



# AGENDA

## REGULAR SESSION

MONDAY, DECEMBER 3, 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 by Brian Webb of the Zombie Pub Crawl to the “Yes, Ma’am” program

### 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 – November 19, 2018
2. The Year of the Bird Proclamation
3. Antenna Site License Agreement – Sprint/1077 Grove

### NEW BUSINESS

4. Retiree Health Care Plan – Revised Corrective Action Plan
5. Hiring of Probationary Police Officer – J. Judge
6. Sale of former 1331 Walnut

### BILLS & ACCOUNTS

### REPORTS & MINUTES

Beautification Commission	October 10 & November 14, 2018
Daily Cash Receipts	November 21, 2018
Fire Commission	November 13, 2018
Police Commission	November 13 & November 27, 2018
Retirement Commission	October 19, 2018
Zoning Board of Appeals	November 7, 2018

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

### ADJOURNMENT

# PRESENTATION

Presentation by Brian Webb of the Zombie Pub Crawl to  
the “Yes, Ma’am” program

**RESOLUTION**

DATE: December 3, 2018

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

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

- 1. Approval of Council Meeting Minutes – November 19, 2018
- 2. The Year of the Bird Proclamation
- 3. Antenna Site License Agreement – Sprint/1077 Grove

I Move the adoption of the foregoing resolution.

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

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

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

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

A Regular Session of the Wyandotte City Council was held in Council Chambers, on Monday, November 19, 2018, and was called to order at 7:00pm with Honorable Mayor Pro Tempore Robert DeSana presiding.

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

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Present: Councilpersons Christopher Calvin, Megan Maiani, Leonard Sabuda, and Donald Schultz & Mayor Pro Tempore Robert DeSana

Absent: Councilpersons Robert Alderman, City Assessor Theodore Galeski, & Mayor Joseph Peterson

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

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**PRESENTATION**

- Justin Lanagan & Sandy Moss – Acknowledgement of Miss Sally Shrake

**PRESENTATION OF PETITIONS**

**PUBLIC HEARINGS**

- Environmental Work at 1213 Grove Street
  - *No objections received, in person or in writing*

**2018-478 ENVIRONMENTAL WORK AT 1213 GROVE ST.**

By Councilperson Maiani, supported by Councilperson Schultz

WHEREAS, due notice has been given of the hearing on November 19, 2018, regarding the environmental response activities at 1213 Grove Street, Wyandotte, former Detroit Tubular Rivet Site; and

WHEREAS, notice was published in The News Herald, on November 7, 2018; therefore

BE IT RESOLVED that said hearing having taken place in accordance with such notice, and zero comments having been received and will be forwarded to the City Engineer for inclusion with the Grant from the Downriver Community Conference Brownfield Conference Brownfield Consortium (DCCBD) Brownfield Revolving Loan Fund (RLF); and

BE IT FURTHER RESOLVED that the Brownfield Alternatives, Community Relations Plan (CRP) and Cleanup Work Plan is available for review in the Engineering and Building Department through December 7, 2018.

Motion unanimously carried.

**UNFINISHED BUSINESS**

**CALL TO THE PUBLIC**

**CONSENT AGENDA**

**2018-479 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 – November 12, 2018
2. Special Assessment Placements – Various Services

Motion unanimously carried.

**2018-480 MINUTES**

By Councilperson Maiani, supported by Councilperson Schultz

RESOLVED that the minutes of the meeting held under the date of November 12, 2018, be approved as corrected.

Motion unanimously carried.

**2018-481 SPECIAL ASSESSMENT PLACEMENTS – VARIOUS SERVICES**

By Councilperson Maiani, supported by Councilperson Schultz

RESOLVED by City Council that Council hereby concurs in the recommendation of the City Administrator in his communication regarding the list of various services performed by the Department of Public Service; AND

BE IT FURTHER RESOLVED that Council directs the City Treasurer to spread said charges on the 2018 Winter Tax Roll.

Motion unanimously carried.

**NEW BUSINESS****2018-482 MUNICIPAL SERVICE COMMISSION REAPPOINTMENT – P. GOUTH**

By Councilperson Maiani, supported by Councilperson Schultz

RESOLVED by the City Council that Council hereby CONCURS with the recommendation of Mayor Peterson to re-appoint Paul Gouth of 1527 Dee, Wyandotte, MI to the Municipal Service Commission. Term to expire April 2023.

Motion unanimously carried.

**2018-483 PUBLICLY FUNDED HEALTH INS. CONTRIBUTION ACT COMPLIANCE**

By Councilperson Maiani, supported by Councilperson Schultz

BE IT RESOLVED that Council concurs with the recommendation of the City Administrator as set forth in his communication dated November 19, 2018 to maintain the 80/20 Cost Sharing Option available under PA 152 of 2011 that was originally adopted on December 19, 2011, May 20, 2013, November 29, 2013, December 15, 2014, and December 21, 2015, November 21, 2016, and December 4, 2017.

Further, acknowledges that this action will continue to limit the City from paying more than eighty percent (80%) of the aggregate cost of medical and prescription insurance costs for its employees with the remaining medical and prescription costs being borne by the employees.

Motion unanimously carried.

- Agenda Item #6 regarding the Retiree Health Care Plan Corrective Plan Revision was removed from consideration of the City Council prior to meeting start.

**2018-484 WMS BID AWARD – NATURAL GAS SUPPLY**

By Councilperson Maiani, supported by Councilperson Schultz

BE IT RESOLVED that City Council concurs with the Wyandotte Municipal Services Commission authorizing the General Manager to execute a contract with Transparent Energy, the successful qualified bidder, for Natural Gas supply from December 1, 2018 to April 30, 2019 at the pricing spreads quoted in the RFP, as recommended by WMS management.

Motion unanimously carried.

**2018-485 DTE ENERGY NATURAL GAS TRANSPORT SERVICE AGREEMENTS**

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 the DTE Energy End-Use Master Account Aggregated Transportation Service Agreement and the DTE Energy End-Use Gas Transportation Agreement effective for the period December 1, 2018 – November 30, 2019, as recommended by WMS Management.

Motion unanimously carried.

### **2018-486 2019 CITY COUNCIL MEETING SCHEDULE**

By Councilperson Maiani, supported by Councilperson Schultz

WHEREAS citizens of Wyandotte approved a charter amendment to hold City Council meetings at least twice a month at the State Primary election held on August 7, 2018.

THEREFORE, BE IT RESOLVED that the following meeting dates and item submission deadlines be accepted as the dates for Council Meetings for the 2019 calendar year:

<b>2019 MEETING DATES</b>	<b>AGENDA ITEM SUBMISSION DEADLINES</b>
January 14, 2019	January 9, 2019
January 28, 2019	January 23, 2019
February 11, 2019	February 6, 2019
February 25, 2019	February 20, 2019
March 11, 2019	March 6, 2019
March 25, 2019	March 20, 2019
April 8, 2019	April 3, 2019
April 29, 2019	April 24, 2019
May 13, 2019	May 8, 2019
May 20, 2019	May 15, 2019
June 3, 2019	May 29, 2019
June 17, 2019	June 12, 2019
July 1, 2019	June 26, 2019
July 22, 2019	July 17, 2019
August 5, 2019	July 31, 2019
August 19, 2019	August 14, 2019
September 9, 2019	September 4, 2019
September 23, 2019	September 18, 2019
October 7, 2019	October 2, 2019
October 21, 2019	October 16, 2019
November 4, 2019	October 30, 2019
November 18, 2019	November 13, 2019
December 9, 2019	December 4, 2019
December 16, 2019	December 11, 2019

Motion unanimously carried.

### **2018-487 DEMOLITION OF 1258-1261 FORT ST.**

By Councilperson Maiani, supported by Councilperson Schultz

BE IT RESOLVED that Council agrees with the recommendation of the City Engineer and APPROVES the award to Pro Excavation of Wyandotte, MI, for the Demolition of the 1259-1261 Fort Street structure in the amount of \$19,800.00 and the Mayor and City Clerk are authorized to proceed with the execution of this contract; AND

BE IT FURTHER RESOLVED that the project will be funded from account #101-000-041-040 in the amount of \$19,800.00.

Motion unanimously carried.

**BILLS & ACCOUNTS****2018-488 BILLS & ACCOUNTS**

By Councilperson Maiani, supported by Councilperson Schultz

RESOLVED that the total bills and accounts of \$1,712,354.66 as presented by the Mayor and City Clerk are hereby APPROVED for payment.

Motion unanimously carried.

**REPORTS & MINUTES**

Daily Cash Receipts

November 9 & 12, 2018

Downtown Development Authority

September 11, 2018

Fire Commission

October 23, 2018

Municipal Services

November 14, 2018

Police Commission

October 23 & November 13, 2018

Recreation Commission

November 13, 2018

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


None

**ADJOURNMENT****2017-489 ADJOURNMENT**

By Councilperson Maiani, supported by Councilperson Schultz

RESOLVED, that this regular meeting of the Wyandotte City Council be adjourned at 7:27 p.m.

Motion unanimously carried.

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

**RESOLUTION**

DATE: December 3, 2018

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

RESOLVED that the minutes of the meeting held under the date of November 19, 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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Sent: Monday, October 22, 2018 12:24 AM  
To: Joseph R. Peterson <mayor@wyandottemi.gov>  
Subject: Request for a Proclamation

2

Mr. Peterson

On behalf of Detroit Audubon's 5,000+ members in SE Michigan including many in Gibraltar, and on behalf of the incredible diversity of birds that live all or part of the year in your city, including in the international wildlife refuge of which your city can brag is one of only two cities in the whole world with a natural area with that designation, I am requesting that you introduce and pass a proclamation declaring that the year 2018 be officially designated as The Year of the Bird in the city of Wyandotte.

The City of Trenton already passed such a measure, and so does Oakland County..

We are hoping you can get this done by the end of this month or early in November.

If you have any questions or need more information don't hesitate to email me or call me at one of the phone numbers below,

Thanks your for time and consideration,

James N. (Jim) Bull, Ph.D., President

--

James N. Bull, Ph.D.

President

Detroit Audubon

313-928-2950 (home) 313-855-7894 (cell)

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Follow us on the web!

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[www.twitter.com/DetroitAudubon](https://www.twitter.com/DetroitAudubon)

[www.instagram.com/DetroitAudubon](https://www.instagram.com/DetroitAudubon)

## **RESOLUTION**

DATE: December 3, 2018

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

### City of Wyandotte Year of the Bird 2018 Proclamation

WHEREAS, birds are present in every environment urban or rural, wetland or prairie, and are an ever-present reminder of beauty of nature all around us.

WHEREAS, 2018 is the centennial year of the Migratory Bird Treaty Act which protects over 1000 bird species including birds in our backyards, and those that nest and/or migrate through our city on their international journeys, using our abundant woods, fields, river banks, and wetlands in our city parks and in the Detroit River International Wildlife Refuge, which is partly within our city,

WHEREAS ON MAY 22, 2017 Detroit was designated the 29<sup>th</sup> Urban Bird Treaty City by the US Fish and Wildlife Service because of the Detroit area's amazing diversity of birds, bird habitats, and that the region has adopted a plan (Detroit Urban Bird Treaty Action Strategy) to protect and enhance that diversity.

WHEREAS THE DETROIT RIVER WHICH IS LITERALLY OUR "FRONT YARD," HAS BEEN DESIGNATED AN IMPORTANT BIRD AREA by National Audubon Society, Cornell Laboratory of Ornithology, and Birdlife International.

WHEREAS, each year, more than 250 migrating bird species grace us with reminders of their fortitude and persistence to make long journeys from Central and South America to or through Southeast Michigan, Wayne County, and Detroit.

WHEREAS, in February 2018 Wayne County environmentalists, naturalists, and birders of Detroit Audubon reported local sightings of 510 individual birds of 115 species during the Michigan Great Backyard Bird Count, and Detroit Audubon has documented over 350 species of bird species in Southeast Michigan.

WHEREAS Wyandotte is an important site for the February international waterfowl survey, a cooperative effort between Detroit Audubon and Bird Studies Canada.

WHEREAS, local agencies play critical roles in monitoring, studying, counting, feeding, enhancing habitat, and assisting injured birds including Detroit Audubon, Metro-Detroit Nature Network, Detroit Zoo, the Detroit River International Wildlife Refuge, the Friends of the Detroit River, the River Raisin Institute, Washtenaw Bird Center, and the Huron-Clinton Metropolitan Park Authority.

WHEREAS, our local area includes a significant migratory and wintering assemblage of Canvasback Ducks totaling 10% of the world's population and the Western Lake Erie Basin serves as a stop-over for thousands of raptors and migratory water fowl.

WHEREAS, human actions present the number one threat to birds; including change in the climate, destruction of habitat, planting of non-native and invasive plants that reduce natural food sources, collisions with buildings, introduction of invasive animal species, and overuse of chemicals in yards and fields creating toxic runoff in waterways. All of which can be mitigated or prevented through common sense best practices.

THEREFORE, in honor of the 100<sup>th</sup> anniversary of the Migratory Bird Treaty Act, I, Mayor Joseph R. Peterson, do hereby proclaim 2018 to be Year of the Bird in the City of Wyandotte and urge businesses and citizens to promote the conservation of our environment, the planting of native trees, and the protection of birds that live in and travel through our city, the Detroit River Watershed, and the Mississippi and Atlantic Flyways which converge here.

I Move the adoption of the foregoing resolution.

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

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

**YEAS**

**COUNCIL**

**NAYS**

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

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

MEETING DATE: December 3, 2018

AGENDA ITEM # 3

**ITEM:** Antenna Site License Agreement modification with Sprint for 1077 Grove

**PRESENTER:** Mark A. Kowalewski, City Engineer



**INDIVIDUALS IN ATTENDANCE:** Mark A. Kowalewski, City Engineer

**BACKGROUND:** In 1996, the City had constructed two (2) communication towers at 1077 Grove Street and 365 Hudson Avenue which the City owns. Space on the tower is licensed to various communication carriers. Sprint is requesting to install new underground fiber lines at the 1077 Grove Street Site. This modification is needed to ensure continued technical and economic feasibility of the facility by the tenant (Sprint). Further, these modifications will have no impact on the City's property.

Recommend authorizing the Mayor and City Clerk to sign the enclosed Consent Letter.

**STRATEGIC PLAN/GOALS:** This recommendation is consistent with the goals and objectives of the City of Wyandotte Strategic Plan in the continuing effort to create revenues to support the City financially.

**ACTION REQUESTED:** Approve the Consent Letter with Sprint for 1077 Grove Antenna site and authorize the Mayor and City Clerk to sign same.

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

**IMPLEMENTATION PLAN:** Execute Consent Letter

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:**



**LEGAL COUNSEL'S RECOMMENDATION:** Review by W. Look

**MAYOR'S RECOMMENDATION:**



**LIST OF ATTACHMENTS:** Sprint Consent Letter and Plans

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: December 3, 2018

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

BE IT RESOLVED that Council approves the Consent Letter to Antenna License Agreement for the tower at 1077 Grove with Sprint; AND

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said Letter.

I move the adoption of the foregoing resolution.

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

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

YEAS

COUNCIL

NAYS

Alderman

Calvin

DeSana

Maiani

Sabuda

Schultz



November 26, 2018

City of Wyandotte  
3131 Biddle Ave  
Wyandotte, MI 48192  
Attn: City Clerk

With a copy to:

City of Wyandotte  
3131 Biddle Ave  
Wyandotte, MI 48192  
Attn: City Engineer

City of Wyandotte Managing Agent  
1126 N Main Street  
Rochester, MI 48037

**RE: Master License Agreement between City of Wyandotte (Landlord) and Sprint Spectrum Realty Company, LLC (formerly a limited partnership), as successor in interest to Sprint Spectrum L.P. successor in interest to Sprint PCS (Sprint or Tenant), dated February 24, 1997, (Site Agreement), with respect to the real property located at 1077 Grove Street Wyandotte, MI 48192 (Site), Cascade No. DE03XC237**

Dear Sir or Madam:

This letter is to advise you that it will be necessary within the near future for Sprint to make certain physical modifications to equipment within Tenant's premises at the Site. These improvements are being undertaken in order to ensure the continued technical and economic feasibility of Tenant's facility and are needed for Tenant to make optimal use of the Site for the purposes intended by the Site Agreement. As described below, these modifications should have no significant impact on Landlord's property or operations. However, in accordance with the Site Agreement, Tenant requests that Landlord acknowledge notice of, and consent to, the following modifications:

**Installing new fiber lines through existing and new conduit along existing utility routes and installing a small router and network panel in existing equipment enclosures within existing leased space. See attached site sketch**

Landlord's acknowledgement of notice and consent will not increase the size or amount of space being used by Tenant under the Site Agreement unless specifically stated above.

Initial Here: \_\_\_\_\_



Please indicate your acknowledgement and consent by signing below and returning one copy of this letter to me using the pre-addressed envelope that accompanies this request.

*All excavations in compound area to be hand dig.*

Thank you in advance for your prompt attention to this matter.

Regards,

By: \_\_\_\_\_  
Tracy Smith  
SAC Wireless, an authorized representative of Sprint

Tracy Smith | Specialist Site Development | O: 312-895-4977  
SAC Wireless, 540 West Madison Street, 8<sup>th</sup> Floor, Chicago, IL 60661  
Tracy.smith@sacw.com | [www.sacw.com](http://www.sacw.com)

ACKNOWLEDGED AND AGREED TO:

City of Wyandotte

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

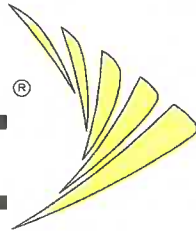
Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_, 201\_\_\_\_  
(Date must be completed)

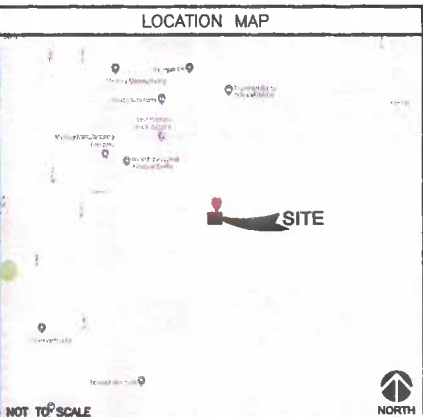
# Sprint



**SITE NAME: HUDSON THIRD**  
**SITE NUMBER: DE03XC237**  
**AUGMENT ID: DE03XC237F17.1**  
**ADDRESS: 1077 GROVE STREET**  
**WYANDOTTE, MI 48192**  
**JURISDICTION: CITY OF WYANDOTTE**  
**SITE TYPE: SELF- SUPPORT TOWER**  
**PROGRAM TYPE: DARK FIBER PROJECT**



PROJECT INFORMATION	
COUNTY:	WAYNE COUNTY
JURISDICTION:	CITY OF WYANDOTTE
SITE NAME:	HUDSON THIRD
SITE NUMBER:	DE03XC237
AUGMENT ID:	DE03XC237F17.1
SITE ADDRESS:	1077 GROVE STREET WYANDOTTE, MI 48192
LATITUDE:	42° 11' 31.6" N (NAD '83)
LONGITUDE:	83° 09' 57.1" W (NAD '83)
GROUND ELEVATION:	582' AMSL (NAD '88)
CONSTRUCTION TYPE:	IB
OCCUPANCY:	37022990002000
PARCEL ID #:	
PROPERTY OWNER:	CITY OF WYANDOTTE
ADDRESS:	3131 BROOK ST WYANDOTTE, MI 48192
PHONE:	(734) 324-4580
PROPERTY OWNER:	CITY OF WYANDOTTE
CARRIER/APPLICANT:	SAC WIRELESS ON BEHALF OF SPRINT
ELECTRIC PROVIDER:	PROGRESS ENERGY CAROLINA
FIBER PROVIDER:	FIBERTOWER
SPRINT PROJECT MANAGER:	JODI JONES EMAIL: JODI.JONES@SPRINT.COM PHONE: (503) 704-8741
A/E FIRM:	LETS AMERICA, INC. 112 S. KYRIE ROAD, SUITE 1 CHANDLER, AZ 85228 PHONE: (480) 981-9151 EMAIL: INFO@LETSINC.COM



INDEX OF DRAWINGS		
SHEET	DESCRIPTION	REVISION
T-1	TITLE SHEET	Δ
S-1	LAND SURVEY	Δ
A-1	DARK FIBER SITE PLANS	Δ
A-2	DARK FIBER EQUIPMENT DETAIL	Δ
A-3	SITE PHOTOS	Δ

PROJECT CONSULTANTS	
PROJECT MANAGEMENT:	SAC WIRELESS: ENGINE ROOM 240 W. MADISON ST. 6TH FLR CHICAGO, IL 60681 PHONE: (312) 595-4877 WWW.SACWI.COM
PROFESSIONAL ENGINEER:	LETS AMERICA, INC. 112 S. KYRIE ROAD, SUITE 1 CHANDLER, AZ 85228 PHONE: (480) 981-9151 EMAIL: INFO@LETSINC.COM
SPRINT RF ENGINEER:	DEVESH RAMANEXAR
SITE ACQUISITION & ZONING:	SAC WIRELESS: ENGINE ROOM 240 W. MADISON ST. 6TH FLR CHICAGO, IL 60681 PHONE: (312) 595-4877 WWW.SACWI.COM
CONSTRUCTION MANAGER:	MARK WEAVER PHONE: (248) 748-3482 EMAIL: MARK.WEAVER@SPRINT.COM
SPRINT CONTACT:	JONIFER COFFMAN EMAIL: JONIFER.COFFMAN@SPRINT.COM PHONE: (813) 315-147

PROJECT DESCRIPTION
<b>NEW SCOPE:</b>
• INSTALL NEW 3" CONDUIT WITH (2) 1" INNER-DUCTS FROM PROPOSED MAP TO NEWLY INSTALLED INTERCEPT HH (5107)
• INSTALL NEW INTERCEPT HH TO BYPASS EXISTING MAP
<b>FIELD SERVICES:</b>
• INSTALL NEW FIBER THROUGH EXISTING 2" CONDUIT FROM TELCO POC TO MANHOLE (5107)
• INSTALL FIP IN TELCO POC
• UNLESS T1 EQUIPMENT/NEEDS TO BE REMOVED FROM TELCO POC, NO ISSUES INSTALLING VENDOR FIBER DEMARC IN POC
<b>DARK FIBER WORK:</b>
• INSTALL NEW FIBER THROUGH NEW 3" CONDUIT FROM PROPOSED MAP TO NEWLY INSTALLED INTERCEPT HH (5107)
• INSTALL NEW FIBER THROUGH EXISTING 2" CONDUIT FROM TELCO POC TO NEWLY INSTALLED INTERCEPT HH (5117)
• INSTALL HH AT PUMP LOCKED NEAR (42.122235, -83.108117)

DIRECTIONS
DIRECTIONS FROM: DETROIT METROPOLITAN WAYNE COUNTY AIRPORT, DETROIT, MI 48242
1. GET ON I-94 E FROM W G ROCELL DR
2. CONTINUE ON I-94 E TO ALLEN PARK TAKE EXIT 204 FROM I-94 E
3. FOLLOW SOUTHWIND RD TO FORT ST IN LINCOLN PARK
4. FOLLOW FORT ST TO EUREKA RD IN WYANDOTTE
5. CONTINUE ON EUREKA RD TAKE 14TH ST TO GROVE ST
ARRIVE AT: 1077 GROVE STREET WYANDOTTE, MI 48192

SPECIAL NOTES
1. ALL WORK SHALL BE INSTALLED IN CONFORMANCE WITH CURRENT SPRINT CONSTRUCTION INSTALLATION GUIDE.
2. EXISTING CONDITIONS WILL BE CHANGED & VERIFIED IN FIELD. IF SIGNIFICANT VARIATIONS OR DETERIORATION ARE ENCOUNTERED AT THE TIME OF CONSTRUCTION, A REPAIR PERMIT WILL BE OBTAINED & CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY.
3. CONTRACTOR SHALL VERIFY ALL PLANS & EXISTING DIMENSIONS & CONDITIONS ON THE JOB SITE & SHALL IMMEDIATELY NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR SAME.
4. THESE DRAWINGS ARE FULL SIZE ON 11"x17" SHEET SIZE.
5. STATEMENT THAT COMPLIANCE WITH THE ENERGY CODE IS NOT REQUIRED. SCOPE OF WORK DOES NOT INVOLVE MODIFICATIONS TO EXISTING ENVELOPE OF BUILDING, HVAC SYSTEMS OR ELECTRICAL LIGHTING.

**DO NOT SCALE DRAWINGS**

CONTRACTOR SHALL VERIFY ALL PLANS & EXISTING DIMENSIONS & CONDITIONS ON THE JOB SITE & SHALL IMMEDIATELY NOTIFY THE ARCHITECT OR ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR SAME.

**Know what's below. Call before you dig.**

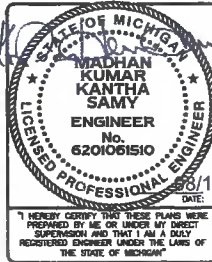
TO OBTAIN LOCATION OF PARTICIPANTS UNDERGROUND FACILITIES BEFORE YOU DIG, MICHIGAN CALL 800-480-4800. TOLL FREE: 1-800-482-7171 OR WWW.MISADP.ORG

MICHIGAN STATUTE REQUIRES MIN OF 2 WORKERS DATE NOTICE BEFORE YOU EXCAVATE

CODE COMPLIANCE	
ALL WORK SHALL BE PERFORMED AND MATERIALS INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES.	
2012 MICHIGAN BUILDING CODE 2012 MICHIGAN RESIDENTIAL CODE 2012 MICHIGAN REPAIR/REPLACEMENT FOR EXISTING BUILDINGS CODE 2012 MICHIGAN FIRE/ALARM CODE 2012 MICHIGAN MECHANICAL CODE 2015 MICHIGAN ELECTRICAL CODE 2014 NATIONAL ELECTRICAL CODE	
<b>ACCESSIBILITY REQUIREMENTS:</b> FACILITY IS UNARMED AND NOT FOR HUMAN HABITATION. HANDICAPPED ACCESS REQUIREMENTS ARE NOT REQUIRED IN ACCORDANCE WITH THE 2012 MICHIGAN BUILDING CODE.	
APPROVALS	
DISCIPLINE:	SIGNATURE:
LANDLORD:	DATE:

REV.	DATE	DESCRIPTION	INITIALS
A	05/31/18	90% CD'S	SGP
B	06/22/18	95% CD'S	SVP
C	07/17/18	95% CD'S	SVP
D	07/26/18	FOR CONSTRUCTION VSA	
Δ	08/10/18	CLIENT COMMENTS	SGP

NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET



DE03XC237  
 DE03XC237F17.1  
 HUDSON THIRD  
 1077 GROVE STREET  
 WYANDOTTE, MI 48192

SHEET TITLE:  
**TITLE SHEET**

SHEET NUMBER:  
**T-1**



**PROJECT SCOPE:**  
**HEAVY SCOPE:**  
**SPRINT**

- INSTALL NEW 3" CONDUIT WITH (2) 1" INNER-DUCTS FROM PROPOSED MMP TO NEWLY INSTALLED INTERCEPT HH (±48')
- INSTALL NEW INTERCEPT HH TO BYPASS EXISTING MMP
- INSTALL NEW FIBER THROUGH EXISTING 2" CONDUIT FROM TELCO PPC TO MMBS (±10')
- INSTALL FDP IN TELCO PPC
- UNUSED T1 EQUIPMENT/WIRING NEEDS TO BE REMOVED FROM TELCO PPC, NO ISSUES INSTALLING VENDOR FIBER DEMARC IN PPC

**FIELD SERVICES**

- INSTALL NEW FIBER THROUGH NEW 3" CONDUIT FROM PROPOSED MMP TO NEWLY INSTALLED INTERCEPT HH (±48')
- INSTALL NEW FIBER THROUGH EXISTING 2" CONDUIT FROM TELCO PPC TO NEWLY INSTALLED INTERCEPT HH (±117')
- INSTALL HH AT PMPP LOCATED NEAR (42.192235', -83.166117')

**DARK FIBER VENDOR**

1. SITE INFORMATION WAS PREPARED USING EXISTING DOCUMENTATION AND/OR SITE MEASUREMENTS AND SHOULD NOT BE INTERPRETED AS AN ACCURATE BOUNDARY SURVEY.
2. CONTRACTOR SHALL MAKE A UTILITY "ONE CALL" TO LOCATE ALL UTILITIES PRIOR TO CONSTRUCTION.
3. THERE ARE NO POWER OR SPACE CONSTRAINTS IN MMBS
4. CONSTRUCTION REQUIRED

**GENERAL NOTES**

SCALE  
N.T.S. 2

CARRIER:



PLAN PREPARED FOR:



PLAN PREPARED BY:



REV.	DATE	DESCRIPTION	MMBS
A	05/31/18	90% CD'S	SGP
B	06/22/18	95% CD'S	SVP
C	07/17/18	95% CD'S	SVP
D	07/26/18	FOR CONSTRUCTION VSA	
E	08/10/18	CLIENT COMMENTS	SGP

NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET



I HEREBY CERTIFY THAT THESE PLANS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ENGINEER UNDER THE LAWS OF THE STATE OF MICHIGAN

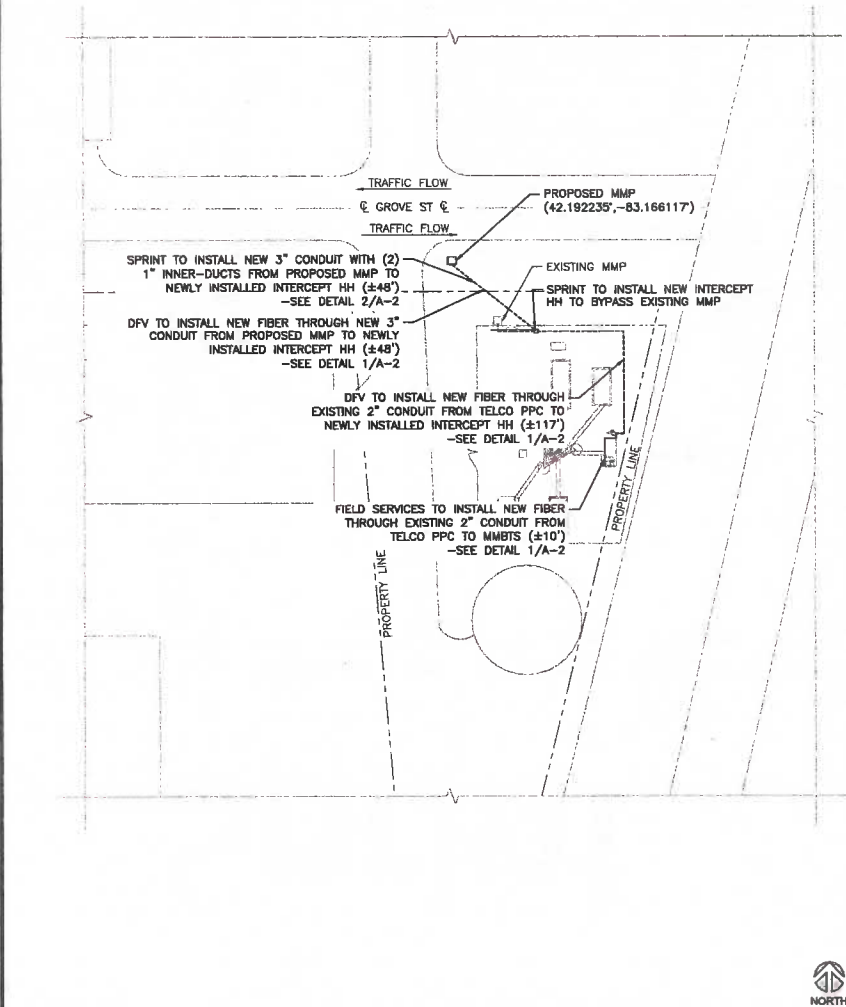
DE03MC237/ DE03MC237F17.1 HUDSON THIRD 1077 GROVE STREET WYANDOTTE, MI 48192

SHEET TITLE:

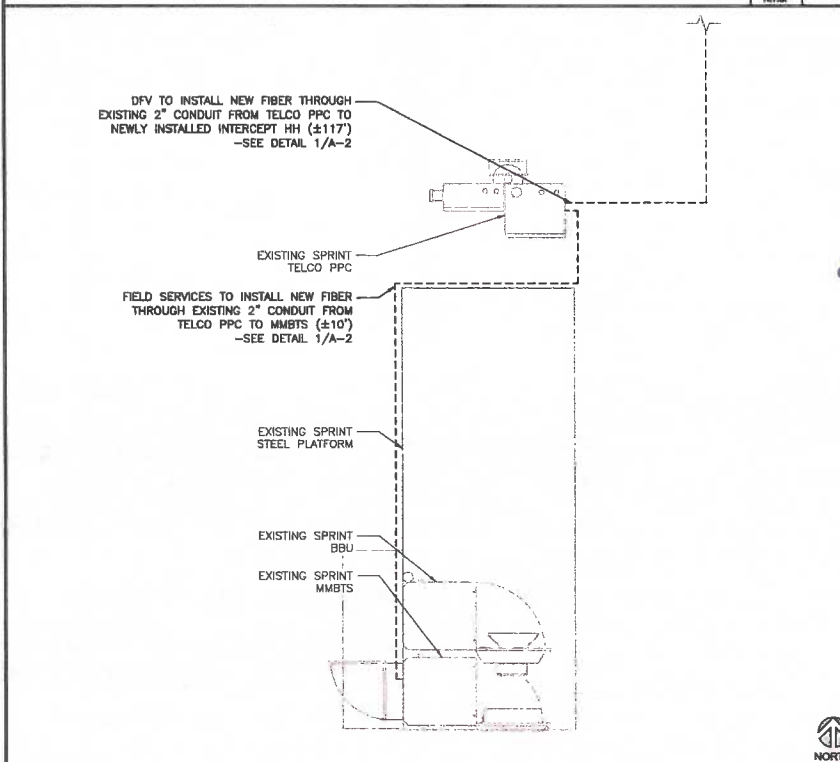
**DARK FIBER SITE PLANS**

SHEET NUMBER:

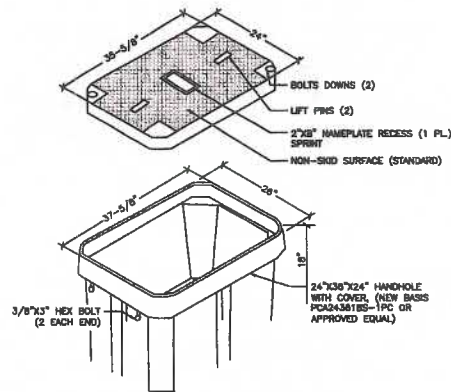
**A-1**



OVERALL SITE PLAN



DETAILED SITE PLAN



24"x36"x24" HANDHOLE DETAIL

SCALE  
N.T.S.

5

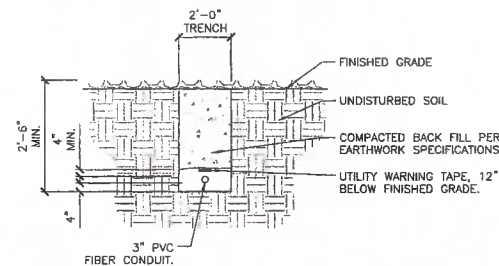
PROPOSED HH



SCALE  
N.T.S.

4

TRENCH DETAIL



SCALE  
N.T.S.

3

CARRIER:

**Sprint**

PLAN PREPARED FOR:

**SOC**  
WIRELESS  
A NOKIA COMPANY

640 W. MADISON ST.  
8TH FLOOR  
CHICAGO, IL 60611  
WWW.SOC.COM  
312.885.4877

PLAN PREPARED BY:

**LETS**  
LETS America, Inc.  
112 S. KYRNE RD. STE. 1  
CHANDLER, AZ 85226  
ARIZONA: 480-961-9151  
LETS PROJ. # LETS-200-DARK FIBER

REVISIONS				
REV.	DATE	DESCRIPTION	BY	CHK
A	05/31/18	90% CD'S	SGP	
B	06/22/18	95% CD'S	SVP	
C	07/17/18	95% CD'S	SVP	
D	07/26/18	FOR CONSTRUCTION VSA		
Δ	08/10/18	CLIENT COMMENTS	SGP	

NOT FOR CONSTRUCTION UNLESS  
LABELED AS CONSTRUCTION SET



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PREPARED BY ME OR UNDER MY DIRECT  
SUPERVISION AND THAT I AM A DULY  
REGISTERED ENGINEER UNDER THE LAWS OF  
THE STATE OF MICHIGAN

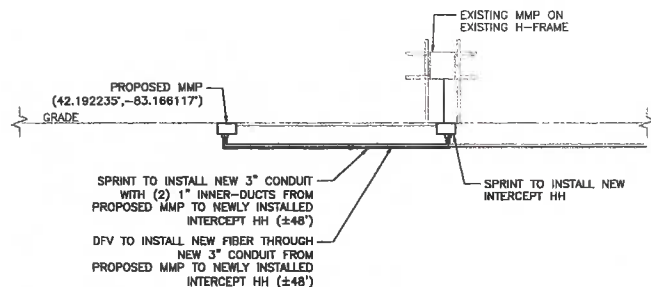
DESIGN: C237  
DE03K237P17.1  
HUDSON THIRD  
1077 GROVE STREET  
WYANDOTTE, MI 48192

SHEET TITLE:

**DARK FIBER  
EQUIPMENT DETAIL**

SHEET NUMBER:

**A-2**

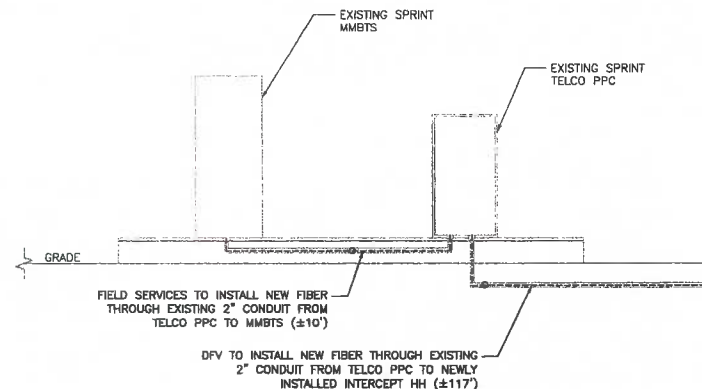


CONDUIT SCHEMATIC

SCALE  
N.T.S.

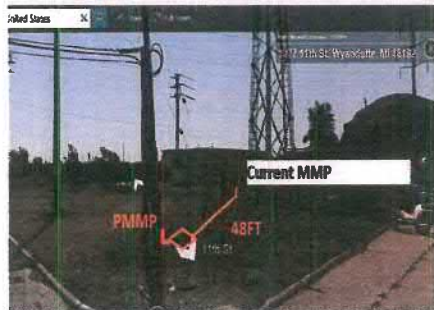
2

FIBER SCHEMATIC



SCALE  
N.T.S.

1



PROPOSED CONDUIT PATH

SCALE  
N.T.S. 9



MMBTS BACK

SCALE  
N.T.S. 6



ENTRANCE AND EXIT POINTS

SCALE  
N.T.S. 3



TELCO PPC

SCALE  
N.T.S. 8



H-FRAME

SCALE  
N.T.S. 5



ENTIRE CONDUIT PATH FROM PPC TO MMBTS

SCALE  
N.T.S. 2



OVERVIEW SITE

SCALE  
N.T.S. 7



FV PROPOSED MMP

SCALE  
N.T.S. 4



CURRENT MMP

SCALE  
N.T.S. 1

CARRIER:

**Sprint**

PLAN PREPARED FOR:

**SOC**  
WIRELESS  
A NOKIA COMPANY

PLAN PREPARED BY:

**LETS**  
LETS America, Inc.  
112 S. KYRIE RD. STE. 1  
CHANDLER, AZ 85226  
ARIZONA: 480-961-9151  
LETS PROJ. # LETS-200-DARK FIBER

REV	DATE	DESCRIPTION	INITIALS
A	05/31/18	80% CD'S	SGP
B	06/22/18	95% CD'S	SVP
C	07/17/18	95% CD'S	SVP
D	07/28/18	FOR CONSTRUCTION VSA	
E	08/10/18	CLIENT COMMENTS	SGP

NOT FOR CONSTRUCTION UNLESS  
LABELED AS CONSTRUCTION SET

STATE OF MICHIGAN  
MADHAN KUMAR KANTHA SAMY  
ENGINEER  
No. 6201061510  
LICENSED PROFESSIONAL ENGINEER

I HEREBY CERTIFY THAT THESE PLANS WERE  
PREPARED BY ME OR UNDER MY DIRECT  
SUPERVISION AND THAT I AM A DULY  
REGISTERED ENGINEER UNDER THE LAWS OF  
THE STATE OF MICHIGAN

DESK: 227  
DESK: 227-17.1  
14 JASON THIRFO  
1077 GROVE STREET  
WYANDOTTE, MI 48182

SHEET TITLE:

SITE PHOTOS

SHEET NUMBER:

A-3



## **RESOLUTION**

DATE: December 3, 2018

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

BE IT RESOLVED that Council approves the Consent Letter to Antenna License Agreement for the tower at 1077 Grove with Sprint; AND

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said Letter.

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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

### **COUNCIL**

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

### **NAYS**

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

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

**MEETING DATE:** December 3, 2018

**AGENDA ITEM #** 4

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

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

**INDIVIDUALS IN ATTENDANCE:** N/A

**BACKGROUND:** On October 8, 2018, the City Council approved a Correction Action Plan (CAP) that was submitted to the State of Michigan in response to their designation of our Retiree Health Care Plan as “underfunded”. This CAP referenced an actuarial study which was in progress at that time. After submission of the CAP to the State, the City reached an agreement to extend the time limit for our submission until February 15, 2019 in order to include the actuarial study in our CAP submission. Attached is revised CAP along with the actuarial study which was completed to identify when the City’s Retiree Health Care Plan will meet the State’s goal of achieving a 40% funded level.

Based on our current funding strategy, it will take until 2050, or thirty-two (32) years, to reach the 40% funded level. Based on the Municipal Stability Board’s publication, “Corrective Action Plan Development: Best Practices and Strategies”, a severely underfunded retirement health system (25% or less) should reach a funded ration of forty percent within thirty years. Thus, in order to fund the system to the 40% level within thirty (30) years, the City will be required to annually contribute \$38,020 more than the current pay-as-you go method of funding.

Thus, with this additional information, the City Council should approve this new Corrective Action Plan for the City of Wyandotte Retiree Health Care Plan.

**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:** An additional \$38,020 will need to be budgeted for retiree health care costs for the next thirty (30) years.

**IMPLEMENTATION PLAN:** City Administrator will forward the approved CAP to the State of Michigan by the revised deadline of December 7, 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. GRS Retirement Consulting Projection dated 11/9/18
3. Excerpt from Municipal Stability Board CAP document

**MODEL RESOLUTION:**

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

Further, acknowledges the Other Postemployment Benefits (OPEB) Projection for the City of Wyandotte Retiree Health Care Plan (Plan) prepared by GRS Retirement Consulting dated November 9, 2018, which indicates that the Plan will achieve a 40% funded level within thirty (30) years if an additional \$38,020 is contributed to the Trust Fund annually and

Further, instructs the City Administrator to make the necessary budget amendments to facilitate this additional annual contribution beginning in the current fiscal year (2019) and for the next thirty (30) years 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.*

Beginning in Fiscal Year 2019, the City of Wyandotte will begin contributing an additional \$38,020 to the Retiree Health Care Trust Fund. This will be in addition to the current pay-as-you-go method of funding.

- ☐ **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**.*

## 5. CONFIRMATION OF FUNDING

Please check the applicable answer:

Do the corrective actions listed in this plan allow for (insert local unit name) City of Wyandotte 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

### Type of Document

☒ Attachment – I

**This Corrective Action Plan (Required)**

☒ Attachment – 1a

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

☒ Attachment – 2a

**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)**

☐ Attachment – 3a

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

☒ Attachment – 4a

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

☐ Attachment – 5a

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

☐ Attachment – 6a

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 \_\_\_\_\_

Date 11/19/2018



November 9, 2018

Mr. Todd Drysdale  
City Administrator  
City of Wyandotte Retiree Health Care Plan  
3200 Biddle Avenue, Suite 300  
Wyandotte, MI 48192

**Re: Other Postemployment Benefits (OPEB) Projection for the City of Wyandotte  
Retiree Health Care Plan**

Dear Mr. Drysdale:

As requested and approved by the City of Wyandotte, enclosed is a supplemental report containing projections which estimate when the OPEB plan will reach a 40% funding level. There are two projections:

1. No additional employer contributions in excess of pay-go cash are assumed.
2. Additional employer contributions of \$38,020 in excess of pay-go cash are assumed.

The results of the projections were developed based on the September 30, 2015 actuarial valuation report, and incorporate September 30, 2018 market value of assets reported by the City of Wyandotte.

Please call if you have any questions regarding the calculations enclosed.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael D. Kosciuk", is written over a light blue horizontal line.

Michael D. Kosciuk, ASA, MAAA

MDK:sc  
Enclosure

cc: James D. Anderson, GRS





# City of Wyandotte

## Retiree Health Care Plan

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**Requested By:** Mr. Todd Drysdale, City Administrator  
City of Wyandotte

**Date:** November 9, 2018

**Submitted By:** James D. Anderson, FSA, EA, FCA, MAAA and Michael D. Kosciuk, ASA, MAAA  
Gabriel, Roeder, Smith & Company (GRS)

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The following projections use the same actuarial methods and assumptions as the September 30, 2015 City of Wyandotte Retiree Health Care Plan valuation dated June 26, 2017, unless otherwise noted. The discount rate and the assumed investment rate of return assumption are 7.00%.

The projections were based upon information furnished by the City of Wyandotte for the September 30, 2015 actuarial valuation (and confirmed for the September 30, 2017 GASB Statement Nos. 74 and 75 report), concerning retiree health benefits and plan provisions. Plan liabilities were projected from September 30, 2015 to September 30, 2018 using standard actuarial techniques, and compared to the September 30, 2018 market value of assets reported by the City of Wyandotte.

The projection schedules provided in this report are closed group projections. This means that the projected liabilities, assets, unfunded liabilities, and funded ratios in this report do not include values for employees hired after September 30, 2015. A provision of Michigan Public Act 202 of 2017 (PA 202) is that a local unit of government providing retiree health benefits must contribute the normal costs for employees first hired after June 30, 2018 – since the plan is closed to new members, this does not apply.

The first projection schedule provided in this report is based on the assumption that the Plan contributes the pay-go cost (estimated premiums paid for retirees plus administrative expenses) beginning with the October 1, 2018 - September 30, 2019 Fiscal Year. There are no additional employer contributions assumed in this projection.

The second projection schedule provided in this report is based on the assumption that the Plan contributes the pay-go cost plus an additional level annual contribution beginning with the October 1, 2018 - September 30, 2019 Fiscal Year. The purpose of this projection is to determine the minimum additional contribution necessary for the Plan to attain a 40% funded status within 30 years. For purposes of this report, the additional employer contributions are assumed to commence in fiscal year 2019 with the 40% target funding ratio achieved by the end of fiscal year 2048.

**Both projections assume the City will be able to contribute the pay-go contribution amounts during each year of the projection period.**

## **City of Wyandotte Retiree Health Care Plan**

This report was prepared at the request of the City of Wyandotte and is intended for use by the City of Wyandotte and those designated or approved by the City. This report may be provided to parties other than the City of Wyandotte only in its entirety and only with the permission of the City. GRS is not responsible for unauthorized use of this report.

James D. Anderson and Michael D. Kosciuk are independent of the plan sponsor, are Members of the American Academy of Actuaries (MAAA) and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein.

# City of Wyandotte Retiree Health Care Plan Projection Schedule

## Scenario 1 – No Additional Employer Contributions

Fiscal Year	Actuarial Accrued Liability (AAL) Projection				Market Value of Asset Projection							Unfunded Liability (EOY)	Funded Percentage
	Normal Cost	Benefit Payments	7.00% Interest	AAL EOY	Employee Contribution	Pay-Go Employer Contribution	Additional Employer Contribution	Benefit Payments	Administrative Expenses	7.00% Interest	Asset Value EOY <sup>(1)</sup>		
				(a)							(b)	(c) = (a) - (b)	(d) = (b) / (a)
10/1/2017 - 9/30/2018				\$95,056,167							\$2,607,130	\$92,449,037	2.74%
10/1/2018 - 9/30/2019	\$928,751	\$5,671,990	\$6,490,726	96,803,654	\$0	\$5,671,990	\$0	\$5,671,990	\$0	\$182,499	2,789,629	94,014,025	2.88%
10/1/2019 - 9/30/2020	912,416	5,911,703	6,604,240	98,408,607	0	5,911,703	0	5,911,703	0	195,274	2,984,903	95,423,704	3.03%
10/1/2020 - 9/30/2021	861,226	6,176,803	6,705,504	99,798,734	0	6,176,803	0	6,176,803	0	208,943	3,193,846	96,604,888	3.20%
10/1/2021 - 9/30/2022	822,802	6,506,258	6,790,355	100,905,633	0	6,506,258	0	6,506,258	0	223,569	3,417,415	97,488,218	3.39%
10/1/2022 - 9/30/2023	790,612	6,781,706	6,857,252	101,771,791	0	6,781,706	0	6,781,706	0	239,219	3,656,634	98,115,157	3.59%
10/1/2023 - 9/30/2024	741,317	7,025,748	6,907,790	102,395,150	0	7,025,748	0	7,025,748	0	255,964	3,912,598	98,482,552	3.82%
10/1/2024 - 9/30/2025	706,560	7,212,729	6,943,796	102,832,777	0	7,212,729	0	7,212,729	0	273,882	4,186,480	98,646,297	4.07%
10/1/2025 - 9/30/2026	663,224	7,303,369	6,969,820	103,162,452	0	7,303,369	0	7,303,369	0	293,054	4,479,534	98,682,918	4.34%
10/1/2026 - 9/30/2027	615,640	7,457,370	6,985,961	103,306,683	0	7,457,370	0	7,457,370	0	313,567	4,793,101	98,513,582	4.64%
10/1/2027 - 9/30/2028	564,622	7,644,787	6,987,853	103,214,371	0	7,644,787	0	7,644,787	0	335,517	5,128,618	98,085,753	4.97%
10/1/2028 - 9/30/2029	507,919	7,776,827	6,974,897	102,920,360	0	7,776,827	0	7,776,827	0	359,003	5,487,621	97,432,739	5.33%
10/1/2029 - 9/30/2030	464,307	7,952,211	6,946,781	102,379,237	0	7,952,211	0	7,952,211	0	384,133	5,871,754	96,507,483	5.74%
10/1/2030 - 9/30/2031	416,201	8,121,211	6,901,432	101,575,659	0	8,121,211	0	8,121,211	0	411,023	6,282,777	95,292,882	6.19%
10/1/2031 - 9/30/2032	364,906	8,278,518	6,838,004	100,500,051	0	8,278,518	0	8,278,518	0	439,794	6,722,571	93,777,480	6.69%
10/1/2032 - 9/30/2033	311,998	8,494,417	6,753,463	99,071,095	0	8,494,417	0	8,494,417	0	470,580	7,193,151	91,877,944	7.26%
10/1/2033 - 9/30/2034	263,461	8,586,748	6,648,589	97,396,397	0	8,586,748	0	8,586,748	0	503,521	7,696,672	89,699,725	7.90%
10/1/2034 - 9/30/2035	225,359	8,633,838	6,528,428	95,516,346	0	8,633,838	0	8,633,838	0	538,767	8,235,439	87,280,907	8.62%
10/1/2035 - 9/30/2036	184,366	8,664,393	6,394,363	93,430,682	0	8,664,393	0	8,664,393	0	576,481	8,811,920	84,618,762	9.43%
10/1/2036 - 9/30/2037	145,234	8,654,957	6,247,345	91,168,304	0	8,654,957	0	8,654,957	0	616,834	9,428,754	81,739,550	10.34%
10/1/2037 - 9/30/2038	119,337	8,656,971	6,088,018	88,718,688	0	8,656,971	0	8,656,971	0	660,013	10,088,767	78,629,921	11.37%
10/1/2038 - 9/30/2039	94,107	8,601,314	5,917,592	86,129,073	0	8,601,314	0	8,601,314	0	706,214	10,794,981	75,334,092	12.53%
10/1/2039 - 9/30/2040	78,043	8,548,971	5,737,567	83,395,712	0	8,548,971	0	8,548,971	0	755,649	11,550,630	71,845,082	13.85%
10/1/2040 - 9/30/2041	59,657	8,480,892	5,547,942	80,522,419	0	8,480,892	0	8,480,892	0	808,544	12,359,174	68,163,245	15.35%
10/1/2041 - 9/30/2042	39,935	8,350,822	5,350,608	77,562,140	0	8,350,822	0	8,350,822	0	865,142	13,224,316	64,337,824	17.05%
10/1/2042 - 9/30/2043	26,287	8,223,842	5,147,288	74,511,873	0	8,223,842	0	8,223,842	0	925,702	14,150,018	60,361,855	18.99%
10/1/2043 - 9/30/2044	17,593	8,058,818	4,939,148	71,409,796	0	8,058,818	0	8,058,818	0	990,501	15,140,519	56,269,277	21.20%
10/1/2044 - 9/30/2045	12,156	7,889,603	4,727,638	68,259,987	0	7,889,603	0	7,889,603	0	1,059,836	16,200,355	52,059,632	23.73%
10/1/2045 - 9/30/2046	8,760	7,658,300	4,514,993	65,125,440	0	7,658,300	0	7,658,300	0	1,134,025	17,334,380	47,791,060	26.62%
10/1/2046 - 9/30/2047	6,701	7,416,881	4,303,811	62,019,071	0	7,416,881	0	7,416,881	0	1,213,407	18,547,787	43,471,284	29.91%
10/1/2047 - 9/30/2048	4,879	7,214,580	4,093,263	58,902,633	0	7,214,580	0	7,214,580	0	1,298,345	19,846,132	39,056,501	33.69%
10/1/2048 - 9/30/2049	3,795	6,980,594	3,883,126	55,808,960	0	6,980,594	0	6,980,594	0	1,389,229	21,235,361	34,573,599	38.05%
10/1/2049 - 9/30/2050	2,179	6,721,795	3,675,418	52,764,762	0	6,721,795	0	6,721,795	0	1,486,475	22,721,836	30,042,926	43.06%

<sup>(1)</sup> Projected values with the exception of the September 30, 2018 value.

Assuming all assumptions are met (including but not limited to the following), the Plan is projected to obtain a 40% funded level on a market value basis by the fiscal year ending September 30, 2050.

- The discount rate and the assumed rate of investment return on assets are 7.00%;
- Contributions, normal cost accruals, benefit payments, and administrative expenses occur halfway through the year; and
- The postemployment medical liability associated with the Health Savings Account (HSA) for future hires has not been reflected in this report.



# City of Wyandotte Retiree Health Care Plan Projection Schedule

## Scenario 2 – Additional Employer Contributions Sufficient to Attain 40% Funded Status by September 30, 2048

Fiscal Year	Actuarial Accrued Liability (AAL) Projection				Market Value of Asset Projection								Unfunded Liability (EOY)	Funded Percentage
	Normal Cost	Benefit Payments	7.00% Interest	AAL EOY	Employee Contribution	Pay-Go Employer Contribution	Additional Employer Contribution	Benefit Payments	Administrative Expenses	7.00% Interest	Asset Value EOY <sup>(1)</sup>			
				(a)							(b)	(c) = (a) - (b)	(d) = (b) / (a)	
10/1/2017 - 9/30/2018				\$95,056,167							\$2,607,130	\$92,449,037	2.74%	
10/1/2018 - 9/30/2019	\$928,751	\$5,671,990	\$6,490,726	\$6,803,654	\$0	\$5,671,990	\$38,020	\$5,671,990	\$0	\$183,807	2,828,957	\$3,974,697	2.92%	
10/1/2019 - 9/30/2020	912,416	5,911,703	6,604,240	98,408,607	0	5,911,703	38,020	5,911,703	0	199,335	3,066,311	95,342,296	3.12%	
10/1/2020 - 9/30/2021	861,226	6,176,803	6,705,704	99,798,734	0	6,176,803	38,020	6,176,803	0	215,950	3,320,281	96,478,453	3.33%	
10/1/2021 - 9/30/2022	822,802	6,506,258	6,790,355	100,905,633	0	6,506,258	38,020	6,506,258	0	233,728	3,592,028	97,313,604	3.56%	
10/1/2022 - 9/30/2023	790,612	6,781,706	6,857,252	101,771,791	0	6,781,706	38,020	6,781,706	0	252,750	3,882,798	97,888,993	3.82%	
10/1/2023 - 9/30/2024	741,317	7,025,748	6,907,790	102,395,150	0	7,025,748	38,020	7,025,748	0	273,104	4,193,922	98,201,228	4.10%	
10/1/2024 - 9/30/2025	706,560	7,212,729	6,943,796	102,832,777	0	7,212,729	38,020	7,212,729	0	294,883	4,526,824	98,305,953	4.40%	
10/1/2025 - 9/30/2026	663,224	7,303,369	6,969,820	103,162,452	0	7,303,369	38,020	7,303,369	0	318,186	4,883,030	98,279,422	4.73%	
10/1/2026 - 9/30/2027	615,640	7,457,370	6,985,961	103,306,683	0	7,457,370	38,020	7,457,370	0	343,120	5,264,169	98,042,513	5.10%	
10/1/2027 - 9/30/2028	564,622	7,644,787	6,987,853	103,214,371	0	7,644,787	38,020	7,644,787	0	369,800	5,671,989	97,542,382	5.50%	
10/1/2028 - 9/30/2029	507,919	7,776,827	6,974,897	102,920,360	0	7,776,827	38,020	7,776,827	0	398,347	6,108,356	96,812,004	5.94%	
10/1/2029 - 9/30/2030	464,307	7,952,211	6,946,781	102,379,237	0	7,952,211	38,020	7,952,211	0	428,893	6,575,268	95,803,969	6.42%	
10/1/2030 - 9/30/2031	416,201	8,121,211	6,901,432	101,575,659	0	8,121,211	38,020	8,121,211	0	461,577	7,074,865	94,500,794	6.97%	
10/1/2031 - 9/30/2032	364,906	8,278,518	6,838,004	100,500,051	0	8,278,518	38,020	8,278,518	0	496,549	7,609,433	92,890,617	7.57%	
10/1/2032 - 9/30/2033	311,998	8,494,417	6,753,463	99,071,095	0	8,494,417	38,020	8,494,417	0	533,969	8,181,422	90,889,673	8.26%	
10/1/2033 - 9/30/2034	263,461	8,586,748	6,648,589	97,396,397	0	8,586,748	38,020	8,586,748	0	574,008	8,793,450	88,602,947	9.03%	
10/1/2034 - 9/30/2035	225,359	8,633,838	6,528,428	95,516,346	0	8,633,838	38,020	8,633,838	0	616,850	9,448,319	86,068,027	9.89%	
10/1/2035 - 9/30/2036	184,366	8,664,393	6,394,363	93,430,682	0	8,664,393	38,020	8,664,393	0	662,691	10,149,030	83,281,652	10.86%	
10/1/2036 - 9/30/2037	145,234	8,654,957	6,247,345	91,168,304	0	8,654,957	38,020	8,654,957	0	711,740	10,898,789	80,269,514	11.95%	
10/1/2037 - 9/30/2038	119,337	8,656,971	6,088,018	88,718,688	0	8,656,971	38,020	8,656,971	0	764,223	11,701,032	77,017,656	13.19%	
10/1/2038 - 9/30/2039	94,107	8,601,314	5,917,592	86,129,073	0	8,601,314	38,020	8,601,314	0	820,380	12,559,432	73,569,641	14.58%	
10/1/2039 - 9/30/2040	78,043	8,548,971	5,737,567	83,395,712	0	8,548,971	38,020	8,548,971	0	880,468	13,477,919	69,917,793	16.16%	
10/1/2040 - 9/30/2041	59,657	8,480,892	5,547,942	80,522,419	0	8,480,892	38,020	8,480,892	0	944,763	14,460,702	66,061,717	17.96%	
10/1/2041 - 9/30/2042	39,935	8,350,822	5,350,608	77,562,140	0	8,350,822	38,020	8,350,822	0	1,013,557	15,512,278	62,049,861	20.00%	
10/1/2042 - 9/30/2043	26,287	8,223,842	5,147,288	74,511,873	0	8,223,842	38,020	8,223,842	0	1,087,168	16,637,466	57,874,407	22.33%	
10/1/2043 - 9/30/2044	17,593	8,058,818	4,939,148	71,409,796	0	8,058,818	38,020	8,058,818	0	1,165,931	17,841,417	53,568,379	24.98%	
10/1/2044 - 9/30/2045	12,156	7,889,603	4,727,638	68,259,987	0	7,889,603	38,020	7,889,603	0	1,250,207	19,129,643	49,130,344	28.02%	
10/1/2045 - 9/30/2046	8,760	7,658,300	4,514,993	65,125,440	0	7,658,300	38,020	7,658,300	0	1,340,383	20,508,046	44,617,394	31.49%	
10/1/2046 - 9/30/2047	6,701	7,416,881	4,303,811	62,019,071	0	7,416,881	38,020	7,416,881	0	1,436,871	21,982,936	40,036,135	35.45%	
10/1/2047 - 9/30/2048	4,879	7,214,580	4,093,263	58,902,633	0	7,214,580	38,020	7,214,580	0	1,540,114	23,561,070	35,341,563	40.00%	
10/1/2048 - 9/30/2049	3,795	6,980,594	3,883,126	55,808,960	0	6,980,594	0	6,980,594	0	1,649,275	25,210,345	30,598,615	45.17%	
10/1/2049 - 9/30/2050	2,179	6,721,795	3,675,418	52,764,762	0	6,721,795	0	6,721,795	0	1,764,724	26,975,069	25,789,693	51.12%	

<sup>(2)</sup> Projected values with the exception of the September 30, 2018 value.

Assuming all assumptions are met (including but not limited to the following), the Plan is projected to obtain a 40% funded level on a market value basis by the fiscal year ending September 30, 2048.

- The discount rate and the assumed rate of investment return on assets are 7.00%;
- Contributions, normal cost accruals, benefit payments, and administrative expenses occur halfway through the year;
- Additional contributions of \$38,020 are made each year; and
- The postemployment medical liability associated with the Health Savings Account (HSA) for future hires has not been reflected in this report.

# City of Wyandotte Retiree Health Care Plan

## Comments

**Comment 1:** Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

**Comment 2:** Except where otherwise indicated, the actuarial assumptions, methods, and plan provisions were consistent with those used in the September 30, 2015 valuation report for the City of Wyandotte Retiree Health Care Plan, dated June 26, 2017. September 30, 2018 market value asset information was reported by the City of Wyandotte for purposes of this study.

**Comment 3:** This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board, and with applicable statutes.

**Comment 4:** If you have reason to believe that the information provided in this report is inaccurate, or is in any way incomplete, or if you need further information in order to make an informed decision on the subject matter of this report, please contact the authors of the report prior to making such decision.

**Comment 5:** No statement in this report is intended to be interpreted as a recommendation in favor of the changes, or in opposition to them. This report should not be relied on for any purpose other than the purpose described in the primary communication.

**Comment 6:** Please note that we are not attorneys or investment experts and no statement in this report should be construed to provide tax advice, legal advice or investment advice.

# MUNICIPAL STABILITY BOARD

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## CORRECTIVE ACTION PLAN DEVELOPMENT: *BEST PRACTICES AND STRATEGIES*



*Issued Under Authority of Michigan's Public Act 202 of 2017*

*September 2018<sup>1</sup>*

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<sup>1</sup> This document was updated to add additional clarification from the August 2018 version.

## **CAP Approval Criteria:**

To further assist local units in developing their CAP, the Municipal Stability Board (the Board) has created the approval criteria listed below, which the Board will be considering in their review of each CAP. Local units are encouraged to use a balanced approach from one or more of the best practice principles outlined above to address their underfunded status. However, it is ultimately the responsibility of the local unit to determine the components of their CAP. At a minimum, a successful CAP will demonstrate the following:

### **1. Underfunded Status**

- The CAP must 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. These minimum funding ratio percentages are determined by Sec. 5(4)(a) and Sec. 5(4)(b) of the Act.
  - Supporting documentation must include an actuarial projection, an actuarial valuation, or an internally developed analysis, which illustrates how and when the local unit will reach the minimum funding ratio percentages.

#### **Or**

- If the local unit is a city, village, township, or county, it must demonstrate through distinct supporting documentation how and when its 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.

### **2. Reasonable Timeframe**

- The corrective actions listed will address the underfunded status within a reasonable timeframe. Because all local units and their circumstances are unique, a reasonable timeframe will be determined on a case by case basis for each local unit.
  - As general guidance, a local unit with a severely underfunded pension system (45% or less) should reach a funded ratio of sixty percent within twenty years. A local unit with a severely underfunded retirement health system (25% or less) should reach a funded ratio of forty percent within thirty years.
  - 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 PA 202 established ARC/Revenue trigger within 5 years.
  - The prospective actions listed in a CAP should have a date assigned, which will indicate when implementation will begin for that action. After approval by the Board, the local unit has up to 180 days to begin to implement the corrective actions, unless a legal or contractual obligation prevents implementation within this timeframe.

### **3. Legal and Feasible**

- A CAP must follow all applicable local, state, and federal laws.
- **The governing body of the local unit must approve the CAP**, and the local unit must attach proof of the governing body approval with the submission of their CAP.
- The local unit's administrative officer or designee certifies that it will implement the CAP.
- The local unit must demonstrate that prospective actions are feasible. In other words, are the proposals in the CAP reasonably achievable? Examples of reasonably achievable actions are as follows:
  - A proposed millage rate increase must be within the local unit's charter or statutory requirements.

## **RESOLUTION**

DATE: December 3, 2018

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

BE IT RESOLVED that the Correction Action Plan (Form 5597) submitted by the City Administrator is received and placed on 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

Further, acknowledges the Other Postemployment Benefits (OPEB) Projection for the City of Wyandotte Retiree Health Care Plan (Plan) prepared by GRS Retirement Consulting dated November 9, 2018, which indicates that the Plan will achieve a 40% funded level within thirty (30) years if an additional \$38,020 is contributed to the Trust Fund annually; AND

Further, instructs the City Administrator to make the necessary budget amendments to facilitate this additional annual contribution beginning in the current fiscal year (2019) and for the next thirty (30) years; AND

Thus, 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**

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### **COUNCIL**

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

### **NAYS**

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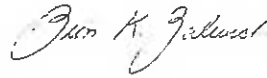
**CITY OF WYANDOTTE**  
**REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** December 3<sup>rd</sup>, 2018

**AGENDA ITEM #** **5**

**ITEM:** Hiring- Jorden Judge as a Probationary Police Officer

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



**INDIVIDUALS IN ATTENDANCE:** Brian Zalewski

**BACKGROUND:** The City of Wyandotte accepted applications for the position of police officer and the applicants were required to take the entry level written examination as administered by EMPCO Inc. Those applicants who were successful in passing the examination were then required to take a physical agility test with the passing candidates being invited for a formal interview followed by a background investigation. As a result of the selection process and after the scores have been tabulated, the candidates were ranked according to their scores. At the June 26<sup>th</sup>, 2018 Police Commission meeting the candidate list was certified by the Commissioners. After completion of this extensive process, we are requesting City Council approval to hire Jorden Judge.

Jorden Judge, who resides in Livonia, has an Associate's Degree from Schoolcraft College and she has been a police officer for the City of Ypsilanti for over 2 years.

Jorden will be filling a current vacancy for police officer which was created by an officer's resignation. Jorden is very excited about this opportunity to work with the Wyandotte Police Department. If approved for hire by the City Council, a conditional job offer will be presented to Jorden and her hiring will be contingent upon passing a physical, psychological examination and drug screen.

**STRATEGIC PLAN/GOALS:** To offer the highest quality of law enforcement services for our residents, business owners, and visitors to the City of Wyandotte which directly correlates to their quality of life. If approved, Jorden Judge will be hired, enter our 12-week field training program, and be on probationary status for 18-months.

**ACTION REQUESTED:** Concur with the police department to hire Jorden Judge as a Probationary Police Officer.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds for this position salary/benefits are budgeted in the police department budget in the salary account 101-301-725-110. Jorden Judge will be filling a position which was created by the resignation of Officer Darin Thompson.

**IMPLEMENTATION PLAN:** The City Administrator's Office and Human Resource Department will coordinate the hiring and implementation of benefits for the position.

**COMMISSION RECOMMENDATION:** The Police Commission approved the hiring of Jorden Judge at their regular meeting on Tuesday November 13<sup>th</sup>, 2018.

**CITY ADMINISTRATOR'S RECOMMENDATION:** *Shrysdal*

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

**MAYOR'S RECOMMENDATION:** *JRP*

**LIST OF ATTACHMENTS:**

1. Letter of Conditional Job Offer
2. Employment Application

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: December 3<sup>rd</sup>, 2018.

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

BE IT RESOLVED BY THE CITY COUNCIL that Council Concurs with the determination that vacancies exist for the position of Police Officer and the Council authorizes the filling of such vacancies and

FURTHER RESOLVED BY THE CITY COUNCIL that subsequent to a written examination, physical agility test, background investigation and interview panel conducted by the police department, candidate Jorden Judge is being offered employment as Probationary Police Officer contingent upon his successful completion of a physical, drug screen, psychological examination and the successful completion of the police academy.

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, 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 Police officer

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

Other position you would consider \_\_\_\_\_

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

Date you can start \_\_\_\_\_ Wage expected \$ \_\_\_\_\_

### PERSONAL INFORMATION

Name Judge Jorden chelsea  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

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

Other last names used while working, if any Jorden Ratliff

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? N/A

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? Cycle

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

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

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

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

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

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

Have you ever been bonded on a job? ☐ Yes ☒ No If yes, when? \_\_\_\_\_

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

Name Jordan Judge Phone Number \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

**PERSONAL REFERENCES**

(Not former employers or relatives)

Name and Occupation	Address	Phone Number
Dennis Szymankiewicz Retired Police Lieutenant		
Ashley Kofahl Police officer		
Ronald Battles Assistant manager		



Equal Housing Opportunity/Equal Opportunity Employer



## EDUCATION

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

Certified to administer Naloxone, S&T, TASER, Data Master, BLS, CRR/AED/First Aid

	Name of School	City/State	Degree	Major
High School	Tecumseh High	Tecumseh, MI	Diploma	
College	Schoolcraft college	Livonia, MI	Associates in Criminal Justice	Criminal Justice
Other	Wayne County Regional Police academy	Livonia, MI	Basic Police academy certificate	Criminal Justice

## EMPLOYMENT HISTORY

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

Company Name Ypsilanti Police Department Employed from 07/2016 to Current  
 Address 505 W. Michigan Ave. Ypsilanti, MI 48197  
 Street City State Zip  
 Type of Business Police Department Name of Supervisor Timothy Anderson  
 Phone Number \_\_\_\_\_ Starting Salary \$19/hr x \$41,000 Final Salary \$20.26/hr x \$43,000  
 Position Police officer Reason for leaving N/A  
 Duties Performed patrol assigned area, conduct traffic enforcement, respond to dispatched calls.  
 If presently employed, may we contact your supervisor? ☒ Yes ☐ No

Company Name St. Joseph Mercy Hospital - Ann Arbor Employed from 08/2014 to 01/2016  
 Address 5301 McAuley Dr. Ypsilanti, MI 48197  
 Street City State Zip  
 Type of Business Medical Name of Supervisor Sheila Wintergerst  
 Phone Number \_\_\_\_\_ Starting Salary \$13.54/hr Final Salary \$13.54/hr  
 Position Patient care Attendant II Reason for leaving Accepted into police Academy fulltime  
 Duties Performed provide patient care to patients awaiting or returning from diagnostic testing.  
 Have you ever been suspended or discharged from employment? ☐ Yes ☒ No  
 If yes, please explain \_\_\_\_\_

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

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

#### APPLICANTS FOR UNION POSITIONS

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

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

Dated: 3-20-18 Signature: Jordan C. Judge

#### APPLICANTS FOR NON-UNION POSITIONS

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

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

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

**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

November 8, 2018

Jorden Judge

Livonia, MI 48150

Dear Mrs. Judge,

Congratulations! You have successfully completed the initial selection process for the position of police officer at the Wyandotte Police Department. I am authorized to extend to you a conditional offer of employment, subject to your ability to successfully complete a comprehensive physical examination, drug screening, and psychological exam. Upon acceptance of this offer you will be scheduled for these examinations to be conducted. Please give careful consideration to your acceptance as the City of Wyandotte incurs considerable expense for this testing. A final offer of employment will be rendered to those applicants successfully completing the entire process with employment beginning soon thereafter.

Please return this letter within 24 hours to my attention after filling in your appropriate response below. We are looking forward to a successful employment relationship.

Sincerely,

Archie Hamilton  
Deputy Chief of Police

\_\_\_\_\_ I accept this conditional offer of employment, understanding that I must successfully complete additional testing to receive a final offer.

\_\_\_\_\_ I decline this offer.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

## **RESOLUTION**

DATE: December 3, 2018

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

BE IT RESOLVED that Council Concurs with the determination that vacancies exist for the position of Police Officer and the Council authorizes the filling of such vacancies and

FURTHER RESOLVED that subsequent to a written examination, physical agility test, background investigation and interview panel conducted by the police department, candidate Jorden Judge is being offered employment as Probationary Police Officer contingent upon his successful completion of a physical, drug screen, psychological examination and the successful completion of the police academy.

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

**REQUEST FOR COUNCIL ACTION**

**MEETING DATE:** December 3, 2018

**AGENDA ITEM #** 6

**ITEM:** Sale of the former 1331 Walnut (30' x 120')

**PRESENTER:** Mark A. Kowalewski, City Engineer



**INDIVIDUALS IN ATTENDANCE:** Mark A. Kowalewski

**BACKGROUND:** The City owns the former 1331 Walnut. Attached for your approval is a Purchase Agreement to sell 22.5 feet of the property to the adjacent property owner at 1327 Walnut, Ms. Joan Cochran for the amount of \$1,125.00. The combination of the two (2) lots will result in one (1) lot measuring 67.5' x 120'.

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

**ACTION REQUESTED:** Approve Purchase Agreement to sell said property to the adjacent property owner at 1327 Walnut in the amount of \$1,125.00 (\$50 per front foot).

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

**IMPLEMENTATION PLAN:** Once approved, will schedule closing on property.

**COMMISSION RECOMMENDATION:** N/A

**CITY ADMINISTRATOR'S RECOMMENDATION:**



**LEGAL COUNSEL'S RECOMMENDATION:** Purchase Agreement Reviewed by W. Look

**MAYOR'S RECOMMENDATION:**



**LIST OF ATTACHMENTS:** Purchase Agreement; Map

**MODEL RESOLUTION:**

**RESOLUTION**

Wyandotte, Michigan  
Date: December 3, 2018

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

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL that Council concurs with the communication from the City Engineer regarding the sale of Former 1331 Walnut, Wyandotte; AND

BE IT FURTHER RESOLVED that Council accepts the offer from Joan Cochran to acquire 22.5 feet of the Former 1331 Walnut in the amount of \$1,125.00; AND

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

I move the adoption of the foregoing resolution.

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

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

YEAS

COUNCIL

NAYS

Alderman  
Calvin  
DeSana  
Maiani  
Sabuda  
Schultz



# PURCHASE AGREEMENT

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

Wyandotte, Wayne County, Michigan, described as follows:  
All of Lot 31 except the west 7.5 feet thereof, Lynch and Steffes Subdivision as recorded in Liber 21 Pages 60, WCR being known as Part of Former 1331 Walnut Street, and to pay therefore the sum of One Thousand One Hundred Twenty-Five Dollars & 00/100 (\$1,125.00), subject to the existing building and use restrictions, easements, and zoning ordinances, if any, upon the following conditions;

## THE SALE TO BE CONSUMMATED BY

### PROMISSORY NOTE/MORTGAGE SALE

<b>PROMISSORY/ MORTGAGE SALE</b>	1. The Purchase Price of <u>\$1,125.00</u> plus closing costs to be determined at closing shall be paid to the Seller when the above described property is sold, refinanced, transferred in any manner, conveyed or otherwise disposed of by the Purchaser as evidence by a Promissory Note. A mortgage will be executed and recorded at the time of closing to secure repayment. The mortgage will include the above described property and the adjacent property currently owned by Purchaser. Purchaser is responsible to pay for the recording costs of the mortgage and discharge of mortgage and said amounts will be added to the purchase price at the time of closing. In the event the Purchaser fails to pay the purchase price when due, the Seller may foreclose by advertisement on the mortgaged premises and Purchaser agrees to pay Seller's reasonable attorney fees and all costs associated with said foreclosure. Should this property or the property at <u>1327 Walnut, Wyandotte, MI</u> be foreclosed on by any Financial or County Entity this property shall be returned to the Seller.
<b>Evidence of Title</b>	2. As evidence of title, Seller agrees to furnish Purchaser as soon as possible, a Policy of Title Insurance in an amount not less than the purchase price, bearing date later than the acceptance hereof and guaranteeing the title in the condition required for performance of this agreement, will be accepted. Purchaser is responsible to pay for the Title Insurance premium.
<b>Time of Closing</b>	3. If this offer is accepted by the Seller and if title can be conveyed in the condition required hereunder, the parties agree to complete the sale upon notification that Seller is ready to close.
<b>Purchaser's Default</b>	4. In the event of default by the Seller hereunder, the purchaser may, at his option, elect to enforce the terms hereof or demand, and be entitled to, an immediate refund of his entire deposit in full termination of this agreement.
<b>Seller's Default</b>	5. If objection to the title is made, based upon a written opinion of Purchaser's attorney that the title is not in the condition required for performance hereunder, the Seller shall have 30 days from the date, is notified in writing of the particular defects claimed, either (1) to remedy the title, or (2) to obtain title insurance as required above, or (3) to refund the deposit in full termination of this agreement if unable to remedy the title the Purchaser agrees to complete the sale within 10 days of written notification thereof. If the Seller is unable to remedy the title or obtain title insurance within the time specified, the deposit shall be refunded forthwith in full termination of this agreement.
<b>Title Objections</b>	6. The Seller shall deliver and the Purchaser shall accept possession of said property, subject to rights of the following tenants: _____  If the Seller occupies the property, it shall be vacated on or before _____ From the closing to the date of vacating property as agreed, SELLER SHALL PAY the sum of \$ _____  per day. THE BROKER SHALL RETAIN from the amount due Seller at closing the sum of \$ _____  as security for said occupancy charge, paying to the Purchaser the amount due him and returning to the Seller the unused portion as determined by date property is vacated and keys surrendered to Broker.
<b>Taxes and Prorated Items</b>	7. All taxes and assessments which have become a lien upon the land at the date of this agreement shall be paid by the Seller. Current taxes, if any, shall be prorated and adjusted as of the date of closing in accordance with <u>due date</u> (Insert one: "Fiscal Year" "Due Date." If left blank, Fiscal Year applies) basis of the municipality or taxing unit in which the property is located. Interest, rents and water bills shall be prorated and adjusted as of the date of closing. <b>Due dates are August 1 and December 1.</b>
<b>Broker's Authorization</b>	8. It is understood that this offer is irrevocable for fifteen (15) days from the date hereof, and if not accepted by the Seller within that time, the deposit shall be returned forthwith to the Purchaser. If the offer is accepted by the Seller, the Purchaser agrees to complete the purchase of said property within the time indicated in Paragraph 3.  9. The Broker is hereby authorized to make this offer and the deposit of <u>N/A</u> Dollars may be held by him under Act No. 112. P.A. of 1960 Sect. 13, (j) and applied on the purchase price if the sale is consummated.

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

7.5

**PURCHASE AGREEMENT**

1. THE UNDERSIGNED hereby offers and agrees to purchase the following land situated in the City of Wyandotte Wayne County, Michigan, described as follows: All of Lot 31 except the west 8.5 feet thereof, Lynch and Steffes Subdivision as recorded in Liber 21 Pages 60, WCR being known as Part of Former 1331 Walnut Street, and to pay therefore the sum of One Thousand One Hundred Twenty-Five Dollars & 00/100 (\$1,125.00), subject to the existing building and use restrictions, easements, and zoning ordinances, if any, upon the following conditions;

**THE SALE TO BE CONSUMMATED BY  
PROMISSORY NOTE/MORTGAGE SALE**

<b>PROMISSORY/ MORTGAGE SALE</b>	1. The Purchase Price of <u>\$1,125.00 plus closing costs to be determined at closing</u> shall be paid to the Seller when the above described property is sold, refinanced, transferred in any manner, conveyed or otherwise disposed of by the Purchaser as evidence by a Promissory Note. A mortgage will be executed and recorded at the time of closing to secure repayment. The mortgage will include the above described property and the adjacent property currently owned by Purchaser. Purchaser is responsible to pay for the recording costs of the mortgage and discharge of mortgage and said amounts will be added to the purchase price at the time of closing. In the event the Purchaser fails to pay the purchase price when due, the Seller may foreclose by advertisement on the mortgaged premises and Purchaser agrees to pay Seller's reasonable attorney fees and all costs associated with said foreclosure. Should this property or the property at <u>1327 Walnut, Wyandotte, MI</u> be foreclosed on by any Financial or County Entity this property shall be returned to the Seller.
<b>Evidence of Title</b>	2. As evidence of title, Seller agrees to furnish Purchaser as soon as possible, a Policy of Title Insurance in an amount not less than the purchase price, bearing date later than the acceptance hereof and guaranteeing the title in the condition required for performance of this agreement, will be accepted. Purchaser is responsible to pay for the Title Insurance premium.
<b>Time of Closing</b>	3. If this offer is accepted by the Seller and if title can be conveyed in the condition required hereunder, the parties agree to complete the sale upon notification that Seller is ready to close.
<b>Purchaser's Default</b>	4. In the event of default by the Seller hereunder, the purchaser may, at his option, elect to enforce the terms hereof or demand, and be entitled to, an immediate refund of his entire deposit in full termination of this agreement.
<b>Seller's Default</b>	5. If objection to the title is made, based upon a written opinion of Purchaser's attorney that the title is not in the condition required for performance hereunder, the Seller shall have 30 days from the date, is notified in writing of the particular defects claimed, either (1) to remedy the title, or (2) to obtain title insurance as required above, or (3) to refund the deposit in full termination of this agreement if unable to remedy the title the Purchaser agrees to complete the sale within 10 days of written notification thereof. If the Seller is unable to remedy the title or obtain title insurance within the time specified, the deposit shall be refunded forthwith in full termination of this agreement.
<b>Title Objections</b>	6. The Seller shall deliver and the Purchaser shall accept possession of said property, subject to rights of the following tenants: _____ If the Seller occupies the property, it shall be vacated on or before _____ From the closing to the date of vacating property as agreed, SELLER SHALL PAY the sum of \$ _____ per day. THE BROKER SHALL RETAIN from the amount due Seller at closing the sum of \$ _____ as security for said occupancy charge, paying to the Purchaser the amount due him and returning to the Seller the unused portion as determined by date property is vacated and keys surrendered to Broker.
<b>Taxes and Prorated Items</b>	7. All taxes and assessments which have become a lien upon the land at the date of this agreement shall be paid by the Seller. Current taxes, if any, shall be prorated and adjusted as of the date of closing in accordance with <u>due date</u> (Insert one: "Fiscal Year" "Due Date." If left blank, Fiscal Year applies) basis of the municipality or taxing unit in which the property is located. Interest, rents and water bills shall be prorated and adjusted as of the date of closing. Due dates are August 1 and December 1.
<b>Broker's Authorization</b>	8. It is understood that this offer is irrevocable for fifteen (15) days from the date hereof, and if not accepted by the Seller within that time, the deposit shall be returned forthwith to the Purchaser. If the offer is accepted by the Seller, the Purchaser agrees to complete the purchase of said property within the time indicated in Paragraph 3.  9. The Broker is hereby authorized to make this offer and the deposit of <u>N/A</u> Dollars may be held by him under Act No. 112. P.A. of 1960 Sect. 13, (j) and applied on the purchase price if the sale is consummated.

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

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

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

The closing of this sale shall take place at the office of \_\_\_\_\_

However, if a new mortgage is being applied for, Purchasers will execute said mortgage at the bank or mortgage company from which the mortgage is being obtained. Additional conditions, if any: Contingent upon the following: 1. City Council approval 2. Seller agrees, at closing, to combine this property with property currently owned by Purchaser known as 1327 Walnut. Purchaser will be responsible for closing fees including, but not limited, to engineering costs, title premium and recording fees. Closing fees will be included into the Promissory Note/Mortgage amount. Further, a deed restriction will be placed on the deed which will indicate that if the property at 1327 Walnut is foreclosed on by any entity the property being purchased under this Agreement will revert back to the City of Wyandotte.

☐ CHECK BOX IF CLOSING FEE OF \$200.00 IS TO BE PAID BY PURCHASER IS REQUIRED.

IN PRESENCE OF:

Joan Cochran Joan Pollum  
Joan Cochran, A/K/A Joan Pollum, Purchaser

L.S.  
Purchaser

Address 1327 Walnut, Wyandotte, MI

Dated 10-25-18

Phone: 734 624 8186

**BROKER'S ACKNOWLEDGMENT OF DEPOSIT**

Received from the above named Purchaser the deposit money above mentioned, which will be applied as indicated in Paragraphs 8 and 9 above, or will be returned forthwith after tender if the foregoing offer and deposit is declined.

Address \_\_\_\_\_

Phone \_\_\_\_\_

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

This is a co-operative sale on a \_\_\_\_\_ basis with \_\_\_\_\_

**ACCEPTANCE OF OFFER**

TO THE ABOVE NAMED PURCHASER AND BROKER:

The foregoing offer is accepted in accordance with the terms stated, and upon consummation Seller hereby agrees to pay the Broker for services rendered a commission of (\_\_\_\_\_ Dollars) (\_\_\_\_\_ per cent of the sale price), which shall be due and payable at the time set in said offer for the consummation of the sale, or if unconsummated, at the time of Seller's election to refund the deposit, or of Seller's or Purchaser's failure, inability or refusal to perform the conditions of this offer; provided, however, that if the deposit is forfeited under the terms of said offer, the Seller agrees that one-half of such deposit (but not in excess of the amount of the full commission) shall be paid to or retained by the Broker in full payment for services rendered.

By the execution of this instrument, the Seller acknowledges the receipt of a copy of this agreement.

CITY OF WYANDOTTE:

IN PRESENCE OF:

Joseph R. Peterson, Mayor L.S.  
Seller

Lawrence S. Stec, City Clerk L.S.  
Address 3200 Biddle Ave., Wyandotte Seller

Dated: \_\_\_\_\_ Phone 734-324-4555

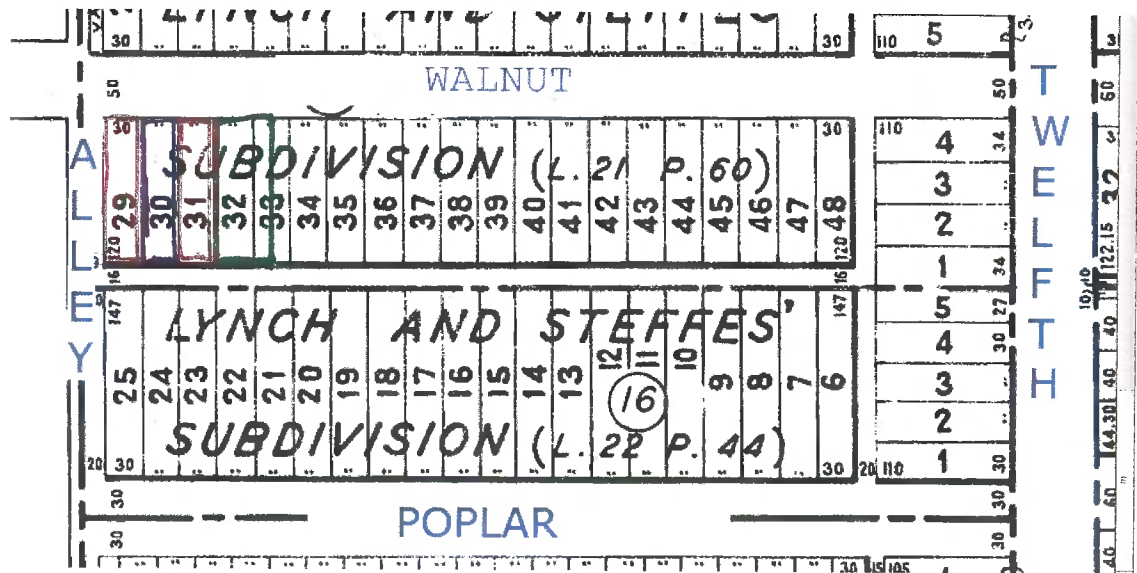
**PURCHASER'S RECEIPT OF ACCEPTED OFFER**

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

Dated \_\_\_\_\_

L.S.  
Purchaser

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



1327 Walnut - LOT 32 ALSO WLY 15.00 FT OF LOT 33 LYNCH LOT NO. 6 L21 P60 Lot Size: 45' x 120'

1331 Walnut - LOT 31 LYNCH AND STEFFES SUB OF LOT NO. 6 T3S R11E L21 P60 Lot Size: 30' x 120' City

1337 Walnut - LOT 30 LYNCH AND STEFFES SUB OF LOT NO. 6 T3S R11E L21 P60 Lot Size: 30' x 120'

1343 Walnut - LOT 29 LYNCH AND STEFFES SUB OF LOT NO. 6 T3S R11E L21 P60 Lot Size: 30' x 120' City

## **RESOLUTION**

DATE: December 3, 2018

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

BE IT RESOLVED that Council concurs with the communication from the City Engineer regarding the sale of Former 1331 Walnut, Wyandotte; AND

BE IT FURTHER RESOLVED that Council accepts the offer from Joan Cochran to acquire 22.5 feet of the Former 1331 Walnut in the amount of \$1,125.00; AND

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

I Move the adoption of the foregoing resolution.

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

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

### **YEAS**

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

### **COUNCIL**

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

### **NAYS**

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

**RESOLUTION**

DATE: December 3, 2018

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

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

I Move the adoption of the foregoing resolution.

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

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

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

# REPORTS & MINUTES

## CITY OF WYANDOTTE BEAUTIFICATION COMMISSION MEETING MINUTES, APPROVED OCTOBER 10, 2018

**Members Present:** John Darin, Chairman, Kelly Dodson, Barbara Freese, Andrea Fuller, Noel Galeski, Patricia Iacopelli, Wendy Leach, Linda Orta

**Members Excused:** Michael Bak, Stephanie Pizzo, Alice Ugljesa

**Guest(s):**

1. Call to Order: The meeting was called to order by John at 6:05 pm.
2. Approval of Agenda: Motion was made by Andrea, seconded by Linda, to approve this meeting's agenda as presented. The motion was approved.
3. Reading and Approval of Previous Minutes:
  - a. September 12, 2018 Regular Meeting: After review of the minutes, Noel made a motion, seconded by Kelly, to approve the draft minutes of the September 12, 2018 regular meeting of the Beautification Commission without change. The motion was approved.
4. Chairperson's Report:
  - a. Welcome to New Beautification Commissioners - Ms. Barbara Freese & Ms. Wendy Leach: John introduced and extended a warm welcome to Ms. Barbara Freese and Ms. Wendy Leach, newly-appointed Beautification Commissioners. Both appointment recommendations were approved by City Council at its October 8, 2018 meeting. Barbara is replacing Bill Summerell, and her term will expire April, 2021. Wendy is replacing April Treece, and her term will expire April, 2019. Both new commissioners were congratulated, and discussion followed.
  - b. Documents: An updated Attendance Log and Commissioner Contact List were distributed. Noel's email address will be updated.
  - c. Approved Request for One-Time Supplemental Funding: John reported that the DDA BOD approved the Commission's request for supplemental funding in the amount of \$600.00, and this was approved by City Council.
  - d. Approved Request for FY2018-2019 Operating Budget: John reported that the DDA BOD approved the Commission's request for FY2018-2019 operating budget in the amount of \$8,000.00, and this was approved by City Council.
  - e. Vendor Forms Required for City Treasurer's Office: John distributed the Vendor Information Forms from Accounting that are now required of all City Board and Commission members for purposes of reimbursement of related out-of-pocket expenses. All commissioners present completed the forms, and handed them off to Security, who placed them on Julie's desk at the conclusion of the meeting. John will email the forms and instructions to Alice, Michael, and Stephanie.
  - f. Training Opportunities for Commission Members: John distributed information from the City Clerk's office regarding training opportunities for board and commission members. The opportunities were reviewed. It was noted that training expenses will be reimbursed by the city.
5. Treasurer's Report:
  - a. FY 2017-2018 Year-End Expense Report: It was reported that there was a \$15 BCSEM meeting registration fee expense, leaving a fiscal year-end balance of \$4.88 in the Commission's primary account. There were no expenses posted to the GFM Reserve account, leaving a fiscal year-end balance of \$389.97.
  - b. FY 2018-2019 Expense Report: It was reported that there were expenses for hanging basket balance due and FDR municipal membership fee totaling \$70.00, leaving a current balance of \$7,930.00 in the Commission's primary account. There was an expense of \$53.73 posted to the GFM Reserve account, leaving a current balance of \$336.24.
  - c. FY 2018-2019 Budget Plan for Review: John distributed a proposed FY 2018-2019 Budget Plan for review. It was noted that the specific budget amounts in each Expense Category may be changed as the year progresses and as the Commission's needs become better defined over the coming months. Andrea made a motion, seconded by Noel, to approve the Proposed FY 2018-2019 Budget Plan, as presented. The motion was approved.



6. Public & Media Relations and Event Marketing Report:
  - a. Garfield Elementary School Grant Application: Andrea reported on the Commission's Facebook conversations and posts. It was noted that John will write a letter on behalf of the Beautification Commission recommending the Sarah Grogh and Garfield Elementary School for a gardening project grant. Only 6 such grants will be awarded nationwide.
  - b. Vandalism of Arbor Planter Pot: Andrea provided an update on the vandalized planter pot at the arbor area. It was cleaned up by Maggie, who also filed a police report. This event was well-covered on the Commission's Facebook page.
  - c. Family Cleans Up Bishop Park: Andrea reported that the Flinkman family of Wyandotte celebrated their daughter's 7<sup>th</sup> birthday by cleaning up Bishop Park, per their daughter's request! The Beautification Commission extends a big Thank You to the Flinkman family for their hard work in keeping Wyandotte beautiful!
7. "Adopt-A-Spot in Wyandotte" Program Update: There was nothing significant to report. John will email all AAS volunteers to remind them to clean up their adopted areas as we move into Fall and Winter.
8. Community Garden Relocation Update:
  - a. Relocation of the Community Garden, Garden Closed 10/8/18: John reported that the community garden site was officially closed on 10/8/18. All garden bed frames were removed on October 8<sup>th</sup>. The remainder of the community garden will be demoed this week. John will send another urgent email to all community gardeners requesting them to remove their personal effects and decorations. All community gardeners received a communication from the City dated September 24, 2018, informing them of the upcoming changes.
  - b. Removal of Signs in Community Garden Beds: John reported that he sent a communication to all community gardeners that political or organizational signage of any kind is not permitted on city property. All signage was removed by the Ordinance Officer.
9. Old Business: There was no Old Business.
10. New Business:
  - a. Recommendation To Announce all Beautification Award Winners Not In Attendance: It was reported that there were some homeowners dis-satisfied with the Commission's decision to only announce the award-winning businesses that were not in attendance at the Beautification Awards Presentation. After much discussion, it was agreed by consensus that all residential and business award recipient addresses will be specifically named on camera during the awards presentations. The Commission may need to review its deadline dates to ensure sufficient time for homeowner acceptance of rules and award.
11. Round-Table Reports and Announcements: There were no Round-Table Reports or Announcements.
12. Next Meeting: The next regular meeting of the Beautification Commission has been scheduled for **Wednesday, November 14, 2018** at 6:00 pm at City Hall, Mayor's Conference Room, Third Floor, 3200 Biddle Avenue.
13. Adjournment: The meeting was adjourned at 7:56 pm.



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John M. Darin  
Chairman, Wyandotte Beautification Commission

CITY OF WYANDOTTE  
BEAUTIFICATION COMMISSION MEETING MINUTES, DRAFT  
NOVEMBER 14, 2018

Members Present: John Darin, Chairman, Kelly Dodson, Barbara Freese, Noel Galeski, Patricia Iacopelli, Wendy Leach, Linda Orta, Stephanie Pizzo, Alice Ugljesa

Members Excused: Michael Bak, Andrea Fuller

Guest(s):

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 Patricia, to approve this meeting's agenda as presented. The motion was approved.
3. Reading and Approval of Previous Minutes:
  - a. October 10, 2018 Regular Meeting: After review of the minutes, Linda made a motion, seconded by Wendy, to approve the draft minutes of the October 10, 2018 regular meeting of the Beautification Commission, as revised. The motion was approved.
4. Chairperson's Report:
  - a. Documents: An updated Attendance Log and Commissioner Contact List were distributed. In addition, a list of Monarch Waystations registered in Wyandotte was distributed and reviewed.
  - b. Linda Orta Resignation: Linda informed the Commission that she is tendering her resignation from the Beautification Commission, effective at the end of this meeting. The Beautification Commission is indebted to Linda Orta for her many years of volunteer service. Linda has been an extraordinary, hard-working, tireless volunteer for the Beautification Commission for over 12 years. Her gardening skills were put to great use in her role as the Beautification Commission's Landscape Coordinator. Linda has been primarily responsible for the plant designs and color schemes in the Commission plantings throughout the downtown area. She will be missed from the Commission.
  - c. Action Items: Approval of 2019 Officers & Calendar:
    - 1) 2019 Officers & Coordinators: After review and discussion, motion by Alice, seconded by Patricia to approve the Beautification Commission 2019 Officers & Commissioners, as listed below:

Chairperson:	John Darin
Corresponding Secretary:	Andrea Fuller
Recording Secretary:	John Darin
Treasurer:	Patricia Iacopelli
Adopt-A-Spot Program Coordinator	Wendy Leach
Beautification Awards Coordinator:	Alice Ugljesa
Community Garden Coordinator:	Barbara Freese
District Court Work Force Coordinator:	Alice Ugljesa
Department of Public Services Coordinator:	Alice Ugljesa
Hanging Basket Coordinator:	Alice Ugljesa
Holiday Lighting Awards Coordinator:	Michael Bak
Landscape Planting Coordinator:	Team
Planter Pot Coordinator:	Stephanie Pizzo
Public Relations & Social Media Coordinator:	Andrea Fuller
Spring Clean-Up Coordinator:	Noel Galeski
Spring Dig-In Coordinator:	Noel Galeski
Volunteer Coordinator:	Kelly Dodson

- 2) 2019 Meeting Dates: After review and discussion, motion by Alice, seconded by Patricia to approve the Beautification Commission 2019 Meeting Dates, as listed below:

January 9, 2019  
February 13, 2019  
March 13, 2019  
April 10, 2019  
May 8, 2019  
June 12, 2019  
July 17, 2019  
August 14, 2019  
September 11, 2019  
October 9, 2019  
November 13, 2019  
December 11, 2019

- 3) 2019 Special Event Dates: After review and discussion, motion by Noel, seconded by Alice to approve the Beautification Commission 2019 Special Event Dates, as listed below:

January 14, 2019	Residential Outdoor Holiday Lighting & Decorating Awards Presentations
April 13, 2019	City-Wide Spring Clean-Up
April 27, 2019	Community Garden Opening
May 18, 2019	Spring Dig-In
September 9, 2019	Beautification Awards Presentations
November 9, 2019	Community Garden Closing

5. Treasurer's Report:

- a. FY 2017-2018 Year-End Expense Report: It was reported that there was a \$20 balance-of-payment for autumn hanging baskets expense, leaving a fiscal year-end balance of (\$15.12) in the Commission's primary account. There were no expenses posted to the GFM Reserve account, leaving a fiscal year-end balance of \$389.97.
- b. FY 2018-2019 Expense Report: It was reported that there were expenses for winter hanging baskets and holiday decorating awards totaling \$391.53, leaving a current balance of \$7,558.47 in the Commission's primary account. There were expenses totaling \$113.73 for seasonal decorations at the Nanna's pot posted to the GFM Reserve account, leaving a current balance of \$276.24.

6. Public & Media Relations and Event Marketing Report:

- a. Garfield Elementary School Grant Application: Andrea reported that John wrote a letter on behalf of the Beautification Commission recommending the Sarah Grogh and Garfield Elementary School for a gardening project grant from the Klorane Botanical Foundation. Only 6 such grants will be awarded nationwide.

7. "Adopt-A-Spot in Wyandotte" Program Update: John emailed all AAS volunteers to remind them to clean up their adopted areas as we move into Fall and Winter. Wendy reported that Pastor Rose of the United Family Church is interested in volunteering his congregation to adopt a suitable spot to plant flowers. He also wants to place a "Blessings Box" with non-perishable food for the hungry in it, similar to the little library book boxes placed around the city. The Commission approved this idea, and specifically recommended planting at the Bishop Park Log Cabin. Wendy was requested by the Commission to request that her Pastor contact Justin Lanagan for further approval. Wendy will contact John once those additional discussions have concluded.

8. Community Garden Relocation Update: There was much discussion regarding the process of the community garden relocation. The Beautification Commission has difficulty with significant decisions being made without regard for our participation and input in the discussions and planning. Following discussion, it was the unanimous consensus of the Beautification Commission that the Commission must be involved in any and all additional community garden relocation planning going forward. John was requested to write an email to the city expressing the Commission's concerns and desires.
9. Winter Hanging Baskets: Michael has designed and installed the winter hanging baskets at the arbor, at a significant cost-savings to the Commission. They look very beautiful!
10. Holiday Lighting Awards: It was noted that there will be a special Beautification Commission meeting on Wednesday, December 12<sup>th</sup> for Holiday Lighting Awards selections. The awards presentations are scheduled for the City Council meeting on Monday, January 14, 2019. Michael will be purchasing the personalized ornaments from Bronner's again this year. Andrea developed and distributed another very beautiful flyer with registration form announcing the contest and rules.
11. Old Business:
  - a. City Landmark Grounds Maintenance: There was much discussion regarding city expectations of the Beautification Commission volunteers performing grounds maintenance services at the Fort Street electronic sign (a very dangerous location), as well as at other high-visibility city landmarks. After discussion, it was the unanimous consensus and recommendation of the Beautification Commission that grounds maintenance for the Fort Street electronic sign, as well as other large, high-visibility city landmarks, be contracted with professional grounds maintenance companies, and/or assumed in whole or in part, by the Wyandotte DPS. The Commission respectfully declines any further direct participation in that regard. John was requested to write an email to the city expressing the Commission's concerns and desires.
12. New Business:
  - a. Need ID Badges for New Commissioners Barbara Freese and Wendy Leach: John requested that Barbara and Wendy submit suitable head shot photos to John, so he can forward them to David Fuller to produce ID badges with lanyards.
13. Round-Table Reports and Announcements: John announced that the Beautification Council of Southeastern Michigan (BCSEM) Winter Quarterly Meeting is being hosted by Keep Detroit Beautiful, and will be held on Thursday, December 13, 2018 from 9:00 am – 1:30 pm at the Corner Ballpark, 1680 Michigan Avenue, the site of the former Tiger Stadium. All commissioners are encouraged to attend. The \$15 registration fee will be reimbursed. John will email the invitation and registration form to all.
14. Next Meeting: A special meeting of the Beautification Commission is scheduled for Wednesday, December 19, 2018 at 6:00 pm at City Hall, Mayor's Conference Room, Third Floor, 3200 Biddle Avenue for selection of Holiday Lighting Award recipients. The next regular meeting of the Beautification Commission is scheduled for Wednesday, January 9, 2019 at 6:00 pm at City Hall, Mayor's Conference Room, Third Floor, 3200 Biddle Avenue.
15. Adjournment: The meeting was adjourned at 7:36 pm.



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John M. Darin  
Chairman, Wyandotte Beautification Commission

11/21/2018 04:12 PM

User: ktrudell

DB: Wyandotte  
Receipt #

## RECEIPT REGISTER FOR CITY OF WYANDOTTE

Page: 1/2

Post Date from 11/21/2018 - 11/21/2018    Open Receipts

Receipt #	Date	Cashier	Wkstn	Received Of	Amount
O 700301 MONTHLY DEL TAX SETTLEMENT OCT 2018 REC# 456404	11/21/2018	ktrudell	F2	WAYNE COUNTY TREAS	5,826.29 CITY CHECK 2591118
O 700302 CENTRAL ANIMAL CONTROL, CONSOLIDATED ASSESSING, CENTRAL DISPATCH JUL-SEP REC# 456405	11/21/2018	ktrudell	F2	CITY OF SOUTHGATE	120,598.04 CITY CHECK 092205
O 700303 FIRE REPORT REC# 456406	11/21/2018	ktrudell	F2	HERNDON & ASSOC	10.00 CITY CHECK 45179
O 700306 REFUND-PYT MADE OFF QUOTE IN ERROR & PRIOR CREDIT BALANCE REC# 456407	11/21/2018	ktrudell	F2	FOUR STAR SALES LLC	359.48 CITY CHECK 004958
O 700308 POLICE DEFINED BENEFIT REC# 456408	11/21/2018	ktrudell	F2	CITY OF WYANDOTTE	586.49 CITY CHECK 131793
O 700309 COBRAGUARD-MEYRING, JOHNSON REC# 456409	11/21/2018	ktrudell	F2	ITEDIUM	268.40 CITY CHECK 085173
				Total of 6 Receipts	127,648.70

11/21/2018 04:12 PM

## RECEIPT REGISTER FOR CITY OF WYANDOTTE

Page: 2/2

User: ktrudell

Post Date from 11/21/2018 - 11/21/2018 Open Receipts

DB: Wyandotte

Receipt #	Date	Cashier	Wkstn	Received Of	Amount
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## \*\*\* TOTAL BY GL DISTRIBUTION \*\*\*

101-000-068-013 DWNRIVR CENTRAL DISPATCH	64,364.38
101-000-068-015 D/T/F Downriver Animal Control	16,406.73
101-000-068-016 DR CONSOLIDATED ASSESSING	39,826.93
101-000-411-085 COUNTY DEL TAX SETTLEMENT	5,826.29
101-000-655-040 RECEIPTS-MISCELLANEOUS	10.00
499-200-850-539 Beautification Commission	359.48
731-000-392-040 Res. Police & Fire Employee Contrib	586.49
732-000-231-020 Payroll W/H-Hospital Insurance	268.40
<b>TOTAL - ALL GL NUMBERS:</b>	<b>127,648.70</b>

## \*\*\* TOTAL BY FUND \*\*\*

101 General Fund	126,434.33
499 DDA tax increment Finance Fund	359.48
731 Retirement System Fund	586.49
732 Retiree Health Care Fund	268.40
<b>TOTAL - ALL FUNDS:</b>	<b>127,648.70</b>

## \*\*\* TOTAL BY BANK \*\*\*

Tender Code/Desc.	
GEN GENERAL OPERATING FUND	(CCK) CITY CHECK
	126,434.33
<b>TOTAL:</b>	<b>126,434.33</b>

RETIR WYANDOTTE EMPLOYEES RETIREMENT SYSTEM

(CCK) CITY CHECK	854.89
<b>TOTAL:</b>	<b>854.89</b>

SPEC SPECIAL REVENUE FUNDS

(CCK) CITY CHECK	359.48
<b>TOTAL:</b>	<b>359.48</b>

<b>TOTAL - ALL BANKS:</b>	<b>127,648.70</b>
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## \*\*\* TOTAL OF ITEMS TENDERED \*\*\*

Tender Code/Desc.	
(CCK) CITY CHECK	127,648.70
<b>TOTAL:</b>	<b>127,648.70</b>

## \*\*\* TOTAL BY RECEIPT ITEMS \*\*\*

(1) COBRA: COBRA GUARD (ITEDIUM)	268.40
(1) DA: DR CENTRAL ANIMAL CONTROL	16,406.73
(1) DC: DR CONSOLIDATED ASSESSING	39,826.93
(1) DI: DWNRIVR CENTRAL DISPATCH	64,364.38
(1) EP: PD EMPLOYEE PENSION CONTR	586.49
(1) MZ: MISC CASH/VARIOUS	359.48
(1) RE: RECEIPTS-MISCELLANEOUS	10.00
(1) TS: COUNTY DEL TAX SETTLEMENT	5,826.29
<b>TOTAL - ALL RECEIPT ITEMS:</b>	<b>127,648.70</b>

## ***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, November 13, 2018. Commissioner Harris called the meeting to order at 6:00 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 October 23, 2018. Motion carried unanimously.

### **UNFINISHED BUSINESS**

1. *Update on building renovations Station 1*  
Chief Carley stated still moving along with no completion date as of yet.

### **COMMUNICATIONS**

*"Thank You" letter received from Beaumont Hospital-Trenton dated 9/26/2018*  
Chief Carley stated that each employee received copy of letter as well as placed in each personnel file. Commissioner Melzer motioned to receive and place on file; supported by Commissioner Heck. Motion carried.

### **DEPARTMENTAL**

1. *Wyandotte Fire Department monthly report "October 2018"*  
Chief Carley stated for the month of October we had 228 rescue runs, with average response time of 3 minutes 31 seconds and that \$100,390.50 was billed out. Also noted we provided 12 mutual aid rescues and received 4. Commissioner Melzer motioned to receive report and place on file; supported by Commissioner Heck. Motion carried.



**DEPARTMENTAL (continued)**

2. *Department bills submitted November 7, 2018 in the amount of \$7,281.33*  
Commissioner Melzer motioned to pay bills and accounts submitted as stated above; supported by Commissioner Heck. Roll call; motion carried.
3. *Daily Reports*  
Commissioner Melzer motioned to receive and place on file reports; supported by Commissioner Heck. Motion carried.
4. *Request from FF/D Rothe to drive ladder truck with family in parade November 17, 2018*  
Commissioner Melzer motioned to approve request; supported by Commissioner Heck. Motion carried.

**LATE ITEMS**

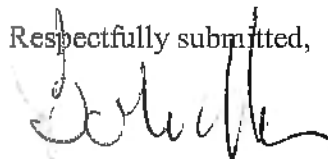
Chief Carley submitted request from Wyandotte VFW Post 1136 to drop off Santa on Sunday, December 2<sup>nd</sup> for their annual Children's Christmas party. Commissioner Melzer motioned to approve, supported by Commissioner Heck. Motion carried.

Chief Carley submitted to Commission Grievance #18-01. Commissioner Melzer motioned to receive and place on file; supported by Commissioner Heck. Motion carried.

**ADJOURNMENT**

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

Respectfully submitted,

 11-27-18

Bobie Heck  
Secretary

MI/lm

# City of Wyandotte

## Police Commission Meeting

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Regular Commission Meeting  
November 13, 2018

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### **ROLL CALL**

Present: Commissioner John Harris  
Commissioner Doug Melzer  
Commissioner Bobie Heck  
Chief Brian Zalewski

Absent: NONE

Others Present: NONE

The regular meeting was called to order at the Wyandotte Police Department, 2015 Biddle Avenue, Wyandotte, Michigan by Chairperson, Commissioner Harris at 6:23 p.m.

The Minutes from the regular Police Commission meeting on October 23, 2018 were presented.

Melzer moved, Heck seconded,  
CARRIED, to approve the regular minutes of October 23, 2018, as presented.

### **UNFINISHED BUSINESS**

NONE

### **COMMUNICATIONS**

NONE

### **DEPARTMENTAL**

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

Again, nothing out of the ordinary with respect to the statistics.

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

#### **2. Resignation of Officer / Hiring of New Officer**

This particular officer was going through the 3<sup>rd</sup> phase of the FTO program, but wasn't progressing. In fact, he was regressing in several areas. Also, it was taking some extra time to complete reports, and he didn't show much initiative, i.e. learning the city ordinances etc.

The next person on the patrol officer hiring list is a female, Jorden Judge, who had a very good background investigation. She is currently an officer in Ypsilanti; so, she is already licensed.

The Department feels she is a good hire and gave her a conditional offer of employment. However, she still needs to take the psychological and physical exams.

If all goes according to plan, and Council approves, she should start on December 10, 2018.

Melzer moved, Heck seconded,  
CARRIED, to approve the hiring of Jorden Judge contingent upon her passing both the psychological and physical exams.

**3. Bills and Accounts – November 13, 2018, \$29,087.77**

Melzer moved, Heck seconded  
A Roll Call was held and the Motion  
CARRIED, to approve payment of the bills for November 13, 2018, \$29,087.77

**NEW BUSINESS.**

**1. November 27, 2018 Police and Fire Commission Meeting**

The Police Department requested that their portion of the next regularly scheduled meeting be cancelled due to very limited, non-urgent agenda items. The Commissioners concurred that this would be acceptable.

However, the Fire Department will meet as scheduled, in the 2<sup>nd</sup> floor conference room of the Police Department.

**2. Police Department Auction**

Chief Zalewski informed the Commissioners that the recent auction went well, and the Department brought in approximately \$6,000 through this event.

**3. In-Car Videos / Body Cameras**

Commissioner Melzer wanted to know what the Chief's view was on the use of in-car videos and / or body cameras for it's officers in the future.

Chief Zalewski said body cameras may be utilized sometime in the future, but we would need to determine the system we would want to use and all the associated costs. There are things to consider including the amount of data storage, retention schedules and labor to supply those videos when requested.

The Chief believes there are some definite benefits to using body cameras, including showing that many claims against officers are unwarranted and just not true.

The prosecutors love when videos are available.

#### 4. Community Events

Chief Zalewski said the Halloween activities went well; there were really no problems to speak of.

The Wyandotte Christmas Parade is this Saturday, November 17, 2018.

The Department will once again host the "Shop With A Cop" program for Christmas this year. The event will take place at Meijer's in Southgate on December 3<sup>rd</sup>.

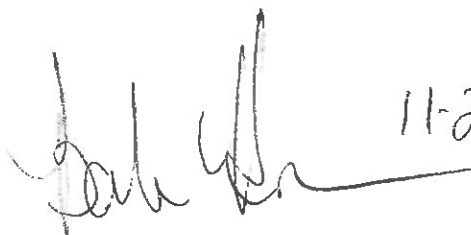
*Members of the Audience*

#### **ADJOURNMENT**

Since there was no further business to come before the Commission, there was a motion to adjourn the meeting at 6:53 p.m.

Melzer moved, Heck seconded,  
CARRIED, to adjourn meeting at 6:53 p.m.

Laura Allen  
Administrative Assistant  
Wyandotte Police Department



11-27-18

# City of Wyandotte

## Police Commission Meeting

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Regular Commission Meeting  
November 27, 2018

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### **ROLL CALL**

Present: Commissioner John Harris  
Commissioner Doug Melzer  
Commissioner Bobie Heck  
Chief Brian Zalewski

Absent: NONE

Others Present: NONE

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 November 13, 2018 were presented.

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

### **UNFINISHED BUSINESS**

NONE

### **COMMUNICATIONS**

NONE

### **DEPARTMENTAL**

#### **1. 2019 Police and Fire Commission Meeting Calendar**

The 2019 Calendar follows the same format as in previous years with meetings being held every second and fourth Tuesday. The Police and Fire Departments will alternate holding their meeting first.

Melzer moved, Heck seconded,  
CARRIED, to accept and implement the 2019 Police and Fire Commission Meeting Calendar as presented.

#### **2. Possible Community Implications – Legalization of Recreational Marijuana**

Proposal 1 passed in the recent Michigan election, effectively legalizing the use of recreational marijuana in the state. However, federally, it is still illegal.

The new law will take effect December 6th, 2018. There was discussion with the Commission on options communities will have with regulating or prohibiting commercial dispensaries. The Chief will keep the Commission informed on any updates or decisions affecting the city.

Melzer moved, Heck seconded,  
CARRIED, to receive and place on file the recreational marijuana related documents Chief Zalewski submitted.

**3. Bills and Accounts – November 27, 2018, \$32,683.60**

Melzer moved, Heck seconded  
A Roll Call was held and the Motion  
CARRIED, to approve payment of the bills for November 27, 2018, \$32,683.60

**NEW BUSINESS.**

**1. Shop With A Cop**

Chief Zalewski reminded the Commissioners our event is coming up this Monday, December 3, 2018, at the Meijers in Southgate.

**2. Police Response to Home Fire**

Commissioner Harris wanted to specifically recognize those officers who responded to a recent home fire and saved a woman who was trapped in her basement. Those officers included C. Barwig, J. Webb, N. Stathakis and A. Stathakis.

All of the Commissioners were grateful for the officers' efforts as well as the firefighters who were on scene.

*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 6:53 p.m.

Melzer moved, Heck seconded,  
CARRIED, to adjourn meeting at 6:53 p.m.

Laura Allen  
Administrative Assistant  
Wyandotte Police Department



**RETIREMENT COMMISSION MEETING MINUTES**  
**Friday – October 19, 2018**

Meeting called to order at 9:06 a.m. by Chairman Browning. All present except Commissioner Harkleroad indicated he would be late. Mr. Harkleroad arrived at 9:15 a.m. Susan Schultz was present at the staff meeting in place of the Clerk, Larry Stec, who arrived at 9:12 a.m.

**ROLL CALL:**

**PRESENT:** Commissioners: Brohl, Browning, Harkleroad, LaManes, Lyon, Roberts and Szczechowski

**ALSO PRESENT:** Frank Deeter—Oppenheimer & Company  
William Look – City Attorney

**MOTION** by Commissioner Brohl, **SUPPORTED** by Commissioner Lyon

**RESOLVED** that the minutes held under the date of September 21, 2018 be approved as recorded with no objection.

**MOTION UNANIMOUSLY CARRIED**

**PRESENTATIONS:**

Frank Deeter made the presentation and spoke of the following highlights:

- 1.08% increase in portfolio value
- Fed in on the path to normal
- ¼% increase expected in December
- Increase in volatility when rates are increased
- ¼% will produce less volatility

**MOTION** by Commissioner Lyon, **SUPPORTED** by Commissioner Brohl

**RESOLVED** by the Wyandotte Employees Retirement Commission that the monthly report from Mr. Frank Deeter of Oppenheimer & Company, Inc. regarding the September 2018 market segment 1 be received and placed on file.

**MOTION UNANIMOUSLY CARRIED**

**COMMUNICATIONS:**

**MOTION** by Commissioner Brohl, **SUPPORTED** by Commissioner LaManes

**RESOLVED** by the Wyandotte Employees Retirement Commission that the memo and two attachments by Lekity – Deputy City Clerk – regarding the Redevelopment Ready Communities program training opportunities for City Boards, Committees, Council and Commission members be received and placed on file.

**MOTION UNANIMOUSLY CARRIED**

**MOTION** by Commissioner Harkleroad, **SUPPORTED** by Commissioner Lyon

**RESOLVED** by the Wyandotte Employees Retirement Commission that a motion to offer a “13<sup>th</sup> Check” be received and placed on file, cost not to exceed \$200,000.

**MOTION DENIED**

**Yeas:** Commissioners Harkleroad and Lyon

**Nays:** Commissioners Brohl, Browning, LaManes, Roberts and Szczechowski



Commissioner Harkleroad asked Commissioner LaManes for an update on the credited service schedule. Commissioner LaManes asked the request remain open and held under "Unfinished Business".

**ADJOURNMENT.**

**MOTION** by Commissioner Harkleroad, **SUPPORTED** by Commissioner LaManes

**RESOLVED**, that the meeting be adjourned at 9:32 a.m.

**MOTION UNANIMOUSLY CARRIED**

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Lawrence S. Stec, Secretary  
Wyandotte Employee's Retirement Commission  
October 19, 2018

**MINUTES AS RECORDED**

**MINUTES OF THE MEETING OF November 7, 2018  
ZONING BOARD OF APPEALS AND ADJUSTMENT**

A meeting of the Zoning Board of Appeals and Adjustment of the City of Wyandotte was **called to order** by Chairperson Duran at **6:30 p.m.**, in the Council Chambers of the City Hall, 3200 Biddle Avenue, Wyandotte.

**MEMBERS PRESENT:** DiSanto  
Duran  
Flachsmann  
Gillon  
Nevin  
Olsen  
Szymczuk  
Trupiano  
Wienclaw

**MEMBERS ABSENT:** none

**ALSO PRESENT:** Peggy Green, Secretary

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A motion was made by Member Trupiano, supported by Member Szymczuk to approve the minutes of the October 3, 2018, meeting.

Yes: DiSanto, Duran, Flachsmann, Gillon, Nevin, Olsen, Szymczuk, Trupiano, Wienclaw

No: none

Abstain: none

Absent: none

Motion passed

---

**Appeal #3281 - GRANTED**

Bob Brown, 2341 Tittabawassee, Alger, Michigan (owner & appellant)

for a variance to obtain a building permit for a front porch at 509 Kings Highway, Lot 345 Emmon's Orchard Sub., in a RA zoning district, where the proposed conflicts with Article 21, Section 21 and Section 2100 of the Wyandotte Zoning Ordinance.

**Article 21 Section 21. Schedule of Regulations:**

A maximum of 35% lot coverage is a requirement in the RA zoning district. The proposed structure exceeds the maximum lot coverage by 139.4 square feet or 38.8% lot coverage.

**Section 2100:**

A minimum of 20 foot front yard setback for an addition or the average of the block which is 18.3 feet is required. The proposed front yard addition would have a setback of 14.0 feet, which exceeds the minimum by 4.3 feet.

**Proposed front porch does not hinder or obscure pedestrian or vehicular traffic and would not be detrimental to the orderly development and use of adjacent land and buildings, and will not impair the intent of the ordinance.**

A motion was made by Member Trupiano, supported by Member Wienclaw to grant this appeal.

Yes: DiSanto, Duran, Flachsmann, Gillon, Nevin, Olsen, Szymczuk, Trupiano, Wienclaw

No: none

Abstain: none

Absent: none

Motion passed

**Appeal #3282 - GRANTED**

Felnagrace Yoder, 244 Elm, Wyandotte, Michigan (owner & appellant)

for a variance **to obtain a building permit for an addition at 244 Elm**, Lot 12, Block 85, in a CBD zoning district, where the proposed conflicts with Section 2401.D.1 and Section 2100 of the Wyandotte Zoning Ordinance.

**Section 2401 D.1**

Nonconforming structures. Where a lawful structure exists at the effective date of adoption or amendment of this ordinance by reason of restrictions on area, lot coverage, height, yards or other characteristics of the structure or its location on the lot, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

No such structure may be enlarged or altered in a way which increases its nonconformity.

The existing non-conforming single family dwelling in the CBD zoning district is not allowed, thereby no altering or enlarging of the existing structure is allowed.

**Section 2100**

A conforming single family addition would have a front setback of 20' in an RA zoning district. The current front setback is 19'. The proposed addition would create a front yard setback of 11'.

**Proposed front and side additions will not be detrimental to the development of adjacent buildings or uses, and will not impair the purpose of the ordinance as written.**

A motion was made by Member Szymczuk, supported by Member Flachsmann to grant this appeal.

Yes: DiSanto, Duran, Flachsmann, Gillon, Nevin, Olsen, Szymczuk, Trupiano, Wienclaw

No: none  
Abstain: none  
Absent: none  
Motion passed

**Appeal #3283 - GRANTED**

David & Heidi Waggoner, 1029 – 16<sup>th</sup> Street, Wyandotte, Michigan (owner & appellant)

for a variance **to obtain a building permit for an addition at 1029 – 16<sup>th</sup> Street**, Lot 65 and N 19' of Lot 66, J.J. Perren's Sub., in a RA zoning district, where the proposed conflicts with Section 2100 of the Wyandotte Zoning Ordinance.

**Section 2100:**

In RA -One Family Residential zoning districts the minimum sideyard setback is four (4) feet. The proposed addition would encroach into the sideyard setback leaving only 3' or 36" of sideyard at the largest encroachment; therefore the building permit application is denied.

**Proposed side addition will not be detrimental to the development of adjacent buildings or uses, and will not impair the purpose of the ordinance as written.**

A motion was made by Member Olsen, supported by Member DiSanto to grant this appeal.

Yes: DiSanto, Duran, Flachsmann, Gillon, Nevin, Olsen, Szymczuk, Trupiano, Wienclaw  
No: none  
Abstain: none  
Absent: none  
Motion passed

**Appeal #3284 - GRANTED**

Kathleen Lilienthal Williams, 2214 – 21<sup>st</sup> Street, Wyandotte, Michigan (owner & appellant)

for a variance **to obtain a mechanical permit for an air conditioner unit to be located in the sideyard at 2214 – 21<sup>st</sup> Street**, S ½ Lot 723 also Lot 724, West Park Sub. No. 2, in a RA zoning district, where the proposed conflicts with Section 2402.L of the Wyandotte Zoning Ordinance.

**Section 2402.L:**

Mechanical equipment installed outside of one and two family dwellings and their attached structures shall not be installed in any front and or minimum required sideyard and shall be located behind the dwelling and not closer than 5' from property line. Proposed location of air condition unit would be located in the minimum required sideyard.

**Proposed location of air conditioning unit will not be detrimental to the development of adjacent buildings or uses, and will not impair the purpose of the ordinance as written.**

A motion was made by Member Wienclaw, supported by Member Trupiano to grant this appeal.

Yes: DiSanto, Duran, Flachsmann, Gillon, Nevin, Olsen, Szymczuk, Trupiano, Wienclaw

No: none

Abstain: none

Absent: none

Motion passed

**Appeal #3285 - GRANTED**

Mark Stauch, 629 – 6<sup>th</sup> Street, Wyandotte, Michigan (owner & appellant)

for a variance to obtain a building permit for a porch at 629 – 6<sup>th</sup> Street, Lots 71 and 72, Ford Manor Sub., in a RA zoning district, where the proposed conflicts with Section 2500.F.6 and Section 2100 of the Wyandotte Zoning Ordinance.

**Section 2500.F.6 and Section 2100**

The required front yard setback is 20'. The existing home has a front yard setback of 16.3', which is an existing nonconforming condition.

The allowed projection of an open porch is 6'. This would be an allowed front yard setback of 14'. The proposed front yard setback is 12'6".

**Proposed front porch does not hinder or obscure pedestrian or vehicular traffic and would not be detrimental to the orderly development and use of adjacent land and buildings, and will not impair the intent of the ordinance.**

A motion was made by Member Olsen, supported by Member Flachsmann to grant this appeal.

Yes: DiSanto, Duran, Flachsmann, Gillon, Nevin, Olsen, Szymczuk, Trupiano, Wienclaw

No: none

Abstain: none

Absent: none

Motion passed

**Appeal #3286 - GRANTED**

Raymond Parker, 1203 Superior, Wyandotte, Michigan (owner & appellant)

for a variance to obtain a building permit for a new single family dwelling with attached garage at 611 Orchard, Lots 17 and 18, Garfield Place Sub., Block 8, in a RA

zoning district, where the proposed conflicts with Section 2100 of the Wyandotte Zoning Ordinance.

**SECTION 2100:**

The proposed structures exceed the maximum lot coverage in a RA zoning district. 35% lot coverage is allowable whereas 39.9% lot coverage is proposed thereby exceeding the permissible lot coverage by 346.22 square feet.

**Proposed single family dwelling does not hinder or discourage additional residential development adjacent to current land or buildings, does not hinder pedestrian or vehicular traffic, and does not impair the purpose of the ordinance as written.**

A motion was made by Member Flachsmann, supported by Member DiSanto to grant this appeal.

Yes: DiSanto, Duran, Flachsmann, Gillon, Nevin, Olsen, Szymczuk, Trupiano, Wienclaw  
No: none  
Abstain: none  
Absent: none  
Motion passed

**COMMUNICATIONS:**

A motion was made by Member Flachsmann supported by Member DiSanto to place all communications on file.

Chairperson Duran read communication from the City Engineer, which was received and placed on file.

**OTHER BUSINESS:**

A motion was made by Member Szymczuk supported by Member Trupiano to approve the 2019 Schedule.

There being no further business to discuss, the meeting adjourned at 7:15 p.m. **The next scheduled meeting of the Board will be held on December 5, 2018.**

  
Peggy Green, Secretary

**Appeal #3281**

Chairperson Duran read the appeal and asked that it be explained.

Bob Brown, owner, present.



Mr. Brown explained that he bought the house several years ago and lived there, and a couple of his nephews have also lived there. He now uses it as a second home and has made some major upgrades to the property. Mr. Brown presented pictures to the Board. Mr. Brown continued that the property will conform with his neighbors, they all have full porches. Mr. Brown added that he has done a lot of work on the inside.

Member Szymczuk asked if this was a two family. Mr. Brown replied yes. Member Szymczuk asked if he was changing the entrances. Mr. Brown replied yes. Member Szymczuk asked if the porch would be enclosed. Mr. Brown replied no.

Member Trupiano asked if the lot coverage was just because of the porch. Mr. Brown replied that he was not sure.

Member Gillon asked the lot size. Mr. Brown replied that he was not sure, probably 35' or 40' wide, he does have a driveway.

Member Gillon asked about the door being on the west wall. Mr. Brown stated that he is trying to make it look like a single family home, but he has no plans to have renters.

One communication was received from DTE regarding this appeal.

#### **Appeal #3282**

Chairperson Duran read the appeal and asked that it be explained.

Felnagrace Yoder, owner, present.

Ms. Yoder explained that she would like to put an addition on the front and side of the home. Ms. Yoder continued that she has previously secured permits for the property. Ms. Yoder continued that her neighbor is 1' from the sidewalk, and she will be almost 10'.

Member Flachsmann commented that it does not matter about a neighbor, each case is treated separately. Ms. Yoder stated that she is applying for a permit for expansion and was denied, but the neighbor is 1' away from the sidewalk. Ms. Yoder stated again that previous permits have been approved and issued to her. Member Flachsmann commented that this appeal is about the setback.

One communication was received from DTE regarding this appeal.

#### **Appeal #3283**

Chairperson Duran read the appeal and asked that it be explained.

David & Heidi Waggoner, owner, present.

Mr. Waggoner explained that they want a master bathroom and a laundry room addition, and the space for the laundry room is causing the addition to be 3' from the lot line.



Member Gillon commented that he is nervous about the traffic in the alley. Mr. Waggoner stated that there is not much traffic in the alley.

Member DiSanto commented that the lot is narrow and goes at an angle. Mr. Waggoner stated that was correct.

Member Flachsmann commented that he used to live down the block from the appeal, and the Waggoner's have done many improvements over the years. Member Flachsmann suggested to Mr. & Mrs. Waggoner to speak to the City about a barricade being erected in the alley.

One communication was received from DTE regarding this appeal.

#### **Appeal #3284**

Chairperson Duran read the appeal and asked that it be explained.

Thomas Williams and Kathleen Lilienthal Williams, present.

Mrs. Williams explained that they wanted to add an addition to the home, and currently the air conditioner is in the rear yard and they want to put it on the side. Mrs. Williams added that there is about 19' between the houses, and the neighbor has no problem with it being located there. Mrs. Williams added that the sound on the newer units is minimal (Gee and Missler informed her of this).

Member Trupiano asked how far the unit will be from the back of the house. Mrs. Williams replied approximately 15'.

Member Flachsmann commented that there is a lot of room, and it is nice seeing additions being added to homes, it will look nice.

One communication was received from DTE regarding this appeal.  
One communication was received in favor of this appeal.

#### **Appeal #3285**

Chairperson Duran read the appeal and asked that it be explained.

Mr. Stauch explained that he wants to add a front porch and he will be using Badalamenti Construction, and Mr. Badalamenti grew up in the neighborhood. It will be a flat porch about 2' tall, and will not interfere with anyone's view.

One communication was received from DTE regarding this appeal.  
Two communications were received in favor of this appeal.

#### **Appeal #3286**

Chairperson Duran read the appeal and asked that it be explained.

Raymond Parker, owner, present.

Mr. Parker explained that he wants to build a new house and wants a ranch with an attached garage. Mr. Parker added that the neighbor is 2' from the lot line. Mr. Parker continued that the patio and roof, it makes him over on the lot coverage. Mr. Parker added that the house does fit in the neighborhood.

Member Wienclaw stated that the house will be a nice improvement to the neighborhood.

Member DiSanto commented that Mr. Parker is bound by purchase agreement to construct a 1700 square foot house, and if the appeal is not granted, he will not be able to construct it. Mr. Parker agreed.

Dave & Carol Razmek, 605 Orchard, present.

Mr. Razmek explained that they are the property that is 2' off the lot line to the east.

Mr. Parker stated that there will be 7' from the house to the lot line on his property.

Mr. Parker and Mr. and Mrs. Razmek discussed the layout of the proposed home.

Member Flachsmann commented that Mr. Parker is not appealing the sideyard requirements.

Mr. Razmek stated that the has no objection to the appeal.

One communication was received from DTE regarding this appeal.

## Zoning Board of Appeals and Adjustment 2019 Schedule

Deadline		Meeting at 6:30 p.m.	
December 28, 2018		February	6
January	25	March	6
February	22	April	3
March	22	May	1
April	26	June	5
June	3	July	17
June	28	August	7
July	26	September	4
August	23	October	2
September	27	November	6
October	25	December	4
November	22	January	8, 2020

Meetings of the Zoning Board of Appeals and Adjustment are held in the Council Chambers of the City Hall, 3200 Biddle, Avenue, Wyandotte, Michigan

10 of 26

**Peggy Green**

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**From:** Michael C Harrison [michael.c.harrison@dteenergy.com]  
**Sent:** Friday, October 26, 2018 1:05 PM  
**To:** Engineering1@wyan.org  
**Subject:** Appeal #3281  
**Attachments:** x3281map.pdf

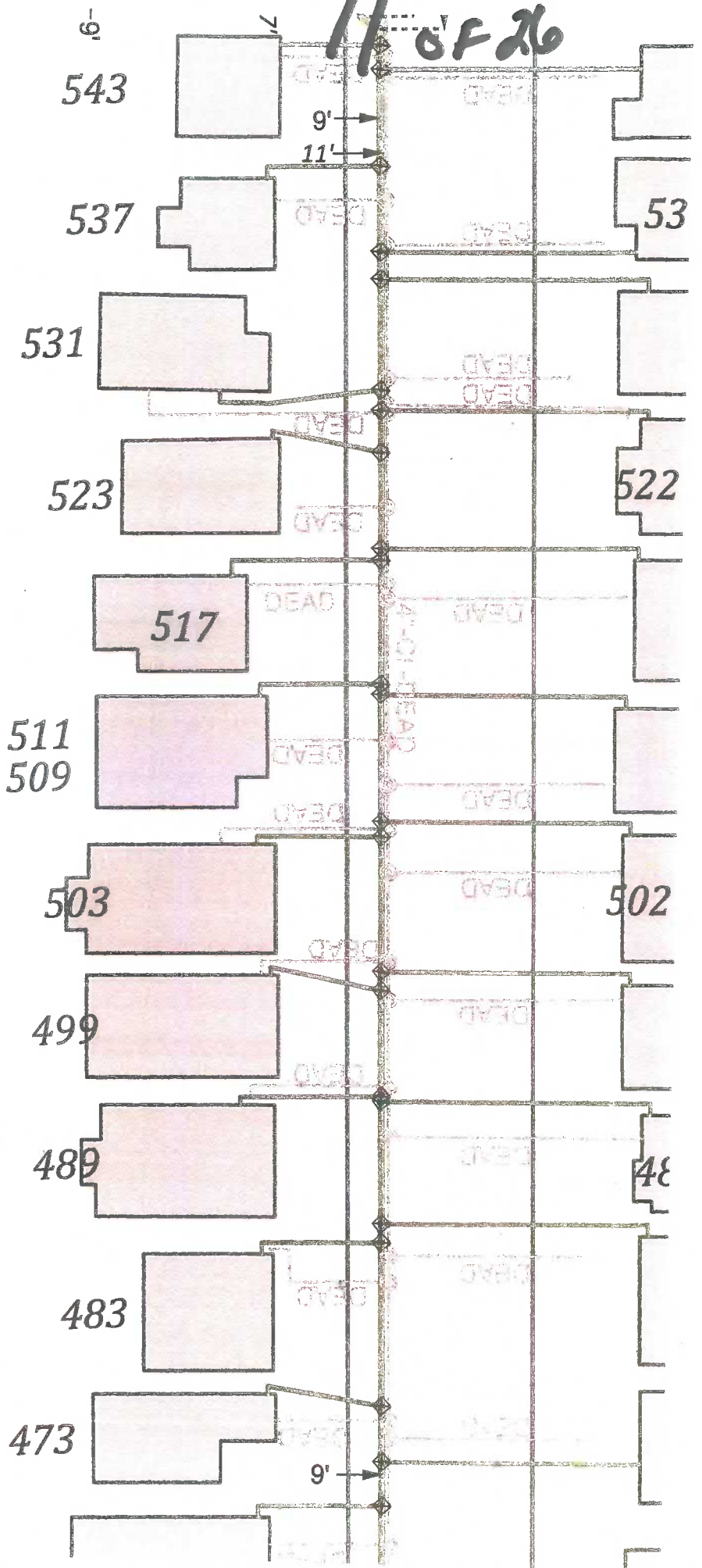
Attached please find the requested information for the item referenced in the Subject: portion of this email

Sincerely,

Michael C Harrison

DTE Gas Company  
Data Integrity– Southeast Region Mapping  
1 Plaza Drive, WCB 1710  
Detroit, MI 48226

11 OF 26



DTE GAS COMPANY FACILITIES AS SHOWN  
INDICATE APPROXIMATE LOCATION ONLY AS DISCLOSED BY THE  
COMPANY'S RECORDS AND NO GUARANTEE IS MADE EITHER AS  
TO COMPLETENESS OR ACCURACY.  
DTE GAS COMPANY  
October 26, 2018  
SIGNED: *1st Mike G. Henderson*  
CONSTRUCTION PLANS MADE SUBSEQUENT TO THIS DATE SHOULD  
BE CHECKED WITH THE DTE GAS COMPANY

- Pipe Material**
- CU - Copper
  - PLA - Plastic
  - STL - Bare Steel
  - STL - Coated Steel
  - MI - Cast Iron
  - UN - Unknown
  - Abandoned
- Main Line Styles**
- In Design Main (Proposed)
  - Distribution Main
  - Joint Trench
  - Exposed Pipe
  - Pipe Lining (C) or (W)
  - Transmission Main
  - Subtransmission Main

**811**  
STATE LAW ACT 174  
3 WORKING DAYS  
BEFORE YOU DIG  
DIAL TOLL FREE  
1-800-482-7171 OR 811



**WARNING**  
HIGH PRESSURE MAINS ARE HIGHLIGHTED  
THEY SUPPLY GAS TO A LARGE NUMBER OF HOMES AND  
INDUSTRIES OF DETROIT AND VICINITY  
IT IS OF THE UTMOST IMPORTANCE THAT EVERY PRECAUTION  
BE TAKEN SO AS NOT TO ENDANGER ITS USE DURING OR  
FOLLOWING YOUR CONSTRUCTION  
DTE GAS COMPANY



Peggy Green

---

**From:** Michael C Harrison [michael.c.harrison@dteenergy.com]  
**Sent:** Friday, October 26, 2018 1:02 PM  
**To:** Engineering1@wyan.org  
**Subject:** Appeal #3282  
**Attachments:** x3282map.pdf

Attached please find the requested information for the item referenced in the Subject: portion of this email.

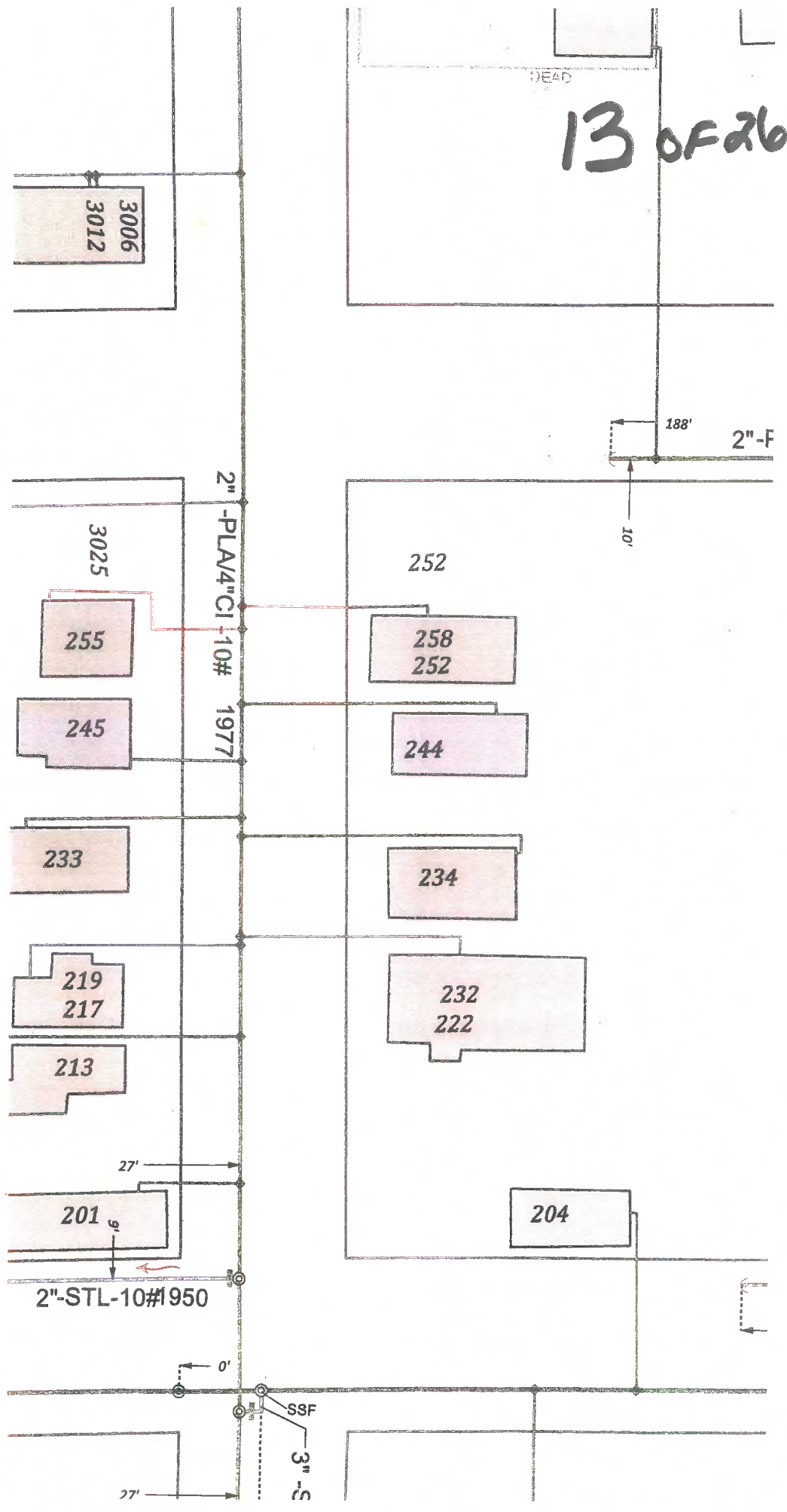
Involved; but no objections to the property change...provided as easement of the full width of the public right-of-way (street, alley or other public place) is reserved, provided the proposed use does not hinder or impede the installation, operation, maintenance or replacement of DTE Gas Company facilities.

Sincerely,

Michael C Harrison

DTE Gas Company  
Data Integrity- Southeast Region Mapping  
1 Plaza Drive, WCB 1710  
Detroit, MI 48226

13 OF 26



DTE GAS COMPANY FACILITIES AS SHOWN  
 INDICATE APPROXIMATE LOCATIONS ONLY AS DISCLOSED BY THE  
 COMPANY'S RECORDS AND NO GUARANTEE IS MADE EITHER AS  
 TO COMPLETENESS OR ACCURACY.  
 DTE GAS COMPANY  
 October 26, 2018  
 SIGNED: *ST Mike G. Meadows*  
 CONSTRUCTION PLANS MADE SUBSEQUENT TO THIS DATE SHOULD  
 BE CHECKED WITH THE DTE GAS COMPANY

- Pipe Material**
- CU - Copper
  - PLA - Plastic
  - STL - Bare Steel
  - STL - Coated Steel
  - CI - Cast Iron
  - UN - Uncoated Iron
  - Inactive
  - Abandoned
- Main Line Styles**
- In Design Main (Proposed)
  - Distribution Main
  - Loop Trench
  - Exposed Pipe
  - Pipe Labeled (C or V)
  - Transmission Main
  - Subtransmission Main

**811**  
 STATE LAW ACT 174  
 3 WORKING DAYS  
 BEFORE YOU DIG  
 1-800-482-7171 OR 811

**WARNING**  
 HIGH PRESSURE MAINS ARE HIGHLIGHTED  
 THEY SHIP TO A LARGE NUMBER OF HOMES AND  
 INDUSTRIES OF DETROIT AND VICINITY  
 IT IS OF THE UTMOST IMPORTANCE THAT EVERY PRECAUTION  
 BE TAKEN SO AS NOT TO ENDANGER ITS USE DURING OR  
 AFTER CONSTRUCTION  
 DTE GAS COMPANY



Peggy Green

14 of 26

**From:** Michael C Harrison [michael.c.harrison@dteenergy.com]  
**Sent:** Friday, October 26, 2018 12:57 PM  
**To:** Engineering1@wyan.org  
**Subject:** Appeal #3283  
**Attachments:** x3283map.pdf

Attached please find the requested information for the item referenced in the Subject: portion of this email.

Involved; but no objections to the property change...provided as easement of the full width of the public right-of-way (street, alley or other public place) is reserved, provided the proposed use does not hinder or impede the installation, operation, maintenance or replacement of DTE Gas Company facilities.

Sincerely,

Michael C Harrison

DTE Gas Company  
Data Integrity- Southeast Region Mapping  
1 Plaza Drive, WCB 1710  
Detroit, MI 48226



Peggy Green

16 of 26

**From:** Michael C Harrison [michael.c.harrison@dteenergy.com]  
**Sent:** Friday, October 26, 2018 12:53 PM  
**To:** Engineering1@wyan.org  
**Subject:** Appeal #3284  
**Attachments:** x3284map.pdf

Attached please find the requested information for the item referenced in the Subject: portion of this email.

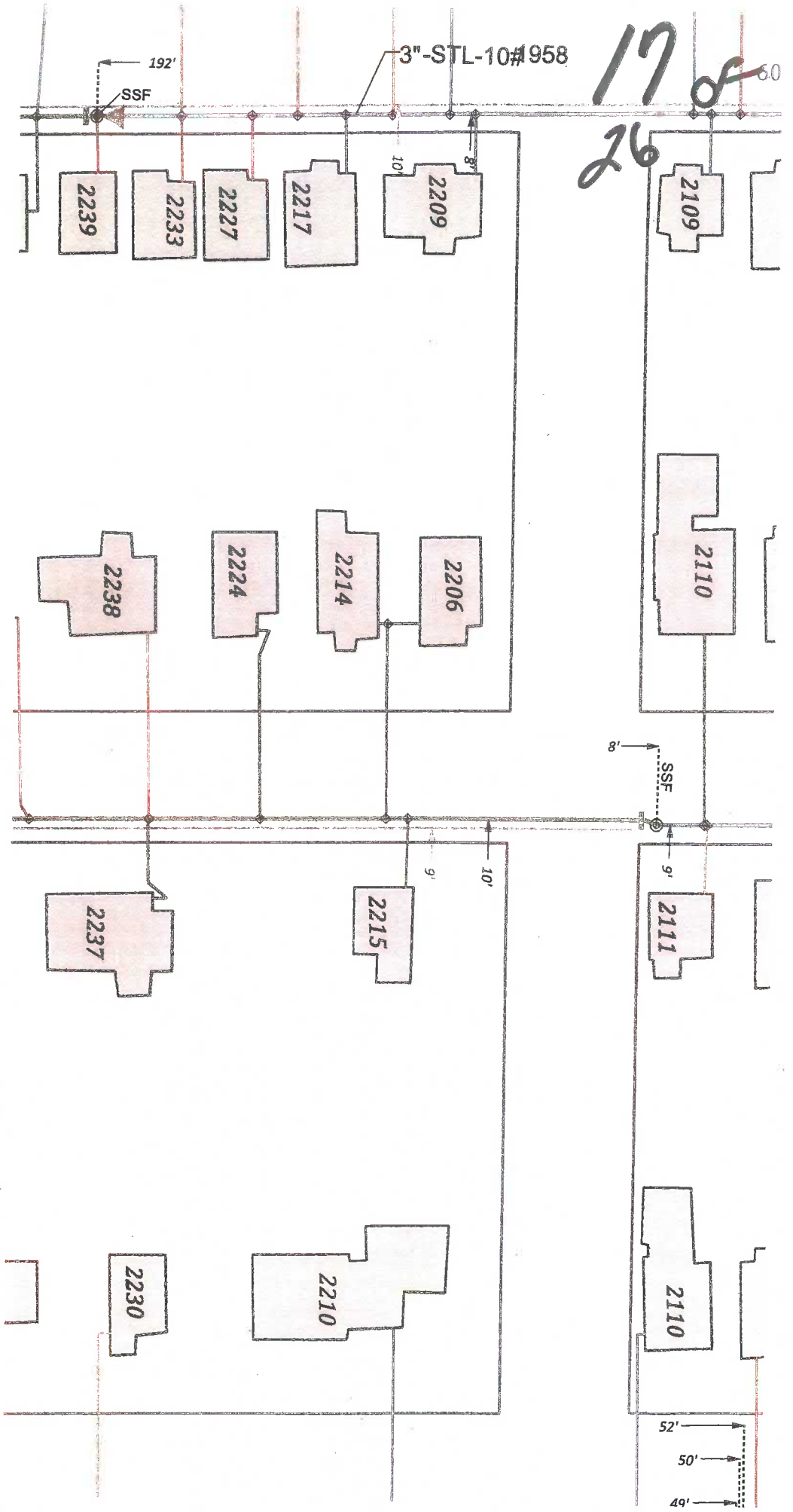
Involved; but no objections to the property change...provided as easement of the full width of the public right-of-way (street, alley or other public place) is reserved, provided the proposed use does not hinder or impede the installation, operation, maintenance or replacement of DTE Gas Company facilities.

Sincerely,

Michael C Harrison

DTE Gas Company  
Data Integrity— Southeast Region Mapping  
1 Plaza Drive, WCB 1710  
Detroit, MI 48226

17 of 60  
26



DTE GAS COMPANY FACILITIES AS SHOWN  
INDICATE APPROXIMATE LOCATIONS ONLY AS DIRECTED BY THE  
COMPANY'S RECORDS AND NO GUARANTEE IS MADE EITHER AS  
TO COMPLETENESS OR ACCURACY.

DTE GAS COMPANY

SIGNED: /s/ Mike G. Resnick

October 26, 2008

CONSTRUCTION PLANS MADE SUBSEQUENT TO THIS DATE SHOULD  
BE CHECKED WITH THE DTE GAS COMPANY

- Pipe Material**
- CU - Copper
  - PLA - Plastic
  - STL - Bare Steel
  - STL - Coated Steel
  - CI - Cast Iron
  - WI - Wrought Iron
  - UN - Unknown
  - Inactive
  - Abandoned
- Main Line Styles**
- In Design Main (Proposed)
  - Distribution Main
  - John Trench
  - Exposed Pipe
  - Pipe Lining (CI or WI)
  - Transmission Main
  - Subtransmission Main

**811**

STATE LAW ACT 174

3 WORKING DAYS  
BEFORE YOU DIG

DIAL TOLL FREE  
1-800-482-7171 OR 811



**NOTES**

ALL PRESSURE TAPINGS ARE RIG-TIGHTED  
GAS SUPPLY GAS TO A TAP, NUMBER OF HOMES AND  
INDUSTRIES OF DISTRICT AND VICINITY

IT IS OF THE UTILITY'S INTEREST THAT EVERY PRECAUTION  
BE TAKEN SO AS NOT TO ENDANGER ITS USE OUPPING OR  
FOLLOWING TAPPING CONSTRUCTION

DTE GAS COMPANY

Peggy Green

18 of 26

**From:** Peggy Green  
**Sent:** Wednesday, November 07, 2018 9:40 AM  
**To:** 'Michael Francois'  
**Subject:** RE: Appeal #3284

Received.  
Thank you.

Peggy Green  
Engineering and Building Department  
City of Wyandotte  
3200 Biddle Avenue, Suite 200  
Wyandotte, Michigan 48192  
734-324-4551 Ext. 2053

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**From:** Michael Francois [<mailto:mafrancois5678@pacbell.net>]  
**Sent:** Wednesday, November 07, 2018 9:38 AM  
**To:** [engineering1@wyandotte.org](mailto:engineering1@wyandotte.org)  
**Subject:** Appeal #3284

Hi Peggy,

I am the neighbor adjacent to 2214 21st St. My name is Michael Francois, address 2206 21st St, Wyandotte. I do not have an issue with the appeal of my neighbor and approve the proposal to move the Air conditioner unit from behind the house to the side yard between our two houses.

Best Regards,

Michael Francois  
(209) 814-1462

Peggy Green

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19 OF 26

**From:** Michael C Harrison [michael.c.harrison@dteenergy.com]  
**Sent:** Friday, October 26, 2018 12:50 PM  
**To:** Engineering1@wyan.org  
**Subject:** Appeal #3285  
**Attachments:** x3285map.pdf

Attached please find the requested information for the item referenced in the Subject: portion of this email

Sincerely,

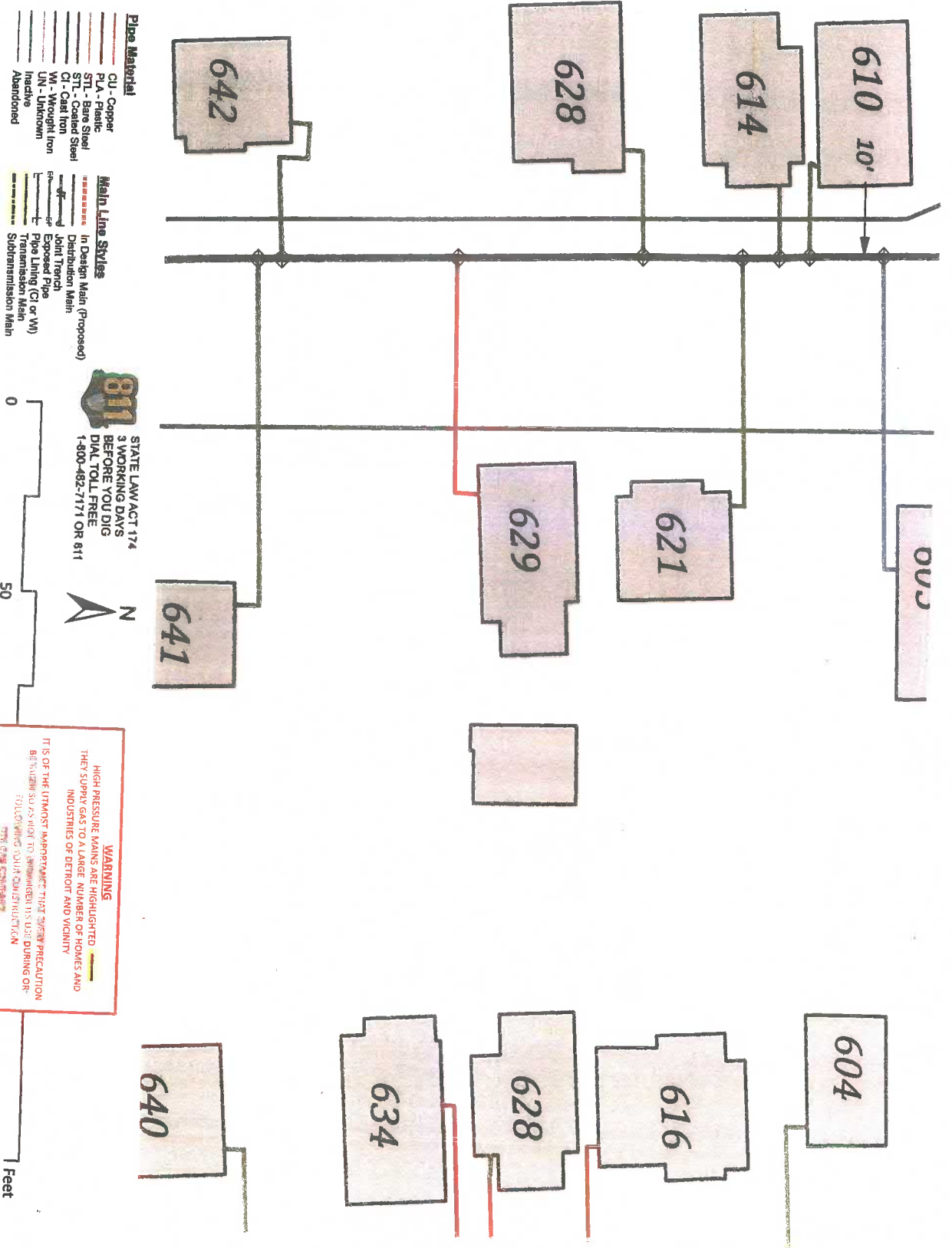
Michael C Harrison

DTE Gas Company  
Data Integrity- Southeast Region Mapping  
1 Plaza Drive, WCB 1710  
Detroit, MI 48226



20 of 26

DTE GAS COMPANY FACILITIES AS SHOWN  
 INDICATE APPROXIMATE LOCATIONS ONLY AS DISCLOSED BY THE  
 COMPANY'S RECORDS AND NO GUARANTEE IS MADE EITHER AS  
 TO COMPLETENESS OR ACCURACY.  
 DTE GAS COMPANY  
 SIGNED: *1st Mike C. Thompson* October 26, 2013  
 CONSTRUCTION PLANS MADE SUBSEQUENT TO THIS DATE SHOULD  
 BE CHECKED WITH THE DTE GAS COMPANY





Amber Goines

21 of 26

641 6<sup>th</sup> Street Wyandotte MI 48192 | 313-590-4276 | Alarigoines@gmail.com

11/5/18

City of Wyandotte

Zoning Board of Appeals and Adjustment

Appeal #3285

Mark Stauch of 629 6<sup>th</sup> Street Wyandotte MI 48192

✓ RECEIVED  
11-7-18  
AT  
MEETING

**Dear City of Wyandotte:**

During the past few years we've gotten to know our neighbors, and they are kind and generous souls. They are always willing to help, and they seem to have endless patience for our very curious 7-year-old. Who is always quite interested in what is going on at Mr. Mark and Ms. Brenda's.

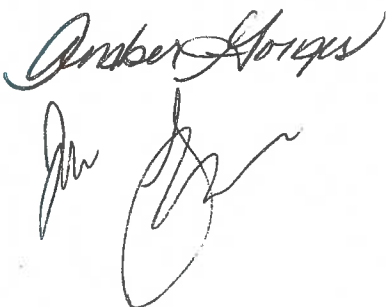
They have made numerous improvements on the house and yard. We have no issue whatsoever with their porch. They are one of the only people on our block to have made improvements, which only makes our great city even more lovely.

I would have written this letter sooner, but there has been some major medical issues which has led to emergency hospitalizations/medical appointments/new diagnoses for a family member in our home and we've been busy with that.

Thank you very much for your time, and we wish all the best to Mr. Mark and Ms. Brenda.

Sincerely,

**Amber & Jesse Goines**



22 OF 26

✓ RECEIVED  
11-7-18  
At  
Meeting

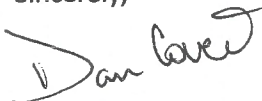
November 3, 2018

City of Wyandotte:

To whom it may concern,

I recieved a letter pertaining to my neighbor, Mark Stauch wanting to do a modification to his residence. He has made several upgrades to his home since I have know him. These have very positive for the neighborhood, and I have no objections for him to continue with this modification of a new front porch.

Sincerely,



Dan Covert

651 6th Street

734-324-7623

Peggy Green

23 OF 26

**From:** Michael C Harrison [michael.c.harrison@dteenergy.com]  
**Sent:** Friday, October 26, 2018 12:49 PM  
**To:** Engineering1@wyan.org  
**Subject:** Appeal #3286  
**Attachments:** x3286map.pdf

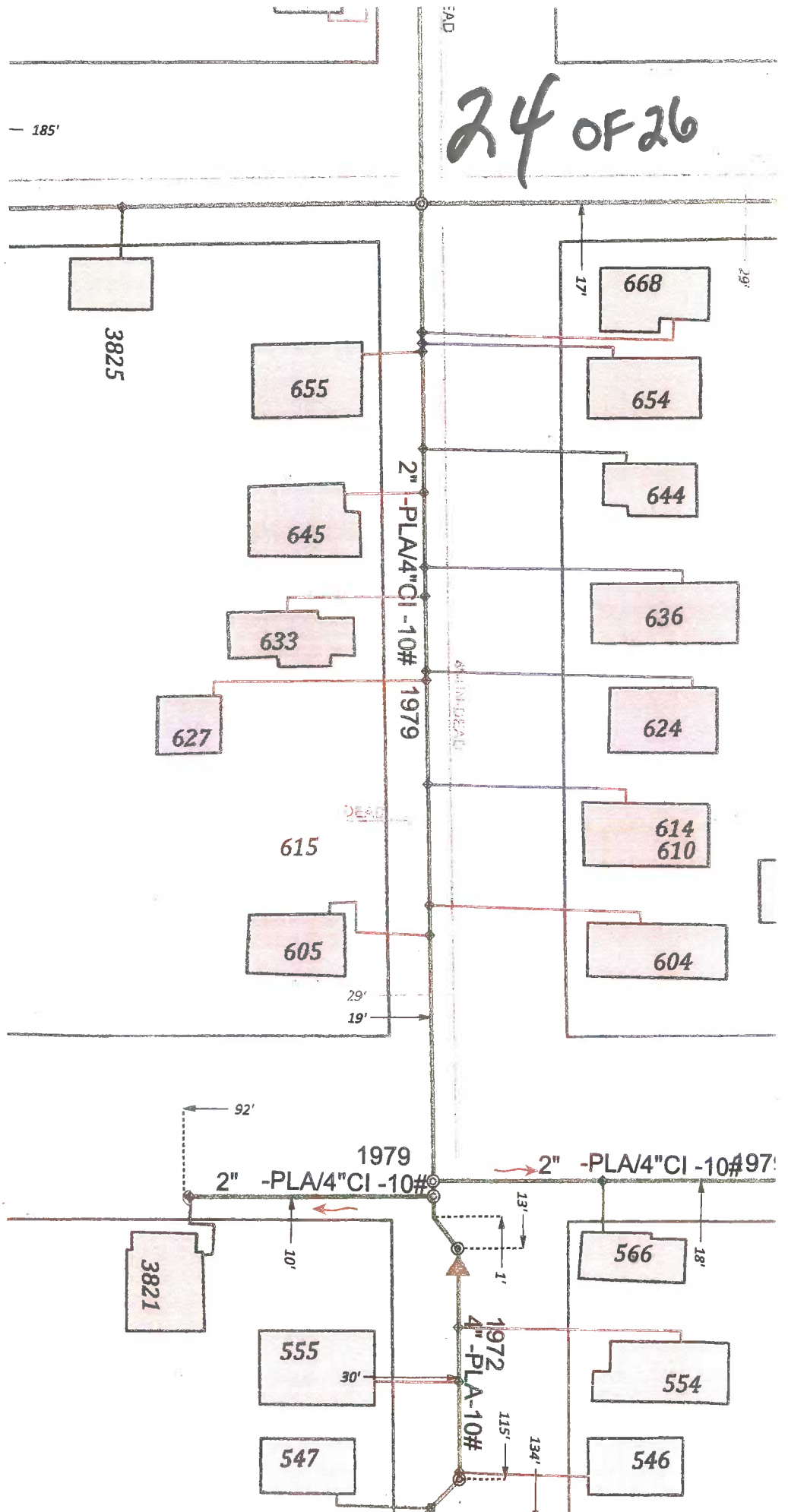
Attached please find the requested information for the item referenced in the Subject: portion of this email

Sincerely,

Michael C Harrison

DTE Gas Company  
Data Integrity— Southeast Region Mapping  
1 Plaza Drive, WCB 1710  
Detroit, MI 48226

24 OF 26



DTG GAS COMPANY REQUESTS AS SHOWN  
INDICATE APPROXIMATE LOCATIONS ONLY AND DISCLOSED BY THE  
COMPANY'S RECORDS AND NO GUARANTEE IS MADE EITHER AS  
TO COMPLETENESS OR ACCURACY.

DTG GAS COMPANY  
SIGNED: /s/ Mike G. Rasmussen  
October 26, 2018  
BE CHECKED WITH THE DTG GAS COMPANY

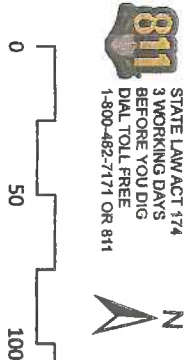
**Pipe Material**

CU - Copper
PLA - Plastic
STL - Bare Steel
STL - Coated Steel
CI - Cast Iron
WI - Wrought Iron
UN - Unknown
Inactive
Abandoned

**Main Line Styles**

Underground	In Design Main (Proposed)
Joint Trench	Distribution Main
Exposed Pipe	Pipe Lining (CI or WI)
Transmission Main	Subtransmission Main



**WARNING**

HIGH PRESSURE MAINS ARE HIGHLIGHTED —  
THEY SUPPLY GAS TO A LARGE NUMBER OF HOMES AND  
INDUSTRIES OF DETROIT AND VICINITY

IT IS OF THE UTMOST IMPORTANCE THAT EVERY PRECAUTION  
BE TAKEN SO AS NOT TO ENDANGER ITS USE DURING OR  
AFTER ANY CONSTRUCTION

**OFFICIALS**

**Theodore H. Galeski**  
CITY ASSESSOR

**Lawrence S. Stec**  
CITY CLERK

**Todd M. Browning**  
TREASURER



25 of 26  
MAYOR  
Joseph R. Peterson

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

**MARK A. KOWALEWSKI, P.E.**  
CITY ENGINEER

November 5, 2018

Chairperson Barbara Duran  
Zoning Board of Appeals and Adjustment

RE: Statement to be added to coversheet for inspections

Dear Chairperson Duran:

In response to the Zoning Board of Appeals and Adjustment's request to add language to the Upon Sale Inspection coversheet, the following applies: The City does not agree with adding any additional language.

I would suggest that if there is a specific question regarding any appeal, that the Chairperson contact me to provide any supplemental information.

Thank you,

Mark A. Kowalewski  
City Engineer

Cc: William R. Look, City Attorney

w/zoning/statement coversheet RESPONSE

**OFFICIALS**

Theodore H. Galeski  
CITY ASSESSOR

Lawrence S. Stec  
CITY CLERK

Todd M. Browning  
TREASURER



MAYOR  
Joseph R. Peterson

26  
of  
26

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

MARK A. KOWALEWSKI, P.E.  
CITY ENGINEER

DATE: June 13, 2018

TO: Mark A. Kowalewski, City Engineer  
William R. Look, City Attorney

FROM: Barbara Duran, Chairperson

RE: Statement to add to coversheet for inspections

At the June 7, 2018, meeting, the Board passed the following:

A motion was made by Member Flachsmann, supported by Member DiSanto, to refer to the Department of Legal Affairs and the City Engineer to determine if it would be acceptable to add the following statement to the coversheet for Upon Sale Inspections for Single Family Dwellings:

"Please be advised that if you feel that a violation(s) does not exist as marked on the inspection sheet, you have the right to view your property file at the Department of Engineering and Building to see if the violation was previously approved, or the violation existed before the ordinance went into effect, or supply your own documentation for review."

Yes: DiSanto, Duran, Flachsmann, Gillon, Nevin, Olsen, Szymczuk, Wienclaw

No: none

Abstain: none

Absent: Trupiano

Motion passed

The Board asked that you review this and determine if it would be acceptable to add to the coversheet for Upon Sale Inspections for Single Family dwellings. What the Board is doing is to encourage buyers/owners to perform due diligence in investigating violations, checking to see if a variance of some sort was granted before, a permit does exist, or they have proof that a marked violation existed before the ordinance went into effect.

Attachments: June 6, 2018 minutes, June 6, 2018, Memo received from Member Flachsmann

w/zoning/statement coversheet