



AGENDA

REGULAR SESSION

MONDAY, MARCH 19, 2018 7: 00 PM

PRESIDING: THE HONORABLE MAYOR JOSEPH R. PETERSON

CHAIRPERSON OF THE EVENING: THE HONORABLE DONALD SCHULTZ

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mayor Peterson, Alderman, Calvin, DeSana, Maiani, Sabuda, Schultz

PRESENTATIONS

- Presentation from Greg Brovont & Jennifer Kovesdi from the Wilson Middle School Robotics Team
- Presentation of Plaque to Michael Taurence on his retirement from the United States Postal Service

PRESENTATION OF PETITIONS

APPROVAL OF AGENDA

PUBLIC HEARINGS

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 Council Meeting Minutes – March 5, 2018
2. Wyandotte Museum Rental Agreement Update
3. Wyandotte Museum Mom2Mom Sale Parking Lot Use Request
4. MDOT Annual State Permit
5. St. Vincent Pallotti Parish Parking Lot Use Request
6. Special Event Applications:
 - a. HFWH Wellness Wednesdays
 - b. Delta Community Corp. Roll Along the River

NEW BUSINESS

7. Reappointments to Beautification Commission
8. Municipal Services Audited Financial Statements FY2017
9. Outdoor Café – 2962 Biddle
10. Schedule Show Cause Hearing-4500 17th
11. Sale of City Property /360-366 Cherry
12. Yack Arena Contract – Timeless Vintage Market

13. WSAF Contracts:

- a. Lori's Festive Catering-Lemonade Stand
- b. Tangerine Moon Productions

BILLS & ACCOUNTS

REPORTS & MINUTES

Daily Cash Receipts	March 9, 2018; March 15, 2018
Fire Commission	February 13, 2018
Police Commission	March 13, 2018
Recreation Commission	February 14, 2018
Municipal Service Commission	March 7, 2018

REMARKS OF THE MAYOR, COUNCIL, & ELECTED OFFICIALS

ADJOURNMENT

PRESENTATIONS

- Presentation from Greg Brovont & Jennifer Kovesdi from the Wilson Middle School Robotics Team
- Presentation of Plaque to Michael Taurence on his retirement from the United States Postal Service

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

BE IT RESOLVED that the following items on the consent agenda be approved:

1. Approval of Council Meeting Minutes – March 5, 2018
2. Wyandotte Museum Rental Agreement Update
3. Wyandotte Museum Mom2Mom Sale Parking Lot Use Request
4. MDOT Annual State Permit
5. St. Vincent Pallotti Parish Parking Lot Use Request
6. Special Event Applications:
 - a. HFWH Wellness Wednesdays
 - b. Delta Community Corp. Roll Along the River

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

NAYS

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

CITY OF WYANDOTTE
REGULAR CITY COUNCIL MEETING

A Regular Session of the Wyandotte City Council was held in Council Chambers, on Monday, March 5, 2018, and was called to order at 7:00pm with Honorable Mayor Joseph R. Peterson presiding. The meeting began with the Pledge of Allegiance, followed by roll call.

Present: Councilpersons Robert Alderman, Christopher Calvin, Robert DeSana, Megan Maiani, Leonard Sabuda, and Donald Schultz & Mayor Joseph R. Peterson

Absent: Todd Browning, City Treasurer

Also Present: Theodore Galeski, City Assessor; William Look, City Attorney; Mark Kowalewski, City Engineer; and Lawrence Stec, City Clerk

PRESENTATIONS

PRESENTATION OF PETITIONS

APPROVAL OF AGENDA

PUBLIC HEARINGS

OLD BUSINESS

CALL TO THE PUBLIC

- State Rep. Cara Clemente: Reading to schools, railroads, and local road funding.

CONSENT AGENDA

2018-83 CONSENT AGENDA APPROVALS

By Councilperson Sabuda, supported by Councilperson Alderman

BE IT RESOLVED that the following items on the consent agenda be approved:

1. Approval of Council Meeting Minutes – February 26, 2018
2. March 2018 Third Friday Property Use
3. Citizen Property Use Request – T. Caperton

Motion unanimously carried.

2018-84 MINUTES

By Councilperson Sabuda, supported by Councilperson Alderman

RESOLVED that the minutes of the meeting held under the date of February 26, 2018, be approved as recorded, without objection.

Motion unanimously carried.

2018-85 MARCH 2018 THIRD FRIDAY PROPERTY USE

By Councilperson Sabuda, supported by Councilperson Alderman

BE IT RESOLVED that Council concurs with the recommendation of the Special Event Coordinator to approve the use of the following city sidewalks, streets, and property for the Third Friday events to be held on March 16, 2018:

- Sidewalks and property within the DDA district
- Grassy Lot at Elm and First Street
- All parking spaces from First Street to the Alley on Elm Street – to be signed no parking Friday from 4 to 10 pm

Motion unanimously carried.

2018-86 CITIZEN PROPERTY USE REQUEST – T. CAPERTON

By Councilperson Sabuda, supported by Councilperson Alderman

BE IT RESOLVED that Council grants permission to Tammy Caperton of 144 Ford Avenue to use the City-owned vacant property between the requestor's residence and Rite Aid's property line for the set up of tents, tables, and chairs for a graduation party on Sunday, July 15, 2018. The property owned by the city is 45' x 109.48'.

BE IT FURTHER RESOLVED that Tammy Caperton shall sign a hold harmless agreement, as prepared by the Department of Legal Affairs, and submit said agreement to the City Clerk's Office no later than Friday, July 13, 2018.

Motion unanimously carried.

NEW BUSINESS

2018-87 WOW CONCEPTS CHARITY EVENT APPLICATION

By Councilperson Sabuda, supported by Councilperson Alderman

BE IT RESOLVED that Council concurs with the recommendation of the Special Event Coordinator to approve the use of the following city sidewalks, streets, and property and event details for the WOW Concepts Mikie Mahtook Charity Event to be held on June 3rd, 2018 from 12PM-12AM:

- Street Closure: Close Oak Street from Biddle to Van Alstyne
- Close on Saturday, June 2nd at 8 am until Monday at 8 am
- Will not block Van Alstyne, through traffic can still access Parking Lot #1
- WOW Concepts will communicate via email and letter to all businesses and residents in the area of Oak Street and Van Alstyne regarding the closing. A copy of the communication will be sent for approval and file
- WOW Concepts will pay a fee of \$250 for the use of the street for the June 3rd 2018 event
- A deposit for any city fees of \$500 will be given to the Special Events Coordinator to hold until after the event. It will be deposited as needed and returned if the fees are less than the deposit amount
- Any truck deliveries for businesses will be coordinated with the Wyandotte Police Department and WOW Concepts with the local businesses owners for that area

BE IT FURTHER RESOLVED that WOW Concepts will comply with the following:

- That any costs, overtime or otherwise, for any city staff/material/property for said event will be the responsibility of the WOW Concepts with fees payable no later than 14 days following the event.
- Any tents on the street or sidewalk must be weighted (no stakes are allowed to be used to anchor tents) to prevent collapse.
- WOW Concepts will be responsible for clean up (glass, spills, broken items, etc.) before, during, and after the event.
- Any requests made after this letter is reviewed and approved will be evaluated by the Special Events Coordinator and necessary Department Heads for approval/denial.

BE IT FURTHER RESOLVED that the WOW Concepts must add the City of Wyandotte as additional insured to their insurance policy and sign a hold harmless agreement as prepared by the Department of Legal Affairs.

Motion unanimously carried.

2018-88 RESTAURANT WEEK 2018

By Councilperson Sabuda, supported by Councilperson Alderman

WHEREAS the Special Event Coordinator has sent communication to Council announcing the dates of Restaurant Week in Wyandotte to be April 7th – 14th, 2018.

BE IT RESOLVED that Mayor and Council hereby approve Restaurant Week in the City of Wyandotte and encourage all citizens to take part in same.

Motion unanimously carried.

2018-89 HIRING BUILDING INSPECTOR – M. TURINSKY

By Councilperson Sabuda, supported by Councilperson Alderman

BE IT RESOLVED that Council acknowledges receipt of the communication from the City Engineer regarding the hiring of a Building Inspector at the Department of Engineering and Building; AND BE IT FURTHER RESOLVED that Council approves the hiring of Michael Turinsky as the Building Inspector of the Department of Engineering and Building Department at Class Code 39D, contingent on the successful completion of a physical and drug screen examination.

Motion unanimously carried.

2018-90 OUTDOOR CAFÉ REQUEST – 2903 BIDDLE AVENUE

By Councilperson Sabuda, supported by Councilperson Alderman

BE IT RESOLVED that Council concurs with the recommendation of the Planning Commission to grant the request of Whiskeys on the Water, 2903 Biddle Avenue for an outdoor café in conjunction with said business at 2903 Biddle Avenue with the following conditions:

1. The outdoor café is subject to all conditions applicable to an outdoor café in the Central Business District (CBD) Zoning District, Special Land Uses, Section 2202.S of the City of Wyandotte's Zoning Ordinance. The applicant is responsible for carefully reviewing, understanding and complying with the requirements of the ordinance.
2. Outdoor café to be constructed in accordance with the site plan and lane marking plan submitted by Owner indicated as drawings by Badrak Design Group, Inc., dated February 1, 2017, and elevations #1 thru #5.
3. If alcoholic beverages are served, the current Michigan Liquor Control Commission rules and regulations shall apply, and the applicant shall obtain all necessary approvals.
4. Compliance with all Police, Fire and City Engineer requirements attached. Planter boxes to be approved by the City Engineer.
5. Use of the outdoor café shall be allowed from 7:00 a.m. to Midnight with extended hours to 2:00 a.m. on 3rd Fridays, Street Art Fair and events approved by Resolution by City Council from March 15 through November 15.
6. The outdoor café shall comply with all applicable laws and regulations of the City, County, and the State.
7. Umbrellas to have name of establishment on the drip-tee only, no logo's for products.
8. Fence to be black decorative metal.
9. Table detail to be black metal or plastic with matching chairs.
10. Clearance to underside of trellis to be a minimum of seven (7) feet.
11. Building Permit shall be obtained for temporary construction of deck and trellis.
12. Applicant to pay all costs to the City of Wyandotte, Department of Public Services for providing and removing temporary lane marking as indicated on plans.
13. Flowers to be utilized in planter boxes to receive prior written approval of Planning Consultant and Chairman of the Planning Commission.
14. No music after 10:30 p.m.
15. Must be renewed annually.
16. Maximum Occupancy of 65 people.

AND BE IT FURTHER RESOLVED that the Mayor and City Clerk are authorized to execute the Grant of License.

Motion unanimously carried.

2018-91 2840 BIDDLE PROPERTY USE/GRANT OF LICENSE

By Councilperson Sabuda, supported by Councilperson Alderman

BE IT RESOLVED that the communication from the City Engineer regarding the Hold Harmless agreement and Grant of License for the allowance of an encroachment of 2 foot 8 inches by 2 foot 2 inches into the 20 foot public alley for a propane cage and steel bollards as per the attached drawing behind 2840 Biddle is hereby received and placed on file; AND

BE IT RESOLVED that Council approves the Hold Harmless agreement and Grant of License between David and Vanessa Morse for said encroachment and authorizes the Mayor and City Clerk to sign same. Motion unanimously carried.

2018-92 CONTRACT EXTENSION – ASPHALT RESURFACING PROGRAM

By Councilperson Sabuda, supported by Councilperson Alderman

BE IT RESOLVED that Council agrees with the recommendation of the City Engineer and approves the contract extension for Al's Asphalt of Taylor, Michigan, in the amount of \$2,017,767.00 paid from the following accounts: \$763,064 from account #202-440-825-460,

\$353,824 from account #203-440-825-460, and \$900,879 from account #492-200-825-460.

BE IT RESOLVED that Council authorizes the Mayor and City Clerk to sign the contract extension.

Motion unanimously carried.

2018-93 DCC GRANT, BROWNFIELD REVOLVING LOAN FUND – 1213 GROVE

By Councilperson Sabuda, supported by Councilperson Alderman

BE IT RESOLVED that the City accepts the Brownfield Revolving Loan Fund Subgrant Agreement with the Downriver Community Conference in the amount of \$100,000.00 and authorizes the matching funds in the amount of \$20,000 from account no. 492-200-850-519; AND

BE IT FURTHER RESOLVED that the Mayor and City Clerk are authorized to execute Brownfield Revolving Loan Fund Subgrant Agreement with the Downriver Community Conference as submitted to Council.

Motion unanimously carried.

BILLS & ACCOUNTS

2018-94 BILLS & ACCOUNTS

By Councilperson Sabuda, supported by Councilperson Alderman

RESOLVED that the total bills and accounts of \$1,117,447.09 as presented by the Mayor and City Clerk are hereby APPROVED for payment.

Motion unanimously carried.

REPORTS & MINUTES

Municipal Service Commission

February 21, 2018

REMARKS OF THE MAYOR, COUNCIL, & ELECTED OFFICIALS

None

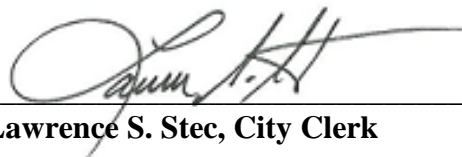
ADJOURNMENT

2017-95 ADJOURNMENT

By Councilperson Sabuda, supported by Councilperson Alderman

RESOLVED, that this regular meeting of the Wyandotte City Council be adjourned at 7:45 p.m.

Motion unanimously carried.



Lawrence S. Stec, City Clerk

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

RESOLVED that the minutes of the meeting held under the date of March 5, 2018, be approved as recorded, without objection.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS_____

_____**COUNCIL****Alderman**
Calvin
DeSana
Maiani
Sabuda
Schultz**NAYS**_____

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19, 2018

AGENDA ITEM # 2

ITEM: Wyandotte Museum: Rental Agreement Update

PRESENTER: Sarah Jordan, Museum Director



INDIVIDUALS IN ATTENDANCE: Sarah Jordan, Museum Director

BACKGROUND: Currently the Museum offers rentals of the Log Cabin in Bishop Park, as well as hosting weddings at the Ford-MacNichol Home. After a renovation in 2017, the Museum is looking to increase our rental fees for the Log Cabin. Additionally, after multiple requests from patrons, we are asking to reinstate our General Rental Agreement for the Ford-MacNichol and Marx Homes to patrons to host events, other than weddings, at these two buildings.

STRATEGIC PLAN/GOALS: In accordance with the strategic plan; quality of life; to advocate for our heritage.

ACTION REQUESTED: Approve the attached contracts.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: All funds received from rentals are deposited in the Museum Reserve Account, 101.000.257.071.

IMPLEMENTATION PLAN: The resolutions and all necessary documents will be forwarded to the Museum Director.

COMMISSION RECOMMENDATION: Concurs with recommendation; motions on file.

CITY ADMINISTRATOR'S RECOMMENDATION: 

LEGAL COUNSEL'S RECOMMENDATION: Concurs with recommendation; approval on file.

MAYOR'S RECOMMENDATION: 

LIST OF ATTACHMENTS: Log Cabin Rental Agreement, General Rental Agreement

MODEL RESOLUTION:

DATE: March 19, 2018

RESOLUTION by Councilperson _____

RESOLVED by City Council to approve the request from the Museum Director and adopt the updated Log Cabin and General Rental agreements.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

OFFICIALS

Theodore H. Galeski
CITY ASSESSOR

Lawrence S. Stec
CITY CLERK

Todd M. Browning
CITY TREASURER



MAYOR

Joseph R. Peterson

COUNCIL

Robert Alderman

Chris Calvin

Robert A. DeSana

Megan Maiani

Leonard T. Sabuda

Donald Schultz Jr.

WYANDOTTE MUSEUMS

LOG CABIN RENTAL AGREEMENT

Date requested: _____ Today's date: _____

Name/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone 1: _____ Phone 2: _____

Email: _____

Purpose of rental: _____

Agreement Information

1. **Rental Fees & Times:** As of March 19, 2018, the rental fees for the log cabin are as follows:



- a. \$150 All-day rental
- b. \$125 All-day rental (*Wyandotte residents only*)
- c. \$125 Non-Profit Group or organization during weekends (*Friday through Sunday*)
- d. \$100 Non-Profit Group or organization during week days (*Monday through Thursday*)

The rental time is an all-day period from 9 am to 10 pm. Rental fee is due in its entirety before event date.

2. **Deposit:** **In addition to the rental fee, a \$50 refundable deposit is required.** This deposit secures the date for your log cabin rental. If you cancel or change the date, the deposit is forfeit. This deposit will be returned to you if no damage occurs to the cabin, no clean-up is required, and if the keys are returned to the Museum within five (5) business days after your rental. The applicant is also liable for all damages exceeding the fifty dollar deposit. This deposit is best left in the form of a separate check which can be returned to you for your disposal if all the agreements in this contract are followed.
3. **Keys:** Keys are picked up at the Museum the day before your rental and returned the day after your rental between the hours of 8 am & 5 pm. If the rental occurs on the weekend, keys may be picked up on the Friday prior to the rental and returned the Monday after the rental between the hours of 8 am & 5 pm.

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4. **Clean-Up:** Clean-up of the cabin is required. Please reference appendix A on page four (4) for specific clean-up instructions to receive your entire deposit. Supplies are located in the corner closet of the cabin. Supplies are accounted for at the end of each rental and the applicant will be liable for any missing supply items not within reasonable, anticipated use. There is a garbage can outside of the cabin to deposit trash.
5. **Tables & Chairs:** There are approximately 6 tables and 20 chairs in the building which are for your use. These tables and chairs are not to be removed from the grounds at Bishop Park. They will be accounted for at the end of each rental.
6. **Fireplace:** The fireplace may be used if prior arrangements are made with the Museum Staff. An additional twenty-five dollar (\$25) fee to utilize the fireplace is required. The Museum will provide a set of fireplace tools, but the applicant needs to provide firewood.
7. **Alcohol & Tobacco:** No alcoholic beverages and/or smoking is allowed inside the cabin. Violations are a five hundred dollar (\$500) fine, no exceptions.
8. **Overnights:** As of January 1998, overnights are only allowed by adult supervised boy or girl scout groups. However, all persons must remain inside the cabin from 10 pm to 6 am (the hours in which the park is closed). Also, you will be responsible for notifying the Wyandotte Police Department that you will be sleeping inside the cabin on your rented date. Overnight groups must vacate the cabin by 7 am the next morning – someone else may have rented the cabin the next day.
9. **Cancellation:** Cancellation of rental date will result in your deposit being forfeited.
10. **Furnace:** The cabin has a furnace located inside. The control is on the outside bathroom wall. You may turn the furnace up during your rental. After you are finished, you are required to return the control to 60 degrees. Deposit can be forfeited if this does not occur.
11. **Hold-Harmless Agreement:** The Hold-Harmless Agreement below must be filled out in order to rent the facility.

I have read, understand, and agree to abide by the above policies regarding the Log Cabin Rental Agreement.

Signature: _____ Date: _____

Name (print): _____

Museum Official: _____ Date: _____

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Hold Harmless Agreement

In consideration of the Wyandotte Museum and the City of Wyandotte permitting use of the City's Old Timer's Log Cabin (2815 Van Alstyne), the undersigned hereby assumes all risk and liability to the providing of services by the Wyandotte Museum and the City of Wyandotte and agrees to hold harmless and indemnify the Wyandotte Museum and the City of Wyandotte from all liability or responsibility whatever for injury (*including death*) to persons and for any damage to any Wyandotte Museum and City of Wyandotte property or to the property of others arising out of or resulting from its ceremony. The undersigned agrees to hold the Wyandotte Museum and the City of Wyandotte harmless arising out of or resulting from its ceremony including the use of the premises.

The undersigned further hereby remises, releases, and forever discharges said Wyandotte Museum and City of Wyandotte, its officers, agents, and employees from any and all claims, demands, actions, causes of action, damages, and liabilities or arising out of, either directly or indirectly from this event. The undersigned has full legal authority to sign this agreement on behalf of the above organization and understand the Wyandotte Museum and the City of Wyandotte is relying upon said representation.

Agreed to this _____ day of _____, 20____

Name (*print*) & Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Signature: _____

For office use only

Deposit (*refundable, pending agreement*): \$50 ☐ Cash ☐ Check/MO#: _____ Date: _____ Initial: _____



Rental fee: _____ Fireplace set: ☐ Yes (*additional \$25*) ☐ No

Total rental cost: _____ ☐ Cash ☐ Check/MO#: _____ Date: _____ Initial: _____

Keys returned – Date: _____ Initial: _____ Deposit returned – Date: _____ Initial: _____

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Appendix A – Log Cabin Cleaning Check List

Rental date: _____ Date of inspection: _____

Museum Staff: _____

- ☐ Is all trash removed from the building?

Comments: _____

- ☐ All applicant's property and decorations removed?

Comments: _____

- ☐ Cabin floor swept?

Comments: _____

- ☐ Tables, counters, and microwave wiped?

Comments: _____

- ☐ Cleaning supplies returned to designated locations?

Comments: _____

- ☐ Windows closed and locked?

Comments: _____

- ☐ Doors closed and locked?

Comments: _____

- ☐ Air conditioner turned off?

Comments: _____

- ☐ Fireplace cleaned out?

Comments: _____

- ☐ Furnace set to 60 degrees?

Comments: _____

I acknowledge that I did not complete the above prior to the completion of my rental and therefore, as stated in the agreement, my deposit is now forfeit.

Signature: _____ Date: _____


Name (Print): _____

Museum Official: _____ Date: _____

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OFFICIALS

Theodore H. Galeski
CITY ASSESSOR

Lawrence S. Stec
CITY CLERK

Todd M. Browning
CITY TREASURER



MAYOR
Joseph R. Peterson

COUNCIL
Robert Alderman
Chris Calvin
Robert A. DeSana
Megan Maiani
Leonard T. Sabuda
Donald Schultz Jr.

WYANDOTTE MUSEUMS

GENERAL RENTAL AGREEMENT

Today's date: _____ **Date of event:** _____

Building requested: ☐ Ford-MacNichol Home, 2610 Biddle Avenue ☐ Marx Home, 2630 Biddle Avenue

Enter building at: _____ **Leave building at:** _____ **Exact start time of event:** _____

Rentals are a minimum of 2 hours

Name/Organization: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone 1: _____

Phone 2 (Day-of contact, include name, if different from above): _____

Purpose of rental: _____

Event Details

Total number of guests: _____ – Provide limited seating? ☐ Yes ☐ No

Number of chairs:* _____ (see guests limits on page 2, number 8)

Will the accessibility lift need to be used? ☐ Yes ☐ No

Will you have food and/or drinks at your event? ☐ Yes ☐ No – If yes, see item #13 on page 3.

Will you have a live musician? ☐ Yes ☐ No – Name of entertainer: _____

Will you use the Museum Sound System? ☐ Yes ☐ No – Provide microphone? ☐ Yes ☐ No

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Rental Fees & Times

As of March 19, 2018, the rental fees are as follows. Please note that Wyandotte Residents receive a \$50 discount.

1. Rental Fees for the Ford-MacNichol Home, 2610 Biddle Avenue:
 - a. \$400 Two Hour Rental (*Includes \$100 non-refundable deposit*)
 - b. \$200 Price per each additional hour
 - c. \$100 Price per hour for non-profit rentals (*501c3 status and two hour minimum required*)
2. Rental Fees for the Marx Home, 2630 Biddle Avenue
 - a. \$300 Two Hour Rental (*includes \$100 non-refundable deposit*)
 - b. \$150 Price per each additional hour
 - c. \$50 Price per hour for non-profit rentals (*501c3 status and two hour minimum required*)

General Event Agreement Information

1. **Time:** Your event is not to exceed the time scheduled on the application. Other events may be scheduled before and after. All activities must be completed within the specified timeframe, including catering activities, clean-up, and decoration. You will be billed accordingly. Beyond the assigned event fee, an additional \$200.00 will be charged for every hour thereafter.
2. **Cost:** You are responsible to pay the event fee as outlined on page four (4). Only usage of the one requested building is provided for the fee. A \$100 non-refundable deposit is required to hold your date and time. The remaining balance is due no later than one (1) month prior to your event. Cancellation of rental will result in the forfeit of your deposit.
3. **The Home:** The Ford-MacNichol Home and Marx Home are listed on the State and National Registers of Historic Places. Guests must be sensitive to the building and its artifacts. The undersigned is held responsible for any damage incurred during the event.
4. **Chairs:** The museum can provide limited tables and chairs for seating. Some linens (*table cloths and chair covers*) are available. Other tables and chairs in the house are artifacts and are not to be used – no exception.
5. **Fireplace:** The fireplace in the foyer of the Ford-MacNichol Home (*2610 Biddle Avenue*) can be lit, weather permitting and upon request. Please note you will have to provide your own firewood.
6. **Decoration:** You are free to bring in decorations for your event. Decorations are limited to use in the Dining Room and Foyer of the Ford-MacNichol home, and the large front room of the Marx Home. We ask that you not use tape, tacks, etc., to be sensitive to the historic nature of the environment. Pipe cleaners and string are acceptable to hang decorations. Table arrangements are appropriate. No candles are permitted – no exceptions.
7. **Accessibility:** An accessibility lift can be operated, with prior notification, for those who cannot walk the steps. Please note that the only handicap accessible restroom is located at the Marx Home.
8. **Guests:** The number of guests is not to exceed the below. If the number of guests is larger than the suggested amounts, the congestion makes an uncomfortable situation for your guests and presents a safety problem for the museum and its artifacts.
 - a. Ford-MacNichol Home
 - i. Fifty (50) persons standing
 - ii. Thirty (30) seated guests
 - iii. Twenty-four (24) guests at tables (*porch availability only*)
 - b. Marx Home
 - i. Thirty (30) persons standing or seated

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- ii. Twenty-four (24) guests at tables
- 9. **Smoking/Drinking:** No alcohol and/or smoking is permitted anywhere on the Wyandotte Museum Campus, either inside the buildings or on the grounds. Violations are a \$500.00 fine.
- 10. **Parking:** Parking is available to the rear of the Ford-MacNichol Home and Marx Home. The public parking lot at Superior Boulevard and First Street (*behind Tim Hortons*) can also be used. Please remember that there is no parking in front of the Museum or on the north side.
- 11. **Sound:** You are free to bring in your own music. The baby grand piano in the music room can be operated. We have a sound system in the Ford-MacNichol Home that works off of compact discs. We have some wedding and classical music or you may bring in music you wish to have played. A microphone is also available.
- 12. **Staff:** A Museum representative will be in attendance for the duration of your event to assist and answer any questions you may have.
- 13. **Food:** The below guidelines are applicable if you plan to have either food or drinks for guests at your event:
 - a. An additional \$100.00 refundable deposit is required if food is consumed as part of the event. The deposit will be forfeited if damage occurs as a result of food at the event, i.e., spilled drinks, food stains, etc.
 - b. There is no preparation of food on-site – food must be brought in cooked or ready to be served.
 - c. No Sterno cans or candles are permitted to heat food.
 - d. Serving and consumption of food will be limited to the areas specified below. The buildings are historic structures containing artifacts and exhibit spaces – the designated eating and drinking areas will be strictly enforced.
 - i. At the Ford-MacNichol Home, eating and drinking is permitted in the dining room and front porch only. No exceptions. Food and/or drinks are not to be carried through the house into the exhibit areas.
 - ii. At the Marx home, eating and drinking are permitted on the first floor only. Food is to be set-up in the kitchen only.
 - e. Food must be cleaned up and carried away at the end of the event.

I have read, understand, and agree to abide by the above policies regarding the Wyandotte Museum's General Rental Agreement.

Signature: _____ Date: _____

Name (print): _____

Museum Official: _____ Date: _____

Hold Harmless Agreement

In consideration of the Wyandotte Museum and the City of Wyandotte permitting use of the City's Ford-MacNichol Home (2610 Biddle Avenue) and/or Marx Home (2630 Biddle Avenue), the undersigned hereby assumes all risk and liability to the providing of services by the Wyandotte Museum and the City of Wyandotte and agrees to hold harmless and indemnify the Wyandotte Museum and the City of Wyandotte from all liability or responsibility whatever for injury (*including death*) to persons and for any damage to any Wyandotte Museum and City of Wyandotte property or to the property of others arising out of or resulting from its ceremony. The undersigned agrees to hold the Wyandotte Museum and the City of Wyandotte harmless arising out of or resulting from its ceremony including the use of the premises.

The undersigned further hereby remises, releases, and forever discharges said Wyandotte Museum and City of Wyandotte, its officers, agents, and employees from any and all claims, demands, actions, causes of action, damages, and liabilities or arising out of, either directly or indirectly from this event. The undersigned has full legal authority to sign this agreement on behalf of the above organization and understand the Wyandotte Museum and the City of Wyandotte is relying upon said representation.

Agreed to this _____ day of _____, 20____

Name (*print*) & Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Signature: _____

For Office Use Only

Deposit (*non-refundable*): \$100 ☐ Cash ☐ Check/MO # _____ – Date: _____ – Initial: _____

Food deposit (*refundable*): \$100 ☐ Cash ☐ Check/MO # _____ – Date: _____ – Initial: _____

Total Event Time: _____ – Resident discount? ☐ Yes ☐ No - Total Event Cost: _____



Balance: _____ ☐ Cash ☐ Check/MO # _____ – Date: _____ – Initial: _____

On-site coordinator (*name and phone*): _____

On-call staff (*name and phone*): _____

Notes: _____

2624 Biddle Avenue • Wyandotte, Michigan 48192 • 734.324.7284 • Fax 734.324.7283 • museum@wyandotte.org
www.wyandottemuseums.org

 Equal Housing Opportunity/Equal Opportunity Employer 

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

RESOLVED by City Council to approve the request from the Museum Director and adopt the updated Log Cabin and General Rental agreements.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: Monday, March 19, 2018

AGENDA ITEM # 3

ITEM: Wyandotte Museum: Parking Lot Request

PRESENTER: Sarah Jordan, Museum Director



INDIVIDUALS IN ATTENDANCE: Sarah Jordan, Museum Director

BACKGROUND: The Wyandotte Museums will once again be hosting its Munchkin Market Mom2Mom Sale! A Mom2Mom Sale is a large indoor event where parents can rent spaces to sell their children's outgrown gear to other parents. They are a great place to find gently used clothing, toys, and other items at a fraction of their retail price!

The event will take place at the Yack Arena on Saturday, June 23 from 8:00 am to 1:30 pm. We are seeking use of the Yack Arena and City Hall parking lots during the event for vendor and patron parking. We appreciate your continued support of the Wyandotte Museums.

STRATEGIC PLAN/GOALS: In accordance with the strategic plan; quality of life.

ACTION REQUESTED: Adopt a resolution to authorize use of both Yack Arena and City Hall parking lots on June 23, 2018 for vendor and patron parking for event.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: All event expenses will be paid from account 285.225.925.880 – Heritage Days Expense. All event revenue will be deposited in 101.000.257.090 – Museum Reserve Account.

IMPLEMENTATION PLAN: The resolutions will be forwarded to the Museum Director.

COMMISSION RECOMMENDATION: Concur; resolution on file.

CITY ADMINISTRATOR'S RECOMMENDATION: 

LEGAL COUNSEL'S RECOMMENDATION: Concur; approval on file.

MAYOR'S RECOMMENDATION: 

LIST OF ATTACHMENTS:

MODEL RESOLUTION:

DATE: March 19, 2018

RESOLUTION by Councilperson _____

BE IT RESOLVED by the City Council that Council Concurs with the Museum Director in the following resolution.

A Resolved by City Council that the Wyandotte Museums is authorized to reserve and use both the Yack Arena and City Hall Parking lots on Saturday, June 23, 2018 to provide ample parking for the event.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

NAYS

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

BE IT RESOLVED that Council concurs with the Museum Director and authorizes Wyandotte Museums to reserve the use of the Yack Arena and City Hall parking lots on Saturday, June 23, 2018 to provide ample parking for the Munchkin Market Mom2Mom Sale.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz


NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19, 2018

AGENDA ITEM # 4

ITEM: Annual Permit for Michigan Department of Transportation for Miscellaneous Operations and other Permits within Free Access State Truckline Right of Way

PRESENTER: Mark A. Kowalewski, City Engineer 

INDIVIDUALS IN ATTENDANCE: Mark A. Kowalewski, City Engineer

BACKGROUND: The City is required to apply annually for a permit from Michigan Department of Transportation (MDOT) for activities in the State Right of Way. Also, the Council is required to designate positions that are authorized to sign said permit. The Resolution will authorize the City Engineer, General Manager of Municipal Service and the Police Chief as authorized to apply to the State for necessary permits to work within the State Highway Right of Way.

STRATEGIC PLAN/GOALS:

ACTION REQUESTED: Approve submission of annual permit and authorize the City Engineer, General Manager of Municipal Service and the Police Chief as the positions authorized to apply for MDOT permits.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: n/a

IMPLEMENTATION PLAN: Forward adopted Resolution to MDOT

COMMISSION RECOMMENDATION:

CITY ADMINISTRATOR'S RECOMMENDATION: 

LEGAL COUNSEL'S RECOMMENDATION: [Reviewed Performance Resolution W. LOOK](#)

MAYOR'S RECOMMENDATION: 

LIST OF ATTACHMENTS: Resolutions and Applications

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date:

RESOLUTION by Councilperson _____

BE IT RESOLVED by this Council that the City Engineer, Police Chief and Municipal Service General Manager are hereby designated as the representatives for the City of Wyandotte and authorized to sign permit applications which allow the City of Wyandotte to perform operations on the portion of State Right-of-Way in the City of Wyandotte during the 2018 calendar year.

I move the adoption of the foregoing resolutions.

MOTION by Councilperson _____

Supported by Councilperson _____

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
	Alderman	
	Calvin	
	DeSana	
	Maiani	
	Sabuda	
	Schultz	

PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way".

RESOLVED WHEREAS, the City of Wyandotte

(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Title and/or Name: _____

Mark A. Kowalewski, City Engineer _____

Brian Zalewski, Police Chief _____

Rod Lesko, General Manager _____

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the Wyandotte City Council _____

(Name of Board, etc)

of the City of Wyandotte _____

(Name of GOVERNMENTAL AGENCY)

of Wayne _____

(County)

at a regular _____ meeting held on the _____ day

of _____ A.D. _____.

Signed _____ Title _____

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

BE IT RESOLVED by this Council that the City Engineer, Police Chief and Municipal Service General Manager are hereby designated as the representatives for the City of Wyandotte and authorized to sign permit applications which allow the City of Wyandotte to perform operations on the portion of State Right-of-Way in the City of Wyandotte during the 2018 calendar year.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19th 2018

AGENDA ITEM # 5

ITEM: Vincent Pallotti Parish – Parking Lot Use

PRESENTER: Heather A. Thiede, Special Event Coordinator



INDIVIDUALS IN ATTENDANCE: Heather A. Thiede, Special Event Coordinator

BACKGROUND: St. Vincent Pallotti Parish Parent's Club is requesting to use the city owned parking lot located at First and Chestnut for patron parking during the 2018 Wyandotte Street Art Fair so long as the group signs a hold harmless agreement provided by the Legal Department.

Below are items requested:

- Permission to use the parking lot minus 20 spaces reserved for the Downriver Council for the Arts, at First and Chestnut Street along with St. Patrick's lot for fundraising during the WSAF
- No Parking signs to be placed on east side of First Street between Chestnut and Superior Blvd.
- No Parking on Chestnut between Biddle and First Street for Wednesday and Thursday of the fair

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: : It is requested the City Council concur with the recommendation of the Special Event Coordinator and support the use of the parking lot at First and Chestnut Street with 20 spaces reserved for the DCA and with no parking along the East Side of First Street and Chestnut during the Wyandotte Street Art Fair and this also be forwarded to the Department of Public Service.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: The resolutions and all necessary documents will be forwarded to the Department of Public Service as well as the Wyandotte Police Department.

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION: 

LEGAL COUNSEL'S RECOMMENDATION: Approved. On file.

MAYOR'S RECOMMENDATION: 

LIST OF ATTACHMENTS: Letter

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date: March 19th 2018

RESOLUTION by Councilman_____

Resolved by City Council to approve the request of the Special Event Coordinator to approve of the road closures during the Wyandotte Street Art Fair, July 11th through the 14th 2018 so long as the group signs a hold harmless agreement provided by the Legal Department.

Below are items requested:

- Permission to use the parking lot minus 20 spaces reserved for the Downriver Council for the Arts, at First and Chestnut Street along with St. Patrick's lot for fundraising during the WSAF
- No Parking signs to be placed on east side of First Street between Chestnut and Superior Blvd.
- No Parking on Chestnut between Biddle and First Street for Wednesday and Thursday of the fair

I move the adoption of the foregoing resolution.

MOTION by Councilmen_____

Supported by Councilman_____

_____	Alderman	_____
_____	Calvin	_____
_____	DeSana	_____
_____	Maiani	_____
_____	Sabuda	_____
_____	Schultz	_____

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

BE IT RESOLVED that Council concurs with the recommendation of the Special Event Coordinator and grants permission to the St. Vincent Pallotti Parent's Club for use of the City owned parking lot located at First and Chestnut during the Wyandotte Street Art Fair, July 11th through the 14th 2018.

Below are items requested:

- Permission to use the parking lot minus 20 spaces reserved for the Downriver Council for the Arts, at First and Chestnut Street along with St. Patrick's lot for fundraising during the WSAF
- No Parking signs to be placed on east side of First Street between Chestnut and Superior Blvd.
- No Parking on Chestnut between Biddle and First Street for Wednesday and Thursday of the fair

BE IT FURTHER RESOLVED that a Hold Harmless Agreement shall be executed as prepared by the Department of Legal Affairs.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19th 2018

AGENDA ITEM # 6a

ITEM: Special Event Application – Henry Ford Wyandotte Hospital Wellness Wednesdays

PRESENTER: Heather A. Thiede, Special Events Coordinator



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

BACKGROUND: Below please find the requested dates for property Henry Ford Wyandotte Hospital would like to utilize from May – September 2018 on Wednesdays from 6:30 – 7:30 pm. See a detailed event request attached.

Event Details:

May – September 2018

- Wednesdays from 6:30 pm – 7:30 pm
- Use of city property
- Use of Arrowhead Pavilion

If there are any costs for any city staff/material/property for said event, Henry Ford Wyandotte Hospital will be responsible for those fees no later than 14 days after said event date. Any tents on the street or sidewalk must be weighted (no stakes are allowed to be used to anchor tents) to prevent collapse. Clean up before/during and after the event must be done by the Henry Ford Wyandotte Hospital. This means any glass, spills; broken items will need to be cleaned during the event. Henry Ford Wyandotte Hospital must add the City of Wyandotte as additional insured to their insurance policy and sign a hold harmless agreement. Any requests made after this letter is reviewed and approved will be evaluated by the Special Events Coordinator and necessary Department Heads for approval/denial (Please see the attached application).

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: It is requested the City Council concur with the support of the Special Event Coordinator, Police Chief, Recreation Superintendent, Fire Chief and Department of Public Service Superintendent and support the use of city streets, sidewalks and property for their events held:

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: The resolutions and all necessary documents will be forwarded to the Chief of Police, Department of Public Service, Recreation, Fire Department and Special Events Coordinator.

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION:

SDysdale

LEGAL COUNSEL'S RECOMMENDATION: Approved. On File.

MAYOR'S RECOMMENDATION:

JLP

LIST OF ATTACHMENTS

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date: March 19th 2108

RESOLUTION by Councilman_____

BE IT RESOLVED by the City Council that Council Concurs with the recommendation of the Special Event Coordinator to approve the use of city sidewalks, streets and property for the events from May to September on Wednesdays from 6:30 to 7:30 pm from Henry Ford Wyandotte Hospital:

Event Details: May – September 2018

- Wednesdays from 6:30 pm – 7:30 pm
- Use of city property
- Use of Arrowhead Pavilion

If there are any costs for any city staff/material/property for said event, Henry Ford Wyandotte Hospital will be responsible for those fees no later than 14 days after said event date. Any tents on the street or sidewalk must be weighted (no stakes are allowed to be used to anchor tents) to prevent collapse. Clean up before/during and after the event must be done by the Henry Ford Wyandotte Hospital. This means any glass, spills; broken items will need to be cleaned during the event. Henry Ford Wyandotte Hospital must add the City of Wyandotte as additional insured to their insurance policy and sign a hold harmless agreement. Any requests made after this letter is reviewed and approved will be evaluated by the Special Events Coordinator and necessary Department Heads for approval/denial (Please see the attached application).

I move the adoption of the foregoing resolution.

MOTION by Councilmen_____

Supported by Councilman_____

YEAS

COUNCIL

NAYS

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

BE IT RESOLVED by the City Council that Council Concurs with the recommendation of the Special Event Coordinator to approve the use of city sidewalks, streets and property for the events from May to September on Wednesdays from 6:30 to 7:30 pm from Henry Ford Wyandotte Hospital:

Event Details: May – September 2018

- Wednesdays from 6:30 pm – 7:30 pm
- Use of city property
- Use of Arrowhead Pavilion

If there are any costs for any city staff/material/property for said event, Henry Ford Wyandotte Hospital will be responsible for those fees no later than 14 days after said event date. Any tents on the street or sidewalk must be weighted (no stakes are allowed to be used to anchor tents) to prevent collapse. Clean up before/during and after the event must be done by the Henry Ford Wyandotte Hospital. This means any glass, spills; broken items will need to be cleaned during the event. Henry Ford Wyandotte Hospital must add the City of Wyandotte as additional insured to their insurance policy and sign a hold harmless agreement. Any requests made after this letter is reviewed and approved will be evaluated by the Special Events Coordinator and necessary Department Heads for approval/denial (Please see the attached application).

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19th 2018

AGENDA ITEM # 6b

ITEM: Special Event Application – Downriver Delta Community Development Corp. Roll Along the River

PRESENTER: Heather A. Thiede, Special Events Coordinator

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



BACKGROUND: Below please find the requested dates for property Downriver Delta Community Development Corporation would like to utilize for their Roll Along the Saturday, May 5th bike ride from 10 am to 2 pm. See a detailed event request attached.

Event Details:

May 5th 2018 – 10 am to 2 pm

Use of city sidewalks and streets

Potential use of BASF Park

Assistance from Wyandotte Police Department to help participants cross side streets and escort riders through the downtown/city.

If there are any costs for any city staff/material/property for said event, Downriver Delta Community Development Corporation will be responsible for those fees no later than 14 days after said event date. Any tents on the street or sidewalk must be weighted (no stakes are allowed to be used to anchor tents) to prevent collapse. Clean up before/during and after the event must be done by the Downriver Delta Community Development Corporation. This means any glass, spills; broken items will need to be cleaned during the event. , Downriver Delta Community Development Corporation must add the City of Wyandotte as additional insured to their insurance policy and sign a hold harmless agreement. Any requests made after this letter is reviewed and approved will be evaluated by the Special Events Coordinator and necessary Department Heads for approval/denial (Please see the attached application).

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: It is requested the City Council concur with the support of the Special Event Coordinator, Police Chief, Recreation Superintendent, Fire Chief and Department of Public Service Superintendent and support the use of city streets, sidewalks and property for their events held:

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: The resolutions and all necessary documents will be forwarded to the Chief of Police, Department of Public Service, Recreation, Fire Department and Special Events Coordinator.

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION: 

LEGAL COUNSEL'S RECOMMENDATION: Approved. On file.

MAYOR'S RECOMMENDATION: 

LIST OF ATTACHMENTS

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date: March 19th 2018

RESOLUTION by Councilman_____

BE IT RESOLVED by the City Council that Council Concurs with the recommendation of the Special Event Coordinator to approve the use of city sidewalks, streets and property for the event on May 5th from 10am to 2 pm for the Downriver Delta Community Development Corporation:

Event Details:

May 5th 2018 – 10 am to 2 pm
Use of city sidewalks and streets
Potential use of BASF Park
Assistance from Wyandotte Police Department to help participants cross side streets and escort riders through the downtown/city.

If there are any costs for any city staff/material/property for said event, Downriver Delta Community Development Corporation will be responsible for those fees no later than 14 days after said event date. Any tents on the street or sidewalk must be weighted (no stakes are allowed to be used to anchor tents) to prevent collapse. Clean up before/during and after the event must be done by the Downriver Delta Community Development Corporation. This means any glass, spills; broken items will need to be cleaned during the event. , Downriver Delta Community Development Corporation must add the City of Wyandotte as additional insured to their insurance policy and sign a hold harmless agreement. Any requests made after this letter is reviewed and approved will be evaluated by the Special Events Coordinator and necessary Department Heads for approval/denial (Please see the attached application).

I move the adoption of the foregoing resolution.

MOTION by Councilmen_____

Supported by Councilman_____

YEAS

COUNCIL

NAYS

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

BE IT RESOLVED by the City Council that Council Concurs with the recommendation of the Special Event Coordinator to approve the use of city sidewalks, streets and property for the event on May 5th from 10am to 2 pm for the Downriver Delta Community Development Corporation:

Event Details:

May 5th 2018 – 10 am to 2 pm

Use of city sidewalks and streets

Potential use of BASF Park

Assistance from Wyandotte Police Department to help participants cross side streets and escort riders through the downtown/city.

If there are any costs for any city staff/material/property for said event, Downriver Delta Community Development Corporation will be responsible for those fees no later than 14 days after said event date. Any tents on the street or sidewalk must be weighted (no stakes are allowed to be used to anchor tents) to prevent collapse. Clean up before/during and after the event must be done by the Downriver Delta Community Development Corporation. This means any glass, spills; broken items will need to be cleaned during the event. , Downriver Delta Community Development Corporation must add the City of Wyandotte as additional insured to their insurance policy and sign a hold harmless agreement. Any requests made after this letter is reviewed and approved will be evaluated by the Special Events Coordinator and necessary Department Heads for approval/denial (Please see the attached application).

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19, 2018

AGENDA ITEM # 7

ITEM: Re-appointment to the Beautification Commission

PRESENTER: Mayor Joseph R. Peterson



INDIVIDUALS IN ATTENDANCE:

BACKGROUND: Section 2-87 of the Wyandotte Code of Ordinance establishes a Beautification Commission consisting of no less than seven members and no more than eleven members appointed by the mayor, subject to the approval of the council. The term of each member shall be three (3) years. Kelly Dodson, Noel Galeski, Andrea Fuller, and Stephanie Pizzo are members of the Beautification Commission and their terms expire in April 2018. They have requested to be reappointed.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Concur with Mayor Peterson's recommendation to re-appoint the following members to the Beautification Commission, terms to expire April 2021:

Kelly Dodson, 163 Spruce, Wyandotte, MI 48192
Noel Galeski, 1707 Superior, Wyandotte, MI 48192
Andrea Fuller, 2404 23rd, Wyandotte, MI 48192
Stephanie Pizzo, 502 Walnut, Wyandotte, MI 48192

BUDGET IMPLICATIONS & ACCOUNT NUMBER: n/a

IMPLEMENTATION PLAN: n/a

COMMISSION RECOMMENDATION: n/a

CITY ADMINISTRATOR'S RECOMMENDATION:

LEGAL COUNSEL'S RECOMMENDATION: n/a

MAYOR'S RECOMMENDATION:

LIST OF ATTACHMENTS: Email from Commissioner John Darin.

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date: March 19, 2018

RESOLUTION by Councilperson _____

BE IT RESOLVED

That the City Council hereby CONCURS in Mayor Joseph Peterson's recommendation in the following re-appointments to the Beautification Commission, terms to expire April 2021:

Kelly Dodson, 163 Spruce, Wyandotte, MI 48192
Noel Galeski, 1707 Superior, Wyandotte, MI 48192
Andrea Fuller, 2404 23rd, Wyandotte, MI 48192
Stephanie Pizzo, 502 Walnut, Wyandotte, MI 48192

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

Supported by Councilperson _____

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Alderman	_____
_____	Calvin	_____
_____	DeSana	_____
_____	Maiani	_____
_____	Sabuda	_____
_____	Schultz	_____

Julie Sadlowski

From: John Darin <**NOT FOR PUBLIC RELEASE**>
Sent: Sunday, February 25, 2018 6:01 PM
To: Joseph R. Peterson
Cc: Julie Sadlowski; Kelly Dodson; Andrea Fuller; Noel Galeski; Stephanie Pizzo; John Darin
Subject: Recommending Re-Appointment of Beautification Commission Members

Dear Mayor Peterson:

There are a number of Beautification Commission members whose terms are expiring in April, 2018. I am writing to express the unanimous wishes and recommendations of the Beautification Commission that Commissioners Kelly Dodson, Andrea Fuller, Noel Galeski, and Stephanie Pizzo be re-appointed to serve another term with the Beautification Commission.

Commissioner Bill Summerell, whose term is also expiring in April, 2018, has tendered his resignation from the Beautification Commission due to personal reasons, effective April 30, 2018. I have spoken with Bill, and he is comfortable with his decision. He will remain active in the Commission's volunteer events. I will forward his communication to you under separate cover.

Let's keep a great team going! Thank you very much! Think Spring!

John Darin

Chairman,
Wyandotte Beautification Commission



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RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

BE IT RESOLVED that the City Council hereby CONCURS in Mayor Joseph Peterson's recommendation in the following re-appointments to the Beautification Commission, terms to expire April 2021:

Kelly Dodson, 163 Spruce, Wyandotte, MI 48192
Noel Galeski, 1707 Superior, Wyandotte, MI 48192
Andrea Fuller, 2404 23rd, Wyandotte, MI 48192
Stephanie Pizzo, 502 Walnut, Wyandotte, MI 48192

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz


NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19, 2018

AGENDA ITEM # 8

ITEM: Fiscal 2017 – Department of Municipal Services Audited Financial Statements

PRESENTER: Paul LaManes – Interim General Manager 

INDIVIDUALS IN ATTENDANCE: N/A

BACKGROUND: An independent audit of the Department of Municipal Services Financial Statements for the fiscal year ending September 30, 2017 was recently completed by Plante Moran. The auditors rendered an unqualified opinion that the financial statements presented fairly, in all material respects, the financial position of the Electric, Water and Cable funds for the fiscal year ending 9/30/2017.

STRATEGIC PLAN/GOALS: Continued fiscally responsible operations for the City of Wyandotte – Department of Municipal Services.

ACTION REQUESTED: Receive and place on file the audited financial statements for the City of Wyandotte – Department of Municipal Services for the year ending September 30, 2017.

BUDGET IMPLICATIONS & ACCOUNT #: N/A

IMPLEMENTATION PLAN: N/A

MAYOR'S RECOMMENDATION: 

CITY ADMINISTRATOR'S RECOMMENDATION:



LEGAL COUNSEL'S RECOMMENDATION: N/A

LIST OF ATTACHMENTS

- 9/30/2017 Audited Financial Statements

RESOLUTION:

BE IT RESOLVED by the City Council to receive and place on file the audited Financial Statements for the Department of Municipal Services for the fiscal year ending September 30, 2017.

I move the adoption of the foregoing resolution.

MOTION by

Councilperson: _____

Supported by Councilperson: _____

YEAS

COUNCIL

NAYS

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

**City of Wyandotte, Michigan
Department of Municipal Services**

**Financial Report
with Supplemental Information
September 30, 2017**

City of Wyandotte, Michigan

Department of Municipal Services

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Independent Auditor's Report

To the Members of the Municipal
Service Commission
City of Wyandotte, Michigan
Department of Municipal Services

Report on the Financial Statements

We have audited the accompanying financial statements of each major fund of the City of Wyandotte, Michigan Department of Municipal Services (the "Department") as of and for the year ended September 30, 2017 and the related notes to the financial statements, which collectively comprise the Department's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of each major fund of the City of Wyandotte, Michigan Department of Municipal Services as of September 30, 2017 and the changes in financial position and, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the Members of the Municipal
Service Commission
City of Wyandotte, Michigan
Department of Municipal Services

Emphasis of Matter

We draw attention to Note 1, which explains that these financial statements present only the Department and do not purport to, and do not, present fairly the financial position of the City of Wyandotte, Michigan as of September 30, 2017, the changes in its financial position, and the changes in cash flows, where applicable, for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matter

Required Supplemental Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplemental information, as identified in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplemental information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion nor provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Report on Summarized Comparative Information

We have previously audited the Department's September 30, 2016 financial statements and we expressed an unmodified audit opinion on those audited financial statements in our report dated February 14, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2016 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Plante & Moran, PLLC

February 14, 2018

City of Wyandotte, Michigan

Department of Municipal Services

Management's Discussion and Analysis

Our discussion and analysis of the City of Wyandotte, Michigan Department of Municipal Services' (the "Department") performance provides an overview of the Department's financial activities for the fiscal year ended September 30, 2017. Please read it in conjunction with the Department's financial statements.

Using this Annual Report

The City of Wyandotte, Michigan Department of Municipal Services is a department created by the City of Wyandotte, Michigan (the "City") that is governed and operated independently from the City by the Municipal Services Commission (the "Commission"). The Commission provides electric, water, cable television, Internet, and VoIP phone services to users in the City and accounts for these activities in separate funds. This annual report consists of a series of financial statements. The statement of net position and the statement of revenue, expenses, and changes in net position provide information about the financial activities of the Department. This is followed by the statement of cash flows, which presents detailed information about the changes in the Department's cash position during the year.

Financial Highlights

Electric Fund

- The Electric Fund's operating revenue decreased compared to the prior year by approximately 10.7 percent, while operating expenses decreased by approximately 8.6 percent. The reduction in revenue is attributed to the removal of the Large Volume Steam rate, as this service is no longer required by the customer, the impact of this removal on the LI rate, and a relatively cool summer that impacted residential usage. The decrease in operating expenses is attributable to active budget monitoring and the reduction in the usage of natural gas, water, and other costs due to the changes in steam production requirements.
- The Electric Fund's operating income decreased to \$2,886,923 as compared to operating income of \$4,113,631 in the previous year.
- The Department previously implemented GASB Statement No. 68 which requires the recognition of the unfunded pension benefit obligation as a liability and a more comprehensive measurement of the annual costs of pension benefits. The impact on operating income for the year ended September 30, 2017 was \$506,822.

City of Wyandotte, Michigan

Department of Municipal Services

Management's Discussion and Analysis (Continued)

- The Department's bond ordinance specifies that the Department's Electric Fund budget should provide net revenue that equals or exceeds 110 percent of its annual debt service requirement. The ratio that measures the relationship between the Department's net revenue and its annual debt service requirement is known as the "debt service coverage ratio." While the 110 percent debt service coverage ratio test is prospective, it is important that the Department's actual results yield net revenue that equals or exceeds 110 percent of the annual debt service requirement. The actual debt service coverage exceeded 110 percent (approximately 390 percent for the year ended September 30, 2017).

For the purpose of computing the above debt service coverage ratio, the Department's current year increase to the net other postemployment benefit (OPEB) obligation of \$560,521 for the year ended September 30, 2017 was added back to the computation of amounts available for debt. Refer to Note 10 for additional details regarding the net OPEB obligation. Also, for the purpose of computing the above debt service coverage ratio, the Department's current year increase to the net pension liability of \$506,822 was added back to the computation of amounts available for debt. Refer to Note 8 for additional details regarding the net pension liability. Another financial covenant in the Department's bond ordinance requires actual expenditures of the Department to not exceed the budget. The Department's actual operating expenses did not exceed the budget.

- This year's financial statements report unrestricted net position of \$5,470,512 compared to \$2,327,603 in the prior year. The increase compared to the prior year underscores the continued stabilization of operations and further validates the changes made to the power supply model by WMS Management.

Water Fund

- The financial performance of the Water Fund declined in the current year as measured by GAAP. However, water rates are set on a cash basis; therefore, when noncash operating expenses are considered, the Water Fund had positive operating results for the current year. Operating revenue decreased by approximately 8.0 percent while operating expenses increased by approximately 14.5 percent compared to the prior year. The decrease in operating revenue is attributed to decreased water usage in the warmer summer months as compared to the prior year due both to cooler weather and changes in customer usage patterns. The increase in operating expenses is attributed to the net increase in actual and accrued retiree benefit obligations. Operating income in the current year decreased by \$847,111 and resulted in a loss for the current year of \$371,283. The Water Fund has built adequate working capital and unrestricted net position to address ongoing and necessary infrastructure improvements and maintenance required by the system. One infrastructure improvement, the rehabilitation of the water filter plant, is being paid for through a series of installment payments ending in fiscal year 2018 and was partially funded during the current year through accumulated unrestricted net position as was anticipated in the budget process.

City of Wyandotte, Michigan Department of Municipal Services

Management's Discussion and Analysis (Continued)

- This year's financial statements report unrestricted net position of \$2,974,009, which reflects the previous implementation of GASB Statement No. 68 and recognition of the net pension liability.
- The Department continues to review its rate structure for the water utility, along with other options, to maintain the financial condition of the Water Fund so that operating and capital requirements continue to be met. In order to meet those requirements, usage and meter rates were adjusted effective November 1, 2017.

Cable Television Fund

- The Cable Television Fund's operating revenue increased by approximately 7.1 percent compared to the prior year. Operating revenue increased due to billing adjustments implemented based on a cost of service study completed prior to the beginning of fiscal year 2017.
- The Cable Television Fund realized operating income of \$338,969 in the current year as compared to an operating loss of \$540,992 in the prior year. The Department has stabilized declining margins on cable television programming due to continued programming royalty increases by implementing a time-sensitive periodic adjustment for the pass-through of these cost increases on a semiannual basis. Another factor that contributed to the increase in operating income was a positive adjustment in expense attributed to retiree benefit obligations.
- The Cable Television Fund has generated sufficient working capital so that capital requirements have been met without financing through additional debt.
- This year's financial statements report unrestricted net position of \$1,989,449, which includes the prior implementation of GASB Statement No. 68 and required recognition of the net pension liability.

City of Wyandotte, Michigan

Department of Municipal Services

Management's Discussion and Analysis (Continued)

Condensed Financial Information

The following table presents condensed information about the Department's financial position compared to the prior year:

	September 30		Change	
	2017	2016	Amount	Percent
Assets				
Current assets	\$ 31,514,173	\$ 27,498,802	\$ 4,015,371	14.60
Restricted assets	10,938,601	12,611,988	(1,673,387)	(13.27)
Property, plant, and equipment	42,703,138	44,018,385	(1,315,247)	(2.99)
Long-term receivable	55,500	73,500	(18,000)	100.00
Total assets	85,211,412	84,202,675	1,008,737	1.20
Deferred Outflows of Resources	1,167,715	1,780,736	(613,021)	(34.43)
Liabilities				
Current liabilities	8,340,462	8,647,332	(306,870)	(3.55)
Liabilities payable from restricted assets	501,642	62,003	439,639	709.06
Long-term liabilities	47,390,756	48,554,821	(1,164,065)	(2.40)
Total liabilities	56,232,860	57,264,156	(1,031,296)	(1.80)
Deferred Inflows of Resources	-	-	-	100.00
Net Position				
Net investment in capital assets	18,026,819	19,105,439	(1,078,620)	(5.65)
Restricted	1,685,478	1,614,184	71,294	4.42
Unrestricted	10,433,970	7,999,632	2,434,338	30.43
Total net position	<u>\$ 30,146,267</u>	<u>\$ 28,719,255</u>	<u>\$ 1,427,012</u>	4.97

The following table presents condensed information about the Department's revenue and expenses compared to the prior year:

	Year Ended September 30		Change	
	2017	2016	Amount	Percent
Total operating revenue	\$ 51,191,684	\$ 55,556,602	\$ (4,364,918)	(7.86)
Total operating expenses	48,337,075	51,614,484	(3,277,409)	(6.35)
Operating Income	2,854,609	3,942,118	(1,087,509)	(27.59)
Other nonoperating expense	(1,461,769)	(1,368,437)	(93,332)	(6.82)
Capital contributions	34,172	155,138	(120,966)	(77.97)
Special item - Impairment loss	-	(10,052,227)	10,052,227	(100.00)
Change in Net Position	<u>\$ 1,427,012</u>	<u>\$ (7,323,408)</u>	<u>\$ 8,750,420</u>	(119.49)

City of Wyandotte, Michigan

Department of Municipal Services

Management's Discussion and Analysis (Continued)

Capital Asset and Debt Administration

During the current year, the Department purchased various capital assets. The following is a summary of the activity by fund.

The Electric Fund utilized proceeds from Series 2015 bonds for the purpose of paying the cost of design, acquisition, and construction of improvements to the City's electric utility system. The most significant capital improvements funded by the bonds during the fiscal year were made to the transmission and distribution system, primarily for an enhanced metering (AMI) system and the introduction at the Power Plant utilizing an auxiliary boiler for heating steam production. This project will provide the long-term requirements necessary for the support of the heating steam rate (ST).

The most significant capital improvements in the Water Fund were made for the ongoing water meter replacement program.

The Cable Television Fund focused on continued infrastructure improvements centered on increased Internet speeds currently and positioning further increases in the future so that customers of the system will have access to the highest speeds demanded.

Purchases of capital assets for both the Water and Cable Television Funds were funded from operations without any additional debt incurred.

Economic Factors and Next Year's Operations

The Electric Fund will continue utilizing an economic dispatch approach for managing power supply to meet requirements and work further to insure that the utilization of natural gas is as efficient as possible when considering potential new alternatives to electric generation in the City. Contractual rates for steam agreements set to expire have been adjusted to reflect current cost of service.

The Water Fund continued to meet current recommended working capital and infrastructure needs; however, rates required adjustment to proactively address a continued erosion in volume and anticipated future capital needs.

The Cable Television Fund continues to be impacted by the escalating costs for programming and, as a solution, a mechanism has been established by the Department to address programming cost increases through a periodic programming royalty adjustment pass-through of those increases. Rising operational costs exclusive of programming royalties have resulted in a required rate adjustment to match cost of service.

Contacting the Department's Management

This financial report is intended to provide our consumers and investors with a general overview of the Department's finances. If you have questions about this report or need additional information, we welcome you to contact the Department's general manager.

City of Wyandotte, Michigan

Department of Municipal Services

Statement of Net Position September 30, 2017 (with comparative totals for September 30, 2016)

	September 30, 2017				September 30, 2016
	Electric Fund	Water Fund	Cable Television Fund	Total	Total
Assets					
Current assets:					
Cash and cash equivalents	\$ 12,179,485	\$ 5,620,737	\$ 3,653,264	\$ 21,453,486	\$ 17,229,053
Receivables:					
Billed (Note 3)	3,584,123	399,812	1,075,090	5,059,025	5,400,247
Unbilled customer billings	2,520,108	203,995	-	2,724,103	3,302,050
Due from other governmental units	26,306	-	-	26,306	26,180
Due from other funds (Note 5)	-	115	-	115	170,595
Fuel, materials, supplies, and other inventories	1,531,273	123,960	42,320	1,697,553	855,951
Prepaid expenses and other assets	446,041	65,602	41,942	553,585	514,726
Total current assets	20,287,336	6,414,221	4,812,616	31,514,173	27,498,802
Noncurrent assets:					
Restricted assets (Note 7)	10,938,601	-	-	10,938,601	12,611,988
Property, plant, and equipment (Note 4):					
Assets not subject to depreciation	2,384,283	2,429	11,537	2,398,249	770,640
Assets subject to depreciation	26,157,250	10,615,244	3,532,395	40,304,889	43,247,745
Long-term receivable	55,500	-	-	55,500	73,500
Total noncurrent assets	39,535,634	10,617,673	3,543,932	53,697,239	56,703,873
Total assets	59,822,970	17,031,894	8,356,548	85,211,412	84,202,675
Deferred Outflows of Resources					
Bond refunding loss being amortized	949,149	-	-	949,149	983,047
Deferred outflows related to pensions (Note 8)	144,595	43,097	30,874	218,566	797,689
Total deferred outflows of resources	1,093,744	43,097	30,874	1,167,715	1,780,736
Liabilities					
Current liabilities:					
Accounts payable	1,322,404	90,851	568,627	1,981,882	1,882,816
Due to City of Wyandotte, Michigan (Note 11)	29,015	382,453	-	411,468	703,000
Due to other funds (Note 5)	115	-	-	115	170,595
Accrued liabilities and other	1,944,309	264,728	206,753	2,415,790	2,407,308
Unearned revenue	-	-	12,296	12,296	24,632
Customer deposits and other current liabilities	1,170,790	1,039,197	40,255	2,250,242	2,267,453
Current portion of long-term debt (Note 6)	1,268,669	-	-	1,268,669	1,191,528
Total current liabilities	5,735,302	1,777,229	827,931	8,340,462	8,647,332

The Notes to Financial Statements are an
Integral Part of this Statement.

City of Wyandotte, Michigan
Department of Municipal Services

Statement of Net Position (Continued)
September 30, 2017
(with comparative totals for September 30, 2016)

	September 30, 2017				September 30, 2016
	Electric Fund	Water Fund	Cable Television Fund	Total	Total
Liabilities (Continued)					
Noncurrent liabilities:					
Liabilities to be paid from restricted assets	\$ 501,642	\$ -	\$ -	\$ 501,642	\$ 62,003
Net pension obligation (Note 8)	5,166,012	1,539,738	1,103,063	7,808,813	7,294,656
Net OPEB obligation (Note 10)	5,357,501	1,205,539	945,202	7,508,242	6,776,730
Other noncurrent liabilities	14,834	3,300	7,386	25,520	1,130,973
Long-term debt (Note 6)	32,048,181	-	-	32,048,181	33,352,462
Total noncurrent liabilities	43,088,170	2,748,577	2,055,651	47,892,398	48,616,824
Total liabilities	48,823,472	4,525,806	2,883,582	56,232,860	57,264,156
Equity - Net position					
Net investment in capital assets	4,937,252	9,575,176	3,514,391	18,026,819	19,105,439
Restricted	1,685,478	-	-	1,685,478	1,614,184
Unrestricted	5,470,512	2,974,009	1,989,449	10,433,970	7,999,632
Total net position	<u>\$ 12,093,242</u>	<u>\$ 12,549,185</u>	<u>\$ 5,503,840</u>	<u>\$ 30,146,267</u>	<u>\$ 28,719,255</u>

City of Wyandotte, Michigan

Department of Municipal Services

Statement of Revenue, Expenses, and Changes in Net Position Year Ended September 30, 2017 (with comparative totals for year ended September 30, 2016)

	September 30, 2017				September 30, 2016
	Electric Fund	Water Fund	Cable Television Fund	Total	Total
Operating Revenue	\$ 37,259,918	\$ 3,747,585	\$ 10,184,181	\$ 51,191,684	\$ 55,556,602
Operating Expenses					
Production, pumping, and purification	24,521,983	730,571	-	25,252,554	27,700,875
Distribution	1,760,512	978,574	1,142,547	3,881,633	3,632,102
Cable television royalties and retransmission fees	-	-	5,154,065	5,154,065	5,042,836
Customer services	284,755	226,955	11,729	523,439	469,295
Office and administrative	2,558,141	668,037	642,507	3,868,685	3,896,442
General fringes and other	2,193,843	848,760	1,890,106	4,932,709	5,782,946
Transportation	74,875	32,470	21,268	128,613	143,167
Depreciation	2,978,886	633,501	982,990	4,595,377	4,946,821
Total operating expenses	34,372,995	4,118,868	9,845,212	48,337,075	51,614,484
Operating Income (Loss)	2,886,923	(371,283)	338,969	2,854,609	3,942,118
Nonoperating Revenue (Expense)					
Grant revenue	88,554	-	-	88,554	257,682
Grant expenses	(82,051)	-	-	(82,051)	(51,793)
Amortization related to long-term debt	(12,520)	-	-	(12,520)	24,311
Interest expense	(1,550,802)	-	-	(1,550,802)	(1,613,658)
Investment income	95,050	-	-	95,050	15,021
Total nonoperating expense	(1,461,769)	-	-	(1,461,769)	(1,368,437)
Income (Loss) - Before capital contributions and special item	1,425,154	(371,283)	338,969	1,392,840	2,573,681
Capital Contributions	34,172	-	-	34,172	155,138
Special Item - Impairment loss (Note 4)	-	-	-	-	(10,052,227)
Change in Net Position	1,459,326	(371,283)	338,969	1,427,012	(7,323,408)
Net Position - Beginning of year	10,633,916	12,920,468	5,164,871	28,719,255	36,042,663
Net Position - End of year	<u>\$ 12,093,242</u>	<u>\$ 12,549,185</u>	<u>\$ 5,503,840</u>	<u>\$ 30,146,267</u>	<u>\$ 28,719,255</u>

The Notes to Financial Statements are an
Integral Part of this Statement.

City of Wyandotte, Michigan

Department of Municipal Services

Statement of Cash Flows

Year Ended September 30, 2017

(with comparative totals for year ended September 30, 2016)

	September 30, 2017				September 30, 2016
	Electric Fund	Water Fund	Cable Television Fund	Total	Total
Cash Flows from Operating Activities					
Cash received from customers	\$ 38,255,894	\$ 3,827,166	\$ 10,027,667	\$ 52,110,727	\$ 56,380,443
Cash payments to suppliers for goods and services	(25,283,508)	(1,131,041)	(6,992,457)	(33,407,006)	(36,890,016)
Cash payments to employees for services	(5,420,970)	(1,757,789)	(1,721,099)	(8,899,858)	(9,514,943)
Net cash provided by operating activities	7,551,416	938,336	1,314,111	9,803,863	9,975,484
Cash Flows from Noncapital Financing Activities					
Interfund borrowing and repayments - Net	167,785	(81,105)	(86,680)	-	-
Receipts paid from (to) City of Wyandotte, Michigan	3,049	(294,581)	-	(291,532)	84,151
Net cash provided by (used in) noncapital financing activities	170,834	(375,686)	(86,680)	(291,532)	84,151
Cash Flows from Capital and Related Financing Activities					
Grant revenue	88,554	-	-	88,554	257,682
Grant expenses	(82,051)	-	-	(82,051)	(51,793)
Principal and interest paid on capital debt	(2,780,049)	-	-	(2,780,049)	(1,674,668)
Purchase of capital assets	(2,034,908)	(1,158,594)	(1,089,287)	(4,282,789)	(5,359,054)
Net cash used in capital and related financing activities	(4,808,454)	(1,158,594)	(1,089,287)	(7,056,335)	(6,827,833)
Cash Flows from Investment Activities - Interest received on investments	95,050	-	-	95,050	15,021
Net Increase (Decrease) in Cash and Cash Equivalents	3,008,846	(595,944)	138,144	2,551,046	3,246,843
Cash and Cash Equivalents - Beginning of year	20,109,240	6,216,681	3,515,120	29,841,041	26,594,198
Cash and Cash Equivalents - End of year	\$ 23,118,086	\$ 5,620,737	\$ 3,653,264	\$ 32,392,087	\$ 29,841,041
Reconciliation to Statement of Net Position					
Cash and investments	\$ 12,179,485	\$ 5,620,737	\$ 3,653,264	\$ 21,453,486	\$ 17,229,053
Restricted assets	10,938,601	-	-	10,938,601	12,611,988
Total	\$ 23,118,086	\$ 5,620,737	\$ 3,653,264	\$ 32,392,087	\$ 29,841,041

The Notes to Financial Statements are an
Integral Part of this Statement.

City of Wyandotte, Michigan
Department of Municipal Services

Statement of Cash Flows (Continued)
Year Ended September 30, 2017
(with comparative totals for year ended September 30, 2016)

	September 30, 2017				September 30, 2016
	Electric Fund	Water Fund	Cable Television Fund	Total	Total
Reconciliation of Operating Income (Loss) to Net Cash from Operating Activities					
Operating income (loss)	\$ 2,886,923	\$ (371,283)	\$ 338,969	\$ 2,854,609	\$ 3,942,118
Adjustments to reconcile operating income (loss) to net cash from operating activities:					
Depreciation and amortization	2,978,886	633,501	982,990	4,595,377	4,946,821
Bad debt expense	-	-	-	-	219,850
Changes in assets and liabilities:					
Receivables	995,976	79,581	(156,514)	919,043	603,991
Inventory	(837,038)	(2,796)	(1,768)	(841,602)	180,695
Prepaid insurance and other current assets	(12,530)	(22,125)	5,814	(28,841)	63,527
Accounts payable	478,104	(17,157)	44,774	505,721	(1,559,652)
Unearned revenue	-	-	(12,336)	(12,336)	(12,336)
Accrued and other liabilities	651,394	638,615	112,182	1,402,191	(780,891)
Customer deposits and other current liabilities	409,701	-	-	409,701	2,371,361
Net cash provided by operating activities	<u>\$ 7,551,416</u>	<u>\$ 938,336</u>	<u>\$ 1,314,111</u>	<u>\$ 9,803,863</u>	<u>\$ 9,975,484</u>
Noncash Items					
Capital contributions	\$ 34,172	\$ -	\$ -	\$ 34,172	\$ 155,138
Capital acquisitions	-	-	-	-	304,604
Asset impairment (Note 4)	-	-	-	-	(10,052,227)

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements

September 30, 2017

Note 1 - Summary of Significant Accounting Policies

The accounting policies of the Department conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies:

Reporting Entity

The Department of Municipal Services (the "Department") is a department created by the City of Wyandotte, Michigan (the "City") that is governed and operated independently from the City by the Municipal Service Commission (the "Commission"). The Commission provides electric, water, cable television, and Internet services to users in the City and accounts for these activities in the following separate major funds: Electric Fund, Water Fund, and Cable Television Fund.

The funds of the Department are included in the basic financial statements of the City at September 30, 2017 as enterprise funds.

Accounting and Reporting Principles

The Department follows accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. Accounting and financial reporting pronouncements are promulgated by the Governmental Accounting Standards Board.

Report Presentation

The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of cash flows. Governmental accounting principles that require financial reports to include two different perspectives - the government-wide perspective and the fund-based perspective - do not apply.

Basis of Accounting

Proprietary funds distinguish operating revenue and expenses from nonoperating items. Operating revenue and expenses generally result from providing services in connection with a proprietary fund's principal ongoing operations.

The operating revenue represents billings to customers based primarily on usage by the Department's customers. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenue and expenses not meeting this definition are reported as nonoperating revenue and expenses.

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements September 30, 2017

Note 1 - Summary of Significant Accounting Policies (Continued)

Specific Balances and Transactions

Cash and Cash Equivalents - Cash and cash equivalents consists of cash on hand. In addition, the statement of cash flows includes both restricted and unrestricted cash equivalents and short-term investments with a maturity of three months or less when acquired. Short-term investments are reported at fair value.

Inventories and Prepaid Items - Inventories are valued at lower of cost or market, determined by the average cost method for general inventory. Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items.

Restricted Assets - Certain assets are restricted pursuant to contractual restrictions, grant reserves, and unspent bond proceeds. Refer to Note 7 for further discussion.

Significant Customers - The electric department has three significant customers: BASF Corporation, Wayne County Sewage/Pumping Station, and Wyandotte Henry Ford Hospital, representing approximately 24, 10, and 4 percent, respectively, of the electric department's operating revenue for the year ended September 30, 2017.

The water department has three significant customers: BASF Corporation, The Department of Municipal Services' Electric Department, and Wayne County Sewage/Pumping Station, representing approximately 22, 4, and 2 percent, respectively, of the water department's operating revenue for the year ended September 30, 2017.

Property, Plant, and Equipment - Property, plant, and equipment are recorded at cost or, if donated, at their estimated fair value on the date donated. Property, plant, and equipment are defined by the Department as assets with an estimated useful life of more than one year. Interest incurred during the construction of capital assets being financed is included as part of the capitalized value of the assets constructed. During the current year, there was no interest expense capitalized.

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements September 30, 2017

Note 1 - Summary of Significant Accounting Policies (Continued)

Property, plant, and equipment are depreciated using the straight-line method over the following useful lives:

<u>Capital Asset Class</u>	<u>Lives (Years)</u>
Utility plant	20-25
Transmission	10-15
Pumping	40-50
Purification	20-40
Distribution	10-15
Transportation	4-15
Stores	10-15
Cable equipment	10
Studio	10-15
General	5-10

Impaired Assets - Assets deemed to be permanently impaired are reported at the lower of fair value or carrying value. The Department had a significant asset become impaired during the year ended September 30, 2016 (see Note 4).

Long-term Obligations - In the financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method; bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed at the time they are incurred.

Unearned Revenue - Unearned revenue relates to a contract in the Cable Television Fund between the Department and Wyandotte Public Schools related to construction and usage of the Department's fiber optic cable system. Monies received in advance will be recognized over the term of the contract.

Other Current and Noncurrent Liabilities - During prior years, the Department acquired capital assets through arrangements in which the payment terms were spread through fiscal year 2019. The liabilities total approximately \$1.13 million with \$1.11 million due in fiscal year 2018.

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements
September 30, 2017

Note 1 - Summary of Significant Accounting Policies (Continued)

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense) until then. The Department has two items that qualify for reporting in this category. They are deferred charges on bond refunding loss and deferred outflows of resources related to pensions. This refunding loss results from the difference in the carrying value of the refunded debt and the reacquisition price. The amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. The deferred outflows of resources related to pensions result from variances between the plan's actual investment earnings compared to the plan's assumed investment earnings and differences between expected and actual experience.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The Department has no items that qualify for reporting in this category.

Net Position Flow Assumption

Sometimes the Department will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the statement of net position, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Department's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

Pension - The Department offers a defined benefit pension plan to its employees. The Department records a net pension liability for the difference between the total pension liability calculated by the actuary and the pension plan's fiduciary net position. For the purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wyandotte Employees' Retirement System and additions to/deductions from the pension plan's fiduciary net position has been determined on the same basis as they are reported by the pension plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements

September 30, 2017

Note I - Summary of Significant Accounting Policies (Continued)

In addition, the Department provides retirement benefits to all employees hired after October 1, 2006 through a defined contribution plan and retiree health savings plan.

Other Postemployment Benefit Costs - The Department offers retiree healthcare benefits to retirees. The Department receives an actuarial valuation to compute the annual required contribution (ARC) necessary to fund the obligation over the remaining amortization period. In the statement of net position, the Department reports the full accrual cost equal to the current year required contribution, adjusted for interest and "adjustment to the ARC" on the beginning of year underpaid amount, if any.

Compensated Absences (Vacation and Sick Leave) - It is the Department's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. There is no liability for unpaid accumulated sick leave since the Department does not have a policy to pay any amounts when employees separate from service with the Department. All vacation pay is accrued when incurred in the statement of net position.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

Emissions Allowance - The Environmental Protection Agency has granted emissions allowances to the Department related to the emission of certain pollutants. No amounts are recorded at the date of the grant. The Department estimates the allowances needed for future years. As appropriate, the Department may purchase additional allowances or sell the estimated future excess allowances. The purchase and sale of allowances by emission type are accounted for separately and are not offset against transactions involving allowances of different emission types. Purchased allowances net of proceeds from the sale of related allowances are recorded as an asset and will be expensed during the applicable period. Proceeds from the sale of allowances are recognized as income at the time of sale. There were no emissions allowances purchased or sold in the current year.

Comparative Data/Reclassifications - Comparative total data for the prior year has been presented in total for the Department. Certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements

September 30, 2017

Note 2 - Deposits and Investments

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The law also allows investments outside the state of Michigan when fully insured. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which matures not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

The Department has designated three banks for the deposit of its funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in bonds and securities of the United States government, commercial paper rated within the two highest classifications, which matures not more than 270 days after the date of purchase, and bank accounts and CDs, but not the remainder of state statutory authority as listed above. The Department's deposits and investment policies are in accordance with statutory authority.

The Department's cash is subject to custodial credit risk, which is examined in more detail below:

Custodial Credit Risk of Bank Deposits - Custodial credit risk is the risk that in the event of a bank failure, the Department's deposits may not be returned to it. The Department's deposits are comprised of checking and savings accounts which approximate \$23,378,000 at September 30, 2017. The Department's federal depository insurance coverage is combined with all of the deposits of the City of Wyandotte, Michigan; hence, the specific coverage pertaining to the deposits of the Department cannot be determined. The City of Wyandotte, Michigan (and, therefore, the Department) does not have a deposit policy for custodial credit risk. The organization as a whole believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all deposits. As a result, the Department evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

City of Wyandotte, Michigan
Department of Municipal Services

Notes to Financial Statements
September 30, 2017

Note 2 - Deposits and Investments (Continued)

Interest Rate Risk - Interest rate risk is the risk that the value of investments will decrease as a result of a rise in interest rates. The Department's investment policy does not restrict investment maturities, other than commercial paper which can only be purchased with a 270-day maturity.

Investment	Fair Value	Weighted-average Maturity (Years)
Primary Government		
Commercial paper	<u>\$ 7,968,268</u>	0.27

Credit Risk - State law limits investments in commercial paper to the top two ratings issued by nationally recognized statistical rating organizations. The Department has no investment policy that would further limit its investment choices. As of year end, the credit quality ratings of debt securities are as follows:

Investment	Fair Value	Rating	Rating Organization
Primary Government			
Commercial paper	<u>\$ 7,968,268</u>	P-1	Moody's

Concentration of Credit Risk - The Department places no limit on the amount it may invest in any one issuer. A total of 100 percent of the Department's investments are in JPMorgan commercial paper; these investments represent approximately 25 percent of the Department's cash and investments combined. The underlying securities are commercial paper issues of various entities of the highest rating required by the bond ordinance.

Fair Value Measure - The Department categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using the net asset value per share (or its equivalent) as a practical expedient are not classified in the fair value hierarchy below.

City of Wyandotte, Michigan
Department of Municipal Services

Notes to Financial Statements
September 30, 2017

Note 2 - Deposits and Investments (Continued)

In instances whereby inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The Department's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset or liability.

The Department's recurring fair value measurement as of September 30, 2017 relates to the commercial paper of \$7,968,268 and is valued using a matrix pricing model (Level 2 inputs).

Note 3 - Billed and Unbilled Accounts Receivable

Billed accounts receivable, net of allowance for uncollectible accounts, are as follows:

	2017				2016
	Electric	Water	Cable	Total	Total
Accounts receivable	\$ 3,725,123	\$ 399,812	\$ 1,196,590	\$ 5,321,525	\$ 5,587,596
Less allowance for uncollectibles	(141,000)	-	(121,500)	(262,500)	(187,349)
Net receivables	<u>\$ 3,584,123</u>	<u>\$ 399,812</u>	<u>\$ 1,075,090</u>	<u>\$ 5,059,025</u>	<u>\$ 5,400,247</u>

Unbilled accounts receivable from customers represent services that have been provided to customers through September 30, 2017 for which billings were processed subsequent to year end.

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements September 30, 2017

Note 4 - Capital Assets

	Balance September 30, 2016	Reclassifications	Additions	Disposals and Adjustments	Balance September 30, 2017
Capital assets not being depreciated - Construction in progress	\$ 770,640	\$ -	\$ 1,627,609	\$ -	\$ 2,398,249
Capital assets being depreciated:					
Utility plant	104,151,783	-	51,093	-	104,202,876
Transmission	5,911,181	-	-	-	5,911,181
Pumping	7,162,667	-	27,090	-	7,189,757
Purification	3,944,873	-	-	-	3,944,873
Distribution	62,979,320	-	807,555	-	63,786,875
Transportation	3,138,350	-	313,479	-	3,451,829
Stores	1,129,217	-	19,335	-	1,148,552
Cable equipment	3,829,410	-	354,624	-	4,184,034
Studio	589,053	-	14,937	-	603,990
General	3,846,616	-	64,408	-	3,911,024
Total capital assets being depreciated	196,682,470	-	1,652,521	-	198,334,991
Accumulated depreciation:					
Utility plant	90,789,614	-	1,289,507	-	92,079,121
Transmission	5,633,356	-	90,603	-	5,723,959
Pumping	2,511,897	-	154,986	-	2,666,883
Purification	3,688,849	-	28,564	-	3,717,413
Distribution	41,222,956	-	2,144,821	-	43,367,777
Transportation	2,471,964	-	319,983	-	2,791,947
Stores	895,146	-	17,373	-	912,519
Cable equipment	2,312,060	-	354,389	-	2,666,449
Studio	553,138	-	11,461	-	564,599
General	3,355,745	-	183,690	-	3,539,435
Total accumulated depreciation	153,434,725	-	4,595,377	-	158,030,102
Net capital assets being depreciated	43,247,745	-	(2,942,856)	-	40,304,889
Net capital assets	\$ 44,018,385	\$ -	\$ (1,315,247)	\$ -	\$ 42,703,138

Depreciation expense was \$2,978,886 and \$3,343,038 for the Electric Fund, \$633,501 and \$658,131 for the Water Fund, and \$982,990 and \$945,652 for the Cable Television Fund and has been included in operating expenses of the appropriate fund for the years ended September 30, 2017 and 2016, respectively.

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements September 30, 2017

Note 4 - Capital Assets (Continued)

Special Item - During 2016, the Department and the Environmental Protection Agency (EPA) entered into an amended consent decree. Under the terms and conditions of that agreement, the Department was required to permanently retire Boiler 8 at the Electric Fund's power plant. Boiler 8 had an original cost of \$42,380,899 and accumulated depreciation of \$32,328,672 at the time of impairment. The impairment loss of \$10,052,227 was reported as a special item on the statement of revenue, expenses, and changes in net position. Utility plan assets reported within the Electric Fund include idle and impaired assets totaling \$32,328,672 that are fully depreciated, resulting in zero net book value.

Construction Commitments - The Department has active construction projects and other purchase commitments at year end. The Department's commitments (some with contractors/suppliers, and others committed based on resolution of the Commission and thus considered a future obligation by management) as of September 30, 2017 are as follows:

	Spent to Date	Remaining Commitment
Micro wind turbines	\$ 398,707	\$ 68,000
Advanced metering infrastructure (AMI)	437,756	2,647,464
Bishop Park lighting - Phase II	1,829	158,395
Auxiliary steam boiler	567,053	1,682,947
Sub 8 - XMFR & 69 kV Loop Relaying	111,310	138,690
Sub 10 - 69 kV Loop Breaker Replacements/Control House	219,879	380,121
Total	<u>\$ 1,736,534</u>	<u>\$ 5,075,617</u>

Note 5 - Interfund Receivables, Payables, and Transfers

The composition of interfund balances is as follows:

Receivable Fund	Payable Fund	Amount
Due to/from Other Funds		
Water Fund	Electric Fund	<u>\$ 115</u>

These balances result from the time lag between the dates on which goods and services are provided or reimbursable expenditures occur, transactions are recorded in the accounting system, and payments between funds are made.

City of Wyandotte, Michigan
Department of Municipal Services

Notes to Financial Statements
September 30, 2017

Note 6 - Long-term Debt

Outstanding Debt

Long-term debt outstanding, excluding unamortized premiums, is as follows:

	2017		2016
	Interest Rate Ranges	Electric Fund Total	Total
2008 installment purchase agreement	4.53 %	\$ 383,691	\$ 656,664
2010 installment purchase agreement	4.35	1,091,556	1,586,050
2014 installment purchase agreement	2.00	499,482	618,544
2015A Revenue Refunding Bonds	3.50-5.00	21,505,000	21,810,000
2015B Revenue Refunding Bonds	4.92	8,840,000	8,840,000
Less current portion		(1,268,669)	(1,191,528)
Total long-term debt - Net of current portion		<u>\$ 31,051,060</u>	<u>\$ 32,319,730</u>

Changes in Long-term Debt

The following is a summary of long-term debt transactions, including amortization of premiums, of the Department for the year ended September 30, 2017:

	Long-term Debt September 30, 2016			Long-term Debt September 30, 2017			Due Within One Year
		Premiums	Debt Retired				
2008 Electric Installment Purchase Agreement	\$ 656,664	\$ -	\$ (272,973)	\$ 383,691	\$ -	\$ (285,590)	
2010 Electric Installment Purchase Agreement	1,586,050	-	(494,494)	1,091,556	-	(531,738)	
2014 Electric Installment Purchase Agreement	618,544	-	(119,062)	499,482	-	(121,341)	
2015 Series A Electric System Revenue and Revenue Refunding Bonds	22,842,732	(35,611)	(305,000)	22,502,121	-	(330,000)	
2015 Series B Electric System Revenue and Revenue Refunding Bonds	8,840,000	-	-	8,840,000	-	-	
Total long-term debt	<u>\$ 34,543,990</u>	<u>\$ (35,611)</u>	<u>\$ (1,191,529)</u>	<u>\$ 33,316,850</u>	<u>\$ -</u>	<u>\$ (1,268,669)</u>	

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements September 30, 2017

Note 6 - Long-term Debt (Continued)

Debt Service Requirements - The annual total principal and interest requirements to service all debt outstanding as of September 30, 2017, excluding unamortized premiums on bonds payable, are as follows:

Years Ending September 30	Principal	Interest	Total
2018	\$ 1,268,669	\$ 1,522,005	\$ 2,790,674
2019	2,691,583	1,430,496	4,122,079
2020	1,796,032	1,314,262	3,110,294
2021	1,898,445	1,226,673	3,125,118
2022	1,840,000	1,134,703	2,974,703
2023-2027	9,660,000	4,247,341	13,907,341
2028-2032	3,435,000	2,768,950	6,203,950
2033-2037	3,315,000	2,023,375	5,338,375
2038-2042	3,705,000	1,158,625	4,863,625
2043-2047	2,710,000	207,750	2,917,750
Total	\$ 32,319,729	\$ 17,034,180	\$ 49,353,909

Interest - For the years ended September 30, 2017 and 2016, total interest costs of \$1,550,802 and \$1,613,658, respectively, were incurred in the Electric Fund.

Defeased Debt - In 2015, the City defeased certain bonds by placing the proceeds of new bonds in an irrevocable trust to provide for all future debt service payments on the old bonds. Accordingly, the trust accounts' assets and liabilities for the defeased bonds are not included in the basic financial statements. At September 30, 2017, \$7,235,000 of bonds outstanding is considered defeased.

Electric Fund Revenue Bonds - The 2015 Series A and B Revenue and Refunding Bonds are payable out of the net revenue before capital contributions of the Electric Fund. During the year, net operating revenue, as defined, of the system was \$6,975,197. Fiscal year 2018 debt service requirements total \$1,783,466. The City of Wyandotte, Michigan has no liability for these bonds if the net revenue pledged should prove insufficient.

The revenue bond ordinance contains certain covenants and provisions that, among other matters, relate to the following:

- Segregation of proceeds of the revenue bond issue
- Segregation of Electric Fund revenue
- Segregation of assets for construction of improvements to the system
- Sale, lease, or other disposition of all or any substantial part of the system

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements September 30, 2017

Note 6 - Long-term Debt (Continued)

- Granting any franchise or other rights or operating a system that will compete with the system
- Establishment of rates sufficient to provide for required level of debt service coverage
- Adoption of and adherence to budgeted operation and maintenance expenses

Note 7 - Restricted Net Position

Restricted assets consist of the following:

	2017	2016
	Electric Fund/Total	Total
Restricted working capital - MPPA	\$ 1,230,080	\$ 1,230,080
Unspent bond proceeds	9,324,144	10,997,804
Restricted grant reserves	384,377	384,104
Total restricted assets	10,938,601	12,611,988
Less unspent bond proceeds	(9,324,144)	(10,997,804)
Plus energy optimization surplus	71,021	-
Total restricted net position	\$ 1,685,478	\$ 1,614,184

All assets legally restricted relate to activity of the Electric Fund. When an expense is incurred that allows the use of restricted assets (such as allowable expenses pursuant to the Electric System Revenue and Revenue Refunding Bonds, Series 2015A and Series 2015B), those assets are applied before utilizing any unrestricted assets.

The assets restricted for MPPA working capital are contractually restricted by way of an energy services agreement entered into with the MPPA by the Department in October 2012.

The unspent bond proceeds relate to the Electric System Revenue and Revenue Refunding Bonds, Series 2015A and Series 2015B. At September 30, 2017, there was \$501,642 of liabilities to be paid from these restricted bond proceeds.

The assets restricted for grant reserves represent the balances outstanding as of September 30, 2017 related to grant funds advanced to the Department by the Department of Energy in 2011 to be used for loan loss reserves and interest rate buy-downs on approved energy-related projects for qualifying customers of the Department.

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements

September 30, 2017

Note 7 - Restricted Net Position (Continued)

In accordance with Michigan Public Act 295 of 2008, the Department is required to establish energy optimization programs. The Department charges energy optimization fees, for which the funds are required to be spent on energy optimization programs. The surplus from these energy optimization fees has been reported as restricted net position at September 30, 2017.

Note 8 - Cost-sharing Defined Benefit Pension Plan

Plan Description - The Department participates in the City of Wyandotte Employees' Retirement System, a defined benefit pension plan that covers all employees of the City hired before October 1, 2006. The plan is a cost-sharing, multiple-employer defined benefit pension plan administered by the City of Wyandotte Employees' Retirement System. The City of Wyandotte, Michigan Employees' Retirement System's financial report (which includes financial statements and required supplemental information for the system) is presented in the City of Wyandotte, Michigan's September 30, 2017 annual financial report, which may be obtained at the City's offices at 3200 Biddle Avenue.

Benefits Provided - The plan provides retirement, disability, and death benefits to plan members and their beneficiaries. Benefit terms are established and amended by contractual agreements between the City and various employee union representation. Retirement benefits for department members are calculated as follows:

Final average compensation (FAC) is multiplied by 1.65, 1.7, or 1.7 percent for nonexempt, exempt, and hourly members, respectively. FAC is calculated as the highest three consecutive years out of the last 10 years.

Plan members with 30 years (25 years for the Department's hourly employees) of service or age 60 with 10 years of service are eligible to retire. Department employees have a mandatory retirement age of 70 years. Salaried (exempt and nonexempt) plan members with 25 years of service, or age 55 with 10 years of service, are eligible for early retirement. All plan members at age 25 with 10 years of service are vested. All plan members are eligible for nonduty disability benefits after 10 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits, but are payable immediately without actuarial reduction. Death benefits equal the worker's compensation benefit.

The plan is closed to new entrants.

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements September 30, 2017

Note 8 - Cost-sharing Defined Benefit Pension Plan (Continued)

Contributions - Article 9, Section 24 of the State of Michigan constitution requires that financial benefits arising on account of employee service rendered in each year be funded during that year. Accordingly, the retirement system retains an independent actuary to determine the annual contribution. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability. The Department's contractually required contribution rate for the year ended September 30, 2017 was 61.12 percent of annual payroll. Contributions to the plan from the Department were \$1,166,654 for the year ended September 30, 2017. Department employees are not required to contribute.

Net Pension Liability, Deferrals, and Pension Expense

At September 30, 2017, the Department reported a liability of \$7,808,813 for its proportionate share of the net pension liability. The net pension liability was measured as of September 30, 2017 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of September 30, 2016, which used updated procedures to roll forward the estimated liability to September 30, 2017. The Department's proportion of the net pension liability was based on the Department's actuarially required contribution for the year ended September 30, 2017, relative to all other contributing employers. At September 30, 2017, the Department's proportion was 26.8 percent, which was an increase of 3.8 percent from its proportion measured as of September 30, 2016.

For the year ended September 30, 2017, the Department recognized pension expense of \$1,093,279. At September 30, 2017, the Department reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on pension plan investments	\$ 218,566	\$ -

City of Wyandotte, Michigan
Department of Municipal Services

Notes to Financial Statements
September 30, 2017

Note 8 - Cost-sharing Defined Benefit Pension Plan (Continued)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Years Ending September 30</u>	<u>Amount</u>
2018	\$ 227,471
2019	227,471
2020	(140,213)
2021	(96,163)

Actuarial Assumptions - The total pension liability in the September 30, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.75%
Salary increases	4.4% to 8.0% Including inflation
Investment rate of return	7.0% Net of pension plan investment expense, including inflation

Mortality rates were based on the RP-2014 Mortality Table projected seven years with scale MP-2014.

Discount Rate - The discount rate used to measure the total pension liability was 7.0 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the employee rate.

Projected Cash Flows

Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

City of Wyandotte, Michigan
Department of Municipal Services

Notes to Financial Statements
September 30, 2017

Note 8 - Cost-sharing Defined Benefit Pension Plan (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return as of September 30, 2017 for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Large cap U.S. value equity	13.00 %	4.49 %
Large cap U.S. growth equity	12.00	3.93
Small/mid cap U.S. equity	8.00	4.88
Developed non-U.S. equity	11.00	5.35
Emerging non-U.S. equity	2.00	8.00
Global fixed income	7.00	0.00
Core U.S. fixed income	33.00	1.00
Hedged strategies	12.00	3.01
Cash	2.00	0.00

Sensitivity of the Net Pension Liability to Changes in the Discount Rate - The following presents the net pension liability of the Department, calculated using the discount rate of 7.0 percent, as well as what the Department's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.0 percent) or 1 percentage point higher (8.0 percent) than the current rate:

	1 Percent Decrease (6.0%)	Current Discount Rate (7.0%)	1 Percent Increase (8.0%)
Net pension liability	\$ 10,305,628	\$ 7,808,813	\$ 5,676,198

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements

September 30, 2017

Note 8 - Cost-sharing Defined Benefit Pension Plan (Continued)

Pension Plan Fiduciary Net Position - Detailed information about the plan's fiduciary net position is available in a separately issued financial report available in the City of Wyandotte, Michigan's September 30, 2017 annual financial report, which may be obtained at the City's offices at 3200 Biddle Avenue. The plan's fiduciary net position has been determined on the same basis used by the plan. The plan uses the economic resources measurement focus and the full accrual basis of accounting. Investments are stated at fair value. Contribution revenue is recorded as contributions are due, pursuant to legal requirements. Benefit payments and refunds of employee contributions are recognized as expense when due and payable in accordance with the benefit terms.

Note 9 - Defined Contribution Pension Plan

The Department provides pension benefits that cover all employees of the Department hired on or after October 1, 2006 through a defined contribution plan administered by the City of Wyandotte, Michigan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Employees are eligible to participate from the date of employment. As established by a Commission-approved resolution, the Department contributes 10 percent of gross earnings and the employees contribute 5 percent. New employees' accounts are fully vested after five years of service. Employees who choose to switch from the defined benefit plan to the defined contribution plan will be vested immediately. At September 30, 2017, there are 59 employees participating in the defined contribution plan.

The Department's total payroll was approximately \$3,218,000 and \$3,121,000 for the years ended September 30, 2017 and 2016, respectively. Employer and employee contributions were calculated based on covered payroll in the same amount, resulting in an employer contribution of approximately \$321,000 and \$303,000 and employee contributions of approximately \$161,000 and \$151,000 for the years ended September 30, 2017 and 2016, respectively.

Note 10 - Other Postemployment Benefits

Plan Description - The Department provides healthcare benefits to all full-time employees upon retirement in accordance with labor contracts. The Department includes pre-Medicare retirees and their dependents in its insured healthcare plan, with some contribution required by most participants, depending upon employee group classifications. The Department purchases Medicare supplemental insurance for retirees eligible for Medicare.

This is a single-employer defined benefit plan administered by the Department. The plan does not issue separate stand-alone financial statements.

City of Wyandotte, Michigan
Department of Municipal Services

Notes to Financial Statements
September 30, 2017

Note 10 - Other Postemployment Benefits (Continued)

At September 30, 2015, the date of the Department's most recent actuarial valuation, membership consisted of the following:

Retirees and beneficiaries currently receiving benefits	79
Terminated employees entitled to but not yet receiving benefits	-
Current active employees	59

Funding Policy - The labor contracts do require a 20 percent contribution from union employees. Certain nonunion employees are required to pay 20 percent of healthcare costs. Retiree healthcare costs are recognized when paid by the Department on a "pay-as-you-go" basis. The Department has no obligation to make contributions in advance of when the insurance premiums are due for payment. Net expenditures for postemployment healthcare benefits are recognized in the Electric, Water, and Cable Television Funds as the insurance premiums become due; these amounts (as adjusted for the implicit rate subsidy pursuant to GASB Statement No. 45) were approximately \$719,000, \$162,000, and \$127,000, respectively, during the year ended September 30, 2017 and \$646,000, \$138,000, and \$129,000 in the Electric, Water, and Cable Television Funds, respectively, during the year ended September 30, 2016.

Funding Progress - For the year ended September 30, 2017, the Department has estimated the cost of providing retiree healthcare benefits through an actuarial valuation as of September 30, 2015. The valuation computes an annual required contribution, which represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period of 24 years. This valuation's computed contribution and actual funding are summarized as follows:

Annual required contribution (recommended)	\$ 1,947,495
Interest on the prior year's net OPEB obligation	271,069
Less adjustment to the annual required contribution	<u>(478,997)</u>
Annual OPEB cost	1,739,567
Amounts contributed - Payments of current premiums	<u>(1,008,055)</u>
Increase in net OPEB obligation	731,512
OPEB obligation - Beginning of year	<u>6,776,730</u>
OPEB obligation - End of year	<u>\$ 7,508,242</u>

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements September 30, 2017

Note 10 - Other Postemployment Benefits (Continued)

Funded status and funding progress for the most recent actuarial valuations are as follows:

	Actuarial Valuation as of September 30		
	2015	2013	2011
Actuarial value of assets	\$ -	\$ -	\$ -
Actuarial accrued liability (AAL) (entry age)	23,392,657	22,203,020	18,428,534
Unfunded AAL (UAAL)	23,392,657	22,203,020	18,428,534
Funded ratio	- %	- %	- %

Actuarial Methods and Assumptions - Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the September 30, 2015 actuarial valuation, the entry age actuarial cost method was used. The actuarial assumptions included a 4.0 percent investment rate of return (net of administrative expenses), which is a blended rate of the expected long-term investment returns on plan assets and on the employer's own investments calculated based on the funded level of the plan at the valuation date, and an annual healthcare cost trend rate of 8.0 percent initially, reduced by decrements to an ultimate rate of 3.5 percent after 10 years. Both rates included a 3.5 percent inflation assumption. The actuarial value of assets was determined using market value. The Department was reported with no assets. The UAAL is being amortized as a level dollar amount on a closed basis. The remaining amortization period at September 30, 2015 was 24 years.

Additional Information - The Department was included in the City of Wyandotte, Michigan's actuarial valuation for the City of Wyandotte Retiree Health Care Plan. Additional information about the plan, including actuarial methods and assumptions, can be found in the City of Wyandotte, Michigan's financial report.

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements September 30, 2017

Note 11 - Related Party Transactions

City-owned facilities are users of the Department's electric and water services. The Department includes its revenue charges from the sale of such services. Pursuant to the revenue bond ordinance, the Department charges the City for street and public safety lighting services. In turn, the City has charged the Department an equal amount for services in lieu of property taxes. In 2006, the Department also began paying the City a fee for use of city services and infrastructure. The Department also provides billing and cash collection services for the City's sewer use charges, which are then remitted to the City upon collection. The Department earns a related collection fee for these services.

Included in the Department's cable expenses is a franchise fee payable to the City equal to 5 percent of the gross revenue of the Cable Television Fund for the years ended September 30, 2017 and 2016.

Beginning in 2009, the Water Department began paying the City a franchise fee based on a calculation of the reasonable costs incurred by the City that are attributable to the Department.

A summary of these transactions with the City for the years ended September 30, 2017 and 2016 is as follows:

	2017	2016
Department revenue:		
Electric and water services	\$ 666,966	\$ 870,869
Street and public safety lighting	642,503	652,048
Collection fee	65,883	68,132
City of Wyandotte, Michigan TIFA contribution	-	113,450
Department expenses:		
In lieu of property taxes	(642,503)	(652,048)
Cable television franchise fees	(471,775)	(469,565)
Water franchise fee	(175,000)	(175,000)
City services	(877,325)	(843,683)
Building rent	(180,000)	(180,000)
Remittances to City for sewage use charge collections	(4,334,168)	(3,591,788)
Payable to City of Wyandotte, Michigan - Sewage Disposal Fund	(382,453)	(677,034)
Payable to City of Wyandotte, Michigan - Solid Waste Disposal Fund	(29,015)	(25,966)
Receivable from City of Wyandotte, Michigan - General Fund	126	-

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements September 30, 2017

Note 12 - Risk Management

The Department is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Department has purchased commercial insurance for claims related to general liability and medical benefits. The Department is partially uninsured for workers' compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

Workers' Compensation - All claims incurred are the responsibility of the Department up to \$2,000,000 per employee (in the case of disease) or \$2,000,000 per accident (for bodily injury). The Department has purchased commercial insurance coverage for claims incurred, which exceed the amounts previously described.

The Department estimates the liability for workers' compensation claims that have been incurred through the end of the fiscal year, including claims that have been reported as well as those that have not yet been reported. These estimates are recorded in the Department's Electric Fund, Water Fund, and Cable Television Fund.

Changes in the estimated liability were as follows:

Estimated liability - October 1, 2015	\$ 152,531
Estimated claims incurred - Net of changes in estimate	91,215
Claim payments	<u>(101,618)</u>
Estimated liability - September 30, 2016	142,128
Estimated claims incurred - Net of changes in estimate	4,458
Claim payments	<u>(29,468)</u>
Estimated liability - September 30, 2017	<u>\$ 117,118</u>

Note 13 - Contingent Liabilities

The Department continues to be involved in various contingent matters arising in the normal course of operations. While insurance coverage and other potential remedies are available in certain circumstances to varying degrees, no opinion can currently be given as to the ultimate outcome of these matters. No provision has been made for the ultimate liability, if any, that may result from the resolution of these matters.

City of Wyandotte, Michigan

Department of Municipal Services

Notes to Financial Statements September 30, 2017

Note 14 - Upcoming Accounting Pronouncements

In June 2015, the GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, which addresses reporting by governments that provide postemployment benefits other than pensions (OPEB) to their employees and for governments that finance OPEB for employees of other governments. This OPEB standard will require the Department to recognize on the face of the financial statements its proportionate share of the net OPEB liability related to its participation in the OPEB plan. The statement also enhances accountability and transparency through revised note disclosures and required supplemental information (RSI). The Department is currently evaluating the impact this standard will have on the financial statements when adopted. The provisions of this statement are effective for the Department's financial statements for the year ending September 30, 2018.

In November 2016, the Governmental Accounting Standards Board issued GASB Statement No. 83, *Certain Asset Retirement Obligations*, which establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for asset retirement obligations. The Department is currently evaluating the impact this standard will have on the financial statements when adopted. The provisions of this statement are effective for the Department's financial statements for the 2018-2019 fiscal year.

In March 2017, the Governmental Accounting Standards Board issued GASB Statement No. 85, *Omnibus 2017*, which addresses practice issues that have been identified during implementation and application of certain GASB statements. The statement addresses a variety of topics, including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pension and other postemployment benefits (OPEB)). The Department is currently evaluating the impact this standard will have on the financial statements when adopted. The provisions of this statement are effective for the Department's financial statements for the 2017-2018 fiscal year.

In May 2017, the Governmental Accounting Standards Board issued GASB Statement No. 86, *Certain Debt Extinguishment Issues*, which improves consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources - resources other than the proceeds of refunding debt - are placed in an irrevocable trust for the sole purpose of extinguishing debt. This statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. The Department is currently evaluating the impact this standard will have on the financial statements when adopted. The provisions of this statement are effective for the Department's financial statements for the 2017-2018 fiscal year.

City of Wyandotte, Michigan
Department of Municipal Services

Notes to Financial Statements
September 30, 2017

Note 14 - Upcoming Accounting Pronouncements (Continued)

In June 2017, the Governmental Accounting Standards Board issued GASB Statement No. 87, *Leases*, which improves accounting and financial reporting for leases by governments. This statement requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. The Department is currently evaluating the impact this standard will have on the financial statements when adopted. The provisions of this statement are effective for the Department's financial statements for the 2020-2021 fiscal year.

Required Supplemental Information

City of Wyandotte, Michigan
Department of Municipal Services

Required Supplemental Information
Schedule of the Department's Proportionate Share of the
Net Pension Liability
City of Wyandotte Employees' Retirement System
Last Three Fiscal Years
(schedule is built prospectively upon implementation of
GASB Statement No. 68)

	2017	2016	2015
Department's proportion of the net pension liability	26.8 %	23.0 %	20.1 %
Department's proportionate share of the net pension liability	\$ 7,808,813	\$ 7,294,656	\$ 6,562,394
Department's covered employee payroll	\$ 2,136,740	\$ 2,016,799	\$ 2,698,824
Department's proportionate share of the net pension liability as a percentage of its covered employee payroll	365.5 %	361.7 %	243.2 %
Plan fiduciary net position as a percentage of total pension liability	69.1 %	66.4 %	65.3 %

City of Wyandotte, Michigan

Department of Municipal Services

Required Supplemental Information Schedule of Department Contributions Last Ten Fiscal Years

	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Actuarially determined contribution	\$ 1,166,654	\$ 888,524	\$ 856,067	\$ 796,272	\$ 888,456	\$ 773,346	\$ 626,722	\$ 649,458	\$ 499,359	\$ 757,000
Contributions in relation to the actuarially determined contribution	1,166,654	888,524	856,067	796,272	888,456	773,346	626,722	649,458	499,359	757,000
Contribution Deficiency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Employee Payroll	\$ 2,136,740	\$ 2,016,799	\$ 2,698,824	\$ 2,816,681	\$ 3,649,775	\$ 3,593,488	\$ 3,801,227	\$ 4,303,522	\$ 4,539,471	\$ 4,912,000
Contributions as a Percentage of Covered Employee Payroll	54.6 %	44.1 %	31.7 %	28.3 %	24.3 %	21.5 %	16.5 %	15.1 %	11.0 %	15.4 %

Notes to Schedule of Department Contributions

Actuarial valuation information relative to the determination of contributions:

Valuation date	Actuarially determined contribution rates are calculated as of September 30 each year, which is 12 months prior to the beginning of the fiscal year in which contributions are reported.
Methods and assumptions used to determine contribution rates:	
Actuarial cost method	Entry-age normal
Amortization method	Level dollar
Remaining amortization period	20 years, closed
Asset valuation method	Four-year smoothed market value
Inflation	2.75 percent
Salary increases	3.0 to 8.1 percent
Investment rate of return	7.0 percent
Retirement age	Experience-based table of rates that are specific to the type of eligibility condition
Mortality	RP-2014 Mortality Table projected seven years with scale MP-2014
Other information	Early Retirement Incentive Program (ERIP): UAL associated with the ERIP amortized by level dollar contributions year, five years starting with the contribution for the fiscal year beginning October 1, 2016

City of Wyandotte, Michigan
Department of Municipal Services

Required Supplemental Information
OPEB System Schedule
Year Ended September 30, 2017

The schedule of funding progress is as follows:

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (Percent) (a/b)
9/30/15	\$ -	\$23,392,657	\$23,392,657	-
9/30/13	-	22,203,020	22,203,020	-
9/30/11	-	18,428,534	18,428,534	-

The schedule of employer contributions is as follows:

Fiscal Year Ended	Actuarial Valuation Date	Annual Required Contribution	Percentage Contributed
9/30/17	9/30/15	\$ 1,947,495	51.8
9/30/16	9/30/13	1,943,281	47.0
9/30/15	9/30/13	1,943,297	34.5
9/30/14	9/30/11	1,625,575	58.9
9/30/13	9/30/11	1,625,587	44.7

The information presented above was determined as part of the actuarial valuations at the dates indicated. Additional information as of September 30, 2015, the latest actuarial valuation, follows:

Amortization method	Level dollar
Amortization period	24
Asset valuation method	Market value
Actuarial assumptions:	
Investment rate of return*	4.0%
*Includes inflation at	3.5%

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

RESOLVED that the audited Financial Statements for the Department of Municipal Services for the fiscal year ending September 30, 2017 be received and placed on file.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19, 2018

AGENDA ITEM # 9

ITEM: Use of City Owned Property for Outdoor Café at 2962 Biddle Avenue

PRESENTER: Mark A. Kowalewski, City Engineer

INDIVIDUALS IN ATTENDANCE: Mark A. Kowalewski



BACKGROUND: City received a request from Nanna's Kitchen, 2962 Biddle Avenue to utilize the City Owned green space adjacent to their building for their Outdoor Café. The Planning Commission reviewed the application and layout and it was approved at their February 15th meeting.

Therefore, attached for your consideration is a Lease to utilize this property from March thru November 15, 2018, for said Outdoor Café. The lease amount of \$533.67 includes \$119.67 for property taxes.

STRATEGIC PLAN/GOALS: This is consistent with the Goals and Objectives of the City of Wyandotte Strategic Plan in the City's commitment to making the downtown a destination of choice for residents throughout Southeast Michigan by encouraging existing businesses to expand

ACTION REQUESTED: Approve Lease as presented to City Council.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Increase to budget account no. 499-000-650-040

IMPLEMENTATION PLAN: Execute Lease

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION:



LEGAL COUNSEL'S RECOMMENDATION: Approved as to form. W. Look

MAYOR'S RECOMMENDATION:



LIST OF ATTACHMENTS: Lease and Resolution for the Planning Commission

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan

Date:

RESOLUTION by Councilperson _____

BE IT RESOLVED That Council concurs with the recommendation of the City Engineer and Department of Legal Affairs regarding the lease of City owned green space south of 2962 Biddle Avenue to Nanna's Kitchen for their Outdoor Café; AND

BE IT FURTHER RESOLVED that the Mayor and City Council be authorized to execute the Lease of said property at presented to the Council on March 19, 2018.

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

Supported by Councilperson _____

YEAS

COUNCIL

NAYS

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

RESOLUTION
FEBRUARY 15, 2018

RESOLUTION BY COMMISSIONER PARKER

SUPPORTED BY COMMISSIONER MAYHEW

RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF WYANDOTTE, that the Commission reviewed the renewal application and plan for the outdoor café at 2962 Biddle Avenue as requested by Nanna's Kitchen (Appellant);

AND BE RESOLVED that the Permit for an Outdoor Café on Public Property at 2962 Biddle Avenue, Wyandotte, is hereby approved with compliance of all ordinance requirements and the conditions below prior to use as an outdoor café:

1. The outdoor café is subject to all conditions applicable to an outdoor café on public property in the Central Business District (CBD) Zoning District, Section 2202.S of the City of Wyandotte's Zoning Ordinance. The applicant is responsible for carefully reviewing, understanding and complying with the requirements of the ordinance.
2. Outdoor café to be constructed in accordance with the site plan submitted by Owner/Applicant dated January 29, 2018.
3. If alcoholic beverages are served, the current Michigan Liquor Control Commission rules and regulations shall apply, and the applicant shall obtain all necessary approvals.
4. Compliance with all Police, Fire and City Engineer requirements.
5. Use of the outdoor café shall be allowed from 7:00 a.m. to 12 midnight with extended hours to 2:00 a.m. on 3rd Fridays, Street Art Fair and events approved by Resolution by the City Council from March 15 through November 15.
6. The outdoor café shall comply with all applicable laws and regulations of the City, County, and the State.
7. Umbrellas to have name of establishment on the drip-tee only, no logo's for products.
8. Occupancy is limited to 27 persons.
9. Approval by the Wyandotte City Council.

I move adoption of the foregoing resolution.

<u>Yeas</u>	<u>Members</u>	<u>Nays</u>
	Adamczyk (Absent)	
X	Benson	
X	Duran	
X	Lupo	
X	Mayhew	
X	Parker	
X	Pasko	
X	Rutkowski	
X	Sarnacki	

MOTION PASSED

LEASE of City Owned Property

THIS LEASE is made on _____, 2018, between City of Wyandotte
as Landlord, and Atef Mikhail
as Tenant, and the parties agree as follows:

DESCRIPTION

(1) Landlord, in consideration of the rents to be paid and the covenants and agreements to be performed by Tenant, hereby leases to Tenant the premises situated in the City of Wyandotte

described as: 5'10" in width where café fronts on Biddle Avenue and 37'2" in length, 24 feet in width at the center, and 16'9" at the western side of the City-Owned Property as described as All of Lot 6 excluding the north twenty-five (25) feet of Lot 6, block 57 of Plats of Part of Wyandotte as recorded in Liber 57 Page 5, 6 & 7, Wayne County Records property adjacent to 2962 Biddle Avenue.

TERM
RENT

(2) The term shall begin on _____, 20____, and will end on November 25, 2018
The rent shall be \$ 533.67, due at time of signing. This includes \$119.67 FOR TAXES

DEFAULT

(3) If Tenant defaults, the outdoor café license is subject to revocation by the City of Wyandotte ordinance and the Tenant must vacate the leased premises upon receipt of a ten day notice to vacate.

ASSIGNMENT
AND
SUBLETTING

(4) Tenant shall not assign this lease or mortgage or sublet any portion of the premises without prior written consent of Landlord. Any such assignment, mortgage or subletting without consent shall be void and shall give Landlord the right to terminate this lease and reenter and repossess the leased premises.

TAXES

(5) In addition to the rent to be paid, Tenant shall pay to Landlord, the property taxes assessed against the leased premises by the local taxing authorities pursuant to MCL 211.181.

BANKRUPTCY
AND
INSOLVENCY

(6) Tenant agrees that if the estate created hereby shall be taken in execution, or by other process of law, or if Tenant shall be declared bankrupt or insolvent or any receiver be appointed for the business and property of Tenant, or if any assignment shall be made of Tenant's property for the benefit of creditors, then this lease may be canceled at the option of Landlord, unless adequate assurance of performance is provided by tenant to landlord's satisfaction, and affirmation is in strict conformance with the Federal Bankruptcy Code.

USE AND
OCCUPANCY

(7) The premises shall be used and occupied for an outdoor café in compliance with all of the city's ordinances, resolutions, permits and state and county laws and regulations

and for no other purpose. On any breach of this agreement Landlord shall have the option to terminate this lease forthwith and reenter and repossess the leased premises in accordance with the law.

INSURANCE

(8) Tenant, at Tenant's expense, shall maintain public liability insurance including bodily injury and property damage insuring Tenant and Landlord with minimum coverage as follows:
as required by City of Wyandotte Outdoor Café Ordinance.
Tenant shall provide Landlord with a Certificate of Insurance showing Landlord as additional insured. The Certificate shall provide for a thirty-day written notice to Landlord in the event of cancellation or material change of coverage.

Tenant agrees to pay as additional rent any increase in premiums for insurance that are charged during the term of this lease on the amount of insurance now carried by Landlord related to the premises and improvements thereon, resulting from the activities of Tenant or others on the premises during the term.

REPAIRS

(9) Tenant responsible to maintain city owned property in good condition at all times and make all repairs that may become necessary.

TENANT TO
INDEMNIFY

(10) Tenant agrees to indemnify, represent, defend and hold harmless the Landlord from any liability for damages to any person or property in, on or about said leased premises from any cause whatsoever.

REPAIRS AND
ALTERATIONS/
CARE OF PREMISES

(11) Tenant further covenants and agrees that Tenant will, at Tenant's expense, during the continuation of this lease, keep the said premises and every part thereof in as good repair and at the expiration of the term yield and deliver up the same in like condition as when taken.

Tenant shall not perform any acts or carry on any practices which may injure the leased premises or be a nuisance or menace to the public and shall keep premises under Tenant's control (including adjoining drives, streets, alleys, or yard) clean and free from rubbish, dirt, snow and ice at all times. If Tenant shall not comply with these provisions, Landlord may enter upon said premises and have rubbish, and dirt removed and the side walks cleaned, in which event Tenant agrees to pay all charges that Landlord shall pay for hauling rubbish, ashes, or cleaning walks. Said charges shall be paid to Landlord by Tenant as soon as the bill is presented and Landlord shall have the same remedy as is provided in Paragraph 3 of this lease in the event of Tenant's failure to pay.

The Tenant shall at Tenant's own expense under penalty of forfeiture and damages promptly comply with all lawful laws, orders, regulations or ordinances of all municipal, County and State authorities affecting the premises hereby leased and the cleanliness, safety, occupation and use of same.

**ACCESS TO
PREMISES**

(12) Landlord shall have the right to enter upon the leased premises at all reasonable hours for the purpose of inspecting the same. If Landlord deems any repairs necessary Landlord may demand that Tenant make them and if Tenant refuses or neglects forthwith to commence such repairs and complete them with reasonable dispatch Landlord may make such repairs or cause them to be made and shall not be responsible to Tenant for any loss or damage that may accrue to his stock or business by reason thereof, and if Landlord makes such repairs or causes them to be made Tenant agrees that Tenant will forthwith on demand pay to Landlord the costs thereof with interest at 5% per annum, and if Tenant shall make default in such payment the Landlord shall have the remedies provided in Paragraph 3 hereof.

REENTRY

(13) In case any rent shall be due and unpaid or if default be made in any of the covenants herein contained, or if the leased premises shall be deserted or vacated, then it shall be lawful for the Landlord, his certain attorney, heirs, representatives and assigns, to reenter into, repossess the said premises and the tenant and each and every occupant to remove and put out.

**REMEDIES NOT
EXCLUSIVE**

(14) It is agreed that each and every of the rights, remedies and benefits provided by this lease shall be cumulative, and shall not be exclusive of any other of said rights, remedies and benefits, or of any other rights, remedies and benefits allowed by law.

WAIVER

(15) One or more waivers of any covenant or condition by Landlord shall not be construed as a waiver of a further breach of the same covenant or condition.

**DELAY OF
POSSESSION**

(16) Tenant may not use the premises until its outdoor café application is fully approved and the required insurance has been submitted to Landlord.

NOTICES

(17) Any notice which either party may or is required to give, shall be given by mailing the same, postage prepaid, to Tenant at the premises, or to Landlord, at 3200 Biddle, Wyandotte, Michigan 48192 or at such other place as may be designated by the parties from time to time.

**HAZARDOUS
SUBSTANCES**

(18) Tenant shall not use, store, or dispose of any hazardous substances upon the premises, except use and storage of such substances if they are customarily used in Tenant's business, and such use and storage complies with all environmental laws and regulations. Hazardous substances means any hazardous waste, substance or toxic materials regulated under any federal or state environmental laws or local regulations or ordinances applicable to the property.

(19) The covenants, conditions and agreements herein are binding on the heirs, successors, representatives and assigns of the parties hereto.

IN WITNESS WHEREOF, The parties have hereunto set their hands and seals the day and year first above written.

WITNESSED BY:

LANDLORD:

Joseph R. Peterson, Mayor

Lawrence S. Stec, City Clerk

TENANT

Ater Mikhail, Owner of 2962 Biddle Avenue

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

BE IT RESOLVED That Council concurs with the recommendation of the City Engineer and Department of Legal Affairs regarding the lease of City owned green space south of 2962 Biddle Avenue to Nanna's Kitchen for their Outdoor Café; AND

BE IT FURTHER RESOLVED that the Mayor and City Council be authorized to execute the Lease of said property at presented to the Council on March 19, 2018.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19, 2018

AGENDA ITEM # 10

ITEM: Dangerous Structure at 4500 17th Street, Wyandotte, Michigan

PRESENTER: Mark A. Kowalewski, City Engineer



INDIVIDUALS IN ATTENDANCE: Mark A. Kowalewski, City Engineer

BACKGROUND: The City was called out to the property at 4500 17th Street on a wellness check. It was determined that the owner had passed away in the home and the house was unsanitary and in poor condition. Multiple property maintenance notices were sent to the Interested Parties. On November 29, 2017, a Show Cause Hearing was held in the Engineering and Building Department since the property maintenance violations had not been corrected. At this hearing, the Hearing Officer determined that the garage is unsafe and should be demolished. Attached are minutes of the Hearing.

Therefore, in accordance with Section PM-107.6 Filings of Findings, the undersigned request that your Honorable Body set a hearing to Show Cause why the structure should not be demolished in accordance with Section PM-107.7 Council Action of the Wyandotte Property Maintenance Code.

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.

ACTION REQUESTED: Schedule Show Cause Hearing to determine if the property should be demolished

BUDGET IMPLICATIONS & ACCOUNT NUMBER: n/a

IMPLEMENTATION PLAN: Schedule Show Cause Hearing before the City Council and proceed as resolved

COMMISSION RECOMMENDATION: n/a

CITY ADMINISTRATOR'S RECOMMENDATION: 

LEGAL COUNSEL'S RECOMMENDATION: REVIEWED BY W. LOOK

MAYOR'S RECOMMENDATION:



LIST OF ATTACHMENTS: Letter dated October 6, 2017; October 24, 2017; Show Cause Hearing Minutes of November 29, 2017

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date:

RESOLUTION by Councilperson _____

WHEREAS, a hearing has been held in the Office of the City Engineer in the Department of Engineering and Building, 3200 Biddle Avenue, Wyandotte, Michigan on November 29, 2017, and the property owner or other interested parties have been given opportunity to show cause, if any they had, why the garage at 4500 17th Street, has not been repaired or demolished in accordance with the City's Property Maintenance Ordinance; AND

WHEREAS, the City Engineer has filed a report of his findings with this Council;

NOW, THEREFORE BE IT RESOLVED, that the Council shall hold a public hearing in accordance with Section PM-107.7 in the Council Chambers on the Wyandotte City Hall, 3200 Biddle Avenue, Wyandotte on Monday, **April 9, 2018** at 7:00 p.m. at which time all interested parties shall cause, if any they have, why the structure has not been demolished or why the City should not have the garage structure demolished and removed at 4500 17th Street; AND

BE IT FURTHER RESOLVED that the City Clerk shall give notice of said hearing ten (10) days before the hearing by certified mail, return receipt requested, and first class mail, in accordance with the provision of Section PM-107.4 of the Property Maintenance Ordinance the following interested parties:

NICHOLAS LABATE
450017TH STREET
WYANDOTTE, MI 48192

ZE A. LABATE
PERSONAL REPRESENTATIVE
NICHOLAS LABATE DECEASED
2959 HAMPIKIAN DRIVE
MILFORD, MI 48380

MARY KIRBY
333 FOREST STREET
WESTLAND, MI 48186

SHOW CAUSE HEARING MINUTES

4500 – 17th Street, Wyandotte

November 29, 2017

PAGE 1 OF 1

PRESENT: Mark Kowalewski, City Engineer
Jesus Plasencia, Assistant City Engineer
Lou Parker, Hearing Officer
Sheila Johnson, Secretary

The Hearing was called to order at 8: 40 a.m. by Mark Kowalewski, City Engineer.

Mr. Kowalewski asked Mr. Plasencia and Mr. Parker the current status of the property.

Mr. Plasencia stated that Property Maintenance issues were going on for a couple of months. On September 5, 2017 the Police Department was called out and it was discovered that the owner had been deceased for three (3) weeks. The house had rotting food, piles of debris stacked up, foul order, unsanitary and in poor condition. The Fire Chief had the power disconnected due to a heater/fan running and could create a possible fire hazard. Zea Labate (daughter of Nicholas Labate, deceased) contacted Mr. Plasencia on September 12, 2017 and by September 23, 2017, that the property had been cleaned up a little bit. Mary Kirby (sister of Nicholas Labate, deceased) contacted Mr. Plasencia on September 13, 2017, and had tried cleaning up but the Police Department was called out and she was unable to do anymore work at the property. On September 28, 2017, the DPS cleaned the outside debris. Also, a few vehicles were towed away or removed by family members. Zea Labate (daughter of Nicholas Labate, deceased) contacted Mr. Plasencia on September 28, 2017 and stated she intended to sue the City of Wyandotte due to how things were handled and Mr. Plasencia had given her the City Attorney Bill Look's phone number.

Mr. Plasencia and Mr. Parker stated that currently the house doors and windows were boarded over, the gate is padlocked, the garage door is boarded up and garage wall is being held up by pallets and 2" x 4" to stabilize it.

Mr. Parker stated that he is ordering that the garage be demolished since it is an eyesore and dangerous (demo permit is required), remove the boards over the windows and doors, complete the Property Maintenance violations that were cited (attached), and schedule an interior house inspection proving that it has been cleaned up within sixty (60) days (February 1, 2018).

Mr. Parker indicated that if the garage is not demolished by February 1, 2018, then the matter will be referred to City Council to conduct a hearing for the demolition of the garage by the City with costs filed as a lien on the property.

Mr. Kowalewski, Mr. Parker and Mr. Plasencia agreed that the repairs to the house need to be completed by February 1, 2018. If repairs are not completed by that time on the house, a citation will be issued.

The Hearing adjourned at 9:00 a.m.

Attachments: PM letters: 9-6-17, 9-7-17, 10-6-17, 10-24-17

OFFICIALS

Theodore H. Galeski
CITY ASSESSOR

Lawrence S. Stec
CITY CLERK

Todd M. Browning
TREASURER



MAYOR
Joseph R. Peterson

COUNCIL
Robert Alderman
Chris Calvin
Robert A. DeSana
Megan Maiani
Leonard T. Sabuda
Donald Schultz Jr.

MARK A. KOWALEWSKI, P.E.
CITY ENGINEER

Certified Mail
First Class Mail

November 1, 2017

NICHOLAS LABATE
4500 17TH STREET
WYANDOTTE, MI 48192

ZE A. LABATE
2959 HAMPIKIAN DRIVE
MILFORD, MI 48380

MARY KIRBY
333 FOREST STREET
WESTLAND, MI 48186

RE: Tax I.D. #57-019-15-0036-000
4500 17TH STREET
Wyandotte, MI 48192

To Whom It May Concern:

This letter is to inform you that the City of Wyandotte Department of Engineering and Building has scheduled a Show Cause Hearing in accordance with Section PM-107.3 Disregard of notice, of the Property Maintenance Code for **November 29, 2017 at 8:30 a.m.** in the Engineering and Building Department at Wyandotte City Hall. This Show Cause Hearing will be presided over by the Hearing Officer to discuss the property maintenance violations of the referenced property and why it should not be demolished.

If you cannot attend this Hearing at the time and date specified above, please contact the Department of Engineering and Building. Thank you for your cooperation in this matter.

Very truly yours,

Jesus Plasencia
Assistant City Engineer

Attachments: Property Maintenance Letters 9-6-17, 9-7-17, 10-6-17, 10-24-17

CC: Lou Parker, Hearing Officer

3200 Biddle Avenue • Wyandotte, Michigan 48192 • 734-324-4500 • Fax 734-556-3179 • www.wyandotte.net

OFFICIALS

Lawrence S. Stec
CITY CLERK

Todd M. Browning
CITY TREASURER

Theodore H. Galeski
CITY ASSESSOR



MAYOR
Joseph R. Peterson

COUNCIL
Robert Alderman
Chris Calvin
Robert A. DeSana
Megan Maiani
Leonard T. Sabuda
Donald C. Schultz

MARK A. KOWALEWSKI, P.E.
CITY ENGINEER

Date: October 24, 2017

FINAL NOTICE
FIRST CLASS MAIL

LABATE, NICHOLAS
4500 17TH
WYANDOTTE, MI 48192

RE: Property Maintenance Complaint at 4500 17TH

Dear Owner:

The City of Wyandotte Department of Engineering and Building has received a complaint regarding the condition of your building. A field inspection verified that your building is in violation of the Wyandotte Property Maintenance Ordinance. See the violations below:

AREA: House

Only means of access cannot be from one bedroom to another PM405.2

INSPECTOR COMMENTS:

09/05/17 Ingress/egress blocked by multitude of debris throughout the home, stacked from the floor to the ceiling. Windows observed blocked from the exterior. Additionally, rotten odors fill the home. This structure was subsequently posted unsafe for human occupancy on 09/06/17.

09/25/17 No change. This office has not been contacted for inspection of sanitary conditions. House was secured over the weekend, boards on north and east doors as well as garage and shed.

10/23/17 The office has not been contacted for the inspection of sanitary conditions within the home.

Failure to correct the cited property maintenance violations by November 24, 2017 will result in this Department proceeding with Section PM-106.0 Violations of the Property Maintenance Code. You also have the right to seek modification or withdrawal of this notice by requesting a Show Cause Hearing to be held.

If you require an explanation or have any questions regarding said violation(s), please contact the undersigned at 734-324-4558 or email jplasencia@wyandottemi.gov.

Very truly yours,

Jesus Plasencia
Building Inspector

3200 Biddle Avenue, Suite 200, Wyandotte, Michigan 48192 734-324-4551 • Fax 734-556-3179 email: engineering1@wyan.org



Equal Housing Opportunity



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OFFICIALS

Lawrence S. Stec
CITY CLERK

Todd M. Browning
CITY TREASURER

Theodore H. Galeski
CITY ASSESSOR



MAYOR
Joseph R. Peterson

COUNCIL
Robert Alderman
Chris Calvin
Robert A. DeSana
Megan Maiani
Leonard T. Sabuda
Donald C. Schultz

MARK A. KOWALEWSKI, P.E.
CITY ENGINEER

Date: October 6, 2017

**FINAL NOTICE
FIRST CLASS MAIL
& CERTIFIED MAIL**

LABATE, NICHOLAS
4500 17TH
WYANDOTTE, MI 48192

ZE A. LABATE
2959 HAMPIKIAN DRIVE
MILFORD, MI 48380

MARY KIRBY
333 FOREST STREET
WESTLAND, MI 48186

RE: Property Maintenance Complaint at 4500 17TH

Dear Owner:

The City of Wyandotte Department of Engineering and Building has received a complaint regarding the condition of your building. A field inspection verified that your building is in violation of the Wyandotte Property Maintenance Ordinance. See the violations below:

Only means of access cannot be from one bedroom to another PM405.2

INSPECTOR COMMENTS:

09/05/17 Ingress/egress blocked by multitude of debris throughout the home, stacked from the floor to the ceiling. Windows observed blocked from the exterior. Additionally, rotten odors fill the home. This structure was subsequently posted unfit for human occupancy on 09/06/17.

These conditions are unsanitary and unsafe, creating a health hazard for any occupant and those in the proximity of the dwelling, and violate the following sections of the City of Wyandotte Property Maintenance Code:

PM-305.1 General. "Every occupant shall keep that part of the structure which such occupant occupies or controls in a clean and sanitary condition."

PM-305.3 Interior surfaces. "All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition."

PM-306.1 Accumulation of rubbish or garbage. "The interior of every structure shall be free from any accumulation of rubbish or garbage."

09/25/17 No change. This office has not been contacted for inspection of sanitary conditions. Boards have been placed, by others, on north and east doors of the home as well as garage and shed.



3200 Biddle Avenue, Suite 200, Wyandotte, Michigan 48192 734-324-4551 • Fax 734-556-3179 email: engineering1@wyan.org

Equal Housing Opportunity

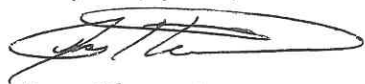


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Schedule an inspection to review the completed interior property maintenance violations by October 23, 2017. Failure to correct the cited property maintenance violations by October 23, 2017 will result in this Department proceeding with Section PM-106.0 Violations of the Property Maintenance Code. You also have the right to seek modification or withdrawal of this notice by requesting a Show Cause Hearing to be held.

If you require an explanation or have any questions regarding said violation(s), please contact the undersigned at 734-324-4558 or email jplasencia@wyandottemi.gov.

Very truly yours,

A handwritten signature in black ink, appearing to read 'J. Plasencia', enclosed within a large, loopy oval flourish.

Jesus Plasencia
Building Inspector

OFFICIALS

Lawrence S. Stec
CITY CLERK

Todd M. Browning
CITY TREASURER

Theodore H. Galeski
CITY ASSESSOR



MARK A. KOWALEWSKI, P.E.
CITY ENGINEER

MAYOR
Joseph R. Peterson

COUNCIL
Robert Alderman
Chris Calvin
Robert A. DeSana
Megan Maiani
Leonard T. Sabuda
Donald C. Schultz

Date: October 6, 2017

FINAL NOTICE
FIRST CLASS MAIL
& CERTIFIED MAIL

LABATE, NICHOLAS
4500 17TH
WYANDOTTE, MI 48192

ZEA A. LABATE
2959 HAMPIKIAN DRIVE
MILFORD, MI 48380

MARY KIRBY
333 FOREST STREET
WESTLAND, MI 48186

RE: Property Maintenance Complaint at 4500 17TH

Dear Owner:

The City of Wyandotte Department of Engineering and Building has received a complaint regarding the condition of your building. A field inspection verified that your building is in violation of the Wyandotte Property Maintenance Ordinance. See the violations below:

AREA: Garage

INSPECTOR COMMENTS:

05/25/17 Garage in disrepair, likely requires demolition as portions of south wall are missing and paneling is propped in place. Permit required if garage to be repaired. If repairable, garage requires scrape and paint in entirety and missing boards require replacement for prevention of varmint entry.

06/26/17 No change. Garage remains in disrepair.

09/06/17 No change.

09/25/17 No change.

AREA: House

INSPECTOR COMMENTS:

05/25/17 Downspouts and extensions missing (east side).

06/26/17 No change. Install all missing downspouts and five foot extensions.

09/06/17 No change.

09/25/17 No change.



3200 Biddle Avenue, Suite 200, Wyandotte, Michigan 48192 734-324-4551 • Fax 734-556-3179 email: engineering1@wyan.org

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AREA: Yard (Back)

INSPECTOR COMMENTS:

05/25/17 Rear fence requires repair.

06/26/17 Rear fence remains in disrepair.

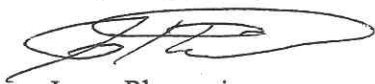
09/06/17 No change.

09/25/17 No change.

Failure to correct the cited property maintenance violations by November 6, 2017 will result in this Department proceeding with Section PM-106.0 Violations of the Property Maintenance Code. You also have the right to seek modification or withdrawal of this notice by requesting a Show Cause Hearing to be held.

If you require an explanation or have any questions regarding said violation(s), please contact the undersigned at 734-324-4558 or email jplasencia@wyandottemi.gov.

Very truly yours,

A handwritten signature in black ink, appearing to read 'J. Plasencia', enclosed within a large, loopy oval flourish.

Jesus Plasencia
Building Inspector

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ZEA A. LABATE
2959 HAMPIKIAN DRIVE
MILFORD, MI 48380

RE-4500
 17th

SEE REVERSE FOR INSTRUCTIONS

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Total Postage & Fees	\$	6.77

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 or PO Box
 City, State

LABATE, NICHOLAS
4500 17TH
WYANDOTTE, MI 48192

PS Form 3800, August 2009

Instructions

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Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	6.77

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MARY KIRBY
333 FOREST STREET
WESTLAND, MI 48186

RE-4500
 17th

PS Form 3800, August 2009

Instructions

Sheila Johnson

From: Jesus Plasencia
Sent: Tuesday, September 12, 2017 4:51 PM
To: zlabate1313@gmail.com
Cc: Mark Kowalewski; Gary Ellison; Dave; Brian Zalewski; Kelly Roberts; Howard Storey; engineering1@wyandotte.org
Subject: 4500 17th - Next of Kin
Attachments: 4500 17th.pdf

Ms. Zea LaBate

Thank you for contacting the Wyandotte Engineering and Building Office. As a note to all copied on the message, Ms. LaBate is the eldest daughter of the deceased owner of the property at 4500 17th Street (Nicholas LaBate). Ms. LaBate will be the point of contact moving forward; her contact information is:

Zea A. LaBate
2959 Hampikian Drive
Milford, MI 48380
(248) 986-9420

Our Department of Public Service (DPS) visited the site today and boarded up the premises again in response to the looting claims by yourself (and possibly neighbors). Also, DPS was scheduled to remove accumulated debris from the rear yard tomorrow (see pictures below). There would be considerable fees for the disposal of the debris. However, based on your communication with me today we have delayed the cleaning of the rear yard until Monday, September 18th. Please address the accumulated debris prior to September 18th to avoid City action to remove the debris.

Enclosed is a copy of the condemnation letter mandating the structure be made sanitary by September 20th. A hard copy will be mailed to your address as well. The Ordinance Officer will also contact you regarding gaining access to the structure on Friday, September 22nd, for the purposes of cleaning the structure. Moving forward, please direct any communications to me. Thank you.



Jesus R. Plasencia, P.E.
City of Wyandotte
Department of Engineering and Buildings
3200 Biddle Avenue, Suite 200
Wyandotte, Michigan 48192
734-324-4558

Sheila Johnson

Subject: FW: 4500 17th - Next of Kin

From: Zea LaBate [<mailto:zlabate1313@gmail.com>]

Sent: Tuesday, September 12, 2017 8:21 PM

To: Jesus Plasencia

Cc: Mark Kowalewski; Gary Ellison; Dave; Brian Zalewski; Kelly Roberts; Howard Storey; engineering1@wyandottemi.gov

Subject: Re: 4500 17th - Next of Kin

They are back in there according to neighbors report. Is there anyway I can pay to have a lock put on there ?

Thank you in advance for your help with this matter during a very difficult time. Disrespect for the dead should not be tolerated. As noted I am working with the morgue, and tracking down my brother first issue is laying my dad to rest. The weekend is the first I might be able to make it out there, single parent across town. trying to take care of the dead, If I can do that I will contact the police before going onto the property.

Please advise on putting a lock on there.

On Tue, Sep 12, 2017 at 4:51 PM, Jesus Plasencia <jplasencia@wyandottemi.gov> wrote:

Ms. Zea LaBate

OFFICIALS

Lawrence S. Stec
CITY CLERK

Todd M. Browning
CITY TREASURER

Theodore H. Galeski
CITY ASSESSOR



MARK A. KOWALEWSKI, P.E.
CITY ENGINEER

MAYOR
Joseph R. Peterson

COUNCIL
Robert Alderman
Chris Calvin
Robert A. DeSana
Megan Maiani
Leonard T. Sabuda
Donald C. Schultz

Date: September 07, 2017

FINAL NOTICE
FIRST CLASS MAIL

LABATE, NICHOLAS
4500 17TH
WYANDOTTE, MI 48192

RE: Property Maintenance Complaint at 4500 17TH

Dear Owner:

The City of Wyandotte Department of Engineering and Building has received a complaint regarding the condition of your building. A field inspection verified that your building is in violation of the Wyandotte Property Maintenance Ordinance. See the violations below:

AREA: Driveway

INSPECTOR COMMENTS:

05/25/17 Two vehicles in driveway suspected of having no license plates. Green Explorer Sport Track has no visible plate. Vehicle parked west of the Explorer is masked by weed overgrowth.
06/26/17 Green Explorer now has plate. Vehicle west of Explorer remains hidden.
09/06/17 Two vehicles in driveway and third parked on street.

AREA: Garage

Garage / shed requires permit / rat wall / proper location on lot/ permit required PM303.5/303.7/ZO1803

INSPECTOR COMMENTS:

05/25/17 Garage in disrepair, likely requires demolition as portions of south wall are missing and paneling is propped in place. Permit required if garage to be repaired. If repairable, garage requires scrape and paint in entirety and missing boards require replacement for prevention of varmint entry.
06/26/17 No change. Garage remains in disrepair.
09/06/17 No change.

3200 Biddle Avenue, Suite 200, Wyandotte, Michigan 48192 734-324-4551 • Fax 734-556-3179 email: engineering1@wyan.org



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AREA: House

Gutters / conductors require repair/replace /paint/downspouts disconnected PM304.2/508.1/MDEQNPDES

INSPECTOR COMMENTS:

05/25/17 Downspouts and extension missing (east side).

06/26/17 No change. Install all missing downspouts and five foot extensions.

09/06/17 No change.

AREA: Yard (Back)

Fence requires removal / replace / repair PM303.7

INSPECTOR COMMENTS:

05/25/17 Rear fence requires repair.

06/26/17 Rear fence remains in disrepair.

09/06/17 No change.

AREA: Yard (Entire)

Required to be free from rubbish or garbage PM306.1

INSPECTOR COMMENTS:

05/25/17 Remove trash and leaves from yard. Much accumulation in rear yard.

06/26/17 Rear yard remains overwhelmed with debris. Remove accumulated debris.

09/06/17 No change. DPS contacted for removal of accumulations.

Requires prevention of weeds PM303.4

INSPECTOR COMMENTS:

05/25/17 Grass (weeds) require mowing.

06/26/17 Front yard trimmed but rear yard remains overgrown.

09/06/17 No change. DPS contacted for overgrown weeds.

Failure to correct the cited property maintenance violations by October 07, 2017 will result in this Department proceeding with Section PM-106.0 Violations of the Property Maintenance Code. You also have the right to seek modification or withdrawal of this notice by requesting a Show Cause Hearing to be held.

If you require an explanation or have any questions regarding said violation(s), please contact the undersigned at 734-324-4558 or email jplasencia@wyandottemi.gov.

Very truly yours,

Jesús Plasencia
Building Inspector

OFFICIALS

Lawrence S. Stec
CITY CLERK

Todd M. Browning
CITY TREASURER

Theodore H. Galeski
CITY ASSESSOR



MARK A. KOWALEWSKI, P.E.
CITY ENGINEER

MAYOR
Joseph R. Peterson

COUNCIL
Robert Alderman
Chris Calvin
Robert A. DeSana
Megan Maiani
Leonard T. Sabuda
Donald C. Schultz

Date: September 07, 2017

FIRST CLASS MAIL

LABATE, NICHOLAS
4500 17TH
WYANDOTTE, MI 48192

RE: Property Maintenance Complaint at 4500 17TH

Dear Owner:

The City of Wyandotte Department of Engineering and Building has received a complaint regarding the condition of your building. A field inspection verified that your building is in violation of the Wyandotte Property Maintenance Ordinance. See the violations below:

Only means of access cannot be from one bedroom to another PM405.2

INSPECTOR COMMENTS:

09/05/17 Ingress/egress blocked by multitude of debris throughout the home, stacked from the floor to the ceiling. Windows observed blocked from the exterior. Additionally, rotten odors fill the home. This structure was subsequently posted unsafe for human occupancy on 09/06/17.

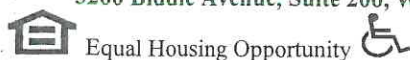
Failure to correct the cited property maintenance violations by October 07, 2017 will result in this Department proceeding with Section PM-106.0 Violations of the Property Maintenance Code. You also have the right to seek modification or withdrawal of this notice by requesting a Show Cause Hearing to be held.

If you require an explanation or have any questions regarding said violation(s), please contact the undersigned at 734-324-4558 or email jplasencia@wyandottemi.gov.

Very truly yours,

Jesus Plasencia
Building Inspector

3200 Biddle Avenue, Suite 200, Wyandotte, Michigan 48192 734-324-4551 • Fax 734-556-3179 email: engineering1@wyan.org



An Equal Opportunity Employer

OFFICIALS

Theodore H. Galeski
CITY ASSESSOR

Lawrence S. Stec
CITY CLERK

Todd M. Browning
CITY TREASURER



MAYOR

Joseph R. Peterson

COUNCIL

Robert Alderman
Chris Calvin
Robert A. DeSana
Megan Maiani
Leonard T. Sabuda
Donald Schultz Jr.

September 6, 2017

Mr. Nicholas Labate
4500 17th Street
Wyandotte, Michigan 48192

RE: Unsanitary Conditions
4500 17th Street
Wyandotte, Michigan

Dear Mr. Labate:

On September 5, 2017, during a police response to a well being confirmation, the undersigned observed unsanitary conditions, including, but not limited to, as follows.

Garbage, junk, debris, litter and combustible materials are present and piled throughout the living room. Access to the remainder of the house was nearly impossible due to the abundance of debris. Additionally, an overwhelming odor of decay was observed. Medical examiners on site also reported multiple areas of decomposing fluids throughout the structure. Debris, some combustible, was also witnessed piled up against windows, creating a fire hazard and obstructing means of egress. A review of utility records indicates no water usage for several years.

These conditions are unsanitary and unsafe, creating a health hazard for any occupant and those in the proximity of the dwelling, and violate the following sections of the City of Wyandotte Property Maintenance Code:

PM-305.1 General. "Every occupant shall keep that part of the structure which such occupant occupies or controls in a clean and sanitary condition."

PM-305.3 Interior surfaces. "All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition."

PM-306.1 Accumulation of rubbish or garbage. "The interior of every structure shall be free from any accumulation of rubbish or garbage."

Therefore, the undersigned deems that the dwelling at 4500 17th Street is unfit for human occupancy in accordance with Section PM-108.1.3 Structures unfit for human occupancy, of the Wyandotte Property Maintenance Code and is hereby **CONDEMNED** in accordance with Section 108.0 Unsafe Structures and Equipment.

It shall be unlawful for any person to enter such structure except for the purpose of making it sanitary and safe by removal of all debris, garbage and rubbish; cleaning and sanitizing floors, carpets, furniture, counter tops and bathroom facilities; repairing walls and ceilings; and providing water service.

You are hereby directed to make the structure sanitary within fourteen (14) days of this Notice. Failure to do so will result in the undersigned proceeding with Section PM-107.3 Disregard of notice, at which time a Show Cause Hearing shall be convened.

Once the dwelling has been cleaned and sanitized, an inspection by the undersigned will be required before the CONDEMNATION NOTICE is removed and occupancy allowed. Contact the undersigned at 734-324-4558.

Very truly yours,



Jesus Plasencia
Assistant City Engineer

Attachments: Copy of CONDEMNATION NOTICE Attached

POSTED
Mailed

Cc: Wyandotte Police Department
Wyandotte Fire Department
Wyandotte Ordinance Officer
Address File

NOTICE

THIS STRUCTURE LOCATED AT 4500 17TH STREET HAS BEEN DETERMINED TO BE UNFIT FOR HUMAN OCCUPANCY DUE TO THE UNSAFE AND UNSANITARY CONDITIONS. THE OCCUPANCY OF THIS STRUCTURE IS HEREBY PROHIBITED BY THE CODE OFFICIAL IN ACCORDANCE WITH SECTION PM-108.1.3 OF THE CITY OF WYANDOTTE PROPERTY MAINTENANCE ORDINANCE. IT

SHALL BE UNLAWFUL FOR ANY PERSON TO ENTER SUCH STRUCTURE EXCEPT FOR THE PURPOSE OF SECURING THE STRUCTURE AND MAKING IT SANITARY AND SAFE, OR REPAIRING AS NECESSARY.

ANY PERSON, FIRM OR CORPORATION WHO SHALL OCCUPY OR USE THIS STRUCTURE, OR WHO SHALL REMOVE THIS NOTICE, SHALL BE IN VIOLATION OF THE CODE, SECTION 106.0 VIOLATIONS, AND SUBJECT TO THE FINES AND PENALTIES SET FORTH IN THIS SECTION.

BY ORDER OF THE DEPARTMENT OF ENGINEERING AND BUILDING
CITY OF WYANDOTTE
734-324-4550

DATE: SEPTEMBER 6, 2017

BY: MARK A. KOWALEWSKI
TITLE: CITY ENGINEER/BUILDING OFFICIAL

NOTE: This search must be paid in full upon time of delivery



Minnesota Title Agency

Main Office-Title Dept.
32500 Schoolcraft Road
Livonia, MI 48150

(734) 421-4000
Fax (734) 421-0047

Allen Park Office-Escrow Dept.
7326 Allen Road
Allen Park, MI 48101

(313) 381-6313
Fax (313) 381-7901

TITLE SEARCH CERTIFICATE

File No: **353555**

Page 1

Statement furnished to: City of Wyandotte
Certified to: February 5, 2018 8:00 A.M.

Land in the City of Wyandotte, Wayne County, MI 48192

Lot 36, Wesley A. Richards Subdivision, as recorded in Liber 71, Page 84 of plats, Wayne County Records

4500 17th Street

We have examined the records of the Register of Deeds Office for Wayne County, Michigan, and find there are no conveyances, liens or encumbrances affecting the above described property recorded from January 28, 1973 at 8:00 A.M. to February 5, 2018 at 8:00 A.M. except the following:

Last Deed Holder of record: Nicholas Labate

TAXES: Item No(s). 57-019-15-0036-000
2017 City due \$1,217.89 plus interest and penalty, if any
2017 County due \$272.32 plus interest and penalty, if any

ASSESSMENTS: None.

Subject to taxes or assessments not shown as existing liens by public records, but which may have a retroactive lien date imposed by operation of law.

In consideration of the reduced rate at which this Certificate is furnished it is understood that the information contained herein is only such as may be obtained in the office of the Register of Deed in Wayne County and the liability is limited to the amount of premium paid for said search.

MINNESOTA TITLE AGENCY

Michael A. Cuschieri or John C. Cuschieri

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

WHEREAS, a hearing has been held in the Office of the City Engineer in the Department of Engineering and Building, 3200 Biddle Avenue, Wyandotte, Michigan on November 29, 2017, and the property owner or other interested parties have been given opportunity to show cause, if any they had, why the garage at 4500 17th Street, has not been repaired or demolished in accordance with the City's Property Maintenance Ordinance; AND

WHEREAS, the City Engineer has filed a report of his findings with this Council;

NOW, THEREFORE BE IT RESOLVED, that the Council shall hold a public hearing in accordance with Section PM-107.7 in the Council Chambers on the Wyandotte City Hall, 3200 Biddle Avenue, Wyandotte on **Monday, April 9, 2018 at 7:00 p.m.** at which time all interested parties shall cause, if any they have, why the structure has not been demolished or why the City should not have the garage structure demolished and removed at 4500 17th Street; AND

BE IT FURTHER RESOLVED that the City Clerk shall give notice of said hearing ten (10) days before the hearing by certified mail, return receipt requested, and first class mail, in accordance with the provision of Section PM-107.4 of the Property Maintenance Ordinance the following interested parties:

NICHOLAS LABATE
450017TH STREET
WYANDOTTE, MI 48192

ZEA A. LABATE
PERSONAL REPRESENTATIVE
NICHOLAS LABATE DECEASED
2959 HAMPIKIAN DRIVE
MILFORD, MI 48380

MARY KIRBY
333 FOREST STREET
WESTLAND, MI 48186

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19, 2018

AGENDA ITEM # 11

ITEM: Purchase Agreement to sell City owned property known as former 360-366 Cherry/3535 4th Street for construction of a new single family home

PRESENTER: Mark A. Kowalewski, City Engineer and Theodore H. Galeski, City Assessor

INDIVIDUALS IN ATTENDANCE: Mark A. Kowalewski and Theodore H. Galeski

BACKGROUND: This property was offered for sale in accordance with the attached Build a Future in Wyandotte Specifications for Acquisition of Vacant Parcels for the Construction of a New Single Family Home which can be found at www.wyandotte.net/FrontDesk/RequestForProposals.asp. The property was placed on the MLS, "For Sale" sign was placed on the property, and it was listed on the City's website.

Two (2) proposals were received and the recommendation is to sell said lot for \$10,000 to William and Kris Ellington, 13947 Perry, Riverview, for the construction of a single family home consisting of approximately 2,059 square feet, 4 bedrooms, 2.5 baths, full basement, attached garage and exterior to be sided with brick skirting.

STRATEGIC PLAN/GOALS: This recommendation is consistent with the 2010-2015 Goals and Objectives of the City of Wyandotte Strategic Plan in continuing effects to enhancing the community's quality of life by: fostering the revitalization and preservation of older areas of the City as well as developing, redeveloping new areas; ensuring that all new developments will be planned and designed consistent with the city's historic and visual standards; have a minimum impact on natural areas; and, have a positive impact on surrounding areas and neighborhoods; fostering the maintenance and development of stable and vibrant neighborhoods.

ACTION REQUESTED: Adopt a resolution concurring with recommendation

BUDGET IMPLICATIONS & ACCOUNT NUMBER: n/a

IMPLEMENTATION PLAN: Execute Purchase Agreement and close on property

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION: *Shrysdale*

LEGAL COUNSEL'S RECOMMENDATION: Purchase Agreement Approved by Legal.

MAYOR'S RECOMMENDATION: *MR.*

LIST OF ATTACHMENTS: Purchase Agreement; Map

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date:

RESOLUTION by Councilperson _____

RESOLVED BY THE MAYOR AND COUNCIL that the communication from the City Engineer and City Assessor regarding the City owned property located at former 360-366 Cherry/3535 4th 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 360-366 Cherry/3535 4th Street to William and Kris Ellington in the amount of \$10,000.00; AND

BE IT FURTHER RESOVLED that if the Purchaser(s), William and Kris Ellington do not undertake development within six (6) months from time of closing and complete construction within one (1) year 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 FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the Offer to Purchase Real Estate for the property known as former 360-366 Cherry/3535 4th Street, between William and Kris Ellington and the City of Wyandotte for \$10,000 as presented to Council.

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

Supported by Councilperson _____

YEAS

COUNCIL

NAYS

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

LOOK, MAKOWSKI and LOOK
ATTORNEYS AND COUNSELORS AT LAW
PROFESSIONAL CORPORATION
2241 OAK STREET
WYANDOTTE, MICHIGAN 48192-5390

William R. Look
Steven R. Makowski

(734) 285-6500
FAX (734) 285-4160

Richard W. Look
(1912-1993)

PURCHASE AGREEMENT

1. THE UNDERSIGNED hereby offers and agrees to purchase the following land situated in the City of

Wyandotte

Wayne

County, Michigan, described as follows:

Lot 14 Block 109, Plat of Part of Wyandotte, as recorded in Liber 1, Page 56 and 57 of Plats, WCR being known as the Former 360-366 Cherry/3535 4th Street now known as 364 Cherry Street, and to pay therefore the sum of Ten Thousand Dollars & 00/100 (\$10,000.00) 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

PROMISSORY NOTE/MORTGAGE SALE

PROMISSORY/ MORTGAGE SALE	1. The Purchase Price of <u>\$10,000.00</u> together with the closing costs (which consists of the title insurance premium, recording fees, prorated taxes, closing fee of \$200) shall be paid by Purchaser(s) executing a Promissory Note payable to the order of the Seller(s) and secured by a mortgage. The Promissory Note will require immediate payment to the Seller upon occurrence of any of the following events within ten (10) years of the date of closing: The property is sold, refinanced, foreclosed, leased, transferred, conveyed in any manner or otherwise disposed of by Purchaser(s) or is no longer occupied by Purchaser as its primary residence. In the event none of the events described in Paragraph (1) above occur within ten (10) years of the date of closing, the Promissory Note will be deemed satisfied and the mortgage will be discharged at the request of and upon payment of the recording fee for the discharge by Purchaser(s). In the event of default of the terms of the Promissory Note by the Purchaser(s), the Seller(s) may foreclose by advertisement on the mortgaged premises as one of its remedies and purchaser(s) shall be responsible to pay Seller(s) costs including reasonable attorney fees resulting from the enforcement of the Promissory Note and/or Mortgage.
Evidence of Title	2. As evidence of title, Seller agrees to furnish Purchaser as soon as possible, 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 is responsible to pay for the Title Insurance premium.
Time of Closing	3. If this offer is accepted by the Seller 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.
Purchaser's Default	4. If Purchaser(s) defaults, Seller may retain the Deposit and Purchaser(s) is responsible for all costs incurred by Seller.
Seller's Default	5. 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.
Title Objections	6. 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.
Possession	7. 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 <u>closing</u> From the closing to the date of vacating property as agreed, SELLER SHALL PAY the sum of \$ <u>n/a</u> per day. THE BROKER SHALL RETAIN from the amount due Seller at closing the sum of \$ _____ 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.
Taxes and Prorated Items	8. 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. Due dates are August 1 and December 1. 9. It is understood that this offer is irrevocable for fifteen (15) 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.

Broker's Authorization	10. The Broker is hereby authorized to make this offer and the deposit of <u>N/A</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.
Security Deposit	11. A Security Deposit of One Thousand (\$1,000) Dollars will be required upon acceptance of this Agreement and will be returned to Purchaser(s) upon issuance of the final Certificate of Occupancy for the premises. In the event of default of any of the terms of this Agreement prior to issuance of the final Certificate of Occupancy, the deposit shall be forfeited to Seller(s) in addition to the other remedies Seller(s) has under the terms of this Agreement.

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

12. 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 \$ _____.

13. 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: See Addendum for additional Paragraphs 14 through 23 and Signatures

[LEFT BLANK]

ADDENDUM TO
OFFER TO PURCHASE REAL ESTATE

Purchaser(s) have bargained for the purchase of the property from the Seller(s) pursuant to the terms of the promissory note (rather than paying a cash price for the property at the closing). Purchaser(s) agrees that in consideration of the Seller(s) allowing the purchase by a Promissory Note, Seller(s) is subject to certain risks and that the following conditions are reasonable and that Seller(s) have provided adequate legal consideration to support the conditions and requirements of this Agreement. Time is of the essence.

14. The closing for this Agreement is contingent upon the Purchaser, within 120 days of Seller's signed acceptance, obtaining a building permit, issued by the Engineering and Building Department for the construction of an owner occupied single family home, consisting of the following features:
 - Approximately 2,059.2 square feet with 4 bedrooms, 2.5 bath, as indicated on Attachment A
 - Full basement to be in accordance with Section R310-Emergency Escape and Rescue Openings in accordance with the 2015 Michigan Residential Code. Emergency Escape and Rescue Opening must have an approved cover. The basement is also required to have a Backflow Valve and Sump Pump.
 - Exterior to be brick on the 1st floor 4 feet above grade around entire exterior with vinyl siding for rest of exterior.
 - Attached garage. NOTE: Garage cannot extend more than 3 feet in front of the living quarters of the home.
 - Home must meet all current zoning requirements.
15. If plans and unit installed with energy savings systems such as solar systems capable of supplying 1kw of energy or wind turbines supplying 400 watts of energy or geothermal systems capable of heating, cooling and provided hot water then the City will reduce the balance of the promissory note by \$2,000.
16. This Agreement is further contingent upon the Purchaser undertaking development within 180 days from date of closing and completing construction (which is defined as obtaining a final Certificate of Occupancy for an owned occupied single family home) within 365 days from the date of closing. "Undertaking development" is defined as: the completion of a basement with poured floor and walls and inspection of foundations after backfill by the Engineering and Building Department pursuant to a building permit issued by the Seller(s) for construction of the home with all of the requirements described in Paragraph 14.

In consideration of the Seller(s) conveying this property to Purchaser(s) pursuant to the terms of Promissory Note, Purchaser(s) agree that if Purchaser(s) fail to undertake development or complete construction within the required time limits of this Agreement, Seller(s) have the option to purchase the property from Purchaser with all improvements for one (\$1.00) dollar (Purchaser(s) will still remain responsible to pay all obligations owing to Purchaser's lender). This will be a condition of the deed. In the event Seller(s) commences legal proceeding to enforce this requirement, Purchaser(s) shall be responsible to pay all of Seller's costs including its reasonable attorney fees.
17. All utilities are required to be underground. Purchaser will provide three (3) ducts; electrical, cable and telephone to a central location. If reusing existing sewer tap, line must be inspected or cameraed and documents submitted to the Engineering Department for approved use. If use is not approved, you must re-tap the main.
18. The Purchaser is responsible for the cost of the Title Insurance Policy Premium, Closing Fee of \$200.00 and Mapping Fee. These charges will be included in the note.
19. Dirt shall be removed from the site at the Purchaser's expense.
20. 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.
21. This Agreement is subject to the approval of the Wyandotte City Council.
22. The undersigned Purchaser hereby acknowledges the receipt of the Seller's signed acceptance of the foregoing Offer to Purchase.
23. The requirements of this Agreement shall survive the closing.

PURCHASER(S):

William Ellington
William Ellington, Purchaser
13947 Perry, Riverview, MI

Kris Ellington
Kris Ellington, Purchaser

Dated: 3-6-18

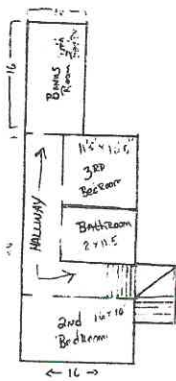
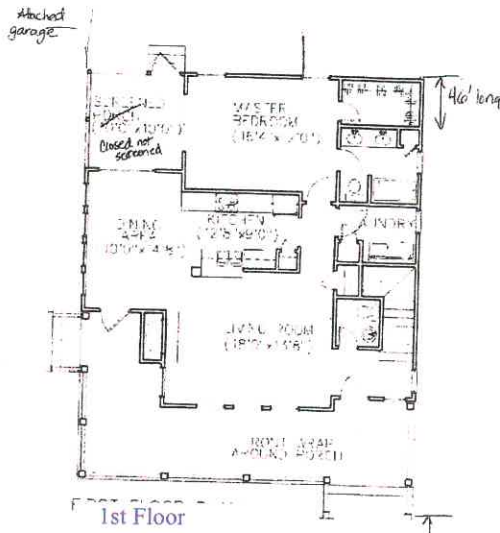
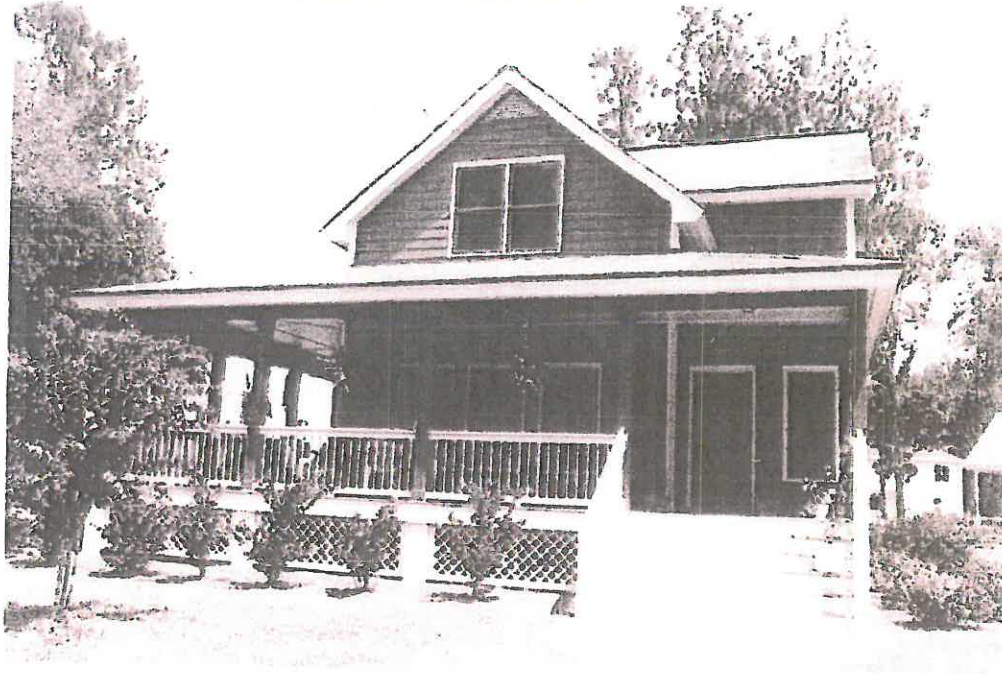
SELLER(S): CITY OF WYANDOTTE

Joseph R. Peterson, Mayor
3200 Biddle Avenue, Wyandotte, MI

Lawrence S. Stec, City Clerk

Dated: _____ Legal Department Review _____

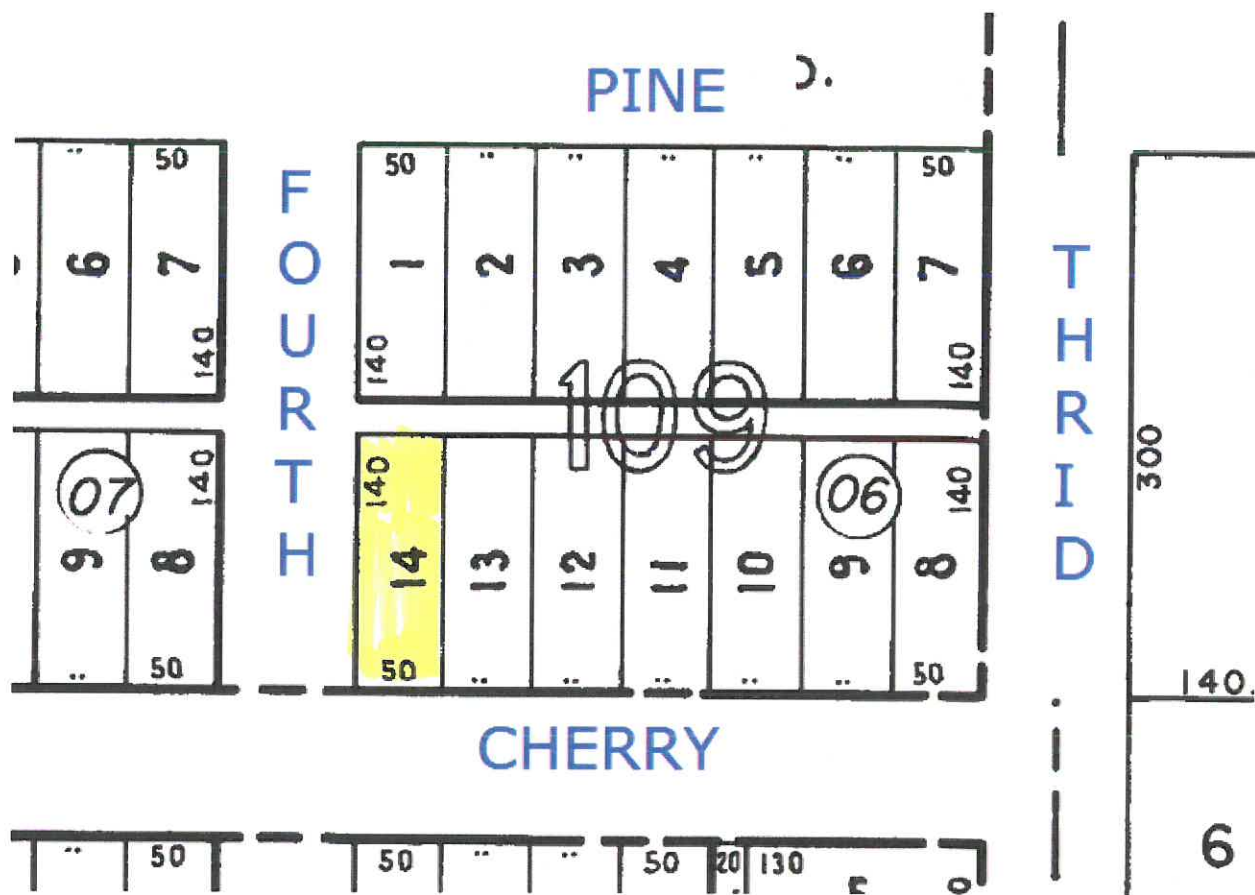
ATTACHMENT A



BUILDING FEATURES

- Lot 50' x 140'
- 2 story Attached 2.5 car garage
- Footprint - 1st Floor plus porch
1747.2 sq ft
- First floor sq. footage - 1388.2
- 2nd floor sq. footage - 734
- Total sq. footage = 2059.2
- Total sq. footage under roof - 2385.2
- Full Basement
- Brick on 1st floor 4' aboveground around exterior with vinyl siding for rest of exterior
- 4 bedrooms
- 2.5 baths
- underground utilities

2450



360-366 CHERRY/3535 4TH STREET - ALL OF LOT 14 PART OF WYANDOTTE IN THE TWP OF ECORSE,
BLOCK 109 T3S R11E, L1 P56 WCR LOT SIZE: 50' X 140

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

RESOLVED BY THE MAYOR AND COUNCIL that the communication from the City Engineer and City Assessor regarding the City owned property located at former 360-366 Cherry/3535 4th 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 360-366 Cherry/3535 4th Street to William and Kris Ellington in the amount of \$10,000.00; AND

BE IT FURTHER RESOVLED that if the Purchaser(s), William and Kris Ellington do not undertake development within six (6) months from time of closing and complete construction within one (1) year 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 FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the Offer to Purchase Real Estate for the property known as former 360-366 Cherry/3535 4th Street, between William and Kris Ellington and the City of Wyandotte for \$10,000 as presented to Council.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19th, 2018

AGENDA ITEM # 12

ITEM: Yack Arena Contract – Timeless Vintage Market

PRESENTER: Justin N. Lanagan, Superintendent of Recreation



INDIVIDUALS IN ATTENDANCE:

BACKGROUND: This is a new rental for the Yack Arena in 2018. The Timeless Vintage Market will be similar to the Lions Club Flea Market in regards to set up. They will rent individual booth space to vendors. Vendors will feature Chic, Shabby, recycled and Vintage style items and furniture. There will also be handmade goods, home decor, delicious foods, organic and natural products, jewelry, and so much more. This event will take place on Sunday April 29th at the Yack Arena from 10am to 4pm.

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

ACTION REQUESTED: Adopt a resolution concurring with the Superintendent of Recreation's recommendation to have the Mayor and City Clerk sign the attached contract for the Timeless Vintage Market.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: 101-000-654-020. This rental will bring in \$1,300 of revenue plus any additional rental costs.

IMPLEMENTATION PLAN: The resolutions and all necessary documents will be forwarded to the Mayor and City Clerk to sign.

COMMISSION RECOMMENDATION: Concurs with Superintendent

CITY ADMINISTRATOR'S RECOMMENDATION: 

LEGAL COUNSEL'S RECOMMENDATION: Approved by Legal Affairs

MAYOR'S RECOMMENDATION: 

LIST OF ATTACHMENTS:

- 1) A copy of Yack Arena Rental Contract
- 2) A copy of Yack Arena Hold Harmless Agreement
- 3) Current listing of Arena rental costs

RESOLUTION

DATE: March 19th, 2018

RESOLUTION by Councilperson _____

RESOLVED by the City Council that Council **CONCURS** with the recommendation of the Superintendent of Recreation and hereby **APPROVES** the Benjamin F. Yack Arena rental contract for the Timeless Vintage Market event in the amount of \$1,300.00 per day including all associated rental costs payable in full upon completion of the event as stipulated in the Contract; event to be held April 29th, 2018.. **AND BE IT FURTHER RESOLVED** that Council hereby authorizes the Mayor and City Clerk to sign said rental agreement.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

NAYS

**Alderman
Calvin
Desana
Maiani
Sabuda
Schultz**

BENJAMIN F. YACK RECREATION CENTER RENTAL CONTRACT
City of Wyandotte, Michigan

This permit, granted this _____ day of _____, 20____, by the City of Wyandotte, a municipal corporation of the State of Michigan, herein called the "Owner", to Timeless Treasure Vintage Market, L.L.C., hereinafter called the "**Permittee.**"

Witnesseth:

In consideration of the fees and covenants hereinafter expressed, the Owner has agreed to grant and hereby does grant a Permit to the Permittee and Permittee has agreed to accept and hereby does accept the Permit for the use of the Benjamin F. Yack Recreation Center, hereinafter called the "Building", located 3131 Third Street in the City of Wyandotte, Michigan on the following terms and conditions:

(1) This permit shall prevail in accordance with the following schedule:

Timeless Vintage Market, L.L.C., April 29th, 2018

Building Rental is \$1,300.00 per day, plus all associated rental costs as per enclosed rental rate form. Rate is based on a "four wall" policy and includes air – conditioning, normal janitorial service, heat, lighting, water and restroom facilities.

All groups using the facility must supply:

- A Certificate of Insurance in accordance with **General Conditions** Item 5 – A.
- A copy of the Liability Insurance naming the CITY OF WYANDOTTE as ADDITIONAL INSURED must be on file in the City Clerk's Office one month prior to event. (This is not a means to relieve the City of liability based upon the sole negligent acts of its agents or employees, but to make the City whole from any liability arising from the use of the City facility by an outside organization.)
- All state, county or local licenses or permits necessary to hold the event, such as: Liquor, food, etc., are the responsibility of the group and must be obtained and displayed as required by law.
- Security people are to be agreeable with the Owner.
- One day to be allowed for moving in and one day for moving out, from 8 AM to 5 PM, any additional time needed will be charged at hourly rate for on-duty supervisor.
- \$250 Security Deposit is non-refundable in case of cancellation by Permittee.
Security Deposit to accompany this Contract.
- **Special Arrangements:** Any additional arrangements must be made in advance with the Building Management. These additional arrangements may be subject to an additional fee.

(2) Upon the signing of this Contract, the Permittee agrees to pay the sum of \$1,300.00 per day plus all associated rental costs payable in full upon completion of the event.

(3) The Building shall be used by the Permittee for the following sole and exclusive purpose and for no other purpose whatsoever, viz Timeless Treasure Vintage Market, L.L.C., April 29th, 2018

(4) In further consideration of the fees and covenants herein expressed, the Owner agrees to furnish the following without additional charge to Permittee:

- A. General room lighting, heat and ventilation appropriate to the season, toilet facilities and other sanitary accommodations with the necessary equipment, material, supplies, labor and supervision for same.
- B. Janitorial service in aisles and open spaces including one daily sweeping.
- C. Use of installed public address equipment is included, but operator for same is not.

- D. Use of lobbies, vestibules, hallways, box-office, lounges and other public rooms and facilities appropriate to the exclusive use of that part of the Building above described, during the hours and on the dates listed in Paragraph (1) above.
- E. Office space for use by show management.

(5) The General Conditions and Rules and Regulations:

- A. Permittee shall assume all risk of operation and shall indemnify Owner for any loss or damage occasioned to Owner or to any person or property, caused by any act of Permittee, its agents or employees in the use of any of the premises by Permittee, its agents or employees in the conduct of Permittee's business. Permittee shall procure at its own cost and expense Workmen's Compensation as required by law and such public liability and property damage insurance as will protect Permittee, Owner and its officers and employees from any claims for damage to property, including Owner's property, and for personal injuries, including death, which may arise from the use of the premises by Permittee. A duplicate copy of all insurance policies or certificates of insurance must be furnished Owner with the premiums paid before the start of any operations by Permittee. All policies shall be subject to the approval of Owners for adequacy and form of protection and name owner as an additional insured party. All policies shall contain an endorsement providing for furnishing owner ten (10) days written notice of termination of insurance for any cause.

Permittee shall provide insurance at least 30 days in advance of the event as follows, naming the City of Wyandotte as Additional Insured:

- A. **Workmen's Compensation Insurance as required by the laws of the State of Michigan;**
- B. **Public Liability with a minimum of \$ 1,000,000.00 for each occurrence;**
- C. **Property Damage with a minimum of \$ 1,000,000.00 for each occurrence;**
- D. **Dram Shop and Alcohol Liability coverage with minimum of \$1,000,000.00.**

- B. The Permittee shall indemnify and save harmless the Owner from and against all claims, suits, actions and damages, and/ or causes of action arising during the period of use and occupancy by the Permittee and for the term of this Permit for any personal injury, loss of life and/or damages to property, including Owner's property, sustained in or about the premises or that portion of the Building and improvements thereof, or appurtenances thereto, used by the Permittee, occurring during such time as the Permittee may be using or renting said premises, and from and against all costs, legal fees, expenses and liabilities in and about any such claim or the defense of any action or proceedings thereon, and from and against any order, judgment and/or decrees which may be entered therein when any of the aforesaid are caused or occasioned by negligence of the Permittee, its agents sub-contractors or employees, or persons attending the Building by reason of the use thereof by the Permittee.
- C. Permittee agrees not to use nor to permit any person to use in any manner whatsoever that part of the premises used by Permittee in its operations hereunder for any illegal purpose or for any purpose in violation of any Federal, State or municipal law, ordinance, rule, order or regulation or of any reasonable rule or regulation of Owner now in effect or hereafter enacted or adopted and will protect, indemnify and forever save and keep harmless Owner and the individual representatives thereof and their agents from and against any damage, penalty, fine, judgment, expense or charge suffered, imposed, assessed or incurred for any violation or breach of any law, ordinance, reasonable rule, order or regulation occasioned by any act, neglect or omission of Permittee, or any employee, person or occupant in Permittee's employ or control for the time being on said premises and engaged in the Permittee's operations hereunder.
- D. The Permittee agrees to furnish a sufficient number of ushers, ticket takers, special policemen, doorkeepers or other employees to properly handle and supervise the conduct of all persons in attendance at functions conducted by the Permittee, and to adopt, promulgate and enforce rules and regulations governing the conduct of such attendants. It is further understood and agreed that such attendants shall for all purposes be the agents of the Permittee.
- E. The Permittee shall furnish all service required to conduct its business in the Building. In the event of any violation or in case Owner or its authorized representative shall deem any conduct on the part of Permittee or any person or occupant on Permittee's employ or control for the time being on the premises (and engaged in the operation thereof) to be objectionable or improper, the responsibility for such conduct shall be deemed prima facie to be that of the Permittee. Permittee will, at the written request of Owner or its

- authorized representative, have removed from the premises any employee whom owner or its representative consider detrimental to the best interests of Owner or the public using the Premises.
- F. The Permittee agrees not to assign, transfer, convey, sublet or otherwise dispose of this Permit or its right, title or interest therein, to any other person, company or corporation without the previous consent in writing of the Owner.
- G. The Permittee shall have the complete control of so much of the premises exclusively granted to it during the periods aforesaid, and of admission to the portion of such premises during such periods subject to the requirements of any City Ordinances or State Laws including the Yack Arena Rules and Regulations.
- H. The Permittee agrees to conform to the Rules and Regulations of the Yack Arena for the use of said premises in effect when this Permit is granted or hereafter enacted or adopted, and a copy of any such Rules and Regulations in effect at the signing of this Permit shall become a part hereof.
- I. Upon the breach of any term, covenant or condition of this Permit, or of any rule or regulation governing the use of the premises, this Permit, at the option of the Owner, upon notice to the Permittee, shall terminate with the same force and effect as if the original term has come to an end.
- J. Upon termination of this Permit or its prior cancellation, Permittee shall remove from the premises such property and equipment as Permittee may have provided for its operations. In the event that the Permittee fails to vacate the premises upon such termination, the Owner may, in its discretion, remove from the premises at the expense of the Permittee, all goods, wares and merchandise, and property of any and all kinds and descriptions which may then be occupying the portion of the Building on which the Permit has terminated and Owner shall not be liable for any damages or loss of such goods, wares, merchandise or other property which may be sustained either by reason of such removal or of the place to which it may be removed, and Owner is hereby expressly released from any and all such claims for damages of whatsoever kind or nature.
- K. The Owner may terminate any assignment of space to Permittee if, in the judgment of the owner the occupancy or entertainment would in any respect be detrimental to the best interests of the City of Wyandotte or the Yack Arena. The City of Wyandotte shall not be responsible for any loss or damage occasioned to Permittee, its agents, and employees or other by reason of such termination.
- L. Notwithstanding anything in this Permit contained, it is further mutually agreed that in the event of any default, non-performance or breach of the provisions of this permit on the part of the Owner, the liability of the Owner therefore shall be and is hereby limited solely to the repayment of the amount of the fee or portion thereof paid by the Permittee for the particular day, occasion or time when said default, non-performance or breach occurs.
- M. It is agreed that the premises may be inspected at any time by authorized representatives of the Owner, or by a representative of the Department of Health, Fire Department, and Police Department, Department of Buildings and Safety Engineering and any other law enforcing agencies. Permittee shall obtain at its own cost and expense such licenses and permits as may be required by law to conduct its business in the building. Permittee agrees that if notified by the Owner, or its representatives, that the condition of any part of the premises occupied by Permittee of the facilities thereof is unsatisfactory; it will immediately remedy the condition.
- N. Permittee hereby waives any and all claims for compensation for any and all losses or damage sustained by reason of any lawful action by any public agency or official in the exercise of this Permit. Any such action shall not relieve Permittee from any obligation hereunder, even if it may result in an interruption of Permittee's activities.
- O. Permittee shall not make any alterations in the premises without written approval of the Owner.
- P. Permittee shall not conduct within or upon said premises any other operations except those herein described. Permittee agrees not to interfere with any other Permittee of Owner or any employee's of any other Permittee.
- Q. Permittee acknowledges that Owner has not made or caused to be made any representations of any nature whatsoever in connection with this Permit except as herein stated, and in particular has made no representations dealing with such matters as anticipated revenue to Permittee or related issues. Permittee acknowledges that it has accepted this Permit as the result solely of its own business judgment and not as a result of any representations whatsoever, direct or indirect made by Owner, its agents or employees, except as herein stated.
- R. Permittee shall not advertise any of its activities in the Building in any manner objectionable to the Owner.

- S. Permittee agrees not to discriminate in its use of the premises among law-abiding members of the public.
- T. The policy of the Owner is to serve the public in the best possible manner and Permittee agrees that both it and its employee's and agents shall at all times cooperate to this end.
- U. No decorations shall be placed in or on the Building, walls or corridors, nor shall any advertising signs be supported by nails, tack, screws or adhesive tape on walls or woodwork, without the consent and approval of the Owner and all decorations, sets, scenery or other properties shall be of flame-proofed material and conform with requirements of the Fire Department.
- V. The custodian of the Building, watchmen and maintenance crew of the Owner shall have free access at all times to all space occupied by Permittee.
- W. The premises shall be accepted by Permittee as is and the cost of any additional equipment and fixtures shall be the responsibility of the Permittee.
- X. If the time of Owner's employees is required by the Permittee in the exercise of this Permit, other than as specified herein, it shall be paid for by the Permittee at rates then in effect.
- Y. Except as provided for by Owner, this Permit does not authorize Permittee to furnish liquid refreshments or food in any part of the Building, or to operate checkrooms or other concessions.
- Z. The Owner shall not be responsible for payment of any Federal, State or local taxes, nor for any loss by theft or otherwise, damage by accident, fire, riot or strike, action of the elements or any other damage to machinery, equipment, paraphernalia, costumes, clothing, trunks, exhibit material, scenery, music, musical instruments or cases for same, and other property of the Permittee or its agents or employees or the patrons of the Permittee.
- AA. Should the premises or any part thereof be destroyed or injured by fire or the elements, mob, riot, war or civil commotion, or any part of the premises be interfered with by strikes or other causes, prior to or during the time for which the use of said premises is granted, the Owner may, in the exercise of its discretion, terminate the Permit, in which event the Owner shall return to the Permittee any payments that have been made for the period of the permit prevented or interrupted and the Permittee hereby expressly waives any claim for damage or compensation should the Permit be so terminated. The Owner shall in no way be liable for any personal property or other damage, inconvenience or intervention to the Permittee arising from or on account of strikes, lockouts or other labor difficulties, or any force majeure event.
- BB. Amounts and contents of Permittee's display of advertising material at the Building shall be at the discretion of the Owner or its authorized representative.
- CC. The Permittee further agrees to turn the demised premises back to the Owner in the same condition as when it first occupied same, natural wear and tear excepted. Permittee is responsible to immediately reimburse owner for any damages caused to the premises.
- DD. Should any questions arise as to the proper interpretation of the terms and conditions of this Permit, the decision of the Owner shall be final.
- EE. It is expressly understood and agreed by between the parties hereto that the Employees, Representatives, Recreation Commissioners, and the Owners and its officers and agents are acting in a representative capacity and not for their own benefit and that neither the Permittee nor any occupant of the demised premises shall have any claim against them collectively or individually in any event whatsoever.
- FF. All notices and orders given to the Permittee may be served by mailing the same to the Permittee at the address hereinbefore set forth or by delivering a copy thereof to the Permittee in person, or by leaving it at its place of business in the demised premises with any person then in charge of the same.
- GG. All rights remedies of the Owner shall be cumulative and none shall exclude any other right or remedy allowed by law.
- HH. There are not agreements not expressly covered herein, and nothing is included unless specified.
- II. Inspection of Building will occur prior to the rental, with a complete report of condition of building taken into account.
- JJ. Permittee shall execute an agreement which indemnifies and holds the City of Wyandotte, its officers, agents and employees harmless from all damages, claims, liability and responsibility whatever for injury (including death) to persons and for any damages to any property owned by the City of Wyandotte or others arising out of Permittee's use of the Yack Arena.
- KK. Permittee, its members, agents, employees, independent contractors and volunteers promise to comply with all state laws, regulations, and local ordinances with regards to their use of the Yack Arena. If it becomes

necessary for the owner to commence legal proceedings against Permittee to enforce the terms of the permit of the General Conditions, Permittee shall be responsible to fully reimburse owner all of owner's attorney fees and court costs.

- LL. Permittee shall abide by the Wayne County Clean Indoor Air Regulation as amended, which was originally adopted on March 17, 2005, and requires Wayne County (excluding the City of Detroit) public and private worksites to create and implement a smoke-free policy that prohibits smoking in enclosed areas. Public Health Code, Act 368 states in MCL333, Section 12605, a smoking area may be designated by the state or local government agencies or the person who owns or operates a public place except in a public building in which smoking is prohibited by law.

In Witness Whereof, the parties hereto have caused these presents to be signed by their duly authorized officers, the day and year first above written.

PERMITTEE – Timeless Treasure Vintage Market, L.L.C.
The undersigned represents he/she is
authorized to sign this agreement on
behalf of the Permittee

OWNER: CITY OF WYANDOTTE,
a municipal corporation of the State of Michigan

By

By

Signature

Mayor Joseph Peterson

Printed Name

City Clerk Lawrence S. Stec

Title or Position if signing
on behalf of the Permittee

I hereby certify that the within document is correct as to legality and form, subject to receipt of proper insurance.

Name

William R. Fook
Department of Legal Affairs

YACK ARENA HOLD HARMLESS AGREEMENT

In consideration of the City of Wyandotte granting permission to: Timeless Treasure Vintage, L.L.C. for the use of the Yack Arena on the following date/dates: April 29th 2018, the undersigned hereby assumes all risk and liability relating to the use of the Yack Arena, and agrees to hold harmless and indemnify the City of Wyandotte, its officers, agents, and employees from any and all damages, claims, liability and responsibility whatever for injury (including death) to persons and for any damage to any City of Wyandotte property or to property of others arising out of the said use of the Yack Arena, except that the undersigned shall not be liable for any damages, claims for liability that are solely due to the negligence of the City of Wyandotte, its agents and employees or from the existence of a dangerous or defective condition of the Yack Arena.

Except as set forth above, the undersigned further does hereby indemnify, remise, release and forever discharge the City of Wyandotte, its officers, agents and employees from any and all claims, demand, actions, causes of action, damages and liabilities resulting or arising out of, either directly or indirectly, from Permittee's use of the Yack Arena. Furthermore, Permittee will abide by the NO SMOKING POLICY during the rental of the Yack Arena.

In addition, the undersigned hereby affirms that there are no violations from a city, county, state or federal agency pending pertaining to your organization/event.

Agreed to this _____ day of _____, 20 ____.

The undersigned represents he/she is authorized to sign this agreement on behalf of the Permittee.

EVENT INFORMATION - PRINT

Contact Person _____

Address _____

City, State, Zip _____

Home Phone # _____

Cell Phone # _____

Fax # _____

Signature _____

Title or Position _____
if signing on behalf
of the Permittee

BENJAMIN F. YACK RECREATION CENTER

WYANDOTTE
RECREATION
DEPARTMENT

2018 Associated Rental Cost

A **four-wall policy** will be used which includes normal electric, water and air-conditioning usage, two meeting rooms, four restrooms, storage rooms, ticket office, sound system, staging with risers, arena supervision and normal building and restroom custodial services (once per day) along with free parking. (Note: All debris must be removed from table tops and chairs stacked on table top each evening for cleaning).

The **Arena Rental Fee** will be **\$1,300.00 per day**. The Four-Wall Policy includes in this one-day for set up and one day for break-down from 8 AM to 5 PM on non-holidays.

Additional day for set-up or take down non-holiday

\$500 per day

Additional day for set-up or take down on holiday

\$1,000 per day

Per hour rate for any time after 5 p.m. or on a holiday

\$100 per hour

Additional Rental Fees:

Kitchen/Concession Area

\$320 per day

Trash Removal (per dumpster)

\$35 per dumpster

Additional Electrical 110 electric drop

\$15 per drop

Additional Electrical 220 electrical drop

\$30 per drop

Table Rental

\$5 each

Table Rental & set-up

\$6 each

Chair Rental

\$1 each

Chair Rental & set-up

\$1.25 each

Bleacher – pull out

\$100

Stage

\$25 per section

Pipe and drape set-up

\$3 per section

Other Services may be available. These would be at a per hour rate determined by the event:

- Additional set up and breakdown service - TBA
- Additional matrons and supervisor services - \$15 per hour
- Ticket seller and usher service - TBA
- Total clean up service - TBA

ELECTRONIC SIGNS:

YACK ARENA (3RD & EUREKA)

There is no fee for basic event information on the Yack Arena sign. This service is included in the rental.

D.D.A. (FORT STREET & EUREKA AVENUE)

If you wish to have your information, graphics and logo displayed (static) on the changeable sign at **Fort Street & Eureka** before your event, **please fill out an application at the Customer Assistance Department** located on the lower floor of City Hall or print a form from **Wyandotte.net** and return the application and applicable fee to the Customer Assistance Department located on the lower floor of City Hall. Advertising fee is \$10 per week, 4 week maximum advertising. Please allow adequate time for sign data input.

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

RESOLVED that the Council concurs with the recommendation of the Superintendent of Recreation and hereby **APPROVES** the Benjamin F. Yack Arena rental contract for the Timeless Vintage Market event in the amount of \$1,300.00 per day including all associated rental costs payable in full upon completion of the event as stipulated in the Contract; event to be held April 29th, 2018.

BE IT FURTHER RESOLVED that Council hereby authorizes the Mayor and City Clerk to sign said rental agreement.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19th 2018

AGENDA ITEM # 13a

ITEM: Special Event Application – WSAF Lemonade Agreement

PRESENTER: Heather A. Thiede, Special Events Coordinator



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

BACKGROUND: Please find the attached Wyandotte Street Art Fair Lemonade Agreements for Lori's Festive Catering to provide & supply five lemonade stands at the Wyandotte Street Art Fair - July 11 through July 14, 2018. The Contract has been approved by the Department of Legal Affairs and their insurance and hold harmless will be submitted by June 1, 2018, pending approval of this contract. We feel that this vendor will once again provide excellent service and will help make our downtown Wyandotte Street Art Fair a destination of choice for residents of not only Southeast Michigan but to the numerous visitors from various States. We appreciate your consideration and support of special event programming in the City of Wyandotte.

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 brining our community together with citizen participation and supporting the local businesses and non-profit organizations.

ACTION REQUESTED: We feel that Lori's Festive Catering will once again provide excellent service and request your support of this contract

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Revenue Lemonade – 285-000-655-072 between \$10,000-\$12,000

IMPLEMENTATION PLAN: The resolutions and all necessary documents will be forwarded to the Special Events Coordinator.

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION: 

LEGAL COUNSEL'S RECOMMENDATION: Approved. On File.

MAYOR'S RECOMMENDATION: 

LIST OF ATTACHMENTS

2018 Art Fair Lemonade Agreement

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date: March 19th 2018

RESOLUTION by Councilman_____

BE IT RESOLVED by the City Council that Council Concurs with the recommendation of the Special Event Coordinator to approve the contract between the City of Wyandotte and Lori's Festive Catering for the Wyandotte Street Art Fair, July 11th – 14th 2018 their insurance and hold harmless will be submitted by June 1, 2018, pending approval of this contract.

I move the adoption of the foregoing resolution.

MOTION by Councilmen_____

Supported by Councilman_____

YEAS

COUNCIL

NAYS

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

BE IT RESOLVED that Council Concurs with the recommendation of the Special Event Coordinator to approve the contract between the City of Wyandotte and Lori's Festive Catering for the Wyandotte Street Art Fair, July 11th – 14th 2018. Certificate of Insurance and Hold Harmless will be submitted by June 1, 2018, pending approval of this contract.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: March 19th 2018

AGENDA ITEM # 13b

ITEM: Special Event Application – WSAF Entertainment Contract

PRESENTER: Heather A. Thiede, Special Events Coordinator



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

BACKGROUND: Herewith, please find the entertainment contract assembled and recommended by my office for the 2018 Wyandotte Street Art Fair. This agreement states that full payment will be required even if the band does not perform due to bad weather. This is typical for entertainers and I fully recommend this agreement for this year's fair.

Tangerine Moon Productions - \$6,350.00

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 brining our community together with citizen participation and supporting the local businesses and non-profit organizations.

ACTION REQUESTED: Adopt a resolution to concur with the above recommendation and authorize Mayor Peterson and Lawrence Stec, City Clerk to sign the attached contract.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

285.225.925.730.860 - \$6,350

IMPLEMENTATION PLAN: Contract to be signed by Mayor Joseph R. Peterson and Lawrence Stec, City Clerk to be returned to Heather A. Thiede for implementation.

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION: 

LEGAL COUNSEL'S RECOMMENDATION: Approved. On file.

MAYOR'S RECOMMENDATION: 

LIST OF ATTACHMENTS

Contract

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date: March 19th 2018

RESOLUTION by Councilman_____

BE IT RESOLVED by the City Council that Council Concurs with the Special Event Coordinator in the following resolution:

A resolution to APPROVE the entertainment contracts for the below bands for the 2018 Wyandotte Street Art Fair as outlined in the provided communication dated March 19th 2018, to be paid from the Wyandotte Street Art Fair account 285.225.925.730.860. BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby directed to execute said contracts on behalf of the City of Wyandotte.

Tangerine Moon Productions - \$6,350.00

I move the adoption of the foregoing resolution.

I move the adoption of the foregoing resolution.

MOTION by Councilmen_____

Supported by Councilman_____

YEAS

COUNCIL

NAYS

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

BE IT RESOLVED that Council concurs with the recommendation of the Special Event Coordinator to approve the 2018 WSAF entertainment agreement for Tangerine Moon Productions in the amount of \$6,350.00, with funds to come from account # 285.225.925.730.860.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby directed to execute said contract on behalf of the City of Wyandotte.

I Move the adoption of the foregoing resolution.

MOTION by Councilperson _____

SUPPORTED by Councilperson _____

YEAS

COUNCIL

Alderman
Calvin
DeSana
Maiani
Sabuda
Schultz

NAYS

RESOLUTION

DATE: March 19, 2018

RESOLUTION by Councilperson _____

RESOLVED that the total bills and accounts of \$ _____ 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 _____

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Alderman	_____
_____	Calvin	_____
_____	DeSana	_____
_____	Maiani	_____
_____	Sabuda	_____
_____	Schultz	_____

DB: Wyandotte	Receipt #	Date	Cashier	Wkstn	Received Of	Amount
	Description				Distribution	
O	636621	03/09/2018	ktrudell	F2	NGUYEN, TRUNG-TAM	
AC			101-000-001-000		101-000-257-078	
					Reserve-Animal Care	50.00 CITY CHECK 920
DONATION FOR VET CARE FOR SHELTER						
ANIMALS INTENDED FOR POUND PALS						
REC# 257050						
O	636622	03/09/2018	ktrudell	F2	WRIGHT, DAVID/AMY	
AC			101-000-001-000		101-000-257-078	
					Reserve-Animal Care	25.00 CITY CHECK 3261
DONATION FOR VET CARE FOR SHELTER						
ANIMALS INTENDED FOR POUND PALS						
REC# 256201						
O	636624	03/09/2018	ktrudell	F2	27TH DISTRICT COURT	
M1			101-000-001-000		101-000-650-010	
M3			101-000-001-000		101-000-650-012	
M2			101-000-001-000		101-000-650-011	
M6			101-000-001-000		101-000-650-017	
M7			101-000-001-000		101-000-650-018	
M9			101-000-001-000		101-000-650-020	
AS			101-000-001-000		101-000-650-021	
AW			101-000-001-000		101-000-650-024	
					FINES DIST COURT WYAN	66,635.62
					DIST CT RIVERVIEW CASES	29,050.00
					WORK FORCE-WYANDOTTE	8,279.00
					WORK FORCE-RIVERVIEW	2,081.00
					COURT TECHNOLOGY WYANDOTT	2,355.00
					COURT DRUG TESTING FEES	4,356.00
					COURT SCREENING ASSESSE	5,153.00
					CHEMICAL AWARENESS	2,105.00
						120,014.62 CITY CHECK 1157
FEB 2018						
REC# 256202						
O	636626	03/09/2018	ktrudell	F2	DALY MERRITT INS	
MZ			101-000-001-000		101-200-825-450	
					Insurance & Casualty	1,091.00 CITY CHECK 050234
REFUND PREMIUM OVERPAYMENTS						
REC# 256203						
O	636632	03/09/2018	ktrudell	F2	WAYNE COUNTY TREAS	
RE			101-000-001-000		101-000-655-040	
					RECEIPTS-MISCELLANEOUS	176.00
						132.00 CITY CHECK 2532969
						44.00 CITY CHECK 2532970
						176.00
JURY DUTY BRAD SCHMIDT						
REC# 256204						
O	636634	03/09/2018	ktrudell	F2	SEA LTD	
RE			101-000-001-000		101-000-655-040	
					RECEIPTS-MISCELLANEOUS	10.00 CITY CHECK 1178
FIRE REPORT # 18-007						
REC# 256205						
O	636635	03/09/2018	ktrudell	F2	WAYNE COUNTY TREAS	
RE			101-000-001-000		101-000-655-040	
					RECEIPTS-MISCELLANEOUS	29.00 CITY CHECK 2529699
JURY DUTY JAMES SKARZYNSKI						
REC# 256206						
O	636637	03/09/2018	ktrudell	F2	VANTAGEPOINT TRANSFER AGENTS	
RE			101-000-001-000		101-000-655-040	
					RECEIPTS-MISCELLANEOUS	333.00 CITY CHECK 3560897
REFUND OVERPYT ON ICMA LOAN						
REC# 256207						

Receipt #	Date	Cashier	Wkstn	Received Of Distribution	Amount
O RE 636639	03/09/2018	ktrudell	F2	AXA EQUITABLE LIFE INS 101-000-655-040	100.00 CITY CHECK 33933106
REFUND OF CONTRIBUTION-SCHILLING REC# 256208					
O RE 636642	03/09/2018	ktrudell	F2	VANTAGEPOINT TRANSFER AGENTS 101-000-655-040	111.12 CITY CHECK 3560874
REFUND OVERPYT ON ICMA LOAN REC# 256209					
O MZ 636643	03/09/2018	ktrudell	F2	OFFICEMAX 101-209-750-210	319.99 CITY CHECK 3957404
REFUND CREDIT MEMO # 664699 RETURN STEP LADDER REC# 256210					
O TS 636646	03/09/2018	ktrudell	F2	WAYNE COUNTY TREAS 101-000-411-085	4,686.35 CITY CHECK 2530892
JAN 2018 MONTHLY DEL TAX SETTLEMENT REC# 256211					
O MZ 636647	03/09/2018	ktrudell	F2	NATIONWIDE 530-000-001-000	4,833.00 CITY CHECK A1183545
REFUND OVERPYT HARLEYSVILLE INS REC# 256212					
O EP 636650	03/09/2018	ktrudell	F2	CITY OF WYANDOTTE 731-000-392-040	586.93 CITY CHECK 129485
POLICE DEFINED BENEFIT REC# 256213					
O COBRA 636652	03/09/2018	ktrudell	F2	ITEDIUM INC 732-000-231-020	341.31 CITY CHECK 081418
COBRAGUARD-MEYRING REC# 256214					
Total of 15 Receipts					132,707.32

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User: ktrudell

RECEIPT REGISTER FOR CITY OF WYANDOTTE

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DB: Wyandotte

Post Date from 03/09/2018 - 03/09/2018 Open Receipts

Receipt #	Date	Cashier	Wkstn	Received Of	Amount
Description				Distribution	

*** TOTAL OF CREDIT ACCOUNTS ***

101-000-257-078 Reserve-Animal Care	75.00
101-000-411-085 COUNTY DEL TAX SETTLEMENT	4,686.35
101-000-650-010 FINES DIST COURT WYAN	66,635.62
101-000-650-011 WORK FORCE-WYANDOTTE	8,279.00
101-000-650-012 DIST CT RIVERVIEW CASES	29,050.00
101-000-650-017 WORK FORCE-RIVERVIEW	2,081.00
101-000-650-018 COURT TECHNOLOGY WYANDOTT	2,355.00
101-000-650-020 COURT DRUG TESTING FEES	4,356.00
101-000-650-021 COURT SCREENING ASSESSMEN	5,153.00
101-000-650-024 CHEMICAL AWARENESS	2,105.00
101-000-655-040 RECEIPTS-MISCELLANEOUS	759.12
101-200-825-450 Insurance & Casualty	1,091.00
101-209-750-210 Office Supplies	319.99
530-444-825-450 Insurance-Bank Bldg	4,833.00
731-000-392-040 Res. Police & Fire Employee Contrib	586.93
732-000-231-020 Payroll W/H-Hospital Insurance	341.31

TOTAL - ALL CREDIT ACCOUNT	132,707.32
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*** TOTAL OF DEBIT ACCOUNTS ***

101-000-001-000 Cash	126,946.08
530-000-001-000 Cash	4,833.00
731-000-001-000 Cash	586.93
732-000-001-000 Cash	341.31

TOTAL - ALL DEBIT ACCOUNTS	132,707.32
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*** TOTAL BY FUND ***

101 General Fund	126,946.08
530 Building Rental Fund	4,833.00
731 Retirement System Fund	586.93
732 Retiree Health Care Fund	341.31

TOTAL - ALL FUNDS:	132,707.32
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*** TOTAL BY BANK ***

Tender Code/Desc.	
GEN GENERAL OPERATING FUND	(CCK) CITY CHECK
	126,946.08
TOTAL:	126,946.08

RETIR WYANDOTTE EMPLOYEES RETIREMENT SYSTEM

(CCK) CITY CHECK	928.24
TOTAL:	928.24

SPEC SPECIAL REVENUE FUNDS

(CCK) CITY CHECK	4,833.00
TOTAL:	4,833.00

TOTAL - ALL BANKS:	132,707.32
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*** TOTAL OF ITEMS TENDERED ***

Tender Code/Desc.	
(CCK) CITY CHECK	132,707.32
TOTAL:	132,707.32

*** TOTAL BY RECEIPT ITEMS ***

(2) AC: RESERVE-ANIMAL CARE/POUND	75.00
(1) AS: COURT SCREENING ASSESSMEN	5,153.00
(1) AW: CHEMICAL AWARENESS	2,105.00
(1) EP: PD EMPLOYEE PENSION CONTR	586.93

Receipt #	Date	Cashier	Wkstn	Received Of	Amount
Description				Distribution	
(1)				M1: FINES DIST COURT WYAN	66,635.62
(1)				M2: WORK FORCE-WYANDOTTE	8,279.00
(1)				M3: DIST CT RIVERVIEW CASES	29,050.00
(1)				M6: WORK FORCE-RIVERVIEW	2,081.00
(1)				M7: COURT TECHNOLOGY WYANDOTT	2,355.00
(1)				M9: COURT DRUG TESTING FEES	4,356.00
(3)				MZ: MISC CASH/VARIOUS	6,243.99
(6)				RE: RECEIPTS-MISCELLANEOUS	759.12
(1)				TS: COUNTY DEL TAX SETTLEMENT	4,686.35
(1)				COBRA: COBRA GUARD (ITEDIUM)	341.31
TOTAL - ALL RECEIPT ITEMS:					132,707.32

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User: ktrudell

DB: Wyandotte

RECEIPT REGISTER FOR CITY OF WYANDOTTE

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Post Date from 03/15/2018 - 03/15/2018 Open Receipts

Receipt #	Date	Cashier	Wkstn	Received Of	Amount
Description				Distribution	
O 637962	03/15/2018	ktrudell	F2	ARBOR PROFESSIONAL SOLUTIONS	
XV		101-000-001-000		101-000-041-024 A/R ANN ARBOR COL-RESCUE	830.43 CITY CHECK 023420
FEB 2018 RESCUE COLLECTIONS					
REC# 256215					
O 637964	03/15/2018	ktrudell	F2	METLIFE	
RE		101-000-001-000		101-000-655-040 RECEIPTS-MISCELLANEOUS	4.00 CITY CHECK 0049914729
TRUST INTERESTS					
REC# 256216					
Total of 2 Receipts					834.43

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User: ktrudell

DB: Wyandotte

RECEIPT REGISTER FOR CITY OF WYANDOTTE

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Post Date from 03/15/2018 - 03/15/2018 Open Receipts

Receipt #	Date	Cashier	Wkstn	Received Of	Amount
Description				Distribution	

*** TOTAL OF CREDIT ACCOUNTS ***

101-000-041-024 A/R ANN ARBOR COL-RESCUE

830.43

101-000-655-040 RECEIPTS-MISCELLANEOUS

4.00

TOTAL - ALL CREDIT ACCOUNT 834.43

*** TOTAL OF DEBIT ACCOUNTS ***

101-000-001-000 Cash

834.43

TOTAL - ALL DEBIT ACCOUNTS 834.43

*** TOTAL BY FUND ***

101 General Fund

834.43

TOTAL - ALL FUNDS: 834.43

*** TOTAL BY BANK ***

GEN GENERAL OPERATING FUND

Tender Code/Desc.

(CCK) CITY CHECK

834.43

TOTAL: 834.43

TOTAL - ALL BANKS: 834.43

*** TOTAL OF ITEMS TENDERED ***

Tender Code/Desc.

(CCK) CITY CHECK

834.43

TOTAL: 834.43

*** TOTAL BY RECEIPT ITEMS ***

(1) RE: RECEIPTS-MISCELLANEOUS

4.00

(1) XV: A/R ANN ARBOR COL-RESCUE

830.43

TOTAL - ALL RECEIPT ITEMS: 834.43

CITY OF WYANDOTTE FIRE COMMISSION MEETING

The Fire Commission meeting was held in the 2nd Floor Conference Room at Police Headquarters on Tuesday, February 13, 2018. Commissioner Harris called the meeting to order at 6:05 p.m.

ROLL CALL:

Present:	Commissioner Harris Commissioner Heck Chief Carley
Recording Secretary:	Lynne Matt
Absent:	Commissioner Melzer

READING OF JOURNAL

Motioned by Commissioner Heck, supported by Commissioner Harris to approve the minutes as recorded for the meeting held on January 23, 2018. Motion carried unanimously.

UNFINISHED BUSINESS

1. *Update on building renovations Station 1*
Chief Carley stated renovations are moving along with 2/3rd of demolition completed.

COMMUNICATIONS

"Thank You" letter received from Beaumont Hospital Trenton for job well done.
Chief Carley stated Trauma Medical Doctor sent letter for an incident that happened on September 23, 2017 for a job well done, which was placed in each employees personnel files. Commissioner Heck motioned to receive letter and place on file; supported by Commissioner Harris. Motion carried unanimously.

DEPARTMENTAL

1. *Department bills submitted January 25, 2018 in the amount of \$1,704.54*
Department bills submitted February 8, 2018 in the amount of \$1,717.60
Commissioner Heck motioned to pay bills and accounts submitted as stated above; supported by Commissioner Harris. Roll call; motion carried.

DEPARTMENTAL (continued)

2. *Wyandotte Fire Department monthly report "January 2018"*

Chief Carley stated for the month of January we had 244 rescue runs and that \$112,692.50 was billed out. Also noted, we provide 9 mutual aid rescues and received 3. There were 68 fire calls for the month. Commissioner Heck motioned to receive report and place on file; supported by Commissioner Harris. Motion carried.

3. *Wyandotte Fire Department annual report "January thru December 31, 2017"*

Chief Carley stated for the year rescue billing was up by 1.4% and run volume up 3.5% from the previous year. Commissioner Heck motioned to receive report and place on file; supported by Commissioner Harris. Motion carried.

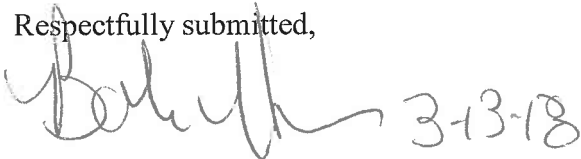
4. *Daily Reports*

Commissioner Heck motioned to receive and place on file reports; supported by Commissioner Harris. Motion carried.

ADJOURNMENT

No further business comes before the Commission, upon motion duly made and supported; the meeting adjourned at 6:22 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'B. Heck', followed by the date '3-13-18' written in a similar cursive style.

Bobie Heck
Secretary

MI/lm

City of Wyandotte

Police Commission Meeting

Regular Commission Meeting
March 13, 2018

ROLL CALL

Present: Chief Brian Zalewski
Commissioner John Harris
Commissioner Bobie Heck

Absent: Commissioner Doug Melzer (excused)

Others Present: Deputy Chief Archie Hamilton

The regular meeting was called to order at the Wyandotte Police Department, 2015 Biddle Avenue, Wyandotte, Michigan by Chairperson, Commissioner Harris at 6:13 p.m.

The Minutes from the regular Police Commission meeting on February 13, 2018 were presented.

Heck moved, Harris seconded,
CARRIED, to approve the regular minutes of February 13, 2018, as presented.

UNFINISHED BUSINESS

NONE

COMMUNICATIONS

NONE

DEPARTMENTAL

1. **Police Statistics** - February 2018, Year To Date

Chief Zalewski indicated that, again, nothing was out of the ordinary. He did mention that the patrol checks were up, but that was because of the outreach the officers are doing with the schools in the community. Our officers are trying to have high visibility at the schools which the parents, teachers and school administrators appreciate. Their presence is especially noteworthy given all of the school shootings recently.

A general discussion followed regarding recent school shootings and how our police department and educators are prepared to handle such a situation should it arise in our community.

Heck moved, Harris seconded,
CARRIED, to receive the February 2018 and Year-To-Date Police Statistics and place on file.

2. Bills and Accounts – February 27, 2018, \$30,048.01, March 13, 2018, \$28,016.93

Heck moved, Harris seconded,
CARRIED, to approve payment of the bills for February 27, 2018, \$30,048.01, March 13, 2018, \$28,016.93

NEW BUSINESS.

1. Employee Appreciation Night

Chief Zalewski reminded the Commissioners that Employee Appreciation Night is being held on March 31st, at 6:00 p.m., and their presence would be greatly welcomed.

2. St. Patty's Day Weekend

The Department will have additional officers scheduled to work this upcoming St. Patty's Day weekend; the actual holiday is on Saturday, March 17, 2018. The additional officers' salaries will be paid through grant funds.

Members of the Audience

ADJOURNMENT

Since there was no further business to come before the Commission, there was a motion to adjourn the meeting at 6:42 p.m.

Heck moved, Harris seconded,
CARRIED, to adjourn meeting at 6:42 p.m.

Laura Allen
Administrative Assistant
Wyandotte Police Department



WYANDOTTE RECREATION COMMISSION

A meeting of the Wyandotte Recreation Commission was called to order on Wednesday, February 14, 2018 pm at 5:30 pm in the Harold Popp Warming Room at the Benjamin F. Yack Center.

Members Present:

President Margaret Loya
Vice President Ed Ronco
Commissioner Tom DeSana

Also Present:

Sup't of Recreation Justin N. Lanagan
Recreation Secretary Aimee Garbin

Excused:

Secretary Ron Adams
Commissioner Wally Merritt

A motion was made by Vice President Ronco and supported by Commissioner DeSana to approve the minutes of the previous meeting.

PERSONS IN THE AUDIENCE:

None

CORRESPONDENCE:

INTERDEPARTMENTAL:

None

COUNCIL RESOLUTIONS:

1. Council Resolution dated January 8, 2018 that Council approves the original recommendation of the City Engineer & Superintendent of Recreation accepting the bid from Best Asphalt (File #4710) in the amount of \$78,535.00.
2. Council Resolution dated January 8, 2018 that Council approves the maintenance agreement with Davey Golf.

REPORTS AND MINUTES:

Arena Report January 2018: \$827.00 Open Skating.....\$5,660.50 Ice Rental..... \$8,448.37
Concession.....\$2,695.00 Skating Lessons.
Senior Van Report: December 2017 & January 2018
Account Breakdown Pay Period ending 1/7/2018 & 1/21/2018
Tele-care: January 2018

SPECIAL ORDER:

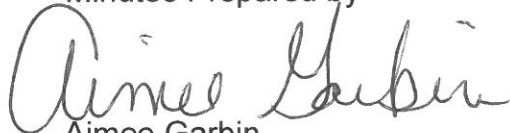
Commission discussed with Superintendent Lanagan:

- Superintendent Lanagan stated the Bishop Park Concession stand contract is up for renewal and recommended a lease extension to the Saif Algaithe. Vice President Ronco asked Superintendent Lanagan if he has been pleased with the past three years Mr. Algaithe has occupied the Bishop Park Concession Stand. Superintendent Lanagan stated that Saif and his staff do a remarkable job considering the heavy use that Bishop Park receives. Vice President Ronco motioned in support of giving an extension to Saif, Commissioner DeSana seconded. Motion passed
- Superintendent Lanagan stated he has been undergoing training for the past few weeks with RecPro Software and his staff would be training next and the whole system should be going live soon.

- The Detroit Lions Lil Kid's camp held at Pulaski Park in 2017 was a success and they would like to host another camp this year July 23rd thru July 25th 2018. All registration is through the Detroit Lions website. The camp is three days, held in the evening and is meant as an introduction to the sport of football. One day is focused on quarterback play, another day is running back and the last day is wide receiver. The program is for kids 4 to 8.
- Special Event update. Superintendent Lanagan stated Commissioner Merritt asked for updates from the Special Events office so that the commissioners are aware of events that are being put on in the city. In the packet there is a list of upcoming events that the Special Events office is working on such as third Friday events and a speed dating event in February. March is the third Friday Leprechaun Crawl and they are also working on our exchange city program with Komaki.
- Superintendent Lanagan went over the education/training reimbursement program for our commissioners. Vice President Ronco stated he would like information next year on the Michigan Parks and Recreation Expo.
- Superintendent Lanagan stated Brad Schmidt retires March 7th. Three applications were received pertaining to the Yack Arena Foreman job. HR Director Anne Goudy, Superintendent Lanagan and Brad Schmidt will be conducting interviews tomorrow February 15th.
- Anna Napolitano would like to host 5th and 6th grade volleyball for boys and girls through the Recreation Department. Commissioner Tom DeSana stated he talked with Anna and he is ok with having practice at the high school. The program would run early spring and would not conflict with other activities at the High School.

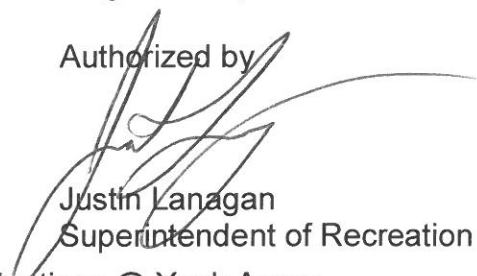
There being no further business to discuss, a motion was made by Commissioner Adams and supported by President Loya to adjourn the meeting at 5:55 pm.

Minutes Prepared by



Aimee Garbin
Recreation Secretary

Authorized by



Justin Lanagan
Superintendent of Recreation

2018 Wyandotte Recreation Commission Meetings @ Yack Arena

2nd Wednesday @ 5:30 pm

March 14th

April 11th

May 9th

June 13th

**** July 18th (Third Wednesday)**

August 8th

December 12th

2nd Tuesday @ 7:30 pm

September 11th

October 9th

November 13th

March 7, 2018

**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 the Commission on Wednesday, March 7, 2018 at 5:00 PM.

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

Interim General Manager& Secretary - Paul LaManes

Also, Present- Steve Colwell- CATV
 Amber Sutphin
 Steve Timcoe
 Charlene Hudson
 Heather Zagor
 Dave Fuller
 Bill Weirich
 Mike Pente
 Bill Brickey – Plante Moran
 Justin Kolbow – Plante Moran

Approval of Minutes:

MOTION by Commissioner Lupo and SECONDED by Commissioner Harris to approve the February 21, 2018 regular meeting minutes of the Municipal Services Commission.

Commissioner Hughes asked that the roll be attached. No objections were made.
Minutes approved

Hearing of Public Concerns:

None

Resolution # 3-2018-1

MOTION By Commissioner Lupo and seconded by Commissioner Harris to authorize the General Manager to implement and execute the job posting and hiring of a salary non-exempt Telecommunication Specialist to accommodate the volume of work load associated with the cable dispatch, converter, modem and equipment operations as recommended by WMS Management.

Commissioner Hughes asked that the roll be called.

YEAS: Commissioner Hughes, Lupo, Harris, and Thiede

NAYS: None

Motion passes

Reports and Communications:

- Monthly Subscriber Reports- February 2018

March 7, 2018

Wyandotte Municipal Services Commission
Regular Meeting Minutes

MOTION by Commissioner Lupo to receive and place on file.

Commissioner Hughes asked that the roll be attached. No objections were made.

- FY2017 Financial Statement Audit- Presentation by Plante Moran

MOTION by Commissioner Lupo and Seconded by Commissioner Harris to receive and place on file the audited financial statements for the fiscal year ending 9/30/2017.

Commissioner Hughes asked that the roll be called.

YEAS: Commissioner Hughes, Lupo, Harris, and Thiede

NAYS: None

Motion passes

Approval of Vouchers:

MOTION by Commissioner Harris and seconded by Commissioner Lupo that the vouchers be paid as submitted.

#5344- \$ 561,152.38

Commissioner Hughes asked for the roll to be called for approval of the vouchers.

YEAS: Commissioner Hughes, Lupo, Harris, and Thiede

NAYS: None

Vouchers approved

Late Items:

None

Next Regular Meeting - Wednesday, March 21, 2018 at 5 PM

Motion by Commissioner Lupo and seconded by Commissioner Thiede to now adjourn the regular meeting at 5:21PM. Roll attached, no objections to adjournment of meeting.

X 

Paul LaManes

Interim General Manager/Secretary