5 video channels via The Court's existing audio system and microphones and 5 new IP video cameras. The recording software will also capture Zoom conference calls via the Court's exiting Polycom codec.

An HDMI Video Distribution amp and HDMI encoders, along with an IP Multiview video decoder will be used to capture the video teleconferences. The teleconference audio will be played though the court's existing voice reinforcement system.

A network switch will be provided and installed in the Court's existing equipment rack.

## System Cost

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This proposal is valid for 60 days from the date shown above. In the event the date of your approval to proceed exceeds this 60-day limitation, JCG will recalculate this proposal to represent the current costs for the system.

<b>Audio/Video Equipment</b>	<b>\$11,330.00</b>
<b>Engineering/Programming</b>	<b>\$250.00</b>
<b>On-site Installation, Training &amp; Testing</b>	<b>\$4,200.00</b>
<b>Travel / Lodging / Expenses</b>	<b>Included</b>
<b>Annual Software Support – Year 1</b>	<b>\$1,500.00</b>
<b>Shipping and Handling</b>	<b>\$375.00</b>
<b>Total Cost</b>	<b>\$17,655.00</b>

**Price does not include any applicable taxes.**



## Components

Item	Description	Qty	\$Price
4 Additional Video Input	DCR includes 1 video channel. 4 additional channels to be added	1	1,000
IP Camera	HD IP camera	4	3,980
HDMI IP Video Encoder	Video Encoder	1	2,250
IP Video Decoder	Video Decoder w/Multiview	1	850
Distribution Amplifier	HDMI DA	1	225
Wire and Connectors	HDMI, CAT5, Plates		1,275
Network Switch	28 Port w POE	1	1,750

## Requirements and Exclusions

The following details certain exclusions and points of concern as it relates to this project.

- JCG is not responsible for providing 110 VAC circuits to the specified equipment and/or to the equipment locations. JCG will coordinate with the client as to the engineered and physical requirements of the power circuits, which will be provided by client and or its subcontractor.
- Client will need to provide adequate space for any equipment rack mounting. JCG will furnish requirements for the rack locations if required.
- JCG is not responsible for any painting, drywall, millwork or ceiling modifications required for this project.
- Client is responsible for providing:
  - Cable runs or conduit to any floor plates and equipment rack.



- Conduit for any speaker cable runs.
- Network drops and connections, including network cards.
- Single point of contact for implementation and ongoing support of the system.
- On site access to all required facilities for qualified personnel employed or contracted by JCG.

## **Deadline and Deliverables**

---

A successful project requires that all parties work toward a common goal, especially as it relates to the completion of the project. JCG deliverables are based on a timeline that commences when JCG receives a signed contract or a purchase order authorizing its engagement for this project.

JCG is forecasting the delivery, installation, testing and commissioning of the proposed system to be complete no later than 60 days from receipt of a purchase order or signed contract. Upon official acceptance of this proposal and issuance of a signed contract or purchase order, JCG will contact the client to establish a working deadline for the completion of this project.

In the event the client requests changes to the original scope or deadline, JCG will propose a revised cost to the client for such changes and will issue an altered deadline as dictated by the request.

## **Method and Terms of Payment**

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A signed contract or a purchase order will serve as an acknowledgement and an agreement to the payment terms. In the event that it is impossible to honor these payment terms due to corporate or government restrictions, JCG will issue a new proposal or acceptance reflecting the altered and agreed upon terms of payment.

Each invoice shall be due and payable to JCG Technologies, Inc., at the address specified in this quotation. Client agrees to pay a late charge of two percent (2%) per month or the maximum lawful rate; whichever is less, for all amounts not paid within thirty (30) days of receipt of invoice.



Our payment terms for this project are:

**60% When the Purchase Order is issued.**

**Final payment balance upon installation of proposed system.**

## **Audio/Video System Warranty**

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The strength of any Systems Integration Company is its ability to stand behind its system and workmanship. JCG is proud to offer a one-year “bumper to bumper” warranty for this project. This warranty period commences upon the completed installation.

### **What is Covered?**

#### *Workmanship:*

Should any part of the system installed by JCG fail due to faulty wiring, faulty termination, or any other negligent act of labor by JCG.; we will repair the system at no charge to the client. This workmanship warranty lasts for the one year.

#### *Hardware and Components:*

JCG honors the manufacturer’s warranty for all equipment sold for this project. Each individual manufacturer warrants its product for varying lengths of time.

Should any product need replacement during the system warranty period, JCG will repair or replace that product based on the manufacturer’s warranty.

Outside of the system warranty period, JCG will assist the client in exercising any remaining warranty on the specific product. This will be done at normal service rates and expenses.

During the system warranty period, JCG will make every attempt to remotely diagnose and/or repair the deficiency of the system prior to an on-site service call. Once our staff has determined that there is no alternative but to conduct an on-site visit, we will make every attempt to respond as quickly as possible. JCG will provide on-site warranty coverage that includes a best effort response time of no more than 48 hours.

### **Handling a Warranty Claim:**



Once a service call is made, our service department will handle the claim. Our service department can be reached during normal business hours at (480) 661-5629. Our normal business hours are Monday through Friday, 8:00am to 5:00pm. AZ MST, excluding holidays. We encourage our clients to keep us aware of critical meeting dates in the unlikely event a service issue arises. During the first year, there is no charge for handling the warranty.

Outside of that period, should a service call be required, you will incur time and material charges at a current service rates and expenses of JCG Technologies, Inc. This includes travel expenses. Additional comprehensive preventative maintenance programs are available from JCG.

### **Individual Equipment Warranty:**

Aside from the system warranty, most components will carry additional manufacturer warranty coverage anywhere from two to four years. As an authorized dealer of each system component, JCG will be available to assist in the processing of warranty claims for your project if and when the need arises.

### **What This Warranty Does Not Cover:**

This system warranty does not cover defects resulting from accidents, alterations to the system, unauthorized repair of components, or general misuse of the system. JCG reserves the right to refuse warranty service if it is found that the client is negligent as described above.

## **Contact Information**

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Please do not hesitate to contact me if you have any questions or require any additional information.

Steve Schmenk

*Steve Schmenk*

President

JCG Technologies, Inc.

9941 East Mission Lane

Scottsdale, Arizona 85258

Phone: 480 661-5629

Fax: 480 661-7589

Mobile: 602 418-5307

E-mail: [srschmenk@jcgtechnologies.com](mailto:srschmenk@jcgtechnologies.com)

# HIGH CRITERIA

4 Geranium Court  
Richmond Hill ON L4C 7M7  
Canada

## Quote 260721

### 27<sup>th</sup> District Court (MI)

July 26, 2021

Attention: Dave Fuller  
IT Director  
City of Wyndotte  
2015 Biddle Avenue  
Wyandotte, MI 48192  
Tel: 734-324-7106  
[dfuller@wyandottemi.gov](mailto:dfuller@wyandottemi.gov)

Item	Qty	Unit Price	Total Price
<b>Liberty Recording Software Add-On</b>			
2 <sup>nd</sup> Video Channel for LCR	1	\$350.00	\$350.00
3 <sup>rd</sup> Video Channel for LCR	1	\$250.00	\$250.00
4 <sup>th</sup> Video Channel for LCR	1	\$150.00	\$150.00
5 <sup>th</sup> Video Channel for LCR	1	\$150.00	\$150.00
<b>Hardware</b>			
IP Camera with 15mm-50mm Lens-series 2	2	\$950.00	\$1,900.00
Fixed Dome Camera 1080p	2	\$550.00	\$1,100.00
HDMI IP Video Encoder	1	\$2,100.00	\$2,100.00
HDMI Distribution Amplifier 1 in 2 out	1	\$150.00	\$150.00
HDMI Cable Series 3 ft.	3	\$12.00	\$36.00
IP Video Decoder with Multiview	1	\$725.00	\$725.00
CAT 6 cable-1,000ft roll	1	\$650.00	\$650.00
Network Switch PoE 28 port	1	\$1,750.00	\$1,750.00
HDMI to DVI cable 6 ft.	1	\$20.00	\$20.00
Dual CAT5E wall plate	5	\$15.00	\$75.00
CAT6 patch cable 5 ft.	16	\$12.00	\$192.00
Microphone wire 22AWG-500ft roll	.5	\$120.00	\$60.00
Installation supplies	1	\$125.00	\$125.00
Shipping	1	\$300.00	\$300.00
<b>Implementation Services</b>			
On-site Setup, Install and Training	1	\$3,500.00	\$3,500.00
Annual SAS support contract	1	\$1,500.00	\$1,500.00
<b>TOTAL EXCLUDING APPLICABLE TAXES</b>			<b>\$15,083.00USD</b>

Does not include required computer to run the software includes only what is listed above.

Quote is valid for 30 days, all pricing quotes in USD

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE: 10/4/2021**

**AGENDA ITEM # 6**

**ITEM: Fire Department Promotion of Fire Fighter Jesse Brown to Fire Sergeant**

**PRESENTER:** Daniel Wright, Fire Chief

**INDIVIDUALS IN ATTENDANCE:**

**BACKGROUND:** In the past year the fire department has seen five retirements, including two senior fire officers. By the end of 2022 the fire department could see as many as three more senior fire officers leave by way of retirement with the potential for another in 2023. This exodus will create a significant experience void within the senior leadership of the fire department.

In an effort to stem the ramifications of this my office submitted a request in the FY 2022 budget to create the position of Fire Sergeant. It is the opinion of my office that the promotion of fire fighters who desire to be the future leaders of this department into this position will allow us to immediately develop them into officers who will be capable of assuming the responsibilities and demands of running the daily operations of the fire department and thus a seamless transition for fire department operations moving forward.

After testing internal candidates interested in this opportunity, an eligibility list of candidates has been established by the Wyandotte Fire Fighters Civil Service Commission. Candidates were ranked based on a combination of testing and overall department seniority. The highest scoring candidate was Fire Fighter Jesse Brown. My office is requesting Council support to promote Fire Fighter Jesse Brown to the position of Fire Sergeant. Support for the promotion of Fire Fighter Jesse Brown was received by the Wyandotte Police and Fire Commission on August 24, 2021.

**STRATEGIC PLAN/GOALS:** To provide the finest services for the citizens and visitors of the City of Wyandotte.

**ACTION REQUESTED:** Council support to promote Fire Fighter Jesse Brown to the rank of Fire Sergeant.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** This position was approved in the FY 2022 budget. Account #101-336-725-110.

**IMPLEMENTATION PLAN:** Upon approval from Council, Fire Fighter Jesse Brown will be promoted to the rank of Fire Sergeant effective October 11, 2021.

**LIST OF ATTACHMENTS:**

1. Brown Promotion P&F
2. Fire Sergeant Support Paper
3. Sergeant Job Description

**RESOLUTION**

Item Number: #6  
Date: October 4, 2021

RESOLUTION by Councilperson \_\_\_\_\_

BE IT RESOLVED by the Mayor and City Council that Council concurs with the recommendation of the Fire Chief and the Police and Fire Commission to promote Fire Fighter Jesse Brown to the rank of Fire Sergeant.

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

SUPPORTED by Councilperson \_\_\_\_\_

**YEAS**

**COUNCIL**

**NAYS**

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\_\_\_\_\_

**Alderman**  
**Calvin**  
**Crayne**  
**Hanna**  
**Shuryan**  
**Stec**

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**OFFICIALS**

**Theodore H. Galeski**  
CITY ASSESSOR

**Lawrence S. Stec**  
CITY CLERK

**Todd M. Browning**  
CITY TREASURER



**MAYOR**  
**Robert A. DeSana**

**COUNCIL**  
**Robert Alderman**  
**Chris Calvin**  
**Kaylyn Crayne**  
**Todd Hanna**  
**Rosemary Shuryan**  
**Kelly M. Stec**

Daniel Wright, Fire Chief

August 24, 2021

Honorable Mayor and City Council  
City of Wyandotte  
3200 Biddle Ave.  
Wyandotte, MI 48192

Dear Mayor and Council,

We the members of the Wyandotte Police and Fire Commission have reviewed the recommendation made by the Fire Chief. We are in concurrence with the Fire Chief to promote Fire Fighter Jesse Brown to the rank of Sergeant.

Sincerely,

Doug Melzer, President  
Wyandotte Police and Fire Commission

Wyandotte Fire Department

# Fire Sergeant

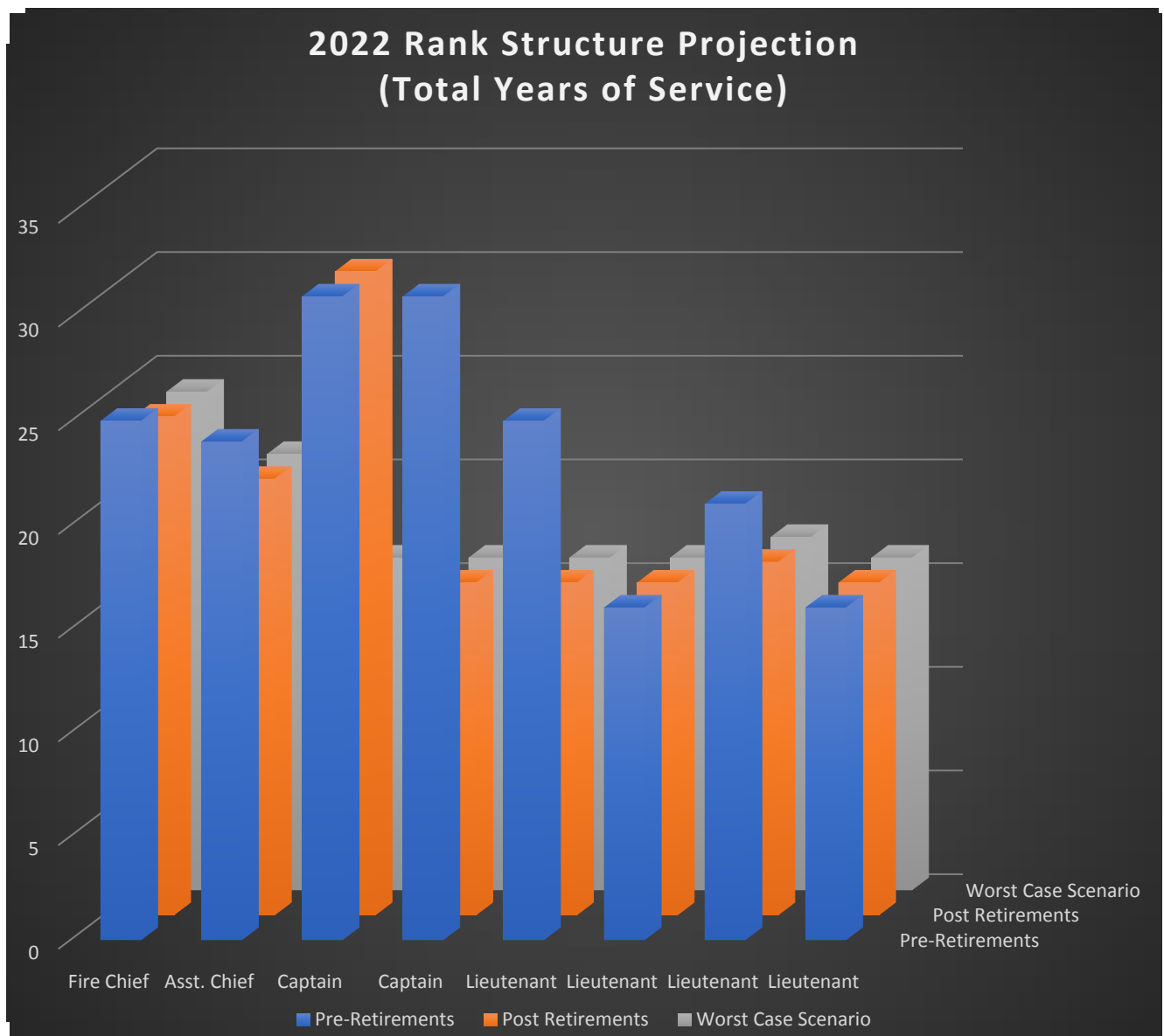
Support for Creation of New Sergeant Position

Daniel Wright  
12-2-2020

It is anticipated that the Wyandotte Fire Department could see as much as one-third of its current staffing retired by the end of 2022. This exodus will be primarily current senior officers on the department creating an experience void in the leadership of the department. My office has looked into this matter to determine the scope of effect that this will have on the department as well as find a plausible solution to minimize the potential negative impact that could result.

Three groups were looked at and compared for the purpose of this analysis. All groups addressed the positions of Lieutenant, Captain, Assistant Fire Chief, and Fire Chief. The first group, Pre-Retirements, was essentially the control group and consisted of the current rank structure within the department as of the date of this report. The second group, Post Retirements, consisted of officers that have indicated that they are seriously considering or plan on being retired by the end of 2022 or those who, by virtue of their age, will be mandated to retire. Their vacant positions were filled by the most likely projected replacement personnel to fill their positions based on current promotional eligibility lists as well as those employees meeting all or most of the educational prerequisites for those positions. The third group, Worst Case Scenario, assumed that all employees who were eligible to retire by the end of 2022 would do so. Again, they were substituted with the most likely replacements for their positions.

Two primary statistics were evaluated. First, the average overall years of service within the Wyandotte Fire Department for each group. Second, the average overall years of service at or above the rank of Lieutenant within the Wyandotte Fire Department. The latter would provide the most glaring indicator that multiple retirements within the senior rank structure of the fire department could pose a serious and sustaining liability for the City as well as a safety concern for the employees who remain.

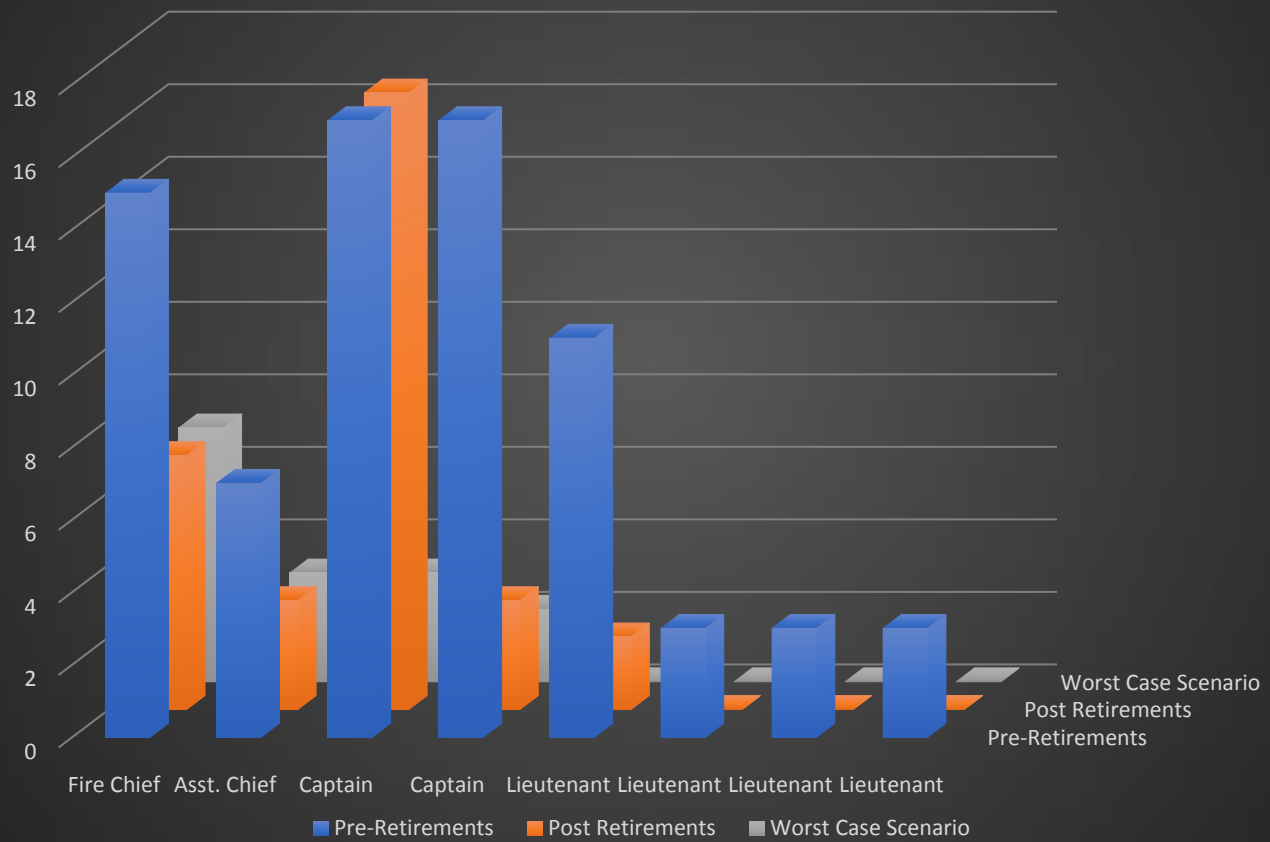


The 2022 Rank Structure Projection is based on going into 2022 with the current 2020 rank structure (Pre-Retirements). The average years of service for this group is 23.6 years.

The Post Retirements group is based on members who must retire in 2022 due to age and those members with a high probability based on eligibility and negative pension ramifications for staying longer. It includes the members who do not currently hold rank and will likely move into those positions. The average years of service for this group is 19.6 years.

The last group, Worst Case Scenario, assumes that all officers who are eligible to retire in 2022 will do so. It includes members who are most likely to fill in the vacancies. The average years of service for this group is 17.75 years. When excluding the Chiefs that drops to 16.2 years

## 2022 Rank Structure Projection (Years of Service with Rank of Lieutenant or Higher)



This rank structure projection is based on going into 2022 with the current 2020 rank structure (Pre-Retirements). The average years of service for this group holding the rank of Lieutenant or higher is 9.4 years.

The Post Retirements group is based on members who must retire in 2022 due to age and those members with a high probability based on eligibility and negative pension ramifications for staying longer. It includes the members who do not currently hold rank and will likely move into those positions. The average years of service for this group holding the rank of Lieutenant or higher is 4 years with three of the Lieutenants having no officer experience whatsoever. When you exclude the Chiefs that number drops to 3.7 years.

The last group, Worst Case Scenario, assumes that all officers who are eligible to retire in 2022 will do so. It includes members who are most likely to fill in the vacancies. The average years of service for this group holding the rank of Lieutenant or higher is 1.88 years with both Captains having under three years of experience in rank and all four Lieutenants with no experience in rank. When you exclude the Chiefs that number drops to 0.8 years.

Both retirement scenarios are concerning as we are likely to find that the department rank structure will fall somewhere between the “Post Retirement” group and the “Worst Case Scenario”. This represents a foreseeable liability for the City in the very near future as proper command decisions on high-risk incidents are based on a blend of experience making those decisions and the appropriate educational background. Compound this with a likely additional grouping of very new and inexperienced fire fighters at the bottom of the rank structure and the likelihood of a serious and costly mistake being made compounds exponentially.

I would compare this to what the Police Department Patrol Division went through recently when they found themselves staffing shifts with personnel on the road who all had under 2 years of experience. The glaring difference between the two being that this experience deficiency will be at the top end of the Fire Department rank structure.

It is my opinion that we consider re-establishing the rank of Sergeant as a tested promotional position with Civil Service and maintaining one on each shift. The Sergeants would be assigned to work on the same work schedule as the Captain of their respective shift for direct mentoring on a daily basis. I will create a job description for the rank of Sergeant focused on giving the individuals in these positions the preparatory education as well as opportunities to assume command and supervise the shift when appropriate. By establishing and maintaining the Sergeant’s position and moving employees through that rank we should be able to ensure that all new Lieutenants move into those positions with some command experience and advanced education. I believe this will alleviate the liability of having so many new and inexperienced fire officers at one time.

Currently we have one paid Sergeant’s position in the budget. That employee has indicated that he intends to retire in early 2021. Additional funds would be required to establish the second Sergeant position which I anticipate would be less than \$4000 annual to cover the difference in wage and benefits between a Sergeant and a Fire Fighter under the current CBA structure. The Union has requested that on the occasions that a Sergeant would be placed in the position of Shift Supervisor that he be compensated for that time commensurate with the rank of Lieutenant. The elimination of “Driver’s Pay” should offset any cost incurred by doing so as the frequency of that opportunity will be limited. When compared to 2019 data the Sergeant position would have had the opportunity to be Shift Supervisor six times.

## OFFICIALS

**Theodore H. Galeski**  
CITY ASSESSOR

**Lawrence S. Stec**  
CITY CLERK

**Todd M. Browning**  
CITY TREASURER



**MAYOR**  
**Robert A. DeSana**

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**Kaylyn Crayne**  
**Todd Hanna**  
**Rosemary Shuryan**  
**Kelly M. Stec**

Daniel Wright, Fire Chief

## WYANDOTTE FIRE DEPARTMENT FIRE SERGEANT JOB DESCRIPTION

The following job description is a generalized overview of the responsibilities of the position of Fire Sergeant of the Wyandotte Fire Department. It is not intended to be all inclusive, but rather a general guideline.

### *1. Rank*

The Fire Sergeant of the Fire Department shall be next in rank to the Fire Lieutenant of the Fire Department.

### *2. Chain of Command*

The Fire Sergeant shall perform such duties and shall assume command of the department in the absence of a higher-ranking officer. The word "absence" shall be defined as when a higher ranking officer is not assigned on that duty day or cannot be reached by a communication medium. The Fire Sergeant shall make no changes in policy without concurrence of the Chief of the Fire Department, or in his absence by order of the City Administration, except under emergency circumstances.

### *3. Span of Control*

The Fire Department is under the general management and control of the City's Mayor and Council. The Fire Department is under the executive control of the Fire Chief and in his/her absence or by order the Assistant Fire Chief. The department is divided into two units. It is intended that there be at least one Sergeant assigned on each unit. In the absence of a higher ranking officer assigned to duty on any given day the Fire Sergeant shall be in charge of the daily operation of that unit, assuming the role of Shift Supervisor.

### *4. Incident Response*

The Fire Sergeant shall be assigned as follows:

- If two higher ranking officers are assigned on shift the Fire Sergeant shall be assigned to the Maple St. fire station.
- If one higher ranking officer is on shift the Fire Sergeant shall be assigned to the Ford Ave. fire station.
- If no higher ranking officer is on shift the Fire Sergeant shall assume the responsibility of the Shift Supervisor and be assigned to the Maple St. fire station.



## OFFICIALS

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CITY ASSESSOR

**Lawrence S. Stec**  
CITY CLERK

**Todd M. Browning**  
CITY TREASURER



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**Kelly M. Stec**

Daniel Wright, Fire Chief

### 5. *Incident Command*

The Fire Sergeant shall, in the absence of a higher-ranking officer, assume all responsibilities of the Fire Captain for incident command as outlined in the Fire Captain job description. In the presence of a higher-ranking officer the Fire Sergeant shall follow the orders of the higher-ranking officer and direct his/her subordinates accordingly to the Incident Action Plan developed.

### 6. *Responsibilities, Duties, and Functions*

The Fire Sergeant is responsible for directing and supervising all personnel assigned to his station or, in the absence of a higher ranking officer, both fire stations. The Fire Sergeant shall have control over the personnel on duty, apparatus, buildings, and all department property therein during his/her assigned shift. The Fire Sergeant shall obey and enforce the provisions of the City of Wyandotte and Wyandotte Fire Department policies.

### 7. *Examples of Duties*

The following are duties of the Fire Sergeant. They include, but are not limited to:

- In the absence of a higher-ranking officer will assume responsibilities of the Shift Supervisor.
- Respond to reported emergencies assigned and assume command in the absence of a higher-ranking officer.
- Supervise assigned personnel in all facets of emergency and non-emergency responses, following accepted procedures and safety practices.
- Maintain proper discipline and order amongst the ranks, reporting all violations of rules, regulations, policies, procedures and any other applicable laws of personnel under their charge.
- Complete all required department reports and logs.
- Perform other duties and assignments as directed by higher ranking officers.

### 8. *Training and Education*

The Fire Sergeant shall have, or acquire within six months of promotion, the following training and education requirements:

- Successfully complete the prerequisites of a Fire Services Company Officer program such as the one offered at Schoolcraft College.
- NIMS-ICS (100,200,700,800)





## OFFICIALS

**Theodore H. Galeski**  
CITY ASSESSOR

**Lawrence S. Stec**  
CITY CLERK

**Todd M. Browning**  
CITY TREASURER



**MAYOR**  
**Robert A. DeSana**

**COUNCIL**  
**Robert Alderman**  
**Chris Calvin**  
**Kaylyn Crayne**  
**Todd Hanna**  
**Rosemary Shuryan**  
**Kelly M. Stec**

Daniel Wright, Fire Chief

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Daniel Wright, Fire Chief  
City of Wyandotte

September 10, 2021  
Date

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE: 10/4/2021**

**AGENDA ITEM # 7**

**ITEM: Purchase of High-Speed Tabulators & Adjudication System**

**PRESENTER:** Larry Stec, City Clerk

**INDIVIDUALS IN ATTENDANCE:** Larry Stec, City Clerk

**BACKGROUND:** The City of Wyandotte Clerk's Office is responsible for all local, state, and federal elections. Over the past 5 years, the number of people voting by absentee ballot has increased by 30-45%. The 2016 Presidential election saw 2559 AV ballots, while the 2020 showed 8443 AV ballots cast. The local 2017 election saw 1384 AV ballots and the local 2021 election showed 3160 AV ballots cast. We can only expect the 2018 gubernatorial AV ballot number of 2628 to increase in 2022.

To be more efficient in the processing the growing number of AV ballots, the purchase of 2 high speed tabulators, along with adjudication software and systems, will not only aid us in the processing of ballots, but will also reduce our costs in staffing our AV Counting Boards and allow those working the election to return home before 4AM.

Election equipment used in the State of Michigan is selected by county government. The current contract with Dominion Voting Systems was signed by Wayne County in 2017 with supporting documentation available in the Clerk's Office for review. We are required to purchase all equipment from the contracted vendor to ensure uniformity, making this is a sole-source vendor for the purchase of this equipment.

The City will be receiving approximately \$2.6 million in American Rescue Plan Act Funds (ARPA). The City is eligible for funds that replace revenue lost due to the pandemic. The use of the ARPA funds received under the formula for revenue loss outlined in the Act allows for broad latitude in their use. The initial estimate for revenue loss is approximately \$1.5 million. It is requested that the purchase price of the high-speed tabulators and adjudication system be funded from eligible ARPA funds related to revenue loss associated with the pandemic.

**STRATEGIC PLAN/GOALS:** To ensure a safe and secure voting environment for the citizens of Wyandotte.

**ACTION REQUESTED:** Adopt a resolution allowing the purchase of high-speed ballot tabulating equipment from Dominion Voting Systems in the amount of \$92,551.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The necessary budget amendments to the 2022FY budget for the receipt of the ARPA funds will be presented by the City Administrator as well as a budget amendment to increase expenditure line-item 101-840-850-540 (Other Equipment-Elections) for \$92,551.

**IMPLEMENTATION PLAN:** Upon approval from Council, the Clerk's Office will purchase equipment to be used in the 2022 election year and beyond. Implementation and internal training will begin as soon as possible, after the 2021 election season.

**LIST OF ATTACHMENTS:**

1. ICC Quote\_2021
2. DVS ImageCast Central
3. DVS Adjudication Brochure

**RESOLUTION**

Item Number: #7  
Date: October 4, 2021

RESOLUTION by Councilperson \_\_\_\_\_

BE IT RESOLVED that Council approves the purchase of 2 high-speed tabulators and adjudication software at a cost of \$92,551 from Dominion Voting Systems to ensure the Clerk is able to continue to provide safe, secure, and efficient elections; AND

BE IT FURTHER RESOLVED this expenditure will be made using funds received under the American Rescue Plan Act (ARPA) which allows the discretionary use of funds for election equipment due to revenue loss associated with the pandemic; AND

BE IT FURTHER RESOLVED the City Administrator is directed to make the necessary budget amendments to the 2022FY budget for the receipt of the ARPA funds and the increase in the expenditure line-item for election equipment (account 101-840-850-540) for \$92,551.

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

SUPPORTED by Councilperson \_\_\_\_\_

**YEAS**

**COUNCIL**

**NAYS**

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**Alderman**  
**Calvin**  
**Crayne**  
**Hanna**  
**Shuryan**  
**Stec**

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May 26, 2021

## Wyandotte City, MI (Wayne County)

**Q00006204**

Prepared by:

Lori Patricola

lori.patricola@dominionvoting.com

Budgetary Quote

Product/Service	Description	Part Number	Qty	Unit Price	Extension
<b>Central Scanning: Absentee / Vote By Mail Hardware</b>					
ImageCast Central Kit - G2140 - MI (5270)		175-000069	2	\$35,350.00	\$70,700.00
Sub-Total					<b>\$70,700.00</b>
<b>Consumables/Parts</b>					
Exchange Roller Kit - G2140 / G1130		123-000482	2	\$183.00	\$366.00
Sub-Total					<b>\$366.00</b>
<b>Election Management Hardware</b>					
EMS Express Server Kit (3431)		175-000051	1	\$5,000.00	\$5,000.00
EMS Client Workstation Kit (3431)		175-000052	1	\$2,200.00	\$2,200.00
Network Switch - X1008		195-000010	1	\$200.00	\$200.00
Sub-Total					<b>\$7,400.00</b>
<b>Election Management Software</b>					
Adjudication Module		301-000002	1	\$14,085.00	\$14,085.00
Sub-Total					<b>\$14,085.00</b>
<b>Estimated Shipping</b>					
Shipping (estimated)		S90000	1	\$0.00	\$0.00
Sub-Total					<b>\$0.00</b>
<b>Purchase Sub-Total</b>				<b>\$92,551.00</b>	
<b>Purchase Total</b>				<b>\$92,551.00</b>	

### Terms and Conditions

This quote is pursuant to the terms and conditions of Contract number 071B7700117.

All pricing is subject to inventory availability at the time of quote acceptance and execution.

Annual fees are due after the initial contract term of five years (commencing in year 6).

### Signatures

Customer Name (printed)	Title		Signature	Date (MM/DD/YYYY)

# IMAGECAST® CENTRAL

Efficient & Scalable  
Central Count System.



## EFFICIENT

Uses industry-leading COTS hardware to decrease costs and minimize risk of failure.



## SIMPLE

Intuitive software that uses touchscreen navigation and requires minimal training.



## FLEXIBLE

Modular and scalable to an election of any size - meeting the needs of all jurisdictions.



## SECURE

Meets EAC security standards to preserve integrity and auditability.

### Get in touch

1. 866. 654. VOTE (8683)  
sales@dominionvoting.com  
www.dominionvoting.com



# FEATURES & BENEFITS



## Streamline Central Count Processes

- Ballots, scanned in batches, are processed based on jurisdictional requirements and preferences.
- Once scanned, ballots with out-stack conditions are automatically sent to the Adjudication application for digital ballot review.



## Engineered Simplicity

- The operator loads a batch and presses “scan” - simple! When the batch is complete, the operator presses “accept” - easy!
- Simple set-up procedures and easy to follow maintenance schedules ensure ongoing performance throughout your election cycles.



## System Flexibility To Meet All Needs

- Provides ample flexibility to meet the needs of small, medium and large jurisdictions.
- Ability to add multiple commercial scanners to increase efficiency without breaking the bank.



## Scanning Reliability

- Features AuditMark® ballot image auditing capability that retains a secure digital image of every ballot cast.
- Can be used in conjunction with the Adjudication digital ballot review application.



# FLEXIBLE HARDWARE



## CANON M260

Low Cost and Highly Scalable

Fully Integrated with ImageCast Central Software

Scans single-sided and double-sided 11" to 22" ballots

Up to 120 images per minute depending on settings



## CANON G2140

Mid-range Cost and Highly Scalable

Fully Integrated with ImageCast Central Software

Scans single-sided and double-sided 11" to 22" ballots

Up to 200 images per minute depending on settings



## INTERSCAN HIPRO

Single unit for high capacity needs

Fully integrated with our ImageCast Central Software

Small footprint of approximately 16 square feet

Scans single-sided and double-sided 11" to 22" ballots

Dual input trays for continuous scanning

Up to 300 images per minute depending on settings



## Different Capacity Hardware Options

Makes use of industry-leading commercial off-the-shelf (COTS) hardware to decrease capital costs, minimize risk of hardware failure and improve maintainability.

Most central count solutions that exist in the market today are large, expensive, proprietary solutions that are not scalable, efficient, or easy to maintain - the ImageCast® Central is the opposite.



# SCALABLE & EFFICIENT

The ImageCast® Central is the most **cost-effective system that offers efficiency, scalability and flexibility**; no matter the size or complexity of the jurisdiction.



**“The new system has enhanced our ability to deliver efficient elections for the citizens of Denver. We achieved our key objectives, which included innovating the voter’s experience, increasing operational efficiencies, and enhancing transparency.”**

*Amber McReynolds, former Director of Elections,  
Denver Elections Division*

**“The HiPro has been a reliable workhorse for us. In November 2018 we scanned 2.5 million ballot cards on the HiPro in the same amount of time it took us to scan 500,000 cards on a different system in 2016. I have no hesitation in recommending the HiPro to other election officials as a solution for the need to accurately scan high volumes of ballots in a short amount of time.”**

*Scott O. Konopasek, Assistant Registrar  
Contra Costa County California*



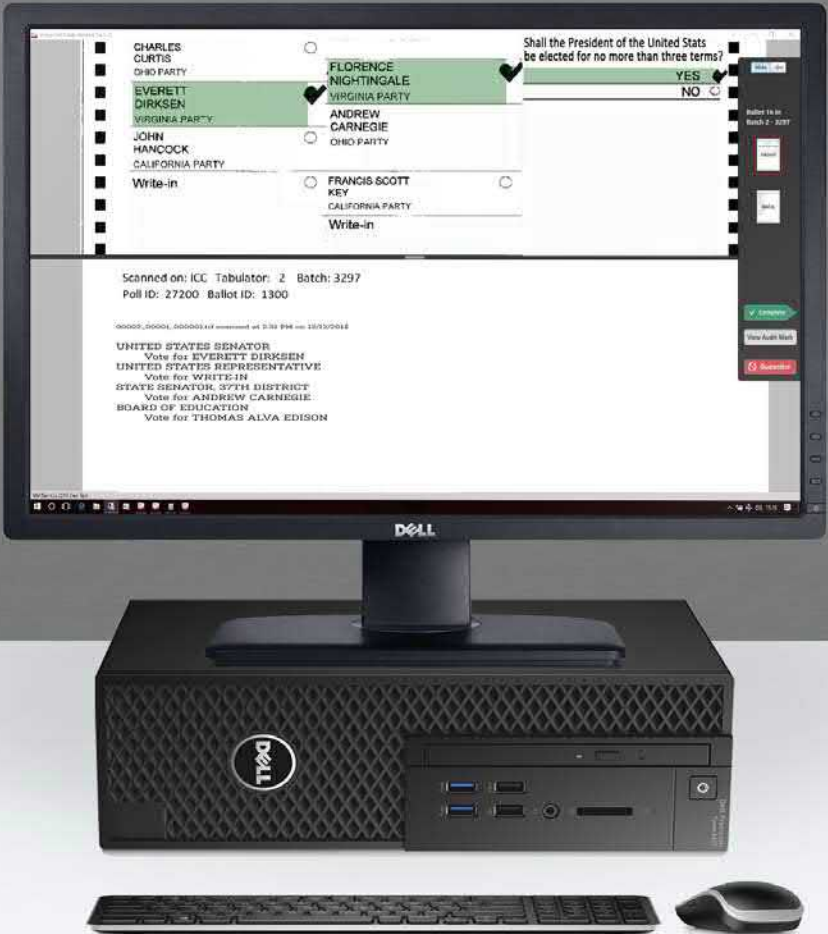
The ImageCast® Central tabulates paper ballots, quickly, accurately, and transparently. Engineered for simplicity, the system images each ballot, documents all marks, and appends the digital ballot image with an AuditMark summary of voter selections. COTS hardware decreases capital costs and minimizes hardware risks. When paired with our **ImageCast® Adjudication**, ballots that require voter intent resolution are handled efficiently and transparently, helping you maintain maximum throughput with minimal effort.

## Get in touch

1. 866. 654. VOTE (8683)  
sales@dominionvoting.com  
www.dominionvoting.com



# ADJUDICATION



The first digital tool to streamline ballot review & adjudication.



## SIMPLE

Contests needing review are automatically highlighted to help adjudicators.



## SCALABLE

Have as many reviewing teams as the jurisdiction requires, ensuring efficient processes.



## EFFICIENT

Eliminates additional costs, time and resources associated with duplicating and re-scanning ballots.



## FLEXIBLE

Define out-stack conditions to review, such as blank ballots, undervotes, marginal marks, and write-ins.

**Get in touch**  
1.866.654.VOTE (8683)  
sales@dominionvoting.com  
www.dominionvoting.com



# ADJUDICATION

Allows for **efficient processing of ballots that require resolution of voter intent** during the post-voting stage of an election.

Once scanned on ImageCast® Central scanners, **ballots with out-stack conditions are automatically sent to the Adjudication application for digital ballot review.**

Adjudicators will always have the full ballot in front of them, **ensuring complete transparency during ballot intent checking.**

Ballot changes always preserve the voter's original intent. **Anyone reviewing a ballot will be able to see how the voter marked their ballot, how the scanner interpreted the intent, and how the ballot was adjudicated** (shown below).

THE DOMINION  
DIFFERENCE

Scanned on ICC Tabulator 1  
Ballot ID: 2

UNITED STATES SENATOR  
Vote for EVERETT DIRKSEN  
UNITED STATES REPRESENTATIVE  
Vote for WRITE-IN  
STATE SENATOR, 37TH DISTRICT  
Vote for ANDREW CARNEGIE  
BOARD OF EDUCATION  
Vote for THOMAS ALVA EDISON

Adjudicated at 2:48 PM on 12/12/2015 by admin

UNITED STATES SENATOR  
Vote for EVERETT DIRKSEN  
UNITED STATES REPRESENTATIVE  
\* Adjudicated\* Write-In accepted for JANE AUSTEN  
STATE SENATOR, 37TH DISTRICT  
Vote for ANDREW CARNEGIE  
NONPARTISAN OFFICES  
BOARD OF EDUCATION  
Vote for THOMAS ALVA EDISON

FEDERAL OFFICES		STATE OFFICES	PROPOSITIONS
<b>UNITED STATES SENATOR</b> (Vote for ONE)	<b>STATE SENATOR 37th DISTRICT</b> (Vote for ONE)		
EVERETT DIRKSEN VIRGINIA PARTY	<input checked="" type="radio"/> FLORENCE NIGHTINGALE VIRGINIA PARTY		
CHARLES CURTIS OHIO PARTY	<input type="radio"/> ANDREW CARNEGIE OHIO PARTY		
JOHN HANCOCK CALIFORNIA PARTY	<input type="radio"/> FRANCIS SCOTT KEY CALIFORNIA PARTY		
Write-in	Write-in		
<b>UNITED STATES REPRESENTATIVE</b> (Vote for ONE)	<b>NONPARTISAN OFFICES</b>		
WILLIAM B. WILSON VIRGINIA PARTY	<b>BOARD OF EDUCATION</b> (Vote for ONE)		
<input type="radio"/> ROBERT LA FOLLETTE OHIO PARTY	<input type="radio"/> BOOKER T. WASHINGTON		
<input type="radio"/> W.C. REDFIELD CALIFORNIA PARTY	<input type="radio"/> ALBERT EINSTEIN		
Write-in JANE AUSTEN	<input checked="" type="radio"/> THOMAS ALVA EDISON		
	<input type="radio"/> HELEN KELLER Write-in		

Scanned on ICC Tabulator 1  
Ballot ID: 2

UNITED STATES SENATOR  
Vote for EVERETT DIRKSEN  
UNITED STATES REPRESENTATIVE  
Vote for WRITE-IN  
STATE SENATOR, 37TH DISTRICT  
Vote for ANDREW CARNEGIE  
BOARD OF EDUCATION  
Vote for THOMAS ALVA EDISON

Adjudicated at 2:48 PM on 12/12/2015 by admin

UNITED STATES SENATOR  
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Vote for ANDREW CARNEGIE  
NONPARTISAN OFFICES  
BOARD OF EDUCATION  
Vote for THOMAS ALVA EDISON

## Get in touch

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sales@dominionvoting.com  
www.dominionvoting.com



**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE: 10/4/2021**

**AGENDA ITEM # 8**

**ITEM: Downtown Capital Improvements and Infrastructure Planning Contract**

**PRESENTER:** Joe Gruber, DDA Director

**INDIVIDUALS IN ATTENDANCE:**

**BACKGROUND:** The Downtown Development Authority is pursuing a long-term Capital Improvements Plan and Infrastructure Project that will vastly improve the physical conditions of the built environment throughout Downtown. In order to achieve this goal, the DDA is hiring a professional engineering and consulting firm to help design and implement this plan. The scope of service includes a dynamic combination of engineering, construction planning, fundraising and financial planning services, that will be paid for through a Ralph C. Wilson Jr. and Community Foundation grant awarded to the DDA through their Design and Access Fund. The DDA Director collected three proposals and is recommending the City Council contract with Wade Trim.

**STRATEGIC PLAN/GOALS:** To create a vibrant Downtown atmosphere; to enhance public spaces and promote more public art installations throughout Downtown.

**ACTION REQUESTED:** The DDA is requesting the City Council to approve and sign the Downtown Infrastructure Planning contract proposal with Wade Trim.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Contract up to and not to exceed \$45,000 to be paid for through the DDA's Operating Expense Budget utilizing funds (\$50,000) from the Community Foundation for Southeast Michigan and Ralph C. Wilson Jr. Foundation Design and Access Program Fund.

**IMPLEMENTATION PLAN:** The DDA Director, City Engineer and General Manager of Municipal Services will work alongside the contractors, engineers and consultants to design and deliver the desired project.

**LIST OF ATTACHMENTS:**

1. 2021 DDA Infrastructure Master Plan Proposal 08-12-21 (002)

**RESOLUTION**

Item Number: #8  
Date: October 4, 2021

RESOLUTION by Councilperson \_\_\_\_\_

BE IT RESOLVED that the City Council concurs with the recommendation of the DDA Director and BE IT FURTHER RESOLVED that the City Council hereby approves the City of Wyandotte - Downtown Development Authority Capital Improvement Plan (CIP) Financing Plan Proposal submitted by Wade Trim in an amount up to and not to exceed \$45,000.00

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

SUPPORTED by Councilperson \_\_\_\_\_

**YEAS**

**COUNCIL**

**NAYS**

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**Alderman**  
**Calvin**  
**Crayne**  
**Hanna**  
**Shuryan**  
**Stec**

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Wade Trim Associates, Inc.  
25251 Northline Road • PO Box 10 • Taylor, MI 48180  
734.947.9700 • [www.wadetrim.com](http://www.wadetrim.com)

August 12, 2021

City of Wyandotte  
Downtown Development Authority  
3200 Biddle Avenue, Suite 300  
Wyandotte, Michigan 48192

Attention: Mr. Joseph Keller Gruber, Executive Director

Re: City of Wyandotte - Downtown Development Authority  
Capital Improvement Plan (CIP) Financing Plan

Dear Mr. Keller Gruber:

Thank you for your time describing the impending plans for Downtown Wyandotte. It was very apparent during our visit and our current work on the city-wide zoning updates that Downtown is a special asset.

The preliminary DDA Capital Improvement Plan (CIP) that you shared provides a strong basis for the scope of work provided in this proposal. Our approach is unique among consulting firms, as we endeavor to provide a product that guides you in the pursuit of funding and resources to complete improvements identified in the plan. We view our role to be an extension of your organization, working with you to identify, pursue, and obtain financial resources.

Using the preliminary CIP as a basis, our scope of services will further define the project scope, sequencing, estimated costs, and potential funding sources available to complete the improvements. We will also identify opportunities for public-private partnership to complete improvements in conjunction with development and redevelopment of sites in Downtown.

This letter outlines our proposed scope of work and estimated fee to complete a CIP Financing Plan. Our approach acknowledges that the City of Wyandotte maintains a full-service engineering department, as well as operates its own municipal utility. Coordination with these departments will be key to determining the best approach to complete projects and plan for implementation. Wade Trim is also available to complement these departments, where needed, during the implementation phase.

We also understand that the DDA may be utilizing other consulting firms to assist on related capital project initiatives. Our team welcomes the opportunity to work collaboratively with the DDA to finalize a scope of services that appropriately complements the City's Engineering Department and any other consultants contributing to this effort.

### **Scope of Work**

Quality community planning documents provide leaders with tools for implementation. The most important tool in executing ambitious community projects is funding. The CIP Financing Plan will break down the overall infrastructure approach to identify sources of federal, state, private, and philanthropic funding, as well as recommend approaches to pursue and obtain funding. The CIP Financing Plan will include the key elements outlined on the following pages.

### Existing Conditions Inventory/Mapping

An inventory of existing conditions, utility locations, and adjacent land uses will provide a conceptual design basis for desired improvements, while also identifying leveraging opportunities. Initial data collection will include communication with the Wyandotte Engineering and Municipal Services departments. Information provided by the Wyandotte DDA and these departments will help expedite this task and reduce our required effort in this area.

### Stakeholder Engagement

We understand that a level of stakeholder engagement has occurred during the development of the preliminary DDA Capital Improvements Plan and the DDA is desirous to continue engagement with business owners and residents as plans progress. Our scope of work includes participation at two (2) DDA meetings or small group stakeholder sessions and one (1) larger group stakeholder session.

### Cost Estimates

Wade Trim will review the cost estimates included in the preliminary DDA Capital Improvement Plan and prepare updated estimates based on the most up-to-date information that we have available.

### Concept Plans and Renderings

Wade Trim will develop concept plans in the form plan-view diagrams and perspective renderings to illustrate key capital improvement projects. The focus of this effort will likely be related to the DDA's proposed alleyway improvements. The concept plans and perspective renderings will provide great value for use in grant applications and public engagement activities. Providing such illustrations are an excellent tool in gathering support from key citizen and business stakeholders when proposing revenue bonds or DDA levies. For the purposes of our cost estimate, we anticipate preparing up to 3 plan-view diagrams and up to 3 perspective renderings.

### Project Funding Guide

Wade Trim will develop a decision-making tool for the DDA that lists CIP projects and potential funding sources for each. The objective will be identifying State, Federal, philanthropic, and other sources of funding that may supplement DDA revenues during execution of the CIP. In addition to identifying funding sources, the guide will provide direct links to detailed program parameters and funding applications. It is recommended that the guide be updated a minimum of twice each year throughout the duration of the CIP implementation.

### Final Report Preparation/Deliverables

Wade Trim will prepare a CIP Financing Plan Report which incorporates and summarizes the key work elements noted above. We will provide a complete draft of the report for DDA review. Based on comments received, we will then prepare a final draft for adoption/acceptance by the DDA. Once adopted by the DDA, we will provide the following deliverables:

- CIP Financing Plan report in electronic format (Microsoft Word and Adobe PDF)
- Concept Plans and Renderings in image format (Jpeg or similar)
- GIS data files (shapefile/Geodatabase) for any data created by Wade Trim as part of this project, if requested by the DDA



## Schedule

We understand the DDA is desirous to move towards implementation quickly, although the full implementation will occur over a period of years. We envision our primary deliverables, as outlined above, to be completed within an approximately 5-month timeframe. We are prepared to begin work upon execution of a professional services agreement between the DDA and Wade Trim.

## Cost Estimate

We propose to complete the above-described scope of work for a **not-to-exceed fee of \$45,000**. We will invoice the DDA monthly based on actual effort spent in accordance with our current hourly rate schedule.

Please do not hesitate to contact me directly at any time at 989.529.2913 with any questions you may have. We appreciate the opportunity to help the Downtown Development Authority and the City on this CIP Financing Plan and look forward to working with your team on this project.

Very truly yours,

Wade Trim Associates, Inc.



Wayne Hofmann  
Client Funding Director



Adam Young, AICP  
Senior Project Manager

WRH:AY

2021 DDA Infrastructure Master Plan Proposal 08-12-21.docx



**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE: 10/4/2021**

**AGENDA ITEM # 9**

**ITEM: Hiring - Engineering and Building Department - Clerk Typist I**

**PRESENTER:** Anne M. Goudy, Human Resource Specialist

**INDIVIDUALS IN ATTENDANCE:** N/A

**BACKGROUND:** A resignation of a Clerk Typist I has occurred in the Engineering and Building Department. Based on a review of the City's current resources, organizational structure, and staffing expectations, the filling of this position appears necessary to provide effective services to the citizens of the City of Wyandotte. As such, the hiring of Andrea Coatney is recommended. The hiring procedures were followed which included a solicitation for internal and external candidates. Ms. Coatney possesses the qualifications and has been recommended for hire.

**STRATEGIC PLAN/GOALS:** To provide the finest services and quality of life.

**ACTION REQUESTED:** The undersigned recommends approval of the hiring.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The employee's compensation is already budgeted and included in various payroll accounts and with no budget amendment necessary.

**IMPLEMENTATION PLAN:** The City's Administrative Office will coordinate the hiring.

**LIST OF ATTACHMENTS:**

1. andrea coatney app - resume
2. Employment Offer-Coatney

**RESOLUTION**

Item Number: #9  
Date: October 4, 2021

RESOLUTION by Councilperson \_\_\_\_\_

RESOLVED BY THE CITY COUNCIL that Council acknowledges receipt of the communication from the Human Resource Specialist regarding the hiring of a Clerk Typist I-Class Code 25A for the Engineering and Building Department; AND

CONCURS with the recommendation therein and hereby declares said position vacant and authorizes the filling of such vacancy and

FURTHER, RESOLVED BY THE CITY COUNCIL that the Council approves the hiring of Andrea Coatney as a Clerk Typist I at Class Code 25A within the Engineering and Building Department contingent on the successful completion of a physical and drug screen examination.

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

SUPPORTED by Councilperson \_\_\_\_\_

**YEAS**

**COUNCIL**

**NAYS**

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# City of Wyandotte, Michigan 48192

## APPLICATION FOR EMPLOYMENT

(Please Print Clearly)

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. The Age Discrimination in Employment Act prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. The laws of Michigan also prohibit all of the above types of discrimination, as well as discrimination based on height, weight, marital status or disability.

### EMPLOYMENT DESIRED

Position applied for Customer Assistance Clerk

Have you read the description of this job? ☒ Yes ☐ No Are you qualified to perform these duties? ☒ Yes ☐ No

Other position you would consider Clerk Typist I - Engineering

Type of employment desired: ☒ Full-Time ☒ Part-Time ☐ Temporary

Date you can start 09/13/2021 Wage expected \$ 12.00/hr

### PERSONAL INFORMATION

Name Coatney Andrea Helene  
Last First Middle

Address Wyandotte MI 48192  
Street City State Zip

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Other last names used while working, if any \_\_\_\_\_

Are you a U.S. Citizen? ☒ Yes ☐ No

If no, specify type of entry document and work authorization \_\_\_\_\_

Have you ever been convicted of a crime? ☐ Yes ☒ No

If yes, please give specifics \_\_\_\_\_

Are there any felony charges pending against you? \_\_\_\_\_

If yes, please give specifics \_\_\_\_\_

Have you ever served in the U.S. Military? ☐ Yes ☒ No If yes, indicate branch \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_ Type of Discharge \_\_\_\_\_  
Month Date Year Month Date Year

Do you have a reliable means of transportation to enable you to get to work in a timely manner? ☒ Yes ☐ No

If you are applying for a position requiring the use of an automobile or other motor vehicle, do you have a driver's license and a motor vehicle available for your use? ☒ Yes ☐ No

Are you licensed to drive a motor vehicle other than an automobile? ☐ Yes ☒ No

If yes, what type of license do you hold? \_\_\_\_\_

Have you ever been employed by the City of Wyandotte? ☐ Yes ☒ No If yes, when? \_\_\_\_\_

Have any of your relatives ever been, or currently are, employed by the City of Wyandotte (including elected officials)?

☐ Yes ☒ No If yes, indicate names and dates: \_\_\_\_\_

Are you a smoker? ☐ Yes ☒ No If yes, will you abide by the City's smoking policy? ☐ Yes ☐ No

Have you used, possessed or sold any illegal drugs in the past five years? ☐ Yes ☒ No

If yes, state which drugs and explain if you used, possessed or sold them \_\_\_\_\_

Have you ever been bonded on a job? ☒ Yes ☐ No If yes, when? Nebraska Book Co 2007-2010

**IN CASE OF AN ACCIDENT OR EMERGENCY, PLEASE NOTIFY:**

Name Edwin Coates Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
Wyandotte MI 48192

**PERSONAL REFERENCES**

(Not former employers or relatives)

Name and Occupation	Address	Phone Number
MARGARET GEE ACCOUNT MANAGER		
GARY ELLISON RETIRED WMS		
MICHELLE SLATER GENERAL MANAGER		

# EDUCATION

Identify any special skills, training or licenses you have which are related to the position you are applying for:

Vast customer service experience, computer and software literacy

	Name of School	City/State	Degree	Major
High School	OUR LADY of Mt. Carmel HS	Wyandotte, MI	Graduate	
College				
Other				

# EMPLOYMENT HISTORY

(Begin with most recent and use additional sheet, if necessary)

Company Name G2 Secure Staff Employed from 04/2018 to 12/2020

Address 400 Las Colinas Blvd E, IRVING TX 75039  
Street City State Zip

Type of Business Airline Contractor Name of Supervisor Corey Grannemann

Phone Number 972-915-6479 Starting Salary 60,000yr Final Salary 68,000 yearly

Position General Manager Reason for leaving VSP due to COVID19 reduced Business

Duties Performed full administrative oversight

If presently employed, may we contact your supervisor? ☒ Yes ☐ No

Company Name XTRA AIRWAYS Employed from 09/2016 to 04/2018

Address 121 Alhambra Plaza Coral Gables FL 33134  
Street City State Zip

Type of Business Charter Airline Name of Supervisor Andrew Lotter

Phone Number 305-764-3200 Starting Salary 65,000yr Final Salary 75,000yr

Position Manager of Stations Reason for leaving Company Closed

Duties Performed oversight of customer service, security and Ramp operations

Have you ever been suspended or discharged from employment? ☐ Yes ☒ No

If yes, please explain \_\_\_\_\_



The facts set forth are true and complete. I hereby authorize investigation of all statements contained in this application and full disclosure of my present and prior work record. I grant permission to the City of Wyandotte ("City") to obtain information concerning my general reputation, character, conduct and work quality and authorize any person or organization contacted to furnish information and opinions concerning my qualifications for employment, whether same is a matter of record or not, including personal evaluation of my honesty, reliability, carefulness and ability to take orders from my supervisor. I understand that this may include a record of disciplinary action assessed by previous employers. I hereby release any such person or organization from any and all liability which may result in furnishing such information or opinion. I hereby release the City and any person, organization or prior employer from any obligation to provide me with written notification of such disclosure. I hereby authorize the City of Wyandotte to perform a background investigation which may include address verification, criminal history, employment history, driving record and credit history. I understand employment is contingent upon this investigation and, if employed, false statements in this application shall be considered sufficient cause for dismissal. I understand and agree if, in the opinion of the City, the results of the investigation are unsatisfactory, an offer of employment that has been made may be withdrawn or my employment with the City may be terminated. I understand that the City requires residency within twenty (20) miles of a City boundary for all employees and that if I do not satisfy this requirement at the time of hire that I will have six (6) months to establish and maintain compliance.

I further understand the City may require a medical examination by a City-designated physician (1) after I have received an offer of employment and prior to my commencement of employment duties; and, (2) during the course of my employment as required by business necessity or for job-related purposes. I hereby consent to such examination and recognize that employment is contingent upon receipt of satisfactory medical evaluation. I further understand and agree that prior to commencing employment or after I am employed, I may be requested to submit to tests to determine the presence of alcohol or illegal drugs, and agree to the release of such test results to appropriate personnel, and agree that if I refuse such tests before commencing employment, my offer of employment will be revoked, or if I refuse such test after being employed, my employment will be terminated.

#### APPLICANTS FOR UNION POSITIONS

I recognize that if I am employed by the City in the position for which I have applied, I will be subject to the provisions of a labor agreement between the City and Union. I further recognize that I have no contract for employment other than the above referenced labor agreement and that no documents, statement, or other communication in any way constitutes an agreement between the City and me and that the Labor agreement will be the only agreement between me and the City and I must abide by that agreement and all City published rules and regulations.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENT AND CONDITIONS OF EMPLOYMENT

Dated: 08/20/2021 Signature: Andrea N. Courtney

#### APPLICANTS FOR NON-UNION POSITIONS

I agree this application is not an offer of employment. I agree that if I am employed by the City (1) my employment is at will and may be terminated at any time, with or without cause, at the option of either the City or myself; (2) I will receive wages and be subject to the rules and regulations of the Personnel Policy Handbook and such wages, benefits, rules and regulations are subject to change by the City at any time; (3) that my assigned work hours may be modified by the City, and if requested, I will be required to work overtime; (4) and that this constitutes the entire agreement between the City and myself and all prior agreements are null and void, and nothing in any documents published by the City either before or after this agreement, shall in any way modify the above terms; (5) this agreement cannot be modified by any oral or written representation made by anyone employed by the City, either before or after this agreement, except by a written document directed exclusively by me and signed by the Mayor and City Clerk.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENT AND CONDITIONS OF EMPLOYMENT

Dated: 08/20/2021 Signature: Andrea N. Courtney



Equal Housing Opportunity/Equal Opportunity Employer



# Andrea Coatney

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## Customer Service/Operation Management/Training

### **Performance Profile/Experience Summary**

Positive, professional and dedicated team player with extensive experience in problem solving in a fast-paced environment. Over 25 years of customer services experience. Proficient in various computer and software applications, including Microsoft Office. Excellent written and verbal communication skills.

### **Core Competencies**

- Account Management
- Call Center
- Business Accounting
- Regulatory and Compliance Auditing
- Organized and Attentive
- Customer Service Relations

### **Professional Experience**

04/2018-12/2020

#### **G2 Secure Staff, Detroit Metropolitan Airport**

General Manager, Alaska Airlines contract

Operational and administrative responsibility for all aspects of Company ground handling contract with Alaska Airlines. Daily monitoring, assemblance and submission of Key Performance Indicator (KPI), CAPA (corrective action) and CPI (continuous process improvement) data; budgetary adherence, team building, payroll and expense reporting.

9/2016-04/2018

#### **XTRA Airways, Coral Gables, FL/Wyandotte, MI (home office based)**

Manager of Stations

Negotiation, execution and oversight of aircraft service contracts. Creation and implementation of training material and programs. Maintenance of training records for direct employees and contracted vendors. Vendor invoicing and payroll approvals. Preparation of budgets and expense monitoring. Station auditing, corrective action plan implementation.

# Andrea Coatney

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## Customer Service/Operation Management/Training

### **Professional Experience** *cont.*

9/2010-9/2016

**National Airlines, Orlando, FL/Ypsilanti, MI**

Manager of Ground and Passenger Operations

Complete oversight of Ground Operations and Customer Service teams of 10+ direct reports. Implementation of ticketing, call center and reservation system to support airline transition from charter to scheduled service. Developed and administered training to team members worldwide.

10/2007-9/2010

**Nebraska Book Company, Romulus, MI**

Site Manager

Successfully managed daily operation of fiscally lucrative college bookstore locations. Major responsibilities included service accounting, workforce development and recruitment, inventory control, cash management and vendor contracting.

7/1996-10/2007

**Mesaba Airlines, DTW Romulus, MI**

Ground Operations Duty Manager (1998-2006)

Stations Operations Instructor/Coordinator (1996-1998)

### **Professional Development**

IOSA Auditor Qualification-Morton, Beyer & Agnew 2015

Safety Management Systems Principles Auditor-National Airlines 2013

IATA Air Transport Fundamentals 2012



**Andrea H. Coatney**

August 20, 2021

Wyandotte Municipal Service  
3200 Biddle Ave, Suite 300  
Wyandotte, MI 48192

Re: Customer Assistance Clerk Applicant

Dear Anne Goudy,

I am a proud and nearly lifelong resident of the great city of Wyandotte with a desire to work close to home and serve my neighbors. I recently accepted a very early retirement opportunity from my airline career and am excited to transfer my skills to a new position. My past success as a team player with excellent communication, conflict resolution and customer service skills make me a viable candidate for this transition.

The municipality and aviation industries share many required core competencies such as compliance, confidentiality and accuracy; all of these are demonstrable skills that I possess. Servicing multiple airlines over my career required me to adapt and master new software products quickly. I am detail oriented and accustomed to multi-tasking in a very fast paced environment.

I am eager to discuss how my experience can assist Wyandotte Municipal Services in fulfilling its service to their internal and external customers. I will be attending the job fair on Saturday August 21 and hope to have an opportunity to further illustrate how my skill sets will provide value to your organization.

Thank you for your time and I look forward to speaking with you soon.

Kind regards,

*Andrea H. Coatney*

**Andrea Coatney**  
**Employment Offer \***

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<b><u>Status:</u></b>	Hired as a permanent, full-time, at-will employee of the City of Wyandotte
<b><u>Salary Classification:</u></b>	Class Code 25A of the City of Wyandotte Non-Union Classification System Salary Range: \$27,809.60 – \$33,467.20 Starting Salary: \$27,809.60 <i>Employee will be eligible for any general increases granted to non-union administrative employees.</i>
<b><u>Retirement Benefits:</u></b>	Defined Contribution Plan (401A) through ICMA Retirement Corporation - Employer contribution – 10% - Employee contribution – 5%
<b><u>Health Insurance:</u></b>	Two Options (Includes Dental & Vision Coverage) 1. BC/BS Community Blue PPO Plan III (\$15/\$30 drug rider) 2. Blue Care Network HMO (\$15/\$30 drug rider) <i>Employee 20% co-payment of premiums required. Payment-in-lieu of health insurance coverage of \$400/month (reduced by actual cost of dental/vision if selected).</i>
<b><u>Retiree Health Insurance:</u></b>	Health Savings Plan - Employer contribution - \$50/per pay period - Employee contribution - \$50/per pay period
<b><u>Long-Term Disability Insurance:</u></b>	Benefit level of 50% of salary covered by the City
<b><u>Life Insurance:</u></b>	\$40,000 coverage (premiums paid by City)
<b><u>Sick Time Earned:</u></b>	One (1) sick day per month worked
<b><u>Vacation Time Earned:</u></b>	0 through 5 years of service - 12 days 6 through 10 years of service - 15 days 11 through 15 years of service - 18 days 16 through 20 years of service - 21 days 21 through 25 years of service - 24 days 26 years + years of service - 24 days plus an additional 1/2 day per year for each year of continuous service over 25 years.
<b><u>Personal Leave Days:</u></b>	Three (3) days per year
<b><u>Eligible immediately for:</u></b>	Section 457 deferred compensation program Section 125 Cafeteria Plan

\* Contingent upon the approval of the Mayor and City Council and successful background check and physical and drug screen examinations

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE: 10/4/2021**

**AGENDA ITEM # 10**

**ITEM: Sale of the Former 3339 15th Street**

**PRESENTER:** Gregory J. Mayhew, City Engineer

**INDIVIDUALS IN ATTENDANCE:** N/A

**BACKGROUND:** The City owns the former 3339 15th Street. Attached for your approval is a Purchase Agreement to sell said property to Epic Property Management, LLC, for the amount of \$9,000.00. This property will be used as additional parking for the new commercial building at 1475 Eureka. The property is currently zoned P-1 Vehicular Parking District.

**STRATEGIC PLAN/GOALS:** This is consistent with the 2010-2015 Goals and Objectives of the City of Wyandotte Strategic Plan in the commitment to maintaining and developing excellent neighborhoods by; matching tools and efforts to the conditions in city neighborhoods and continuing neighborhood renewal projects, where needed, in order to revitalize structures and infrastructures in residential and commercial areas.

**ACTION REQUESTED:** Approve the Purchase Agreement to sell the former 3339 15th Street to Epic Property Management, LLC, the adjacent property owner(s) at 1475 Eureka in the amount of \$9,000.00 (\$100 per front foot).

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Revenue of \$9,000.00 in the TIFA Area Funds (492-.000-650-040)

**IMPLEMENTATION PLAN:** The Neighborhood Services Coordinator will coordinate the closing with the Department of Legal Affairs upon approval of the Purchase Agreement.

**LIST OF ATTACHMENTS:**

1. Purchase Agreement Former 3339 15th Street

**RESOLUTION**

Item Number: #10  
Date: October 4, 2021

RESOLUTION by Councilperson \_\_\_\_\_

Council concurs with the recommendation of the City Engineer regarding the sale of the former 3339 15th Street Wyandotte; AND

BE IT RESOLVED that Council accepts the offer from Epic Property Management, LLC to acquire the former 3339 15th Street for the amount of \$9,000.00; AND

BE IT FURTHER RESOLVED that the Department of Legal Affairs is hereby directed to prepare the necessary documents and the Mayor and Clerk are hereby authorized to sign said documents.

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

SUPPORTED by Councilperson \_\_\_\_\_

**YEAS**

**COUNCIL**

**NAYS**

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**Alderman**  
**Calvin**  
**Crayne**  
**Hanna**  
**Shuryan**  
**Stec**

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# OFFER TO PURCHASE REAL ESTATE

I, THE UNDERSIGNED hereby offers and agrees to purchase the following land situated in the

City  
XXXXXXX of  
XXXXXX

Wyandotte Wayne County, Michigan, described as follows:  
Lots 6, 7 and 8 Taylor Park Subdivision as recorded in L-43 P 30 of Plat Wayne County Records being known as Former 3339  
15<sup>th</sup> Street, together with all improvements and appurtenances, including all lighting fixtures, shades, Venetian blinds, curtain  
rods, storm windows and storm doors, screens, awnings, TV antenna, gas conversion unit and permit \_\_\_\_\_ if any, now on the  
premises, and to pay therefore the sum of Nine Thousand Dollars and 00/100 (\$9,000.00) Dollars, subject to the existing building  
and use restrictions, easements, and zoning ordinances, if any, upon the following conditions:

**THE SALE TO BE CONSUMMATED BY:** Paragraph A  
(Fill out one of the four following paragraphs, and strike the remainder)

<b>Cash Sale</b>	A. Delivery of the usual Warranty Deed conveying a marketable title. Payment of purchase money is to be made in cash or certified check.
<b>Cash Sale with New Mortgage</b>	B. Delivery of the usual Warranty Deed conveying a marketable title. Payment of Purchase money is to be made in cash or certified check. Purchaser agrees that he will immediately apply for a _____ mortgage in the amount of \$ _____, and pay \$ _____ down plus mortgage costs, prepaid items and adjustments in cash. Purchaser agrees to execute the mortgage as soon as the mortgage application is approved, a closing date obtained from the lending institution, and, if applicable, final inspection of the property approved by the Veterans Administration or F. H. A.
<b>Sale to Existing Mortgage</b>	C. Delivery of the usual Warranty Deed conveying a marketable title, subject to mortgage to be deducted from the purchase price. Payment of the purchase money is to be made in cash or certified check less the amount owing upon an existing mortgage now on the premises, with accrued interest to date of consummation, held by _____ upon which there is unpaid the sum of approximately _____ Dollars, with interest at _____ per cent, which mortgage requires payment of _____ Dollars on the _____ day of each and every month, which payments DO, DO NOT include prepaid taxes and insurance. If the Seller has any accumulated funds held in escrow for the payment for any prepaid items, the Purchaser agrees to reimburse the seller upon proper assignment of same. The Purchaser agrees to assume and pay said mortgage according to the terms thereof.
<b>Sale on Land Contract</b>	D. Payment of the sum of _____ Dollars, in cash or certified check, and the execution of a Land Contract acknowledging payment of that sum and calling for the payment of the remainder of the purchase money within _____ years from the date of Contract in monthly payments of not less than _____ Dollars each, which include interest payments at the rate of _____ per cent per annum; and which DO, DO NOT include prepaid taxes and insurance.
<b>Sale to Existing Land Contract</b>	If the Seller's title to said land is evidenced by an existing by an existing land contract with unperformed terms and conditions substantially as above set forth and the cash payment to be made by the undersigned on consummation hereof will pay out the equity, an assignment and conveyance of the vendee's interest in the land contract, with an agreement by the undersigned to assume the balance owing thereon, will be accepted in lieu of the contract proposed in the preceding paragraph. If the Seller has any accumulated funds held in escrow for the payment of prepaid taxes or insurance, the Purchaser agrees to reimburse the Seller upon the proper assignment of same.
<b>Evidence of Title</b>	2. As evidence of title, Seller agrees to furnish Purchaser as soon as possible, a complete Abstract of Title and Tax History, certified to a date later than the acceptance hereof. In lieu, thereof, a Policy of Title Insurance in an amount not less than the purchase price, bearing date later than the acceptance hereof and guaranteeing the title in the condition required for performance of this agreement, will be accepted. Purchaser to pay premium for title insurance policy at time of closing.
<b>Time of Closing</b>	3. If this offer is accepted by the Seller and Purchaser and if title can be conveyed in the condition required hereunder, the parties agree to complete the sale upon notification that Seller is ready to close; however, if the sale is to be consummated in accordance with paragraph B, then the closing will be governed by the time there specified for obtaining a mortgage. In the event of default by the Purchaser hereunder, the Seller may, at his option, elect to enforce the terms hereof or declare a forfeiture hereunder and retain the deposit as liquidated damages.
<b>Purchaser's Default</b>	
<b>Seller's Default</b>	4. In the event of default by the Seller hereunder, the purchaser may, at his option, elect to enforce the terms hereof or demand, and be entitled to, an immediate refund of his entire deposit in full termination of this agreement.
<b>Title Objections</b>	5. If objection to the title is made, based upon a written opinion of Purchaser's attorney that the title is not in the condition required for performance hereunder, the Seller shall have 30 days from the date, is notified in writing of the particular defects claimed, either (1) to remedy the title, or (2) to obtain title insurance as required above, or (3) to refund the deposit in full termination of this agreement if unable to remedy the title the Purchaser agrees to complete the sale within 10 days of written notification thereof. If the Seller is unable to remedy the title or obtain title insurance within the time specified, the deposit shall be refunded forthwith in full termination of this agreement.
<b>Possession</b>	6. The Seller shall deliver and the Purchaser shall accept possession of said property, subject to rights of the following tenants: <u>None</u> If the Seller occupies the property, it shall be vacated on or before _____ closing From the closing to the date of vacating property as agreed, SELLER SHALL PAY the sum of \$ <u>NA</u> per day. THE BROKER SHALL RETAIN from the amount due Seller at closing the sum of \$ <u>NA</u> as security for said occupancy charge, paying to the Purchaser the amount due him and returning to the Seller the unused portion as determined by date property is vacated and keys surrendered to Broker.

**THIS IS A LEGAL BINDING CONTRACT, IF NOT UNDERSTOOD SEEK COMPETENT HELP**



<b>Taxes and Prorated Items</b>	<p>7. All taxes and assessments which have become a lien upon the land at the date of this agreement shall be paid by the Seller. Current taxes, if any, shall be prorated and adjusted as of the date of closing in accordance with <u>due date</u> (Insert one: "Fiscal Year" "Due Date" - If left blank, Fiscal Year applies) basis of the municipality or taxing unit in which the property is located. Interest, rents and water bills shall be prorated and adjusted as of the date of closing. <b>Due dates are August 1 and December 1.</b></p> <p>8. It is understood that this offer is irrevocable for five (5) days from the date hereof, and if not accepted by the Seller within that time, the deposit shall be returned forthwith to the Purchaser. If the offer is accepted by the Seller, the Purchaser agrees to complete the purchase of said property within the time indicated in Paragraph 3.</p>
<b>Broker's Authorization</b>	<p>9. The Seller is hereby authorized to accept this offer and the deposit of <u>0.00</u> Dollars may be held by him under Act No. 112, P.A. of 1960 Sect. 13, (j) and applied on the purchase price if the sale is consummated.</p>

**10. APPLICABLE TO F. H. A. SALES ONLY:**

It is expressly agreed that, notwithstanding any other provisions of this contract, the Purchaser shall not be obligated to complete the purchase of the property described herein or to incur any penalty by forfeiture of earnest money deposits or otherwise unless the Seller has delivered in the purchaser a written statement issued by the Federal Housing Commissioner

setting forth the appraised value of the property for mortgage insurance purpose of not less than \$ \_\_\_\_\_ which statement the Seller hereby agrees to deliver to the Purchaser promptly after such appraised value statement is made available to the Seller. The Purchaser shall, however, have the privilege and the option of proceeding with the consummation of this contract without regard to the amount of the appraised valuation made by the Federal Housing Commissioner.

It is further understood between Purchaser and Seller that the additional personal property listed herein has a value of \$ \_\_\_\_\_.

11. The covenants herein shall bind and inure to the benefit of the executors, administrators, successors and assigns of the respective parties.

By the execution of this instrument the Purchaser acknowledges THAT HE HAS EXAMINED THE ABOVE described premises and is satisfied with the physical condition of structures thereon and acknowledges the receipt of a copy of this offer.

The closing of this sale shall take place at the office of the City Engineer, 3200 Biddle Avenue, Wyandotte, MI. However, if a new mortgage is being applied for, Purchasers will execute said mortgage at the bank or mortgage company from which the mortgage is being obtained. Additional conditions, if any: \_\_\_\_\_

12. Purchaser is required to combine this property with property currently owned by Purchaser known as 1475 Eureka, Wyandotte. Combination will take place at time of closing on the property being sold under this Agreement.

13. The Purchaser is responsible for the design and construction of a surfaced parking lot and landscaping plan in accordance with Sections 2403 and 2404 of the City of Wyandotte's Zoning Ordinance which includes but not limited to an irrigation system, lighting, and obscuring wall or fence. In cases where parking lots are more than six (6) spaces approval by the Planning Commission (PC) will be required. See attached Ordinance.

Purchaser must obtain the PC Approval before closing (as herein defined). In the event that the PC Approval is not obtained by Purchaser before closing, then either: (a) Seller and Purchaser may mutually agree to extend the period of time to obtain the PC Approval; or (b) this Agreement shall terminate in which neither party shall have any further liability or obligation under this Agreement.

14. This Agreement is further contingent upon the Purchaser undertaking development within six (6) months from time of closing. "Undertaking development" is defined as: the commencement of construction of the surface parking lot and landscaping. Purchaser's failure to undertake the required development results in Seller's right to repurchase property at 80% of purchase price (\$7,200.00) herein to be evidence by a recordable document.

15. The property is being sold in "As Is" condition, without express or implied warranty. Purchaser understands that buildings were removed from the site and the City of Wyandotte accepts no responsibility for underground conditions or environmental conditions of the property.

- The Property is zoned P-1. Purchaser must use property in accordance with this zoning designation.
- The Purchaser shall be responsible for the complete removal and disposal of any trees or shrubs.
- The Purchaser shall remove and replace any and all public sidewalk which the City determines does not comply with City guidelines.
- Purchaser shall replace all unused drop curbs or damaged curbs with new full height curbs.

16. The Purchaser is responsible for the cost of the Title Insurance Policy Premium, the Closing Fee of \$200.00. These charges will be due at closing.

17. The undersigned Purchaser(s) hereby acknowledges the receipt of the Seller's signed acceptance of the foregoing Offer to Purchase.

18. This Agreement requires the approval of the Wyandotte City Council.

EPIC PROPERTY MANAGEMENT, LLC, PURCHASER,

  
Joshua K. Sterling, Sole Member

Dated: 9/21/2021

CITY OF WYANDOTTE, a Municipal Corporation, SELLER:

BY: \_\_\_\_\_  
Robert A. DeSana, Mayor

BY: \_\_\_\_\_  
Lawrence S. Stec, City Clerk

Dated: \_\_\_\_\_

Legal Department Review \_\_\_\_\_

# EUREKA

60	23	22	-	22	23	21	22	23	22	23	60	22	23	22	23
1	5	4	3	2	1	90	89	88	87	86	1	84	83	82	81
5	100	100	100	100	100	100	100	100	100	100	5	100	100	100	100
T	15	15	15	15	15	15	15	15	15	15	T	30	30	30	30
H	6	7	8	9	10	11	12	13	14	15	H	78	77	76	75
S	100	100	100	100	100	100	100	100	100	100	S	74	73	72	71
T	15	15	15	15	15	15	15	15	15	15	T	30	30	30	30

EPIC PROPERTY MANAGMENT LLC  
BUILDING

FORMER 3339 15TH STREET - Lots 6 TO 8 Taylor Park Subdivision  
Lot Size: 90' x 140'

**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE: 10/4/2021**

**AGENDA ITEM # 11**

**ITEM: Emergency Repairs to Utility Vehicle #63**

**PRESENTER:** Gregory J. Mayhew, City Engineer

**INDIVIDUALS IN ATTENDANCE:**

**BACKGROUND:** The Department of Public Services 2004 Utility Vehicle, Unit 63, was in need of repairs to its fuel injection sleeves. During preventative maintenance service on this vehicle it was discovered that engine oil had mixed in with the coolant. The repair for this requires equipment that the DPS does not have. This vehicle is used to haul the wood chipper and currently is the only vehicle in operation capable of doing so.

A quote was solicited from Michigan CAT to make the repairs. Michigan Cat has the equipment and is the closest authorized repair facility for the Caterpillar engine.

In accordance with the procurement rules adopted by the City Council January 9, 2017, I requested and received approval from the City Administrator for the repair to be performed as soon as possible by Michigan CAT under the Emergency Procurement section of the procurement policy.

**STRATEGIC PLAN/GOALS:** This is consistent with the 2010-2015 Goals and Objectives of the City of Wyandotte Strategic Plan in the commitment to provide the finest services and quality of life.

**ACTION REQUESTED:** Approve the repair to Utility Vehicle #63 in accordance with the emergency procurement section of the procurement rules and policies adopted by the City Council January 9, 2017.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The repair work will be paid for from Account #101-448-825-431 Garage-Other Vehicle Maintenance, which has a current balance of over \$26,000.

**IMPLEMENTATION PLAN:** The Department of Public Service supervisors will oversee and expedite the repairs to Utility Vehicle #63.

**LIST OF ATTACHMENTS:**

1. Email Approving Emergency Repair
2. Michigan CAT Quote



**RESOLUTION**

Item Number: #11  
Date: October 4, 2021

RESOLUTION by Councilperson \_\_\_\_\_

Resolved by the Mayor and Council that Council has received and placed on file the communication from the City Engineer and approves the repairs to Utility Vehicle #63 by Michigan CAT in the amount of \$4,570.00, to be paid for from Account #101-448-825-431 Garage-Other Vehicle Maintenance, in accordance with the Emergency Procurement section of the procurement rules and policies adopted by the City Council on January 9, 2017.

I move the adoption of the foregoing resolution.

MOTION by Councilperson \_\_\_\_\_

SUPPORTED by Councilperson \_\_\_\_\_

**YEAS**

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\_\_\_\_\_  
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\_\_\_\_\_

**COUNCIL**

**Alderman  
Calvin  
Crayne  
Hanna  
Shuryan  
Stec**

**NAYS**

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## Greg Mayhew

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**From:** Todd A. Drysdale  
**Sent:** Wednesday, September 22, 2021 9:19 AM  
**To:** Greg Mayhew; Lawrence Stec  
**Subject:** RE: Truck #63 Engine Repair

Ok to proceed.

---

**From:** Greg Mayhew <gmayhew@wyandottemi.gov>  
**Sent:** Tuesday, September 21, 2021 9:56 AM  
**To:** Lawrence Stec <lstec@wyandottemi.gov>; Todd A. Drysdale <tdrysdale@wyandottemi.gov>  
**Subject:** Truck #63 Engine Repair

Per the procurement rules adopted by the City Council January 9, 2017, the following applies:

The DPS's 2004 Utility Vehicle, Unit 63, is in need of repairs to its fuel injection sleeves. During preventative maintenance service on this vehicle it was discovered that engine oil had mixed in the coolant. The repair for this requires equipment that the DPS does not have. This vehicle is used to haul the wood chipper and currently the only vehicle in operation capable of doing so.

Attached is a quote from MichiganCAT, in the amount of \$4,570.00 to make the repairs. Michigan Cat has the equipment and is the closet authorized repair facility for the Caterpillar engine.

I am requesting approval for emergency repairs to Unit 63 by MichiganCAT.

The repair work will be paid for from Account #101-448-825-431 Garage-Other Vehicle Maintenance, which has a current balance of over \$26,000.

Further, in accordance with the emergency procurement rules, this procurement will be submitted to City Council for approval..

Gregory J. Mayhew, P.E.  
City Engineer  
City of Wyandotte  
Department of Engineering and Building  
3200 Biddle Avenue, Suite 200  
Wyandotte, Michigan 48192  
734-324-4554





Account Number: 24121

Quotation#: 231577

## Repair Estimate

Bill to:  
City of Wyandotte Dept of Public Works

Ship to:

Wyandotte, Michigan 48192

### General information

Contact name: DAVE

Phone number: 734-324-4587

Unit number: 63

Manufacturer: CATERPILLAR

Model: C7 TRK

Serial number: 0KAL17098

Effective date: 2021-09-20

Expiration date: 2021-10-20

Meter:

Description	Unit Price	Quantity	Ext Price
REPLACE/INJECTOR SLEEVE			\$3,010.00
LABOR FOR DOGHOUSE AND FILL TANK	\$130.00	1	\$130.00
LABOR TO DAIGNOSE	\$260.00	1	\$260.00
LABOR TO REMOVE CLEAN AND ADD FUEL	\$390.00	1	\$390.00
LABOR TO FLUSH COOLING SYSTEM	\$780.00	1	\$780.00
		Sub-total	\$4,570.00
		Total	\$4,570.00

\*NOTE: TAX AND FREIGHT CHARGES ARE ADDITIONAL TO PRICES LISTED ABOVE.

Submitted by: Adam Dudek  
Cell: 734-308-9921  
Email: adamdudek@michigancat.com

Customer Signature: \_\_\_\_\_



Account Number: 24121

Quotation#: 231577

Parts Attachment

REPLACE/INJECTOR SLEEVE

Vendor	Qty	Part number	Description	Unit price	Ext. price	Note
CATERPILLAR	6	1093207	SEAL O RING	\$7.33	\$43.98	
	6	1482903	SEAL-O-RING	\$8.9	\$53.40	
	6	1495240	RING-BACKUP	\$6.12	\$36.72	
	6	1693104	RING-BACKUP	\$1.8	\$10.80	
	6	1698586	RING-BACKUP	\$6.26	\$37.56	
	6	1698598	SEAL-FUEL SY	\$8.9	\$53.40	
	6	2271200	SLEEVE-INJ	\$17.89	\$107.34	
	12	2359651	BOLT-SOCKET	\$5.22	\$62.64	
	12	2388648	COOLANT-ELC	\$13.97	\$167.64	
	1	4C4611	CLEANER	\$47.83	\$47.83	
	5	5P5678	M-SEAL STK	\$14.68	\$73.40	
	2	7J0204	SEAL O RING	\$0.85	\$1.70	
	12	8C0563	SEAL	\$5.6	\$67.20	

## BILLS &amp; ACCOUNTS

09/29/2021

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WYANDOTTE

EXP CHECK RUN DATES 09/23/2021 - 09/29/2021

JOURNALIZED PAID

BANK CODE: CLAIM

Check Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check #
Check 138923							
101-000-231-086	Pension Liability-DB (Employee)	CITY OF WYANDOTTE RETIREMENT	POLICE DEF BENEFIT	P/R ENDING 9/26/21	09/29/21	456.24	138923
			Total For Check 138923			456.24	
Check 138924							
101-000-231-084	Pension Liability-DB II (Employee)	CITY OF WYANDOTTE RETIREMENT	CITY OF WYANDOTTE RETIREMENT DB II EMPLOYEE	P/R ENDING 9/26/21	09/29/21	3,300.97	138924
			Total For Check 138924			3,300.97	
Check 138925							
101-000-231-083	Pension Liability-DB II (Employer)	CITY OF WYANDOTTE RETIREMENT	CITY OF WYANDOTTE RETIREMENT DB II EMPLOYER	P/R ENDING 9/26/21	09/29/21	6,600.49	138925
			Total For Check 138925			6,600.49	
Check 138926							
101-000-231-087	Pension Liability-DC (Employer)	ICMA RETIREMENT CORPORATION	ICMA RETIREMENT CORPORATION # 107305	P/R ENDING 9/26/21	09/29/21	9,729.69	138926
101-000-231-088	Pension Liability-DC (Employee)	ICMA RETIREMENT CORPORATION	ICMA RETIREMENT CORPORATION # 107305	P/R ENDING 9/26/21	09/29/21	4,864.82	138926
499-000-231-087	Pension Liability-DC (Employer)	ICMA RETIREMENT CORPORATION	ICMA RETIREMENT CORPORATION # 107305	P/R ENDING 9/26/21	09/29/21	211.24	138926
499-000-231-088	Pension Liability-DC (Employee)	ICMA RETIREMENT CORPORATION	ICMA RETIREMENT CORPORATION # 107305	P/R ENDING 9/26/21	09/29/21	105.63	138926
			Total For Check 138926			14,911.38	
Check 138927							
101-000-231-087	Pension Liability-DC (Employer)	ICMA RETIREMENT CORPORATION	ICMA RETIREMENT CORPORATION # 107256	P/R ENDING 9/26/21	09/29/21	8,630.68	138927
101-000-231-088	Pension Liability-DC (Employee)	ICMA RETIREMENT CORPORATION	ICMA RETIREMENT CORPORATION # 107256	P/R ENDING 9/26/21	09/29/21	4,315.28	138927
			Total For Check 138927			12,945.96	
Check 138928							
101-000-231-030	P/R Deductions-Union Dues	MICHIGAN AFSCME COUNCIL 25	DPS UNION DUES	P/R ENDING 9/26/21	09/29/21	241.67	138928
			Total For Check 138928			241.67	
Check 138929							
101-000-231-070	P/R Deductions-Deferred Comp	RELIANCE TRUST COMPANY	AXA TRUST ID# 0155496177	P/R ENDING 9/26/21	09/29/21	6,500.00	138929
101-000-231-070	P/R Deductions-Deferred Comp	RELIANCE TRUST COMPANY	AXA TRUST ID# 0155496177	P/R ENDING 9/26/21	09/29/21	65.00	138929
			Total For Check 138929			6,565.00	
Check 138930							
101-000-231-087	Pension Liability-DC (Employer)	VANTAGE POINT TRANSFER AGENTS	VANTAGE GC & DPS RHS # 801908	P/R ENDING 9/26/21	09/29/21	2,050.00	138930
101-000-231-088	Pension Liability-DC (Employee)	VANTAGE POINT TRANSFER AGENTS	VANTAGE GC & DPS RHS # 801908	P/R ENDING 9/26/21	09/29/21	2,050.00	138930
499-000-231-087	Pension Liability-DC (Employer)	VANTAGE POINT TRANSFER AGENTS	VANTAGE GC & DPS RHS # 801908	P/R ENDING 9/26/21	09/29/21	50.00	138930
499-000-231-088	Pension Liability-DC (Employee)	VANTAGE POINT TRANSFER AGENTS	VANTAGE GC & DPS RHS # 801908	P/R ENDING 9/26/21	09/29/21	50.00	138930
			Total For Check 138930			4,200.00	

Check 138931

09/29/2021

INVOICE GL DISTRIBUTION REPORT FOR CITY OF WYANDOTTE  
 EXP CHECK RUN DATES 09/23/2021 - 09/29/2021  
 JOURNALIZED PAID  
 BANK CODE: CLAIM

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check #
101-000-231-087	Pension Liability-DC (Employer)	VANTAGE POINT TRANSFER AGENTS	VANTAGE POLICE AND FIRE RHS # 803119	P/R ENDING 9/26/21	09/29/21	1,801.30	138931
101-000-231-088	Pension Liability-DC (Employee)	VANTAGE POINT TRANSFER AGENTS	VANTAGE POLICE AND FIRE RHS # 803119	P/R ENDING 9/26/21	09/29/21	1,801.30	138931
			Total For Check 138931			<u>3,602.60</u>	
Check 138932							
101-200-825-330	Legal Fees	WILLIAM R LOOK, PROFESSIONAL CORP	WILLIAM R LOOK	P/R ENDING 9/26/21	09/29/21	3,077.00	138932
			Total For Check 138932			<u>3,077.00</u>	
Check 9804							
101-000-228-010	Due to FICA/Medicare	INTERNAL REVENUE SERVICE	INTERNAL REVENUE SERVICE	P/R ENDING 9/26/21	09/29/21	9,352.97	9804
101-000-228-010	Due to FICA/Medicare	INTERNAL REVENUE SERVICE	INTERNAL REVENUE SERVICE	P/R ENDING 9/26/21	09/29/21	18,770.40	9804
499-000-228-010	Due to FICA/Medicare	INTERNAL REVENUE SERVICE	INTERNAL REVENUE SERVICE	P/R ENDING 9/26/21	09/29/21	255.74	9804
499-000-228-010	Due to FICA/Medicare	INTERNAL REVENUE SERVICE	INTERNAL REVENUE SERVICE	P/R ENDING 9/26/21	09/29/21	59.79	9804
525-000-228-010	Due to Social Security	INTERNAL REVENUE SERVICE	INTERNAL REVENUE SERVICE	P/R ENDING 9/26/21	09/29/21	95.12	9804
525-000-228-010	Due to Social Security	INTERNAL REVENUE SERVICE	INTERNAL REVENUE SERVICE	P/R ENDING 9/26/21	09/29/21	406.56	9804
			Total For Check 9804			<u>28,940.58</u>	
Check 9805							
101-000-231-070	P/R Deductions-Deferred Comp	MASSMUTUAL FINANCIAL GROUP	MASS MUTUAL FINANCIAL GROUP	P/R ENDING 9/26/21	09/29/21	2,826.05	9805
101-000-231-070	P/R Deductions-Deferred Comp	MASSMUTUAL FINANCIAL GROUP	MASS MUTUAL FINANCIAL GROUP	P/R ENDING 9/26/21	09/29/21	1,045.00	9805
499-000-231-070	P/R Deductions-Deferred Comp	MASSMUTUAL FINANCIAL GROUP	MASS MUTUAL FINANCIAL GROUP	P/R ENDING 9/26/21	09/29/21	3.45	9805
			Total For Check 9805			<u>3,874.50</u>	
Check 9806							
101-000-228-021	Due to State-W/H Tax (GC)	STATE OF MICHIGAN TREASURY DEPT	STATE OF MICHIGAN TREASURY	P/R ENDING 9/26/21	09/29/21	12,196.67	9806
499-000-228-021	Due to State-W/H Tax (GC)	STATE OF MICHIGAN TREASURY DEPT	STATE OF MICHIGAN TREASURY	P/R ENDING 9/26/21	09/29/21	58.99	9806
525-000-228-021	State Tax W/H-General City	STATE OF MICHIGAN TREASURY DEPT	STATE OF MICHIGAN TREASURY	P/R ENDING 9/26/21	09/29/21	110.22	9806
			Total For Check 9806			<u>12,365.88</u>	
Check 9807							
101-000-228-024	Due to Federal-W/H Tax	U.S. TAX ACCOUNT	US TAX ACCOUNT	P/R ENDING 9/26/21	09/29/21	31,677.38	9807
499-000-228-024	Due to Federal-W/H Tax	U.S. TAX ACCOUNT	US TAX ACCOUNT	P/R ENDING 9/26/21	09/29/21	99.85	9807
525-000-228-024	Due to Federal-W/H Tax	U.S. TAX ACCOUNT	US TAX ACCOUNT	P/R ENDING 9/26/21	09/29/21	79.48	9807
			Total For Check 9807			<u>31,856.71</u>	
Check 9808							
101-000-227-000	Due to Public Library	BACON MEMORIAL LIBRARY	TAX DIST LIBRARY SUMMER	SUMMER 2021	09/29/21	494,766.25	9808
			Total For Check 9808			<u>494,766.25</u>	
Check 9809							
101-000-223-000	Due to County	OFFICE OF THE WAYNE COUNTY	TAX DIST WAYNE COUNTY	SUMMER 2021	09/29/21	1,189,203.41	9809

09/29/2021

## INVOICE GL DISTRIBUTION REPORT FOR CITY OF WYANDOTTE

EXP CHECK RUN DATES 09/23/2021 - 09/29/2021

JOURNALIZED PAID

BANK CODE: CLAIM

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check #
101-000-224-000	Due to RESA	OFFICE OF THE WAYNE COUNTY	TAX DIST WAYNE COUNTY	SUMMER 2021	09/29/21	22,292.25	9809
101-000-224-024	Due to RESA - Enhancement Millage	OFFICE OF THE WAYNE COUNTY	TAX DIST WAYNE COUNTY	SUMMER 2021	09/29/21	649,190.58	9809
101-000-226-000	Due to Special Education	OFFICE OF THE WAYNE COUNTY	TAX DIST WAYNE COUNTY	SUMMER 2021	09/29/21	1,093,180.34	9809
101-000-228-000	Due to State (SET)	OFFICE OF THE WAYNE COUNTY	TAX DIST WAYNE COUNTY	SUMMER 2021	09/29/21	1,945,606.04	9809
Total For Check 9809						4,899,472.62	
Check 9810							
101-000-225-000	DUE TO WYAN SCHOOL BOARD-OPER	SCHOOL DISTRICT OF THE	TAX DIST SCHOOL DISTRICT	SUMMER 2021	09/29/21	636,170.03	9810
101-000-225-025	Due to Wyan School Board-Debt	SCHOOL DISTRICT OF THE	TAX DIST SCHOOL DISTRICT	SUMMER 2021	09/29/21	649,190.58	9810
101-000-225-030	Due to Wyan School Board-Sinking Fund	SCHOOL DISTRICT OF THE	TAX DIST SCHOOL DISTRICT	SUMMER 2021	09/29/21	283,999.94	9810
Total For Check 9810						1,569,360.55	

This is to certify that the above vouchers amounting to \$7,344,584.37 have been examined, that the materials and services have been received, that the price and computations are correct, that the invoices, receiving slips, and supporting data are attached and in order and that the proper accounts have been charged. The Treasurer is hereby authorized to pay the above vouchers.

Fund 101 General Fund	7,094,952.33
Fund 499 DDA tax increment Finance Fund	894.69
Fund 525 Municipal Golf Course Fund	691.38
Total For All Funds:	7,096,538.40
Payroll 09/29/21	248,045.97
TOTAL	7,344,584.37

Mayor \_\_\_\_\_

City Clerk \_\_\_\_\_

**RESOLUTION**

Item Number: #  
Date: October 4, 2021

RESOLUTION by Councilperson \_\_\_\_\_

RESOLVED that the total bills and accounts of \$7,344,584.37 as presented by the Mayor and City Clerk are hereby APPROVED for payment.

I move the adoption of the foregoing resolution.

MOTION by Councilperson

SUPPORTED by Councilperson

**YEAS**

**COUNCIL**

**NAYS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Alderman**  
**Calvin**  
**Crayne**  
**Hanna**  
**Shuryan**  
**Stec**

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## REPORTS & MINUTES

September 22, 2021

### Wyandotte Municipal Services Commission Regular Meeting Minutes

A regular session of the Municipal Services Commission of the City of Wyandotte, Michigan was held at the office of Commission and via Virtual Telecommunication methods due to COVID-19 in accordance with current MDHHS Public Health Orders SB 11246, & PA228 of 2020 using the Zoom audio platform on Wednesday, September 22, 2021 at 5:00 PM.

Roll Call: Present: Commissioners Carolyn Harris  
Leslie Lupo  
Robert J. Thiede  
Paul Gouth  
Bryan Hughes

General Manager & Secretary Paul LaManes

Also, Present- Amy Cannatella-CATV  
Joel Adkins-CATV  
Amber Haggerty  
Heather Zagor  
Dave Fuller

#### **Approval of Minutes:**

MOTION by Commissioner Hughes and SECONDED by Commissioner Gouth to approve the September 8, 2021 regular meeting minutes of the Municipal Services Commission.

Commissioner Harris asked that the roll be attached, no objections were made.  
Minutes approved

#### **Hearing of Public Concerns:**

None

#### **Resolution #9-2021-4**

MOTION by Commissioner Hughes and SECONDED by Commissioner Gouth to authorize the General Manager to sign the Letter of Authorization with the Michigan Public Power Association (MPPA), the sole source provider for bulk power supply, transmission and capacity services in the MISO market for WMS, for the purchase of capacity of MISO planning year 23/24-27/28 intended to meet the compliance requirements of the State of Michigan under Public Act 341. The maximum commitment for capacity purchase will not exceed \$1,026,000. As recommended by WMS Management.

Commissioner Harris asked that the roll be called.

YEAS: Commissioner Harris, Lupo, Thiede. Gouth and Hughes  
NAYS: None  
Motion Passes

#### **Resolution #9-2021-5**

September 22, 2021

Wyandotte Municipal Services Commission  
Regular Meeting Minutes

MOTION by Commissioner Hughes and SECONDED by Commissioner Gouth for approval from the Commission granting the General Manger permission to authorize the write-off of Bad Debt in the amount of \$164,619.68 from FY2018 and prior as recommended by WMS Management.

Commissioner Harris asked that the roll be called.

YEAS: Commissioner Harris, Lupo, Thiede, Gouth and Hughes

NAYS: None

Motion Passes

**Reports and Communications**

- EWR Report
- Letter to Cable Department

MOTION by Commissioner Hughes and SECONDED by Commissioner Lupo to receive and place on file the EWR Report and Letter to Cable Department.

Commissioner Harris asked that the roll be attached, no objections were made.

**Approval of Vouchers**

MOTION by Commissioner Hughes and SECONDED by Commissioner Gouth that the vouchers be paid as submitted.

9.7.21 #5436 \$544,610.01

Commissioner Harris asked that the roll be called.

YEAS: Commissioner Harris, Lupo, Thiede, Gouth and Hughes

NAYS: None

Motion Passes

**Other/Late Items**

General Manager Paul LaManes would like to thank all the Municipal Services Department heads for a job well done on the FY2022 Budgets.

Motion by Commissioner Hughes and SECONDED by Commissioner Gouth to now adjourn at 5:12PM. Roll attached. Meeting adjourned.

**Next Meeting - Wednesday, October 13, 2021 at 5 PM**

September 22, 2021

Wyandotte Municipal Services Commission  
Regular Meeting Minutes

X 

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Paul LaManes  
General Manager/Secretary