



# **AGENDA**

REGULAR SESSION

MONDAY, OCTOBER 8, 2018 7:00 PM

PRESIDING: THE HONORABLE MAYOR JOSEPH R. PETERSON

CHAIRPERSON OF THE EVENING: THE HONORABLE LEONARD SABUDA

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

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

## **PRESENTATIONS**

## **PRESENTATION OF PETITIONS**

## **PUBLIC HEARINGS**

## **UNFINISHED BUSINESS**

## **CALL TO THE PUBLIC**

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

## **CONSENT AGENDA**

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

1. Approval of Council Meeting Minutes – September 24, 2018
2. Marine Corps League – Property Use Request
3. WOW 360 Event Hosting Agreement – 2019-2021
4. Traffic Control Order 2018-04
5. Traffic Control Order 2018-05
6. Holiday Lighting Contract – Downtown Wyandotte
7. Holiday Lighting Contract – Christmas Tree
8. Holiday Performance Contract

## **NEW BUSINESS**

9. Appointments:
  - a. Downtown Development Authority – B. Kozinski
  - b. Beautification Commission – W. Leach
  - c. Beautification Commission – B. Freese
10. City of Wyandotte Retiree Health Care Plan – Corrective Action Plan
11. Charter Amendment – Operating Millage
12. WMS Package Boiler Steam Project
13. Halloween 2018 - Trick or Treat Hours
14. WPD Promotion – K. Groat
15. Replacement of SMART Bus
16. SMART 2019FY Municipal and Community Credit Contract with 2018 Amendment
17. Hiring of Code Compliance Official – D. Thomas
18. City Hall HVAC Maintenance
19. File #4695 – Memorial and Kiwanis Park Shelter Roof Restoration Bid Award
20. File #4744 – 2018 Snow Removal & Salt Application at City Hall Bid Award
21. Request for Proposals – Sale of Former 1068-1096 Biddle Avenue

## **BILLS & ACCOUNTS**

## **REPORTS & MINUTES**

Beautification Commission  
Daily Cash Receipts  
Fire Commission  
Police Commission  
Recreation Commission  
Retirement Commission

September 12, 2018  
September 27, 2018  
August 28, 2018  
August 28 & September 25, 2018  
September 11, 2018  
August 17, 2018

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

## **ADJOURNMENT**

**RESOLUTION**

DATE: October 8, 2018

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

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

1. Approval of Council Meeting Minutes – September 24, 2018
2. Marine Corps League – Property Use Request
3. WOW 360 Event Hosting Agreement – 2019-2021
4. Traffic Control Order 2018-04
5. Traffic Control Order 2018-05
6. Holiday Lighting Contract – Downtown Wyandotte
7. Holiday Lighting Contract – Christmas Tree
8. Holiday Performance Contract

I Move the adoption of the foregoing resolution.

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

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

**YEAS**

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**COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

**NAYS**

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

A Regular Session of the Wyandotte City Council was held in Council Chambers, on Monday, September 24, 2018, and was called to order at 7:00pm with Honorable Mayor Pro-Tempore Robert A. DeSana presiding.

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

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Present: Councilpersons Robert Alderman, Megan Maiani, Leonard Sabuda, and Donald Schultz

Absent: Councilperson Calvin & Mayor Joseph R. Peterson

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

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**PRESENTATION**

- Wyandotte Community Alliance – 313 North Drive Renovations

**PRESENTATION OF PETITIONS**

**PUBLIC HEARINGS**

- Budget Hearing: 2019 Fiscal Year

**UNFINISHED BUSINESS**

**CALL TO THE PUBLIC**

**CONSENT AGENDA**

**2018-404 CONSENT AGENDA APPROVALS**

By Councilperson Maiani, supported by Councilperson Schultz

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

1. Approval of Council Meeting Minutes – September 17, 2018
2. Knights of Columbus 1802 "Tootsie Roll Drive"
3. Life Chain of Downriver – Respect Life Sunday
4. Special Event Application – RHS Downriver Fanfare
5. 2018 Leaf Collection Schedule

Motion unanimously carried.

**2018-405 MINUTES**

By Councilperson Maiani, supported by Councilperson Schultz

RESOLVED that the minutes of the meeting held under the date of September 17, 2018, be approved as corrected.

Motion unanimously carried.

**2018-406 KNIGHTS OF COLUMBUS 1802 – TOOTSIE ROLL DRIVE**

By Councilperson Maiani, supported by Councilperson Schultz

WHEREAS, the Wyandotte Knights of Columbus Council #1802 is requesting permission to solicit donations in the annual "Campaign for People with Intellectual Disabilities", also known as the "Tootsie Roll Drive", on October 5 and 6, 2018 from noon-6pm.

WHEREAS, the fundraising event will consist of soliciting donations from motorists stopped at traffic signals at the intersection of Biddle and Eureka by persons wearing vests that clearly identify the Knights of Columbus.



BE IT RESOLVED that Council permits the Knights of Columbus Council #1802 to solicit donations as part of the "Tootsie Roll Drive", provided the organization complies with all regulations set forth in PA 112 of 2017, including the submission of a Liability Insurance Certificate in the amount of at least \$500,000, and signs a Hold Harmless Agreement as prepared by the Department of Legal Affairs. Motion unanimously carried.

#### **2018-407 LIFE CHAIN OF DOWNRIVER – RESPECT LIFE SUNDAY**

By Councilperson Maiani, supported by Councilperson Schultz

BE IT RESOLVED that the communication from Deborah Bloomfield, Life-Chain Chairman, regarding the Respect Life Sunday, to be held on Sunday, October 7, 2018 along Fort Street from Eureka to Ford Ave. from 2pm-3:30pm is hereby received and placed on file with copies to be distributed to the Police and Fire Departments.

Motion unanimously carried.

#### **2018-408 RHS DOWNRIVER FANFARE**

By Councilperson Maiani, supported by Councilperson Schultz

BE IT RESOLVED that Council concurs with the recommendation of the Special Events Coordinator relative to the request of the Roosevelt High School/Wyandotte Music Boosters to hold their Downriver Fanfare event on October 2, 2018 from 3:00 p.m. to 10:00 p.m. and also APPROVES the request to use city property and close the following streets:

- a. Streets will be blocked from 3:00 pm to 10 pm
- b. Maple Street between 5<sup>th</sup> and 7<sup>th</sup> Streets
- c. 5<sup>th</sup> Street from Eureka to Maple
- d. Alley behind the Auto Shop
- e. Overflow parking to use the Chase Bank parking lot located next to the Yack Arena

BE IT FURTHER RESOLVED that appropriate city departments have reviewed and approved this event, pending the signing of a Hold Harmless Agreement as prepared by the Department of Legal Affairs and provided that the above-listed streets and alley be accessible for emergency vehicles.

Motion unanimously carried.

#### **2018-409 2018 LEAF COLLECTION SCHEDULE**

By Councilperson Maiani, supported by Councilperson Schultz

RESOLVED that the communication from the City Engineer regarding Leaf Collection Service in the City of Wyandotte is hereby received and placed on file; AND

BE IT FURTHER RESOLVED that Council authorizes the City Clerk to publish said scheduled in the Wyandotte New Herald; AND

BE IT FURTHER RESOLVED that the City requests residents to avoid parking on the streets during their weeks of leaf collection.

Motion unanimously carried.

### **NEW BUSINESS**

#### **2018-410 FINAL READING #1466: FY2019 BUDGET ORDINANCE**

By Councilperson Maiani, supported by Councilperson Schultz

##### **City of Wyandotte**

##### **2019 Fiscal Year Budget Ordinance**

*"AN ORDINANCE TO PROVIDE AND APPROPRIATE THE SEVERAL AMOUNTS REQUIRED TO DEFRAY THE EXPENDITURES AND LIABILITIES OF THE CITY OF WYANDOTTE FOR THE FISCAL YEAR BEGINNING THE FIRST MONDAY OF OCTOBER, 2018. THE SAME TO BE TERMED THE ANNUAL APPROPRIATION BILL FOR THE 2019 FISCAL YEAR."*

THE CITY OF WYANDOTTE ORDAINS:

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

There shall be raised by general tax for the fiscal year beginning October 1, 2018, and ending September 30, 2019, to be assessed, levied, and collected by tax on all taxable real and personal property in the City

of Wyandotte, Michigan, the sum of \$10,267,520. In addition to the foregoing, it is estimated that state receipts, revenues, and moneys from sources other than current City taxes will be \$12,534,484, for a total of \$22,802,004 of General Fund Revenue.

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

A. General Fund:

1.	Estimated Fund Balance - October 1, 2018	\$ 4,036,302
2.	Appropriations:	
a.	Legislative	120,726
b.	Judicial	1,164,607
c.	Financial Services/Administration	648,732
d.	Information Technology	203,418
e.	General Government	1,467,550
f.	Assessor	419,392
g.	City Clerk	250,214
h.	Treasurer	138,707
i.	Police & Civil Defense	4,707,004
j.	Downriver Central Dispatch	892,906
k.	Downriver Central Animal Control	243,980
l.	Fire	4,235,465
m.	Engineering & Building	1,120,939
n.	Public Works	2,771,823
o.	Recreation	535,931
p.	Swimming Pool	15,771
q.	Yack Arena	378,226
r.	Youth Assistance	46,499
s.	Historical Commission (Museum)	188,557
t.	City Commissions	26,807
u.	Retirement Contribution and OPEB	3,281,000
v.	Elections	56,400

**SECTION II - SPECIAL REVENUE FUNDS**

B. Major Street Fund:

1.	Estimated Fund Balance - October 1, 2018	\$ 353,717
2.	Estimated Revenues:	
a.	State Revenue	1,800,582
b.	METRO Act Revenue	80,000
3.	Appropriations:	
a.	Reimbursement to General Fund	400,000
b.	Maintenance and Construction	974,558
c.	Transfer to Local Street Fund	450,146

C. Local Street Fund:

1.	Estimated Fund Balance - October 1, 2018	\$ 289,503
2.	Estimated Revenues:	
a.	State Revenue	652,354
b.	Transfer from Major Street Fund	450,146
3.	Appropriations:	
a.	Reimbursement to General Fund	433,000
b.	Maintenance and Construction	500,000

D. Sidewalk/Alley Fund:

1.	Estimated Fund Balance - October 1, 2018	\$ 907,852
2.	Estimated Revenues:	
a.	Special Assessments	169,263
b.	Investment Earnings	4,000



3.	Appropriations:	
a.	Sidewalks/Alleys/Parking Lots	150,000
b.	Administration	100,000
E.	Drug Law Enforcement Fund:	
1.	Estimated Fund Balance - October 1, 2018	\$ 124,814
2.	Estimated Revenues	30,500
3.	Appropriations:	
a.	Personnel	7,600
b.	Equipment - Drug Enforcement	20,000
F.	Housing Rehabilitation Fund:	
1.	Estimated Fund Balance - October 1, 2018	\$ 0
2.	Estimated Revenues	58,000
3.	Appropriations:	
a.	Building Rehabilitation	50,000
b.	Administration	8,000
G.	Community Development Block Grant Fund:	
1.	Estimated Fund Balance - October 1, 2018	\$ 0
2.	Estimated Revenues	130,047
3.	Appropriations:	
a.	CDBG Projects	116,375
b.	Administration	13,672
H.	Urban Development Action Grant Fund:	
1.	Estimated Fund Balance - October 1, 2018	\$ 1,087,098
2.	Estimated Revenues	20,000
3.	Appropriations:	
a.	Capital Outlay	50,000
b.	Administration	15,000
I.	Special Events Fund:	
1.	Estimated Fund Balance - October 1, 2018	\$ 598,717
2.	Estimated Revenues:	
a.	Special Events	73,000
b.	Art Fair	206,000
3.	Appropriations:	
a.	Special Events	31,400
b.	Art Fair	150,000
c.	Holiday Celebrations	14,000
d.	Administration	20,000
J.	Solid Waste Fund:	
1.	Estimated Fund Balance - October 1, 2018	\$ 682,587
2.	Estimated Revenues:	
a.	Rubbish Tags	7,000
b.	Taxes	1,300,266
c.	Dumpster Billings	286,000
d.	Investment Earnings	5,000
e.	Service Fees	242,000
3.	Appropriations:	
a.	Rubbish Collection	1,312,116
b.	Dumping/Compost Fees	360,000
c.	Recycling Fees	4,000
d.	Administration	275,000
e.	Capital Equipment	37,000
K.	Building Authority Improvement Fund:	

	1.	Estimated Fund Balance - October 1, 2018	\$ 393,725
	2.	Estimated Revenues:	
	a.	Investment Earnings	2,000
	b.	Debt Levy	249,173
	3.	Appropriations:	
	a.	Debt Service	12,007
	b.	Administration/Other	20,000
L.		Drain Number Five Operation and Maintenance Fund:	
	1.	Estimated Fund Balance - October 1, 2018	\$ 3,294,984
	2.	Estimated Revenues	1,090,543
	3.	Appropriations:	
	a.	Wayne County Department of Public Works	820,403
	b.	Other	36,000
M.		Downtown Development Authority - TIF Fund:	
	1.	Estimated Fund Balance - October 1, 2018	\$ 774,352
	2.	Estimated Revenues:	
	a.	Tax Capture	552,472
	b.	Investment Earnings	1,000
	c.	Other	2,500
	3.	Appropriations:	
	a.	Eureka Viaduct Maintenance	125,000
	b.	Streetscape Maintenance	2,000
	c.	Promotions	30,000
	d.	Administration	85,000
	e.	Personnel	100,572
	f.	Streetscape Contribution	42,863
	g.	Beautification Commission	8,000
	h.	Business Procurement/Existing Business Stimulus	10,000
	i.	Masonic Temple Project	10,000
	j.	Business Assistance Program	170,000
	k.	Fort St. Sign/Fountain/Purple Heart	10,000
	l.	Farmers Market	7,500
	m.	Marketing	10,000
	n.	Christmas Lighting/Decorations	40,000
	o.	Other	77,500
N.		Tax Increment Finance Authority - Consolidated Fund:	
	1.	Estimated Fund Balance - October 1, 2018	\$ 6,891,044
	2.	Estimated Revenues:	
	a.	Tax Capture	2,546,985
	b.	Other Operating Revenues	60,000
	c.	Investment Earnings	5,000
	3.	Appropriations:	
	a.	Road Resurfacing	1,000,000
	b.	Land Acquisition Program	750,000
	c.	Property Maintenance/Taxes	91,392
	d.	Infrastructure Improvements-Recreation	146,000
	e.	Tree Maintenance	60,000
	f.	Administration	275,000
	g.	Debt Service	110,465
O.		Brownfield Redevelopment Authority Fund:	
	1.	Estimated Fund Balance - October 1, 2018	\$ (783,200)
	2.	Estimated Revenues:	



6		September 24, 2018
	a. Tax Capture	247,306
	b. Miscellaneous	94,372
3.	Appropriations:	
	a. Debt Service	117,007
	b. Administrative & Operating	61,340
P.	Capital Equipment and Replacement Fund:	
1.	Estimated Fund Balance - October 1, 2018	\$ 38,313
2.	Estimated Revenues	
	a. Debt Levy	193,975
3.	Appropriations	
	a. Vehicles - Police	150,000
	b. Debt Service	55,842

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

Q.	Sewage Disposal Fund:	
1.	Estimated Retained Earnings - October 1, 2018	\$14,019,150
2.	Estimated Revenues:	
	a. Customer Service Fees	5,409,789
	b. SAW Grant	438,000
	c. Investment Earnings	10,000
3.	Appropriations:	
	a. Infrastructure Replacement	1,378,200
	b. Administration	420,000
	c. Sewage Disposal Charges	2,162,018
	d. Depreciation	700,000
	e. Debt Service	1,284,497
	f. Other	164,757
R.	Municipal Golf Course Fund:	
1.	Estimated Retained Earnings - October 1, 2018	\$ (547,856)
2.	Estimated Revenues:	
	a. Green Fees	210,000
	b. Cart Rental	92,000
	c. Other Revenue	48,350
3.	Appropriations:	
	a. Personnel	58,939
	b. Course Maintenance	184,250
	c. Other Expenses	105,560
	d. Depreciation	96,000
S.	Building Rental Fund:	
1.	Estimated Retained Earnings - October 1, 2018	\$ 977,241
2.	Estimated Revenues:	
	a. Rental Income	276,088
	b. Expense Reimbursements	48,000
3.	Appropriations:	
	a. Operation & Maintenance	188,841
	b. Utilities	91,000
	c. Property Taxes	20,000
	d. Depreciation	50,000

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

T.	Self Insurance/Worker's Compensation Fund:	
1.	Estimated Retained Earnings - October 1, 2018	\$ 5,937,274
2.	Estimated Revenues	85,000
3.	Appropriations:	

a.	Worker's Compensation	193,460
b.	Self Insurance Claims	100,000
c.	Other Expenses	41,877
d.	Operating Transfers	650,000

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

U.	Debt Service:	
1.	Estimated Fund Balance - October 1, 2018	\$ 276,356
2.	Estimated Revenues	709,866
3.	Appropriations:	
a.	Debt Service-Police/Court	519,300
b.	Debt Service-Central Fire Station	75,819
c.	Other	500

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

Preliminary City Tax Rates were adopted on July 23, 2018, after the required notices were filed and Public Hearings held. The Rates were calculated in accordance with Michigan Compiled Law Section 211.34E and 211.34D. The calculated City Tax Rates are the minimum required to defray operating expenses for the fiscal year October 1, 2018, through September 30, 2019. The Rates are as follows:

1.	City Operating	\$14.9921/M Taxable Value
2.	Refuse Collection	\$ 2.5063/M Taxable Value
3.	Debt	\$ 2.5063/M Taxable Value
4.	Drain #5 Operation & Maintenance	\$ 2.7453/M Taxable Value

#### **SECTION VII - ADOPTION**

This ordinance is necessary for the immediate preservation of the public peace, property, health, safety and for the daily operation of all city departments. This ordinance shall take effect October 1, 2018, which represents the first Monday in October.

Motion unanimously carried.

#### **2018-411 FY18 BUDGET AMENDMENTS**

By Councilperson Maiani, supported by Councilperson Schultz

RESOLVED that Council hereby concurs in the recommendations of the Deputy Treasurer/Assistant Finance Director and approves the necessary 2018 Fiscal Year Budget amendments as submitted to Council on September 24, 2018.

Motion unanimously carried.

#### **2018-412 WMS BID AWARD - #4734 SUBSTATION #6 69Kv SWITCH REPLACEMENT**

By Councilperson Maiani, supported by Councilperson Schultz

BE IT RESOLVED that City Council concurs with the Municipal Services Commission authorizing the General Manager to execute a contract with the lowest qualified bidder under sealed Bid #4734, Kent Power, for construction services for installation of 69kV switches at Substation #6 in the amount of \$273,577.00, as recommended by WMS management.

Motion unanimously carried.

#### **2018-413 SALE OF FORMER 323 MAPLE**

By Councilperson Maiani, supported by Councilperson Schultz

BE IT RESOLVED that Council concurs with the communication from the City Engineer regarding the sale of Former 323 Maple, Wyandotte; AND

BE IT FURTHER RESOLVED that Council accepts the offer from Alice Hedger to acquire 25 feet of the Former 323 Maple in the amount of \$1,250.00; AND

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

Motion unanimously carried.



**2018-414 PROPOSED ZONING ORD. CHANGE – MID- & HIGH-RISE RESIDENTIAL USES**

By Councilperson Maiani, supported by Councilperson Schultz

BE IT RESOLVED that the communication from the City Engineer regarding changes to the City's Zoning Ordinance regarding mid-rise and high-rise condominiums or apartments is hereby received and placed on file; AND

BE IT FURTHER RESOLVED that the proposed changes to the Zoning Ordinance as recommend by the City Engineer are referred to the Planning Commission to hold the required public hearing.

Motion unanimously carried.

**2018-415 COMMUNITY BLOCK DEVELOPMENT GRANT (CDBG) 2018-2023**

By Councilperson Maiani, supported by Councilperson Schultz

BE IT RESOLVED that Council hereby approves the Sub-Recipient Agreement for the Community Development Block Grant (CDBG) 2018-2023 and authorizes the Mayor and City Clerk to execute same.

Motion unanimously carried.

**BILLS & ACCOUNTS****2018-416 BILLS & ACCOUNTS**

By Councilperson Maiani, supported by Councilperson Schultz

RESOLVED that the total bills and accounts of \$1,768,407.70 as presented by the Mayor and City Clerk are hereby APPROVED for payment.

Motion unanimously carried.

**REPORTS & MINUTES**

BRDA & TIFA

July 17 & September 18, 2018

Downriver Central Animal Control Agency

August 28, 2018

Downtown Development Authority

August 28, 2018

Fire Fighter's Civil Service Commission

September 12, 2018

Municipal Services Commission

September 12 & 19, 2018

Zoning Board of Appeals & Adjustment

September 5, 2018

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

None

**ADJOURNMENT****2017-417 ADJOURNMENT**

By Councilperson Maiani, supported by Councilperson Schultz

RESOLVED, that this regular meeting of the Wyandotte City Council be adjourned at 7:36 p.m.

Motion unanimously carried.



Lawrence S. Stec, City Clerk

**RESOLUTION**

DATE: October 8, 2018

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

RESOLVED that the minutes of the meeting held under the date of September 24, 2018, be approved as recorded, without objection.

I Move the adoption of the foregoing resolution.

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

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

**YEAS**\_\_\_\_\_  
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\_\_\_\_\_**COUNCIL****Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz****NAYS**\_\_\_\_\_  
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MARINE CORPS LEAGUE  
INCORPORATED BY ACT OF CONGRESS AUGUST 4, 1937



DOWNRIVER DETACHMENT - 153  
Chartered May 25, 1941  
1323 EUREKA ROAD • WYANDOTTE, MI 48192  
(734) 282-0233

The Honorable Joseph R. Peterson, Mayor  
3200 Biddle Avenue  
Suite 100  
Wyandotte, Michigan 48192

September 8, 2018

Dear Mayor Peterson & Members of the City Council,

The United States Marine Corps will be celebrating its 243th Birthday on Saturday, November 10, 2018. To recognize this hallowed tradition on a local level, the Marine Corps League Downriver Detachment will be open to the public that day from 7 am until 12 Midnight. There will be plenty of food and refreshments on hand with various activities taking place throughout the day.

As in past years prior to our Birthday, we are respectfully requesting usage of the city owned vacant lot located at the corner of Eureka Road and 14th Street. Having use of the lot on November 10 & 11 addresses our ever present dilemma of minimal parking spots being available and allows older and/or disabled attendees to park closer to the Hall entrance, rather than down a side street or across Eureka Road.

Thank you, in advance, for any consideration given this request. If any additional information is required for this request to be approved, please do not hesitate to contact me and I will ensure it is furnished to your office without delay.

In closing, we look forward to welcoming all Wyandotte residents who join us on Friday, November 10. There will be plenty of Marine Corps Veterans present who would enjoy sharing about the rich traditions of the Marine Corps with anyone interested in learning about our storied and colorful history. We hope to see you!

Respectfully Yours and Semper Fidelis,

A handwritten signature in dark ink, appearing to read "Joseph Morency".

Joseph Morency Cell 313 478 8606  
Commandant

## **RESOLUTION**

DATE: October 8, 2018

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

WHEREAS, the United States Marine Corp will be celebrating its 243<sup>rd</sup> birthday on Saturday, November 10, 2018 and will be open to the public from 7 am until 12 Midnight with various activities taking place throughout the day creating a need for additional parking space.

BE IT RESOLVED that City Council grants permission to the Marine Corps League Downriver Detachment to use the city-owned vacant lot located at the corner of Eureka Rd. and 14th St. on November 10 & 11, 2018 for the purpose of providing ample parking space for the event, provided a Hold Harmless Agreement is executed as prepared by the Department of Legal Affairs.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**


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

**MEETING DATE:** October 8, 2018

**AGENDA ITEM #** **3**

**ITEM:** Special Events 2019-2021 –WOW 360 Events Hosting Agreement

**PRESENTER:** Todd A. Drysdale, City Administrator 

**INDIVIDUALS IN ATTENDANCE:** N/A

**BACKGROUND:** Below please an agreement with WOW 360 Event Productions to host special events in 2019-2021y. This contract is contingent on approval of the Downtown Development Authority Board who will provide the identified funding similar to what was previously done with the Wyandotte Business Association (WBA) for Third Fridays. This agreement has been reviewed by the Special Events Coordinator and is in full support of these exciting events to bring thousands of patrons to our community that will directly benefit our businesses. They are asking permission for the following events: (Details on agreement attached)

- St. Patrick's Party & Leprechaun Crawl (March 15,16,17 ,2019, March 16 & 17, 2020, March 16 & 17, 2021 or other mutually agreed upon dates)
- Cinco Block Party (May 5, 2019, May 2 or May 5, 2020, May 1 or 5, 2021)
- Swiggin' Pig (Mutually agreed upon dates in May or June)
- 80's Rewind Party & Pub Crawl - (Saturday – June or July 2019, 2020, 2021 but not 4<sup>th</sup> of July or Street Fair weeks)
- Bark on Biddle (June 21, 22 20 19, June 19 & 20, 2020, June 18 – 19, 2021)
- Wyandotte Beer Fest (Sept 20, 2019, Sept 18, 2020, Sept 17, 2021)
- Dave & Chuck .5k (Nov 2, 2019, Nov 7, 2020, Nov 6, 2021)
- Santa Pub Crawl (Dec 20, 2019, Dec 18, 2020, Dec 17 ,2021)

WOW 360 Event Productions will be responsible for any city costs that exceed the agreed-upon amount in the agreement. The Agreement also

**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 Events Coordinator, Police Chief, Recreation Superintendent, Fire Chief and Department of Public Service Superintendent and support the funding and the use of city streets, sidewalks and property for their events held: March -December 2019-2021

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

DDA Third Friday Expense Account- 499-200-925-797 - \$2,500 per event

**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:** This contract is contingent on approval of the Downtown Development Authority Board.



**CITY ADMINISTRATOR'S RECOMMENDATION:**

**LEGAL COUNSEL'S RECOMMENDATION:** Reviewed as to form.

**MAYOR'S RECOMMENDATION:**



**LIST OF ATTACHMENTS**

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: October 8<sup>th</sup> 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 events held on the below dates:

- St. Patrick's Party & Leprechaun Crawl (March 15,16,17 ,2019, March 16 & 17, 2020, March 16 & 17, 2021 or other mutually agreed upon dates)
- Cinco Block Party (May 5, 2019, May 2 or May 5, 2020, May 1 or 5, 2021)
- Swiggin' Pig (Mutually agreed upon dates in May or June)
- 80's Rewind Party & Pub Crawl - (Saturday – June or July 2019, 2020, 2021 but not 4<sup>th</sup> of July or Street Fair weeks)
- Bark on Biddle (June 21, 22 20 19, June 19 & 20, 2020, June 18 – 19, 2021)
- Wyandotte Beer Fest (Sept 20, 2019, Sept 18, 2020, Sept 17, 2021)
- Dave & Chuck .5k (Nov 2, 2019, Nov 7, 2020, Nov 6, 2021)
- Santa Pub Crawl (Dec 20, 2019, Dec 18, 2020, Dec 17 ,2021)

WOW 360 Event Productions will be responsible for any city costs that exceed the agreed-upon amount in the agreement. 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 WOW 360 Event Productions. This means any glass, spills; broken items will need to be cleaned during the event. WOW 360 Event Productions 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 applications).

I move the adoption of the foregoing resolution.

MOTION by Councilmen \_\_\_\_\_

Supported by Councilman \_\_\_\_\_

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



## WOW 360 EVENT HOSTING AGREEMENT

This Hosting Agreement is made on the date herein, by and between the WOW 360 LLC a Michigan Limited Liability Company, located at 2903 Biddle Ave., Wyandotte, MI. 48192 and the City of Wyandotte (whose government offices is located at 3200 Biddle Avenue, Wyandotte, MI 48192). This agreement shall be effective on the date of its execution by both Parties.

### Recitals

Whereas, City of Wyandotte and the WOW 360 LLC desire to enter into an agreement for the WOW 360 LLC to host several events in the City of Wyandotte. All event names listed below have been Service Marked in the State of Michigan.

1. St. Patrick's Party & Leprechaun Crawl (March 15,16,17 ,2019, March 16 & 17, 2020, March 16 & 17, 2021 or other mutually agreed upon dates)
2. Cinco Block Party (May 5, 2019, May 2 or May 5, 2020, May 1 or 5, 2021)
3. Swiggin' Pig (Mutually agreed upon dates in May or June)
4. 80's Rewind Party & Pub Crawl - (Saturday – June or July 2019, 2020, 2021 but not 4<sup>th</sup> of July or Street Fair weeks)
5. Bark on Biddle (June 21, 22 20 19, June 19 & 20, 2020, June 18 – 19, 2021)
6. Wyandotte Beer Fest (Sept 20, 2019, Sept 18, 2020, Sept 17, 2021)
7. Dave & Chuck .5k (Nov 2, 2019, Nov 7, 2020, Nov 6, 2021)
8. Santa Pub Crawl (Dec 20, 2019, Dec 18, 2020, Dec 17 ,2021)

The terms and conditions of the agreement are as follows.

### Specific Terms

1. The event shall be called "EVENTS". All rights to the names; St. Patrick's Party & Leprechaun Crawl, Cinco Block Party, Swiggin' Pig, 80's Rewind Party & Pub Crawl, Bark on Biddle, Wyandotte Beer Fest, Dave & Chuck .5k and Santa Pub Crawl, shall be retained by the WOW 360 LLC as permitted under the law and the WOW 360 LLC shall indemnify, defend, and hold the City of Wyandotte harmless from any claim of infringement of intellectual property rights by third parties with respect to said name.
2. The EVENTS shall run on selected days in, 2019, 2020, 2021. Notwithstanding the foregoing, either party may opt out of the designated events at any time by giving written notice to the other party of such intent within 30 days of the conclusion of the most recent event.
3. Event set up shall be permitted from 8:00 a.m. on the day prior, till the day after the conclusion of the EVENT. Event set up will include the closing of City Parking Lot #1 and / or Street.
4. Use of the following sidewalk shall be permitted for the event:
  - Listed in Exhibit A

Local businesses and/or residents who need access to parking lot #1 will be given a parking pass ten (10) business days prior to the event and will be asked to utilize parking spaces on ELM St. between Biddle Ave. and Van Alstyne on a first come first serve basis.

#### City of Wyandotte Duties

5. The City of Wyandotte shall provide all services listed in Exhibit A. The City's contribution to these services will not exceed \$2,500 per event to be paid from the Downtown Development Authority.
6. The City of Wyandotte shall provide the fencing and barricades for the designated event space. WOW 360 LLC must comply with all Liquor Control Rules and Regulations and state, county and city laws and ordinances.
7. The City of Wyandotte will determine the necessity of the presence of police officers at the events at their discretion.

#### WOW 360 LLC Duties

8. WOW 360 LLC shall be responsible for all event planning, marketing, execution and clean-up per event.
9. WOW 360 LLC shall add the City of Wyandotte as an additional insured on their insurance policy. WOW 360 LLC to maintain at least \$1,000,000 liquor liability insurance and to provide liability insurance with a minimum of \$1,000,000. Coverage to be reviewed by City's Insurance Consultant to determine compliance.
10. WOW 360 LLC shall remit to the City of Wyandotte any and all participant information, applications, hold harmless agreements, and proof of insurance (evidenced by certificates with coverage no less than \$1 million) adding the City of Wyandotte as additional insured (for the duration of the event including set up and take down) no later than one week prior to the set-up date.
11. WOW 360 LLC shall provide a detailed listing of power needs along with the Power Applications to the City of Wyandotte no later than two weeks prior to the event set-up date. WOW 360 LLC will reimburse the City of Wyandotte \$50 per box, per event, if the large City-owned power boxes are used. There will be an additional charge of \$200 per unit if the boxes are not returned to the City of Wyandotte on the next working day after the event, or if boxes are lost, stolen, or damaged.
12. WOW 360 LLC shall provide a final request for tables and chairs to the City of Wyandotte no later than two weeks prior to the set-up date for the event.

13. WOW 360 shall remit the specifications for dumpster size and location no later than one week prior to the set-up date for the event.

#### General Terms

14. Indemnification. WOW 360 LLC agrees to defend, indemnify and hold the City of Wyandotte harmless for any and all liability that arises out of the event unless such active arises out of the intentional or grossly negligent conduct of the City of Wyandotte's agents. In such case, the City of Wyandotte agrees to defend, indemnify and hold WOW 360 LLC harmless for said liability.
15. Default. If a party fails to perform the duties set forth herein, said party shall be in breach of this agreement and the non-breaching party may pursue any and all remedies available in law or equity against the breaching party including injunctive relief and the right to terminate this agreement. If a party shall succeed in pursuing legal action as a result of any breach of this agreement, then the other party shall be responsible for the prevailing party's costs and reasonable attorney fees incurred as a result of such action. Force Majeure. Neither party will be responsible for fires, strikes, civil disorders, severe inclement weather, acts of threats of terrorism, acts of war or other casualties or events beyond its reasonable control. Upon the occurrence of such an event, the Parties will have the right to cancel or reschedule the Event.
16. Intellectual Property Rights. The Parties acknowledge and agree that: (i) the other Party's Marks, copyrights or other Intellectual Property Rights (referring to the following event names that have been Service Marked with the state of Michigan: St. Patrick's Party & Leprechaun Crawl, Cinco Block Party, Swiggin' Pig, 80's Rewind Party & Pub Crawl, Bark on Biddle, Wyandotte Beer Fest, Dave & Chuck .5k, Santa Pub Crawl) will remain the sole property of the other Party; and (ii) nothing in this agreement will confer in the Party any title to, right of ownership, or interest in the other Party's Marks, copyrights or other Intellectual Property, except to the extent provided for herein.
17. Limitation of Liability. In no event shall either party be liable to the other party, its agents, employees or any third party for any incidental, indirect, special or consequential damages arising out of, or in connection with, this contract, whether or not such party was advised of the possibility of such damages.
18. Authority to Execute. The undersigned represent and warrant that he/she has full authority to bind the Parties to all of the terms and conditions of this Agreement.
19. Entire Agreement. This agreement is the entire understanding of the Parties. There are no promises, terms, conditions, or obligations other than those contained in this Agreement, and this Agreement supersedes all previous communications or agreements, either oral or written between the Parties. This Agreement may be amended only by written instruments signed by the Parties.

20. Choice of Law. This Agreement will be interpreted and its provisions enforced in accordance with the laws of the State of Michigan.

21. Waiver. Any waiver of any term, requirement or condition imposed under this agreement shall be deemed a limited and specific waiver and shall not be deemed to be continuing in nature or effect any other term of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement by their properly authorized signatories.

WOW 360 LLC

By Its: \_\_\_\_\_

Dated

City of Wyandotte

By Its: \_\_\_\_\_

Date

Wyandotte Downtown Development Authority

By Its: \_\_\_\_\_

Date



## EXHIBIT A

### **MAR - ST. PATRICKS PARTY & PUB CRAWL - Parking Lot #1 and surrounding sidewalks / Crawl to Bars**

#### **CITY TO PROVIDE**

- Power
- fencing
- police
- DPW services
- Dumpster
- Tables & chairs
- Print and distribute 100 Posters
- Trolley and / or School Bus for a total of 10 hours
- Use of Parking Lot 1
- 1/4 page in Wyandotte Today (1<sup>st</sup> Quarter)
- Inclusion on City website, Fort Street Sign, Social Media

#### **WOW 360 TO PROVIDE**

- Entertainment / sound
- Food vendors
- MLCC license
- insurance
- Marketing
- Security
- Signage
- Tent
- Photographer
- Crawl passes
- Staff
- Graphics for posters and other marketing materials
- PR & Press Release

### **MAY – Cinco Block Party – Sycamore Street and surrounding sidewalks**

#### **CITY TO PROVIDE**

- Power
- Fencing
- Police
- DPW services
- Dumpster
- Tables & chairs

- Print and distribute 100 Posters
- Stage (subject to timely application, payment, and insurance to be provided by WOW 360 LLC)
- Use of Sycamore Street
- 1/4 page in Wyandotte Today (2<sup>nd</sup> Quarter)
- Inclusion on City website, Fort Street Sign, Social Media

#### WOW 360 TO PROVIDE

- Entertainment
- MLCC license
- insurance
- Marketing
- Security
- Signage
- Photographer
- Staff
- Graphics for posters and other marketing materials
- PR & Press Release

#### **MAY - BBQ - Parking Lot #1 & Elm Street and surrounding sidewalks** CITY TO PROVIDE

- Power
- Fencing
- Police
- DPW services
- Dumpster
- Tables & chairs
- Print and distribute 100 Posters
- Stage (subject to timely application, payment, and insurance to be provided by WOW 360 LLC)
- Use of Parking Lot 1
- 1/4 page in Wyandotte Today (2<sup>nd</sup> Quarter)
- Inclusion on City website, Fort Street Sign, Social Media

#### WOW 360 TO PROVIDE

- BBQ Vendors
- MLCC license
- insurance
- Marketing
- Security

- Signage
- Photographer
- Staff
- Graphics for posters and other marketing materials
- PR & Press Release

**JUN OR JUL - 80's Rewind Party & Pub Crawl - Parking Lot #1 and surrounding sidewalks and Participating Bars**

**CITY TO PROVIDE**

- Power
- Fencing
- Police
- DPW services
- Dumpster
- Tables & chairs
- Print and distribute 100 Posters
- Stage (subject to timely application, payment, and insurance to be provided by WOW 360 LLC)
- Trolley and / or School Bus for a total of five (5) hours
- Use of Parking Lot 1
- 1/4 page in Wyandotte Today (2<sup>nd</sup> Quarter)
- Inclusion on City website, Fort Street Sign, Social Media

**WOW 360 TO PROVIDE**

- BBQ Vendors
- MLCC license
- insurance
- Marketing
- Security
- Signage
- Photographer
- Staff
- Graphics for posters and other marketing materials
- PR & Press Release

**JUNE - BARK ON BIDDLE – Parking Lot #1 / Park and surrounding sidewalks**

**CITY TO PROVIDE**

- Power



- Fencing
- Police
- DPW services
- Dumpster
- Stage (subject to timely application, payment, and insurance to be provided by WOW 360 LLC)
- Bleachers
- Tent (40'x 40')
- Tables & chairs
- Print Posters & Distribute
- Golf Cart and / or Gator
- Graphics for posters and other marketing materials
- 1/4 page in Wyandotte Today (2<sup>nd</sup> Quarter)
- Inclusion on City website, Fort Street Sign, Social Media

#### WOW 360 TO PROVIDE

- Dog Entertainment
- Band w/sound
- Vendors
- Food Trucks
- MLCC license
- insurance
- Marketing
- Security
- Signage
- Photographer
- PR & Press Release

#### SEPT – BEER FEST - Parking Lot #1 and surrounding sidewalks

#### CITY TO PROVIDE

- Power
- fencing
- police
- DPW services
- Dumpster
- Stage (subject to timely application, payment, and insurance to be provided by WOW 360 LLC)
- Tent, tables & chairs
- Print and distribute Posters
- Golf Cart and / or Gator

- 1/4 page in Wyandotte Today (3<sup>rd</sup> Quarter)
- Inclusion on City website, Fort Street Sign, Social Media

#### WOW 360 TO PROVIDE

- Entertainment
- Food Trucks
- Bar
- MLCC license
- insurance
- Marketing
- Security
- Photographer
- Signage
- Graphics for posters and other marketing materials
- PR & Press Release

#### SEPT – Dave & Chuck the Freak .5k - Parking Lot #1 and surrounding sidewalks

#### CITY TO PROVIDE

- Power
- fencing
- police
- DPW services
- Dumpster
- Stage (subject to timely application, payment, and insurance to be provided by WOW 360 LLC)
- Tables & chairs
- Print and distribute Posters
- 1/4 page in Wyandotte Today (4<sup>th</sup> Quarter)
- Inclusion on City website, Fort Street Sign, Social Media

#### WOW 360 TO PROVIDE

- Entertainment
- MLCC license
- insurance
- Marketing
- Security
- Photographer
- Signage
- Graphics for posters and other marketing materials

- PR & Press Release

## **DEC - SANTA PUB CRAWL**

### **CITY TO PROVIDE**

- Trolley and / or School Bus for a total of five (5) hours
- Print Posters & Distribute
- 1/4 page in Wyandotte Today (4<sup>rd</sup> Quarter)

### **WOW 360 TO PROVIDE**

- Ticket Sale Manager
- Crawl passes
- Coordination of the Crawl with bars
- Marketing
- Activities at each stop
- Graphics for posters and other marketing materials
- PR & Press Release



## **RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED that Council Concurs with the recommendation of the Special Event Coordinator to approve the use of city sidewalks, streets and property for the events held on the below dates:

- St. Patrick's Party & Leprechaun Crawl (March 15,16,17 ,2019, March 16 & 17, 2020, March 16 & 17, 2021 or other mutually agreed upon dates)
- Cinco Block Party (May 5, 2019, May 2 or May 5, 2020, May 1 or 5, 2021)
- Swiggin' Pig (Mutually agreed upon dates in May or June)
- 80's Rewind Party & Pub Crawl - (Saturday – June or July 2019, 2020, 2021 but not 4<sup>th</sup> of July or Street Fair weeks)
- Bark on Biddle (June 21, 22 20 19, June 19 & 20, 2020, June 18 – 19, 2021)
- Wyandotte Beer Fest (Sept 20, 2019, Sept 18, 2020, Sept 17, 2021)
- Dave & Chuck .5k (Nov 2, 2019, Nov 7, 2020, Nov 6, 2021)
- Santa Pub Crawl (Dec 20, 2019, Dec 18, 2020, Dec 17 ,2021)

BE IT FURTHER RESOLVED that WOW 360 will comply with the following:

- WOW 360 Event Productions will be responsible for any city costs that exceed the agreed-upon amount in the agreement.
- 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 (glass, spills; broken items, etc.) must be done by WOW 360 for the duration of the event.

BE IT FURTHER RESOLVED that WOW 360 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. 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.

I Move the adoption of the foregoing resolution.

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

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

**YEAS**

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**COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

**NAYS**

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**MAYOR**  
Joseph R. Peterson

**CITY CLERK**  
Lawrence S. Stec

**TREASURER**  
Todd M. Browning

**CITY ASSESSOR**  
Theodore H. Galeski



**Brian K. Zalewski**  
CHIEF OF POLICE

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

September 25, 2018

Mayor and City Council  
City of Wyandotte  
3200 Biddle Avenue  
Wyandotte, MI 48192

Dear Honorable Mayor and City Council Members:

**SUBJECT: TRAFFIC CONTROL ORDER 2018-04**

After review, Deputy Chief Hamilton recommends the installation of "Handicap" signs at 139 Davis, Wyandotte, MI 48192. This request met all the qualifications set forth by the Commission; therefore, in concurrence with Deputy Chief Hamilton, this letter serves as a recommendation for Council support of Traffic Control Order 2018-04 as specified on said order.

If there are any additional questions, please feel free to contact my office at extension 4424.

Sincerely,

Brian K. Zalewski  
Chief of Police

# City of Wyandotte

## Traffic Control Order

TRAFFIC CONTROL ORDER # **2018-04**

Parking ☐  
Speed ☐  
Signs to be installed ☒  
Other ☐

*Traffic Color*

### ORDER TO PLACE SIGNS REGULATING TRAFFIC

*The Police and Fire Commission, after having caused an engineering and traffic investigation to be conducted, do hereby direct pursuant to the City of Wyandotte Michigan Code of Ordinance, Chapter 35, Article II, and in conformance with the Michigan Uniform Traffic Code, as amended and adopted by the City of Wyandotte, Michigan,:*

The installation of:

- "Handicap" signs at 139 Davis

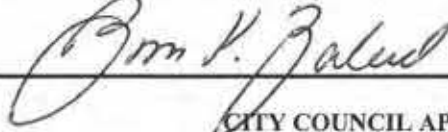
This Traffic Control Order shall be filed in the Office of the City Clerk, City of Wyandotte, Michigan.

POLICE & FIRE COMMISSION APPROVAL, CITY OF WYANDOTTE, MICHIGAN



DATE: 9/25/18

FILED WITH CITY CLERK, BY CHIEF OF POLICE BRIAN ZALEWSKI, CITY OF WYANDOTTE, MICHIGAN



DATE: 9/25/18

CITY COUNCIL APPROVAL, CITY OF WYANDOTTE, MICHIGAN

DATE: \_\_\_\_\_

### CHANGE TO OR AMENDMENT TO ORDER

Date: «Sign Removal»

Reason: «Note»

Amendment Approved by the Police & Fire Commission

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Copy Forwarded To: Wyandotte City Clerk and Department of Public Works



## **RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED that Council concurs with the recommendation of Deputy Chief Hamilton as set forth in Traffic Control Order 2018-04 for the installation of "Handicap Parking" signs at 139 Davis Street.

BE IT FURTHER RESOLVED that the Department of Public Service be directed to install said sign.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

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**MAYOR**  
Joseph R. Peterson

**CITY CLERK**  
Lawrence S. Stec

**TREASURER**  
Todd M. Browning

**CITY ASSESSOR**  
Theodore H. Galeski



**Brian K. Zalewski**  
CHIEF OF POLICE

**CITY COUNCIL**

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

September 25, 2018

Mayor and City Council  
City of Wyandotte  
3200 Biddle Avenue  
Wyandotte, MI 48192

Dear Honorable Mayor and City Council Members:

**SUBJECT: TRAFFIC CONTROL ORDER 2018-05**

After review, Deputy Chief Hamilton recommends the installation of "Handicap" signs at 1812 Oak Street, Wyandotte, MI 48192. This request met all the qualifications set forth by the Commission; therefore, in concurrence with Deputy Chief Hamilton, this letter serves as a recommendation for Council support of Traffic Control Order 2018-05 as specified on said order.

If there are any additional questions, please feel free to contact my office at extension 4424.

Sincerely,

Brian K. Zalewski  
Chief of Police

# City of Wyandotte

## Traffic Control Order

TRAFFIC CONTROL ORDER # **2018-05**

Parking ☐  
Speed ☐  
Signs to be installed ☒  
Other ☐

Traffic Code

### ORDER TO PLACE SIGNS REGULATING TRAFFIC

*The Police and Fire Commission, after having caused an engineering and traffic investigation to be conducted, do hereby direct pursuant to the City of Wyandotte Michigan Code of Ordinance, Chapter 35, Article II, and in conformance with the Michigan Uniform Traffic Code, as amended and adopted by the City of Wyandotte, Michigan,:*

The installation of:

- "Handicap" signs at 1812 Oak Street

This Traffic Control Order shall be filed in the Office of the City Clerk, City of Wyandotte, Michigan.

POLICE & FIRE COMMISSION APPROVAL, CITY OF WYANDOTTE, MICHIGAN

DATE: 9-25-18

FILED WITH CITY CLERK, BY CHIEF OF POLICE BRIAN ZALEWSKI, CITY OF WYANDOTTE, MICHIGAN

DATE: 9/25/18

CITY COUNCIL APPROVAL, CITY OF WYANDOTTE, MICHIGAN

DATE: \_\_\_\_\_

### CHANGE TO OR AMENDMENT TO ORDER

Date: «Sign Removal»

Reason: «Note»

Amendment Approved by the Police & Fire Commission

Date: \_\_\_\_\_

Signature

Copy Forwarded To: Wyandotte City Clerk and Department of Public Works



**RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED that Council concurs with the recommendation of Deputy Chief Hamilton as set forth in Traffic Control Order 2018-05 for the installation of "Handicap Parking" signs at 1812 Oak Street.

BE IT FURTHER RESOLVED that the Department of Public Service be directed to install said sign.

I Move the adoption of the foregoing resolution.

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

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

**YEAS**

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**COUNCIL**

**Alderman  
Calvin  
DeSana  
Maiani  
Sabuda  
Schultz**

**NAYS**

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

MEETING DATE:     October 8<sup>th</sup> 2018

AGENDA ITEM # **6**

**ITEM:**   Holiday Lighting Contract – Downtown Wyandotte

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

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



**BACKGROUND:** Herewith, please find the Holiday Lighting Contract assembled and recommended by the Downtown Development Authority for the 2018-2020 Christmas Parade. The DDA seek to contract with Grosse Ile Lawn Sprinkler, Inc to lease holiday lights for the Downtown Area. (see attached document)

A 50% deposit is due on October 10<sup>th</sup> 2018 and the remainder is due upon completion of the installation. All material is provided by the company and company will replace or repair any damaged or stolen material.

We are confident Grosse Ile Lawn and Sprinkler will exceed our expectations and are looking forward to working with them once again.

**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:** 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:**

DDA Christmas Expense Account 499-200-850-522- \$39,900.00

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

**COMMISSION RECOMMENDATION:**

**Motion by P. Slack, supported by A. Majlinger to approve the holiday lighting bid from Grosse Ile Lawn and Sprinkler in the amount of \$39,900.00 for the years of 2018-2020. Roll call, all in favor.**  
**Motion carried.**

**CITY ADMINISTRATOR'S RECOMMENDATION:** 

**LEGAL COUNSEL'S RECOMMENDATION:** Approved.

**MAYOR'S RECOMMENDATION:** 

**LIST OF ATTACHMENTS:**

Agreement

**MODEL RESOLUTION:**

RESOLUTION

Wyandotte, Michigan  
Date: October 8<sup>th</sup> 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 contract for Grosse Ile Lawn and Sprinkler for the 2018-2020 Christmas event season as outlined in the provided communication dated October 8<sup>th</sup> 2018, funds to be paid from the DDA Christmas Expense Account. 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 Councilmen \_\_\_\_\_

Supported by Councilman \_\_\_\_\_

YEAS

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COUNCIL

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

NAYS

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# PROPOSAL

<http://www.gilawnsprinkler.com>

**Grosse Ile Lawn Sprinkler, Inc.**  
(734)285-4470  
FAX: (734)418-7882

09/06/18

1980

service address

City of Wyandotte  
3200 Biddle Ave  
Wyandotte MI 48192

Total Amount \$39,900.00

Res. (734)324-7298

Bus. (734)324-4502 Heather

## Holiday Lighting

THE FOLLOWING ITEMS ARE INCLUDED WITH YOUR HOLIDAY LIGHTING LEASE PACKAGE.

(Lease includes installation, service calls (we have an "on call technician" ready to go, should you have any problems with your lighting display), take down and storage. Price will remain the same year after year, (except for any additions and/or deletions), with the option to change colors at no additional charge. Returning customers will receive a one time 10% discount). When reviewing the proposal, please refer to the included design image. A timer is included with every installation. A 50% deposit is required before day of installation. The remaining balance is due after completing the installation.

Holiday Lighting

1 Each 39,900.00 39,900.00

Bid File # 4738

See attached word document for a complete description of the scope of work to be performed and pricing breakdown.

Holiday Lighting

1 Each 0.00

### NOTES:

- Installation will begin on or around October 10th.
- A schedule of parking space closures will be submitted prior to beginning installation
- Take down will begin on or around January 4th and be completed on or around February 1st

**Grosse Ile Lawn Sprinkler, Inc.**  
348 West Jefferson Avenue  
Trenton, MI 48183



City of Wyandotte  
3200 Biddle Ave  
Wyandotte MI 48192

**Grosse Ile Lawn Sprinkler, Inc.**  
348 West Jefferson Avenue  
Trenton, MI 48183

## <http://www.gilawnsprinkler.com> ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Job # 34610

Customer # 1980



TOTAL AMOUNT \$39,900.00

Printed 09/06/18

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. This document is signed in the corporate capacity of Grosse Ile Lawn Sprinkler, Inc. Grosse Ile Lawn Sprinkler, Inc. and its employees are fully insured. Customer will be responsible for legal fees should legal action become necessary to collect any monies owed.



# PROPOSAL

<http://www.gilawnsprinkler.com>

**Grosse Ile Lawn Sprinkler, Inc.**  
(734)285-4470  
FAX: (734)418-7882

09/06/18

1980

service address

City of Wyandotte  
3200 Biddle Ave  
Wyandotte MI 48192

Total Amount \$39,900.00

Res. (734)324-7298

Bus. (734)324-4502 Heather

- Disregard payment structure in first paragraph.

Payment structure will be as follows: 50% of the total will be due on or around October 1st, 40% of the total will be due on or around December 1st, and the remaining 10% will be due on or around February 1st.

The following items are included:

- Trees to be lit on the east and west sides of Biddle from Chestnut to Eureka
- Trees to be lit on First St. from Oak to Maple.
- Trees to be lit on the following streets west of Biddle up to 2nd Street and Eureka of Biddle up to the alley or Van Alstyne: Oak, Elm, Maple Sycamore and Eureka Road
- Trees and shrubs will be lit in the fountain area and LED displays installed
- Clock Tower LED display and management of RGB lighting system
- The arbor and surrounding trees adjacent to the clock tower will be lit
- Decorating and lighting of the walking bridge over Eureka Rd. at the viaducts
- Lighting trees on the embankments on the east and west side of the viaducts
- Existing large ornaments will be installed and secured

**Grosse Ile Lawn Sprinkler, Inc.**  
348 West Jefferson Avenue  
Trenton, MI 48183



City of Wyandotte  
3200 Biddle Ave  
Wyandotte MI 48192

**Grosse Ile Lawn Sprinkler, Inc.**  
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Trenton, MI 48183

## <http://www.gilawnsprinkler.com> ACCEPTANCE OF PROPOSAL

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You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Job # 34610

Customer # 1980



TOTAL AMOUNT **\$39,900.00**

Printed 09/06/18

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. This document is signed in the corporate capacity of Grosse Ile Lawn Sprinkler, Inc. Grosse Ile Lawn Sprinkler, Inc. and its employees are fully insured. Customer will be responsible for legal fees should legal action become necessary to collect any monies owed.

# PROPOSAL

<http://www.gilawnsprinkler.com>

**Grosse Ile Lawn Sprinkler, Inc.**  
(734)285-4470  
FAX: (734)418-7882

09/06/18

1980

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3200 Biddle Ave  
Wyandotte MI 48192

Total Amount \$39,900.00

Res. (734)324-7298

Bus. (734)324-4502 Heather

on the embankments at the viaducts

- LED Laser lights will be installed to create a sparkle effect on the giant ornaments
- All trees on all of the side streets will be lit with red and green LED lights in an alternating pattern
- All trees on Biddle and 1st Street will be lit with warm white LED lights

--- NOTE: To re-light and recondition any existing display items the average cost will be \$350.00-\$500.00. A cost will be determined after a free inspection of display items.

Cost to re-light/re-condition the penguins throwing snowballs display = \$300.00. This cost is not included in the total.

The City may terminate for any reason if it provides written notice within 30 days after all lights have been removed

Hose Bib Installation

1 Each

0.00

**Grosse Ile Lawn Sprinkler, Inc.**  
348 West Jefferson Avenue  
Trenton, MI 48183



City of Wyandotte  
3200 Biddle Ave  
Wyandotte MI 48192

**Grosse Ile Lawn Sprinkler, Inc.**  
348 West Jefferson Avenue  
Trenton, MI 48183

## <http://www.gilawnsprinkler.com> ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Job # 34610

Customer # 1980



TOTAL AMOUNT **\$39,900.00**

Printed 09/06/18

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. This document is signed in the corporate capacity of Grosse Ile Lawn Sprinkler, Inc. Grosse Ile Lawn Sprinkler, Inc. and its employees are fully insured. Customer will be responsible for legal fees should legal action become necessary to collect any monies owed.

## **RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED that Council approves the contract terms and inclusions below with Grosse Ile Lawn and Sprinkler for the 2018-2020 Christmas event season:

Payment structure will be as follows: 50% of the total will be due on or around October 1<sup>st</sup>. 40% of the total will be due on or around December 1<sup>st</sup> and the remaining 10% will be due on or around February 1<sup>st</sup>.

The following items are included:

- Trees to be lit on the east and west sides of Biddle from Chestnut to Eureka
- Trees to be lit on First St. from Oak to Maple.
- Trees to be lit on the following streets west of Biddle up to 2nd Street and Eureka of Biddle up to the alley or Van Alstyne: Oak, Elm, Maple Sycamore and Eureka Road
- Trees and shrubs will be lit in the fountain area and LED displays installed
- Clock Tower LED display and management of RGB lighting system
- The arbor and surrounding trees adjacent to the clock tower will be lit
- Decorating and lighting of the walking bridge over Eureka Rd. at the viaducts
- Lighting trees on the embankments on the east and west side of the viaducts
- Existing large ornaments will be installed and secured on the embankments at the viaducts
- LED Laser lights will be installed to create a sparkle effect on the giant ornaments
- All trees on all of the side streets will be lit with red and green LED lights in an alternating pattern
- All trees on Biddle and 1st Street will be lit with warm white LED lights
- NOTE: To re-light and recondition any existing display items the average cost will be \$350.00-\$500.00. A cost will be determined after a free inspection of display items.
- Cost to re-light/re-condition the penguins throwing snowballs display = \$300.00. This cost is not included in the total.
- The City may terminate for any reason if it provide written notice within 30 days after all lights have been removed.

BE IT FURTHER RESOLVED that funds in the full amount of \$39, 900.00 are to be paid from the DDA Christmas Expense Account 499-200-850-522; AND

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**

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**COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

**NAYS**

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

MEETING DATE: October 8<sup>th</sup> 2018

AGENDA ITEM # **7**

**ITEM:** Holiday Lighting Contract - Christmas Tree

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

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

**BACKGROUND:** Herewith, please find the Holiday Lighting Contract assembled and recommended by my office for the 2018-2020 Christmas Parade. We seek to contract with Grosse Ile Lawn Sprinkler, Inc to lease holiday lights for the Christmas Tree (see attached document)

A 50% deposit is due on October 31<sup>st</sup> 2018 and 40% is due upon completion of the installation and the remaining 10% is due upon completion of take down. All material is provided by the company and company will replace or repair any damaged or stolen material.

We are confident Grosse Ile Lawn and Sprinkler will exceed our expectations and are looking forward to working with them once again.

**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:** 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:**

Special Events Misc Expense Account - \$1,400.00

**IMPLEMENTATION PLAN:** Contracts 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:** *Shysdale*

**LEGAL COUNSEL'S RECOMMENDATION:** *Approved*

**MAYOR'S RECOMMENDATION:** *JSR*

**LIST OF ATTACHMENTS:**

Agreement

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: October 8<sup>th</sup> 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 contract for Grosse Ile Lawn and Sprinkler for the 2018-2020 Christmas event season as outlined in the provided communication dated October 8<sup>th</sup> 2018, funds to be paid from the Special Events Misc. Expense Account. 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 Councilmen \_\_\_\_\_

Supported by Councilman \_\_\_\_\_

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

# PROPOSAL

<http://www.gilawnsprinkler.com>

**Grosse Ile Lawn Sprinkler, Inc.**

(734)285-4470

FAX: (734)418-7882

09/07/18

1980

service address

City of Wyandotte

3200 Biddle Ave

Wyandotte MI 48192

Total Amount \$1,400.00

Res. (734)324-7298

Bus. (734)324-4502 Heather

## Holiday Lighting

THE FOLLOWING ITEMS ARE INCLUDED WITH YOUR HOLIDAY LIGHTING LEASE PACKAGE.

(Lease includes installation, service calls (we have an "on call technician" ready to go, should you have any problems with your lighting display), take down and storage. Price will remain the same year after year, (except for any additions and/or deletions), with the option to change colors at no additional charge. Returning customers will receive a one time 10% discount). When reviewing the proposal, please refer to the included design image. A timer is included with every installation. A 50% deposit is required before day of installation. The remaining balance is due after completing the installation.

### Holiday Lighting

1 Each 1,400.00 1,400.00

Cost to light evergreen/Christmas tree in front of City building.

Cost includes installation/lighting of any greenery, LED light strands, decorations, (ornaments, tree topper, ground decor, etc.), hardware and labor.

-- The contract is for 3 years, (2018/2019, 2019/2020, 2020/2021)

The City may terminate for any reason if it provides written notice within 30 days after all lights have been removed each year

**Grosse Ile Lawn Sprinkler, Inc.**

348 West Jefferson Avenue  
Trenton, MI 48183



City of Wyandotte  
3200 Biddle Ave  
Wyandotte MI 48192

**Grosse Ile Lawn Sprinkler, Inc.**

348 West Jefferson Avenue  
Trenton, MI 48183

<http://www.gilawnsprinkler.com>

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified.

Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Job # 28478

Customer # 1980



TOTAL AMOUNT **\$1,400.00**

Printed 09/07/18

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. This document is signed in the corporate capacity of Grosse Ile Lawn Sprinkler, Inc. Grosse Ile Lawn Sprinkler, Inc. and its employees are fully insured. Customer will be responsible for legal fees should legal action become necessary to collect any monies owed.

## **RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED that Council approves the contract terms and inclusions below with Grosse Ile Lawn and Sprinkler for the 2018-2020 Christmas event season:

### **Holiday Lighting**

Cost to light evergreen/Christmas tree in front of City building - \$1400.00

- Cost includes installation/lighting of any greenery, LED light strands, decorations, (ornaments, tree topper, ground decor, etc.), hardware and labor,
- The contract is for 3 years, (2018/2019, 2019/2020, 2020/2021)
- The City may terminate for any reason if it provides written notice within 30 days after all lights have been removed each year
- A 50% deposit is due on October 31<sup>st</sup>, 2018 and 40% is due upon completion of the installation and the remaining 10% is due upon completion of take down. All material is provided by the company and company will replace or repair any damaged or stolen material.

BE IT FURTHER RESOLVED that funds in the full amount of \$1,400.00 are to be paid from the Special Events Misc. Expense Account; AND

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**

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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

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

MEETING DATE: October 1<sup>st</sup> 2018

AGENDA ITEM # **8**

**ITEM:** Holiday Performance Contract- Parade and Downtown Santa

**PRESENTER:** Heather A. Thiede, Special Event Coordinator

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

**BACKGROUND:** Herewith, please find the Holiday Performance Contract assembled and recommended by my office for the 2018 Christmas Parade and Downtown Santa dates. We have confidence that once again, Mr. and Mrs. Olszewski will provide us with quality services and are endorsing their contract for the Holiday event downtown.

**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:** 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:**

Christmas Parade Expense Account -\$150  
Third Friday Promotions Expense Account - \$525

**IMPLEMENTATION PLAN:** Contracts 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:** *SHypsdal*

**LEGAL COUNSEL'S RECOMMENDATION:** Approved. Signature on file.

**MAYOR'S RECOMMENDATION:** *JP*

**LIST OF ATTACHMENTS:**

Agreement

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: October 1<sup>st</sup> 2018

RESOLUTION by Councilman \_\_\_\_\_

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



A resolution to APPROVE the contract for Mr. and Mrs. Olszewski for the 2018 Christmas Parade as outlined in the provided communication dated October 3<sup>rd</sup> 2018, funds to be paid from the Christmas Expense Account and Third Friday Promotions Expense Account. BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby directed to execute said contract on behalf of the City of Wyandotte.

Christmas Parade Expense Account -\$150  
Third Friday Promotions Expense Account - \$525

I move the adoption of the foregoing resolution.

MOTION by Councilmen \_\_\_\_\_

Supported by Councilman \_\_\_\_\_  
YEAS                      COUNCIL                      NAYS

_____	<b>Alderman</b>	_____
_____	<b>Calvin</b>	_____
_____	<b>DeSana</b>	_____
_____	<b>Maiani</b>	_____
_____	<b>Sabuda</b>	_____
_____	<b>Schultz</b>	_____

## AGREEMENT

This Agreement between the City of Wyandotte ("City") and \_\_\_\_\_ ("Performer") for the purpose of Performer portraying Santa Claus and Mrs. Claus. The Parties agree hereto as follows:

1. Performer agrees to portray/provide the service of Santa Claus and Mrs. Claus for the following events:
  - At the City of Wyandotte Annual Christmas Parade at Northline and Biddle Ave
    - Saturday, November 17<sup>th</sup>, 2018 (10:00am until 12:00 noon)
  - In the White Furniture Building at 3025 Biddle Ave:
    - Saturday, November 24<sup>th</sup>, 2018- Small Business Saturday (12:00 noon until 4:00pm) DDA
    - Friday, December 14<sup>th</sup>, 2018 (5:00pm until 8:00pm) DDA
2. In Consideration of the above, City will pay Performer \$75 an hour after the completion of each event. We ask that Performer arrive in costume to all events. Candy Canes will be provided for some events.
3. In consideration of the above, Performer agrees to hold the City harmless and hereby assumes all risk and liability relating to the above mentioned activity and agrees to indemnify the City of Wyandotte and all city officials, employees, volunteers, and agents from all liability or responsibility whatsoever for injury (including death) to any persons, or for any damage to any City of Wyandotte property, or to the property of any others arising out of or resulting from their performance as Santa Clause and Mrs. Clause.

This Agreement entered into on this the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

City of Wyandotte:

Performer:

\_\_\_\_\_  
Joseph R. Peterson, Mayor

\_\_\_\_\_  
Lawrence Stec, Clerk

## **RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED that Council approves the holiday performance contract for Mr. and Mrs. Olszewski for the 2018 Christmas Parade with funds to be paid from the Christmas Parade Expense Account (\$150) and the Third Friday Promotions Expense Account (\$525); AND

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**

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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

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

**MEETING DATE:** October 8, 2018

**AGENDA ITEM #** **9a**

**ITEM:** Appointment to the Downtown Development Authority

**PRESENTER:** Mayor Joseph R. Peterson *JRP*

**INDIVIDUALS IN ATTENDANCE:** n/a

**BACKGROUND:** Section 28-32 of the Wyandotte Code of Ordinance establishes a Downtown Development Authority consisting of the Mayor and eight members. The term of each member shall be four (4) years.

Vanessa Morse has submitted her resignation. Resident Bryan Kozinski has applied for appointment. Based on Mr. Kozinski's background and willingness to serve, I am recommending that he be appointed to the Downtown Development Authority to fill the unexpired term of Vanessa Morse.

**STRATEGIC PLAN/GOALS:** To encourage and respect citizen participation and provide transparency in all city matters and to comply with and enforce all the requirements of our laws and regulations.

**ACTION REQUESTED:** Concur with Mayor Peterson's recommendation to appoint Bryan Kozinski to the Downtown Development Authority

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** n/a

**IMPLEMENTATION PLAN:** n/a

**COMMISSION RECOMMENDATION:** Concurs

**CITY ADMINISTRATOR'S RECOMMENDATION:** n/a

**LEGAL COUNSEL'S RECOMMENDATION:** n/a



**MAYOR'S RECOMMENDATION:** n/a

**LIST OF ATTACHMENTS:**

- Resignation from Vanessa Morse
- Resume of Bryan Kozinski

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: October 8, 2018

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

RESOLVED by the City Council that Council hereby ACCEPTS the resignation of Vanessa Morse from the Downtown Development Authority and thanks her for her service; and

BE IT FURTHER RESOLVED the City Council that Council hereby CONCURS with the recommendation of Mayor Peterson to appoint Bryan Kozinski of 2804 Van Alstyne, Wyandotte, MI to Downtown Development Authority to fill the unexpired term of Vanessa Morse. Term to expire June 2020.

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	_____

## Joseph R. Peterson

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**From:** Joseph R. Peterson  
**Sent:** Wednesday, October 03, 2018 1:05 PM  
**To:** Joseph R. Peterson  
**Subject:** FW: Update

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**From:** Vanessa Morse  
**Sent:** Wednesday, September 12, 2018 2:58 PM  
**To:** Heather Thiede <hthiede@wyandottemi.gov>; River's Edge Gallery <riversedgegallery@wyan.org>; 'Leo Stevenson'  
'John Jarjosa' ; 'Norm Walker' ; Anne  
Majlinger Mikelle Vargas' <trafficjamboutique@att.net>; 'Rick DeSana'  
<tdrysdale@wyandottemi.gov>; Joseph R. Peterson <mayor@wyandottemi.gov>; Todd A. Drysdale  
<tdrysdale@wyandottemi.gov>  
**Subject:** Update

Hello,

Please disregard my last email. I will be stepping down from the DDA board. The Mayor has found someone new who will be taking my place so therefore I will no longer be on the director committee. Sorry for any confusion.

Sincerely,

Vanessa Morse  
Glow Fish Studios  
2840 Biddle Ave  
Wyandotte, MI 48192

734-552-6323 shop

# Bryan Kozinski

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Wyandotte MI, 48192 |

## **Restaurant Manager**

Proven success with leading restaurant startup; strength in building a unified, customer-centric team; highest priority being customer satisfaction.

## **Experience**

### **GENERAL MANAGER | WHISKEYS ON THE WATER | MARCH 2016 - CURRENT**

- Teaching all staff proper work practices and correcting any issues to ensure a smooth operation.
- Find new ways to promote the restaurant through trade and community events
- Institute and follow advanced cash handling policies and procedures
- Remain accountable for all profit and loss figures
- Update and change menu seasonally and in response to budgetary concerns
- Ensure all waitstaff comply with health regulations and maintain their ServSafe certifications
- Delegate responsibilities and tasks to all employees
- Maintain top quality assurance and customer service standards
- Focus on building sales and forecasting future performance

### **LABORER | WOW CONCEPTS, LLC | 2013- CURRENT**

- Construction of new businesses
- Aiding in developing restaurants from the ground up to ensure an effective work flow within the building.

### **BARTENDER | ROSIE O'GRADIES | 2010-2013**

- Preparing alcoholic or non-alcoholic beverages for bar and patrons. Interacting with customers, taking orders and serving food and drinks

### **BARTENDER | BUFFALO WILD WINGS| 2008-2010**

- Preparing alcoholic or non-alcoholic beverages for bar and patrons. Interacting with customers, taking orders and serving food and drinks

## **RESOLUTION**

DATE: October 8, 2018

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

RESOLVED that Council hereby ACCEPTS the resignation of Vanessa Morse from the Downtown Development Authority and thanks her for her service; AND

BE IT FURTHER RESOLVED that Council hereby concurs with the recommendation of Mayor Peterson to appoint Bryan Kozinski of 2804 Van Alstyne, Wyandotte, MI to Downtown Development Authority to fill the unexpired term of Vanessa Morse. Term to expire June 2020.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

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

**MEETING DATE:** October 8, 2018

**AGENDA ITEM #** **9b**

**ITEM:** Appointment to the Beautification Commission

**PRESENTER:** Mayor Joseph R. Peterson *JRP*

**INDIVIDUALS IN ATTENDANCE:** n/a

**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.

Commissioner April Treece has submitted her resignation. Resident Wendy Leach has applied for appointment. Based on Ms. Leach's background and willingness to serve, I am recommending that she be appointed to the Beautification Commission to fill the unexpired term of April Treece.

**STRATEGIC PLAN/GOALS:** To encourage and respect citizen participation and provide transparency in all city matters and to comply with and enforce all the requirements of our laws and regulations.

**ACTION REQUESTED:** Concur with Mayor Peterson's recommendation to appoint Wendy Leach to the Beautification Commission.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** n/a

**IMPLEMENTATION PLAN:** n/a

**COMMISSION RECOMMENDATION:** See attached email from John Darin

**CITY ADMINISTRATOR'S RECOMMENDATION:** n/a

**LEGAL COUNSEL'S RECOMMENDATION:** n/a

**MAYOR'S RECOMMENDATION:**

**LIST OF ATTACHMENTS:**

- Resignation letter from April Treece
- Recommendation from Commissioner John Darin
- Application from Wendy Leach

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: October 8, 2018

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

RESOLVED by the City Council that Council hereby ACCEPTS the resignation of April Treece from the Beautification Commission and thanks her for her service; and

BE IT FURTHER RESOLVED the City Council that Council hereby CONCURS with the recommendation of Mayor Peterson to appoint Wendy Leach of 2127 Davis, Wyandotte, MI to the Beautification Commission to fill the unexpired term of April Treece. Term to expire April 2019.

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	_____

Dear John,

I am writing this to tender my resignation for my volunteer position on the Wyandotte Beautification Commission. I'm sorry to report that I no longer have the time to move forward with my obligations. I do not want to harm or hinder the Commission with me not being able to fulfill my duties and so I hereby relinquish my responsibilities with a heavy heart. Thank you for this wonderful opportunity.

Regretfully,

A handwritten signature in black ink, appearing to read 'April Treece', is written over a long, thin horizontal line that extends across the page.

April Treece

## Julie Sadlowski

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**From:** John Darin  
**Sent:** Monday, October 01, 2018 3:13 PM  
**To:** Joseph R. Peterson  
**Cc:** Julie Sadlowski; Alice Ugljesa; Andrea Fuller; John Darin; Kelly Dodson; Linda Orta; Michael Bak; Noel Galeski; Patricia Iacopelli; Stephanie Pizzo; Wendy Leach  
**Subject:** Recommendation for Beautification Commission Appointment, Ms. Wendy Leach  
**Attachments:** Wendy Leach Application.pdf

Mayor Peterson:

Ms. Wendy Leach has submitted an application to your office for appointment to the Beautification Commission. I have invited Ms. Leach to the October 10, 2018 meeting of the Beautification Commission to review her application, background, and interests, but it appears that her appointment will be considered by the City Council prior to our Commission meeting. I am forwarding my thoughts to you for your consideration, and I am copying my Commission colleagues on this email. Her application is attached.

Ms. Leach's interest in gardening, her volunteer work, Adopt-A-Spot Program participation (multiple sites), and receiving a 2018 Beautification Award all point to someone who is dedicated, and who cares. I believe that Ms. Leach will make a valuable addition to our Beautification Commission team. I strongly recommend her appointment to the Beautification Commission. If you have any questions, please contact me. Thank you very much.

John Darin

Chairman,  
Wyandotte Beautification Commission



# CITY OF WYANDOTTE, MICHIGAN

## APPLICATION FOR BOARDS AND COMMISSIONS

A separate application is required for each board or commission you wish to join.  
Applications remain active for one year from the date of submittal.  
Resumes are encouraged and may be attached to your completed application.

Name of Board or Commission for which you are applying <u>Beautification Commission</u>	
Name <u>Wendy Leach</u>	
Home Address:	Work Address <u>Detroit</u>
Home Phone	Work Phone
Cell Phone	Email
Please note your preferred method(s) of contact <input type="checkbox"/> Home Phone <input checked="" type="checkbox"/> Work Phone <input checked="" type="checkbox"/> Cell Phone <input type="checkbox"/> Email	
Residency, property or business ownership is required for most boards and commissions. <input type="checkbox"/> I am a resident. If so, for how many years? _____ <input checked="" type="checkbox"/> I am a property owner. If so, for how many years? <u>10 years</u> <input type="checkbox"/> I am a business owner. If so, for how many years? _____	

Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or commission.
<u>Gardening is a passion of mine and I love decorating for each holiday. When I lived in Woodhaven my home won the best overall for Christmas decorations several times. This year I have been helping United Family Church in Wyandotte re-landscape their property and I volunteer with Adopt-a-Spot. The last couple of years I have focused on planting to attract butterflies, bees and hummingbirds. This year I registered my yard as a Monarch Way Station. I have volunteered with Chained, Inc and have donated baskets for fundraisers and helped setup and sell merchandise at fundraisers. At work, I am focused, dedicated and work hard to get the job done.</u>

Describe any experiences that led to your desire to serve the community.

I grew up in Detroit and watched the decline of the city. I believe/Hope that one person taking care of their home, an empty lot, etc. can make a difference and encourage others to do the same. If residents see the city taking care by cutting grass, planting flowers, decorating etc, they will be even more encouraged to make their city a nice place to live. The community will remain stable. I want to do what I can to keep Wyandotte a beautiful, safe community.

**Employment:** List your most recent employment experiences.

Company Name/Location	Position	Duties	Dates of Employment
Detmar Corp. Detroit, MI	Account Administrator	Sales, Customer Service, Shipping, Price Quotes	July 1990 - Present
Beaumont Dearborn	Staff Nurse	Patient Care	Oct 2016 - April 2017

**Education:** List your most recent educational experiences.

Educational Institution/School	Certificate/Degree Received	Dates
Wayne County Community College	Associate of Applied Science	Graduated 2015

**Volunteerism:** List your most recent volunteer experiences.

Organization	Role	Dates
CHained, Inc	going into the field to care for chained dogs in S.W.	2014 - Present
Adopt-a-Spot Wyandotte Beautification	Plant flowers, Pull weeds	2016 - Present

**Supplemental Information:** Please review our **Guidelines for Boards and Commissions** for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. Wyandotte needs citizens with diverse backgrounds on its boards and commissions.

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Clerk at 734-324-4560 or [clerk@wyandotte.org](mailto:clerk@wyandotte.org) if you have any questions or concerns about the disclosure of specific information.

**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Wendy M. Leach  
Applicant's Signature

9/12/18  
Date

Return completed forms to  
Office of the Mayor, City of Wyandotte, Michigan, 3200 Biddle Avenue, Suite 300, Wyandotte, MI 48192

**Please check below if you have experience in:**

- ☐ Advertising/Marketing/Public Relations
- ☐ Architecture/Engineering
- ☐ Arts/Culture/History
- ☐ AutoCAD/Drafting/GIS
- ☒ Business
- ☐ Coaching/Sports
- ☐ Construction/Carpentry
- ☐ Electrical work/contracting
- ☐ Education
- ☐ Event Planning
- ☐ Forestry
- ☐ Horticulture
- ☐ Landscape Architecture
- ☐ Law
- ☐ Planning/Zoning
- ☐ Property Maintenance/Management
- ☐ Plumbing work/contracting
- ☐ Real Estate/Development
- ☒ Gardening/Landscaping
- ☐ Government

## **RESOLUTION**

DATE: October 8, 2018

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

RESOLVED that Council hereby ACCEPTS the resignation of April Treece from the Beautification Commission and thanks her for her service; AND

BE IT FURTHER RESOLVED the City Council that Council hereby concurs with the recommendation of Mayor Peterson to appoint Wendy Leach of 2127 Davis, Wyandotte, MI to the Beautification Commission to fill the unexpired term of April Treece. Term to expire April 2019.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

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

**MEETING DATE:** October 8, 2018

**AGENDA ITEM #** **9c**

**ITEM:** Appointment to the Beautification Commission

**PRESENTER:** Mayor Joseph R. Peterson



**INDIVIDUALS IN ATTENDANCE:** n/a

**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.

Commissioner Bill Summerell's term ended in April 2018 and he does not wish to be reappointed. Resident Barbara Freese has applied for appointment. Based on Ms. Freese's background and willingness to serve, I am recommending that she be appointed to the Beautification Commission to fill the vacancy.

**STRATEGIC PLAN/GOALS:** To encourage and respect citizen participation and provide transparency in all city matters and to comply with and enforce all the requirements of our laws and regulations.

**ACTION REQUESTED:** Concur with Mayor Peterson's recommendation to appoint Barbara Freese to the Beautification Commission.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** n/a

**IMPLEMENTATION PLAN:** n/a

**COMMISSION RECOMMENDATION:** See attached email from John Darin

**CITY ADMINISTRATOR'S RECOMMENDATION:** n/a

**LEGAL COUNSEL'S RECOMMENDATION:** n/a

**MAYOR'S RECOMMENDATION:**

**LIST OF ATTACHMENTS:**

- Recommendation from Commissioner John Darin
- Application from Barbara Freese

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: October 8, 2018

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

BE IT RESOLVED the City Council that Council hereby CONCURS with the recommendation of Mayor Peterson to appoint Barbara Freese of 1704 10<sup>th</sup> St., Wyandotte, MI to the Beautification Commission. Term to expire April 2021.

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

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**From:** John Darin  
**Sent:** Monday, September 17, 2018 11:58 AM  
**To:** Joseph R. Peterson  
**Cc:** Julie Sadlowski; Alice Ugljesa; Andrea Fuller; John Darin; Kelly Dodson; Linda Orta; Michael Bak; Noel Galeski; Patricia Iacopelli; Stephanie Pizzo; Barbara Freese  
**Subject:** Recommendation for Beautification Commission Appointment, Ms. Barbara Freese

Mayor Peterson:

Ms. Barbara Freese has submitted an application to your office for appointment to the Beautification Commission. She has a strong interest in gardening, and has volunteered for Beautification Commission events in the past. I invited Ms. Freese to the September 12, 2018 meeting of the Beautification Commission, and she reviewed her background and interests for all, and became engaged in the course of discussions during our regular agenda. At the conclusion the meeting, the consensus of those present was that Ms. Freese will make a valuable addition to our Beautification Commission team. We strongly recommend her appointment to the Beautification Commission at your earliest convenience. If you have any questions, please contact me. Thank you very much.

John Darin

Chairman,  
Wyandotte Beautification Commission



Virus-free. [www.avg.com](http://www.avg.com)

# CITY OF WYANDOTTE, MICHIGAN

## APPLICATION FOR BOARDS AND COMMISSIONS

A separate application is required for each board or commission you wish to join.  
Applications remain active for one year from the date of submittal.  
Resumes are encouraged and may be attached to your completed application.

Name of Board or Commission for which you are applying <i>Beautification Committee</i>	
Name <i>BARBARA freese</i>	
Home Address:	Work Address
Home Phone	Work Phone
Cell Phone	Email

**Please note your preferred method(s) of contact**

☐ Home Phone  
 ☐ Work Phone  
 ☒ Cell Phone  
 ☐ Email

**Residency, property or business ownership is required for most boards and commissions.**

☒ I am a resident. If so, for how many years? *63*

☒ I am a property owner. If so, for how many years? *30+*

☐ I am a business owner. If so, for how many years? \_\_\_\_\_

**Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or commission.**

*Born in Wyandotte General Hospital*

*Grade School - ST. STAN'S*

*High School - Gabriel Richard High School*

*College - IUC*

*MARRIED 20yrs - No children - NOW WIDOWED*

*Served as member of a Service Excellence Team @ HWH for many years. This included planning events for staff, physicians & volunteers.*

*Volunteer @ The Dress Up Wine & Down Event every year, in collaboration with THE willow tree & Chelsea.*



Describe any experiences that led to your desire to serve the community.

Volunteered to plant flowers in the spring, I became interested when I talked to volunteer coordinating the event. I take pride in my home, love gardening. Good knowledge of flowers & getting them to grow. Wyandotte Downtown District is beautiful, & I want to help to keep it that way.

**Employment:** List your most recent employment experiences.

Company Name/Location	Position	Duties	Dates of Employment
Henry Ford Wyandotte Hospital	PATIENT Business Rep.	Scheduling CLERICAL Billing	1976 → present

**Education:** List your most recent educational experiences.

Educational Institution/School	Certificate/Degree Received	Dates

**Volunteerism:** List your most recent volunteer experiences.

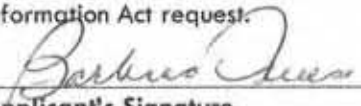
Organization	Role	Dates
HFWH	Volunteer planning	every year 2013 → present
HFWH	Volunteer to plant flowers	2016 & 2017

**Supplemental Information:** Please review our **Guidelines for Boards and Commissions** for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. Wyandotte needs citizens with diverse backgrounds on its boards and commissions.

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Clerk at 734-324-4560 or [clerk@wyon.org](mailto:clerk@wyon.org) if you have any questions or concerns about the disclosure of specific information.

**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

  
Applicant's Signature

8/16/18  
Date

Return completed forms to  
Office of the Mayor, City of Wyandotte, Michigan, 3200 Biddle Avenue, Suite 300, Wyandotte, MI 48192

**Please check below if you have experience in:**

- ☐ Advertising/Marketing/Public Relations
- ☐ Architecture/Engineering
- ☐ Arts/Culture/History
- ☐ AutoCAD/Drafting/GIS
- ☐ Business
- ☐ Coaching/Sports
- ☐ Construction/Carpentry
- ☐ Electrical work/contracting
- ☐ Education
- ☐ Event Planning
- ☐ Forestry
- ☐ Horticulture
- ☐ Landscape Architecture
- ☐ Law
- ☐ Planning/Zoning
- ☐ Property Maintenance/Management
- ☐ Plumbing work/contracting
- ☐ Real Estate/Development
- ☒ Gardening/Landscaping
- ☐ Government

## **RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED that Council hereby concurs with the recommendation of Mayor Peterson to appoint Barbara Freese of 1704 10<sup>th</sup> St., Wyandotte, MI to the Beautification Commission. Term to expire April 2021.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**


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

**MEETING DATE:** October 8, 2018

**AGENDA ITEM #** **10**

**ITEM:** City of Wyandotte Retiree Health Care Plan – Corrective Action Plan

**PRESENTER:** Todd A. Drysdale, City Administrator 

**INDIVIDUALS IN ATTENDANCE:** N/A

**BACKGROUND:** Pursuant to the recently adopted PA 202 of 2017, the State of Michigan conducted a review of the 2017 Retirement System Annual Report (Form 5572) filed by the City. This review triggered a preliminary determination that the City's Plan is in an "underfunded status". The City Council approved a request for a waiver at the May 21, 2018, City Council meeting but the waiver was denied by the State on July 5, 2018. As such, the State is requiring a Corrective Action Plan (CAP). The CAP must demonstrate that the underfunded status is being addressed by identifying past actions and outlining prospective actions with the goal of achieving a 40% funded level. Within sixty (60) days, the City should receive a revised actuarial study that will identify the projected date when we will achieve this minimum funding level and what additional financial commitments will be necessary to receive approval from the State.

**STRATEGIC PLAN/GOALS:** To be fiscally responsible and provide the best services

**ACTION REQUESTED:** Approve the Corrective Action Plan for the City of Wyandotte Retiree Health Care Plan (Form 5597).

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** N/A

**IMPLEMENTATION PLAN:** City Administrator will forward the approved CAP to the State of Michigan by the deadline of October 17, 2018.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:** Concur

**LEGAL COUNSEL'S RECOMMENDATION:** N/A

**MAYOR'S RECOMMENDATION:** 

**LIST OF ATTACHMENTS:**

1. Corrective Action Plan (Form 5597)
2. Backup documentation



**MODEL RESOLUTION:**

Resolved by the City Council that the Correction Action Plan or Waiver (Form 5597) submitted by the City Administrator is received and placed and file and

Further, notes that the Application demonstrates actions that have been undertaken to mitigate this underfunded status which include eliminating defined benefit retiree health care coverage for employees hired after 2008, 2009, 2011, and 2013 (depending on employee group) and transferring funds from the City's General Fund to the Retiree Health Care Trust Fund and

Further, notes that the City has contributed additional funds to the retiree health care trust in excess of the annual cost of retiree healthcare in each of the past five (5) years and has increased the value of the retiree health care trust fund from a deficit of \$247,000 in 2003 to \$2.357 million in 2017 and

Thus, the City Council approves the Corrective Action Plan as prepared and recommended by the City Administrator

## Protecting Local Government Retirement and Benefits Act Corrective Action Plan: Retirement Health Benefit Systems

Issued under authority of Public Act 202 of 2017.

### 1. MUNICIPALITY INFORMATION

Local Unit Name: City of Wyandotte Six-Digit Muni Code: 822330

Retirement Health Benefit System Name: City of Wyandotte Retiree Health Care Plan

Contact Name (Administrative Officer): Todd A. Drysdale

Title if not Administrative Officer: City Administrator

Email: tdrysdale@wyandottemi.gov Telephone: (734) 324-4566

### 2. GENERAL INFORMATION

**Corrective Action Plan:** An underfunded local unit of government shall develop and submit for approval a corrective action plan for the local unit of government. The local unit of government shall determine the components of the corrective action plan. This Corrective Action Plan shall be submitted by any local unit of government with at least one retirement health benefit system that has been determined to have an underfunded status. Underfunded status for a retirement health system is defined as being less than 40% funded according to the most recent audited financial statements, and, if the local unit of government is a city, village, township, or county, the annual required contribution (ARC) for all of the retirement health systems of the local unit of government is greater than 12% of the local unit of government's annual governmental fund revenues, based on the most recent fiscal year.

**Due Date:** The local unit of government has **180 days from the date of notification** to submit a corrective action plan to the Municipal Stability Board. The Board may extend the 180-day deadline by up to an additional 45 days if the local unit of government submits a reasonable draft of a corrective action plan and requests an extension.

**Filing:** Per Sec. 10(1) of the Act, this Corrective Action Plan must be approved by the local government's administrative officer and its governing body. ***You must provide proof of your governing body approving this Corrective Action Plan and attach the documentation as a separate PDF document.*** Per Sec. 10(4) of the Act, failure to provide documentation that demonstrates approval from your governing body will result in a determination of noncompliance by the Board.

The submitted plan must demonstrate through distinct supporting documentation how and when the local unit will reach the 40% funded ratio. Or, if the local unit is a city, village, township, or county, the submitted plan may demonstrate how and when the ARC for all of the retirement healthcare systems will be less than 12% of annual governmental fund revenues, as defined by the Act. Supporting documentation for the funding ratio and/or ARC must include an actuarial projection, an actuarial valuation, or an internally developed analysis. The local unit must project governmental fund revenues using a reasonable forecast based on historical trends and projected rates of inflation.

The completed plan must be submitted via email to Treasury at [LocalRetirementReporting@michigan.gov](mailto:LocalRetirementReporting@michigan.gov) for review by the Board. ***If you have multiple underfunded retirement systems, you are required to complete separate plans and send a separate email for each underfunded system.*** Please attach each plan as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Corrective Action Plan-2017, Local Unit Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System OPEB



Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

**Municipal Stability Board:** The Municipal Stability Board (the Board) shall review and vote on the approval of a corrective action plan submitted by a local unit of government. If a corrective action plan is approved, the Board will monitor the corrective action plan for the following two years, and the Board will report on the local unit of government's compliance with the Act not less than every two years.

**Review Process:** Following receipt of the email by Treasury, the Board will accept the corrective action plan submission at the next scheduled meeting of the Board. The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

**Considerations for Approval:** A successful corrective action plan will demonstrate the actions for correcting underfunded status as set forth in Sec. 10(7) of the Act (listed below), as well as any additional solutions to address the underfunded status. Please also include steps already taken to address your underfunded status, as well as the date prospective actions will be taken. A local unit of government may also include in its corrective action plan a review of the local unit of government's budget and finances to determine any alternative methods available to address its underfunded status. A corrective action plan under this section may include the development and implementation of corrective options for the local unit of government to address its underfunded status. The corrective options as described in Sec. 10(7) may include, but are not limited to, any of the following:

- (i) Requiring cost sharing of premiums and sufficient copays.
- (ii) Capping employer costs.

**Implementation:** The local unit of government has up to 180 days after the approval of a corrective action plan to begin to implement the corrective action plan to address its underfunded status. The Board shall monitor each underfunded local unit of government's compliance with this act and any corrective action plan. The Board shall adopt a schedule, not less than every 2 years, to certify that the underfunded local unit of government is in substantial compliance with the Act. If the Board determines that an underfunded local unit of government is not in substantial compliance under this subsection, the Board shall within 15 days provide notification and report to the local unit of government detailing the reasons for the determination of noncompliance with the corrective action plan. The local unit of government has 60 days from the date of the notification to address the determination of noncompliance.

### 3. DESCRIPTION OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement **system** as a whole.

- **Please Note:** If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local unit of government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

**Note:** Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.



### Category of Prior Actions:

- ☒ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

**Sample Statement:** *Benefit levels of the retired membership mirrors the current collective bargaining agreement for each class of employee. On January 1, 2017, the local unit entered into new collective bargaining agreements with the **Command Officers Association** and **Internal Association of Firefighters** that increased employee co-payments and deductibles for healthcare. These coverage changes resulted in an improvement to the retirement system's funded ratio. Please see page 12 of the attached actuarial analysis that indicates the system is **40% funded as of June 30, 2017.***

Between 2008 and 2013, the City collectively bargained the elimination of retiree healthcare benefits for newly hired employees. No new hires are eligible for retiree health care. Additionally, terms of coverage have been changed resulting in lower premium costs, new programs have been mandated resulting in lower costs, and retiree co-pays have been increased.

- ☒ **Additional Funding** - Additional funding may include the following: paying the annual required contribution in addition to retiree premiums, voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

**Sample Statement:** *The local unit created a qualified trust to receive, invest, and accumulate assets for retirement healthcare on **June 23, 2016**. The local unit of government has adopted a policy to change its funding methodology from Pay-Go to full funding of the Annual Required Contribution (ARC). Additionally, the local unit has committed to contributing **\$500,000** annually, in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to **40% by 2022**. Please see page 10 of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional **\$500,000** for the next five years.*

Beginning in 2006, the City has been contributing to the Retiree Health Care Trust. To date, over \$28 million has been transferred from the City's General Fund. The resulting balance is \$2.375 million, up from a deficit of \$247k in 2003.

- ☐ **Other Considerations** - Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

**Sample Statement:** *The information provided on the Form 5572 from the audit used actuarial data from **2015**. Attached is an updated actuarial valuation for **2017** that shows our funded ratio has improved to **42%** as indicated on page 13.*

### 4. DESCRIPTION OF PROSPECTIVE ACTIONS

The corrective action plan allows you to submit a plan of prospective actions which are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prospective actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.



Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what will the local unit of government do to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

**Category of Prospective Actions:**

- ☒ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

**Sample Statement:** The local unit will seek to align benefit levels for the retired membership with each class of active employees. Beginning with **summer 2018** contract negotiations, the local unit will seek revised collective bargaining agreements with the **Command Officers Association** and **Internal Association of Firefighters** to increase employee co-payments and deductibles for healthcare. These coverage changes would result in an improvement to the retirement system's funded ratio. Please see page 12 of the attached actuarial analysis that indicates the system would be **40% funded by fiscal year 2020** if these changes were adopted and implemented by **fiscal year 2019**.

The City will be negotiating with three (3) labor unions that have their collective bargaining agreements expire on 12/31/18.

- ☐ **Additional Funding** – Additional funding may include the following: meeting the annual required contribution in addition to retiree premiums, voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

**Sample Statement:** The local unit will create a qualified trust to receive, invest, and accumulate assets for retirement healthcare by **December 31, 2018**. The local unit of government will adopt a policy to change its funding methodology from Pay-Go to full funding of the Annual Required Contribution (ARC) by **December 31, 2018**. Additionally, beginning in fiscal year 2019, the local unit will contribute **\$500,000** annually in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to **40% by 2022**. Please see page 10 of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional **\$500,000** for the next five years.

- ☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, actuarial assumption changes, amortization policy changes, etc.

**Sample Statement:** Beginning in **fiscal year 2019**, the local unit will begin amortizing the unfunded portion of the healthcare liability using a **level-dollar amortization method over a closed period of 10 years**. This will allow the health system to reach a funded status of **42% by 2022** as shown in the attached actuarial analysis on page 13.

The City is currently preparing an actuarial study to determine when the funded status will be 40% while still satisfying the current annual obligations using the "pay-as-you-go" method and considering stable contributions of approximately \$2.375 million to the Retiree Health Care Trust Fund as well as no new eligible retirees. The study should be completed by the end of the calendar year.

## 5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for (insert local unit name) \_\_\_\_\_ to make, at a minimum, the retiree premium payment, as well as the normal cost payments for all new hires (if applicable), for the retirement health benefit system according to your long-term budget forecast?

☒ Yes

☐ No

If No, Explain

## 6. DOCUMENTATION ATTACHED TO THIS CORRECTIVE ACTION PLAN

Documentation should be attached as a .pdf to this corrective action plan. The documentation should detail the corrective action plan that would be implemented to adequately address the local unit of government's underfunded status. Please check all documents that are included as part of this plan and attach in successive order as provided below:

**Naming convention:** when attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

### Naming Convention

☒ Attachment – 1

☒ Attachment – 1a

☐ Attachment – 2a

☐ Attachment – 3a

☐ Attachment – 4a

☐ Attachment – 5a

☐ Attachment – 6a

### Type of Document

**This Corrective Action Plan (Required)**

**Documentation from the governing body approving this Corrective Action Plan (Required)**

**An actuarial projection, an actuarial valuation, or an internally developed analysis, which illustrates how and when the local unit will reach the 40% funded ratio. Or, if the local unit is a city, village, township, or county, ARC will be less than 12% of governmental fund revenues, as defined by the Act. (Required)**

Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information).

Documentation of commitment to additional payments in future years (e.g. resolution, ordinance)

A separate corrective action plan that the local unit has approved to address its underfunded status, which includes documentation of prior actions, prospective actions, and the positive impact on the system's funded ratio

Other documentation, not categorized above



## 7. CORRECTIVE ACTION PLAN CRITERIA

Please confirm that each of the four corrective action plan criteria listed below have been satisfied when submitting this document. Specific detail on corrective action plan criteria can be found in the [Corrective Action Plan Development: Best Practices and Strategies](#) document.

### Corrective Action Plan Criteria

### Description

☒ Underfunded Status

Is there a description and adequate supporting documentation of how and when the retirement system will reach the 40% funded ratio? Or, if your local unit is a city, village, township, or county, how and when the ARC of all retirement healthcare systems will be less than 12 percent of governmental fund revenues?

☐ Reasonable Timeframe

Do the corrective actions address the underfunded status in a reasonable timeframe ([see CAP criteria issued by the Board](#))?

☒ Legal and Feasible

Does the corrective action plan follow all applicable laws? Are all required administrative certifications and governing body approvals included? Are the actions listed feasible?

☒ Affordability

Do the corrective action(s) listed allow the local unit to make the retiree healthcare premium payment, as well as normal cost payment for new hires now and into the future without additional changes to this corrective action plan?

## 8. LOCAL UNIT OF GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF CORRECTIVE ACTION PLAN

I, Todd A. Drysdale, as the government's administrative officer (insert title)  
City Administrator (Ex: City/Township Manager, Executive director, and Chief Executive Officer, etc.) approve this Corrective Action Plan and will implement the prospective actions contained in this Corrective Action Plan.

I confirm to the best of my knowledge that because of the changes listed above, one of the following statements will occur:

☐ The City of Wyandotte Retiree Health Care Plan (**Insert Retirement Healthcare System Name**) will achieve a funded status of at least 40% by Fiscal Year \_\_\_\_\_ as demonstrated by required supporting documentation listed in section 6.

**OR, if the local unit is a city, village, township, or county:**

☐ The ARC for all of the retirement healthcare systems of \_\_\_\_\_ (**Insert local unit name**) will be less than 12% of the local unit of government's annual governmental fund revenues by Fiscal Year \_\_\_\_\_ as demonstrated by required supporting documentation listed in section 6.

Signature Todd A. Drysdale

Date 10/08/2018



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

NICK A. KHOURI  
STATE TREASURER

July 5, 2018

**Determination of Underfunded Status and  
Need For A Corrective Action Plan**

Fiscal Year: 2017

Municipality Code: 822330

**Sent Via Email**

City of Wyandotte

tdrysdale@wyandottemi.gov

Re: Retirement Waiver Application

Dear Administrative Officer or Designee:

Thank you for submitting your retirement waiver application(s) pursuant to Public Act 202 of 2017 (the Act). **Based upon review, the following waiver application(s) has been denied for the following reason(s):**

**City of Wyandotte Retiree Health Care Plan**

- Your municipality's unfunded liability represents a significant portion of annual revenues and/or the outstanding unfunded liability remains significant.
- Your municipality failed to attach enough supportive information that could be used to support the claims made in Section 4 and/or Section 5 of the waiver application.

**As a result, your municipality is determined to be in underfunded status as defined by MCL 38.2803, Section 3 of the Act.**

**How to apply for a Corrective Action Plan**

In accordance with the Act, you **must** create a corrective action plan for each **underfunded system**. The attached corrective action plan form has a cover sheet with detailed instructions on how to complete the corrective action plan. The completed corrective action plan is due back to the Department of Treasury (Treasury) **within 180 days of this notification** via email to [LocalRetirementReporting@Michigan.gov](mailto:LocalRetirementReporting@Michigan.gov).

- ❖ **Please note:** If applicable, prior actions listed within your waiver application(s) may also be included in your corrective action plan.



If you have multiple underfunded retirement systems, you are required to complete separate corrective action plans for each system and send a separate email for each system. Please attach each corrective action plan as a separate PDF document in addition to all applicable supporting documentation. The subject line of the email should be in the following format: **Corrective Action Plan-2017, Local Unit Name, Retirement System Name** (e.g. Corrective Action Plan-2017, City of Lansing, Employees' Retirement System Pension Plan). Treasury will send an automatic reply acknowledging receipt of the email. Treasury will also provide the corrective action plan to the Municipal Stability Board (the Board) for their review.

**Next Steps:**

- Once your corrective action plan is submitted, the Board will officially receive your plan at their next scheduled meeting.
- The Board shall then approve or reject the corrective action plan within 45 days from the date of the meeting.

If you have any questions regarding your underfunded status, please visit [Michigan.gov/LocalRetirementReporting](http://Michigan.gov/LocalRetirementReporting) for step-by-step reporting instructions and helpful FAQs, or email our office at [LocalRetirementReporting@michigan.gov](mailto:LocalRetirementReporting@michigan.gov). If you would prefer to speak with a member of our team, please schedule a phone call appointment using the [Local Retirement Calendar](#). A staff member will contact you via the phone number you provide at your scheduled time.

Sincerely,

Michigan Department of Treasury  
Local Retirement Reporting Team



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

NICK A. KHOURI  
STATE TREASURER

**Date:** August 20, 2018

**To:** Local Units of Government with Underfunded Retirement Systems

**From:** Community Engagement and Finance Division, Department of Treasury

**Subject:** Updated: Corrective Action Plan (CAP) Forms and Municipal Stability Board Best Practices and Strategies

**CAP Approval Criteria Update:**

Section 8 of Public Act 202 of 2017 (the Act) requires the Municipal Stability Board (the Board) to review and annually update a list of best practices and strategies that will assist underfunded local units of government in developing a corrective action plan (CAP). Following a public comment period, the Board approved an updated best practices and strategies document at their meeting on August 15, 2018, which can be found here: [Michigan.gov/MSB](http://Michigan.gov/MSB). The document includes the following updates to the CAP Approval Criteria section:

**Addressing Underfunded Status:**

- 1.) The CAP may demonstrate through distinct supporting documentation how and when the retirement system will reach a sixty percent funded ratio for pension systems and/or a forty percent funded ratio for retirement health systems.

**Or**

- 2.) A local unit may demonstrate through distinct supporting documentation that its annual required contribution (ARC) will be less than 10 percent of general fund operating revenues for pension systems and/or will be less than 12 percent of general fund operating revenues for retirement health systems. The Board may consider this as means to address underfunded status in accordance with the Act.
  - Supporting documentation must include an actuarial projection, an actuarial valuation, or an internally developed analysis for ARC. The local unit must project general fund operating revenues using a reasonable forecast based on historical trends and projected rates of inflation.
  - **Reasonable Timeframe:** For local units who are addressing underfunded status through the ARC/revenue trigger in their corrective action plan, the local government must show how it will get below the PA202 established ARC/Revenue trigger within 5 years.

- **Please Note:** Consistent with the Act, the ARC/revenue trigger (option 2 above) is only applicable for cities, villages, townships, and counties. All other local units required to submit a CAP must demonstrate how and when the retirement system will reach the minimum funded ratio(s).

### **CAP Forms Update:**

In conjunction with the changes made to the best practices and strategies document, the CAP forms for Defined Benefit Pension Retirement Systems (Form 5598) and Retirement Health Benefit Systems (Form 5597) have been updated to ensure that local units of government meet the CAP Approval Criteria. Please utilize the current versions of these forms for your CAP submissions to the Board.

### **Where to find PA 202 Forms, FAQs and current PA 202 status:**

To find Form 5572 (the Retirement System Annual Report), detailed reporting instructions, current forms, updated FAQs, and a local unit's PA 202 status, please visit our website at [Michigan.gov/LocalRetirementReporting](http://Michigan.gov/LocalRetirementReporting). Please review the report titled [Local Retirement System Summary with Data](#) to see your local unit's status.

If you have any questions, please send an email to our office at [LocalRetirementReporting@michigan.gov](mailto:LocalRetirementReporting@michigan.gov) or if you would like to discuss your underfunded status, please schedule an appointment using the [Local Retirement Calendar](#). A staff member will contact you at your scheduled time.

Thank you,

**Michigan Department of Treasury**  
Local Retirement Reporting Team  
[www.michigan.gov/LocalRetirementReporting](http://www.michigan.gov/LocalRetirementReporting)

For more information about Treasury's local government programs, follow [@MITreasLocalGov](https://twitter.com/MITreasLocalGov) on Twitter.



**CITY OF WYANDOTTE, MICHIGAN  
CERTIFIED RESOLUTION  
2018-239**

REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE CITY OF WYANDOTTE,  
WAYNE COUNTY, MICHIGAN, HELD IN THE COUNCIL CHAMBERS, OF THE MUNICIPAL  
BUILDING.

UNDER THE DATE OF: May 21, 2018

MOVED BY: Councilperson Calvin

SUPPORTED BY: Councilperson Sabuda

BE IT RESOLVED by City Council that the Application for Waiver (Form 5584) submitted by the City Administrator is received and placed and file; AND

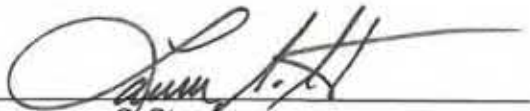
Further, notes that the Application demonstrates actions have been undertaken to mitigate this underfunded status which include requiring longer vesting requirements for eligible employees, changing coverage for existing retirees receiving coverage, and eliminating defined benefit retiree health care coverage for employees hired after 2008, 2009, 2011, and 2013 (depending on employee group) and

Further, notes that the City has contributed additional funds to the retiree health care trust in excess of the annual cost of retiree healthcare in each of the past five (5) years and has increased the value of the retiree health care trust fund from a deficit of \$247,000 in 2003 to \$2.357 million in 2017 and Thus, the City Council approves the Application for Waiver as prepared and recommended by the City Administrator.

Motion unanimously carried.

ABSENT: Councilperson Alderman

I, LAWRENCE S. STEC, duly authorized City Clerk of Wyandotte, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the City Council on May 22, 2018 said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of Michigan, 1976.

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



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

MEETING DATE: May 21, 2018

AGENDA ITEM # **8**

**ITEM:** City of Wyandotte Retiree Health Care Plan – Waiver Application for Underfunded Status

**PRESENTER:** Todd A. Drysdale, City Administrator *T. Drysdale*

**INDIVIDUALS IN ATTENDANCE:** N/A

**BACKGROUND:** Pursuant to the recently adopted PA 202 of 2017, the State of Michigan conducted a review of the 2017 Retirement System Annual Report (Form 5572) filed by the City. This review triggered a preliminary determination that the City's Plan is in an "underfunded status". The City is able to apply for a waiver of the underfunded status determination as outlined in Section 6 of the public act. The waiver must demonstrate that the underfunded status is being addressed by identifying past actions (not prospective) and the waiver application must be approved by the municipality's administrative officer and governing body (City Council). The primary efforts undertaken by the City in the past are:

1. Increase the vesting requirement for eligible retirees
2. Increase the prescription co-payment for eligible retirees
3. Changed health insurance coverage for eligible pre-65 retirees to more affordable plan
4. Mandated Medicare Advantage for eligible post-65 retirees
5. Eliminated defined benefit retiree healthcare coverage for future employees (effective 2008, 2009, 2011, 2013 depending on employee group)

If the State does not grant the waiver, the City will be subject to an individualized, comprehensive review by the state treasury which may require the submission of a corrective action plan to address the underfunded status.

**STRATEGIC PLAN/GOALS:** To be fiscally responsible and provide the best services

**ACTION REQUESTED:** Approve the Application for Waiver for the City of Wyandotte Retiree Health Care Plan (Form 5584).

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** N/A

**IMPLEMENTATION PLAN:** City Administrator will forward the approved waiver to the State of Michigan by the deadline of June 4, 2018.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:** Concur

**LEGAL COUNSEL'S RECOMMENDATION:** N/A

**MAYOR'S RECOMMENDATION:** 

**LIST OF ATTACHMENTS:**

1. Application for Waiver w/Attachments (Form 5584)
2. Public Act 202 of 2017
3. 2017 Retirement System Annual Report (Form 5572)
4. Correspondence date 4/20/18 – Preliminary Review

**MODEL RESOLUTION:**

Resolved by the City Council that the Application for Waiver (Form 5584) submitted by the City Administrator is received and placed and file and

Further, notes that the Application demonstrates actions have been undertaken to mitigate this underfunded status which include requiring longer vesting requirements for eligible employees, changing coverage for existing retirees receiving coverage, and eliminating defined benefit retiree health care coverage for employees hired after 2008, 2009, 2011, and 2013 (depending on employee group) and

Further, notes that the City has contributed additional funds to the retiree health care trust in excess of the annual cost of retiree healthcare in each of the past five (5) years and has increased the value of the retiree health care trust fund from a deficit of \$247,000 in 2003 to \$2.357 million in 2017 and

Thus, the City Council approves the Application for Waiver as prepared and recommended by the City Administrator

## **RESOLUTION**

DATE: October 8, 2018

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

RESOLVED by the City Council that the Correction Action Plan or Waiver (Form 5597) submitted by the City Administrator is received and placed and file; AND

Further, notes that the Application demonstrates actions that have been undertaken to mitigate this underfunded status which include eliminating defined benefit retiree health care coverage for employees hired after 2008, 2009, 2011, and 2013 (depending on employee group) and transferring funds from the City's General Fund to the Retiree Health Care Trust Fund; AND

Further, notes that the City has contributed additional funds to the retiree health care trust in excess of the annual cost of retiree healthcare in each of the past five (5) years and has increased the value of the retiree health care trust fund from a deficit of \$247,000 in 2003 to \$2.357 million in 2017; AND

Thus, BE IT RESOLVED that the City Council approves the Corrective Action Plan as prepared and recommended by the City Administrator.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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

### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**


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

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

**MEETING DATE:** October 8, 2018

**AGENDA ITEM #** **11**

**ITEM:** Charter Amendment – Operating Millage

**PRESENTER:** Todd A. Drysdale, City Administrator 

**INDIVIDUALS IN ATTENDANCE:** N/A

**BACKGROUND:** The City's General Fund continues to project a revenue shortfall as a result of the sharp decrease in taxable value which occurred in 2008. Previously, in November of 2011, the City Council approved a ballot question asking to increase the operating millage by an additional 1.75 mills for a three (3) year period which was approved by the voters. In May of 2014, the City Council approved a ballot question asking to increase the operating millage by an additional 3.00 mills for a five (5) year period which essentially replaced the previous additional operating millage approved in 2011. This additional operating millage was again approved by the voters and is scheduled to expire at the end of the 2019FY.

The City's taxable value continues to be 17% less than its peak in 2006. This loss of taxable value results in an annual reduction in tax revenue from the normal operating millage of \$1,329,000. In addition, the following annual expenditures have increased dramatically since that time:

1. Defined Benefit Retirement Contribution - \$1,215,000 annually
2. Retiree Health Care Expenditures - \$952,000 annually
3. Active Employee Healthcare Costs - \$105,000 annually (net of reductions in personnel)

As a result, the preliminary 5-Year Financial Forecast for the City's General Fund for the 2019FY budget indicates the following annual shortfall in revenue:

2019FY -	( 112,650)
2020FY -	(1,628,971)
2021FY -	(1,436,303)
2022FY -	(1,440,419)

Attached is a draft resolution that would again place a millage increase on the ballot for voter approval. The additional 3.00 operating mills approved in May, 2014, will end with the current (2019) fiscal year which is the primary reason for the significant projected shortfall beginning in the 2020FY.



The "renewal" of the 3.00 mills would reduce the estimated shortfall to the following:

2020FY – (414,468)  
2021FY – (192,055)  
20122FY – (175,448)

Based on this information, it is recommended that three (3) mills be submitted to the voters for a period of five (5) years.

The State of Michigan's deadline for ballot wording is currently unknown for the 2019 election year. Based on prior year information though, the deadline for a May election would be early February. Thus, it is prudent to get approval for the ballot wording in the event an election is called in May of 2019.

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

**ACTION REQUESTED:** Concur with the recommendation and direct the Department of Legal Affairs to prepare the necessary ballot language to increase the charter tax rate limitation for general operating purposes for City Council approval.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The City will realize approximately \$1,620,000 in additional tax revenue in the first year if the charter amendment is approved.

**IMPLEMENTATION PLAN:** City Administrator to work with the Department of Legal Affairs to prepare the ballot language to be approved by the City Council which will then be forwarded to the State's Attorney General for approval prior to the deadline to be provided to the County Clerk.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:** Concur

**LEGAL COUNSEL'S RECOMMENDATION:**

**MAYOR'S RECOMMENDATION:**



**LIST OF ATTACHMENTS:**

1. Ballot Question and Results – November 8, 2011
2. Ballot Question and Results – May 6, 2014

**MODEL RESOLUTION:**

Resolved by the City Council that the recommendation from the City Administrator to place a charter amendment relative to the charter-authorized operating millage rate on the next available election ballot is received and placed on file and

FURTHER, concurs with the recommendation to have the Department of Legal Affairs prepare the necessary ballot language for City Council approval and

FURTHER, instructs this information to be presented back to the City Council prior to the deadline established by the State of Michigan and the County of Wayne for the next available election.

I move the adoption of the foregoing resolution.

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

Supported by Councilperson \_\_\_\_\_

YEAS

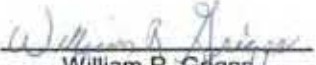
COUNCIL

NAYS

Alderman  
Calvin  
Desana  
Maiani  
Sabuda  
Schultz

**Unofficial Results**  
**City of Wyandotte**  
**Wyandotte City Charter Amendment for Operating Millage**  
May 6, 2014

Election Results	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Precinct 6	Precinct 7	Precinct 8	Precinct 9	Precinct 10	Totals
<b>Operating Millage Proposal</b>	Shall Section 5 of Chapter XIII of the City Charter of the City of Wyandotte be amended to require the levy of an ad valorem tax in an amount of three tenths of one percent of the assessed value (3 mills) for a period of five (5) years, from 2014 through 2018, on all real and personal property subject to taxation in the city as new additional milage for the purpose of providing additional funds for general operating purposes? It is estimated that 3.0 mills would raise approximately \$1,112,000 when first levied in 2014.										
YES	72	215	121	171	164	139	102	206	278	121	1589
NO	68	73	68	60	79	110	57	83	120	41	759
<b>Voters That Voted</b>	140	289	190	231	245	250	163	294	398	162	2362
<b>Registered Voters</b>	1504	2415	1585	2104	2343	2301	1577	1850	2411	1436	19,526
<b>Percentage of Turn Out</b>	9%	12%	12%	11%	10%	11%	10%	16%	17%	11%	12%

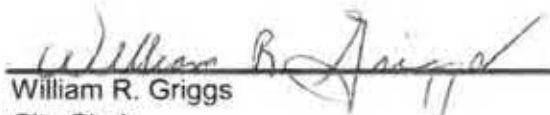
  
William R. Griggs  
City Clerk

**City of Wyandotte  
Special Election  
Nov. 8, 2011  
Unofficial Results**

Operating Millage	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Precinct 6	Precinct 7	Precinct 8	Precinct 9	Precinct 10	Totals
Yes	146	314	207	248	277	253	162	335	415	182	2539
No	129	154	128	155	154	167	118	151	214	99	1469
											0
											0
											0
Voters that Voted	278	471	337	404	431	420	282	487	630	283	4023
Registered Voters as of 10-11-11	1480	2364	1580	2134	2315	2244	1558	1825	2343	1431	19274
% of turn out per Precinct	19%	20%	21%	19%	19%	19%	18%	27%	27%	20%	21%

**Totals**

Yes	2539
No	1469

  
William R. Griggs  
City Clerk

Total Votes 4023  
Registered 19274  
Percentage 0.20873



## **RESOLUTION**

DATE: October 8, 2018

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

RESOLVED by the City Council that the recommendation from the City Administrator to place a charter amendment relative to the charter-authorized operating millage rate on the next available election ballot is received and placed on file; AND

FURTHER, concurs with the recommendation to have the Department of Legal Affairs prepare the necessary ballot language for City Council approval; AND

FURTHER, instructs this information to be presented back to the City Council prior to the deadline established by the State of Michigan and the County of Wayne for the next available election.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

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

MEETING DATE: 10/8/2018

AGENDA ITEM # **12**

**ITEM: Municipal Services – Concur with Request for Waiver of Competitive Bid and Approval for Power Plant Vault (Manhole) Installation and Associated Work for Package Boiler Steam Project**

**PRESENTER:** Charlene Hudson – Director of Power Supply and Distribution *CH*

**INDIVIDUALS CONSULTED:** Paul LaManes - General Manager and Chris Brohl – Power Plant Superintendent *PLM CB*

**BACKGROUND:** Wyandotte Municipal Services continues to work with Henry Ford Wyandotte Hospital on their steam service. As part of the required work, an underground vault needs to be installed to make the connection between the Hospital customer line and the steam outlet of the new package boilers. The work being performed on behalf of the Hospital is by their successful bidder, Seaway Mechanical. Seaway is located in Trenton, Michigan and has also performed work previously for WMS at the Power Plant. Utilizing the Hospital's bid selection will provide consistency from both ends of the steam project, mitigate construction issues and help maintain the tight construction schedule. WMS requests the selection of Seaway Mechanical with a waiver of the competitive bid process. The steam line from the hospital to the Power Plant vault and from the Aux Boilers to the vault must be constructed as designed; intersecting the vault at a defined location. The work will include demolition of the existing vault, excavating the new site, crane work, backfill, spoil removal, sealing, setting the new vault and trenching. The unique nature of the project requires that the contractual services be performed by the same contractor from both ends of the project.

**STRATEGIC PLAN/GOALS:** Improvement in Steam Generation Facilities.

**ACTION REQUESTED:** Concur with Wyandotte Municipal Services Commission approval for the General Manager to execute a contract with Seaway Mechanical and approving waiver for the competitive bid, for an amount not to exceed \$106,700.00

**BUDGET IMPLICATIONS:** Included as part of the 2018-19 capital budget in the 591-000-970-000-1010PP Power Plant Bond from the 2015 bond issue.

**IMPLEMENTATION PLAN:** Subsequent to City Council concurrence, execute a contract with Seaway Mechanical for the work.

**MAYOR'S RECOMMENDATION –** *ALP*

**CITY ADMINISTRATOR'S RECOMMENDATION –** *SDrysdale*

**LEGAL COUNSEL'S RECOMMENDATION –** N/A

**LIST OF ATTACHMENTS**

- Seaway Mechanical Proposal

**RESOLUTION**

NOW, THEREFORE, BE IT RESOLVED by the Wyandotte City Council that City Council concurs with the Municipal Services Commission in the following:

Authorizing the General Manager to execute a contract with Seaway Mechanical in an amount not to exceed \$106,700 for the purchase and installation of the steam vault pursuant to the Package Boiler Steam project and waive the competitive bid requirement, as recommended by WMS management.

I move the adoption of the foregoing resolution

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

Supported by Councilperson \_\_\_\_\_

YEAS

COMMISSIONER

NAYS

Alderman

Calvin

DeSana

Maiani

Sabuda

Schultz

# *Seaway Mechanical Contractors, Inc.*

650 West Jefferson, P.O. Box 476...Trenton...MI...48183...(734) 282-8300

## Proposal

Date: September 12, 2018  
To: Chris Brohl – City of Wyandotte  
From: Kevin Webb  
RE: Your Request for Quota – Install Manhole for new steam main to Henry Ford Hospital

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Our Budget Price for the above work is .....\$106,700.00.

Time and Material Work to include:

- Mobilize/demobilize, Daily work permits as required, Seaway Supervision, truck, weld equipment
- Rigging, Boom truck/operator.
- City of Wyandotte Permit if required
- Confined space equipment, attendant, permit.
- Temporary fencing/barricading/taping off of areas as needed for our work, coordinate with hospital and City of Wyandotte as required.
- Traffic control
- Demo existing piping in ex. Manhole. Break up existing concrete steam vault (all broken concrete to be allowed to fall into hole) and backfill with compactable sand.
- Excavation/normal dewatering/backfill/bedding/compaction/compaction testing for manhole and approx. 10' of steam piping north of manhole. Proposal based upon pumping ground waters to near by storm sewer.
- Provide and install (1) new Northern Concrete Pipe Precast 7' diameter manhole per BARR Engineering provided drawings including precored holes. (estimated 2-3 weeks delivery)
- Coating inside and outside of new manhole with Con Seal CS-1800
- Haul off all spoils to a non-environmental dump facility.
- Backfill trench surrounding new vault with compactable material, regrade/backfill area.
- Proposal based upon working normal hours Monday thru Friday for work. Estimated work can be completed in ~2 weeks.
- Pricing includes purchase of High temp Silicone link seals for steam and condensate piping and standard temp EPDM link seals for Thermacor pipe installation.

This proposal does not include:

- Capping off of remaining piping except as noted
- Electrical
- Premium time
- Painting or labels
- Lead or Asbestos Abatement or delays as result of
- Delays due to excess traffic condition
- Excessive dewatering/frac tanks



- Payment or performance Bonds
- Tip fees for disposal of concrete, soils, etc.
- Permanent fencing by owner.
- Design/Engineering
- Any additional work as result of City Inspections.
- New piping in/for manhole.
- Insulation
- Working in/around/testing of hazardous materials and or disposal of.
- Any landscaping (trees, grass, etc)
- Any unknown underground obstructions
- Any work not mentioned above
- Michigan Sales Tax.

Proposed Subcontractors:

Excavation/Manhole installation  
 Lasalle General Contractors  
 30375 Northwestern Highway  
 Farmington Hills, Michigan 48334  
 Tel: 734-394-0650  
 Contact: Ken Perko

Soil Compaction Testing  
 SME  
 43980 Plymouth Oaks Blvd  
 Plymouth, Michigan 48170  
 Tel: 734-454-9900  
 Contact: Trevor Shaheen

Thank you, if you have any questions please give me a call.

Cc: file/quotes/CityWyandotte091218

## **RESOLUTION**

DATE: October 8, 2018

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

NOW, THEREFORE, BE IT RESOLVED that City Council concurs with the Municipal Services Commission in the following:

Authorizing the General Manager to execute a contract with Seaway Mechanical in an amount not to exceed \$106,700 for the purchase and installation of the steam vault pursuant to the Package Boiler Steam project and waive the competitive bid requirement, as recommended by WMS management.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

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

**MEETING DATE:** October 8<sup>th</sup>, 2018

**AGENDA ITEM # 13**

<b>ITEM:</b> Establish 2018 Halloween Trick or Treat Hours
--

**PRESENTER:** Brian Zalewski, Chief of Police

*Brian K. Zalewski*

**INDIVIDUALS IN ATTENDANCE:** None

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

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

**ACTION REQUESTED:** City Council approval for the 2018 "Trick or Treat" hours to be established from 5:30 p.m. to 7:30 p.m. on Wednesday, October 31<sup>st</sup>, 2018.

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

**IMPLEMENTATION PLAN:** If approved by the City Council, the attached Halloween information and "tip sheet" will be forwarded to the cable department for advertisement.

**COMMISSION RECOMMENDATION:** The Police Commission approved the hours for Halloween at their meeting scheduled for Tuesday September 25<sup>th</sup>, 2018.

**CITY ADMINISTRATOR'S RECOMMENDATION:** *S. Dunsdale*

**LEGAL COUNSEL'S RECOMMENDATION:** N/A

**MAYOR'S RECOMMENDATION:**

*J.R.*

**LIST OF ATTACHMENTS:** 1. Halloween information / tip sheet.

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: October 8<sup>th</sup>, 2018

RESOLUTION by Councilman \_\_\_\_\_

BE IT RESOLVED BY THE CITY COUNCIL that the Council concurs with the Chief of Police in recommending the 2018 Halloween "Trick or Treat" hours be established between 5:30 p.m. and 7:30 p.m. on Wednesday, October 31<sup>st</sup>, 2018.

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	_____



**MAYOR**  
Joseph R. Peterson

**CITY CLERK**  
Lawrence S. Stec

**TREASURER**  
Todd M. Browning

**CITY ASSESSOR**  
Theodore H. Galeski



**BRIAN ZALEWSKI**  
CHIEF OF POLICE

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

**THE DESIGNATED HOURS FOR "TRICK OR TREAT" ON HALLOWEEN, OCTOBER 31st, ARE 5:30 P.M. TO 7:30 P.M. YOUR POLICE DEPARTMENT OFFERS THE FOLLOWING TIPS TO MAKE THIS EVENT AS SAFE AS POSSIBLE:**

- 
- 8 A PARENT, GUARDIAN OR OLDER BROTHER OR SISTER SHOULD ACCOMPANY CHILDREN AND ONLY GO TO HOUSES OF PEOPLE THEY KNOW. IF SOMEONE OLDER CANNOT GO, TRICK OR TREAT WITH A GROUP OF CHILDREN.
  - 8 DO NOT ENTER THE HOUSE TO OBTAIN A TREAT.
  - 8 PARENTS SHOULD CHOOSE THE CORRECT CLOTHING OR COSTUME - LIGHT COLORS ARE MORE EASILY SEEN AT NIGHT. MAKE UP OR MASKS SHOULD PROVIDE GOOD VISIBILITY FOR THE TRICK OR TREATER.
  - 8 USE REFLECTIVE TAPE ON YOUR COSTUME AND CARRY A FLASHLIGHT SO YOU CAN SEE AND BE SEEN EASILY.
  - 8 PLAN YOUR TRICK OR TREAT ROUTE AHEAD OF TIME. PICK STREETS THAT ARE WELL LIGHTED. CHILDREN SHOULD LOOK CAREFULLY BEFORE CROSSING THE STREET, AND CROSS ONLY AT CORNERS. NEVER CROSS THE STREET BETWEEN PARKED CARS OR IN THE MIDDLE OF THE BLOCK.
  - 8 WATCH FOR TRAFFIC.
  - 8 ONLY GIVE AND ACCEPT WRAPPED OR PACKAGED CANDY.
  - 8 PARENTS SHOULD CAREFULLY INSPECT TREATS FOR SIGNS OF TAMPERING OR METAL OBJECTS.

**SUSPICIOUS PERSONS SHOULD BE REPORTED TO THE POLICE DEPARTMENT.**

**HAVE A SAFE AND HAPPY HALLOWEEN!**

**BRIAN ZALEWSKI**  
CHIEF OF POLICE

## **RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED that the Council concurs with the Chief of Police in recommending the 2018 Halloween "Trick or Treat" hours be established between 5:30 p.m. and 7:30 p.m. on Wednesday, October 31<sup>st</sup>, 2018.

BE IT FURTHER RESOLVED that the Trick or Treat Safety Tips document shall be posted to the City's website and on appropriate cable channel.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

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

MEETING DATE: October 8<sup>th</sup>, 2018

AGENDA ITEM # **14**

**ITEM:** Promotion of Officer Kenneth Groat to the rank of Detective

**PRESENTER:** Brian Zalewski, Chief of Police

*Brian K. Zalewski*

**INDIVIDUALS IN ATTENDANCE:** Brian Zalewski

**BACKGROUND:** Due to the unfortunate passing of Detective Jay Sharpes, we have a vacancy in the position of Detective in the Police Department. The police department commenced with a promotional testing process in compliance with the collective bargaining agreement. This testing process includes a written test, oral interview, performance evaluation and points for seniority. Three candidates successfully passed the written exam which made them eligible to continue in the testing process. After all scores were tabulated, Officer Kenneth Groat, who has over 19-years of experience with our agency, achieved the highest cumulative score in the promotional process.

**STRATEGIC PLAN/GOALS:** To promote Officer Kenneth Groat to the rank of Detective to fill the vacancy in the detective bureau.

**ACTION REQUESTED:** Concur with the Police Department to promote Officer Kenneth Groat to the position of Detective.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The position of Detective is currently budgeted in police department budget account #101-301-725-110.

**IMPLEMENTATION PLAN:** If approved by the City Council, notification will be submitted to the City Administrator's Office and Officer Groats' salary will be adjusted accordingly in accordance with the union contract.

**COMMISSION RECOMMENDATION:** The Police Commission has approved the promotion of Kenneth Groat at their regularly scheduled meeting on September 25, 2018.

**CITY ADMINISTRATOR'S RECOMMENDATION:** *Shaydahl*

**LEGAL COUNSEL'S RECOMMENDATION:** N/A

**MAYOR'S RECOMMENDATION:**

*John P.*

**LIST OF ATTACHMENTS:** 1. Draft minutes from Police Commission.

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: October 8<sup>th</sup>, 2018.

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

BE IT RESOLVED BY THE CITY COUNCIL that the Council Concurs with the determination that the promotion of Kenneth Groat to fill the vacant Detective's position will assist with the staffing in the detective bureau, will fill a vacant position, and the City Council authorizes the filling of such position and:

FURTHER RESOLVED BY THE CITY COUNCIL that subsequent to a written examination, interview panel, and performance evaluation, the detective promotion shall be awarded to Officer Kenneth Groat, authorization is granted to make said promotions.

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	_____



# City of Wyandotte

## Police Commission Meeting

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Regular Commission Meeting  
September 25, 2018

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### ROLL CALL

Present: Commissioner Doug Melzer  
Commissioner Bobie Heck  
Chief Brian Zalewski

Absent: Commissioner John Harris (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 Melzer at 6:00 p.m.

The Minutes from the regular Police Commission meeting on August 28, 2018 were presented.

Heck moved, Melzer seconded,  
CARRIED, to approve the regular minutes of August 28, 2018, as presented.

### UNFINISHED BUSINESS

NONE

### COMMUNICATIONS

NONE

### DEPARTMENTAL

#### **1. Police Statistics – August 2018, Year-To-Date**

Again, nothing out of the ordinary.

The majority of events are comprised of traffic stops and patrol checks.

Heck moved, Melzer seconded,  
CARRIED, to receive and place on file the August 2018 and Year-To-Date police statistics.

#### **2. Detective Bureau Promotion**

Chief Zalewski shared the cumulative scores of the recent Detective promotional process. Based upon those results, the Chief recommended the promotion of Officer Ken Groat to the rank of Detective.

The Department needed to fill a vacancy in the Detective Bureau due to the passing of Detective Jay Sharpes.

The cumulative scores were based upon written test scores, evaluations, oral interviews and seniority.

Heck moved, Melzer seconded,  
CARRIED, to certify the Detective Promotional List as presented and promote Officer Ken Groat to the rank of Detective.

**3. Traffic Control Orders – 139 Davis, 1812 Oak, Handicap Parking Signs**

An elderly female resides at 139 Davis and utilizes transportation services to get where she needs to go.

The 1812 Oak location is right in front of the church. There is also a wheelchair ramp in this particular location as well.

Heck moved, Melzer seconded,  
CARRIED, to approve the installation of Handicap Parking signs at both 139 Davis and 1812 Oak as recommended.

**4. Bills and Accounts – September 11, 2018, \$23,423.31, September 25, 2018, \$7,434.24**

Heck moved, Melzer seconded,  
CARRIED, to approve payment of the bills for September 11, 2018, \$23,423.31, and September 25, 2018, \$7,434.24

**NEW BUSINESS.**

**1. Citizen Evaluations**

The Department recently received two citizen evaluations. The first involved an embezzlement incident which Officer Gates responded to, and the second involved accidental damage to property which Officer Sadowski handled. Both respondents were very pleased with the service they received.

Heck moved, Melzer seconded,  
CARRIED, to receive the Citizen Evaluations and place on file.

**2. Halloween**

Chief Zalewski recommended that the 2018 Halloween Trick or Treat hours be established on October 31, 2018, from 5:30 p.m. until 7:30 p.m.

Heck moved, Melzer seconded,  
CARRIED, to approve the Halloween Trick or Treat hours be established from 5:30 p.m. until 7:30 p.m. on October 31, 2018,

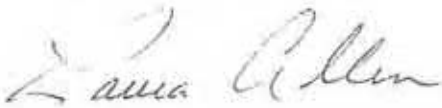
*Members of the Audience*

**ADJOURNMENT**

Since there was no further business to come before the Commission, there was a motion to adjourn the meeting at 6:11 p.m.

Heck moved, Melzer seconded,  
CARRIED, to adjourn meeting at 6:11 p.m.

Laura Allen  
Administrative Assistant  
Wyandotte Police Department

A handwritten signature in cursive script, appearing to read "Laura Allen".

## **RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED that the Council Concurs with the determination that the promotion of Kenneth Groat to fill the vacant Detective's position will assist with the staffing in the detective bureau, will fill a vacant position, and the City Council authorizes the filling of such position;  
AND

BE IT FURTHER RESOLVED that subsequent to a written examination, interview panel, and performance evaluation, the detective promotion shall be awarded to Officer Kenneth Groat and authorization is granted to make said promotions.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

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CITY OF WYANDOTTE  
REQUEST FOR COUNCIL ACTION

MEETING DATE: October 8th, 2018

AGENDA ITEM # **15**

**ITEM:** Replacement of SMART Bus #29155

**PRESENTER:** Justin Lanagan, Superintendent of Recreation 

**INDIVIDUALS IN ATTENDANCE:** Justin Lanagan, Superintendent of

**BACKGROUND:** Through our partnership with SMART, we receive vehicles to use to provide transportation to our seniors and those that are incapable of driving. We use these vehicles to provide rides to doctor appointments, grocery shopping, trips to the bank, and other personal errands. Our current bus is nine years old and has over 133,000 miles on it and is due for replacement.

In September of 2016 I applied to replace both the bus and the van as they were nearing or met the guidelines for SMART for replacement. SMART has accrued the funds to purchase the bus through federal and state grant money and our bus is finally ready.

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

**ACTION REQUESTED:** Adopt a resolution concurring with the Superintendent of Recreation to have the Mayor and City Clerk sign the vehicle lease agreement with SMART

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** None

**IMPLEMENTATION PLAN:** Submit the lease documents and new proof of vehicle insurance to SMART. Put the vehicle into service.

**COMMISSION RECOMMENDATION:** Concurs

**CITY ADMINISTRATOR'S RECOMMENDATION:** 

**LEGAL COUNSEL'S RECOMMENDATION:** Approved by Bill Look

**MAYOR'S RECOMMENDATION:** 

**LIST OF ATTACHMENTS:** 1) Award Letter  
2) Copy of Vehicle Lease Agreement

## RESOLUTION

DATE: October 8th, 2018

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

**RESOLVED** by the City Council that Council **CONCURS** with the recommendation of the Superintendent of Recreation to have the Mayor and City Clerk sign the Vehicle Lease Agreement with SMART.

I Move the adoption of the foregoing resolution.

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

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

YEAS

COUNCIL

NAYS

Alderman  
Calvin  
Desana  
Maiani  
Sabuda  
Schultz



**Suburban Mobility Authority for Regional Transportation**

Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

September 14, 2018

Mrs. Aimee Garbin  
Parks and Recreation  
City of Wyandotte  
3131 Third Street  
Wyandotte, MI 48192

Dear Aimee:

Congratulations on your new SMART vehicle! The new 2018 Champion CH230FP vehicle is now on SMART's property.

Attached is the contract that must be executed before the vehicle is picked up. Once the contract is approved and signed, please return the following documents for SMART's review and approval:

- ✓ Sign page 7 and page 9 (Exhibit C- you have received this manual previously and it is also located on the MySMART website) on all contract copies with original signatures.
- ✓ **Attached a copy Vehicle Insurance Certificate** that includes the new vehicle **to each contract copy. Please make sure you call your insurance company to add this new vehicle to your insurance policy – The value of the new vehicle is \$62,760.**
- ✓
- **RETURN ALL DOCUMENTS TO ME AT 30000 Industrial Drive, Inkster, MI 48141**

Once the contract is fully executed, you can arrange to pick up your new vehicle at SMART's Wayne Terminal, 30000 Industrial Drive, Inkster, MI 48141. Arrangement is made by calling Lenny McClanahan at (248) 419-7942 or [L.McClanahan@smartbus.org](mailto:L.McClanahan@smartbus.org); he will schedule an appointment convenient for both parties. **The driver must have a certificate of insurance in their possession when the vehicle is picked up and also returned vehicles: 29155.**

I am sure you and your passengers will enjoy the new vehicle. If you have any questions, please don't hesitate to contact me at 734-446-3026.

Again congratulations on your new vehicles.

Sincerely,

Melissa V. Nighower  
SMART Wayne County Ombudsperson

Cc: Lenny McClanahan  
Keith Taylor



# **U.S.C. § 5310**

## **VEHICLE LEASE AGREEMENT**

### **AGREEMENT BETWEEN SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION AND CITY OF WYANDOTTE**

THIS AGREEMENT is made between the Suburban Mobility Authority for Regional Transportation (hereinafter "SMART"), an entity organized under the provisions of Act 204 of the Public Acts of 1967, as amended, whose address is 535 Griswold, Suite 600, Detroit, Michigan 48226, and City of Wyandotte (hereinafter "Grantee"), a municipality, whose address is 3200 Biddle, Wyandotte, MI 48192, for the use of grant funding for the leasing of vehicles from SMART provided by the Federal Transit Administration (hereinafter "FTA"), pursuant to 49 U.S.C. 5310 for formula grants for the enhanced mobility of seniors and individuals with disabilities (hereinafter "§5310"). SMART and Grantee are collectively referred to as the "Parties" herein.

WHEREAS, SMART, pursuant to the provisions of Act 204, has been vested with the authority to acquire, plan, construct, operate and maintain transportation systems and facilities within its jurisdiction; and

WHEREAS, Grantee is within SMART's jurisdiction and desires to manage and operate certain public transportation services for purposes consistent with §5310 and consistent with SMART's Program Management Plan;

WHEREAS, SMART is engaged in the trade or business of renting or leasing motor vehicles for a period greater than thirty (30) days, and Grantee is renting or leasing certain motor vehicles owned by SMART during the terms of this Agreement.

WHEREAS, the purpose of this Agreement is to state the responsibilities and obligations of Grantee and SMART, as well as the conditions for the Grantee's use of the §5310 Project Vehicles distributed by SMART;

NOW THEREFORE, the Parties agree as follows:

#### **1. PROJECT VEHICLES**

SMART shall lease to Grantee for Grantee's use SMART vehicle(s) as indicated in "Exhibit A" hereinafter referred to as "Project Vehicles," in accordance with the terms and conditions of this Agreement. SMART shall retain title to Project Vehicles. As a direct Recipient of §5310 funds, SMART is authorized to reassign and/or replace Project Vehicles as SMART deems necessary to achieve the desired outcome of §5310 grant funding. No Project



Vehicles shall be disposed of or reassigned without prior written approval by SMART. Project Vehicles are provided on an "As Is" basis.

## 2. THE PROJECT

Grantee shall undertake and complete the public transportation services of the Project as detailed in Grantee's Project Submittal which is attached as "**Exhibit B**" and incorporated into this Agreement, and in accordance with the terms and conditions of this Agreement. Grantee agrees to use Project Vehicles for the purposes and in the priority permitted in FTA Circular C 9070.1G as may be amended or updated, which include transportation for other federal programs or transferring Project Vehicles to another §5310 sub-recipient. Grantee agrees to provide management of all facets of the project, project assets and any staff (e.g. driver(s)), necessary for the efficient and safe operation of the transportation services provided. The Project is to be operated in compliance with the "Community Transit Manual" (as may be periodically amended and which is incorporated into this agreement) and incorporated by reference herein (confirmation of receipt attached as "**Exhibit C**"), FTA guidance, regulation and statute.

## 3. TERM OF THE AGREEMENT

This Agreement shall be effective from the time of signing and shall remain in effect as long as Project Vehicles are maintained by the Grantee. SMART shall have sole discretion to terminate this Agreement upon written notice to Grantee. Within 30 days of receipt of written notice, Grantee shall return all §5310 Project Vehicles.

## 4. REVIEW AND APPROVAL OF SUB-CONTRACTORS

The Grantee shall submit any proposal to subcontract any portion of the Project to SMART for its review and approval prior to the execution of the subcontract by the Grantee. Approval by SMART will not be construed to relieve the Grantee of any responsibility for the fulfillment of this Agreement. If Grantee leases the Project Vehicles to another entity it must do so consistent with the requirements of FTA Circular C 9070.1G as may be amended or updated, including, but not limited to, Chapter 6, §6.

## 5. INDEPENDENT CONTRACTOR

The Parties agree that Grantee is wholly independent in relation to the rights and responsibilities set forth in this Agreement. As such, Grantee retains the right to exercise full control and supervision over its employees and sub-contractors, if any.

## 6. RECORDS

Grantee shall keep accurate financial and operating records for the project for at least seven (7) years from the date of return or disposal of Project Vehicles. Such records shall include, but are not limited to: records of all expenses paid for its operations, records of the use

of its services (ridership), all accident reports, maintenance records, dispatch records, personnel records, and all other supporting documents pertaining to the project operation. SMART may request, and Grantee shall permit, SMART or its designee to review all records relating to the project either by formal audit or periodic administrative review.

#### 7. SUBRECEPIENT REPORTING AND MONITORING

Pursuant to 2 CFR Part 200 (hereinafter "Super Circular") §200.331, Grantee agrees to complete all available information required by "Exhibit D" of this Agreement at the time of the Agreement's execution, and Grantee further agrees to supplement all additional information required by Exhibit D immediately as it becomes available following the execution of the Agreement. Exhibit D may be completed in one or more counterparts, each of which shall be deemed to be an original, but all of which taken together shall constitute one and the same document.

#### 8. NON-DISCRIMINATION

Grantee shall not discriminate against any passenger because of race, color, sex, age, handicap, religion, ancestry, marital status, national origin, place of birth or sexual orientation. Grantee shall comply with the State of Michigan publication "Prohibition of Discrimination in State Contracts," the Civil Rights Act of 1964 (78 Stat. 241), and the Michigan Civil Rights Acts of 1976 (45 P.A. 1976).

The Grantee agrees that it will not discriminate based upon race, color, creed, national origin, sex, age, disability, height, weight, familial status, marital status, or sexual orientation, in accordance with the Title VI of the Civil Rights Act of 1964, section 303 of the Age Discrimination Act of 1975, section 202 of the Americans with Disabilities Act of 1990, 49 U.S.C. section 5332, the Michigan Elliot-Larsen Civil Rights Act, MCLA 37.2101 et seq., and SMART policy. The forgoing shall include, without limitation, employment upgrading, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and/or the selection of training, including apprenticeship.

Grantee shall comply with FTA Circular C 9070.1G, as may be amended or updated, with respect to all provisions on Civil Rights and discrimination including, but not limited to, Chapter VIII, §9.

Grantee shall require similar covenants on the part of any consultant and/or sub-contractor employed in the performance of this Agreement.

#### 9. DRIVER TRAINING

All drivers of motor vehicles designed to transport sixteen or more passengers (including the driver) or of vehicles which have a gross combination weight rating of 26,001 pounds or more must have a CDL. Mechanics that drive the vehicles must also have a CDL. All drivers of vehicles must be properly licensed, including but not limited to a CDL or chauffeur license if necessary.

## 10. MAINTENANCE

Grantee is solely responsible for maintenance and shall maintain all Project Vehicles in good working condition for the Project Vehicles' full useful life, unless it is mutually determined that specific items are no longer feasible to maintain. Grantee agrees that it will not allow any Project Vehicle to be out of service for a period of time in excess of seven (7) days, unless this results from conditions beyond its control. Maintenance shall be carried out in accordance with specifications for the Project Vehicles as may be available either from the manufacturer or the maintenance procedures specified by SMART.

Upon Grantee's request, SMART, at its sole discretion, may provide all or any portion of the maintenance for a Project Vehicle. Maintenance services provided by SMART shall not relieve the Grantee of its duty to maintain all Project Vehicles in good working condition. SMART shall charge the Grantee only for actual maintenance work performed. The charge shall be reasonable, and shall be based upon SMART's costs to perform such work, which shall be the actual cost to SMART for parts used (without markup); if the Grantee does not receive SMART Community Credits, then Grantee is also responsible for SMART's labor costs based on the hourly wage of the employee(s) performing the work, together with a percentage of that rate for the fringe benefits SMART pays. The maintenance will be performed according to specifications for such Project Vehicles, as may be available either from the manufacturer or the maintenance procedures specified by SMART.

## 11. INSURANCE AND INDEMNIFICATION

Grantee shall provide insurance with the coverage, limits and conditions described below. Any and all insurance must be written with an insurer admitted and licensed in the State of Michigan and approved by SMART's Manager of Risk Management. Proposed insurance carriers should have a Best's rating of "A VI" or above, however, SMART reserves the right to accept or reject any proposed carrier. SMART must be provided with certificates of insurance prior to the Grantee's use of the Project Vehicle(s) and the effective date of said coverage, and must be provided a complete copy of the insurance policy(ies) within the thirty (30) days following their effective date.

Coverage must be primary and non-contributory and must provide a waiver of subrogation in favor of SMART. If the Grantee is self-insured, a certificate from the appropriate State agency must be furnished by such agency to SMART. If during the term of the contract, the insurance certificate or any required coverage expires or is otherwise modified, the Grantee is responsible for immediately providing a renewed certificate of insurance to SMART. The purchase of insurance coverage or furnishing the aforesaid certificate to SMART shall not be a satisfaction of the Grantee's indemnification of SMART.

### Physical Damage

Grantee shall purchase vehicle physical damage insurance, including comprehensive and collision coverage, for the Project Vehicle(s) for the greater of actual cash value or book value of

the Project Vehicles. SMART shall be named as Loss Payee on the policy, and shall be provided with a minimum of 30 days prior written notice of cancellation. Grantee shall be responsible for the payment of any deductible and SMART will not be obligated to pay for repairs to the vehicle.

#### Vehicle Liability Coverage

Grantee shall purchase vehicle liability insurance for SMART owned vehicles, including \$5,000,000 per occurrence Bodily Injury/Property Damage (CSL is acceptable), and Michigan No-Fault protection. SMART shall be named as Additional Insured on the liability policy and shall be provided a minimum of 30 days prior written notice of cancellation.

#### Workers' Compensation

Grantee shall maintain statutory Workers' Compensation and \$500,000 Employer's Liability insurance for all employees, and shall require such insurance for all employees of any sub-contractors.

#### General Liability

Grantee shall maintain comprehensive general liability insurance with a limit not less than \$1,000,000, including contractual liability. Said policy shall name SMART as an Additional Insured.

#### Other State or Federally Funded Vehicles

Grantee shall maintain insurance on any vehicle not titled or registered to SMART, but for which \$5310 dollars are used to support the purchase of the non-SMART-owned vehicle, including vehicle liability with a limit not less than \$5,000,000 combined single limit. Said policy shall name SMART as an Additional Insured.

#### Indemnification

Notwithstanding any other provision in this Agreement, Grantee shall indemnify, defend and save harmless SMART, it's officers, agents, employees, attorneys and members of its Board of Directors from any and all claims, losses and damages, including costs and attorney fees occurring or resulting from any act or omission of the Grantee or its officers, agents, employees, subcontractors, successors and/or assigns arising out of or pursuant to this Agreement or related in any way to operation, maintenance, or possession of the Project Vehicle(s) without regard to the negligence of the Grantee.

## 12. PRIORITY

Each of the following documents are incorporated by reference into the Agreement. In the event and to the extent of any inconsistency between two or more documents which form part of the Agreement, those documents will be interpreted in the following order of priority:



FTA Circulars  
The Agreement  
Project Management Plan  
Program of Projects  
Community Transit Manual (as amended)  
Grantee Project Submittal

13. GENERAL

This Agreement may be executed and delivered (including by facsimile transmission) in two or more counterparts, each of which when executed shall be deemed to be an original and all of which taken together shall constitute one and the same instrument. This Agreement constitutes the entire agreement between the parties and supersedes all previous understandings and agreements between the parties, whether oral or written. This Agreement may be modified by SMART at its sole discretion and written notice to Grantee.

The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

Parties' failure to exercise or delay in exercising any right, power or privilege under this Agreement shall not operate as a waiver; nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof.

The Parties agree that the responsibilities and benefits under this Agreement shall not be assigned unless such assignment is approved by SMART in advance in writing. This agreement does not and is not intended to confer any rights or remedies upon any person other than the parties.

Parties agree to follow all applicable State and Federal laws. This Agreement shall be governed by the laws of the State of Michigan.

The Parties acknowledge that they have read and understand this Agreement and that the signatories below have affixed their signatures and affirmed that they are authorized to execute this Agreement, for the purpose of binding their respective Principals. This Agreement shall become effective upon the date the Agreement is signed by both Parties.

**SUBURBAN MOBILITY AUTHORITY  
FOR REGIONAL TRANSPORTATION**

\_\_\_\_\_

By: John C. Hertel

Its: General Manager

Date: \_\_\_\_\_

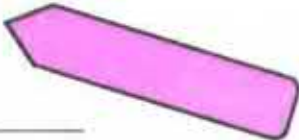
**CITY OF WYANDOTTE**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_



## Exhibit A

SMART shall procure and provide, to Grantee and for Grantee's use, vehicle(s) as indicated below:

<u>SMART No.</u>	<u>VIN No.</u>	<u>Manufacturer</u>
38040	1FDFE4FSXJDC38553	2018 Champion CH230FP

Exhibit C

# COMMUNITY TRANSIT MANUAL

## ACKNOWLEDGEMENT OF RECEIPT OF COMMUNITY TRANSIT MANUAL AND ALL REVISIONS AS OF July 2018 TO MANUAL

---

I, \_\_\_\_\_, on behalf of the \_\_\_\_\_  
acknowledge receipt of SMART'S COMMUNITY TRANSIT MANUAL and all revisions as  
September 2018. This manual, formerly known as the Community Partnership Program Manual,  
was and is incorporated by reference in the Community Based Service Plan agreement and other  
contracts between the Suburban Mobility Authority for Regional Transportation and the  
agency/community and covering the operation of our local transportation program(s).

\_\_\_\_\_  
Signature of Community/Agency Representative

\_\_\_\_\_  
Date



**EXHIBIT D**

- 1) Subrecipient Name Wyandotte
- 2) DUNS Number 034696517
- 3) Federal Award Identification Number (FAIN) MI-2016-018 \$5,555, MI-16-X007  
\$44,653
- 4) Federal Award Date 7/21/16 & 9/13/17, 9/27/15
- 5) Subaward - Start Date 7/21/16/ 9/27/15, End Date 9/30/21/ 9/24/19
- 6) Fed. Funds Obligated by this Action \$50,208
- 7) Total Amount of Federal Funds Obligated to Subrecipient \$91,008
- 8) Total Amount of Federal Award Committed \$0
- 9) Federal Award Project Description - One 23ft. bus. SMART project #40010/36700  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 10) Name of Fed Awarding Agency Federal Transit Administration
- 11) Name of Pass-Through Entity SMART
- 12) Contact Information for Pass-Through Awarding Official David Sabuda, Director of  
Finance
- 13) CFDA Number & Name 20.513-Enhanced Mobility of Seniors and Individuals with  
Disabilities
- 14) R&D? NO
- 15) Indirect Cost Rate for Federal Award N/A



**Suburban Mobility Authority for Regional Transportation**

Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

Exhibit B

## Call For Projects

**Fiscal Year 2015 and Fiscal Year 2016**

**FTA Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities**

**Call for Projects Submittal Due Date:**  
3:00pm, Eastern Standard Time, September 30, 2016

SUBMITTAL GROUP NAME: **City of Wyandotte**  
REPRESENTATIVE NAME: **Justin Lanagan**  
STREET ADDRESS: **3131 Third**  
CITY, STATE, ZIP: **Wyandotte, MI 48192**  
PHONE: **734-324-7294** FAX: **734-556-3228**  
EMAIL: **jlanagan@wyan.org**

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## Call for Projects Description

SMART, Suburban Mobility Authority for Regional Transportation, is announcing a call for projects for FTA Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities funds. The available funds are displayed in three categories below and are available only for transportation projects that serve seniors and individuals with disabilities. **The application deadline is Friday, September 30, 2016, no later than 3pm.**

Category of Funding		Funding Split %	Total Budget	Federal Share	Local/State "Match" Share	Anticipated "Match" Funding Source
<b>*Traditional* 5310 Projects</b> (Capital Only)		80/20	\$3,255,469	\$2,604,375	\$651,094	State
<b>*Other* 5310 Projects</b> (Former New Freedom Projects)	<b>*Other* 5310 Mobility Management</b>	80/20	231,250	185,000	46,250	State
	<b>*Other* 5310 Operating</b>	50/50	1,800,000	900,000	900,000	Local

Federal funds can be used to support up to 80 percent (80/20 match) for capital projects (including mobility management), and not more than 50 percent (50/50 match) of project costs for operating assistance. Applicants are required to provide the local share from sources other than U.S. Department of Transportation funds or farebox revenue.

**Eligible applicants** are state or local government authorities, nonprofit organizations, or operators of public transportation. Applications will be accepted for projects serving communities or portions of communities that are within the Detroit Urbanized Area excluding the City of Detroit. Only projects serving this area will be considered for funding. Eligible applicants may apply up to three times (once for each category) as each funding category requires a separate project application.

**Eligible projects** are those that meet the project selection criteria outlined on page 5 and in the Program Management Plan for Enhanced Mobility of Seniors and Individuals with Disabilities attached to this document.



## Application Deadline

**The deadline for application submittal is Friday, September 30, 2016 no later than 3:00pm.**

### Requirements for application submission:

- Applications can be mailed but must have a post mark for a date and time no later than **September 30, 2016 no later than 3:00pm.**
- Applications can be delivered in person to SMART's office located at 535 Griswold Street, Suite 600, Detroit, MI 48226. Applications must be received by SMART no later than **September 30, 2016 no later than 3:00pm.**
- Applications can be e-mailed; however the format must be either Microsoft Word or PDF. The email address is [iholme@smartbus.org](mailto:iholme@smartbus.org). E-mails must be sent on or before **September 30, 2016 no later than 3:00pm.**

If you have any questions about the application submittal, please contact Ian Holme by phone at (313) 223-2161 or via e-mail at ([iholme@smartbus.org](mailto:iholme@smartbus.org)).

### **Additional Information**

Information regarding the Section 5310 program as well as the region's approach to coordinated human services transportation can be found at:

<https://www.smartbus.org/About/Our-Organization/Coordinated-Human-Services-Transportation-Plan>

## Project Selection Criteria

Projects applied for through Section 5310 will be selected through a review and selection process led by SMART staff, presented to the public, and approved by the SMART Board of Directors. More detail about the review process can be found in the Program Management Plan for Enhanced Mobility of Seniors and Individuals with Disabilities attached to this document.

## Application Review and Evaluation

SMART reviews and evaluates all applications utilizing the following criteria:

1. Vehicles requested for replacement must meet the following replacement criteria (either by years and/or miles):
 

CAR-MINIVAN-MAXIVAN-VAN CONVERSION	4 YEARS OR 100,000 MILES
BUSES-CUTAWAY*- purchased prior to 1/1/08	5 YEARS OR 150,000 MILES
BUSES-CUTAWAY*- purchased on or after 1/1/08	7 YEARS OR 200,000 MILES
BUSES-MEDIUM DUTY*	7 YEARS OR 200,000 MILES
BUSES-MEDIUM/HEAVY DUTY*	10 YEARS OR 350,000 MILES

\*all replacements are based on Altoona testing.
2. Financial commitment by the applicant (via a balanced operating budget submitted with the application) to assure operating funds are available.
3. Degree to which the organization is meeting the transportation needs of senior persons and individuals with disabilities.
4. Experience applicant has executing the type of transportation project listed in the application.
5. Number of years the agency has provided transportation services.
6. Number of projects the agency has carried out that are similar to the project listed.
7. Success rate at which previous projects met their goals and fulfilled a need.
8. Appropriateness of the quantity and type of vehicles, mobility management and/or operating assistance for meeting the special transportation needs of client population.
9. Amount of unspent 5310 grant funding that is greater than 2 years old.
10. Endorsements provided by local units of government, transit operators, and social service agencies.
11. Documentation of local initiative, organization, fiscal resources and management capability, equipment inventory, proper maintenance procedures, and overall technical capacity.

SMART requests 5310 funding by project type from the RTA for sub-recipient projects before a Call for Projects is issued and Program of Projects is determined. Thus, the review and selection process is separate for each project category based on the amounts approved by the RTA. Although each applicant may apply for funding in more than one category, it is possible that awards could be made for one proposed activity and not another. Projects may be fully funded up to the dollar amount requested on the application, based on the review and evaluation described above and on the available funding in a given project category.

## Glossary

### **Coordinated Human Services Transportation Plan (CHSTP)**

This is a document that is required for any transit agency that wishes to receive FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funding from the Federal Transit Administration. The plan includes an assessment of available services, an assessment of transportation needs for individuals with disabilities and seniors, strategies to meet the identified needs and priorities for implementation.

### **Designated Recipient**

An entity designated by the governor of a state, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under 49 U.S.C. 5336 to urbanized areas of 200,000 or more in population; or a state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation.

### **Detroit Department of Transportation (DDOT)**

This is a City of Detroit department that provides transit and paratransit services to its residents.

### **Detroit Transportation Corporation (DTC)**

This is a City of Detroit department that provides transit services. DTC operates a fully automated fixed-guideway system that provides service on a 2.9-mile loop in the Detroit central business district. Their hours of service are: Monday-Thursday 6:30am to Midnight, Friday 6:30am to 2am, Saturday 9am to 2am, Sunday Noon to Midnight.

### **Direct Recipient**

An entity that receives funding directly from the FTA.

### **Data Universal Numbering System (DUNS)**

A DUNS number is required for any organization that applies for a grant from the federal government. It is a nine-digit identification number that provides a unique identification for single business entities.

### **Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310)**

This federal program provides formula funding to states and designated recipients to improve mobility for seniors and individuals with disabilities. Funds received from this program may be utilized for capital, mobility management, and operating expenses.

### **Fixing America's Surface Transportation Act (FAST Act)**

President Barack Obama signed this transportation legislation into law on December 4, 2015. This \$305 billion five-year funding legislation continues many of the same provisions and grant programs established under the MAP-21 legislation. A total of \$60 billion are dedicated to public transportation over the next five years through 2020.

### **Federal Transit Administration (FTA)**

This agency is the branch of the U.S. Department of Transportation responsible for administering federal transit programs.

**Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)**

President Barack Obama signed this transportation legislation into law on July 6, 2012. Over \$105 billion was allotted to fund surface transportation programs for fiscal years 2013 and 2014. Congress enacted several short-term extensions to this law in order to devise a long-term transportation package that is now known as the FAST act.

**New Freedom**

President George W. Bush announced the New Freedom Initiative on February 1, 2001, as part of a nationwide effort to remove barriers to community living for people with disabilities. The New Freedom Initiative is a comprehensive plan that represents an important step in working to ensure that all Americans have the opportunity to learn and develop skills, engage in productive work, make choices about their daily lives and participate fully in community life.

**Regional Transit Authority (RTA)**

This organization was created by Public Act No. 387 of 2012. Its purpose is to plan for and coordinate public transportation in Wayne, Oakland, Macomb and Washtenaw Counties and to deliver rapid transit in a region where none exists. It is the entity through which transit providers must apply for state and federal funds, and through which those funds are allocated to providers. The RTA is also responsible for developing a Regional Master Transit Plan to guide present and future service and is empowered to put funding questions on the ballot for public vote.

**Suburban Mobility Authority for Regional Transportation (SMART)**

A public agency providing transit services for communities within Macomb, Monroe, Oakland, and Wayne Counties. These communities support SMART's services with voter-approved financial assistance.

**Urbanized Area (UZA)**

Areas defined by the US Census Bureau as an area with a population over 200,000 and a density of at least 1,000 inhabitants per square mile.



## Application

### Enhanced Mobility of Seniors and Individuals with Disabilities

#### Section 5310: Catalog of Federal Domestic Award (CFDA): 20.513

##### Application Information- Please Read Carefully

Completed applications are due to SMART no later than **September 30, 2016 by 3:00pm.**

They can be mailed, faxed, hand delivered, or e-mailed.

Mailing Address:      Attention: Mr. Ian Holme  
SMART  
535 Griswold, Suite 600  
Detroit, MI 48226

Fax:                              (248)244-9043              E-mail:                      [iholme@smartbus.org](mailto:iholme@smartbus.org)

The 5310 program provides transportation services for seniors and individuals with disabilities. Only projects addressing these needs will be considered for funding. More information about the 5310 program can be found in the Federal Circular 9070.1G at the following web address:  
[http://www.fta.dot.gov/documents/C9070\\_1G\\_FINAL\\_circular\\_4-20-15\(1\).pdf](http://www.fta.dot.gov/documents/C9070_1G_FINAL_circular_4-20-15(1).pdf)

The Federal Transit Administration (FTA) provides funds for this program and requires a match of 20 percent for capital expenses and 50 percent for operating expenses by the Applicant or another third party. Mobility management activities are classified as capital expenses.

Please note—the Michigan Department of Transportation (MDOT), at this time, will provide matching funds for the capital projects, but applicants will be responsible for providing the 50% match for operating projects. SMART will not provide your share of the local match in any event.

The Federal funds available for this program are approximately \$3,689,000 divided into three categories. Funds from FY 2015 and FY 2016 will likely have to be spent by August 2020. This date is subject to change based on MDOT contract and actual award date, and will be confirmed when the Funding contract and/or Vehicle contract(s) are executed with the award recipients.

FTA procurement guidelines must be followed for all capital items that are awarded under this program.

The application is a fill-in form. Please enter your responses directly onto the form. Each cell will expand as needed. You can save the form for your own records, print it, mail it, FAX it or hand deliver it to SMART.

Please make sure your application is complete.

In order for a project to qualify for funding it must provide service in the Detroit Urbanized Area (a census defined boundary) excluding the City of Detroit. Any proposed project providing service outside of this area will not be considered for funding.

Questions can be submitted via e-mail ([iholme@smartbus.org](mailto:iholme@smartbus.org)) or by phone (313) 223-2161.

# ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES SECTION 5310 APPLICATION APPLICANT INFORMATION

LEGAL NAME OF APPLICANT ORGANIZATION City of Wyandotte			DUNS NUMBER 034696517
CONTACT PERSON Justin Lanagan			
ADDRESS 3131 Third	CITY Wyandotte	STATE MI	ZIP 48192
TELEPHONE 734-324-7294		FAX 734-556-3228	
E-MAIL ADDRESS jlanagan@wyandotte.org		WEBSITE Wyandotte.net	

## APPLICANT STATUS

- ☐ Private Non-profit Organization
- ☒ State or Local Government Body
- ☐ Operator of Public Transportation Service
- ☐ Private Operator of Public Transportation Services

Deadline to submit this application is **September 30, 2016 by 3:00 pm.**

- Mailed applications must be postmarked before **September 30, 2016 by 3:00 pm** and sent to:  
Ian Holme  
SMART  
535 Griswold, Suite 600  
Detroit, MI 48226
- E-mailed applications must be sent **no later than 3:00pm on September 30, 2016.** E-mail address is [iholme@smartbus.org](mailto:iholme@smartbus.org)
- Hand delivered applications must be received in SMART's offices **by 3:00 pm on September 30, 2016.** The SMART office is located in the Buhl Building at 535 Griswold, Suite 600, Detroit, MI 48226.

## Project Summary- Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310)

(Complete a separate summary for each project.)

Project Name Replacement of SMART Bus #29155							
Category of Project (Please indicate only one category. If you are requesting funding for more than one category, you must complete a separate application for each category.) <u>"Traditional" 5310 Projects</u> <input checked="checked" type="checkbox"/> "Traditional" 5310 Capital <u>"Other" 5310 Projects (Former New Freedom Projects)</u> <input type="checkbox"/> "Other" 5310 Mobility Management <input type="checkbox"/> "Other" 5310 Operating							
Funding Split by Category	"Traditional" 5310 Capital		"Other" 5310 Mobility Management		"Other" 5310 Operating		
	Federal Share	State Share	Federal Share	State Share	Federal Share	Local Share	
	80%	20%	80%	20%	50%	50%	
If requesting funds for a vehicle the pricing is as follows: Standard SMART 23ft. Bus: \$80,000 (Federal: \$64,000/State: \$16,000) Standard SMART Van: \$51,000 (Federal: \$40,800/State: \$10,200) Applicant is responsible for obtaining a quote to determine the estimated cost of any capital item that differs from those that are listed above.							
What is the total Federal dollar amount requested for your project (Do not include match dollar amount) <div style="text-align: right; font-weight: bold;">\$64,000</div>			Please provide the match dollar amount <div style="text-align: right; font-weight: bold;">\$16,000</div>				
Please identify the specific source(s) of the match funds that will be used for this project. If applying under the Capital or Mobility Management categories please list MDOT as the match source. <div style="font-weight: bold; margin-top: 10px;">MDOT</div>							
Please describe the project. (What will these funds pay for?) These funds will be used to purchase a new 23ft SMART Bus which will service the senior and handicap residents of Wyandotte.							

How many projects that are similar to the one listed in this application has your agency carried out in the past?

☐ None      ☐ 1-3      ☒ 4 or More

If you are requesting operating funds in this application, is this project a:

☐ Continuation of Service  
☐ New/Expansion of Service

☒ I Am Not Applying for Operating Funds

If you are requesting funds for a replacement or expansion vehicle please fill in the applicable information below for each vehicle:

SMART Vehicle Number: 29155

VIN Number: 1GBKG316491159026

Expansion: ☐ Yes      ☒ No

Number of Expansion Vehicles Requested (If Applicable):

If you are applying for a Capital item please select the activity below that best matches your project.

<input checked="" type="checkbox"/> Replacement or Expansion Vehicle	<input type="checkbox"/> Dispatch Systems
<input type="checkbox"/> Radios and Communication Equipment	<input type="checkbox"/> Support Facility Renovation or Construction
<input type="checkbox"/> Computer Hardware and Software	<input type="checkbox"/> Office Equipment
<input type="checkbox"/> Transit-related Intelligent Transportation Systems (ITS)	<input type="checkbox"/> Other

How does this project relate to SMART's Coordinated Human Services Transportation Plan?

The new bus will be used as a means of transportation for the senior and handicap residents of Wyandotte for daily tasks such as grocery shopping, doctor appointments, financial transactions, etc.)

What are the needs the project addresses, and what are the project goals and objectives?

This project addresses the need for affordable transportation for those who cannot or do not drive due to a medical condition or the lack of ability or means to transport themselves. The goals and objectives of this project are to provide a safe and affordable means of transportation for those with disabilities and the seniors of Wyandotte.

What type of coordination activities does your agency participate in? (i.e. communication events, obtaining customer input, joint driver training programs, coordination of client rides etc.)

We coordinate client rides to specific businesses and organize special trips for specific days and times (trips to the mall for example) and we also take input verbally from clients.



How do people learn about your program? What type of outreach do you conduct for this program?

People learn about our program through advertisement on the city's website, flyers at the Senior Rec Center, ads on local cable, digital signage on Fort Street, flyers at the Recreation Offices, and by word of mouth.

How do you define your program's effectiveness and what performance indicators are used?

We define the program's effectiveness through the various trips that are made that make life easier for our clients. The performance indicators are the number of people who utilize the service and continue to use the service.

If this project falls under the "Other" 5310 funding category, explain how this proposed project/service goes beyond what is required by ADA

What is the specific area to be served?

The City of Wyandotte

If any of the following information has been reported to SMART at a prior date you may answer with "On file with SMART"

What is the total population of the area to be served?

As of the 2010 Census, there were 25,883 people in Wyandotte

What is the total number of seniors and individuals with disabilities in the area to be served?

Approximately 5,000

What is the estimated number of seniors and/or individuals with disabilities to be served by this project?

250

What is the average vehicle mileage for the vehicles your agency uses to provide service to seniors and individuals with disabilities?

94,000 miles

What is the average vehicle age of the vehicles your agency uses to provide service to seniors and individuals with disabilities?

8 years

If your project provides rides or vouchers, please provide an estimated number of annual rides (one-way trips) to be provided as a result of this project.

4,789 from 10/1/15 - 9/29/16

Please provide any additional comments

Please provide supporting financial documentation. SMART may contact you at a later point to discuss additional financial information as your application is reviewed.

## Vehicle Inventory

[illegible]

**Note: Vehicles to be replaced in this application should be identified with an asterisk.**

# MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2017

## EXHIBIT B

### PROJECT OPERATING BUDGET

Municipality: CITY OF WYANDOTTE

Contract Period: July 1, 2016- June 30, 2017

Account No: 48138

#### OPERATING EXPENSES:

Administrative Fee (10% max. of MC & CC funds)	<u>6390.00</u>
Driver Wages	<u>25357.54</u>
Fringe Benefits	
Gasoline & Lubricants	<u>4018.92</u>
Vehicle Insurance	<u>12000.00</u>
Parts, Maintenance Supplies	
Mechanic Wages	
Fringe Benefits	
Dispatch Wages	<u>5229.60</u>
Other (Specify)	

Sub-Total (Operating Expenses)

\$57871.67

#### PURCHASED SERVICE:

Taxi Service	<u>27195.00</u>
Charter Service	
SMART Bus Tickets	
SMART Shuttle Service	
SMART Dial-A-Ride	
Other (Specify)	

Sub-Total (Purchased Service)

\$27195.00

#### CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

Computer Equipment	
Software	
Vehicle	
Maintenance Equipment	
Other (Specify)	

Sub-Total (Capital Equipment)

\$85066.67

#### TOTAL EXPENSES

(Operating Expenses, Purchased Service,  
and Capital Equipment):

\$85066.67

# MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2017

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## EXHIBIT B, continued (Page 2)

### REVENUES:

Municipal Credit Funds	<u>25460.00</u>
Community Credit Funds	<u>38438.00</u>
Specialized Services Funds	<u>          </u>
General Funds	<u>154.67</u>
Farebox Revenue	<u>21014.00</u>
In-Kind Service	<u>          </u>
Special Fares (Contracted Service)	<u>          </u>
Other (Specify)	<u>          </u>

### TOTAL REVENUE:

\$85066.67

(Note: TOTAL EXPENSES must equal TOTAL REVENUE)



City of Wyandotte  
2016 FY Budget vs. Current Adopted 2015 FY Budget  
September 22, 2015

	Proposed 2016 FY Budget	Current 2015 FY Budget	2016 Proposed Increase/ (Decrease)	2016 % increase/ (Decrease)
<b>Revenues</b>				
Property Taxes	10,019,122	9,825,494	193,628	1.97%
License & Permits	468,500	468,500	0	0.00%
State Revenue Sources	2,926,165	2,872,067	54,098	1.88%
<b>Charges for Services</b>				
Fire Rescue Services	401,000	551,000	(150,000)	-27.22%
Police Department	28,725	28,725	0	0.00%
Downriver Central Dispatch (DCD)	724,011	764,275	(40,264)	-5.27%
Downriver Central Animal Control (DCACA)	140,300	134,475	5,825	4.33%
Downriver Consolidated Assessing (DCA)	239,156	239,343	(185)	
Swimming Pool	5,000	3,500	1,500	42.86%
Recreation	128,800	137,698	(8,898)	-6.46%
Yack Arena	292,750	292,750	0	0.00%
Boat Ramp	16,200	16,200	0	0.00%
Engineering/Inspections	415,300	433,300	(18,000)	-4.15%
District Court Work Force	90,000	90,000	0	0.00%
Cable Franchise Fee (DMS & AT&T)	600,000	580,000	20,000	3.45%
Wayne County Nuisance Fee (WWTP)	33,000	33,000	0	0.00%
Street Light Reimbursement (WDMS)	500,000	500,000	0	0.00%
PILOT-DMS	1,018,683	1,009,608	9,075	0.90%
Cellular Tower Revenue	360,000	345,000	15,000	4.35%
Other	124,000	124,000	0	0.00%
Fines & Forfeitures	1,331,250	1,359,750	(28,500)	-2.10%
Investment Income	5,000	25,000	(20,000)	-80.00%
Grants	46,192	226,726	(180,534)	0.00%
Other	233,600	262,966	(29,366)	11.17%
Reimbursements	2,228,650	2,232,287	(3,637)	-0.16%
Operating Transfers	(772,278)	(761,924)	(10,354)	1.36%
<b>Total Revenues</b>	<b>21,603,126</b>	<b>21,793,740</b>	<b>(190,612)</b>	<b>-0.87%</b>
<b>Expenditures</b>				
Mayor & Council	110,761	113,072	(2,311)	-2.04%
District Court	1,039,775	956,660	83,115	8.69%
Financial Services & Administration	567,406	575,705	(8,299)	-1.44%
Information Technology	180,165	171,593	8,572	5.00%
General Government Administration	1,330,370	1,329,200	1,170	0.09%
Assessor	399,263	400,648	(1,385)	-0.35%
City Clerk	151,877	276,074	(124,197)	-44.99%
Community Relations	0	0	0	0.00%
Treasurer	151,747	152,408	(661)	-0.43%
Police Department	4,695,204	5,106,869	(411,665)	-8.06%
Downriver Central Dispatch (DCD)	643,733	693,543	(49,810)	-5.57%
Downriver Central Animal Control (DCACA)	185,304	185,283	21	0.01%
Civil Defense	6,600	6,600	0	0.00%
Fire Department	3,701,389	3,694,544	6,845	0.19%
Engineering & Building	1,053,289	1,187,898	(134,609)	-11.33%
DPS	2,782,167	2,980,970	(198,803)	-6.67%
Recreation	483,610	474,205	9,405	1.98%
Swimming Pool	15,787	13,741	2,046	14.89%
Yack Arena	364,617	361,554	3,063	3.72%
Youth Assistance	41,695	48,136	(6,441)	13.38%
Historical/Marketing	213,992	218,722	(4,730)	-2.16%
Zoning Board and Appeals	4,381	4,381	0	0.00%
Planning Commission	14,306	14,306	0	0.00%
Building Board of Appeals	1,690	1,690	0	0.00%
Debt Administration	0	0	0	0.00%
Retiree Health Care Contribution	2,400,000	2,700,000	(300,000)	11.11%
Pension Contribution (Unfunded Liability)	630,000	0	630,000	n/a
Election Commission	31,205	32,853	(1,648)	-5.02%
Civil Service Commission	6,430	6,430	0	0.00%
<b>Total Expenditures</b>	<b>21,406,763</b>	<b>21,897,085</b>	<b>(490,322.00)</b>	<b>-2.24%</b>
<b>Excess of Revenues or (Expenditures)</b>	<b>196,365</b>	<b>(103,345)</b>		

## REVENUES

## EXPENSES

## **RESOLUTION**

DATE: October 8, 2018

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

RESOLVED that Council CONCURS with the recommendation of the Superintendent of Recreation to have the Mayor and City Clerk sign the Vehicle Lease Agreement with SMART.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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

### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

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




CITY OF WYANDOTTE  
REQUEST FOR COUNCIL ACTION

MEETING DATE: October 8th, 2018

AGENDA ITEM # **16**

**ITEM:** SMART 2019FY Municipal and Community Credit Contract with 2018 Amendment

**PRESENTER:** Justin N. Lanagan, Superintendent of Recreation 

**INDIVIDUALS IN ATTENDANCE:**

**BACKGROUND:** This is a SMART contract agreement for our 40<sup>th</sup> year of SMART funding for our transportation programs. SMART allocates funding for each participating community. These funds come from both State and Federal sources. For the fiscal year 2019, we are receiving \$63,898 from SMART. These funds are used to insure our Senior Bus and Van, subsidize the Taxi Token Programs, and for any necessary office equipment or maintenance repairs for the two vehicles.

Normally we receive this contract around June, but due to the SMART Millage that was on the ballot in August and revisions/adjustments, we are just now receiving it. Also included with this contract is an amendment to last year's contract giving us an additional \$2,883.

**STRATEGIC PLAN/GOALS:** To continue to provide the finest services and quality of life through the continued operation of our Senior Transportation programs.

**ACTION REQUESTED:** Adopt a resolution concurring with the Superintendent of Recreation's recommendation to have the Mayor and City Clerk sign the FY2019 Municipal and Community Credit contract.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** 101-750-850-550 will be fully funded through the Municipal and Community credits allocated by SMART (\$72,547).

**IMPLEMENTATION PLAN:** The signed contract and amendment will be returned to SMART.

**COMMISSION RECOMMENDATION:** Concurs with Superintendent of Recreation

**CITY ADMINISTRATOR'S RECOMMENDATION:** 

**LEGAL COUNSEL'S RECOMMENDATION:** Approved by Department of Legal Affairs

**MAYOR'S RECOMMENDATION:** 

**LIST OF ATTACHMENTS:**

- 1) SMART FY2019 Municipal and Community Credit Contract, Exhibits A and B, and the EEOC Report.
- 2) 2018FY Amendment

## RESOLUTION

DATE: October 8<sup>th</sup>, 2018

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

**Resolved** by the City Council that Council hereby authorizes the Mayor and City Clerk to sign the SMART Municipal and Community Credit Contract for FY19 and the FY18 Amendment as submitted by the Superintendent of Recreation.

I Move the adoption of the foregoing resolution.

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

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

YEAS

COUNCIL

NAYS

Alderman  
Calvin  
Desana  
Maiani  
Sabuda  
Schultz

# MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY 2019

I, Joseph R. Peterson, as the Mayor of the City of Wyandotte (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period July 1, 2018 through June 30, 2019 (Section 1 below), and **Community Credits** available for the period July 1, 2018 to June 30, 2019 (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use \$25,460 in **Municipal Credit** funds as follows:

- |     |  |                                  |
|-----|--|----------------------------------|
| (a) | Transfer to _____<br><small>TRANSFEREE COMMUNITY</small>   | Funding of: \$ _____             |
| (b) | Van/Bus Operations<br>(Including Charter and Taxi services)  | At the cost of: \$ <u>25,460</u> |
| (c) | Services Purchased from SMART<br>(Including Tickets, Shuttle Services/Dial-a-Ride)   | At the cost of: \$ _____         |
| (d) | Services Purchased from Subcontractor<br><br><small>(NAME OF SUBCONTRACTOR)<br/>(See attached Subcontractor Service Agreement)</small> | At the cost of: \$ _____         |

**Total \$25,460**

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State's approved budget. In the event that revenue actually received is insufficient to support the Legislature's appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by June 30, 2020; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use \$44,204 in **Community Credit** funds available as follows:

- |     |  |                                  |
|-----|--|----------------------------------|
| (a) | Transfer to _____<br><small>TRANSFEREE COMMUNITY</small>                           | Funding of: \$ _____             |
| (b) | Van/Bus Operations<br>(Including Charter and Taxi services)                        | At the cost of: \$ <u>44,204</u> |
| (c) | Services Purchased from SMART<br>(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____         |



- (d) Capital Purchases At the cost of: \$ \_\_\_\_\_
- (e) Services Purchased from Subcontractor At the cost of: \$ \_\_\_\_\_

\_\_\_\_\_  
(NAME OF SUBCONTRACTOR)  
(See attached Subcontractor Service Agreement)

**Total \$44,204**

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2019, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 20, 2021; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

This agreement shall be binding once signed by both parties.

**CITY OF WYANDOTTE**

By: \_\_\_\_\_

Date \_\_\_\_\_

Its: \_\_\_\_\_

Suburban Mobility Authority for  
Regional Transportation

Date \_\_\_\_\_

By: \_\_\_\_\_

John C. Hertel  
General Manager

# MUNICIPAL CREDIT & COMMUNITY CREDIT CONTRACT

## For FY - 2019

### EXHIBIT "A"

#### I. MUNICIPAL BUS/VAN PROGRAM – SENIOR CITIZENS AND SPECIAL POPULATIONS

Service Description:	The City of Wyandotte owns and operates a SMART Bus and a SMART Van that are used to transport senior citizens and special populations to doctor, school, hospital appointments, shopping, etc.
Service Area:	Within the City of Wyandotte and surrounding neighboring cities, if possible.
Service Hours:	This service runs between 8 am and 4 pm. All requests for transportation are made on an appointment basis depending on the availability of the vehicle.
Eligible User Group:	Wyandotte Senior Citizens 60 years of age and older and handicapped individuals
Fare Structure:	\$1 each way
Service Level:	Trips are scheduled as needed. Requests are made to the Tele-Care/Senior Van Office at least 48 hours in advance.
Service Mode:	12 Passenger S.M.A.R.T. Bus #29155 8 Passenger S.M.A.R.T. Van #27117

#### II. TAXI TOKEN SERVICE

Definition:	City of Wyandotte will provide a taxi service for qualified individuals, using a local transportation company.
Service Area:	Limited Area - Wayne County
Service Hours:	7 days per week - 24 hours per day
Eligible User Group:	Resident Senior Citizens 60 & Over And residents with disabilities
Fare Structure:	\$3.50 per token – 50% funded by SMART 50% paid by rider (\$1.75 per token) Minimum purchase 10 tokens per month Maximum purchase 40 tokens per month
Service Level:	Seniors must provide proof of age. Persons with disabilities must provide documentation from their doctor.
Service Mode:	Trinity Transportation

**EXHIBIT B**

**PROJECT OPERATING BUDGET**

Municipality: City of Wyandotte

Contract Period: July 1, 2018 – June 30, 2019

Account Number: 48138

**OPERATING EXPENSES:**

Administrative Fee: *(All employees  
other than drivers and dispatchers)*  
(10% max. of MC & CC funds)

\$7,255.00

Driver Wages

\$27,850.00

Fringe Benefits

Gasoline & Lubricants

\$5,500.00

Vehicle Insurance

\$12,000.00

Parts, Maintenance Supplies

\$3,850.00

Mechanic Wages

Fringe Benefits

Dispatch Wages

\$8,692.50

Other (Specify)

**Sub-Total (Operating Expenses)**

\$65,147.50

**PURCHASED SERVICE:**

Taxi Service

\$27,144.00

Charter Service

SMART Bus Tickets

SMART Shuttle Service

SMART Dial-A-Ride

Other (Specify)

**Sub-Total (Purchased Service)**

\$27,144.00

**CAPITAL EQUIPMENT:**

*(Only list purchases to be made with Community Credits)*

Computer Equipment

\$1,000.00

Software

Vehicle

Maintenance Equipment

Other (Specify)

**Sub-Total (Capital Equipment)**

\$1,000.00

**TOTAL EXPENSES**      **Operating**  
**Expenses, Purchased Service, and**  
**Capital Equipment:**

\$93,291.50

EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	\$25,460
Community Credit Funds	(FY 19) \$44,204 + (AMEND FY 18) \$2883
Specialized Services Funds	
General Funds	
Farebox Revenue	\$20,744.50
In-Kind Service	
Special Fares (Contracted Service)	
Other (Specify)	

TOTAL REVENUE:

\$93,291.50

(Note: *TOTAL EXPENSES* must equal *TOTAL REVENUE*)



# SMART EEO COMPLIANCE REPORT A Form

## COMMUNITY PARTNERSHIP FORM

### Employment Data

Report all Transit related permanent, temporary, or part-time employees including apprentices and on-the-job trainees.  
Enter the appropriate figures in the boxes below relating to an employee's race and gender.

Job Classification	Total				Race													
					Non Minority		Minority											
					White		African American		Hispanic		Asian		Pacific Islander		American Indian		Multi Race	
	Employees	Male	Female	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/Manager																		
Professionals	1	1			1													
Technicians																		
Sales Workers																		
Office and Clerical Staff	4		4			3				1								
Skilled Crafts																		
Operators																		
Laborers	1	1			1													
Service Workers	7	5	2	1	5	1				1								
Journey Workers																		
Apprentices																		
<b>Total</b>	<b>13</b>																	

### Certification

How was this information obtained? Visual Survey: Yes ☒ No ☐ Employment Records: Yes ☐ No ☒

Name of authorizing official(Print): Justin N. Lanagan

Title: Superintendent of Recreation

Telephone: (734) 324-7294

Ext:

Email: jnlanagan@wyandottemi.gov

Signature:

Date: 10/3/2018

Name of person completing report: Aimee E. Garbin

Title: Recreation Secretary

Telephone: (734) 324-7292

Ext:

Email: agarbin@wyandottemi.gov

# SMART EEO COMPLIANCE REPORT A Form

## COMMUNITY PARTNERSHIP FORM

### Agency/Community Information

Program Type: Community Partnership Program (CPP) ☒ Specialized Service ☐ New Freedom ☐ JARC ☐ 5310 ☐

Name of Agency/Community: City of Wyandotte Recreation Department

Address: 3131 Third Street

City: Wyandotte

State: Michigan

Zip: 48192

### Agency/Community Data

1) Has your agency/community completed in excess of \$1,000,000 in DOT federally-funded contracts in the past year?

Yes ☐ No ☒

2) Does your agency/community employ over fifty (50) transit related employees?

Yes ☐ No ☒

If the answers to the previous two questions were both "Yes", Please forward your agency's/community's Affirmative Action plan to the address below:

Buhl Building  
535 Griswold Street, Suite 600  
Detroit, MI 48226  
Attn: EEO Coordinator

Have all subcontractors been informed of their responsibility to file an EEO Compliance Report A form? Yes ☐ No ☐ N/A ☒

### Drug and Alcohol Testing Program Requirements

Does your agency/community have a DOT Drug and Alcohol testing program for safety sensitive employees? (Vehicle operators, dispatchers, mechanics and armed security)

Yes ☒ No ☐

Name of your Drug and Alcohol testing program manager: Adams Occupational Health Management

Phone Number: (734) 433-0100

Email Address: adams@adamsohm.com

**Please Proceed to Employment Data Section on Backside**

# AMENDMENT TO THE MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY – 2018

I, Joseph R. Peterson as the Mayor of City of Wyandotte (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Community Credits** available for the period July 1, 2018 to June 30, 2020; and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein. This Amendment relates to January 2018 – June 2018 7.5% increase to Community Credits.

The Community agrees to use **\$2,883** in **Community Credit** funds available as follows:

- |     |  |                                 |
|-----|--|---------------------------------|
| (a) | Transfer to _____<br><small>TRANSFEREE COMMUNITY</small>                           | Funding of: \$ _____            |
| (b) | Van/Bus Operations<br>(Including Charter and Taxi services)                        | At the cost of: \$ <u>2,883</u> |
| (c) | Services Purchased from SMART<br>(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____        |
| (d) | Capital Purchases  | At the cost of: \$ _____        |
| (e) | Services Purchased from Subcontractor  | At the cost of: \$ _____        |

\_\_\_\_\_  
(NAME OF SUBCONTRACTOR)  
(See attached Subcontractor Service Agreement)

**Total \$2,883**

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 18, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 30, 2020; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

This agreement shall be binding once signed by both parties.

**SUBURBAN MOBILITY AUTHORITY  
FOR REGIONAL TRANSPORTATION**

**CITY OF WYANDOTTE**

By: \_\_\_\_\_  
            John C. Hertel

By: \_\_\_\_\_  
            \_\_\_\_\_

Its: \_\_\_\_\_  
            General Manager

Its: \_\_\_\_\_  
            \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED that Council concurs with the recommendation of the Superintendent of Recreation to approve the FY 2019 Municipal Credit and Community Credit Contract with Suburban Mobility Authority for Regional Transportation (SMART), thereby agreeing to receive \$25,460 in Municipal Credit and \$44,204 in Community Credit to fully fund account #101-750-850-550 in order to continue the City of Wyandotte's current Senior Transportation and other programs; AND

BE IT FURTHER RESOLVED that Council also acknowledges the amendment to the FY 2018 agreement whereby an additional \$2,883 is being received by the City in the form of a Community Credit; AND

BE IT FURTHER RESOLVED that Council hereby authorizes the Mayor and City Clerk to sign the aforementioned contract and amendment

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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\_\_\_\_\_  
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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

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

MEETING DATE: October 8, 2018

AGENDA ITEM # **17**

**ITEM:** Hiring – Contract Employee Code Compliance Official

**PRESENTER:** Mark A. Kowalewski, City Engineer



**INDIVIDUALS IN ATTENDANCE:** Mark A. Kowalewski, City Engineer

**BACKGROUND:** The schedule of activities (attached) for the Stormwater, Asset Management, and Wastewater (SAW) Grant will necessitate attention of the full-time engineers on staff. Some of these employee's duties include performing upon sale and rental inspections – duties transferred to these full-time engineers as a result of reducing funding for contract inspectors in order to hire an additional full-time engineer in 2013. This recommendation to add an additional contract code compliance official will allow the inspection duties to be eliminated from the full-time engineer's duties until the SAW Grant is completed.

Therefore, it is recommended to hire a Contract Employee to provide services for one-half of the Upon Sale/Rental Inspections, specifically the building portion of the inspection, previously performed by the full-time staff. This will free up ten (10) hours per week for a full-time employee to be dedicated to the SAW Grant. Funding for these duties will be available from the administrative reimbursement portion of the grant which will be transferred from the Sewage Fund.

I recommend the hiring of Douglas S. Thomas to perform some of the building portion of the Upon Sale and Rental Code Compliance Inspections. If you concur with this recommendation, the enclosed Memorandum of Agreement will need to be approved by Your Honorable Body.

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

**ACTION REQUESTED:** Recommend approval of the hiring of Mr. Thomas

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Increase account number 101-440-825-490 (C of C Inspectors) and reimbursements from the Sewer Fund (101-000-670-020). There should be no net effect on the General Fund. The Sewer Fund will experience additional expenditures as the portion of the SAW grant revenue is being transferred to the General Fund.

**IMPLEMENTATION PLAN:** Execute Memorandum of Agreement with Mr. Thomas.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:** 

**LEGAL COUNSEL'S RECOMMENDATION:** Memorandum of Agreement has been reviewed by W. Look



MAYOR'S RECOMMENDATION: *ALP.*

LIST OF ATTACHMENTS: SAW Grant Information, Application for Employment; Memorandum of Agreement

MODEL RESOLUTION:

RESOLUTION Wyandotte, Michigan  
Date:

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

BE IT RESOLVED BY THE CITY COUNCIL that Council acknowledges receipt of the communication from the City Engineer regarding the hiring of a Code Compliance Official to perform Building Inspections for the Code Compliance Program for the City of Wyandotte; AND

FURTHER, RESOLVED BY THE CITY COUNCIL that the Council approves the hiring of Douglas S. Thomas as a Code Compliance Official; AND

FURTHER, RESOLVED BY THE CITY COUNCIL that the City Administrator is authorized to make the necessary budget amendment to appropriate funding for this hire only until the necessary duties associated with the SAW Grant activities are concluded,

BE IT RESOLVED that the Mayor and Clerk are authorized to execute the Memorandum of Agreement between the City of Wyandotte and Mr. Douglas S. Thomas.

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	

MEMORANDUM OF AGREEMENT made as of this 10th day of Sept 2018  
by and between the City of Wyandotte, a Michigan Municipal Corporation, hereinafter referred to  
as CITY and Douglas S. Thomas, hereinafter referred to as CONTRACTOR;

WITNESSETH:

WHEREAS, the City of Wyandotte requires the services of a Code Compliance Official to  
enforce the provisions of the applicable codes of the City of Wyandotte; and

WHEREAS, said Douglas S. Thomas has made known to the CITY OF WYANDOTTE and the  
Department of Engineering thereof, that he is available to serve as a Code Compliance Official on  
a contractual basis;

NOW, THEREFORE, in consideration of the aforesaid and of the mutual covenants and  
agreements herein contained, it is mutually agreed by and between the parties hereto as  
follows:

- 1) CITY does hereby retain Douglas S. Thomas as an independent contracting Code  
Compliance Official on a contractual basis commencing \_\_\_\_\_  
unless sooner canceled by either party as herein provided.
- 2) The work and duties of the contractor shall be as follows:
  - Make code inspections on behalf of the City of Wyandotte including work, which is  
subject to and controlled by the Wyandotte Codes.
  - Perform duties outlined in the applicable codes.
  - Answer questions pertaining to the applicable codes.
  - Make all inspections as requested by the City Engineer including those pertaining to  
existing codes.
  - Keep accurate and adequate records as required by the City Engineer which records  
are to be the property of the city of Wyandotte.
  - Any other related work as required by the City Engineer.
- 3) City shall pay to Contractor, for the performance of the aforementioned duties:
  - The sum of twenty-four dollars & 50/100 (\$24.50) first inspection except in the  
case of multiple inspections at the same location, then the sum of twenty-four  
dollars & 50/100 (\$24.50) for the first unit and fifteen dollars & 00/100 (\$15.00) for  
each additional unit at the same location up to including eight (8) units.
  - For nine (9) units and up to and including fifteen (15) units, the sum of twenty-four  
dollars & 50/100 (\$24.50) initial inspection for the first unit and eight dollars &  
50/100 (\$8.50) for each additional unit at the same location. Initial inspections  
over fifteen (15) units will be negotiated prior to inspection.
  - The sum of fifteen dollars & 00/100 (\$15.00) re-inspection except in the case of  
multiple re-inspections at the same location, then the sum of fifteen dollars &  
00/100 (\$15.00) for the first unit and eight dollars & 50/100 (\$8.50) for each  
additional unit at the same location up to and including eight (8) units.

- For nine (9) units and up to and including fifteen (15) units, the sum of fifteen dollars and 00/100 (\$15.00) per re-inspection of the first unit and seven dollars & 00/100 (\$7.00) for each additional unit at the same location. Re-inspections over fifteen (15) units will be negotiated prior to re-inspection.
  - On an initial inspections or re-inspection when the location to be inspected is not available to be inspected the Contractor will receive a show up fee of six dollars & 00/100 (\$6.00).
  - Payment will be made bi-weekly.
  - The Contractor shall be available to answer questions regarding his inspections at no additional charge.
- 4) Contractor may be absent from the Offices of the City Engineer and unavailable for the duties herein prescribed for a period of thirty (30) days in a calendar year without such absence and unavailability being construed as breach of this contract without suffering any diminution in the contract price, as approved by the City Engineer. Paid vacation, sick or personal time is not a part of this contract.
  - 5) It is understood and agreed that no Social Security deductions will be made from Contractor's bi-weekly installments and that the City will pay no Social Security Tax in connection with the Contractor inasmuch as the employer-employee relationship does not exist between City and Contractor and that Contractor will pay his own self-employment tax as a self-employed person.
  - 6) It is understood and agreed for the same reasons set forth in Paragraph 6 above that neither the City nor Contractor will make any contributions to the City Retirement Funds in regard to any pension for Contractor.
  - 7) Contractor shall forthwith upon undertaking the duties aforesaid, furnish the City with a certificate or certificates of insurance company certifying that Contractor's automobile which he will use in the performance of the aforementioned duties is insured with public liability insurance, the limits of liability of which shall be One Hundred Thousand Dollars (\$100,000.00) for injuries, including accidental death, to any one person, and subject to the same limits for each person, at least Three Hundred Thousand Dollars (\$300,000.00) for any one accident involving two or more persons, arising in whole or in part by reason of or in anyway connected with or resulting from the performance of this Contract by Contractor. Said certificates shall provide that the aforesaid insurance is in force and that ten (10) days written notice will be given to the City by the insurance company or companies of any cancellation of any policy or policies required by this agreement.

Said certificates shall provide that the aforesaid insurance is in force and that ten (10) days written notice will be given to the City by the insurance company or companies of any cancellation of any policy or policies required by this agreement. Contractor agrees to hold the City of Wyandotte harmless from any claim or lawsuit arising out of use of the contractor's automobile which he will use while in the performance of contractor's duties under the terms of this agreement.

- 8) The City agrees to indemnify the contractor from all claims arising from the contractor's official conduct which is in accordance with all of the terms of this contract and within the scope of his authority and provided that the contractor acted in good faith and without malice and provided contractor's conduct does not amount to gross negligence.
- 9) This Contract may be canceled by either party at any time, provided prior written notice is given to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

CITY OF WYANDOTTE, a Michigan Municipal Corporation

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

\_\_\_\_\_  
Joseph R. Peterson, Mayor

\_\_\_\_\_  
Department of Legal Affairs

\_\_\_\_\_  
Mark A. Kowalewski, City Engineer

CONTRACTOR:

  
\_\_\_\_\_  
Douglas S. Thomas





# City of Wyandotte, Michigan 48192

## APPLICATION FOR EMPLOYMENT

(Please Print Clearly)

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

### EMPLOYMENT DESIRED

Position applied for Building inspector

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

Other position you would consider Boiler operator or Repair (Millwright)

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

Date you can start TBD Wage expected \$ TBD

### PERSONAL INFORMATION

Name Thomas, Douglas Scott  
Last First Middle

Address Wyandotte, MI 48192  
Street City State Zip

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

Other last names used while working, if any None

Are you a U.S. Citizen? ☒ Yes ☐ No

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

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

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

Are there any felony charges pending against you? No

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



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

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

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

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

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

If yes, what type of license do you hold? CDL B heavy CCY - P, AB, Hazmat

Have you ever been employed by the City of Wyandotte? ☒ Yes ☐ No If yes, when? 1992-1993 WPS (PT)

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

☐ Yes ☒ No If yes, indicate names and dates: None known

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

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

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

Have you ever been bonded on a job? ☒ Yes ☐ No If yes, when? Several times, last as notary

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

Name Susan Thomas (wife) Phone Number 734 \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip  
Wyandotte, MI 48192

**PERSONAL REFERENCES**

(Not former employers or relatives)

Name and Occupation	Address	Phone Number
Roger Shifflett City Insp./St. Insp.	Wyandotte	
Douglas Wells Minister	L.P. Church of Christ	
Denise Shepherd retired	Monroe	

# EDUCATION

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

30 yrs in the field of Bldg/Boiler repair Lic. general contractor  
Lic. Real Estate Agent, Investor, Proper

	Name of School	City/State	Degree	Major
High School	RCHS	Wyandotte, MI	Diploma	Gen
College	Sacred Heart Seminary HFBA Michigan Home Builders	Detroit, MI. Dearborn, MI. Dearborn, MI	Nice Certificate Cert. / Lic	Boiler Eng. Contracting
Other	Michigan Real Estate Univer Various others	Southfield	Certs in adver. Sales, App, Buy/Sell	R.E. Sales/Leasing

# EMPLOYMENT HISTORY

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

Company Name REIMAX Masters Employed from 2004 to Present  
 Address 28628 Telegraph Rd. Flat Rock, MI. 48134  
 Street City State Zip  
 Type of Business R.E. Sales Agency Name of Supervisor Doris LaBeau  
 Phone Number ----- Starting Salary Commission Final Salary Commission  
 Position Sales Agent Reason for leaving Not planning to  
 Duties Performed Represent Buyers & Sellers in both residential + commercial  
Sales.  
 If presently employed, may we contact your supervisor? ☒ Yes ☐ No

Company Name National Steel Corp Employed from 1993 to 2003  
 Address 1 Quality Dr. Ecorse, MI. 48229  
 Street City State Zip  
 Type of Business Basic Steel Mfg Name of Supervisor Al Toro  
 Phone Number ----- Starting Salary 25<sup>00</sup> Final Salary 48<sup>00</sup>  
 Position Steam Turbine Rep. Millwright Reason for leaving Bankruptcy  
 Duties Performed Maintenance + repair of Boilers + related high pressure equipment.  
 Have you ever been suspended or discharged from employment? ☐ Yes ☒ No  
 If yes, please explain Not beyond layoff

## **RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED BY THE CITY COUNCIL that Council acknowledges receipt of the communication from the City Engineer regarding the hiring of a Code Compliance Official to perform Building Inspections for the Code Compliance Program for the City of Wyandotte; AND

FURTHER, RESOLVED BY THE CITY COUNCIL that the Council approves the hiring of Douglas S. Thomas as a Code Compliance Official; AND

FURTHER, RESOLVED BY THE CITY COUNCIL that the City Administrator is authorized to make the necessary budget amendment to appropriate funding for this hire only until the necessary duties associated with the SAW Grant activities are concluded,

BE IT RESOLVED that the Mayor and Clerk are authorized to execute the Memorandum of Agreement between the City of Wyandotte and Mr. Douglas S. Thomas.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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\_\_\_\_\_

### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

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



CITY OF WYANDOTTE  
REQUEST FOR COUNCIL ACTION

MEETING DATE: October 8, 2018

AGENDA ITEM # **18**

**ITEM:** Department of Engineering – City Hall HVAC Maintenance

**PRESENTER:** Mark Kowalewski, City Engineer



**INDIVIDUALS IN ATTENDANCE:** Mark Kowalewski, City Engineer

**BACKGROUND:** Expert Mechanical Service has provided regularly scheduled preventative maintenance for the heating, ventilating, and air conditioning (HVAC) systems for City Hall for the last three years. Their yearly maintenance agreement has been \$7,429 each year. Expert is requesting an increase from the previous agreement of approximately 1% or to \$7,510. I recommend this agreement be approved.

**STRATEGIC PLAN/GOALS:** This recommendation is consistent with the Goals and Objectives of the City of Wyandotte Strategic Plan in the continuing effort to enhance the quality of life for residents and the maintenance of City buildings.

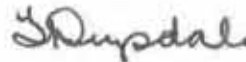
**ACTION REQUESTED:** Approve the Expert Mechanical Maintenance agreement and authorize the City Engineer to sign same.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The HVAC maintenance would be funded by the City Hall operating account 530-444-825-220. The cost is \$7,510.

**IMPLEMENTATION PLAN:** If approved by Council, authorize Mayor and Clerk to sign contract.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:**



**LEGAL COUNSEL'S RECOMMENDATION:** W. Look

**MAYOR'S RECOMMENDATION:**



**LIST OF ATTACHMENTS:**

Proposed Resolution, Service Agreement Proposal



**MODEL RESOLUTION:**

DATE: October 08, 2018

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

RESOLVED by the City Council that Council agrees with the recommendation of the City Engineer and AUTHORIZES the Engineer to execute the City Hall HVAC service agreement with Expert Mechanical Services in the amount of \$7,510 from account 530-444-825-220.

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	_____



September 26, 2018

Quote # 18101

City of Wyandotte  
3200 Biddle Avenue  
Wyandotte, MI 48192  
Attention: Jesus Plasencia

SUBJECT: City Hall Wyandotte, Mi. – Service Agreement Proposal

Dear: Jesus

Expert Mechanical Service, Inc. is pleased to provide the following *customized* maintenance agreement for the subject location. This agreement will allow you to benefit by properly maintaining your HVAC equipment, thus reducing downtime, improving efficiency, reliability and controlling your operating costs. We are providing a breakdown budget for **48 dedicated man hours** (aggregate) to perform HVAC maintenance on an annual basis. We are including our budget worksheet that details inspection intervals, labor expense and anticipated material costs.

- We are budgeting to provide four (4) quarterly inspections on all HVAC equipment and systems to ensure that they are operating per manufacturers' original specifications.
- Including and allowance for one (1) chemical condenser cleaning annually.
- Includes an allowance for maintenance materials as detailed below.
- **No Allowance for:** items we have not identified.
- **No Allowance for:** service repairs or emergency services.

**Two (2) Trane - ROOFTOP HVAC UNITS-Cooling Core Building**

1. Perform inspections.
2. Replace air filters quarterly.
3. Replace drive belts annually.
4. Clean condenser coils.
5. Verify economizer operation and filter condition.
6. Check cooling operation, including controls, contactors and relays.
7. Tighten and clean electrical connections as needed.
8. Check compressor oil level.
9. Check suction pressure reading.
10. Check suction temperature (compressor or evaporator).
11. Check discharge pressure reading.
12. Check liquid line temperature.
13. Check oil pressure reading.
14. Check oil safety device.
15. Check pressure controls.
16. Check starter/contactors.

17. Check motor amps.
18. Check motor volts.
19. Check capacity control.
20. Check crankcase heaters.
21. Check for signs of leaks.
22. Check refrigerant charge.
23. Check moisture indicator.
24. Check valve operation.
25. Check heat exchanger.
26. Check burner condition.
27. Check inducer fan/combination blower.
28. Check ignition sequence.
29. Check fan limit operation.
30. Check flame characteristics.
31. Lubricate motor bearings.
32. Lubricate fan and pump bearings.
33. Check sheaves and pulleys.
34. Check condensate pan and drain.
35. Inspect coil condition.
36. Check solenoid valves (liquid and hot gas).
37. Check damper motors.
38. Check thermostats.
39. Check critical alarms/safeties.
40. Check relays.

#### **Four (4) Reznor - ROOFTOP HVAC UNITS- Heating Perimeter Building**

1. Perform inspections.
2. Replace air filters quarterly.
3. Replace drive belts annually.
4. Tighten and clean electrical connections as needed.
5. Check pressure controls.
6. Check starter/contactors.
7. Check motor amps.
8. Check motor volts.
9. Check valve operation.
10. Check heat exchanger.
11. Check burner condition.
12. Check inducer fan/combination blower.
13. Check ignition sequence.
14. Check fan limit operation.
15. Check flame characteristics.
16. Lubricate motor bearings.
17. Lubricate fan and pump bearings.
18. Check sheaves and pulleys.
19. Check damper motors.
20. Check thermostats.
21. Check critical alarms/safeties.
22. Check relays.

#### **One (1) - Circon DDC Control System /Tridium Front End**

1. Perform quarterly inspections.
2. Verify network communications.

3. Identify and report unusual conditions and/or operational problems.
4. Audit alarm logs and messages.
5. Perform database backup.
6. NOTE: any work functions necessitating proprietary software or devices will be negotiated prior to execution.

**MAINTENANCE MATERIALS TO BE INCLUDED UNDER THIS AGREEMENT**

1. Complete filter change per unit **quarterly**.
2. Replacement of drive belts **annually**.
3. Lubricants and contact cleaner.
4. CO2 or Nitrogen for clearing condensate drains.
5. Condenser coil cleaning chemicals and equipment.

**TOTAL ANNUAL INVESTMENT:.....\$7,510.00**  
*(Seven Thousand Five Hundred & Ten Dollars)*

**Invoiced at times of inspections as follows:**

- \$2,800.00 Fall 2018
- \$1,195.00 Winter 2018/19
- \$1,575.00 Spring 2019
- \$1,195.00 Summer 2019
- \$745.00 Summer 2019 - Condenser Coil Cleaning.

**Emergency Services**

All work under this agreement will be performed during regular working hours of Monday through Friday, 8:00 a.m. to 4:30 p.m. Emergency overtime service calls on covered equipment will be billed at the agreed upon rate. On-site response time for qualified emergencies will be 4 hours or less from receipt of call. Typical response time for after hour's emergencies is 2 hours or less.

Regular Hour Labor Rates & Description	Regular Hour	Overtime Hour	Sunday & Holiday Hour
SENIOR HVAC SERVICE TECHNICIAN	94.50	124.50	153.00
HVAC SERVICE TECHNICIAN	90.50	119.00	146.00
UTILITY TECHNICIAN	66.50	88.00	107.50
JOURNEYMAN SHEET METAL	90.50	119.00	146.00
JOURNEYMAN PIPEFITTER	94.50	124.50	153.00
TRUCK DRIVER	46.00	60.50	75.00
SERVICE FOREMAN / CONTROL TECHNICIAN	97.50	128.50	158.00



**Not included in this proposal**

We do not include any additional repairs or system upgrades.

**Hours of work**

This proposal assumes free access to the site to perform our work within normal working hours, 8:00 a.m. - 4:30 p.m., Monday through Friday.

**TERMS**

Net 30 days.

- The parties to this Agreement may, at any time during the term of this agreement, terminate this agreement for any reason whatsoever upon thirty (30) days prior written notice to the other party.

**Warranty**

Material warranty as allowed by manufacturer. Labor warranty is 1 year from completion of work.

Thank you for the opportunity to quote on the above. If you have any questions, please feel free to contact me at anytime.

Respectfully,

*Kary O'Brien*

Service Coordinator

Expert Mechanical Service, Inc.

Phone: (734) 282-2250

Fax: (734) 282-2230

[www.expertmechanicalservice.com](http://www.expertmechanicalservice.com)

**City Hall Wyandotte, Mi. – Service Agreement Proposal**

Accepted for: City of Wyandotte

Purchase Order No. \_\_\_\_\_

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

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

City of Wyandotte  
Budget Worksheet - Expenses  
Fiscal Year Ending September 30, 2018

THIS IS FYI.

Department Engineering - Building Fund Rental

Account Operating Expenses  
530-444-825-220

Priority Level	Description	New Expense?	Prior Year Vendor	Prior Year Expenses	2018 FY Budget Request
1	HVAC	no			8,000.00
2	snow removal	no			11,000.00
3	phone - fire suppression	no			3,000.00
4	lawn treatment	no			1,500.00
5	fire suppressio system monitoring	no			2,000.00
6	mat rental	no			1,500.00
7	fire ext. insp/fire insp/door alarm	no			2,000.00
8	solid waste	no			1,000.00
9	misc, other	no			3,000.00
10					
530-444-825-220					<u>\$33,000.00</u>

Additional

Comments: 2. Move snow removal from maintenance to operating; 2016 was mild winter

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Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **RESOLUTION**

DATE: October 8, 2018

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

RESOLVED by the City Council that Council agrees with the recommendation of the City Engineer and AUTHORIZES the Engineer to execute the City Hall HVAC service agreement with Expert Mechanical Services in the amount of \$7,510 from account 530-444-825-220.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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

### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

\_\_\_\_\_  
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CITY OF WYANDOTTE  
REQUEST FOR COUNCIL ACTION

MEETING DATE: October 8, 2018

AGENDA ITEM # **19**

**ITEM:** File # 4695 – Memorial Park and Kiwanis Park Shelter Roof Restoration

**PRESENTER:** Mark Kowalewski – City Engineer, Justin Lanagan – Recreation Director

**INDIVIDUALS IN ATTENDANCE:** Mark Kowalewski – City Engineer,  
Justin Lanagan – Recreation Director

**BACKGROUND:** The shelter roofs located at Memorial Park and Kiwanis Park are in need of roof restoration. Bids were solicited on MITN and the bids were opened and read aloud on Monday September 24, 2018. The low bidder was Optimum Contracting Solutions, Bloomfield Hills Michigan, in the amount of \$15,300.00. This bid was adjusted after reviewing the bids and contacting the bidder to provide for complete decking removal and replacement.

It is our recommendation that Optimum Contracting Solutions, Bloomfield Hills, MI, be awarded this bid and move forward with the restoration of these shelter roofs.

**STRATEGIC PLAN/GOALS:** This recommendation is consistent with the Goals and Objectives of the City of Wyandotte Strategic Plan in the continuing effort to enhance the quality of life for residents and the maintenance of City infrastructure.

**ACTION REQUESTED:** Adopt a resolution concurring with the City Engineer and Recreation Director in accepting the bid.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** \$7,300.00 from account # 492-200-850-524, and \$8,000 from account #101-750-850-560

**IMPLEMENTATION PLAN:** Move forward with the project. Optimum Contracting Solutions has indicated the shelter roof project will be completed by November 1, 2018.

**COMMISSION RECOMMENDATION:** Commission concurred with recommendation.

**CITY ADMINISTRATOR'S RECOMMENDATION:** *S. Dupdale*

**LEGAL COUNSEL'S RECOMMENDATION:** Reviewed Bid Summary *W. Look*

**MAYOR'S RECOMMENDATION:**

**LIST OF ATTACHMENTS:** Bid Summary Sheet *JKL*



RESOLUTION

Wyandotte, Michigan  
Date: October 8, 2018

RESOLUTION by Councilman \_\_\_\_\_

BE IT RESOLVED by the City Council that Council concurs with the recommendation of the City Engineer and Recreation Director in accepting the bid submitted by Optimum Contracting Solutions, Bloomfield Hills Michigan, for new metal roofs at Memorial Park and Kiwanis Park Club in the amount of (\$7,300 ) from TIFA account #492-200-850-524, and \$8,000 from account 101-750-850-560

I move the adoption of the foregoing resolution.

MOTION by  
Councilmen \_\_\_\_\_

Supported by  
Councilman \_\_\_\_\_

YEAS

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**CITY OF WYANDOTTE  
BID DEPOSIT LOG SHEET**

Bid #:		4743				
Bid Description:		ROOF RESTORATION MEMORIAL/KIWAMS PARK SHEDS				
Bid Date:		09/24/2018				
	Bidder/ Business Name	Address (City, State)	Amount	Check #/ Bid Bond (Y/N)	Check Return Date	Signature
1	LADDER ROOFING	10311 CAPITAL AVE DARKE MI 48237	60,400.00	BBY		
2	WM MOORE ROOFING	PO BOX 2272 12455 HALE RIVERVIEW MI 48195	49,329.00	BB/Y		
3	OPTIMUM CONTRACTING	500000 HILLS MI 48302 2211 DEVONSHIRE	11,800.00	BB/Y		
4			+ 3,500.00 Adjusted bid \$15,300.00			
5						
6						
7						
8						
9						
10						

## **RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED that Council concurs with the recommendation of the City Engineer and Recreation Director in accepting the bid submitted by Optimum Contracting Solutions, of Bloomfield Hills Michigan, for new metal roofs at Memorial Park and Kiwanis Park Club (Bid File #4695) in the amount of \$7,300.00 from account # 492-200-850-524 and \$8,000.00 from Account #101-750-850-560.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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### **COUNCIL**

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

MEETING DATE: October 8, 2018

AGENDA ITEM # **20**

<b><u>ITEM:</u></b> Department of Engineering – 2018 Snow Removal and Salt Application at Wyandotte City Hall
---

**PRESENTER:** Mark Kowalewski, City Engineer



**INDIVIDUALS IN ATTENDANCE:** Mark Kowalewski, City Engineer

**BACKGROUND:** Bids for the 2018 Snow Removal and salt application at Wyandotte City Hall were opened and read aloud on October 1, 2018. Pizzo Development of Wyandotte, MI was confirmed as the low bidder. In addition to the snow removal and salt application at City Hall, this contract also includes plowing City parking lots during a declared snow emergency, as directed by the DPS Supervisor.

Note the St. Vincent Pallotti's parking lot located at the old St. Elizabeth's Church will again be used as an alternate parking lot during snow emergencies. Thus, this parking lot has been added to the snow emergency lots.

**STRATEGIC PLAN/GOALS:** This recommendation is consistent with the Goals and Objectives of the City of Wyandotte Strategic Plan in the continuing effort to enhance the quality of life for residents and the maintenance of City business during inclement weather.

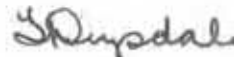
**ACTION REQUESTED:** Approve award of contract to Pizzo Development.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The snow removal for City Hall will be funded from account 530-444-825-420, at a budgeted amount of \$15,890. The snow removal at other City parking lots during a declared snow emergency will be funded from account 101-448-750-220, at a budgeted amount of \$4,500. The contractor will only be paid for services completed.

**IMPLEMENTATION PLAN:** If approved by Council, authorize Mayor and Clerk to sign contract.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:**



**LEGAL COUNSEL'S RECOMMENDATION:** Reviewed Bid Summary *W. Look*

**MAYOR'S RECOMMENDATION:**



**LIST OF ATTACHMENTS:**

Proposed Resolution, Bid Tabulation



**MODEL RESOLUTION:**

DATE: October 08, 2018

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

RESOLVED by the City Council that Council agrees with the recommendation of the City Engineer and APPROVES the award of the snow removal and salt application contract to Pizzo Development. The City Hall snow removal will be budgeted in the amount of \$15,890 from account 530-444-825-420. The snow removal at City Parking lots during a declared snow emergency will be budgeted in the amount of \$4,500 from account 101-448-750-220.

I Move the adoption of the foregoing resolution.

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

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

**YEAS**

**COUNCIL**

**NAYS**

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**2018 Snow Removal & Salt Application at Wyandotte City Hall**  
**File 4744 Bid Opening: October 1, 2018**

Compiled 10/01/18

				Pizzo Development Wyandotte, MI		Ground Control PM Taylor, MI		US Lawns Southgate, MI		The Greener Side Taylor, MI	
#	Pay Item	Quantity	Unit	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
<i>Services at Wyandotte City Hall</i>											
1	Snow Removal at 1-4 inch	10	PUSH	\$ 480	\$ 4,800	\$ 490	\$ 4,900	\$ 555	\$ 5,550	\$ 775	\$ 7,750
2	Snow Removal at 5-8 inch	5	PUSH	\$ 650	\$ 3,250	\$ 850	\$ 4,250	\$ 984	\$ 4,920	\$ 1,490	\$ 7,450
3	Snow Removal at 9 inch or more	1	PUSH	\$ 840	\$ 840	\$ 1,050	\$ 1,050	\$ 1,126	\$ 1,126	\$ 1,850	\$ 1,850
4	Salt Application	20	EACH	\$ 350	\$ 7,000	\$ 445	\$ 8,900	\$ 553	\$ 11,060	\$ 490	\$ 9,800
<b>City Hall Total</b>					<b>\$ 15,890</b>	<b>\$ 19,100</b>		<b>\$ 22,656</b>		<b>\$ 26,850</b>	

<i>Services at Other City Parking Lots</i>											
5	Snow Removal	10	HOUR	\$ 150	\$ 1,500	\$ 145	\$ 1,450	\$ 125	\$ 1,250	\$ 140	\$ 1,400
6	Salt Application	10	TON	\$ 300	\$ 3,000	\$ 195	\$ 1,950	\$ 277	\$ 2,765	\$ 190	\$ 1,900
<b>Other Parking Lots Total</b>					<b>\$ 4,500</b>	<b>\$ 3,400</b>		<b>\$ 4,015</b>		<b>\$ 3,300</b>	

<b>Total Bid</b>	<b>\$ 20,390</b>	<b>\$ 22,500</b>	<b>\$ 26,671</b>	<b>\$ 30,150</b>
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## **RESOLUTION**

DATE: October 8, 2018

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

RESOLVED that Council agrees with the recommendation of the City Engineer and approves the award of the snow removal and salt application contract to Pizzo Development. The City Hall snow removal will be budgeted in the amount of \$15,890 from account 530-444-825-420 and the snow removal at City Parking lots during a declared snow emergency will be budgeted in the amount of \$4,500 from account 101-448-750-220.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
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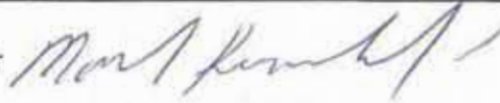
**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

MEETING DATE: October 8, 2018

AGENDA ITEM # **21**

**ITEM:** Request for Proposals for the Sale of Former 1068-1096 Biddle Avenue, Wyandotte

**PRESENTER:** Mark A. Kowalewski, City Engineer



**INDIVIDUALS IN ATTENDANCE:** Mark A. Kowalewski, City Engineer

**BACKGROUND:** These properties were purchased over 15 years ago. The City has posted a "For Sale" sign on the property with little interest shown by a Purchaser. Over the past couple of months, there has been an interest in developing these properties.

Therefore, attached is a Request for Proposals (RFP) for the Sale of Former 1068-1096 Biddle Avenue, Wyandotte for your approval. This RFP is soliciting for a residential development in accordance with the Master Plan which is designated as High Density Residential. The suggested minimum bid price is \$105,400. If you concur with this RFP, the Engineering Department will solicit proposals for same.

**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.

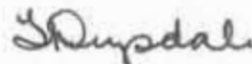
**ACTION REQUESTED:** Concur with RFP.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** n/a

**IMPLEMENTATION PLAN:** Place RFP on MITN, City's website and place "For Sale" sign on property.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:**



**LEGAL COUNSEL'S RECOMMENDATION:** Reviewed RFP [W. Look](#)

**MAYOR'S RECOMMENDATION:**



**LIST OF ATTACHMENTS:** Request for Proposals for the Sale of Former 1068-1096 Biddle Avenue, Wyandotte.; Summary of Acquisition Cost for 1068 and 1096 Biddle Avenue.

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan

Date:

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

BE IT RESOLVED that the communication from the City Engineer regarding the Request for Proposals (RFP) for the Sale of Former 1068-1096 Biddle Avenue, Wyandotte is received and placed on file; AND

BE IT FURTHER RESOLVED that Council authorizes the City Engineer to place the RFP on MITN, the City's Website and place a "For Sale" on the property.



REQUEST FOR PROPOSALS  
FOR THE SALE OF  
FORMER 1068-1096 BIDDLE AVENUE  
WYANDOTTE, MICHIGAN  
FOR  
RESIDENTIAL REDEVELOPMENT

Department of Engineering and Building  
3200 Biddle Avenue, Wyandotte, MI 48192

September, 2018

## Table of Contents

Instructions and Conditions .....	Page 3 -6
Bidding Requirements .....	Page 7
Building Requirements .....	Page 8 - 9
Signature Sheet.....	Page 10
Anti-Collusion Affidavit .....	Page 11

## Attachments

- A - Legal Description
- B - Map of Property
- C - Leaking Underground Storage Tank Closure Report

## INSTRUCTIONS AND CONDITIONS

### Delivery

Proposals with bid deposits in response to this RFP shall be delivered to the City Clerk, Wyandotte City Hall 3200 Biddle Avenue, Wyandotte, Michigan prior to the deadline in a sealed envelope which shall be clearly marked as follows: "SALE OF FORMER 1068-1096 BIDDLE AVENUE FOR RESIDENTIAL REDEVELOPMENT".

### Deadline

Monday, November 19, 2018, at 2:00 p.m.

### Expeditious Agreement

The maker of the best proposal, as recommend by the Committee, shall expeditiously enter into a Purchase Agreement, subject to the terms set forth in these Specifications for submission to the City Council prior to December 17, 2018.

### Terms of Sale

The terms of sale will be cash only.

### As Is Condition

This property is being sold in an "As Is" condition without expressed or implied warranty. The City of Wyandotte assumes no responsibility for the environmental condition of the property.

On September 4, 1998, Dziurman/Associates, P.C., completed a Leaking Underground Storage Tank Closure Report which was submitted on behalf of the City of Wyandotte to the State of Michigan. A copy of the Closure Report is Attachment C.

Prospective purchasers shall understand that, whether buildings were removed or not, the City of Wyandotte accepts no responsibility for underground conditions in cases where there were previous structures, with or without a basement.

### Title Insurance

The City of Wyandotte will furnish a warranty deed. Title insurance must be obtained at the purchaser's expense. The City will provide its policy, if available, to the successful proposal maker as credit on a new policy if allowed by the Title Company.

### Taxes and Prorated Items

All taxes and assessments which have become a lien upon the land as of the date of the Purchase Agreement shall be paid by the City as Seller. Current taxes, if any, shall be prorated and adjusted as of the date of closing in accordance with the "Due Date" basis of the taxing unit in which the property is located.

### Closing Fee

Purchaser is responsible for the payment of the Two Hundred (\$200.00) Dollar closing fee. The closing fee will be paid at time of closing.

### Subdivision Precluded

The property is being offered as one (1) single parcel which shall not be subdivided.

### Dirt Removal

Said Agreement will provide that dirt shall be removed from the site at Purchaser's expense.

### Prior to Closing

The Purchase Agreement will require that a Building Permit be obtained prior to closing. Further, the Purchaser must secure the required Building Permit on or before May 1, 2019.

The City Engineer may grant one (1) thirty (30) day extension to secure the Building Permit provided a satisfactory reason is provided for the need for an extension.

Closing to take place on or before May 15, 2019, unless the City Engineer grants a thirty (30) day extension then the closing to take place on or before June 14, 2019.

### Timely Development

Purchaser is required to undertake development of the accepted proposal no later than 180 days after the closing. "Undertake development" shall mean completion of the foundation. Purchaser is required to complete the development within 365 days after closing. "Complete the development" shall mean issuance of a final certificate of occupancy by the City.



Time is of the essence in commencing and completing this development so that it will generate real property tax revenue for the City. The sum of Fifteen-Thousand (\$15,000.00) dollars in certified funds shall be deposited by the Purchaser with the City Treasurer at closing to be held as a standby letter of credit (in lieu of a performance bond) to ensure commencement of the development within 180 days of the closing and completion of the development within 365 days of the closing. This letter of credit will require the City Treasurer to pay into the City's General Fund the sum of Seven-Thousand Five Hundred (\$7,500.00) dollars in the event the City Engineer notifies the City Treasurer that the undertake development requirement has not been timely satisfied.

The Letter of Credit will also require the City Treasurer to pay into the City's General Fund the remaining unused balance of the Letter of Credit in the event that the completion of the development requirement has not been timely satisfied.

The Letter of Credit will require the City Treasurer to refund any unused balance of the Letter of Credit to the Purchaser upon issuance of a Certificate of Occupancy within 365 days of the closing.

In the event the Purchaser has not obtained a mortgage on the property and has not undertaken development within 180 days of the closing, the City may at its option repurchase the property for Eighty (80%) percent of the purchase price (in lieu of applying the Letter of Credit). This right of repurchase will be evidenced by a recordable document to be executed at closing. In the event the City repurchases the property, the Letter of Credit will be refunded to Purchaser.

### Reservation

The City reserves the right to reject any or all proposals and the right to waive any formal defects in proposals when deemed in the best interest of the City.

### Evaluation

In order to best serve the City's interest, proposals will be evaluated for highest and best use of the property, quality of development as measured by meeting or exceeding the suggested minimum feature, and the demonstrated experience, qualifications, quality of workmanship, and readiness of the prospective purchaser. Past performance on other projects including any adverse effects on neighboring properties will be considered. The highest dollar amount does not necessarily determine the best proposal.



## Inquiries

Questions about this proposal shall be submitted, in writing, by November 9, 2018, at 1:00 p.m. and directed to:

Mark A. Kowalewski, PE, City Engineer  
3200 Biddle Avenue, Suite 200, Wyandotte, Michigan  
734-324-4554, [mkowalewski@wyandottemi.gov](mailto:mkowalewski@wyandottemi.gov)

Kelly Roberts, Development Coordinator  
3200 Biddle Avenue, Suite 200, Wyandotte, Michigan  
734-324-4555, [kroberts@wyandottemi.gov](mailto:kroberts@wyandottemi.gov)

## BIDDING REQUIREMENTS

### Sales Price

This property currently has a true cash value of \$105,400 as determined by the City's Assessing Department. Therefore, the recommended purchase price is \$105,400. Offers less than \$105,400 may be considered at the discretion of the City.

### Disclosure and Anti-Collusion

Proposal makers must complete the sworn affidavit included in this RFP, listing all persons, firms or corporations having any interest in the project that would result from acceptance of the proposal, and state whether any member of the City Council, or officer, or employee of the City is directly interested in said project. (See Form on Page 10)

### Bid Deposit

The proposal maker must accompany the proposal with a deposit of One Thousand (\$1,000) Dollars in the form of a cashier's check, or bank money order payable to the City of Wyandotte. The deposit shall be applied to the purchase price at the time of closing.

In order to protect the integrity of this solicitation and review process, deposits may be forfeited in the City's sole discretion in cases where acceptable proposals are withdrawn prior to execution of a Purchase Agreement. All other deposits shall be returned at the direction of the City Council.

### Harmony with Adjoining Residential Properties

Proposals shall conform as much as is practicable with the existing character of immediate neighborhood in general, and with the adjacent Labadie Commons Condominium Project in particular.

## BUILDING REQUIREMENTS

### Building Features

Proposals must be attached to the Signature Sheet, Page 9 and describe the proposed development by specifying the following features:

- Number of stories
- Estimated amount of square footage in the building
  - Estimated square footage for each unit
  - Number of Bedrooms for each unit
  - Number of Bathrooms for each unit
- Number of units
- Provisions for brick or other exterior
  - Trim on building (vinyl, aluminum or painted wood)
- Provisions for a garage:
  - GARAGES PROPOSED TO BE PLACED MORE THAN THREE (3) FEET IN FRONT OF THE LIVING QUARTERS IN THE FRONT YARD ARE DISCOURAGED.
  - Attached garage cannot exceed 60% of the frontage of the building
- Provisions for underground utilities. Contact Wyandotte Municipal service (734) 324-7253 and Ameritech (800) 288-2020 for information.
- Other desirable architectural features such as covered porches, extended soffits, picture windows, bay windows, doorwalls, fireplaces, vaulted ceilings

### Suggested Minimum Features

- Full brick exterior
- Covered Parking Spaces
- Underground utilities
- Patios

NOTE: the above are suggested minimum requirements. Submittals which exceed these minimums should be clearly stated on the proposal. More specific information on the proposed project will aid the Land Sales Committee in making its recommendation for acceptance to the City Council.

### Site Plan

In order to assist in the evaluation process, a dimensioned site plan must accompany each proposal. Site plans DO NOT have to be drawn to scale.

The Site Plan submitted with the proposal should illustrate at least the following:

- Location of building(s) on the site
- Open space and landscaping plan
- Ingress and egress
- Layout of parking
- Front, side and rear yard setbacks

### Zoning

The property is currently zoned B-2 (General Business District). The City will consider and apply for the rezoning of the property to other residential zoning that best fits the proposed project. Purchase will be contingent upon the rezoning being approved.

### Standards

The standards for the development of this property shall follow all local building codes and ordinances applicable. The Zoning Ordinance can be found at: [www.Wyandotte.net](http://www.Wyandotte.net), City Charter/Ordinances, Appendix A.

### Lot Dimensions

See Attachment B



## SIGNATURE PAGE

Date: \_\_\_\_\_

TO: The City Engineer  
Wyandotte, Michigan

RE: RFP FOR SALE OF FROMER 1068-1096 BIDDLE AVENUE  
WYANDOTTE, MICHIGAN

THE UNDERSIGNED HEREBY CERTIFY AS FOLLOWS:

- ☐ **INSPECTION:** Familiarity with the present condition of premises based on recent inspection.
- ☐ **COMPREHENSION:** Understanding Specifications including expeditious agreement for submission to the City Council for its consideration- permit prior to closing, and commitment to develop within six (6) months.
- ☐ **PROPOSED BUILDING FEATURES:** *PROPOSAL MUST BE ATTACHED.*
- ☐ **BID AMOUNT:** \_\_\_\_\_ Dollar (\$ \_\_\_\_\_)
- ☐ **DEPOSIT:** One Thousand (\$1,000) Dollars – Check # \_\_\_\_\_
- ☐ **EXECUTED ANTI-COLLUSION AFFIDAVIT:** to be attached.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_  
Please Print

ADDRESS: \_\_\_\_\_  
Please Print

\_\_\_\_\_  
Please Print

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



## ANTI-COLLUSION AFFIDAVIT

NOTE: The affidavit set forth before MUST be executed on behalf of the proposal markers.

STATE OF MICHIGAN  
COUNTY OF WAYNE

\_\_\_\_\_, being first duly sworn, deposes and says he/she is  
the \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Company)  
the proposal maker which has submitted, on the \_\_\_\_\_ day of \_\_\_\_\_,  
to the City of Wyandotte, Michigan, for the property at Former 1068-1096 Biddle Avenue,  
Wyandotte, fully set forth in said proposals. The aforementioned proposal maker constitutes the  
only person, firm or corporation having any interest in said proposal or in any contract, benefit  
or profit which may, might or could accrue to, or grow out of the acceptance in whole or in part  
of the said proposal, except as follows: \_\_\_\_\_.

Affiant further states that said proposal is in all respects fair and is submitted without collusion  
or fraud; and that no member of the City Council, or officer or employee of said City is directly  
or indirectly interested in said proposal.

\_\_\_\_\_  
Affiant Signature

SWORN to and subscribed before me, a Notary Public, in for the above name State and County  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## ATTACHMENT A

Easterly 125 feet of Lot 3, except the south 50 feet thereof, Also Easterly 125 feet of Lot 4, the Easterly 130.95 feet of Lot 5, and the Easterly 146.05 feet of Lot 6, The Estate of Joseph Goddell Deceased Subdivision as recorded in Liber 21 Page 16 Wayne County Records.

Known as the former 1068 Biddle and Former 1096 Biddle

FORMER 1096 BIDDLE -E 125FT OF LOT 3 EXC S 50FT THEREOF ALSO E 125FT OF LOT 4 THE ESTATE OF JOSEPH GODDELL DECEASED SUB T3S R11E L21 P16 WCR (OWNER: CITY OF WYANDOTTE)



# LEAKING UNDERGROUND STORAGE TANK CLOSURE REPORT

INSTRUCTIONS: COMPLETION OF THIS REPORT WITH ALL APPLICABLE INFORMATION IS MANDATORY. The Certified Underground Storage Tank Professional (CP) MUST sign below. Failure to submit this report within the stated time period may result in Administrative Penalties as provided for in Part 213, Section 21313a of Act 451, P.A. 1994 as amended.


FACILITY NAME: CITY OF WYANDOTTE FACILITY ID NUMBER: 0-039273  
 ADDRESS: 1068 BIDDLE AVENUE CONFIRMED RELEASE NUMBER(S):  
 CITY: WYANDOTTE ZIP: 48192 COUNTY: WAYNE  
 O/O NAME: CITY OF WYANDOTTE DATE(S) RELEASE DISCOVERED: 7/13/98  
 O/O ADDRESS: 3131 BIDDLE AVENUE, WYANDOTTE STATE: MI ZIP: 48192  
 CONTACT PERSON: GREG MAYHEW PHONE NUMBER: (734) 324-4558

## ANSWER ALL QUESTIONS. (DO NOT LEAVE BLANKS):

1. a. Has the UST been emptied? ☒ Yes ☐ No (If no, explain why):  
 b. Has the UST system been properly closed? ☒ Yes ☐ No (If no, explain why):
2. Free product present: a. Currently? ☐ YES ☒ NO If YES, total gallons recovered since last report:  
 b. Previously? ☐ YES ☒ NO If YES, total gallons recovered to date:
3. Have vapors been identified in any confined spaces (basement, sewers, etc.)? ☐ YES ☒ NO
4. State the number of homes where drinking water is or was affected as a result of a release from this facility: NONE
5. Estimated distance and direction from point of release to nearest:  
 Private well: 1 MILE+ b. Municipal well: 1 MILE+ c. Surface water/wetland: 1,000' E/NE  
 Since last report: a. cubic yards of soil remediated: 0 b. gallons of groundwater remediated: 0
7. Totals to date: a. cubic yards of soil remediated: 0 b. gallons of groundwater remediated: 0
8. Michigan RBCA Site Classification (1-4): 4 Previous RBCA Site Classification (1-4):  
 Has contamination migrated off-site above Tier 1 Residential RBSLs ☐ YES ☒ NO  
 If YES, have off-site impacted parties been notified YES NO (per Section 21309a(3) of Part 213)
10. Is an institutional control required for contamination that has migrated or will migrate off-site? Yes ☒ No

## CERTIFICATION OF REPORT COMPLETION

- I, the undersigned CP, hereby attest to the best of my knowledge and belief that the statements in this document and all attachments are true, accurate and complete. I certify that it was submitted to the USTD on SEPTEMBER 4, 1998  
 date submitted (REQUIRED)

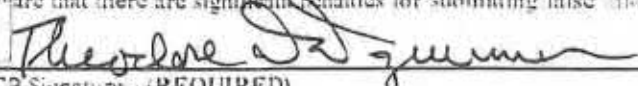
 9/4/98  
 Original Signature - (REQUIRED) Date  
 THEODORE D. DZIURMAN, P.E. THEODORE D. DZIURMAN, P.E.  
 PRINT CP's Name PRINT QC Project Manager's Name  
 DZIURMAN/ASSOCIATES, P.C.  
 CONSULTANT  
 620 S. MAIN ST., CLAWSON, MI 48017 (248) 288-8300 (248) 288-8804  
 ADDRESS TELEPHONE NO. FAX NO.

## CERTIFICATION OF CLOSURE

- Type of RBCA Evaluation: ☒ Tier 1 ☐ Tier 2 ☐ Tier 3  
 2. Closure report based on which type of land use?: ☒ Residential ☐ Commercial III ☐ Commercial IV ☐ Industrial  
 3. Institutional Controls: ☒ None ☐ Notice of Corrective Action ☐ Restrictive Covenant ☐ Other

I certify under penalty of law that corrective actions associated with the above referenced release at this facility were completed in accordance with Part 213, Act 451, P.A. 1994 as amended, and current departmental guidance and procedures available at the time the work was completed.

I further certify that this document and all attachments were prepared under my direct supervision and that I am a duly licensed and qualified professional person who is responsible for gathering the information. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations.

 9/4/98  
 CP Signature - (REQUIRED) Date



### UNDERGROUND STORAGE TANK DIVISION OFFICES AND LOCATIONS

Determine in which county/city the UST is located. Return all completed forms and associated reports to the USTD office listed next to that county/city in the following table. Addresses for the USTD offices are listed below.

COUNTY	USTD OFFICE	COUNTY	USTD OFFICE	COUNTY	USTD OFFICE	COUNTY	USTD OFFICE
Alcona	Gaylord	Dickinson	Marquette	Lake	Cadillac	Oceana	Grand Rapids
Alger	Marquette	Eaton	Shiawassee	Lapeer	Shiawassee	Ogemaw	Gaylord
Allegan	Plainwell	Emmet	Gaylord	Leelanau	Cadillac	Ontonagon	Marquette
Alpena	Gaylord	Genesee	Shiawassee	Lenawee	Jackson	Osceola	Cadillac
Antrim	Gaylord	Gladwin	Gaylord	Livingston	Shiawassee	Oscoda	Gaylord
Arenac	Gaylord	Gogebic	Marquette	Luce	Marquette	Otsego	Gaylord
Baraga	Marquette	Grand Traverse	Cadillac	Mackinac	Marquette	Ottawa	Grand Rapids
Barry	Plainwell	Gratiot	Shiawassee	Macomb	SE Michigan	Presque Isle	Gaylord
Bay	Saginaw-Bay	Hillsdale	Jackson	Manistee	Cadillac	Roscommon	Gaylord
Benzie	Cadillac	Houghton	Marquette	Marquette	Marquette	Saginaw	Saginaw-Bay
Berrien	Plainwell	Huron	Saginaw-Bay	Mason	Cadillac	Sanilac	Saginaw-Bay
Branch	Jackson	Ingham	Shiawassee	Mecosta	Grand Rapids	Schoolcraft	Marquette
Calhoun	Jackson	Ionia	Grand Rapids	Menominee	Marquette	Shiawassee	Shiawassee
Cass	Plainwell	Iosco	Gaylord	Midland	Saginaw-Bay	St Clair	SE Michigan
Charlevoix	Gaylord	Iron	Marquette	Missaukee	Cadillac	St Joseph	Plainwell
Cheboygan	Gaylord	Isabella	Saginaw-Bay	Monroe	SE Michigan	Tuscola	Saginaw-Bay
Chippewa	Marquette	Jackson	Jackson	Montcalm	Grand Rapids	Van Buren	Plainwell
Clare	Gaylord	Kalamazoo	Plainwell	Montmorency	Gaylord	Washtenaw	Jackson
Clinton	Shiawassee	Kalkaska	Cadillac	Muskegon	Grand Rapids	Wayne	SE Michigan
Crawford	Gaylord	Kent	Grand Rapids	Newaygo	Grand Rapids	Wexford	Cadillac
Delta	Marquette	Keweenaw	Marquette	Cakland	SE Michigan		
CITY	USTD OFFICE	CITY	USTD OFFICE	CITY	USTD OFFICE		
Detroit	Detroit	Highland Park	Detroit	Hamtramck	Detroit		

<b><u>CADILLAC OFFICE</u></b> 120 W CHAPIN ST CADILLAC MI 49601-2158  616-775-3960 (PHONE) 616-775-1511 (FAX)	<b><u>DETROIT OFFICE</u></b> 300 RIVERPLACE, SUITE 3600 DETROIT MI 48207  313-392-6480 (PHONE) 313-392-6483 (FAX)	<b><u>PLAINWELL OFFICE</u></b> 1342 SR-39 WEST, SUITE B PLAINWELL MI 49080-1915  616-692-2120 (PHONE) 616-692-3050 (FAX)
<b><u>GAYLORD OFFICE</u></b> 1732 W M-32, PO BOX 667 GAYLORD MI 49735-0667  517-731-4920 (PHONE) 517-731-6181 (FAX)	<b><u>JACKSON OFFICE</u></b> 301 E LOUIS GLICK HIGHWAY JACKSON MI 49201-1556  517-780-7690 (PHONE) 517-780-7355 (FAX)	<b><u>SAGINAW-BAY OFFICE</u></b> 503 N EUCLID AVE SUITE 1 BAY CITY MI 48706-2965  517-686-8025 (PHONE) 517-684-9799 (FAX)
<b><u>GRAND RAPIDS OFFICE</u></b> 350 OTTAWA ST NW 6TH FLOOR GRAND RAPIDS MI 49503-2341  616-456-5071 (PHONE) 616-456-1239 (FAX)	<b><u>MARQUETTE OFFICE</u></b> 1990 US 41 SOUTH MARQUETTE MI 49855-9198  906-228-6561 (PHONE) 906-228-5245 (FAX)	<b><u>SHIAWASSEE OFFICE</u></b> 10650 BENNETT DR MORRICE MI 48857-9792  517-625-5515 (PHONE) 517-625-5000 (FAX)
<b><u>SE MICHIGAN OFFICE</u></b> 38980 SEVEN MILE RD LIVONIA MI 48152-1006  313-953-8905 (PHONE) 313-432-1295 (FAX)	<b><u>HEADQUARTERS</u></b> 333 S CAPITOL AVE PO BOX 30157 LANSING MI 48909-7657  517-373-3168 (PHONE) 517-335-2245 (FAX)	



**Instructions** - Utilize the following checklist to ensure that all required information is provided in the Closure Report. Include this checklist as the table of contents. The order in which the information is provided is at your discretion. Each page of the report (including the cover sheet, table of contents, appendices, figures, etc.) should be consecutively numbered. The location column should be completed with the appropriate page number for each item. You may reference previously submitted materials by specifying the location within that document. Maps, tables, figures, etc. should be combined as appropriate.

All information required by Part 213 to be included in the Closure Report must be provided, and all sections of the report must be completed. If any items are not applicable to the site, provide a justification regarding the absence of this information in the appropriate section of the report.

If an Initial Assessment Report (IAR) and/or a Final Assessment Report (FAR) have not been submitted for this release, provide all required information from the IAR and/or FAR not included below.

Section	Table of Contents	Page
1.0	<u>PROJECT CHRONOLOGY</u>	
	A. Provide the date and time the confirmed release(s) was/were discovered and reported.	9
	B. Provide the IAR submittal date.	9
	C. Provide the FAR submittal date.	9
	D. Provide dates for any other submittals.	9
2.0	<u>SUMMARY OF CORRECTIVE ACTION ACTIVITIES PERFORMED</u>	
2.1	<u>IMMEDIATE RESPONSE ACTION IMPLEMENTATION</u>	
	If an IAR has not been previously submitted, provide all information requested in Section 1.0 of the IAR	9
2.2	<u>FREE PRODUCT DISCOVERY AND REMOVAL</u>	
	If free product has not been discovered, then proceed to Section 2.3.	
	A. Describe initial response actions performed at this site to address the presence of free product as specified in Sections 21307(2)(c) and (f), and (3)(b) and (c), 21308a(1)(b)(xviii). Refer to the USTD Operational Memorandum No. 7, <i>Identification, Reporting, and Recovery of Free Product at LUST Sites</i> .	9
	B. Attach a final USTD Free Product Recovery Status Report (EQP 3850) if not previously submitted.	
2.3	<u>SITE ASSESSMENT ACTIVITIES</u>	
	A. If an IAR has not been previously submitted, provide all information requested in Section 3.0 of the IAR.	9-15
	B. If a FAR has not been previously submitted, provide all information requested in Section 2.0 of the FAR.	

Section	Table of Contents	Page
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## 2.4 SITE CLASSIFICATION

- A. Indicate the current Site Classification Level, in accordance with USTD Operational Memorandum No. 5, *Leaking Underground Storage Tank (LUST) Site Classification System*, (Attachment 10 of the RBCA Guidance Document), 16
- B. Provide a justification for this classification. Identify the current conditions that are the basis of the classification. 16
- C. Indicate whether the site classification has changed since the submission of the last report. 16

## 2.5 TIERED EVALUATIONS AND CLEANUP GOALS

- A. Indicate whether a site-specific Tier II or Tier III evaluation has been conducted for this site. 16
- B. If applicable, identify and justify where alternate assumptions or site-specific information were used in place of the default assumptions as defined in the USTD Operational Memorandum No. 4, *Tier 1 Lookup Tables for Risk-Based Corrective Action at Leaking Underground Storage Tank (LUST) Sites*, (Attachment No. 11 of the RBCA Guidance Document). \_\_\_\_\_

NOTE: If a Tier II evaluation was performed and described in the IAR or the FAR, explicitly indicate where different assumptions or site-specific information were used in this Tier II or Tier III evaluation and why the change was justified.

- C. Provide the calculations and reference citations supporting the development of the relevant Tier II or Tier III SSTLs. \_\_\_\_\_
- D. Provide a table which compares the maximum remaining contaminant concentrations for each required parameter for all media to the appropriate RBSLs (as provided in the USTD Operational Memorandum No. 4), and/or the calculated SSTLs. Identify all applicable land use scenario(s). \_\_\_\_\_

## 2.6 MODELING

Provide all modeling documentation. Refer to the USTD Operational Memorandum No. 10 *Presentation of Tier 2 and 3 Groundwater Modeling Evaluations*. 16

## 2.7 NOTICES AND RESTRICTIONS

If the closure does not require the use of institutional controls to restrict land or resource use, then proceed to Section 2.8.

NOTE: Draft copies of all Restrictive Covenants and Notices of Corrective Action for

Section	Table of Contents	Page
	<u>off-site institutional controls must be submitted to the USTD for approval prior to filing.</u> Refer to Operational Memorandum No. 12, <i>Institutional Controls and Public Notice Requirements and Procedures</i> , (Attachment 20 of the RBCA Guidance Document).	
	A. Submit copies of all notices or restrictions which have been filed, and provide proof of filing these notices or restrictions. If the person filing is not the property owner, attach a copy of the written permission for the filing from the property owner.	16
	B. Identify the individuals or segments of the public which have been provided with notice of the proposed land use restrictions or limitations to be placed on resource use. Include the names and addresses of the affected parties (unless large segments of the public will be provided notice, e.g., users of a municipal water supply system). Include proof that notice was provided to the affected parties.	
	C. Provide a map depicting the location(s) of the individuals or segments of the noticed public.	
	D. Describe any alternate mechanism utilized to restrict exposure to regulated substances as defined in Section 324.21310a(3), and justify how this mechanism reliably restricts exposure to the regulated substances.	
2.8	PERMITS	
	List all discharge permits and/or permit exemptions that were required for the corrective action, and include the type of permit, permit number, application date, approval date and termination date.	16
2.9	CORRECTIVE ACTION PLAN	
	A. Summarize the corrective action activities that resulted in release closure. Include the operating history of any active treatment systems.	16
	B. Summarize the types of monitoring activities performed, including the media and parameters monitored.	
	C. Attach performance monitoring data.	
	D. Describe and justify changes to the previously submitted Corrective Action Plan.	
	E. Provide the total volume of soil remediated, and include disposal location and proof of disposal (e.g., invoices, not load tickets) for all soils excavated subsequent to submittal of the last report, if appropriate.	
	F. Provide the total volume of groundwater actively remediated to date, and include disposal documentation, if appropriate.	
3.0	<u>CLOSURE VERIFICATION SAMPLING</u>	

Section	Table of Contents	Page
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### 3.1 SOIL CLOSURE VERIFICATION

NOTE: Verification sampling must be conducted whenever contaminated soils are identified but not remediated, including when contaminated soil is returned to an excavation after the removal of a UST.

A. Describe the soil verification sampling strategy applied at the site by providing the following:

1. A scaled site map which identifies the former extent of the soil contamination, and the soil verification sampling locations relative to existing site features. *(Multiple chemical contaminants and multiple sample depths should be addressed on the minimum number of site maps needed to convey the information with clarity and legibility)* 11
2. For a corrective action involving excavation, a scaled drawing(s) showing the floor and walls of the excavation and the associated sampling locations. The drawing should also depict the subsurface stratigraphy, soil types, fractures, discolored soil locations, adjoining conduits or potential migration pathways, and locations of former and existing UST system components, as appropriate 11
3. A description of how the number and location of samples collected for soil verification purposes was established. If your sampling strategy differs from the MDEQ guidance document *Verification of Soil Remediation Guidance Document* (Attachment No. 25 of the RBCA Guidance Document) and USTD Operational Memorandum No. 9, *Groundwater and Soil Closure Verification Guidance* (Attachment No. 26 of the RBCA Guidance Document) provide justification 16-17
4. A list of the analytical parameters used to verify the soil remediation 17
5. A justification if all soil verification samples were not analyzed, preserved, and handled in accordance with the USTD guidance document entitled *Guidance for Parameters, Analytical Methods, Sample Handling, Quality Control, and Cleanup Limits for Petroleum Hydrocarbon Releases* (Attachment No. 12 of the RBCA Guidance Document) 17

B. Provide a table with laboratory data showing the results of all verification soil sampling performed to date for the required parameters. Refer to Attachment 12 of the RBCA Guidance Document. The table should include the following:

13-14

1. Sample ID
2. Sample depth
3. Date of collection
4. Dates of extraction and analysis
5. Method Detection Limits
6. Analytical method

(NOTE: The USTD may request copies of the laboratory data sheets, chain-of-custody forms, and all available QA/QC information.)

C. Provide copies of all soil boring logs not previously submitted.

### 3.2 GROUNDWATER CLOSURE VERIFICATION

Section	Table of Contents	Page
A.	Describe the groundwater verification sampling strategy applied at the site by providing the following:	
1.	A scaled site map which identifies the former extent of groundwater contamination, the groundwater verification sampling locations relative to existing site features, and the groundwater flow direction(s). <i>(Multiple chemical contaminants and multiple aquifer/sample depths should be addressed on the minimum number of site maps needed to convey the information with clarity and legibility)</i>	17
2.	A description of how the sampling frequency and duration of sampling for groundwater verification purposes was established. If your sampling strategy differs from the USTD Operational Memorandum No. 9, (Attachment No. 26 of the RBCA Guidance Document) provide a justification	
3.	A list of the analytical parameters used to verify groundwater closure	
4.	A justification if all groundwater verification samples were not analyzed, preserved, and handled in accordance with Attachment No. 12 of the RBCA Guidance Document	
B.	Provide a table with laboratory data showing the results of all verification groundwater sampling performed to date for the required parameters. Refer to Attachment 12 of the RBCA Guidance Document. The table should include the following:	
1.	Sample ID	
2.	Sampling depth or screened interval	
3.	Date of collection	
4.	Dates of extraction and analysis	
5.	Method Detection Limits	
6.	Analytical method	
	(NOTE: The USTD may request copies of the laboratory data sheets, chain-of-custody forms, and all available QA/QC information.)	
C.	Attach copies of the following:	
1.	Boring logs not previously submitted	
2.	Well construction diagrams not previously submitted	
3.	Potentiometric surface maps for each groundwater verification sampling event	
4.	Elevation data (USGS datum preferred), including top-of-casing and grade elevations, and depth to groundwater for each groundwater verification sampling event.	
3.3	CLOSURE VERIFICATION FOR OTHER MEDIA	
A.	Describe the verification sampling strategy for other media applied at the site.	17
B.	Provide a scaled site map which identifies the verification sampling locations relative to existing site features and boundaries, if appropriate.	
C.	Provide a table with the laboratory data showing the results of all verification sampling performed to date in the other specified environmental media.	



Section	Table of Contents	Page
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*(NOTE: The USTD may request copies of the laboratory data sheets, chain-of-custody forms, and all available QA/QC information.)*

## **1.0 PROJECT CHRONOLOGY**

The release at this site was discovered at approximately 11:00 a.m. on July 13, 1998. That release was also reported on July 13.

No Initial Assessment Report or any other reports have been submitted for this site.

## **2.0 SUMMARY OF CORRECTIVE ACTION ACTIVITIES PERFORMED**

### **2.1 Immediate Response Action Implementation**

- A. The source of the release at this site was several holes that were seen through the tank shell. The holes were within 2 feet of the bottom of the tank.
- B. The release at this site was discovered while screening the soil in the excavation after removal of the tank.
- C. No tank tightness testing has been performed in response to this release.
- D. The removed UST is believed to be the only regulated UST (Part 211 of P.A. 451 of 1994 as amended) at this site currently or at any time in the past. The tank is registered at this facility as Tank No. 1. At the time the tank was registered, its contents were not known, since it had not been used for many years, and not at all by the current or previous property owners. During removal of the tank, it was found to contain some residual gasoline. The tank was 5'-4" in diameter and 6' long, for a nominal capacity of 1,000 gallons. Also, on September 1, 1998, a 1,000 gallon fuel oil UST was discovered at this site, which was also removed on that date.
- E. No initial response activities were necessary for this release.

### **2.2 Free Product Discovery and Removal**

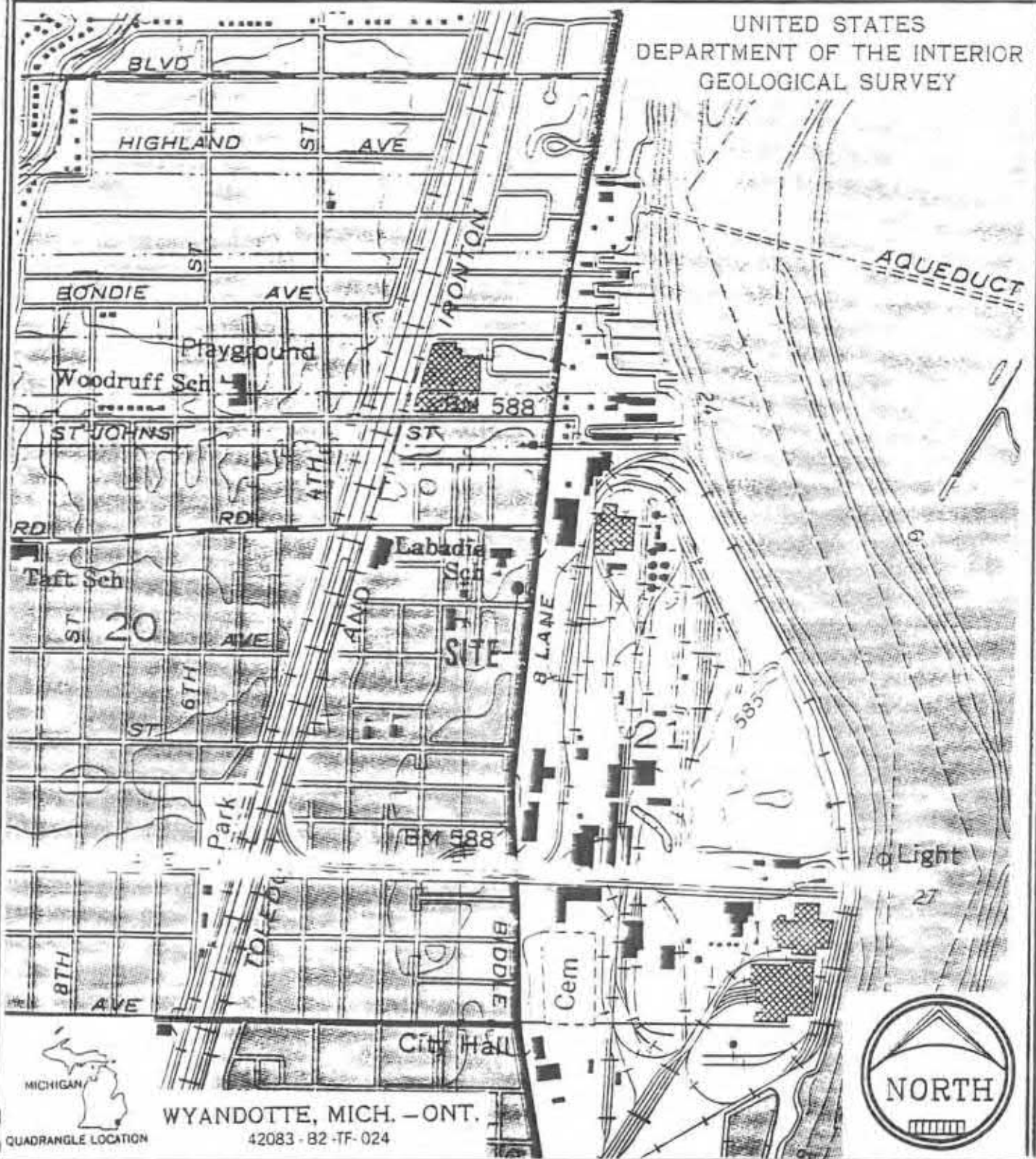
Free product has not been discovered at this site.

### **2.3 Site Assessment Activities**

The following diagrams are included in this Report to assist in an understanding of the site conditions and characteristics:

- AREA MAP - Page 10: Provides information on site boundaries in relation to the surrounding area, nearby major roads, surface water and wetlands
- SITE DIAGRAM - Page 11: Provides locations of nearby underground utilities, buildings, paved areas and other site features, the former location of the UST and UST system features, the UST removal excavation and samples collected at the site.

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
GEOLOGICAL SURVEY



WYANDOTTE, MICH. - ONT.  
42083 - B2 - TF - 024

AREA MAP  
1068 BIDDLE AVENUE  
WYANDOTTE, MICHIGAN

Date: 9/03/98  
Drawn By: PMH  
Scale: 1" = 1,000'  
Job No: 97071

Dziurman/Associates, P.C.  
CONSULTING ENGINEERS

CLAWSON, MICHIGAN





FENCE (PROPERTY LINE)

### LEGEND

- EXCAVATION FLOOR SOIL SAMPLE LOCATIONS
- ▲ EXCAVATION SIDEWALL SOIL SAMPLE LOCATIONS

SINGLE-FAMILY  
RESIDENCE

FORMER LOCATION OF BUILDING

FORMER UST  
REMOVAL EXCAVATION  
(DEPTH = 8 FEET)

FORMER LOCATION  
OF 1,000 GALLON  
GASOLINE UST

FORMER LOCATION OF  
REMOVED FUEL OIL UST

CONDOMINIUM  
COMPLEX

STONE SURFACE

NATURAL GAS SERVICE

FRANCZAK'S  
GARAGE  
1096 BIDDLE

CONCRETE  
DRIVE

CONCRETE WALK  
LAWN

UNDERGROUND ELECTRIC SERVICE

BIDDLE AVENUE

UNDERGROUND WATER SERVICE

**SITE DIAGRAM**  
**1068 BIDDLE AVENUE**  
**WYANDOTTE, MICHIGAN**

Date: 9/03/98  
Drawn By: PMH  
Scale: 1"=20'  
Job No: 97071

**Dziurman/Associates, P.C.**  
CONSULTING ENGINEERS

CLAWSON, MICHIGAN

A. SOIL CONDITIONS AND CHARACTERISTICS

1. The soil encountered in the UST removal excavation consisted of sand with some clay, organic soil and debris mixed in.
2. Contaminants detected in soil samples collected at this site consisted of ethylbenzene, xylenes, 1,2,4-trimethylbenzene, 1,3,5-trimethylbenzene, naphthalene and 2-methylnaphthalene, all of which were detected in sample F-2 (floor sample). Also, in samples S-2 and S-4 (sidewall samples), 2-methylnaphthalene was detected and in samples S-1 (sidewall sample) and P-2 (fill sample), lead was detected in concentrations greater than 21 ppm.
3. No remediation of soil has been done at this site.
4. Field screening data for the 8 soil samples collected at this site on July 13 is listed below. Laboratory data for those samples is listed on Pages 13 and 14.

Sample ID	F-1	F-2	S-1	S-2
Sample Depth (below grade)	8 feet	8 feet	4 feet	4 feet
Date Collected	7/13/98	7/13/98	7/13/98	7/13/98
Collection Method	Grab	Grab	Grab	Grab
Date Analyzed	7/13/98	7/13/98	7/13/98	7/13/98
Screening Instrument	PID	PID	PID	PID
Total Organics (ppm)	< 1	1,081	< 1	740

Sample ID	S-3	S-4	P-1	P-2
Sample Depth (below grade)	4 feet	4 feet		
Date Collected	7/13/98	7/13/98	7/13/98	7/13/98
Collection Method	Grab	Grab	Grab	Grab
Date Analyzed	7/13/98	7/13/98	7/13/98	7/13/98
Screening Instrument	PID	PID	PID	PID
Total Organics (ppm)	< 1	360	< 1	94



# LABORATORY RESULTS -- SOIL

Sample ID	F-1	F-2	S-1	S-2	S-3
Sample Depth (feet below grade)	8	8	4	4	4
Date Collected	7/13/98	7/13/98	7/13/98	7/13/98	7/13/98
Collection Method	Grab	Grab	Grab	Grab	Grab
<b>VOLATILES</b>					
Date Analyzed	7/20/98	7/21/98	7/21/98	7/20/98	7/20/98
Analytical Method No.	8260	8260	8260	8260	8260
CONSTITUENT	Conc.	Conc.	Conc.	Conc.	Conc.
Benzene	< 10	< 10	< 10	< 10	< 10
Toluene	< 10	< 10	< 10	< 10	< 10
Ethylbenzene	< 10	64	< 10	< 10	< 10
Xylenes	< 30	120	< 30	< 30	< 30
1,2-Dibromoethane	< 10	< 10	< 10	< 10	< 10
1,2-Dichloroethane	< 10	< 10	< 10	< 10	< 10
1,2,4-Trimethylbenzene	< 10	2,000	< 10	< 10	< 10
1,3,5-Trimethylbenzene	< 10	50	< 10	< 10	< 10
Naphthalene	< 250	1,100	< 250	< 250	< 250
2-Methylnaphthalene	< 250	1,200	< 250	260	< 250
MTBE	< 100	< 100	< 100	< 100	< 100
<b>METALS</b>					
Date Extracted	7/15/98	7/15/98	7/15/98	7/15/98	7/15/98
Date Analyzed	7/17/98	7/17/98	7/17/98	7/17/98	7/17/98
Analytical Method No.	6010	6010	6010	6010	6010
CONSTITUENT	Conc.	Conc.	Conc.	Conc.	Conc.
Lead	9,000	11,000	100,000	6,300	18,000

## LABORATORY RESULTS -- SOIL

Sample ID	S-4	S-4A	P-1	P-2
Sample Depth (feet below grade)	4	4		
Date Collected	7/13/98	8/19/98	7/13/98	7/13/98
Collection Method	Grab	Hand Auger	Grab	Grab
<b>VOLATILES</b>				
Date Analyzed	7/20/98	8/24/98	7/27/98	7/20/98
Analytical Method No.	8260	8260	8260	8260
CONSTITUENT	Conc.	Conc.	Conc.	Conc.
Benzene	< 1,000	< 10	< 10	< 10
Toluene	< 1,000	< 10	< 10	< 10
Ethylbenzene	< 1,000	< 10	< 10	< 10
Xylenes	< 3,000	< 30	< 30	< 30
1,2-Dibromoethane	< 1,000	< 10	< 10	< 10
1,2-Dichloroethane	< 1,000	< 10	< 10	< 10
1,2,4-Trimethylbenzene	< 1,000	< 10	< 10	< 10
1,3,5-Trimethylbenzene	< 1,000	< 10	< 10	< 10
Naphthalene	< 25,000	< 250	< 250	< 250
2-Methylnaphthalene	36,000	< 250	< 250	< 250
MTBE	< 10,000	< 100	< 100	< 100
<b>METALS</b>				
Date Extracted	7/15/98	8/21/98	7/15/98	7/15/98
Date Analyzed	7/17/98	8/23/98	7/17/98	7/17/98
Analytical Method No.	6010	6010	6010	6010
CONSTITUENT	Conc.	Conc.	Conc.	Conc.
Lead	20,000	4,000	14,000	43,000

5. Below is a comparison of the compound concentrations detected to the appropriate RBSLs listed in the Storage Tank Division's Operational Memorandum No. 4.

CONTAMINANT	Sample ID with Maximum Detected Concentration and Corresponding Sample Date	Maximum Detected Concentration ( $\mu\text{g/kg}$ )	Applicable RBSL with Exposure Code	Criterion Exceeded?
<b>VOLATILES</b>				
Benzene	Not detected			
Toluene	Not detected			
Ethylbenzene	F-2 - 7/13/98	64	360 (A)	No
Xylenes	F-2 - 7/13/98	120	700 (A)	No
1,2-Dibromoethane	Not detected			
1,2-Dichloroethane	Not detected			
1,2,4-Trimethylbenzene	F-2 - 7/13/98	2,000	33,000 (A)	No
1,3,5-Trimethylbenzene	F-2 - 7/13/98	50	25,000 (A)	No
Naphthalene	F-2 - 7/13/98	1,100	17,000 (B)	No
2-Methylnaphthalene	S-4 - 7/13/98	36,000	15,000,000 (C)	No
MTBE	Not detected			
<b>METALS</b>				
Lead	S-1 - 7/13/98	100,000	400,000 (C)	No
Exposure Code: A = Lowest criteria for a residential and commercial I site for all exposure scenarios B = Lowest criteria for a residential and commercial I site for all exposure scenarios, except groundwater surface water interface C = Lowest criteria for a residential and commercial I site for all exposure scenarios, except groundwater surface water interface and drinking water				

6. No soil contamination has been detected at this site that is not believed to be related to this release.

**B. GROUNDWATER CONDITIONS AND CHARACTERISTICS**

Groundwater was not encountered at this site. This site and all surrounding areas are connected to a municipal water supply. Thus, groundwater that may be present at this site is not used for consumption and is not expected to be used for consumption in the future.

**C. CONDITIONS AND CHARACTERISTICS IN OTHER ENVIRONMENTAL MEDIA**

Besides soil, no other environmental media has been characterized at this site and no other environmental media is believed to be affected by this release.

## **2.4 Site Classification**

The current classification of this site is 4. This classification is based on the fact that soil has not been impacted in concentrations that exceed appropriate RBSLs for a residential site and groundwater was not encountered at this site. Exposure scenarios considered in this evaluation were all exposure scenarios except groundwater surface water interface and drinking water. No previous classification was declared for this site.

## **2.5 Tiered Evaluations and Cleanup Goals**

Site-specific Tier 2 or Tier 3 evaluations have not been conducted for this site.

## **2.6 Modeling**

No modeling has been performed for this site.

## **2.7 Notices and Restrictions**

This closure does not require the use of institutional controls to restrict land or resource use.

## **2.8 Permits**

No permits were required for corrective actions at this site.

## **2.9 Corrective Action Plan**

No remediation of soil or groundwater has taken place at this site.

## **3.0 CLOSURE VERIFICATION SAMPLING**

### **3.1 Soil Closure Verification**

- A. On Page 11 is a diagram that shows the locations of the excavation soil samples collected at this site. That diagram also shows the former location of the UST and the UST removal excavation. In addition to the excavation samples, 2 samples of the soil that was excavated for removal of the tank (P-1 and P-2) were also collected and analyzed.
- B. The soil sampling strategy used for this site was in accordance with the MDEQ Guidance Document "Verification of Soil Remediation." The number and locations of soil samples collected was as follows:

Excavation Size: 9' x 12' x 8' deep



Floor Area = 9' x 12' = 108 square feet (sf)  
Number of floor samples required (<500 sf) = 2  
Number of floor samples collected and analyzed = 2

Sidewall Area = 2 x (9' + 12') x 8' = 336 sf  
Number of sidewall samples required (<500 sf) = 4  
Number of sidewall samples collected and analyzed = 4

- C. The soil samples collected were analyzed for the following parameters:

Method 8260:	Benzene	1,2,4-Trimethylbenzene
	Toluene	1,3,5-Trimethylbenzene
	Ethylbenzene	Naphthalene
	Xylenes	2-Methylnaphthalene
	1,2-Dibromoethane	MTBE
	1,2-Dichloroethane	

Method 6010: Lead

- D. All soil samples collected were analyzed, preserved and handled in accordance with the Storage Tank Division's Guidance Document "Guidance for Parameters, Analytical Methods, Sample Handling, Quality Control, and Cleanup Limits for Petroleum Hydrocarbon Releases."
- E. Laboratory data for soil samples collected at this site is listed on Pages 13 and 14. On Page 15 is a table which compares the maximum contaminant concentrations detected at this site to appropriate RBSLs. The RBSLs used for this site were the most restrictive criteria for each compound considering all exposure scenarios except groundwater surface water interface protection soil criteria and drinking water protection soil criteria, since there are no surface water bodies in the vicinity of this site and groundwater is not used for consumption or for any other use at this site or any other site in the area of this site. The City of Wyandotte has had a municipal water supply for over 100 years.

### 3.2 Groundwater Closure Verification

Groundwater was not encountered at this site. Therefore, no remediation of groundwater was done and no closure verification was required.

### 3.3 Closure Verification for Other Media

Besides soil, no other environmental media has been characterized or remediated at this site and no other environmental media is believed to be affected by this release.

**ACQUISITION COSTS 1068 BIDDLE AND 1096 BIDDLE**

PROPERTY ADDRESS	COSTS		
1068 Biddle	\$ 112,000.00	Acquisition Costs	
	\$ 2,300.00	Environmental Phase I	
	\$ 4,750.00	Environmental Phase II	
	\$ 15,100.00	Demolition	
	\$ 134,150.00		
1096 Biddle/70 Goddell	\$ 1.00	Acquisition Cost	
FRONZCAK	\$ 9,024.12	New Waste Oil furnace	
	\$ 3,417.60	Moving Expenses	
	\$ 2,321.81	Moving Expenses	
	\$ 5,796.00	Construct Shed Roof	
	\$ 4,260.59	Relocation Expenses	
	\$ 4,100.00	Ground Sign	
	\$ 19,000.00	Demolition	
	\$ 47,921.12		
1111 1st Street/1100 Biddle/1158 Biddle	\$500,000.00		
<p>The property at 1111 1st Street is a life estate for Mrs. Fronzack, 1100 Biddle is utilized by the Recreation Department for storage and 1158 Biddle is where Fronzack moved his business to . The above are some of the costs to move Fronzack and repair the home at 1111 1st Street</p>			

## **RESOLUTION**

DATE: October 8, 2018

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

BE IT RESOLVED that the communication from the City Engineer regarding the Request for Proposals (RFP) for the Sale of Former 1068-1096 Biddle Avenue, Wyandotte is received and placed on file; AND

BE IT FURTHER RESOLVED that Council authorizes the City Engineer to place the RFP on MITN, the City's Website and place a "For Sale" sign on the property.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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

### **COUNCIL**

**Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz**

### **NAYS**

\_\_\_\_\_  
\_\_\_\_\_  
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**RESOLUTION**

DATE: October 8, 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 \_\_\_\_\_

**YEAS**\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**COUNCIL****Alderman**  
**Calvin**  
**DeSana**  
**Maiani**  
**Sabuda**  
**Schultz****NAYS**\_\_\_\_\_  
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## REPORTS & MINUTES

### CITY OF WYANDOTTE BEAUTIFICATION COMMISSION MEETING MINUTES, DRAFT SEPTEMBER 12, 2018

Members Present: John Darin, Chairman, Michael Bak, Kelly Dodson, Andrea Fuller, Noel Galeski, Linda Orta, Stephanie Pizzo, Alice Ugljesa

Members Excused: Patricia Iacopelli

Guest(s): Barbara Freese, Beautification Commissioner Applicant

1. Call to Order: The meeting was called to order by John at 6:01 pm.
2. Approval of Agenda: Motion was made by Alice, seconded by Michael, to approve this meeting's agenda as presented. The motion was approved.
3. Interview With Barbara Freese, Beautification Commissioner Applicant: John introduced Ms. Barbara Freese, Beautification Commissioner applicant. Her application was reviewed. She reviewed her background and interests for all, and became engaged in discussions with the commissioners. Ms. Freese stayed for the meeting, and excused herself at New Business.
4. Reading and Approval of Previous Minutes:
  - a. August 8, 2018 Regular Meeting: After review of the minutes, Noel made a motion, seconded by Alice, to approve the draft minutes of the August 8, 2018 regular meeting of the Beautification Commission without change. The motion was approved.
5. Chairperson's Report:
  - a. Documents: An updated Attendance Log was distributed.
  - b. ID Badges for Commissioners: Noel Galeski reported that she has received her ID badge with lanyard. John is awaiting a photo from Stephanie to process her ID badge request.
  - c. Request To DDA for One-Time Supplemental Funding: John reported that the DDA BOD did not have a quorum for their August meeting, so they did not consider the Commission's 6/30/18 request for a one-time supplemental funding of \$600.00 to cover the cost of the autumn hanging baskets, due to a recent incurred significant unbudgeted expense. It is the Commission's hope that the DDA will look favorably upon this one-time request at their September Board meeting.
  - d. Request To DDA for FY2018-2019 Operating Budget: John reported that the DDA BOD was also unable to consider the Commission's 7/24/18 submitted FY2018-2019 Budget Request of \$8,000.00. It is the Commission's hope that the DDA will look favorably upon this budget request at their September Board meeting.
  - e. Spring Clean-Up Report to Keep America Beautiful: John distributed and reviewed the Commission's Great American Clean-Up Report that was submitted to Keep America Beautiful on August 20<sup>th</sup>. The report focused on the Commission's litter prevention, beautification, and recycling efforts during this event, which covered the entire downtown Wyandotte area. The report also noted that volunteers collected an estimated 250 lbs. of trash, and 50 lbs. of recyclable materials.
6. Treasurer's Report:
  - a. FY 2017-2018 Expense Report: It was reported that there were expenses for 50 new Beautification Award lawn signs with step stakes, and 1 replacement hanging basket, totaling \$662.50, leaving a balance of \$19.88 in the Commission's primary account. There were no expenses posted to the GFM Reserve account, leaving a balance of \$389.97.
7. Public & Media Relations and Event Marketing Report: Andrea reported on the Commission's Facebook conversations and posts.
8. Beautification Awards Presentations: The annual Beautification Awards were presented at the Monday, September 10, 2018 City Council Meeting. A total of 15 residences and 9 businesses were honored with 2018 Beautification Awards, which consisted of a certificate, a static cling decal, and a very beautiful lawn sign. All recipients were very excited with this prestigious award.

9. "Adopt-A-Spot in Wyandotte" Program Update: The status of the adopted city landmarks was discussed. John will email volunteers regarding the status of their adopted spot, and will inquire re. their continued participation in this program.
10. Community Garden Update: John reported that he has been informed of the city's plans to expand parking lot 11 into the space currently occupied by the community garden. All garden beds will need to be harvested and cleared by early October, 2018. John and Alice accompanied Brian Martin, DPS Assistant Superintendent, on a recent site review of the proposed new location for the community garden. The garden will be relocated to the east parcel of the Green Belt Park, on the north side of Grove Street, between Biddle and 5<sup>th</sup> Street. There is ample space for expansion and ready access to water. Additional criteria for evaluation include site permanence, security from vandalism and theft, ease of access to and from the site by our gardeners, vendors, and support personnel, and no legacy industrial soil contamination. DPS, Engineering, and the Beautification Commission will work together during our due diligence period to develop a state-of-the-art community garden operation. Communications will be sent out shortly to all community gardeners informing them of these changes and timelines.
11. Old Business: There was no Old Business.
12. New Business:
  - a. Barbara Freese, Beautification Commissioner Applicant: The consensus of the commissioners present was that Ms. Freese will make a valuable addition to our Beautification Commission team. We strongly recommend her appointment to the Beautification Commission. John will forward an email to the Mayor with the Beautification Commission's Recommendation for Appointment.
13. Round-Table Reports and Announcements: There were no Round-Table Reports or Announcements.
14. Next Meeting: The next regular meeting of the Beautification Commission has been scheduled for **Wednesday, October 10, 2018** at 6:00 pm at City Hall, Mayor's Conference Room, Third Floor, 3200 Biddle Avenue.
15. Adjournment: The meeting was adjourned at 7:30 pm.



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John M. Darin  
Chairman, Wyandotte Beautification Commission

User: ktrudell

Post Date from 09/27/2018 - 09/27/2018 Open Receipts

DB: Wyandotte

Receipt #  
Description

Date

Cashier

Wkstn

Received Of  
Distribution

Amount

Receipt #	Date	Cashier	Wkstn	Received Of Distribution	Amount
O 687431	09/27/2018	ktrudell	F2	27TH DIST COURT	
M1		101-000-001-000		101-000-650-010	FINES DIST COURT WYAN 68,125.39
M3		101-000-001-000		101-000-650-012	DIST CT RIVERVIEW CASES 32,246.00
M2		101-000-001-000		101-000-650-011	WORK FORCE-WYANDOTTE 4,685.00
M6		101-000-001-000		101-000-650-017	WORK FORCE-RIVERVIEW 2,336.00
M7		101-000-001-000		101-000-650-018	COURT TECHNOLOGY WYANDOTT 3,932.00
M9		101-000-001-000		101-000-650-020	COURT DRUG TESTING FEES 469.00
AS		101-000-001-000		101-000-650-021	COURT SCREENING ASSESSMEN 3,828.00
AW		101-000-001-000		101-000-650-024	CHEMICAL AWARENESS 1,245.00
					<b>116,866.39 CITY CHECK 1196</b>

AUGUST 2018

REC# 156517

O 687432	09/27/2018	ktrudell	F2	27TH JUDICIAL DISTRICT	
RE		101-000-001-000		101-000-655-040	RECEIPTS-MISCELLANEOUS 100.00 CITY CHECK 3107

RESTITUTION-PROPERTY DAMASGE 9/5/18

FLOODED CELL

REC# 156518

O 687433	09/27/2018	ktrudell	F2	27TH JUDICIAL DISTRICT	
RE		101-000-001-000		101-000-655-040	RECEIPTS-MISCELLANEOUS 25.00 CITY CHECK 3037

RESTITUTION VEHICLE #7-5-PROPERTY

DAMAGE 3/21/09

REC# 156519

O 687434	09/27/2018	ktrudell	F2	27TH JUDICIAL DISTRICT	
MZ		101-000-001-000		101-301-750-220	Operating Expenses 170.00 CITY CHECK 3078

RESTITUTION PROPERTY DAMAGE-PRISONER

CLOGGED TOILET-QUINT INV# 57297

REC# 156520

O 687435	09/27/2018	ktrudell	F2	LAW OFFICES OF THE GOOGASIAN FIRM	
RE		101-000-001-000		101-000-655-040	RECEIPTS-MISCELLANEOUS 10.00 CITY CHECK 15625

FIRE REPORT

REC# 156521

O 687436	09/27/2018	ktrudell	F2	VANTAGEPOINT TRANSFER AGENTS	
RE		101-000-001-000		101-000-655-040	RECEIPTS-MISCELLANEOUS 273.01 CITY CHECK 3642601

MOLINE-LOAN #2 PAID OFF

REC# 156522

O 687437	09/27/2018	ktrudell	F2	MINUTEMAN SERVICES	
RE		101-000-001-000		101-000-655-040	RECEIPTS-MISCELLANEOUS 10.00 CITY CHECK 158368

RESCUE REPORT

REC# 156523

O 687438	09/27/2018	ktrudell	F2	REMINE LLC	
RE		101-000-001-000		101-000-655-040	RECEIPTS-MISCELLANEOUS 1,266.80 CITY CHECK 2169

2018 SUMMER TAX ROLL

REC# 156524

O 687439	09/27/2018	ktrudell	F2	METLIFE	
RE		101-000-001-000		101-000-655-040	RECEIPTS-MISCELLANEOUS 227.64 CITY CHECK 53664678



User: ktrudell

Post Date from 09/27/2018 - 09/27/2018 Open Receipts

DB: Wyandotte

Receipt #	Date	Cashier	Wkstn	Received Of Distribution	Amount
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Description

TRUST INTERESTS  
REC# 156525

O RE	687440	09/27/2018	ktrudell F2 101-000-001-000	METLIFE 101-000-655-040	RECEIPTS-MISCELLANEOUS	4.20 CITY CHECK 53664679
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TRUST INTERESTS  
REC# 156526

O XV	687441	09/27/2018	ktrudell F2 101-000-001-000	ARBOR PROFESSIONAL SOLUTIONS 101-000-041-024	A/R ANN ARBOR COL-RESCUE	1,652.37 CITY CHECK 025276
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RESCUE COLLECTIONS AUGUST 2018  
REC# 156527

O MZ	687442	09/27/2018	ktrudell F2 101-000-001-000	CITY OF RIVERVIEW 101-209-825-345	DCA-Contractual Services	3,105.00 CITY CHECK 082491
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REIMBURSEMENT FOR WCA ASSESSING INV  
PAID BY WYAN IN ERROR  
REC# 156528

O EP	687443	09/27/2018	ktrudell F2 731-000-001-000	CITY OF WYANDOTTE 731-000-392-040	Res. Police & Fire Employee	586.49 CITY CHECK 131285
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POLICE DEFINED BENEFIT  
REC# 156529

O COBRA	687444	09/27/2018	ktrudell F2 732-000-001-000	ITEDIUM INC 732-000-231-020	Payroll W/H-Hospital Insur	229.78 CITY CHECK 084274
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COBRAGUARD-PECK, JOHNSON, CARPENTER  
REC# 156530

Total of 14 Receipts

124,526.68

User: ktrudell

Post Date from 09/27/2018 - 09/27/2018

Open Receipts

DB: Wyandotte	Receipt #	Date	Cashier	Wkstn	Received Of	Amount
	Description				Distribution	
*** TOTAL OF CREDIT ACCOUNTS ***						
101-000-041-024	A/R ANN ARBOR COL-RESCUE					1,652.37
101-000-650-010	FINES DIST COURT WYAN					68,125.39
101-000-650-011	WORK FORCE-WYANDOTTE					4,685.00
101-000-650-012	DIST CT RIVERVIEW CASES					32,246.00
101-000-650-017	WORK FORCE-RIVERVIEW					2,336.00
101-000-650-018	COURT TECHNOLOGY WYANDOTT					3,932.00
101-000-650-020	COURT DRUG TESTING FEES					469.00
101-000-650-021	COURT SCREENING ASSESSMEN					3,828.00
101-000-650-024	CHEMICAL AWARENESS					1,245.00
101-000-655-040	RECEIPTS-MISCELLANEOUS					1,916.65
101-209-825-345	DCA-Contractual Services					3,105.00
101-301-750-220	Operating Expenses					170.00
731-000-392-040	Res. Police & Fire Employee Contrib					586.49
732-000-231-020	Payroll W/H-Hospital Insurance					229.78
TOTAL - ALL CREDIT ACCOUNT						124,526.68
*** TOTAL OF DEBIT ACCOUNTS ***						
101-000-001-000	Cash					123,710.41
731-000-001-000	Cash					586.49
732-000-001-000	Cash					229.78
TOTAL - ALL DEBIT ACCOUNTS						124,526.68
*** TOTAL BY FUND ***						
101	General Fund					123,710.41
731	Retirement System Fund					586.49
732	Retiree Health Care Fund					229.78
TOTAL - ALL FUNDS:						124,526.68
*** TOTAL BY BANK ***						
Tender Code/Desc.						
GEN	GENERAL OPERATING FUND				(CCK) CITY CHECK	123,710.41
TOTAL:						123,710.41
RETIR WYANDOTTE EMPLOYEES RETIREMENT SYSTEM						
(CCK) CITY CHECK						816.27
TOTAL:						816.27
TOTAL - ALL BANKS:						124,526.68
*** TOTAL OF ITEMS TENDERED ***						
Tender Code/Desc.						
(CCK) CITY CHECK						124,526.68
TOTAL:						124,526.68
*** TOTAL BY RECEIPT ITEMS ***						
(1)	AS: COURT SCREENING ASSESSMEN					3,828.00
(1)	AW: CHEMICAL AWARENESS					1,245.00
(1)	EP: PD EMPLOYEE PENSION CONTR					586.49
(1)	M1: FINES DIST COURT WYAN					68,125.39
(1)	M2: WORK FORCE-WYANDOTTE					4,685.00
(1)	M3: DIST CT RIVERVIEW CASES					32,246.00
(1)	M6: WORK FORCE-RIVERVIEW					2,336.00
(1)	M7: COURT TECHNOLOGY WYANDOTT					3,932.00
(1)	M9: COURT DRUG TESTING FEES					469.00
(2)	MZ: MISC CASH/VARIOUS					3,275.00
(8)	RE: RECEIPTS-MISCELLANEOUS					1,916.65
(1)	XV: A/R ANN ARBOR COL-RESCUE					1,652.37



User: ktrudell

Post Date from 09/27/2018 - 09/27/2018    Open Receipts

DB: Wyandotte

Receipt #	Date	Cashier	Wkstn	Received Of	Amount
Description				Distribution	

(1)	COBRA: COBRA GUARD	(ITEDIUM)			229.78
TOTAL - ALL RECEIPT ITEMS:					124,526.68

## ***CITY OF WYANDOTTE FIRE COMMISSION MEETING***

The Fire Commission meeting was held in the 2<sup>nd</sup> Floor Conference Room at Police Headquarters on Tuesday, August 28, 2018. Commissioner Harris called the meeting to order at 6:15 p.m.

### **ROLL CALL:**

Present:

Commissioner Harris  
Commissioner Heck  
Commissioner Melzer  
Chief Carley

Recording Secretary:

Lynne Matt

### **READING OF JOURNAL**

Motioned by Commissioner Melzer, supported by Commissioner Heck to approve the minutes as recorded for the meeting held on August 14, 2018. Motion carried unanimously.

### **UNFINISHED BUSINESS**

#### *1. Update on building renovations Station 1*

Chief Carley stated things moving along and still on schedule per Mig Construction.

### **COMMUNICATIONS**

### **DEPARTMENTAL**

#### *1. Department bills submitted August 23, 2018 in the amount of \$4,955.38*

Commissioner Melzer motioned to pay bills and accounts submitted as stated above; supported by Commissioner Heck. Roll call; motion carried.

#### *2. Daily Reports*

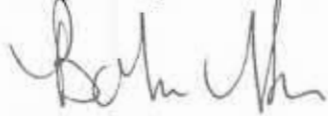
Commissioner Melzer motioned to receive and place on file reports; supported by Commissioner Heck. Motion carried.

Fire Commission Meeting  
Page 2  
August 28, 2018

**ADJOURNMENT**

No further business comes before the Commission, upon motion duly made and supported; the meeting adjourned at 6:25 p.m.

Respectfully submitted,



Bobie Heck  
Secretary

9-25-18

MI/lm

# City of Wyandotte

## Police Commission Meeting

---

Regular Commission Meeting  
August 28, 2018

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### **ROLL CALL**

Present: Commissioner John Harris  
Commissioner Doug Melzer  
Commissioner Bobie Heck  
Chief Brian Zalewski

Absent: NONE

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 6:00 p.m.

The Minutes from the regular Police Commission meeting on August 14, 2018 were presented.

Melzer moved, Heck seconded,

CARRIED, to approve the regular minutes of August 14, 2018, as presented.

### **UNFINISHED BUSINESS**

NONE

### **COMMUNICATIONS**

NONE

### **DEPARTMENTAL**

#### **1. Detective Promotion**

Oral interviews were held today. And, as of tonight's Police Commission meeting, Chief Zalewski was still tabulating the overall scores.

The four parts of the promotion process include written testing, evaluations, seniority and the oral interview.

#### **2. Bills and Accounts – August 28, 2018, \$21932.34**

Melzer moved, Heck seconded,

A Roll Call was held and the Motion

CARRIED, to approve payment of the bills for August 28, 2018, \$21932.34

## NEW BUSINESS.

### **1. Calls For Service**

Per a request at the last meeting from Commissioner Harris, Chief Zalewski pulled together some statistics regarding the Calls for Service over the last several years and shared that document with the Commissioners. The document depicted self-initiated calls versus actual calls from citizens etc. for assistance.

The Calls for Service over the last 5 ½ years has generally been consistent.

Melzer moved, Heck seconded,

CARRIED, to receive the Calls for Service statistics and place on file.

### **2. Traffic Order – Handicap Signs at 923 Maple**

Deputy Chief Archie Hamilton obtained the appropriate paperwork, performed an inspection of the residence and determined the tenant met all of the requirements necessary to install handicap signs.

Melzer moved, Heck seconded,

CARRIED, to approve the installation of Handicap Signs at 923 Maple.

### **3. Resurfaced Parking Lot**

Chief Zalewski indicated the back parking lot was recently resurfaced with a slurry coat. The coating appears to be wearing down prematurely in high traffic areas, we are working with the Engineering Dept. for options.

### **4. Cancellation of Next Commission Meeting**

Due to several scheduling conflicts, it was determined that the September 11, 2018, Police and Fire Commission meetings will be cancelled.

*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 6:13 p.m.

Melzer moved, Heck seconded,

CARRIED, to adjourn meeting at 6:13 p.m.

Laura Allen

Administrative Assistant

Wyandotte Police Department



9-25-18



# SMIA

## Events by Nature Code by Agency

Agency: WYPD, Event date/Time range: 08/01/2018 00:00:00 - 08/31/2018 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
WYPD	911	0	0	2	2	0%	0:03:23	0:02:57	0:15:22	0:43:24	0:21:42
	911C	0	0	3	3	0%	0:02:52	0:05:40	0:12:05	1:01:54	0:20:38
	ABANDONED AUTO	0	20	9	29	2%	1:55:02	0:07:04	0:09:58	48:12:12	1:39:44
	ACCIDENT/NON TRAFFIC AREA	0	1	1	2	0%	0:09:23	0:00:00	0:23:56	0:50:42	0:25:21
	ACCIDENT/PERSONAL INJURY	0	0	4	4	0%	0:03:46	0:02:27	1:17:58	4:42:39	1:10:40
	ACCIDENT/PROPERTY DAMAGE	0	2	25	27	1%	0:05:47	0:06:32	0:43:50	23:56:04	0:53:11
	ACCIDENTAL DAMAGE	0	1	2	3	0%	0:03:54	0:07:16	0:23:10	1:35:43	0:31:54
	ALARM	0	0	35	35	2%	0:04:33	0:03:11	0:13:19	11:42:37	0:20:04
	ANIMAL BITE	0	2	4	6	0%	0:00:36	0:06:08	0:35:43	4:14:12	0:42:22
	ANIMAL COMPLAINT	0	2	9	11	1%	0:31:58	0:08:14	0:15:16	8:30:17	0:46:23
	ASSAULT & BATTERY	0	0	12	12	1%	0:05:52	0:07:04	0:23:50	6:33:35	0:32:48
	ASSIST OTHER AGENCY	0	3	16	19	1%	0:02:34	0:04:02	0:23:38	9:06:09	0:28:45
	BE ON THE LOOKOUT	0	0	1	1	0%	0:03:09	0:00:08	0:00:04	0:03:21	0:03:21
	BREAKING & ENTERING	0	0	10	10	1%	0:05:01	0:05:52	1:04:23	12:32:54	1:15:17
	BREAKING & ENTERING IN PROGRES	0	0	3	3	0%	0:02:08	0:05:17	0:42:22	2:29:25	0:49:48
	BUILDING CHECK	0	0	3	3	0%	0:05:42	0:03:18	0:38:06	1:46:15	0:35:25
	BUSINESS STOP	0	2	0	2	0%	0:00:01	0:00:00	0:04:42	0:09:26	0:04:43
	CHECK WELL BEING	0	0	65	65	3%	0:08:43	0:04:28	0:17:00	32:28:36	0:29:59
	CHILD ABUSE/NEGLECT	0	1	1	2	0%	0:02:00	0:01:19	0:04:32	0:14:24	0:07:12
	CITIZEN ASSIST	0	7	27	34	2%	0:10:36	0:10:07	0:13:21	16:40:32	0:29:26
	CIVIL DISPUTES	0	1	14	15	1%	0:03:36	0:05:40	0:30:56	9:21:27	0:37:26
	DEATH INVESTIGATION	0	0	4	4	0%	0:05:20	0:04:52	2:01:26	6:41:18	1:40:20
	DETAIL	0	10	0	10	1%	0:00:01	0:08:27	0:55:59	10:02:19	1:00:14
	DISORDERLY	0	4	38	42	2%	0:05:38	0:03:11	0:30:18	29:25:49	0:42:03

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	DOMESTIC	0	0	42	42	2%	0:04:39	0:04:02	0:27:14	25:20:17	0:36:12
	DRUG VIOLATIONS	0	0	2	2	0%	0:15:09	0:04:37	0:24:55	1:29:22	0:44:41
	DUMPING	0	0	1	1	0%	0:11:35	0:00:00	0:00:00	0:28:39	0:28:39
	FELONIOUS ASSAULT	0	0	1	1	0%	0:01:51	0:21:02	1:56:59	2:19:52	2:19:52
	FIGHT	0	1	9	10	1%	0:02:21	0:02:22	0:28:52	5:32:53	0:33:17
	FIRE	0	1	5	6	0%	0:00:20	0:02:07	0:25:24	2:19:59	0:23:20
	FLEEING & ELUDING	0	1	0	1	0%	0:00:00	0:00:00	4:11:13	4:11:13	4:11:13
	FOLLOW-UP	0	20	3	23	1%	0:00:12	0:07:59	0:17:38	7:45:15	0:20:14
	FORGERY	0	0	1	1	0%	0:11:32	0:10:39	0:49:08	1:11:20	1:11:20
	FOUND PROPERTY	0	9	10	19	1%	0:05:26	0:04:52	0:12:41	7:12:14	0:22:45
	FRAUD	0	0	8	8	0%	0:07:47	0:09:33	0:12:27	3:19:01	0:24:53
	FUEL	0	8	0	8	0%	0:00:01	0:00:00	0:05:16	0:42:16	0:05:17
	GAS PUMP	0	10	0	10	1%	0:00:01	0:00:00	0:05:21	0:53:42	0:05:22
	HARASSMENT	0	1	3	4	0%	0:16:00	0:05:33	0:13:43	2:23:50	0:35:58
	HEALTH & SAFETY VIOLATION	0	0	1	1	0%	0:38:27	0:07:28	0:06:05	0:52:00	0:52:00
	HIT & RUN ACCIDENT	0	0	12	12	1%	0:08:51	0:08:07	0:35:16	9:54:24	0:49:32
	IDENTITY THEFT	0	0	6	6	0%	0:05:28	0:05:00	0:22:08	3:01:38	0:30:16
	INDECENT EXPOSURE	0	0	5	5	0%	0:04:20	0:03:18	0:41:23	4:05:06	0:49:01
	INTERNET	0	0	2	2	0%	0:19:52	0:09:48	0:20:47	1:55:08	0:57:34
	JUVENILE COMPLAINT	0	2	9	11	1%	0:18:08	0:05:55	0:19:50	6:49:07	0:37:12
	LARCENY	0	2	25	27	1%	0:07:01	0:06:29	0:26:01	17:13:19	0:38:16
	LIQUOR LAW VIOLATION	0	0	5	5	0%	0:03:04	0:03:40	1:41:46	9:02:33	1:48:31
	LOITERING	0	0	1	1	0%	0:02:13	0:06:10	0:00:12	0:08:35	0:08:35
	LOST PROPERTY	0	0	1	1	0%	0:02:54	0:00:00	0:00:00	0:35:03	0:35:03
	MALICIOUS DESTRUCTION	0	0	16	16	1%	0:25:20	0:08:26	0:31:00	17:16:42	1:04:48
	MISCELLANEOUS	0	5	11	16	1%	0:01:27	0:05:49	0:20:02	5:53:03	0:22:04
	MISSING PERSON	0	1	3	4	0%	0:12:29	0:06:17	0:18:24	2:09:56	0:32:29
	MISSING PERSON - RECOVERED	0	1	3	4	0%	0:02:50	0:05:40	0:24:00	1:46:58	0:26:45

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	NARCOTICS INVESTIGATION	0	0	3	3	0%	0:05:40	0:04:11	0:11:21	1:44:43	0:34:54
	NEIGHBORHOOD DISPUTE	0	0	8	8	0%	0:11:49	0:06:35	0:21:08	5:34:28	0:41:49
	NOISE COMPLAINT	0	0	17	17	1%	0:10:14	0:04:24	0:13:15	8:03:59	0:28:28
	OPERATING UNDER THE INFLUENCE	0	6	4	10	1%	0:01:36	0:05:12	2:42:47	27:38:27	2:45:51
	ORDINANCE VIOLATION	0	64	4	68	4%	0:23:48	0:07:10	0:10:18	31:12:57	0:27:33
	PARKING COMPLAINTS	0	25	24	49	3%	0:09:05	0:09:19	0:12:23	19:50:34	0:24:18
	PATROL CHECK	0	196	0	196	10%	0:00:01	0:03:58	0:11:30	37:50:01	0:11:35
	PRISONER ESCAPE	0	1	0	1	0%	0:00:00	0:00:00	1:34:56	1:34:56	1:34:56
	PRISONER TRANSPORT	0	0	3	3	0%	0:04:47	0:00:00	0:00:00	5:42:44	1:54:15
	RACIAL INTIMIDATION	0	0	1	1	0%	0:10:55	0:01:45	0:10:42	0:23:22	0:23:22
	RADAR ENFORCEMENT	0	1	0	1	0%	0:00:01	0:00:00	0:54:02	0:54:03	0:54:03
	RECKLESS DRIVING	0	0	2	2	0%	0:07:06	0:01:41	0:05:58	0:42:52	0:21:26
	RECOVERED STOLEN VEH / PROP	0	0	1	1	0%	0:03:39	0:11:32	0:14:32	0:29:44	0:29:44
	RESCUE EMERGENCY	0	0	12	12	1%	0:02:14	0:03:31	0:22:37	5:40:39	0:28:23
	RESIDENTIAL CHECK	0	3	1	4	0%	0:01:24	0:04:06	0:04:04	0:24:37	0:06:09
	RETAIL FRAUD	0	0	1	1	0%	0:01:01	0:04:12	0:12:11	0:17:24	0:17:24
	RUNAWAY JUVENILE	0	0	1	1	0%	0:05:26	0:00:00	0:00:00	0:21:20	0:21:20
	SEARCH WARRANT	0	1	0	1	0%	0:00:01	0:00:00	0:05:27	0:05:28	0:05:28
	SHOTS FIRED	0	0	1	1	0%	0:02:01	0:02:44	0:08:31	0:13:16	0:13:16
	STALKING COMPLAINTS	0	0	1	1	0%	1:00:50	0:06:33	0:13:29	1:20:52	1:20:52
	STOLEN VEHICLE	0	1	5	6	0%	0:07:46	0:03:07	0:43:46	3:55:15	0:39:13
	SUICIDE	0	0	12	12	1%	0:04:21	0:05:50	0:36:09	8:49:37	0:44:08
	SURVEILLANCE	0	1	0	1	0%	0:00:00	0:00:00	0:13:12	0:13:13	0:13:13
	SUSPICIOUS INCIDENT	0	7	26	33	2%	0:04:45	0:03:11	0:20:41	14:34:51	0:26:31
	SUSPICIOUS PERSON	0	31	26	57	3%	0:02:13	0:03:12	0:29:00	30:06:26	0:31:42
	SUSPICIOUS VEHICLE	0	7	18	25	1%	0:07:41	0:04:07	0:08:56	7:26:54	0:17:53
	TAMPERING WITH AUTO	0	0	1	1	0%	0:04:22	0:01:06	0:26:53	0:32:21	0:32:21

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	THREATS	0	0	7	7	0%	0:05:37	0:08:01	0:15:49	2:48:39	0:24:06
	TRAFFIC HAZARD	0	6	5	11	1%	0:07:52	0:04:34	0:07:44	2:47:26	0:15:13
	TRAFFIC STOP	0	683	8	691	36%	0:00:02	0:04:03	0:07:42	89:23:05	0:07:46
	TRESPASSING	0	0	3	3	0%	0:04:04	0:04:32	0:26:27	1:45:14	0:35:05
	VEHICLE INSPECTION	0	0	1	1	0%	0:06:14	0:06:34	0:08:25	0:21:13	0:21:13
	VIOLATION OF PUBLIC HEALTH COE	0	13	0	13	1%	0:00:02	0:00:00	1:04:38	14:00:33	1:04:39
	VIOLATION ROAD LAWS	0	53	0	53	3%	0:00:01	0:00:00	0:45:51	40:31:23	0:45:53
	WARRANT	0	8	7	15	1%	0:06:12	0:29:53	0:46:28	18:45:38	1:15:03
	WEAPONS	0	0	2	2	0%	0:02:11	0:02:43	0:21:16	0:52:21	0:26:11
Subtotals for No Summary Code		0	1225	678	1903	100%	0:08:11	0:05:50	0:31:05	775:59:14	0:41:55
Subtotals for WYPD		0	1225	678	1903	100%	0:08:11	0:05:50	0:31:05	775:59:14	0:41:55

# SMIA

## Events by Nature Code by Agency

Agency: WYPD, Event date/Time range: 01/01/2018 00:00:00 - 08/31/2018 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
WYPD	911	0	0	24	24	0%	0:07:24	0:05:20	0:11:24	9:31:01	0:23:48
	911C	0	0	35	35	0%	0:05:25	0:04:14	0:12:21	12:39:51	0:21:43
	ABANDONED AUTO	0	255	84	339	2%	1:31:46	0:08:08	0:11:27	438:46:14	1:17:40
	ACCIDENT/NON TRAFFIC AREA	0	3	13	16	0%	0:07:00	0:06:32	0:23:22	8:40:40	0:32:33
	ACCIDENT/PERSONAL INJURY	0	1	22	23	0%	0:04:09	0:02:55	1:07:13	25:56:11	1:07:40
	ACCIDENT/PROPERTY DAMAGE	1	14	230	245	2%	0:04:53	0:06:45	0:35:55	179:48:35	0:44:13
	ACCIDENTAL DAMAGE	0	2	15	17	0%	0:12:30	0:06:48	0:12:52	8:11:20	0:28:54
	ALARM	0	3	300	303	2%	0:05:26	0:04:23	0:09:42	96:18:38	0:19:04
	ANIMAL BITE	0	3	16	19	0%	0:03:56	0:05:38	0:28:00	10:50:13	0:34:13
	ANIMAL COMPLAINT	0	22	81	103	1%	0:25:31	0:09:37	0:23:51	89:21:41	0:52:03
	ASSAULT & BATTERY	0	4	66	70	0%	0:04:37	0:05:40	0:45:18	58:31:26	0:50:10
	ASSIST OTHER AGENCY	0	33	130	163	1%	0:03:42	0:06:09	0:33:09	105:16:35	0:38:45
	BE ON THE LOOKOUT	0	1	1	2	0%	0:01:35	0:00:08	0:19:25	0:42:09	0:21:05
	BREAKING & ENTERING	0	1	63	64	0%	0:06:40	0:06:06	0:47:50	62:37:04	0:58:42
	BREAKING & ENTERING IN PROGRES	0	0	14	14	0%	0:02:45	0:03:11	0:58:13	14:58:16	1:04:10
	BUILDING CHECK	0	6	6	12	0%	0:06:57	0:10:10	0:23:32	5:40:03	0:28:20
	BUSINESS STOP	0	53	0	53	0%	0:00:01	0:00:58	0:13:30	11:58:17	0:13:33
	CHECK WELL BEING	0	13	451	464	3%	0:07:01	0:04:47	0:20:36	244:23:44	0:31:36
	CHILD ABUSE/NEGLECT	0	3	27	30	0%	0:05:51	0:09:51	0:21:01	16:44:34	0:33:29
	CITIZEN ASSIST	0	80	155	235	1%	0:06:54	0:07:28	0:11:58	87:11:56	0:22:16
	CIVIL DISPUTES	0	12	127	139	1%	0:08:04	0:05:26	0:27:59	93:22:37	0:40:18
	CRIMINAL SEXUAL CONDUCT	0	1	15	16	0%	0:04:46	0:03:16	0:52:49	10:39:55	0:40:00
	CRIMINAL SEXUAL CONDUCT IP	0	1	0	1	0%	0:00:00	0:00:00	0:21:17	0:21:17	0:21:17
	DB INVESTIGATION	0	0	1	1	0%	0:03:09	0:03:50	0:55:01	1:02:01	1:02:01



Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	DEATH INVESTIGATION	0	0	37	37	0%	0:04:43	0:06:28	2:11:39	79:50:55	2:09:29
	DETAIL	0	118	0	118	1%	0:00:01	0:07:51	0:32:14	69:59:51	0:35:36
	DISORDERLY	0	18	273	291	2%	0:04:50	0:04:00	0:29:58	189:46:04	0:39:08
	DOMESTIC	0	3	342	345	2%	0:03:47	0:04:38	0:33:03	234:30:48	0:40:47
	DRUG VIOLATIONS	0	0	2	2	0%	0:15:09	0:04:37	0:24:55	1:29:22	0:44:41
	DUMPING	0	0	5	5	0%	0:06:41	0:03:50	0:07:11	1:28:54	0:17:47
	EMBEZZLEMENT	0	1	6	7	0%	0:11:15	0:06:29	0:31:14	4:48:06	0:41:09
	FELONIOUS ASSAULT	0	0	8	8	0%	0:02:03	0:06:14	1:15:21	11:09:08	1:23:39
	FIGHT	0	3	72	75	0%	0:02:22	0:03:02	0:31:35	43:54:13	0:35:07
	FIRE	0	1	21	22	0%	0:00:59	0:05:26	1:03:29	22:37:41	1:01:43
	FIRE ALARM	0	0	1	1	0%	0:00:39	0:05:50	0:02:59	0:09:29	0:09:29
	FIREWORKS	0	3	38	41	0%	0:07:47	0:06:06	0:05:35	13:09:33	0:19:15
	FLEEING & ELUDING	0	11	3	14	0%	0:00:59	0:16:16	3:02:17	43:42:58	3:07:21
	FOLLOW-UP	0	239	33	272	2%	0:00:43	0:06:32	0:17:21	89:38:21	0:19:46
	FORGERY	0	0	2	2	0%	0:08:49	0:10:39	0:49:08	1:31:20	0:45:40
	FOUND PROPERTY	0	40	38	78	0%	1:35:48	0:05:54	0:11:35	121:56:28	1:33:48
	FRAUD	0	18	60	78	0%	0:07:23	0:09:59	0:30:24	53:51:05	0:41:25
	FUEL	0	112	0	112	1%	0:00:01	0:07:26	0:05:05	10:38:36	0:05:42
	GAS PUMP	0	56	0	56	0%	0:00:01	0:00:00	0:04:46	4:27:52	0:04:47
	HARASSMENT	0	9	47	56	0%	0:04:59	0:05:49	0:17:59	27:37:50	0:29:36
	HEALTH & SAFETY VIOLATION	0	1	1	2	0%	0:19:14	0:07:28	0:12:34	1:11:04	0:35:32
	HIT & RUN ACCIDENT	0	5	121	126	1%	0:06:46	0:08:17	0:25:05	80:22:18	0:38:16
	HOUSE STOP	0	1	0	1	0%	0:00:00	0:00:00	0:10:49	0:10:50	0:10:50
	IDENTITY THEFT	0	9	25	34	0%	0:05:58	0:06:20	0:15:42	13:29:25	0:23:48
	INDECENT EXPOSURE	0	0	18	18	0%	0:03:12	0:05:39	0:24:42	11:05:59	0:37:00
	INJURED PERSON	0	2	1	3	0%	0:20:30	0:08:45	0:10:26	1:00:34	0:20:11
	INJURY ON DUTY	0	1	1	2	0%	0:07:09	0:00:00	0:00:14	0:26:43	0:13:22
	INTERNET	0	0	2	2	0%	0:19:52	0:09:48	0:20:47	1:55:08	0:57:34

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	JUVENILE COMPLAINT	0	8	87	95	1%	0:09:41	0:05:29	0:14:33	44:07:57	0:27:52
	KIDNAPPING	0	0	1	1	0%	0:04:03	0:04:39	1:43:19	1:52:02	1:52:02
	LARCENY	0	10	165	175	1%	0:11:39	0:07:42	0:23:40	115:06:19	0:39:28
	LIQUOR LAW VIOLATION	0	2	11	13	0%	0:02:11	0:03:01	1:18:10	13:54:50	1:04:13
	LOITERING	0	0	4	4	0%	0:12:55	0:05:31	0:03:28	1:48:46	0:27:12
	LOST PROPERTY	0	7	3	10	0%	0:05:18	0:07:36	0:22:19	4:32:48	0:27:17
	MALICIOUS DESTRUCTION	0	11	104	115	1%	0:11:17	0:06:29	0:22:21	73:17:37	0:38:14
	MENTAL	0	2	14	16	0%	0:03:54	0:03:21	0:34:29	11:01:11	0:41:19
	MINOR IN POSSESSION	0	0	3	3	0%	0:03:51	0:05:59	0:09:52	0:59:06	0:19:42
	MISCELLANEOUS	0	74	137	211	1%	0:04:06	0:07:32	0:28:10	101:00:57	0:28:43
	MISSING PERSON	0	3	32	35	0%	0:09:00	0:10:25	0:25:23	25:34:59	0:43:51
	MISSING PERSON - RECOVERED	0	1	15	16	0%	0:06:13	0:06:27	0:16:31	7:17:11	0:27:19
	NARCOTICS INVESTIGATION	0	12	19	31	0%	0:06:42	0:04:31	0:28:35	19:10:04	0:37:06
	NEIGHBORHOOD DISPUTE	0	0	54	54	0%	0:11:02	0:05:29	0:22:15	35:03:46	0:38:58
	NOISE COMPLAINT	0	1	119	120	1%	0:08:21	0:04:47	0:11:02	46:58:27	0:23:29
	ODOR	0	1	0	1	0%	0:00:00	0:00:00	0:05:04	0:05:05	0:05:05
	OPERATING UNDER THE INFLUENCE	0	75	15	90	1%	0:00:22	0:04:31	1:49:50	166:18:51	1:50:53
	ORDINANCE VIOLATION	0	655	52	707	4%	0:14:27	0:07:09	0:15:20	299:04:07	0:25:23
	OVERDOSE	0	0	19	19	0%	0:03:22	0:02:19	0:23:47	9:20:19	0:29:29
	PARKING COMPLAINTS	0	242	206	448	3%	0:08:33	0:07:31	0:11:00	159:35:19	0:21:22
	PATROL CHECK	0	2190	1	2191	14%	0:00:01	0:03:11	0:10:50	398:09:15	0:10:54
	POLICE ASSIST TO FIRE	0	1	3	4	0%	0:01:27	0:15:12	0:29:36	2:42:15	0:40:34
	PRISONER CHECK	0	1	0	1	0%	0:00:01	0:00:00	0:02:56	0:02:57	0:02:57
	PRISONER ESCAPE	0	1	0	1	0%	0:00:00	0:00:00	1:34:56	1:34:56	1:34:56
	PRISONER TRANSPORT	0	13	14	27	0%	0:02:34	0:29:23	1:12:27	40:31:38	1:30:04
	RACIAL INTIMIDATION	0	1	1	2	0%	0:10:55	0:01:45	0:05:24	0:23:29	0:11:45
	RADAR ENFORCEMENT	0	77	0	77	0%	0:00:01	0:02:09	0:21:53	28:10:59	0:21:58

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	RECEIVING & CONCEALING	0	1	1	2	0%	0:01:55	0:01:55	3:07:47	6:21:19	3:10:40
	RECKLESS DRIVING	0	1	50	51	0%	0:06:11	0:04:56	0:09:52	17:21:16	0:20:25
	RECOVERED STOLEN VEH / PROP	0	3	11	14	0%	0:05:06	0:06:20	0:31:45	9:53:50	0:42:25
	RESCUE EMERGENCY	0	0	128	128	1%	0:02:05	0:04:27	0:23:05	61:17:18	0:28:44
	RESIDENTIAL CHECK	0	117	11	128	1%	0:01:50	0:02:44	0:02:36	10:01:37	0:04:42
	RETAIL FRAUD	0	1	32	33	0%	0:07:59	0:06:38	0:46:44	33:14:07	1:00:26
	ROBBERY	0	0	5	5	0%	0:05:34	0:02:26	1:25:17	7:46:31	1:33:18
	RUNAWAY JUVENILE	0	3	14	17	0%	0:06:23	0:09:31	0:20:51	8:41:21	0:30:40
	SEARCH WARRANT	0	2	0	2	0%	0:00:01	0:00:00	0:59:46	1:59:34	0:59:47
	SHOTS FIRED	0	0	6	6	0%	0:03:36	0:06:29	1:03:44	7:23:01	1:13:50
	SOLICITOR	0	0	2	2	0%	0:02:15	0:04:55	0:05:50	0:28:42	0:14:21
	STALKING COMPLAINTS	0	2	8	10	0%	0:10:34	0:06:35	0:17:25	7:05:46	0:42:35
	STOLEN VEHICLE	0	3	62	65	0%	0:10:56	0:05:42	0:31:46	48:22:08	0:44:39
	SUICIDE	0	0	57	57	0%	0:03:30	0:04:57	0:41:10	46:38:29	0:49:06
	SUICIDE ATTEMPT	0	0	1	1	0%	0:00:10	0:04:37	0:34:44	0:39:32	0:39:32
	SURVEILLANCE	0	16	0	16	0%	0:00:01	0:07:14	0:33:58	9:18:11	0:34:53
	SUSPICIOUS INCIDENT	1	48	237	286	2%	0:06:55	0:04:38	0:14:38	114:23:32	0:24:05
	SUSPICIOUS PERSON	0	206	158	364	2%	0:03:47	0:03:37	0:18:07	131:46:38	0:21:43
	SUSPICIOUS VEHICLE	0	48	105	153	1%	0:09:01	0:04:46	0:10:18	53:56:32	0:21:09
	TAMPERING WITH AUTO	0	0	11	11	0%	0:08:25	0:03:09	0:40:36	9:15:53	0:50:32
	THREATS	1	7	79	87	1%	0:06:58	0:06:49	0:21:55	45:10:15	0:31:31
	TRAFFIC HAZARD	0	51	70	121	1%	0:06:29	0:05:56	0:10:23	36:34:23	0:18:08
	TRAFFIC STOP	0	5085	17	5102	32%	0:00:02	0:02:30	0:07:11	614:31:17	0:07:14
	TRESPASSING	0	0	11	11	0%	0:03:08	0:06:46	0:29:58	7:27:11	0:40:39
	VEHICLE INSPECTION	0	1	1	2	0%	0:03:08	0:06:34	0:04:21	0:21:31	0:10:46
	VIOLATION OF PARK RULES	0	2	0	2	0%	0:00:01	0:00:00	0:05:17	0:10:37	0:05:19
	VIOLATION OF PUBLIC HEALTH COE	0	81	8	89	1%	0:00:24	0:02:36	1:18:29	115:53:00	1:18:07

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	VIOLATION ROAD LAWS	0	386	3	389	2%	0:00:10	0:07:15	0:43:13	281:23:37	0:43:24
	WARRANT	21	75	87	183	1%	0:05:06	0:22:29	0:42:29	160:44:03	0:59:32
	WEAPONS	0	4	13	17	0%	0:03:02	0:03:36	0:53:28	16:44:34	0:59:06
	WIRES DOWN	0	0	2	2	0%	0:03:51	0:04:38	0:56:38	2:10:13	1:05:07
Subtotals for No Summary Code		24	10693	5302	16019	100%	0:07:17	0:06:13	0:32:31	6204:26:01	0:41:37
Subtotals for WYPD		24	10693	5302	16019	100%	0:07:17	0:06:13	0:32:31	6204:26:01	0:41:37

# City of Wyandotte

## Police Commission Meeting

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Regular Commission Meeting  
September 25, 2018

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### **ROLL CALL**

Present: Commissioner Doug Melzer  
Commissioner Bobie Heck  
Chief Brian Zalewski

Absent: Commissioner John Harris (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 Melzer at 6:00 p.m.

The Minutes from the regular Police Commission meeting on August 28, 2018 were presented.

Heck moved, Melzer seconded,  
CARRIED, to approve the regular minutes of August 28, 2018, as presented.

### **UNFINISHED BUSINESS**

NONE

### **COMMUNICATIONS**

NONE

### **DEPARTMENTAL**

#### **1. Police Statistics – August 2018, Year-To-Date**

Again, nothing out of the ordinary.

The majority of events are comprised of traffic stops and patrol checks.

Heck moved, Melzer seconded,  
CARRIED, to receive and place on file the August 2018 and Year-To-Date police statistics.

#### **2. Detective Bureau Promotion**

Chief Zalewski shared the cumulative scores of the recent Detective promotional process. Based upon those results, the Chief recommended the promotion of Officer Ken Groat to the rank of Detective.

The Department needed to fill a vacancy in the Detective Bureau due to the passing of Detective Jay Sharpes.



The cumulative scores were based upon written test scores, evaluations, oral interviews and seniority.

Heck moved, Melzer seconded,  
CARRIED, to certify the Detective Promotional List as presented and promote Officer Ken Groat to the rank of Detective.

**3. Traffic Control Orders – 139 Davis, 1812 Oak, Handicap Parking Signs**

An elderly female resides at 139 Davis and utilizes transportation services to get where she needs to go.

The 1812 Oak location is right in front of the church. There is also a wheelchair ramp in this particular location as well.

Heck moved, Melzer seconded,  
CARRIED, to approve the installation of Handicap Parking signs at both 139 Davis and 1812 Oak as recommended.

**4. Bills and Accounts – September 11, 2018, \$23,423.31, September 25, 2018, \$7,434.24**

Heck moved, Melzer seconded,  
CARRIED, to approve payment of the bills for September 11, 2018, \$23,423.31, and September 25, 2018, \$7,434.24

**NEW BUSINESS.**

**1. Citizen Evaluations**

The Department recently received two citizen evaluations. The first involved an embezzlement incident which Officer Gates responded to, and the second involved accidental damage to property which Officer Sadowski handled. Both respondents were very pleased with the service they received.

Heck moved, Melzer seconded,  
CARRIED, to receive the Citizen Evaluations and place on file.

**2. Halloween**

Chief Zalewski recommended that the 2018 Halloween Trick or Treat hours be established on October 31, 2018, from 5:30 p.m. until 7:30 p.m.

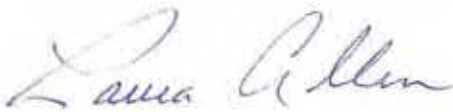
Heck moved, Melzer seconded,  
CARRIED, to approve the Halloween Trick or Treat hours be established from 5:30 p.m. until 7:30 p.m. on October 31, 2018,

**ADJOURNMENT**

Since there was no further business to come before the Commission, there was a motion to adjourn the meeting at 6:11 p.m.

Heck moved, Melzer seconded,  
CARRIED, to adjourn meeting at 6:11 p.m.

Laura Allen  
Administrative Assistant  
Wyandotte Police Department

A handwritten signature in blue ink that reads "Laura Allen". The signature is written in a cursive style. A large, light gray "DRAFT" watermark is visible diagonally across the page, partially obscuring the signature and the text below it.

## WYANDOTTE RECREATION COMMISSION

A meeting of the Wyandotte Recreation Commission was called to order on Tuesday, September 11, 2018 pm at 7:30 pm in the Harold Popp Warming Room at the Benjamin F. Yack Center.

### **Members Present:**

President Ed Ronco  
Vice President Ron Adams  
Secretary Wally Merritt  
Commissioner Margaret Loya

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

### **Excused:**

Commissioner Tom Desana

### **Also Present:**

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

### **PERSONS IN THE AUDIENCE:**

None

### **CORRESPONDENCE:**

1. Thank you letter from the Wyandotte Lions Club for the golf donations for their event.
2. Thank you letter from the Wyandotte Salvation Army for the leftover food donation from the TEFAP program.

### **INTERDEPARTMENTAL:**

None

### **COUNCIL RESOLUTIONS:**

1. Council Resolution dated August 20, 2018 approving KB Contracting to continue with fence replacement at Wyandotte Athletic Association, Exchange, FOP, Oak Club and VFW Parks.
2. Council Resolution dated August 27, 2018 approving the use of city property for Tai Chi Tuesdays at BASF Park and Pavilion.

### **REPORTS AND MINUTES:**

Arena Report August 2018: \$336.00 Ice Rental.....\$3,470.00 Summer Rentals.

Account Breakdown Pay Period ending 8/5/2018 & 8/22/2018

Tele-care: August 2018

Golf Report: August 2018.....\$60,916.78

### **SPECIAL ORDER:**

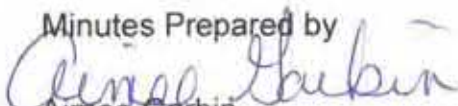
Commission discussed with Superintendent Lanagan:

- Superintendent Lanagan stated he met with Garold Vallie. Mr. Vallie inquired about building a skate park in the City. An all concrete skatepark, with visions of being similar to Ann Arbor & Farmington Hills. After some personal research, Superintendent Lanagan stated that both of those Skateparks exceeded \$750,000 in construction costs. Superintendent Lanagan stated he could apply for grants, but to get the type of funding needed for such a large project probably would require a significant amount of matching funds from the City. Superintendent Lanagan did not see the City matching such a large amount for a Skatepark when we currently have one. He also stated that he would the pursuit of a new Skatepark to the Recreation Master Plan.

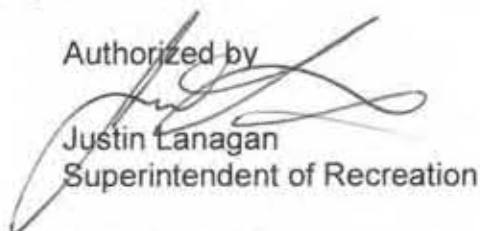
- Superintendent Lanagan stated there had been two budget sessions prior to the past two City Council meetings and budget requests look good thus far. Superintendent Lanagan stated the current millage is set to expire next budget year and will need to be renewed during the next budget year during a special election. If the millage does not pass the City will be facing a \$1.6 million dollar deficit.
- Superintendent Lanagan stated that there could be a new minimum wage increase some time in 2019, eventually increasing to \$12 by year 2024. With the wage increase part-timers will also gain one hour of sick time for every thirty-nine hours of paid work.
- Superintendent Lanagan stated that the part time museum employee recently quit. Superintendent Lanagan stated he received a call from a patron stating the museum wasn't open at 10:15 a.m. When Superintendent Lanagan looked into the matter the part time employee did not report to work due to being ill and did not inform office staff. The employee decided to inform a Historical Commissioner instead. Superintendent Lanagan sent the employee an email regarding proper procedures to follow when calling off. The employee responded that due to the nastiness of his email and the City harassing her that she is done working and to notify Ken Munson, the Historical Commission President. Superintendent Lanagan was advised to accept the email as the employee's resignation and inform the employee to drop off their keys at the Recreation Department. Superintendent Lanagan has not heard back from the employee and has not received the keys back.
- Superintendent Lanagan stated many applicants have turned in their resume for the Museum Director position. All Museum Commissioners received a packet of all applicants and each will submit their top five candidates for the position. The hiring committee will be Superintendent Lanagan, Museum President Ken Munson and Human Resource Specialist Anne Goudy. At the current moment the museum is being covered by volunteers until a new director is hired.
- Superintendent Lanagan stated Secretary Wally Merritt, Commissioner Tom Desana, Jim Desana Jr., and himself had a meeting in regards to renovating Memorial Baseball field. The renovations would include shortening the fences, replacing the lights, and purchasing artificial turf. By doing the whole field, it opens the opportunities to use it for other sports as well. Jim Desana Jr. thinks such a venue could bring in up to \$50,000 a year in revenue. To turf only the infield, it would roughly cost \$250,000 and the whole field \$800,000. The overall cost with moving fences and adding lights would cost around \$1.2 million dollars. Superintendent Lanagan stated he would add the project to the Recreation Master Plan, but much like the Skatepark significant matching funds would be required from the City if grants were secured.

There being no further business to discuss, a motion was made by President Ronco and supported by Commissioner Loya to adjourn the meeting at 8:02 pm.

Minutes Prepared by

  
Aimée Garbin  
Recreation Secretary

Authorized by

  
Justin Lanagan  
Superintendent of Recreation

2018 Wyandotte Recreation Commission Meetings @ Yack Arena

2<sup>nd</sup> Wednesday @ 5:30 pm

December 12<sup>th</sup>

2<sup>nd</sup> Tuesday @ 7:30 pm

October 9<sup>th</sup>

November 13<sup>th</sup>



## RETIREMENT COMMISSION MEETING MINUTES

Friday - August 17, 2018

Meeting called to order at 9:14 a.m. by Chairman Browning

### ROLL CALL:

PRESENT: Commissioners: Brohl, Browning, Harkleroad, and Roberts

ABSENT: Commissioners: LaManes, Lyon and Szczechowski

ALSO PRESENT: Frank Deeter—Oppenheimer & Company  
Tanner Robinson—Oppenheimer & Company  
William Look – City Attorney  
Jim Anderson – GRS  
Mark Kosciuk – GRS

MOTION by Commissioner Harkleroad, SUPPORTED by Commissioner Brohl

RESOLVED that the minutes held under the date of June 15, 2018 be approved as recorded without objection.

MOTION UNANIMOUSLY CARRIED

### PRESENTATIONS:

Frank Deeter deferred his time to present to Mr. Tanner Robinson who presented both, the July market report and the 2<sup>nd</sup> quarter results. Mr. Deeter was in attendance, but did not speak at the August 17, 2018 meeting. Part of the highlights of Mr. Robinson's presentation included, but was not limited to, the following:

- Some volatility right now, but that's not a bad thing, as it offers an opportunity for the market to rebalance.
- Strong U.S. Dollar makes non-U.S. equities go down.
- Continued international investment is a prudent move.
- Treasury yield curve remains flat.
- Do not see an inverted yield curve coming.
- Large institutional buyers are dumping treasury holdings. Turkey and Russia for example, with China expected to do the same.
- Inflation doing well, although there were a few scares.
- Unemployment is less than 4% and wages are staying low.

Regarding the quarterly report, Robinson went on to say:

- We have no crystal ball.
- INVESCO Int'l Fixed Fund had been on "watch list".
- Now recommended to exit INVESCO Fund and place assets into Prudential Total Return and Blackrock Total Return funds at fifty (50%) percent each.
- Index funds are commodities.



MOTION by Commissioner Harkleroad, SUPPORTED by Commissioner Brohl

RESOLVED by the Wyandotte Employees Retirement Commission that the monthly report from Mr. Tanner Robinson of Oppenheimer & Company, Inc. regarding the July 2018 market segment fluctuations be received and placed on file and,

BE IT FURTHER RESOLVED by the Wyandotte Employees Retirement Commission that the 2<sup>nd</sup> Quarter Analysis of 2018 from Mr. Tanner Robinson of Oppenheimer & Co., Inc. be received and placed on file and, FURTHERMORE to move the funds from the INVESCO International Fixed Income Fund with 50% of the value placed in the Prudential Total Return Fund and 50% placed in the Blackrock Total Return Fund.  
MOTION UNANIMOUSLY CARRIED

MOTION by Commissioner Harkleroad, SUPPORTED by Commissioner Roberts

RESOLVED by the Wyandotte Employees Retirement Commission that the Brandywine Global Fixed Income Fund and Lazard Emerging Market Funds be placed on the "watch list" by Oppenheimer & Company and be considered for future replacement based on performance.

MOTION UNANIMOUSLY CARRIED

MOTION by Commissioner Harkleroad, SUPPORTED by Commissioner Roberts

RESOLVED by the Wyandotte Employees Retirement Commission that the September 30, 2017 Actuarial Valuation report from Jim Anderson of Gabriel, Roeder, Smith & Company be received and placed on file.

MOTION UNANIMOUSLY CARRIED

In like fashion to Mr. Robinson, Mr. Jim Anderson deferred his presentation to his associate

Mr. Michael Kosciuk, who proceeded to give all the necessary highlights of the Actuarial Report for 2017, as prepared by GRS Consulting. Copies of the report were provided to all commission members, and additional copies were returned to Mr. Szczechowski, the Deputy Treasurer.

MOTION by Commissioner Harkleroad, SUPPORTED by Commissioner Brohl

RESOLVED by the Wyandotte Employees Retirement Commission that the August 8, 2018 Invoice for regular services performed for the period October 1, 2017 through September 30, 2018 including:

- The September 30, 2017 annual actuarial valuation;
- Annual meeting to review the actuarial report;
- Up to five individual benefit computations;
- Newsletter and routine consultation by phone and letter;

From Gabriel, Roeder, Smith & Company, be approved for payment.

MOTION UNANIMOUSLY CARRIED

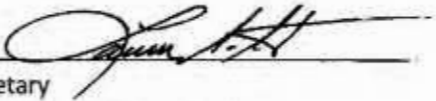
COMMUNICATIONS:

ADJOURNMENT:

MOTION by Commissioner Harkleroad, SUPPORTED by Commissioner Roberts

RESOLVED, that the meeting be adjourned at 10:12 a.m.

MOTION UNANIMOUSLY CARRIED

  
Lawrence S. Stec, Secretary

Wyandotte Employee's Retirement Commission

August 17, 2018