



City of Pleasant Ridge
23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

**City Commission Meeting
October 13, 2020
Agenda**

Honorable Mayor, City Commissioners and Residents: This shall serve as your official notification of the Public Hearings and Regular City Commission Meeting to be held Tuesday, October 13, 2020, at 7:30pm, via teleconference as described below. The following items are on the Agenda for your consideration:

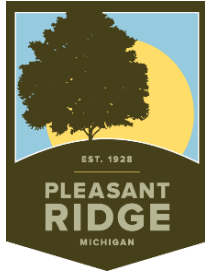
PUBLIC HEARINGS AND REGULAR CITY COMMISSION MEETING – 7:30 P.M.

1. **Meeting Called to Order.**
2. **Pledge of Allegiance.**
3. **Roll Call.**
4. **PUBLIC DISCUSSION – items not on the Agenda.**
5. **Governmental Reports.**
6. **Consideration of the following Consent Agenda.**
All items listed on the Consent Agenda are considered to be routine by the City Commission, will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of these items unless a City Commissioner or visitor so requests, in which event, the item will be removed from the consent agenda and considered as the last item of business.
 - a. Minutes of the Regular City Commission Meeting held Tuesday, September 8, 2020.
 - b. Monthly Disbursement Report.
7. **PUBLIC HEARINGS – Solicitation of public comments on the following ordinance amendments to the Pleasant Ridge City Code:**
 - a. Ordinance to amend Chapter 14 – Building and Building Regulations, Article I – In General by the addition of new Sections, Section 14-2 – Portable Toilets, Section 14-3 – Dumpster Use Regulations, and Section 14-4 – Construction Materials Regulations.
 - b. Ordinance to amend Chapter 74 – Utilities, Article III – Sewers, Division 3 – Use, Section 74-197 – Prohibited Discharges.
 - c. Ordinance to amend Chapter 74 – Utilities, Article II – Water, Division 4 – Cross Connections, Section 74-114 – Adoption of State Regulations, Section 74-115 – Inspections, and Section 74-116 – Testing.
8. **Clinton River Watershed Council (CRWC) Water Towns Grant.**
9. **Water Meter Replacement Program.**

10. **Barking Dog Ordinance discussion.**
11. **Delinquent utility bills fee and credit card processing fee review.**
12. **City Manager's Report**
13. **Other Business.**
14. **Adjournment.**

Due to the COVID-19 State of Emergency declared by the Governor's Executive Order 2020-4, the limitation on public assemblies of Executive Order 2020-11, and the permitting of public meetings by remote participation allowed by Governor's Executive Order 2020-15, the October 13, 2020, Pleasant Ridge City Commission meeting will be conducted via remote participation.

All members of the public will be permitted to participate during the public comment and public hearing portions of the meeting. There are two ways that members of the public can participate in the meeting 1) by joining the Zoom meeting by computer videoconference, or 2) by watching the meeting livestream on the City's YouTube channel or public access channel and providing comments by email at appropriate times during the meeting. If you have any ADA questions, please call the Clerk's Office (248) 541-2901.



City of Pleasant Ridge
 23925 Woodward Avenue
 Pleasant Ridge, Michigan 48069

**Regular City Commission Meeting
 September 8, 2020**

Having been duly publicized, Mayor Metzger called the meeting to order at 7:30pm.

Present: Mayor Metzger, Commissioners Budnik, Perry, Scott, Wahl,
 Also Present: City Manager Breuckman, City Attorney Need, City Clerk Allison
 Absent: None

Public Discussion

Lisa Mueller, 37 Sylvan, requests the City Commission review the dog barking ordinance. Would like clarification of the terms and would like time frames included. Believes police resources have been wasted responding to some dog barking complaints. Mayor Metzger commented over the last six months there have been six calls regarding dog barking, four of them from the same individual regarding Ms. Mueller's dog, would like other ordinances researched. Breuckman stated noise ordinances are regulated, animals cannot necessarily be regulated, the dog barking ordinance is discretionary and up to the police officer responding to the call. Need stated he could compile ordinances from other communities and report back at the next meeting. Chief Nowak stated there are very few complaints, the officers respond to the area and listen for barking, many times the dogs are quiet, there is no action, if the dog is actively barking, the officers knock and make contact with the owner or leave a notice at the property if the owner is not home. Susie Sherman-Hall, 63 Maywood, was not aware about the ordinance as it is currently written, feels that the ordinance is vague and should be reviewed.

Governmental Reports

Chief Kevin Nowak, Pleasant Ridge Police Department, in August Ferndale had five smoking related fires. Crime has remained low, with one larceny from an auto, be aware of leaf piles when parking in the street as they can be a fire hazard. Political lawn signs have been stolen recently,

Shawnie Stamper, Recreation Director, wellness center opens 9/9. Need to sign up for time blocks. Guidelines are posted on the website. Contact the Community Center with questions. Reservations cannot be cancelled online, contact the Community Center to cancel.

James Breuckman, Gainsboro Park pavilion construction will begin soon. Plans for the pavilion will be available online or at City Hall. The Pool pavilion is almost complete.

Consent Agenda

20-3470

Motion by Commissioner Perry second by Commissioner Scott, to approve the consent agenda as presented.

Adopted: Yeas: Commissioners Perry, Scott, Budnik, Wahl, Mayor Metzger
Nays: None

Establishing public hearings Tuesday, October 13, 2020 at 7:30pm

20-3471

Motion by Commissioner Perry second by Commissioner Scott, that public hearings be scheduled for Tuesday, October 13, 2020, at 7:30 p.m. to solicit public comments on the following ordinance amendments to the Pleasant Ridge City Code:

- a. Ordinance to amend Chapter 14 – Building and Building Regulations, Article I – In General by the addition of new Sections, Section 14-2 – Portable Toilets, Section 14-3 – Dumpster Use Regulations, and Section 14-4 – Construction Materials Regulations,
- b. Ordinance to amend Chapter 74 – Utilities, Article III – Sewers, Division 3 – Use, Section 74-197 – Prohibited Discharges, and
- c. Ordinance to amend Chapter 74 – Utilities, Article II – Water, Division 4 – Cross Connections, Section 74-114 – Adoption of State Regulations, Section 74-115 – Inspections, and Section 74-116 – Testing.

Adopted: Yeas: Commissioners Perry, Scott, Budnik, Wahl, Mayor Metzger
Nays: None

Woodward Heights Traffic Calming

Discussion was held regarding the traffic calming test measures that have been in place during the summer. Public comments were made by, Benito Uresti, 72 Woodward Heights, Robert Koch, 77 Woodward Heights, Richard Burr, 48 Woodward Heights, Susan Tompor, 48 Woodward Heights, Suusannah Feinstein, 50 Woodward Heights, Mindy Schwartz, 47 Woodward Heights, Leslie Edwards, 82 Woodward Heights, Susie Sherman-Hall, 63 Maywood, Jay Foreman, 60 Oakdale, Commissioners Perry, Scott, Wahl, Mayor Metzger, Chief Nowak and Manager Brueckman.

Entrance pinch point at the Woodward alley

20-3472

Motion by Commissioner Perry second by Commissioner Wahl that the City Commission direct staff to begin the process to implement the installation of a permanent entrance pinch point at the Woodward alley/Woodward Heights Blvd intersection

Adopted: Yeas: Commissioners Perry, Wahl, Budnik, Scott, Mayor Metzger
Nays: None

Indiana Corner bumpouts

20-3473

Motion by Commissioner Scott second by Commissioner Perry that the City Commission direct staff to not implement permanent corner bumpouts at the Indiana Ave/Woodward Heights Blvd intersection and that intersection remain unchanged.

Adopted: Yeas: Commissioners Scott, Perry, Budnik, Wahl, Mayor Metzger
Nays: None

Bermuda (S) speed hump

20-3474

Motion by Commissioner Scott second by Commissioner Wahl that the City Commission direct staff to not install a permanent speed hump at the Bermuda-South/Woodward Heights Blvd intersection and that intersection remain unchanged.

Adopted: Yeas: Commissioners Scott, Wahl, Budnik, Perry, Mayor Metzger
Nays: None

Bermuda (N) stop sign

20-3475

Motion by Commissioner Perry second by Commissioner Scott that the City Commission direct staff to install the stop sign at the Bermuda-North/Woodward Heights Blvd intersection.

Adopted: Yeas: Commissioners Perry, Scott, Budnik, Wahl, Mayor Metzger
Nays: None

City Manager's Report

Some of the Woodward Heights traffic calming measures will take some time to implement, but the speed hump will be removed and the stop sign will be installed tomorrow.

Other Business

Wahl commented the recreation department has many virtual class offerings and outdoor classes. Flu shot clinic is upcoming, will need an appointment. Watch for the upcoming *Ridger* for more information.

Scott commented the Historical Commission wishes former commissioner Erik Krogel luck, he has moved out of the City and can no longer serve on that commission. Updating continues for the *Pleasant Ridge Then and Now* booklet.

Allison gave update on the November 3rd General election and absentee voting options. The polls will be open from 7am-8pm on election day and voting will take place at the Pleasant Ridge Community Center. Absentee ballots can be returned until 8pm on election day and must be returned to the Pleasant Ridge City Hall.

Metzger gave an update regarding the census.

With no further business or discussion, Mayor Metzger adjourned the meeting at 10:06pm.

Mayor Kurt Metzger

Amy M. Allison, City Clerk

September 2020

ACCOUNTS PAYABLE

PAYROLL LIABILITIES	\$	8,854.14
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ACCOUNTS PAYABLE	\$	319,460.19
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TAX LIABILITIES	\$	253,404.98
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TOTAL	\$	328,314.33
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PAYROLL

September 9, 2020	\$	39,455.07
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September 23, 2020	\$	41,254.39
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TOTAL	\$	80,709.46
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CHECK REGISTER FOR CITY OF PLEASANT RIDGE
PAYROLL LIABILITIES
September 2020

PG 1

Check Date	Check	Vendor Name	Description	Amount
9/9/2020	6410500136	FOPLC	UNION DUES	\$ 188.00
9/9/2020	6410500137	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 881.69
9/9/2020	6410500138	ICMA - VANTAGEPOINT	RETIREMENT CONTRIBUTIONS	\$ 80.00
9/9/2020	6410500139	ALERUS FINANCIAL	HCSP CONTRIBUTIONS	\$ 576.83
9/9/2020	6410500140	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 1,393.25
9/9/2020	6410500141	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 1,897.53
9/23/2020	6410500142	ALERUS FINANCIAL	HCSP CONTRIBUTIONS	\$ 587.65
9/23/2020	6410500143	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 1,806.59
9/23/2020	6410500144	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 32.09
9/23/2020	6410500145	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 1,330.51
9/23/2020	6410500146	ICMA - VANTAGEPOINT	RETIREMENT CONTRIBUTIONS	\$ 80.00
TOTAL PAYROLL LIABILITIES				\$ 8,854.14

CHECK REGISTER FOR CITY OF PLEASANT RIDGE
TAX LIABILITIES
September 2020

PG 2

Check Date	Check	Vendor Name	Description	Amount
09/17/2020	2750	CITY OF PLEASANT RIDGE-DDA	2020 TAX COLLECTIONS	\$ 1,197.79
09/17/2020	2751	CITY OF PLEASANT RIDGE-GENERAL	2020 TAX COLLECTIONS	\$ 1,579.74
09/17/2020	2752	CITY OF PLEASANT RIDGE-TAXES	2020 TAX COLLECTIONS	\$ 116,253.29
09/17/2020	2753	FERNDALE SCHOOL DISTRICT	2020 TAX COLLECTIONS	\$ 54,580.60
09/17/2020	2754	FLAGSTAR BANK	2020 TAX OVERPAYMENT	\$ 1,482.10
09/17/2020	2755	OAKLAND COUNTY TREASURER	2020 TAX COLLECTIONS	\$ 78,311.46
TOTAL TAX LIABILITIES				<u>\$ 253,404.98</u>

CHECK REGISTER FOR CITY OF PLEASANT RIDGE
ACCOUNTS PAYABLE
September 17, 2020

PG 3

Check Date	Check	Vendor Name	Description	Amount
09/17/2020	24069	ADKISON, NEED & ALLEN P.L.L.C.	ATTORNEY SERVICES	\$ 1,782.50
09/17/2020	24070	AMERICAN SECURITY CABINETS	ELECTION DROP BOX SUPPLIES	\$ 2,333.26
09/17/2020	24071	ANDERSON, ECKSTEIN & WESTRICK	ENGINEERING SERVICES	\$ 17,796.93
09/17/2020	24072	AQUATIC SOURCE	POOL MAINTENANCE SERVICES-CLOSURE	\$ 2,070.50
09/17/2020	24073	AXON ENTERPRISE, INC	POLICE DEPARTMENT CAMERA SUPPLIES	\$ 3,080.00
09/17/2020	24074	BADGER METER, INC.	WATER METER SUPPORT SERVICES	\$ 101.87
09/17/2020	24075	CANFIELD EQUIPMENT SERVICES	POLICE VEHICLE MAINTENANCE	\$ 186.44
09/17/2020	24076	CITY OF FERNDALE	INSPECTION SERVICES	\$ 2,362.50
09/17/2020	24077	DAVEY TREE EXPERT COMPANY	TREE MAINTENANCE SERVICES	\$ 2,200.00
09/17/2020	24078	DETROIT EDISON COMPANY	STREETLIGHTING SERVICES	\$ 3,672.57
09/17/2020	24079	EUGENE LUMBERG	ATTORNEY SERVICES	\$ 405.00
09/17/2020	24080	GREAT AMERICA FINANCIAL SRV	TELEPHONE LEASE SERVICES	\$ 433.00
09/17/2020	24081	GREAT LAKES WATER AUTHORITY	IWC CHARGES - AUGUST	\$ 260.26
09/17/2020	24082	HUNTINGTON NATIONAL BANK	2017 GENERAL OBLIGATION BOND PAYMENT	\$ 200,425.00
09/17/2020	24083	HYDROCORP	CROSS CONNECTION PROGRAM	\$ 125.00
09/17/2020	24084	J & J AUTO TRUCK CENTER	POLICE VEHICLE MAINTENANCE	\$ 149.83
09/17/2020	24085	LEGAL SHIELD	PREPAID LEGAL BENEFIT	\$ 25.90
09/17/2020	24086	MICHIGAN POLICE EQUIPMENT	POLICE DEPARTMENT SUPPLIES	\$ 225.00
09/17/2020	24087	MUNICIPAL CODE CORPORATION	CODE CODIFICATION AND SUPPLIMENT SERVICE	\$ 4,110.00
09/17/2020	24088	O'REILY AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	\$ 20.06
09/17/2020	24089	OAKLAND COUNTY ANIMAL CONTROL	DOG LICENSE EXPENSES	\$ 998.50
09/17/2020	24090	OAKLAND COUNTY TREASURER	SEWERAGE TREATMENT - AUGUST 2020	\$ 50,476.26
09/17/2020	24091	PITCH BLACK MEDIA LLC	WEBSITE ANNUAL SERVICES	\$ 199.00
09/17/2020	24092	PROGRESSIVE IRRIGATION	PARK MAINTENANCE AND REPAIRS	\$ 2,005.84
09/17/2020	24093	SCHEER'S ACE HARDWARE	BUILDING AND PARK MAINTENANCE SUPPLIES	\$ 42.23
09/17/2020	24094	SOCRRA	REFUSE COLLECTION AGREEMENT	\$ 18,530.84
09/17/2020	24095	TEEK ELECTRIC	RECREATION BUILDING REPAIRS	\$ 925.00
09/17/2020	24096	TOSHIBA FINANCIAL SERVICES	COPIER LEASE AGREEMENT	\$ 1,943.33
09/17/2020	24097	UNIFIRST CORPORATION	MAT RENTAL AND JANITORIAL SUPPLIES	\$ 137.75
09/17/2020	24098	UNUM LIFE INSURANCE COMPANY	LIFE INSURANCE BENEFIT	\$ 545.34
09/17/2020	24099	WETMORE TIRE AND AUTO	POLICE VEHICLE MAINTENANCE	\$ 630.00
09/17/2020	24100	WEX BANK	FUEL PURCHASES	\$ 1,260.48

Total 9-17-2020

\$ 319,460.19



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: October 8, 2020
Re: Construction Site Ordinance Amendment

Overview

The attached ordinance amendment to Chapter 14 – Building and Building Regulations, Article I – In General would establish specific requirements for the placement of portable toilets, dumpsters, and construction materials on construction sites in the City.

Background

While the City has attempted to minimize the visibility and presence of portable toilets, dumpsters, and stored construction materials on job sites, without an ordinance we are sometimes limited in our enforcement ability. The proposed ordinance amendments would require these to be located in a side or rear yard, with provision for them to be located in a front yard with reasonable conditions on their location if it is not possible to keep them in a side or rear yard.

The purpose of this amendment is to prevent construction sites from becoming a blight on the neighboring area. For example, contractors often prefer to locate portable toilets next to the sidewalk. While this may be most convenient for them, these toilets can be on a job site for months at a time and are unappealing to look at and sometimes smell for neighboring residents and anyone walking on the sidewalk.

Requested Action

City Commission consideration of the construction site ordinance amendment for approval.

City of Pleasant Ridge

Ordinance No. ____

AN ORDINANCE TO AMEND THE CITY OF PLEASANT RIDGE CODE OF ORDINANCES, CHAPTER 14 – BUILDING AND BUILDING REGULATIONS, ARTICLE I.

THE CITY OF PLEASANT RIDGE ORDAINS:

Section 1. Amendments.

1. Add new Sec. 14-2. – Portable Toilet Regulations as follows:

- (a) For purposes of this Section:
 - (1) Portable Toilet means a freestanding movable toilet structure with a watertight impervious container, which receives waste discharge through a hopper, seat, urinal, or similar device, and into which container may be placed disinfecting or deodorizing chemicals.
 - (2) Terms defined in the City of Pleasant Ridge Zoning Ordinance shall have the same meaning in this Article.
- (b) Portable toilets shall only be allowed in the City to provide temporary bathroom facilities as part of construction projects, or for special events with the approval of the City Manager.
- (c) Nothing in this section shall prohibit portable toilets required by rule R 408-40129 of the Michigan Administrative Code.
- (d) Location and orientation.
 - (1) Portable toilets shall be located in the side or rear yard of any residential property.
 - (2) In the event a portable toilet required by rule R 408 40129 cannot be feasibly located in accordance with the requirements of this section, the City Manager or his or her designee may grant a deviation. The City Manager may condition such deviation on such conditions as are necessary to minimize any adverse impacts on adjacent properties or the public.

2. Add new Sec. 14-3. – Dumpster Use Regulations as follows:

The following regulations apply to dumpsters used on a temporary basis at properties upon which construction is ongoing pursuant to a validly issued building permit:

- (a) For the purposes of this Section:

- (1) “Dumpster” shall mean a metal solid waste receptacle, for use primarily at commercial industrial businesses and construction sites, designed to be lifted and emptied mechanically, or with wheels to allow removal from the site, and includes receptacles commonly known as “dumpster trailers”, “roll-offs” or “roll-off dumpster”
 - (2) Terms defined in the City of Pleasant Ridge Zoning Ordinance shall have the same meaning in this Article.
- (b) Dumpsters shall be maintained in clean, painted, and sound condition.
- (c) Dumpsters shall not be located in the front yard of any property.
- (d) Dumpsters shall not encroach upon or be placed upon, over, or across any sidewalks, streets, or rights of way of the City.
- (e) Dumpster lids shall be kept closed at all times when materials are not being deposited. Property with dumpsters that do not have lids affixed or attached shall at all times be maintained in a neat and orderly manner to eliminate litter around and about the location of the dumpster.
- (f) The City Manager or his or her designee shall have the authority to permit the location of a dumpster in a front yard only after a determination that there is no other feasible location on site. In the event the City Manager makes such a determination, the City Manager may impose such conditions as are necessary to minimize any impacts on the adjacent properties or impacts on the public.

3. Add new Sec. 14-4. – Construction Material Regulations as follows:

- (a) For the purposes of this section:
 - (1) “Construction materials” shall mean building materials appurtenant to construction, remodeling, repair, or demolition operations.
 - (2) Terms defined in the City of Pleasant Ridge Zoning Ordinance shall have the same meaning in this Article.
- (b) No construction materials, construction equipment, or debris associated with work performed or undertaken in connection with a building permit shall be stored or maintained in any front yard unless specifically authorized in writing by the City Manager or his or her designee.
- (c) The City Manager or his or her designee shall have the authority to permit the storage of such materials, equipment, or debris in a front yard only after a determination that there is no other feasible location on site.
- (d) The City Manager or his or her designee may impose such conditions as are necessary to minimize any impacts on the adjacent properties or impacts on the public including,

but not limited to, the establishment of time limitations, provisions to address any storm water run-off impacts, or other potentially adverse impacts.

Section 2. Severability.

Should any provision or part of this Article be declared by any court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability of the balance of this Article, which shall remain in full force and effect.

Section 3. Repealer.

All other ordinances or parts of ordinances in conflict with this ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Savings clause.

Nothing in this Article shall be construed to affect any suit or proceeding pending in any court or any rights acquired or any liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 5. Effective Date.

This Ordinance shall become effective fifteen days after enactment and upon publication as provided by law.

Section 6. Adoption.

This Ordinance is hereby declared to have been adopted by the City Commission of the City of Pleasant Ridge at a meeting duly called and held on the ____ day of _____, 2020, and ordered to be given publication in the manner prescribed by law.

James Breuckman, City Manager

Amy M. Allison, City Clerk



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: October 8, 2020
Re: Sewers Ordinance Amendment

Overview

The attached ordinance amendment to Chapter 74, Article III Sewers, Division 3 – Use amends the City's sewer ordinance to address the dumping of concrete slurry and waste into the public sewers.

Background

There have recently been several instances where contractors or homeowners have washed out concrete into City sewers. This can block up the sewer inlets and cause the sewers to not function properly, costing the City to then repair or clean the sewers.

The attached ordinance amends the City's existing sewers ordinance to specifically identify and prohibit concrete or cement slurries, wash water, or residues from being drained into City sewers, and to establish penalties for doing so.

Requested Action

City Commission consideration of the sewer ordinance amendment for approval.

City of Pleasant Ridge

Ordinance No. ____

AN ORDINANCE TO AMEND THE CITY OF PLEASANT RIDGE CODE OF ORDINANCES, CHAPTER 74 – UTILITIES, ARTICLE III. - SEWERS, DIVISION 3. - USE, SEC. 74-197. - PROHIBITED DISCHARGES.

THE CITY OF PLEASANT RIDGE ORDAINS:

Section 1. Amendments.

1. Add a new Chapter 74, Article III, Division 3 – Section 74-197, subsection (10) to read as follows:

Any materials which exert or cause unusual concentration of inert suspended solids, which are capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works, such as, but not limited to (i) concrete or cement slurries; (ii) concrete wash water; or (iii) concrete or cement residues.

2. After subsection (10), add the following language:

Any person who violates this section shall be subject to the following penalties:

- (a) A civil fine of not less than \$500.00, plus any costs, assessments, damages, expenses, and other sanctions, for each infraction;
- (b) All costs of containment, clean up, abatement, removal, and disposal of any substance unlawfully discharged into the sewer works, as well as the costs of any replacement or repair to the sewage works caused by the violation;
- (c) In addition to any other remedy, the City may bring legal action to enjoin the continuing violation of this section, and the existence of any other remedy at law or in equity shall be no defense to any such action; and
- (d) The remedies set forth in this section are cumulative, not exclusive.

Section 2. Severability.

Should any provision or part of this Article be declared by any court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability of the balance of this Article, which shall remain in full force and effect.

Section 3. Repealer.

All other ordinances or parts of ordinances in conflict with this ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Savings clause.

Nothing in this Article shall be construed to affect any suit or proceeding pending in any court or any rights acquired or any liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 5. Effective Date.

This Ordinance shall become effective fifteen days after enactment and upon publication as provided by law.

Section 6. Adoption.

This Ordinance is hereby declared to have been adopted by the City Commission of the City of Pleasant Ridge at a meeting duly called and held on the ____ day of _____, 2020, and ordered to be given publication in the manner prescribed by law.

James Breuckman, City Manager

Amy M. Allison, City Clerk



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: October 8, 2020
Re: Cross Connection Ordinance Amendment

Overview

The attached ordinance amendment to Chapter 74, Article II, Division 4 amends the City's Cross Connection ordinance based on the current laws and administrative rules of the State. The City has retained HydroCorp to conduct our cross-connection testing program.

Background

Cross connection is an arrangement of piping that could allow undesirable water, sewage, or chemical solutions to enter your drinking (potable) water system as a result of backflow. Cross connections with potable piping systems have resulted in numerous cases of illness and even death. Historically, cross connections have been one of the most serious public health threats to a drinking water supply system and many times are present in a residential water system.

Cross connection testing is required by the state to ensure that contaminants can not backflow into the public water system. The State recently adopted rules that require testing for residential sites in addition to commercial sites, although we have not yet started testing residential sites. HydroCorp is currently testing 12-14 commercial sites each year, including City facilities (City Hall, 4 Ridge, and the DPW building).

The proposed ordinance amendments have been suggested by HydroCorp to ensure that we are compliant with State laws and administrative rules.

Requested Action

City Commission consideration of the cross-connection ordinance amendment for approval.

City of Pleasant Ridge

Ordinance No. ____

AN ORDINANCE TO AMEND THE CITY OF PLEASANT RIDGE CODE OF ORDINANCES, CHAPTER 74 – UTILITIES, ARTICLE II. - WATER, DIVISION 4. – CROSS CONNECTIONS.

THE CITY OF PLEASANT RIDGE ORDAINS:

Section 1. Amendments.

1. Amend Section 74-114 to read as follows:

The city hereby adopts by reference the Water Supply Cross-Connection Rules of the ~~Michigan Department of Public Health~~ Michigan Department of Environment, Great Lakes and Energy, being R 325.11401 to R 325.11407 of the Michigan Administrative Code, as now in force or as subsequently amended. A copy of such rules shall be available at city hall.

This ordinance does not supersede the state plumbing code or the plumbing regulations of the City Code but is supplementary to them.

2. Amend Section 74-115 to read as follows:

It shall be the duty of the city's director of public works or his authorized agent to cause inspections to be made of all properties served by the public water supply where cross connections with the public water supply is deemed possible. The frequency of inspections and reinspections based on potential health hazards involved shall be as established by the city and as approved by the ~~state department of public health~~ Michigan Department of Environment, Great Lakes, and Energy.

3. Section 74-116 is deleted in its entirety and amended to read as follows:

All testable backflow prevention assemblies shall be tested initially upon installation, relocation and/or repair to be sure that the assembly is working properly. Subsequent testing of assemblies shall be on an annual basis or as required by the City and in accordance with Michigan Department of Environment, Great Lakes and Energy requirements. Only individuals that hold an active ASSE 5110 tester's certification shall be qualified to perform such testing. That individual(s) shall certify the results of his/her testing.

Section 2. Severability.

Should any provision or part of this Article be declared by any court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability of the balance of this Article, which shall remain in full force and effect.

Section 3. Repealer.

All other ordinances or parts of ordinances in conflict with this ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Savings clause.

Nothing in this Article shall be construed to affect any suit or proceeding pending in any court or any rights acquired or any liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 5. Effective Date.

This Ordinance shall become effective fifteen days after enactment and upon publication as provided by law.

Section 6. Adoption.

This Ordinance is hereby declared to have been adopted by the City Commission of the City of Pleasant Ridge at a meeting duly called and held on the ____ day of _____, 2020, and ordered to be given publication in the manner prescribed by law.

James Breuckman, City Manager

Amy M. Allison, City Clerk



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: October 8, 2020
Re: Clinton River Watershed Council WaterTowns Initiative

Overview

Attached is a resolution to participate in the CRWC's WaterTowns initiative. This is a program to help communities leverage water resources, and most applicable to Pleasant Ridge, improve water quality.

Our participation in the program will allow us to receive green infrastructure concept design services from the CRWC and their partners. We will identify a project and they will prepare a concept plan for stormwater infiltration measures in our City. This will allow us to continue to find ways to put storm water in the ground rather than in our combined sewer system. There is no cost to the City to participate in the program.

Background

Attached is an overview of the WaterTowns program. Chris Bobryk will also present information about the program at the meeting and will be available to answer any questions from the Commission.

Requested Action

City Commission consideration of the attached resolution.

STATEMENT OF PURPOSE

The purpose of this resolution is to declare Pleasant Ridge's formal participation in the WaterTowns® initiative through the Clinton River Watershed Council. The resolution reflects Pleasant Ridge's support for the Clinton River and its tributaries as valuable community assets and the Pleasant Ridge's commitment to collaborate with residents, businesses, neighboring cities, non-profit organizations, and other stakeholders to advance watershed management, the blue economy, tourism, and green infrastructure.

A RESOLUTION declaring Pleasant Ridge's participation in the WaterTowns® initiative

WHEREAS, WaterTowns® is a water-oriented community development initiative designed to assist towns and cities within the Clinton River Watershed to leverage the assets of the Clinton River and Lake St. Clair and to protect and improve water quality;

WHEREAS, the WaterTowns® initiative is managed by the Clinton River Watershed Council, an organization dedicated to protecting, enhancing, and celebrating the Clinton River, its watershed, and Lake St. Clair;

WHEREAS, Pleasant Ridge recognizes the recreational and economic potential of our regional water resources;

WHEREAS, Pleasant Ridge desires to incorporate environmental best management practices as an integral part in community planning and development;

WHEREAS, Pleasant Ridge is located within the Clinton River Watershed, and is a member of the Clinton River Watershed Council;

WHEREAS, there is no financial commitment required to participate in the WaterTowns® initiative;

WHEREAS, Pleasant Ridge desires to collaborate with the Clinton River Watershed Council to develop and implement a local WaterTowns® strategy;

NOW, THEREFORE, be it resolved, that the Pleasant Ridge Mayor and Council declare Pleasant Ridge a participant in the WaterTowns® initiative.

This resolution shall become effective upon adoption.

PASSED AND ADOPTED this 13th day of October 2020.

Pleasant Ridge

ATTEST

Clinton River Watershed Council



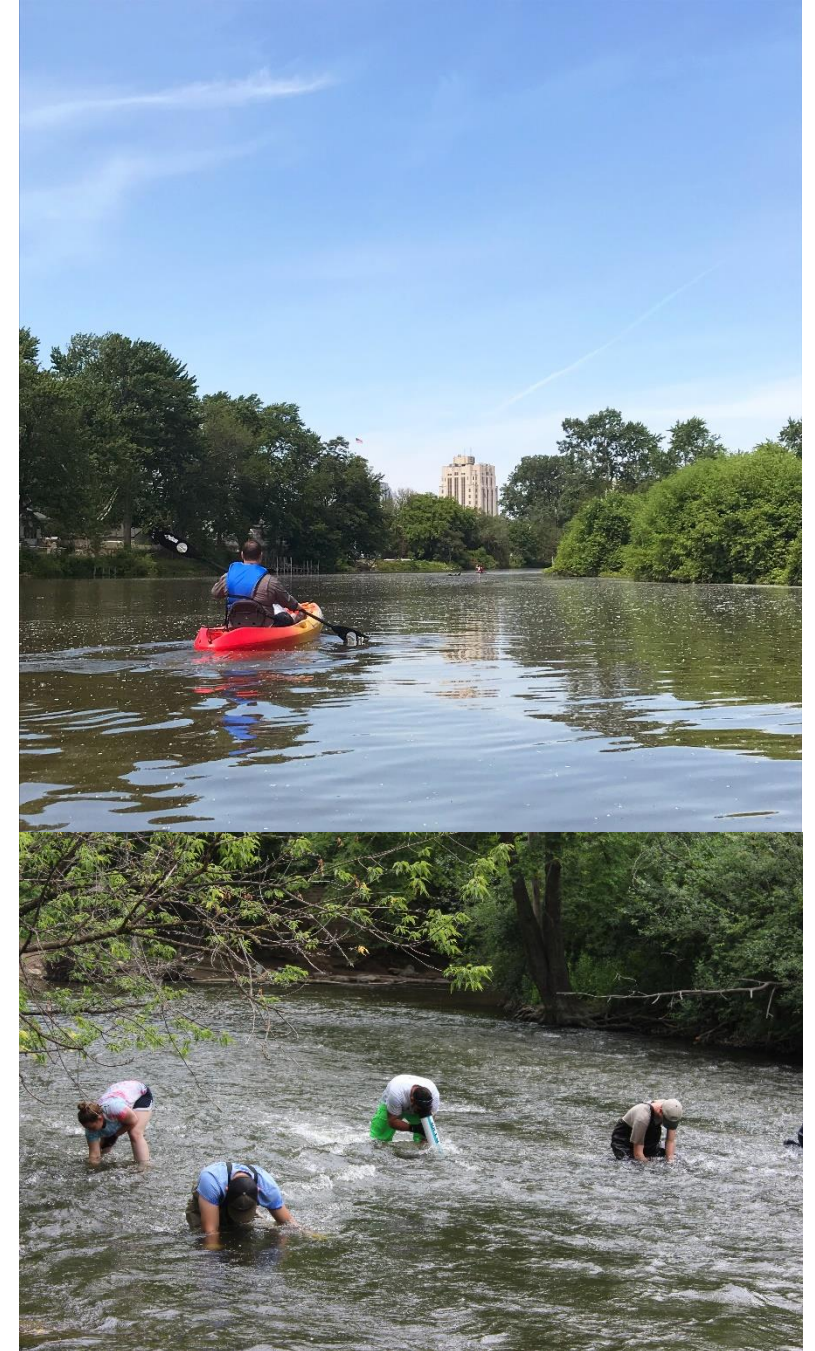
The City of Pleasant Ridge – Council Meeting
October 13, 2020

Christopher W. Bobryk, Ph.D.
Watershed Planner

The Clinton River
Watershed Council **MISSION**



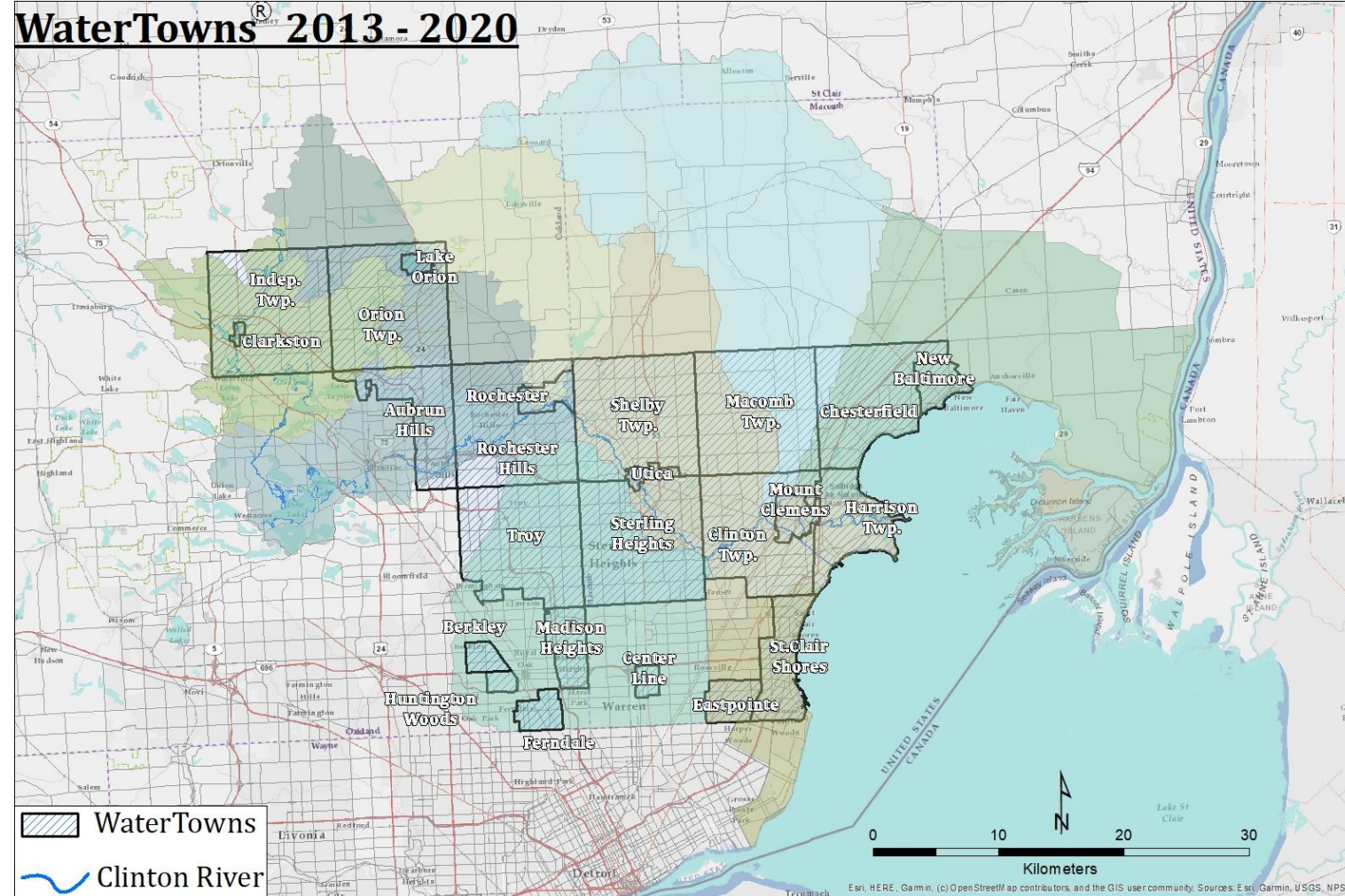
**To protect, enhance and celebrate
the Clinton River, its watershed
and Lake St. Clair**





- Fred A. and Barbara M. Erb Family Foundation
- 24 communities
- 2 new communities/year
- Green Infrastructure
- Art, history, culture, ecology
- Match mini-grants (\$5,000)
- Partnerships
- Sustainability

A community-based initiative designed to help leverage assets of our water resources for socio-economic and environmental protection



Building stronger, more resilient communities one rain garden at a time

PROJECT OUTLINE

Important Notes:

1. Resolution Renewal
 - 5-year update
2. Mini-grant Stipulation
 - 2 growing seasons
 - Plan specifying use & timeline
3. Not just for GI
 - Art, history, culture, ecology
 - Promoting access and understanding

INTRO MEETINGS



RESOLUTION



SITE VISITS



REVIEW



FINAL PRESENTATION

1. Intro meetings

- a. Explore GSI opportunities
- b. Identify points of contact

2. Obtain Resolution

- a. Present idea to Council
- b. Ensure community involvement

3. Site Visits

- a. Select sites
- b. Identify GSI areas

4. Review Meetings

- a. Agree on graphic renderings
- b. Revise plans as needed

5. Final presentation

- a. Report: Site-specific graphic renderings and computations
- b. Large printed graphic boards



Example Renderings: Madison Heights



Example Renderings: Madison Heights



Example Renderings: Madison Heights



Example Renderings: Madison Heights



Example Sites: Huntington Woods



Example Sites: Huntington Woods



Example Sites: Huntington Woods



Example Sites: Clinton Township



Example Sites: Clinton Township



Example Sites: Clinton Township



Example Sites: Clinton Township



Example Sites: Clinton Township





Art, Culture, Ecology, Green Infrastructure

- Long-term investment with CRWC
 - Natural resource expertise
 - Grant-writing assistance
 - Stormwater education
- Volunteers, workshops, resources
- Public presentations
- \$5,000 Match Mini-Grant



QUESTIONS?

Thank You!

Christopher Bobryk
Chris@CRWC.ORG
248-601-0606





BACKGROUND

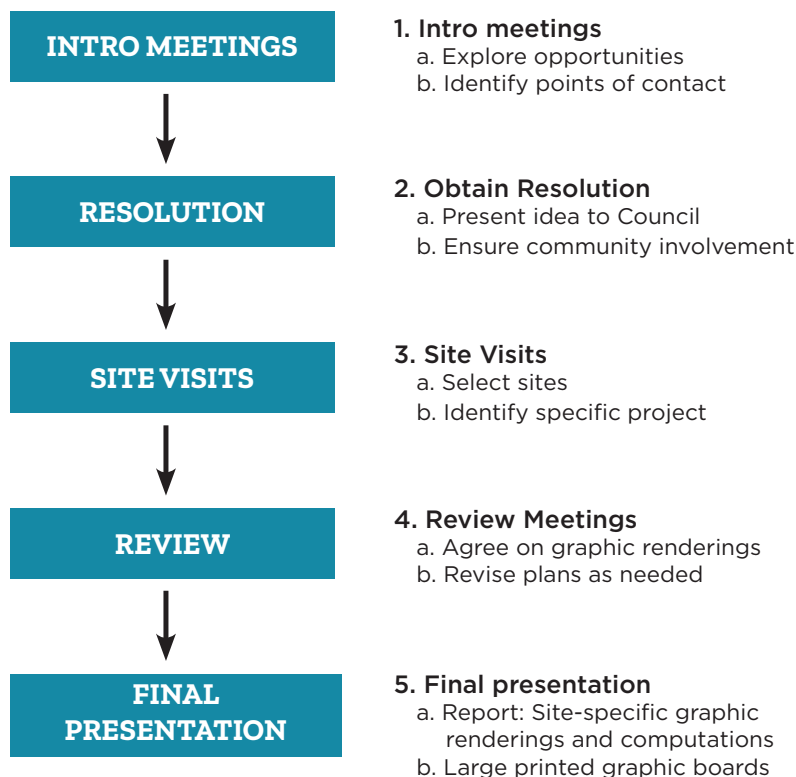
WaterTowns® began in 2013 as a community-based initiative designed to help municipalities leverage assets of the Clinton River and Lake St. Clair. With support from the Fred A. and Barbara M. Erb Family Foundation, this program encourages public interactions with our lakes and rivers by improving accessibility to natural resources. CRWC uses WaterTowns® as a unifying platform to help communities improve water quality, mitigate local climate-change impacts, and advance water-oriented community development.

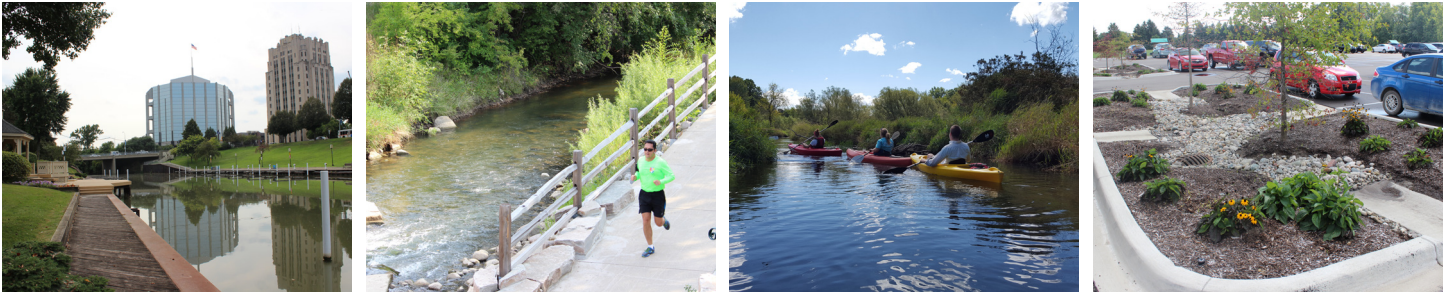
This initiative currently supports 24 WaterTowns®, with two additional communities slated for 2021.

Objectives of WaterTowns® are to help communities with:

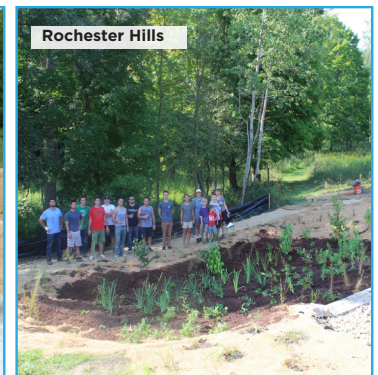
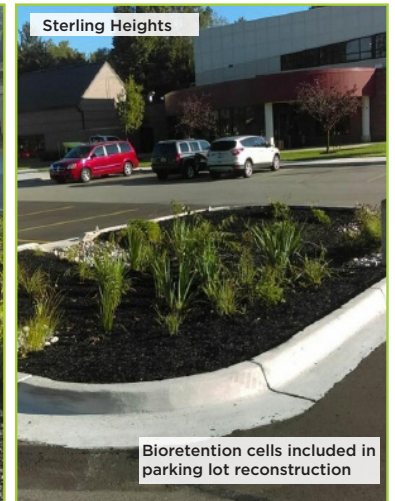
1. Engaging the public in visioning and strategic community planning centered on protecting water resources
2. Identifying and enhancing water-oriented leisure and recreation opportunities
3. Developing educational curriculum focused on environmental stewardship
4. Introducing green infrastructure concepts and opportunities

PROJECT OUTLINE





EXAMPLES FROM OUR WATERTOWNS®





City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
 To: City Commission
 Date: October 8, 2020
 Re: Water Meter Replacement Bid Approval

Overview

The City is due to replace water meters and transponder heads throughout the City. A request for bids was sent to qualified contractors who can perform this work. The City received two responses from HydroCorp, and SLC Meter.

A summary of the bids:

Item	HydroCorp	SLC Meter
Installation (total)	\$79,870.00	\$106,030.50
Cross Connection & Service Line Survey	Included	\$5,670.00
Scrap Meter Credit	--	(\$5,331.00)
Meter & Transponder Cost*	\$326,141.55	\$326,141.55
TOTAL:	\$406,011.55	\$432,511.05

*Meters and transponders will be purchased by the City direct from Badger Meter.

Background

Water Metering Infrastructure

The City's water metering infrastructure consist of two main components – the meters themselves and an encoder/transponder that connects to each meter and transmits the usage information to the City so that we bill for water use.

Each of these components has a useful life span. For the transponders it is about 15 years, which is determined mostly by the lifespan of the batteries that are in each unit. Water meters typically have a life expectancy of about 20 years as the mechanics of the meter slow down over time due to age and wear which results in the meters not registering usage accurately.

Our transponder heads were last changed about 15 years ago, while our meters are now about 30 years old, so we are due to change both our meters and transponder heads.

One thing that is important for the Commission and residents to keep in mind is that water meters slow down as they age. This means when older meters become inaccurate, it is to the benefit of the water customer. They slow down and report less water use than is the case. Some residents will see higher bills when the new meters are installed that will read more accurately than is currently the case. Staff is prepared for this, and the City Commission should also be prepared to hear about higher bills after the meters are changed. This will not be due to any fault in the new metering system, but rather the slowing of the old meters.

Orion Cellular Heads

The City has begun installing Orion cellular transponder heads. These heads use the LTE cell network to transmit usage data to the City's water database. This offers a few key advantages:

- Usage can be monitored at regular intervals, rather than taking one reading every 2 months.
- Water customers can monitor their own water usage using an app or web portal, allowing users to identify potential issues quickly and avoiding large bills when a leak occurs.
- The Orion system offers automated leak detection capability, so even if the water customer is not monitoring their own usage, the City and/or customer can receive a notice by text or email that they may have a leak.



Some residents are concerned about having a cellular transponder in their home that uses existing cellular networks and transmits the water read via radio frequency once or twice a day. The radio energy the transponder generates when it transmits is less than when your phone sends a text message. These cellular transponder heads are the equivalent of having a cell phone in your basement that only sends a text message once per day. The rest of the time they are dormant and do not generate any additional ambient radio waves or electromagnetic energy than already exists.

Other Services

The selected contractor will also be conducting a basic cross-connection inspection to ensure that there are no connections at service addresses that can cause water to backflow into the public system. The State now requires cross-connection inspections for both commercial and residential water customers.

The selected contractor will also be doing an inventory of the water service line material at the meter to supplement our understanding of where lead service lines that must be replaced are in the City.

HydroCorp

The City has been using HydroCorp as a service provider to oversee our cross-connection inspection program for the past 18 months and has enjoyed a good working relationship with them. We are confident in their ability to manage and oversee the water meter replacement project. Their references also speak highly of their performance completing meter replacement projects in other communities in Michigan and across the Midwest.

Timeline

Given the water meter and transponder order lead time, it will be at least 6 weeks until this project begins following approval by the City Commission, and likely 2-3 months minimum before we are installing meters. It is our goal to have this project wrapped up by the end of this budget year on June 30, 2021.

Requested Action

City Commission approval of the bid by HydroCorp in the amount of \$79,870 for water meter replacement and other associated services as described in their proposal, and approval of the purchase of water meters and transponders in the amount of \$326,141.55 from Badger Meter.



City of Pleasant Ridge

James Breuckman, City Manager

Water Meter & Transponder Head Replacement Project

Overview. The City desires to replace all water meters and transponder heads. The City uses Badger products. Water meters will be replaced like for like size with new E-Series ultrasonic meters. Transponder heads upgraded from Beacon to Orion Cellular.

Service Line Material Survey. The contractor will also take an inventory of the water service line material inside of the house connected to the meter.

Scheduling. The contractor will be responsible for scheduling appointments with customers.

Procurement of Materials. The City or the contractor can purchase the meters and transponder heads. The contractor will supply all other necessary parts and materials, including tamper seals, necessary to install the Badger meters per manufacturer guidelines.

Meter Inventory. The City currently has a total of 1,162 meters in need of replacement. A few transponder heads have already been converted to the new Orion heads – these locations will require only a new meter. The specific sizes of meters in the City are as follows:

5/8" - 950 Meters (4 cellular transponder upgrades exist)

3/4" - 116 Meters (2 cellular transponder upgrades exist)

1" - 81 Meters (7 cellular transponder upgrades exist)

1.5" - 13 Meters (2 cellular transponder upgrades exist)

2" - 6 Meters (2 cellular transponder upgrades exist)

Billing Software. The City uses BS&A software. The new meters and transponder heads will be provisioned by the contractor with assistance from the City as needed. The City and the contractor will confirm that new meters and transponder heads are provisioned correctly and working properly.

Reporting. The contractor shall provide a report for each property containing: 1) before and after photographs, 2) service line material, 3) property owner/resident contact information, 4) summary of material used/complications with installation, etc. 5) notation of any meter bypass piping, and 6) customer signature verifying final reading prior to meter replacement.

Curb Stops. The contractor may use the City's curb stop for the purposes of installing the water meter if the site's incoming water shutoff valve is inoperable. The contractor shall notify the City before operating a curb stop and the contractor will assume all liability and responsibility of the curb stop's use. The

contractor is responsible for locating and operating the valve with their own tools and equipment. The Contractor will ensure that the stop-box cap and all appurtenances are left in the same condition as it was found. The City recommends that the contractor take photographs of the stop box prior to and after using it.

Recycling of Scrap Meters. The contractor may recycle the meters at their own expense, with credit to the City for meter core value.

Cross-Connection Survey. The contractor shall perform a cross-connection survey and complete a survey form in accordance with State of Michigan EGLE rules and regulations. This is not a cross-connection inspection and does not need to be completed by a state certified backflow prevention assembly tester. This information will be used to identify which residential locations will require cross connection inspections and have backflow prevention devices tested (e.g. homes with irrigation systems). It is preferred that the contractor provide their own survey form, such as the one shown in the State Cross Connection Rules Manual.

Experience. Provide a description of your relationship with Badger and their products.

Insurance. Contractors will be required to carry the following insurances:

1. Workers comp including employers' liability coverage in accordance with State of Michigan statutes
2. Commercial general liability insurance on an occurrence basis with limits of liability not less than \$2,000,000 per occurrence and aggregate. Coverage shall include a) contractual liability, b) products and completed operations, c) independent contractors coverage, d) broad form general liability extensions or equivalent, if not already included. A per project/contract aggregate shall be endorsed onto this policy.
3. Automobile liability including Michigan no-fault coverages, with limits of liability not less than \$2,000,000. Coverage shall include all owned vehicles, non-owned vehicles, and all hired vehicles.
4. Additional Insured. Commercial general liability and motor vehicle liability shall include an endorsement listing the following as additional insureds: The City of Pleasant Ridge; all elected and appointed officials; all employees and volunteers; all boards, commissions, and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Pleasant Ridge as additional insured, coverage afforded is considered to be primary and any other insurance the City may have in effect shall be considered secondary and/or excess.
5. Cancellation Notice. All policies, as described above, shall include an endorsement stating that it is understood and agreed thirty (30) days, 10 days for non-payment of premium, advance written notice of cancellation, non-renewal, reduction, and/or material change shall be sent to the City of Pleasant Ridge, 23925 Woodward Avenue, Pleasant Ridge, MI 48069.
6. Proof of Insurance Coverage. The contractor shall provide a certificate of insurance with the required endorsements to the City prior to the contract(s) being executed. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided as required above will be acceptable.

Proposal Form. There is no specified proposal format. Respondents are encouraged to identify material cost and cost for services as part of your cost proposal.

4545 W Brown Deer Road Milwaukee WI 53223
PO Box 245036 Milwaukee WI 53224-9536
Phone: 800-876-3837 Fax: 888-371-5982

Created Date 10-02-2020

Customer ID 00211972

To

CITY OF PLEASANT RIDGE
23925 WOODWARD AVENUE
PLEASANT RIDGE
Michigan 480691135

Effective Dates 10-02-2020 - 10-02-2021

Salesperson	Proposal Subject	Shipping Terms / INCO Terms	Payment Terms
006530 Mark Wright	Pleasant Ridge 2020 Quote	PREPAY/NO CHARGE For SHIPMENTS > \$35,000 FCA FACTORY	NET 30 DAYS

Line #	Description	Qty	Unit Net Price USD	Line Totals USD
1	BMI Part No.: 100-1745 Description: EP - E-Series Ultrasonic Polymer (NSF-61-372), EAC - 5/8" X 3/4" (3/4 X 7-1/2) Potable, XT - None -ThicK Washers, X - NONE Encoder, CA - FOR CONNECTIVITY TO ORION, 1 - Standard, 9 Dial - 0.001 FT3, D - 100 A2 - BADGER STD (TS-420) Y2 - YR MFG 9D & PBB None, TH - TWIST TIGHT - 10 FT (MTR, ASSY) B0A - BADGER METER STANDARD (ID=B0A) Cat String: EP-EAC-PXTX-E5-CA-19FD-A2Y2-XXTH-XX-B0A	946	149.96	141,862.16
2	BMI Part No.: 100-1830 Description: EP - E-Series Ultrasonic Polymer (NSF-61-372), EBB - 3/4" (3/4 X 9) Potable, XT - None -ThicK Washers, X - NONE Encoder, CA - FOR CONNECTIVITY TO ORION, 1 - Standard, 9 Dial - 0.001 FT3, D - 100 A3 - BADGER STD (TS-421) Y2 - YR MFG 9D & PBB None, TH - TWIST TIGHT - 10 FT (MTR, ASSY) B0A - BADGER METER STANDARD (ID=B0A) Cat String: EP-EBB-PXTX-E5-CA-19FD-A3Y2-XXTH-XX-B0A	114	183.08	20,871.12
3	BMI Part No.: 101-3853 Description: EP - E-Series Ultrasonic Polymer (NSF-61-372), ECA - 1" (1 X 10-3/4) Potable, XT - None -ThicK Washers, X - NONE Encoder, CA - FOR CONNECTIVITY TO ORION, 1 - Standard, 9 Dial - 0.001 FT3, D - 100 A4 - BADGER STD (TS-422) Y2 - YR MFG 9D & PBB None, TH - TWIST TIGHT - 10 FT (MTR, ASSY) B0A - BADGER METER STANDARD (ID=B0A) Cat String: EP-ECA-PXTX-E5-CA-19FD-A4Y2-XXTH-XX-B0A	74	219.08	16,211.92

Thank you for your business!

This quotation is an offer made subject to the terms & conditions found on our website: www.badgermeter.com/Company/Legal/Sales-Terms.aspx
Quoted prices are firm for acceptance, via an order, within the effective dates provided, shipping within 60 calendar days past the expiration of this quotation.

Line #	Description	Qty	Unit Net Price USD	Line Totals USD
4	BMI Part No.: 100-3005 Description: EU - E-Series Ultrasonic SS (NSF-61-372), EDA - 1-1/2" ELLIPTICAL (1-1/2 X 13) Potable, XX - None, X - NONE Encoder, CA - FOR CONNECTIVITY TO ORION, 1 - Standard, 9 Dial- 0.01 FT3, D - 100 A5 - BADGER STD (TS-423) Y2 - YR MFG 9D & PBB None, TH - TWIST TIGHT - 10 FT (MTR, ASSY) B0A - BADGER METER STANDARD (ID=B0A) Cat String: EU-EDA-PXXX-E5-CA-19GD-A5Y2-XXTH-XX-B0A	11	536.25	5,898.75
5	BMI Part No.: 100-3008 Description: EU - E-Series Ultrasonic SS (NSF-61-372), EEA - 2" ELLIPTICAL (2 X 17) Potable, XX - None, X - NONE Encoder, CA - FOR CONNECTIVITY TO ORION, 1 - Standard, 9 Dial- 0.01 FT3, D - 100 A6 - BADGER STD (TS-424) Y2 - YR MFG 9D & PBB None, TH - TWIST TIGHT - 10 FT (MTR, ASSY) B0A - BADGER METER STANDARD (ID=B0A) Cat String: EU-EEA-PXXX-E5-CA-19GD-A6Y2-XXTH-XX-B0A	4	854.40	3,417.60
6	BMI Part No.: 100-2906 Description: E4 - Endpoint Only, For Encoder, AB - ORION CELLULAR-LTE M, Pit/ Remote Wall Cover(June 2017 & Later), TA - TWIST TIGHT - 8 IN (EP) AA - Ground/Ocean (Paused), B0A - BADGER METER STANDARD (ID=B0A) 13 - ORION LTE 24 PACK DEFAULT 16 Cat String: E4-4E-AB-AA-TAAA-B0A	1149	120.00	137,880.00

Notes and Assumptions

If applicable, sales tax and freight, if included on the proposal, is an estimate and will be recalculated based on rates and tax status in effect at the time of invoicing.

Actual lead time to be provided at time of order.

To aid in processing your order, please include the Quote number on the PO that is submitted for this proposal.

Badger Meter provides certification files to help manage meter and endpoint inventory and to maintain meter accuracy data. The standard method of delivery for this format is via electronic mail. Any deviations from our standard format, or any custom file formats, will be considered on a time and material basis.

Due to continuous improvements and redesign of Badger Meter products and technology solutions, Badger Meter reserves the right to provide our newest product solutions as an alternative to the proposed products provided they are in conformance with the requirements of the specifications and do not exceed the prices quoted.

If you would like to place an order, please contact us at Utilityorders2@badgermeter.com or by calling 1-800-876-3837.

Thank you for your business!

This quotation is an offer made subject to the terms & conditions found on our website: www.badgermeter.com/Company/Legal/Sales-Terms.aspx
Quoted prices are firm for acceptance, via an order, within the effective dates provided, shipping within 60 calendar days past the expiration of this quotation.

Proposal Developed for the City of Pleasant Ridge

CITY OF PLEASANT RIDGE WATER METER REPLACEMENT PROJECT



September 25, 2020



CROSS-CONNECTION
CONTROL / BACKFLOW
PREVENTION

WATER METER
SALES AND
INSTALLATION

WATER SAMPLING
AND ANALYSIS / RISK
ASSESSMENTS

PROGRAM
AND PROJECT
MANAGEMENT



MICHIGAN CORPORATE OFFICE
5700 Crooks Road, Suite 100
Troy, MI 48098
844.493.7641 TOLL FREE
248.250.5000 PHONE
248.786.1788 FAX GENERAL
info@hydrocorpinc.com EMAIL



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1. HYDROCORP INTRODUCTION AND HISTORY

- Founded in 1983 and incorporated in 1988. The firm has grown from two employees to a staff of over 75 full time associates in multiple states.
- HydroCorp provides Water Meter Installation and Cross-Connection Control Program Management Services to over 300 communities in several states including: Michigan, Wisconsin, Delaware, Maryland, Virginia, Florida and Minnesota. We still have our first customer!
- HydroCorp Conducts over 35,000 on site, Cross-Connection Control Inspections annually and has completed over 48,000-meter installations.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed system and process that each of our field inspectors/installers follow in order to meet productivity and quality assurance goals.
- Our municipal team has attended training classes and received certification from the following recognized Programs:
 - USC - Foundation for Cross Connection Control and Hydraulic Research
 - ASSE - American Society for Sanitary Engineering
 - ABPA - American Backflow Prevention Association
- Our trained administrative staff/call center can answer most technical calls related to the water meter replacement or cross-connection control.
- HydroCorp staff and company are active members in many water industry associations including
 - American Water Works Association (AWWA)
 - National Rural Water Association (NRWA)
 - American Public Works Association (APWA)



1.1 Meter Installation Project History

City	State	Contract Start Date	Contract End Date	Completed	Total Meters Contracted	Total Meters Installed	CCC Survey	Meter Type
Bellevue	WI	06/14/19	12/31/20	Yes	700	636	No	Sensus
Blaine, Meters	MN	08/07/18	02/28/20	Yes	8,000	7,512	No	Sensus
Blaine, Radio Only	MN	05/04/18	02/28/20	Yes	13,895	12,772	No	Sensus
Boyceville	WI	04/01/18	12/30/18	Yes	433	436	Yes	Kamstrup
Camp Douglas	WI	03/31/11	05/31/11	Yes	150	150	Yes	Herse
Chetek	WI	03/01/17	12/30/17	Yes	1,126	1,126	Yes	Kamstrup
Curtiss	WI	01/01/20	12/31/20	No	103	0	Yes	Kamstrup
Dorchester	WI	08/01/17	12/30/17	Yes	396	396	No	Kamstrup
Dover	MN	05/24/16	07/30/16	Yes	50	50	No	Sensus
Dover	MN	05/30/17	07/30/17	Yes	50	50	No	Sensus
Dover	MN	05/30/18	09/30/18	Yes	50	50	No	Sensus
Dover	MN	05/30/19	9/30/20189	Yes	50	51	No	Sensus
East Grand Rapids	MI	09/01/18	12/31/18	Yes	380	326	Yes	Sensus
East Grand Rapids	MI	09/01/19	06/30/20	No	100	0	Yes	Sensus
Ecorse	MI	09/01/19	08/31/20	Yes	2,200	1,714	No	Sensus
Glendale	WI	03/24/15	12/30/15	Yes	1,000	888	No	Sensus
Grandville	MI	07/01/18	12/31/18	Yes	500	456	Yes	Sensus
Grandville	MI	07/01/19	12/31/19	Yes	500	492	Yes	Sensus
Hastings	MN	10/30/17	04/01/23	In Process	6,667	2,155	Yes	Sensus
Hudson	WI	03/01/16	03/01/20	In Process	6,750	5,168	Yes	Sensus
Jonesville	MI	07/01/19	12/31/19	Yes	678	594	No	Neptune
Lake Elmo	MN	07/30/18	12/31/18	Yes	92	66	No	Sensus
Mattawar	MI	09/01/17	01/30/18	Yes	822	822	Yes	Sensus
Monona	WI	01/01/20	12/31/20	No	2,791	0	Yes	Badger
Montague	MI	02/01/19	01/31/19	Yes	up to 248	215	Yes	Sensus
New Brighton	MN	05/01/18	05/01/20	Yes	5,872	4,888	Partial-490	Sensus
Niagara	WI	05/01/15	12/30/15	Yes	145	145	Yes	Sensus
Oakdale	WI	01/01/19	12/31/19	No	99	125	Yes	Sensus
Prescott	WI	03/01/16	12/30/16	Yes	1,750	1,750	Yes	Kamstrup
Roosevelt Park	MI	03/11/19	06/28/19	Yes	836	824	No	Neptune
Roosevelt Park	MI	01/01/20	06/30/20	No	845	93	No	Neptune
Royal Oak	MI	01/14/16	02/05/16	Yes	75	74	No	Neptune
Royal Oak	MI	01/01/16	05/01/16	Yes	82	82	No	Sensus
Seymour	WI	07/01/18	12/31/18	Yes	1,200	1,014	Yes	Kamstrup
Taylor Falls	MN	01/01/20	03/31/20	Yes	40	31	No	Sensus
Two Rivers	WI	11/01/14	12/30/14	Yes	120	120	No	Herse
Washburn	WI	03/01/20	02/28/21	In Process	777	0	No	
Weston	WI	11/01/17	06/30/18	Yes	3,900	2,800	Yes	Sensus
White Bear Township	MN	01/03/20	04/30/20	Yes	250	252	No	Sensus
Wilson	WI	01/01/20	12/31/20	No	69	0	No	Sensus
Woodville	WI	05/01/18	06/01/19	Yes	497	498	Yes	Kamstrup
Total	41				64,040	48,821		

- References for installation projects can be found in Appendix A



1.2 Industry Leadership

With over 300 municipal clients, HydroCorp has extensive experience in working with local government entities and public water system Water Meter Installation and Cross-Connection Control Programs. We realize, no two communities are the same. Therefore, we allow our clients the ability to customize an approach specific to the needs and priorities of their community.

HydroCorp provides the strategic guidance and expert management needed to ensure that meter change-out programs are completed on time, on budget and with little hassle. HydroCorp helps communities develop and implement change-out programs that contain costs, maximize labor effectiveness, and systematize replacement procedures for optimal efficiency. Our services can be scaled and customized to your needs. We can handle specific program elements, or provide complete, turnkey program management including plan rollout and implementation, consumer notifications and call centers, tracking, invoicing and documentation.

Additional Available Services:

Residential and Commercial Cross Connection Control Surveys
Service Line Inventory – Piping Material (Lead, Copper, Galvanized, PEX)
Sump Pump Discharge Survey
GIS Mapping of Meter Location
GIS Mapping of Curb Stops

Contact:	Paul M. Patterson	<div>Troy, MI Corporate Office</div> 
Telephone:	248-250-5022	
Email:	ppatterson@hydrocorpinc.com	
(Remit to address):	HydroCorp Inc. 5700 Crooks Rd., Ste. 100 Troy, MI 48098	
Main Office Telephone:	800-690-6651 or 248-250-5000	
Legal Status:	S-Corporation, 1988 E.I.D. 38-2810008	

CORPORATE OFFICE

5700 Crooks Road, Suite 100, Troy, MI 48098

p 844.493.7641 248.250.5000 f 248.786.1789 hydrocorpinc.com



2. STAFF BIOS

Corporate Officers & Key Staff:

Larry J. La Bute, *Founder & CEO* - Chairman of the Board of Directors. Mr. La Bure founded the company in 1983 to improve the safety of drinking water systems. He graduated from Oakland University with a B.S. in Management and received his master's degree from S.S. Cyril & Methodius Seminary. Prior to founding HydroCorp, Mr. LaBute successfully founded and ran a water treatment equipment manufacturing company for 12 years.

Mark L. Martin, *CPA & Chief Financial Officer*. Mr. Martin joined HydroCorp in early 2007 and is a seasoned business executive experienced in working with growing small and mid-size companies across a broad range of industries. Mark received a B.S. in Accounting from Michigan State University in 1980 and is also a 10-year board member of Haiti Outreach Mission.

Glenn Adamus, *COO*. A member of the HydroCorp team for the past fourteen years, Glenn has managed various water quality analysis projects related to process water and potable water systems on HydroCorp's behalf, including Stage 2 DBPR, Lead and Copper Rule, water distribution system/quality characterization studies, water main/system disinfections, legionella risk assessment and monitoring, and industry compliance monitoring.

Paul Patterson, *Senior Vice President*. Mr. Patterson joined HydroCorp, Inc. in 2004, and is responsible for development and implementation of HydroCorp's sales and growth strategies in the municipal and industrial markets. Mr. Patterson has over 25 years' experience in the water industry. Before joining HydroCorp, Mr. Patterson was a member of the U.S. Air Force, where he served as a Utility Systems Specialist and was responsible for operating and maintaining potable water systems and wastewater collection systems both at home and abroad. Mr. Patterson is an ASSE Certified Instructor and regularly presents at national and regional water industry association conferences.

Chris Johnson, *Senior Sales Representative*. Mr. Johnson joined HydroCorp Meter Sales in 2019 and is responsible for meter sales in our Michigan market. Mr. Johnson has over 27 years of experience with water metering solutions. During that time Mr. Johnson has managed meter installation and system implementation programs for municipalities and private water systems of all sizes around the country.

Dave Cardinal, *Vice President, Municipal Division*. Mr. Cardinal has over twenty years' experience as a water professional and has a successful record of accomplishments in large project management. Mr. Cardinal is experienced in program development, project management, developing and conducting employee education and training programs, developing and instructing State certified education and training classes, quality assurance, customer service, and client satisfaction.



Cody Koehler, *Project Manager, Meter Division*. Project Manager of Michigan municipal meter division. Cody has over 9 years' experience working in the water works industry. Cody has led numerous successful residential and commercial meter change out projects and has extensive knowledge in Badger AMR/AMI reading systems as well as water meter testing, calibration and repair.

Edward Auferoth, *Inside Support/Data Analyst – Municipal Division*. Mr. Auferoth has been with HydroCorp since 1997. In that time, Mr. Auferoth has attained a wealth of project and program management experience. Prior to his current role, Mr. Auferoth served as Administration Manager, Regional Director, Technical Service Director and Data Analyst. During his tenure, the HydroCorp Municipal Division grew from 7 clients to over 350. Mr. Auferoth played a key part in this growth and consistently provides a high level of customer service to all our clients.

Field Technicians – HydroCorp invests continuously in educational training and development of its team members. Many of our meter team members have attended the meter school held by Badger Meter in Milwaukee, WI. All HydroCorp Field Technicians assigned to this project are trained full-time HydroCorp employees with 3rd party background checks available upon request.



3. PROJECT COST/PRICING MATRIX

HydroCorp will complete all tasks detailed in Scope of Work detailed in Section 4.2 of this proposal for the following amounts:

Meter Size	Cost Per Install and Inspection
5/8"	\$67.00
3/4"	\$67.00
1"	\$67.00
1.5"	\$159.00
2"	\$159.00
Project Total	\$79,870.00

Upon request by the City of Pleasant Ridge, HydroCorp field personnel can provide ASSE approved hose connection vacuum breakers (ASSE 1011) to residents at the time of installation/inspection to assist with compliance with the Cross Connection Control Program. An additional fee of \$5.50 per interior vacuum breaker and \$8.50 per exterior (frost free) vacuum breaker will be added to the above costs.



4. Implementation Approach

4.1 Project Start Up/Initial Roll Out

- A. A Project Start-up meeting will be scheduled with the City of Pleasant Ridge to review overall project expectations and define specific deliverable with target dates for implementation. The intent of the start up meeting will be to:
 - a. Gather feedback from the City on any concerns/considerations regarding the project.
 - b. Confirm roles and responsibilities of all parties involved.
 - c. Provide the City with a sample accounts file export defining the data elements required, if applicable.
 - d. Provide the City with a sample usage data export file defining the data elements required.
- B. Initial Rollout – Provided by HydroCorp
 - a. Develop a detailed installation plan for the first area.
 - b. Develop an installation proposal for all remaining areas.
 - c. IT system set up, software installation and integration, if applicable.
- C. Initial Commissioning and Evaluation:
 - a. Meters and network components will be installed in the first area.
 - b. Conduct thorough review, evaluation, and make adjustments to the initial plan as needed.
 - c. Sampling of installation quality.
 - d. Joint evaluation of first area.
- D. Commissioning and Evaluation – Phase II:
 - a. Remaining meters and network components installed.
 - b. Remaining areas are commissioned and evaluated.
- E. Project Wrap Up:
 - a. Project wrap up and evaluation meeting.
 - b. Final export of remaining data.



4.2 Meter Installation Project Scope

HydroCorp shall provide all labor and material necessary to meet the scope of work as provided in the City of Pleasant Ridge RFP, which will include, but not necessarily be limited to the following items:

- A. Install approximately 1,166 Badger cold water meters.
- B. Install, program, and verify activation of Badger Orion cellular transponders as needed.
- C. Provide a postal notification letter to inform water customers of required meter replacement during a specific date range.
- D. Devise and host a dedicated website page for setting appointments with water customers at specific intervals during hours approved by the City. Water customers will have access to schedule their own appointments via a free and secure appointment website system. Website link to be presented on postal notices and the City website.
- E. Provide toll free phone support for customer questions and appointment requests by contractor administration staff. Direct phone contact to contractor staff will be available 8:00AM–6PM, five days per week excluding holidays.
- F. Document in electronic format; relevant identification numbers and meter readings of each existing and new meter installed by Contractor. HydroCorp will also record existing service line material for each meter installed.
- G. Complete approximately 1,166 Residential Cross Connection Control Inspections. Inspections will consist of the area immediately surrounding the meter (typically the basement), and the exterior of the home. Main areas of concern/focus will be boiler systems, water assisted sump pumps, water softener drains, lawn irrigation and unprotected hose connections.
- H. HydroCorp Technician shall verify activation of each meter, ensure transponder is functioning properly, re-establish water supply and verify full water pressure at nearest tap for 30 seconds.
- I. Reported leaks at meter junction or service control valve within 24 hours (Monday–Friday) after meter replacement will be addressed within a 24-hour period of notifying the Contractor.
- J. Delivery of removed (old) meters to a location as directed by the City.



4.3 Program Data:

The most critical element Meter Replacement Program is data integrity. Without accurate data, the program may experience customer service, administrative, and billing issues. HydroCorp will coordinate with the City to obtain accurate account listing/address information. ***All program data (including photographs) can be mass uploaded into the BS&A billing software. HydroCorp IT Staff worked closely with BS&A to develop this feature.***

4.4 Database Software:

HydroCorp utilizes HydroSoft® (proprietary software) to manage the Water Meter Replacement data. All program data captured shall remain the property of City. The City can access program data, information and reports on-line via a web browser. All Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall. Standard reports include the following:

- Replacements scheduled, completed, overdue and status
- Custom queries, data exports and reports as needed

4.5 Information Technology:

HydroCorp has a dedicated department responsible for Information Technology (I/T) infrastructure for internal (staff) needs as well as external (client) communication and reporting needs. We also have a dedicated person responsible for new client start up and database implementation in order to insure we have the most accurate information possible at any given point in time. We have continually invested in both hardware infrastructure (Network Servers, Client Workstations, Firewalls and Tablet P.C.'s for Field Inspectors) and software in order to leverage technology in the workplace and to improve customer service and assist in lowering our costs to our clients. HydroCorp has a contracted service agreement with a local I/T Company that performs monthly routine system maintenance and monitors our infrastructure/servers for optimum performance and reliability.

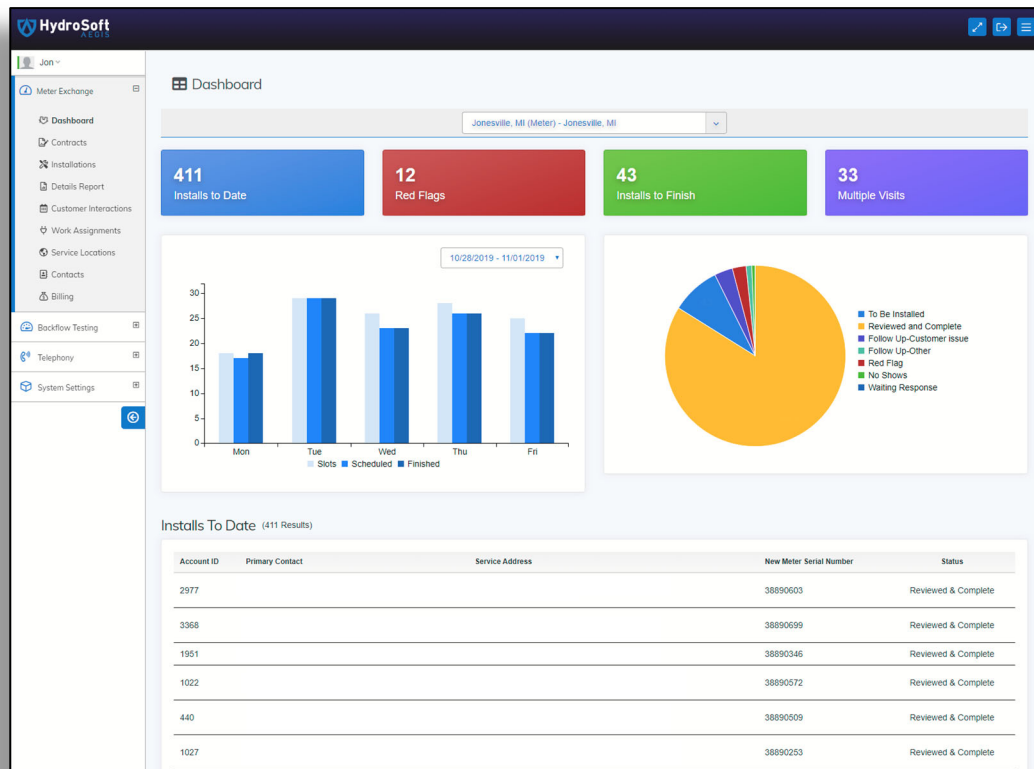
4.6 Program Data Backup & Storage:

Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall. The Application Server is backed up twice a day. 5 copies of the backup are then created and stored at 3 separate locations. 3 of the 5 backup copies are stored locally. One is on the application server itself, one is on our File server, and one is backed up to a Network Attached Storage (NAS) device. Having 3 local backup copies stored on the different machines means that in the unlikely event of a hardware malfunction, we can recover the data very quickly. Additionally, we employ a secure on-line backup service that stores 2 copies of our backup at two independent locations.



4.7 Live Program Data Access for Designated City Staff

Main Dashboard Example



New / Old Meter Details & Digital Photos with each record

New Meter Installation

Photo of new installation area.

USE CAMERA **UPLOAD PHOTOS** **Hide/Show (1)**

Date Created: 10/30/19 Size (Bytes): 111,728

ADD/VIEW NOTE (0) **VIEW FULL PHOTO**

Enter meter read of new meter.

Enter new serial number (use barcode scanner).

Photo of new serial number.

Enter old meter serial number.

Client meter serial number.

Enter old meter read. Number of dials.

Client meter read (gallons).

Photo of old meter read.

USE CAMERA **UPLOAD PHOTOS** **Hide/Show (1)**

Date Created: 10/30/19 Size (Bytes): 1,341,212

ADD/VIEW NOTE (0) **VIEW FULL PHOTO**

Select pipe material.

Select pipe size.

Client meter size.



APPENDIX A – REFERENCES

City of Weston, WI
Keith Donner
Water & Sewer Supervisor
715-241-2606
kdonner@westonwi.gov

City of Blaine, MN
Jon Haukaas, P.E.
Director of Public Works
763-785-6167
jhauskaas@blainemn.gov

City of Ecorse, MI
Kevin Lawrence
Director of Public Works
313-436-4010
Klawrence@ecorsemi.gov

City of New Brighton, MN
Jesse Hartman
New Brighton Water
651-638-2119
jesse.hartman@newbrightonmn.gov

Village of Mattawan, MI
Tom Anthony
Public Works Superintendent
269-668-2300
tom@mattawanmi.com

9/2/2020



PLEASANT
RIDGE

PROPOSAL TO FURNISH & INSTALL WATER METER & TRANSPONDER HEAD REPLACEMENT PROJECT



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PROFESSIONAL QUALIFICATIONS

SLC Meter llc is the sole authorized and fully stocked distributor of Badger Meter and Reading Systems for the state of Michigan. We are a privately held Limited Liability Corporation (Filing as S Corporation) as licensed to do business in the State of Michigan. Our physical address is 595 Bradford Street, Pontiac, MI 48341. We are also an authorized distributor of water service products for Ford Meter Box, A.Y. McDonald, Hymax, JCM, Star Pipe and many others. Our philosophy of supply is simple; have what the customer needs, when they need it. Having the distinct honor and privilege of being an authorized Badger distributor is a great achievement that requires in-depth knowledge and experience of municipal water metering systems. SLC is much more than just a products distributor; we began in 1979 as a water meter service company and have been continually providing a full spectrum of meter services that make us the premiere local turn-key solutions provider.

To date, SLC has installed over 450,000 water meters, implemented over 500 data capture handheld reading systems, 300 drive-by reading systems and over 75 fixed network systems. SLC maintained many of these reading systems, providing products and services to transition communities to the next level. SLC provides testing and repair services on 1,000s of meters both in shop and out in the field each year. Our facility includes a fully equipped meter shop for certified bench testing. We have a field service division with highly skilled technicians specializing in residential and commercial water meter replacement, testing & on site repairs. SLC also has a meter reading and billing department that provides monthly water bills to 5,000+ customers and staff with 15+ years of experience utilizing BS&A utility billing and BiLLiT UB software. These divisions give us unique insight and understanding of the complexities municipal water system operations and customer service require.

EXECUTIVE AND PROFESSIONAL PERSONNEL

John F. Traynor, Owner and President of SLC Meter. Owner and president of Hydro Meter Service, Inc. 41 years of experience in the water works field specializing in water meters and reading systems. Certified by 4 manufacturers to provide authorized service for their products.

Ryan Eichbrecht, Vice President, SLC Meter. 24 years in water works industry with 15 in municipal water distribution. Experienced in all facets of water meters and BS&A utility billing system as the utility billing clerk, Customer service and systems implementation.

Jamillah Noyd, Service Division Manager. 8 years experience managing installation staff and 4 years experience with water billing utilizing BS&A .net system. Oversees the scheduling of appointments and all administrative functions of the service division. Jamillah will be located in our Pontiac office during this project.

Jesse Whitford, Supervisor, Field Service Division. 12 years experience replacing and installing meters and reading systems. 6 years overseeing day to day field operations of 12 technicians. Jesse will be on site at the Eastpointe Water Department every business day during this project and is the contact for SLC Meter. Jesse will be responsible for checking materials in/out to the technicians and reviewing all replacement reports for accuracy and completeness.

Joe Hojara, Lead Technician, Field Service Division. 8 years experience replacing and installing meters and reading systems. Joe will be the lead performing register / MTU replacements and assisting other technicians with trouble shooting / difficult installations.

Randy Aguilerra 5 years experience in commercial meter testing, repair and replacement and 2 years experience residential meter / transmitter replacement.

Joe Treaye, Field Technician. 4 years experience residential meter / transmitter replacement.

All field personnel listed are direct employees of SLC, have passed background checks, have been trained and certified a minimum of 2 years experience replacing water meters and transmitters.

From a vendor perspective, SLC's experience and understanding of water meters, meter reading software, utility billing software and customer service is unparalleled. So is the understanding of our manufacturing partner, Badger Meter.

SLC's PAST INVOLVEMENT WITH SIMILAR PROJECTS

SLC began selling, implementing and maintaining meter systems in 1982. We began implementing Badger Beacon AMA systems in 2015. To date we have 43 Beacon systems operating for municipal customers in Michigan and 22 for privately owned communities nationwide. Currently we are installing a Badger Beacon system in Augusta Township, MI. Other Beacon cellular systems references where SLC is contracted to furnish and install are as follows:

1. West Bloomfield Township, MI 21,000 accounts
Contact: Ed Haapala, Water/Sewer Chief Director
Ph. 248-451-4785
2. City of Monroe, MI 15,000 accounts
Contact: Kevin Armstrong, Water Distribution Superintendent
Ph. 734-384-9151
3. Augusta Township, 1,600 accounts
Contact: Laura Eisle, Township clerk
Ph. 517-223-3228
4. Township of Charlevoix, MI 700 accounts
Contact: Chuck Center, City Manager
Ph. 231-547-3579

DETAILED WORK PLAN TO FURNISH NEW BADGER WATER METERS, ORION LTE-M ENDPOINTS & PROVIDE INSTALLATION SERVICES FOR THE CITY OF PLEASANT RIDGE, MI

This proposed management plan provides detailed information to furnish and install the BEACON AMA system including HRE-LCD Registers and LTE-M cellular endpoints.

SLC proposes to provide a turnkey system including all products, labor services and training of City personnel to properly operate and maintain the system per the details of SLC's proposal.

Definitions:

SLC Meter llc is herein after referred to as "SLC".

The City of Pleasant Ridge is hereinafter referred to as "the City".

LTE-M Cellular Transceivers are herein known as "endpoints".

Water meters are herein known as "meters".

All products and services are herein known as "the system".

SLC Meter llc is a turnkey provider and authorized distributor of the products for this project. The water meters, endpoints and BEACON Advanced Metering Analytics system are manufactured by the Badger Meter Inc. SLC agrees to furnish products and provide labor services to replace existing meters and endpoints at locations throughout the City's service area. The number of meter replacements is listed by size on the price proposal.

1. SLC agrees to remove the existing water meters in the city's service area and replace them with new Badger E-series meters and LTE-M endpoints.
2. The City may purchase the meters and endpoints directly from Badger Meter or from SLC, whichever is in the best interest of the City.
3. SLC will perform all scheduling of the meter replacement with the residents / businesses as part of the program at no additional charge.
4. SLC will record the service line material at each site where the meter / endpoint is replaced.
5. A report for each replacement is provided along with 1) before and after photographs, 2) service line material, 3) property owner/resident contact information, 4) summary of material used/complications with installation, etc. 5) notation of any meter bypass piping, and 6) customer signature verifying final reading prior to meter replacement.
6. SLC technicians will locate and use curb stop valves to shut off water if the inlet valve is inoperable.
7. SLC will provide the city with a credit for all old scrap meters for a period of 90 days prior to disposing of them.
8. SLC will perform a cross connection survey to identify homes with irrigation systems using an survey form approved of by the city.

Communication and coordination with the City departments

SLC has designated John Traynor as the project manager who shall coordinate all communications for the administrative and management staff of SLC with the department heads of the City. Jamillah Noyd will manage appointment scheduling, data entry and project reports. Jesse Whitford is the designated field supervisor in charge of the day to day field operations, communications and coordination between SLC and the City. Communications include in person meetings, Zoom, phone and email as appropriate.

Proposed Timeline

1. Products are ordered by the city.
2. A pre-project meeting is held with the City and SLC's management team. At the meeting the following dates and items will be covered;
 - A. City shall provide SLC with the meter change out list a minimum of 4 weeks prior to the first scheduled appointments. The list will include service address, meter size, and serial number. **SLC shall mail out notices** to the addresses on the list informing residents and commercial property tenants of the project on or before _____, 2020..
 - B. **Installation work** is set to begin no later than _____, 2020 and all work is to be complete by _____, 2021.
 - C. **Contact information**; SLC will provide the City with a list of all installer & management contact information. The City will provide SLC with project contact information including office billing office personnel involved with the project.
 - D. **Review/revision of the work plan**, written meter / endpoint replacement instructions and the agreement with the City.
 - E. **Reading equipment** for the installers and identify City personnel to be trained.
 - F. The City to provide and identify the staging area at the DPW for both old and new meter/endpoint storage.
 - G. Completed work , meter replacement work orders and weekly progress reports will be outlined.

The City to provide SLC with the contact names, phone numbers and areas of responsibility of personnel assigned to the project and data entry.

Meter replacement / endpoint data entry by the City.

Project update format

Scheduled shipment of products for work flow continuity.

Weekly invoicing

I. PLAN FOR NOTIFICATION & SCHEDULING OF CUSTOMER APPOINTMENTS

1. For the meter / endpoint placement, the first notice shall be sent out to each account by the City on an agreed upon schedule. The public relations campaign shall be drafted by SLC to include a press release, reminders on the water bills and flyers for City Hall and the DPW including a "Frequently Asked Questions" sheet and Letters notifying residents and businesses of the work. The City shall in their own discretion utilize, change, alter or delete any portion of the suggested PR campaign material.
2. SLC shall use the route list information, going door to door and notifying the residents/businesses of the program. If access is granted, the meter will be replaced at that time. If no one 18 years of age or older is at home, then a door tag will be left at each location where the meter has not been replaced. A second physical attempt will be made by SLC personnel a minimum of one week later. A second door tag will be left if contact is not made. A minimum of one week after the second tag, a third attempt shall be made to make contact. If contact is not successful, the installer will leave a third "red" tag requiring contact from the resident to schedule an appointment.
3. After the third tag, the location shall be placed on the uncompleted list. Every attempt will be made by SLC to install the new meter at each location, including contacting real estate / management companies of vacant properties and inquiring with neighbors about the status of the property.

II. PLAN FOR WATER SHUT OFF PROCESS IF ACCESS IS NOT GRANTED

SLC recommends the following procedure; the third notice provided by SLC shall give the resident / property owner two weeks to comply with the request for meter replacement services. A certified letter shall also be sent to the resident or property owner. Both the notice and letter shall state that the "water will be shut off within one week for non compliance. The new meter / reading device must be installed and a \$250.00 service reinstatement fee must be paid to the City prior to the water being turned back on."

The City shall perform all shut off and turn on of curb stops. In the event that the City requests SLC to perform shut off and turn on work, SLC shall charge the City an additional \$50.00 fee for each location shut off / turn on of the water. When curb stops are not operable by SLC, the project manager will notify the City that it must be dug up. SLC will provide quotations on a case by case basis to provide excavation / curb box / curb stop replacements as needed of requested.

III. PLAN FOR TRACKING METERS, ENDPOINTS AND INSTALLATION PROGRESS

Each service address will have an individual hard copy "water meter replacement work order" filled out by the installer. A sample is attached. All pertinent information regarding the old and new equipment is included. Each work order requires a signature from the resident / property owner verifying the old meter inside / outside readings. A copy is left with the resident / property owner. Work orders are handed in each morning to the field supervisor to verify the information and to also check in old meters / outside readers and sign out new meters / endpoints to each installer. At the end of each day, the field supervisor relays the original work orders from the previous day to the

City and a copy to SLC's main office for processing. This provides redundancy on several levels to ensure the information is correct.

The SLC main office compiles the information from each work order onto a master spreadsheet. This is updated daily and sent via email to the City each week along with an invoice.

Progress meeting(s) are held every two weeks at the City to address any and all issues including the work orders and spreadsheets. To keep the project on track, SLC requires that the work is verified and the invoices be paid on time. Any items in dispute on the master sheet / invoice(s) must be identified by the City and payment is not expected for the disputed items. The City agrees to pay for all items not in dispute within the standard net 30 day terms.

IV. SYSTEM IMPLEMENTATION AND TESTING

- a. Implementation and verification of the reading system shall occur prior to phase one meter installations. SLC shall verify the proper operation of the meters / endpoints upon installation.
- b. The City shall verify that each meter / endpoint is being received in the Beacon software and will perform the data entry into the meter reading / UB software. A list of any meter not being received by the City shall be given to SLC in writing each week for troubleshooting/replacement.

RESPONSIBILITIES OF SLC

- A. Conduct of Work – Except as otherwise provided herein, SLC will, with due diligence, furnish all necessary qualified personnel, materials and equipment, management and directing same to complete the service described in WORK SCHEDULE.
- B. All personnel employed by SLC shall be direct employees experienced in performing such services and not independent contractors or subcontracted labor.
- C. Neither review nor approval of SLC's work by the City shall in any way relieve SLC from its duty to utilize a professional standard of care in the performance of its duties, nor will such review or approval in any way relieve SLC from liability to the City.
- D. New meters / endpoints shall be checked out from the City's inventory by SLC's field supervisor and SLC is responsible any for lost, damaged or stolen items while in the possession of SLC until installation services have been performed.

INSTALLATION PROCEDURES- Meters & Endpoints.

OVERVIEW

Each technician is given the work orders for each meter within the route and sequence of meters they are responsible for replacing. The technician is responsible to replace every meter on their route list. The technicians shall go door to door and If access is granted, the meter shall be replaced at that time, as long as the plumbing is in good condition. SLC shall report any abnormal plumbing conditions to SLC's field supervisor who will make a judgment on the serviceability of the meter setting. If it is determined by the field supervisor that the plumbing is in too poor of condition to perform meter replacement, the field supervisor shall notify the resident / property owner and the City. If there is no answer or an adult is not home, a yellow door tag is left. Three attempts shall be made by the technician to gain access and change the meter. A door tag shall be left at each attempt of one week intervals. Some appointments may be required for after hours. Our Normal hours of installation operations are 9:00am to 6:00pm Tuesday through Saturday, for customer convenience. If a water customer does not respond within 15 days of the last attempt, the account is then returned to the Water Department for compliance.

METER / ENDPOINT REPLACEMENT PROCEDURES

Technicians shall:

1. Make contact with resident / property owner and present identification; explain the work and present the letter from the City. If permission is granted by someone over the age of 18 to perform the work, the technician shall commence the replacement procedures.
2. If permission is not granted, a time is scheduled that is convenient with the customer to perform the work. If the meter is in a confined space, confined space procedures are followed.
3. On the report, write down old meter reading and serial number and have customer sign off.
4. Take a photo of the existing meter setting.
5. Check seals on meter and bypass valve. If seals are missing or broken, mark it down on the replacement form in the comments section.
6. Shut down the inlet and outlet valves, remove the old meter and radio transponder.
7. Write the address on the lens of old register with a permanent marker.
8. Set the new meter and mount new endpoint.
9. Turn vales back on and run water at the nearest sink to remove air, discolored water and to ensure the new meter is moving forward.
10. Check endpoint communication validation on installer tool.
11. Check for leaks.
12. Seal the meter.
13. Clean work site.
14. Complete replacement form with new meter & endpoint information.
15. Have the resident sign the work order and give them the pink copy.
16. Return the old meter/radio and work orders to the supervisor at DPW building the next morning.
17. Should you not be able to complete the work, inform your supervisor immediately as to why.
18. Any abnormal conditions must be verbally conveyed and pointed out on the order to your supervisor from the previous day.

Service Warranty Statement.

SLC shall provide follow up services which include:

1. Repairs to leaks caused by SLC on the piping between the inlet and outlet valves of the existing plumbing where old meter was removed. SLC is not responsible for existing plumbing that is in disrepair, deteriorated or where evidence of pre-existing leaks is obvious. Leaks discovered beyond the inlet and outlet valves are not the responsibility of SLC. Should the setting not have an inlet or outlet valve, SLC only offers this warranty to the ends of the water meter couplings.
2. Repairs/replacement of meters or endpoints which fail. If it is determined that failure is caused by vandalism or tampering, the cause will be documented with a photograph and the water department shall be notified upon completion of the repairs. Damaged equipment shall be returned to the city immediately after repairs are made.
3. Meters / endpoints are warranted by Badger Meter. SLC will facilitate the warranty claims for the City to expedite the claim.

The above repairs shall be made within ten working days from the time of emailed or faxed notification from the city. These services shall be performed at no charge for six months from the date of installation.

Authorized Contact

John Traynor is the president and sole owner of SLC Meter and is the designated authorized contact for the project. In his absence, Ryan Eichbrecht, vice president of SLC Meter is the authorized contact.

Training

Follow up training for water meter / endpoint installation will be provided to the City by SLC at the end of the project.

Technical Support

Badger Meter's staff of technical support personnel is trained in all aspects of the metering and AMA system. Technical support is available via the phone 24 X 7. After-hours return calls are guaranteed to be returned the next business day.

SLC Meter is also factory trained and experienced in all products offered. Local service is just a phone call away.

Further Information

Literature and warranty statements are included for your review. Additional documentation and videos can be found at www.badgermeter.com

This concludes our proposal.

Thank you for allowing SLC Meter to participate in the Quotation process. Should you have any questions or need further information, please feel free to contact us directly at any time.

Sincerely,

John Trayner

President

SLC Meter llc
595 Bradford St.
Pontiac, MI 48341

O. 248-625-0667 x 307
C. 248-343-6400

SLC METER PROPOSAL
AUTOMATIC WATER METER READING SYSTEM

		SLC METER PRICING			SUB TOTALS
1) New E-Series Meters					
Qty	946	5/8" x 1/2" or 5/8" x 3/4" x 7 1/2" Long, Polymer, 10' TT C	\$156.78	\$148,313.88	
Qty	114	3/4" x 3/4" 9" Long, Polymer, 10' TT Connector	\$182.05	\$20,753.70	
Qty	74	1" x 1" x 11 1/2" Long, Polymer, 10' TT Connector	\$250.45	\$18,533.30	
Qty	11	1 1/2" Flanged, 13" Long, Stainless Steel, 10' tt Conn	\$609.03	\$6,699.33	
Qty	4	2" Flanged, 17" Long, Stainless Steel, 10' tt Conn	\$861.77	\$3,447.08	
					\$197,747.29
2) Furnish new Cellular Endpoint					
Qty	1149	Badger LTE-M Cellular Endpoints	\$127.74	\$146,773.26	\$146,773.26
3) Installation					
Qty	1134	5/8", 3/4" or 1" Meter remove & replace with new	\$92.00	\$104,328.00	
Qty	15	1 1/2" or 2" Meter remove & replace with new	\$113.50	\$1,702.50	\$106,030.50
4) Additional Services					
Qty	1134	Cross Connection inspection & service line survey	\$5.00	\$5,670.00	\$5,670.00
			GRAND TOTAL		\$456,221.05
5) Scrap Meter Credit					
Qty	946	5/8" x 1/2" or 5/8" x 3/4"	\$3.50	\$3,311.00	
Qty	114	3/4" x 3/4" 9" Long	\$5.00	\$570.00	
Qty	74	1" x 1"	\$15.00	\$1,110.00	
Qty	11	1 1/2" Flanged, 13" Long	\$20.00	\$220.00	
Qty	4	2" Flanged, 17" Long	\$30.00	\$120.00	
			Sub-total	\$5,331.00	



Badger Meter

ORION® Water Endpoints

Cellular LTE-M and LTE-MS Endpoints

DESCRIPTION

ORION® Cellular LTE-M and LTE-MS endpoints are innovative, two-way endpoints for smart water applications. The endpoints utilize existing IoT (Internet of Things) cellular infrastructure to efficiently and securely deliver meter reading data to the utility in a Network as a Service (NaaS) approach. Leveraging existing cellular infrastructure, the NaaS solution offers all the performance benefits of AMI, while eliminating network-related maintenance and technology concerns and enhancing deployment flexibility.

Cellular endpoints are members of the time-tested ORION family of products from Badger Meter, designed for maximum flexibility. Since 2002, the ORION product family has provided comprehensive Advanced Metering Analytics (AMA) for interval meter reading and data capture using both one-way and two-way communications.

FUNCTIONALITY

Operation: ORION Cellular LTE-M and LTE-MS endpoints communicate with the encoder and capture 15-minute interval read data and meter status information. The endpoints then automatically broadcast the information, including endpoint status information, via the cellular network to BEACON AMA. ORION NaaS is powered by the proven ORION system for interval data capture and two-way communication. The solution employs cellular endpoints which, as they leverage the public cellular network and require no proprietary gateways to operate, dramatically reduce infrastructure requirements compared to a traditional fixed network. This speeds installations and simplifies expansion as a system evolves.

The endpoints are designed to call in four times each workday and feature a configurable schedule that enables utility customers to select call-in times that best support their processes.

Activation: All ORION Cellular LTE-M and LTE-MS endpoints are shipped in an inactive, non-transmitting state. The Badger Meter IR Communication Device can be used to activate the endpoints and verify the encoder connection. Successful endpoint function can be confirmed through a web app demonstrating that communication has been verified to both the encoder and the network.

Alternatively, the endpoints offer a Smart Activation feature. After installation, the endpoints begin broadcasting data when the encoder senses the first usage of water. No field programming or special tools are required.

Broadcast Mode: ORION Cellular LTE-M and LTE-MS endpoints broadcast fixed network reading data through the secure cellular network within the service area. Based on the results of cellular coverage analysis, there are primary and secondary carrier options to support full network coverage. Primary carrier is the LTE-M endpoint. Secondary carrier is the LTE-MS endpoint. The endpoints also transmit a mobile message to facilitate troubleshooting in the field.



LTE-M endpoint is pictured

Data Storage: The endpoints store 42 days of 15-minute data.

Output Message: ORION Cellular LTE-M and LTE-MS endpoints broadcast a unique serial number, meter reading data, and applicable status indicators. As an advanced data security measure, each message is securely transported to the BEACON AMA software only via private network and never over the public internet.

APPLICATION

Configurations: ORION Cellular LTE-M and LTE-MS endpoints are multi-purpose endpoints that can be deployed in indoor, outdoor and pit (non-metal pit lid) applications. The electronics and battery assembly are fully encapsulated in epoxy for environmental integrity. The endpoints are available with a connector assembly for ease of installation.

Meter Compatibility: When attached to Badger Meter High Resolution Encoders, ORION Cellular LTE-M and LTE-MS endpoints are compatible with all current Badger Meter Recordall® Disc, Turbo Series, Compound Series, Combo Series and Fire Service meters and assemblies, and with E-Series® Ultrasonic, E-Series® Ultrasonic Plus, and M-Series® Electromagnetic flow meters.

Encoder Compatibility: ORION Cellular LTE-M and LTE-MS endpoints are suitable for use with Badger Meter High Resolution Encoders as well as the following Badger Meter approved three-wire encoder registers that have a manufacture date of 2005 or newer, are programmed into the AMR/AMI three-wire output mode, and have three-wires connected: Honeywell® (Elster) INVISION encoder and evoQ4 meter (encoder output, Sensus® protocol module only); Master Meter® Octave® Ultrasonic meter encoder output; Metron-Farnier Hawkeye; Mueller Systems 420 Solid State Register (SSR) LCD; Neptune® ProRead, E-Coder® and ARB-V®; and Sensus Electronic Register encoder (ECR) and ICE.

SPECIFICATIONS

Dimensions	5.125 in. (130 mm) (H) 1.75 in. (44 mm) Diameter at top 2.625 in. (W) x 2.875 in. (D) at base (67 mm (W) x 73 mm (D) at base)
Broadcast Network	Primary LTE-M cellular network, NB-IoT (Narrow Band-Internet of Things) Mobile backup frequency is FCC-regulated 902...928 MHz frequency hopping modulation
Operating Temperature Range	
• Storage, Meter Reading and Mobile Backup	–40...60° C (–40...140° F)
• Cellular Communications	–20...60° C (–4...140° F)
Humidity	0%...100% condensing
Battery	One (1) lithium thionyl chloride D cell (nonreplaceable)

Construction: All ORION Cellular LTE-M and LTE-MS endpoints are housed in an engineered polymer enclosure with an ORION RF board, battery and antenna. For long-term performance, the enclosure is fully potted to withstand harsh environments and to protect the electronics in flooded or submerged pit applications.

Wire Connections: ORION Cellular LTE-M and LTE-MS endpoints are available with in-line connectors (Twist Tight® or Nicor®) for easy installation and connection to compatible encoders/meters. The endpoints are also available with flying leads for field splice connections. Other wire connection configurations may be available upon request.

FEATURES

Smart City Ready	Future-proof technology
Communication Type	Two-way
Application Type	Control/Monitor
Endpoint Communication	Configurable call-in schedule, up to four times each workday
Reading Interval Type	15-minute
Encoder Compatibility	Absolute
Fixed Network Reading	✓
Cut-Wire Indication	✓
Encoder Error	✓
Low Battery Indication	✓
Remote Clock Synchronization	✓
Firmware Upgrades	✓

License Requirements: ORION Cellular LTE-M, LTE-MS and LTE endpoints comply with Part 15, Part 22, Part 24, and Part 27 of the FCC Rules. No license is required by the utility to operate an ORION meter reading system. This device complies with Industry Canada license-exempt RSS standard(s).

Transportation: **WARNING:** The operation of transmitters and receivers on airlines is strictly prohibited by the Federal Aviation Administration. As such, the shipping of radios and endpoints via air is prohibited. Please follow all Badger Meter return and/or shipping procedures to prevent exposure to liability.

Warning: To reduce the possibility of electrical fire and shock hazards, never connect the cable from the endpoint to any electrical supply source. The endpoint cable provides SELV low voltage limited energy power to the load and should only be connected to passive elements of a water meter register.

Caution: The endpoint batteries are *not* replaceable. Users should make no attempt to replace the batteries. Changes or modifications to the equipment that are not expressly approved by Badger Meter could void the user's authority to operate the equipment.

SMART WATER IS BADGER METER

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www.badgermeter.com

MEMORANDUM

TO: James Breuckman
FROM: Gregory K. Need
RE: Dog Barking – Nuisance Ordinances
DATE: October 7, 2020

Per the Commission's direction at the last meeting, I reviewed the City's Code provisions, code provisions on this issue in surrounding communities, and researched the enforceability of our dog barking regulations.

The City's provision is similar to provisions in every Oakland County ordinance I reviewed. It is also consistent with numerous barking dog ordinances that have been upheld as constitutional in other communities.

I. Current Code Provisions.

The City's ordinance reads:

Sec. 10-44. - Barking.

It shall be unlawful for any person to own, possess, keep or harbor any dog which by loud, frequent or habitual barking, yelping or howling shall cause serious annoyance to the neighborhood or persons upon the streets or highways thereof, or that shall constitute a nuisance by reason thereof.

II. Ordinances from Other Communities.

I reviewed dog barking ordinances from Huntington Woods, Hazel Park, Madison Heights, Clawson, Rochester, Rochester Hills, Bloomfield Hills, Birmingham, Northville, and Plymouth. They all have comparable provisions to ours. The language is shown on the attached.

III. Enforceability.

In drafting a municipal ordinance, attorneys try to use language that has been upheld by courts in other communities. The language in our ordinance has been upheld in numerous communities against challenges that the ordinance is unconstitutional because it is vague, or excessively subjective. Here are some examples:

- *A town's barking-dog ordinance, prohibiting a dog owner or keeper from allowing a dog to "unnecessarily annoy or disturb" any person by "continued or repeated" barking, howling, or other loud or unusual noises any time of day or night, was not void for vagueness on its face, and thus, it did not violate due process as the ordinance could be interpreted as proscribing only*

barking that disturbed the comfort of ordinary people to unreasonable extent, and “reasonableness” was a well-defined concept under the common law. Town of Baldwin v. Carter, 2002 ME 52, 794 A.2d 62 (Me. 2002).

- *Although county’s dog barking and noise ordinances failed to specify sound decibel level of dog barking that constituted violation, ordinances were not unconstitutionally vague so as to invite subjective evaluation resulting in arbitrary enforcement. Humane Society Western Region v. Snohomish County, 357 Fed. Appx. 144 (9th Cir. 2009).*
- *“Habit” is not a vague or uncertain word in a prohibition against keeping a dog which is in the habit of barking or howling or disturbing the peace and quiet of any person. State v. Cole, 18 Ariz. App. 237, 501 P.2d 413 (Div. 1 1972).*
- *An ordinance making it unlawful for any person to keep or harbor any dog which makes frequent or continuous noise which is disturbing to persons of normal sensibility is not void for vagueness. While the terms are not specifically defined, a dictionary definition is sufficient to establish the prohibited conduct. Lear v. State, 753 S.W.2d 737 (Tex. App. Austin 1988).*
- *An ordinance prohibiting the keeping of a dog which has a constant or persistent barking, howling, whining, snarling, or growling is valid. While the terms may be subject to judicial determination, there is no unnecessary vagueness particularly in a town where the homes are in close proximity. People v. Restuccia, 113 Misc. 2d 224, 449 N.Y.S.2d 16 (N.Y. City Ct. 1982).*

I understand the concern that our language is somewhat subjective. However, in my opinion, in drafting ordinances it is better to include broader language that will cover a large range of situations and not contain so much detail that offensive situations cannot be addressed or prosecuted because of a “loophole” in the ordinance. Some of the suggestions, for example referencing certain hours of the day, etc., while providing a precise standard, could result in offensive activity technically being within the limits of the ordinance and thus not subject to prosecution or, on the other hand, possibly a challenge that the standard was arbitrary. In these situations, communities generally rely on the discretion of their police department and prosecutors in deciding what conduct warrants prosecution for nuisance level activity.

If you have any questions, please let me know. Otherwise, please advise if you want me to prepare any amendments to the Code

ORDINANCES FROM OTHER COMMUNITIES

Plymouth

Sec. 14-15. - Offenses by dogs.

It shall be unlawful within the city to:

(a) Harbor or keep any dog, which, by loud and/or frequent or habitual barking, yelping, or howling, shall cause serious annoyance to the neighborhood or to people passing by on the streets of the city;

Clawson

Sec. 14-9. - Animal nuisances. ...

(b) Disruptive animal.

(1) Barking dog, is defined as any animal which, by causing frequent or long, or continuous noise in the immediate area for a protracted or unreasonable period of time which disturbs the peace and dignity or comfort of persons in the immediate area of the noise, regardless of whether the animal is on private or public property.

(2) Barks incessantly.

(3) Barks intermittently for a protracted period.

Rochester

Sec. 14-42. - Disturbing the peace.

No owner shall permit a dog to disturb the peace and quiet of the neighborhood by barking or making other loud or unusual noises.

Rochester Hills

Sec. 14-42. - Disturbing the peace.

No owner shall permit a dog to disturb the peace and quiet of the neighborhood by barking or making other loud or unusual noises.

Hazel Park

6.04.130 - Nuisance.

A. Any animal, including dogs, which, by loud or frequent or habitual barking, yelping or howling, or other noises, causes serious annoyance to a neighbor or the neighborhood, or which injures or destroys real or personal property of persons other than its owner, ... is deemed in violation of the provisions of this section.

Bloomfield Hills

Sec. 3-23. - Noisy dogs.

No person shall own or harbor any dog which by loud, frequent or habitual barking, yelping or howling shall cause a serious annoyance to the neighborhood.

Birmingham

Sec. 18-38. - Barking dogs.

No person shall harbor or keep any dog which by loud or frequent or habitual barking, yelping or howling, shall cause a serious annoyance to the neighborhood, or to people passing to and fro upon the street.

Northville

Sec. 10-3. - Barking, yelping, howling, noisy animals.

(a) No person shall own, possess, or harbor an animal which by loud or frequent or habitual barking, yelping, howling, or other noisy nuisance shall cause serious annoyance to others in the neighborhood or to passersby.

Madison Heights

Sec. 5-6. - Disturbing noise prohibited.

The keeping of any animal or fowl which, by causing loud, frequent or long-continued noise, that disturbs the comfort or repose of any person is deemed a nuisance per se and is unlawful.

Huntington Woods

Sec. 4-33. - Barking or dangerous dogs.

(a) No person who owns, possesses, or harbors a dog shall fail to exercise proper care and control of the dog to prevent it from becoming a public nuisance. Excessive, continuous or untimely barking, ..., shall be deemed to constitute a public nuisance.



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
 To: City Commission
 Date: October 8, 2020
 Re: Utility Bill Credit Card Fees and Late Fees

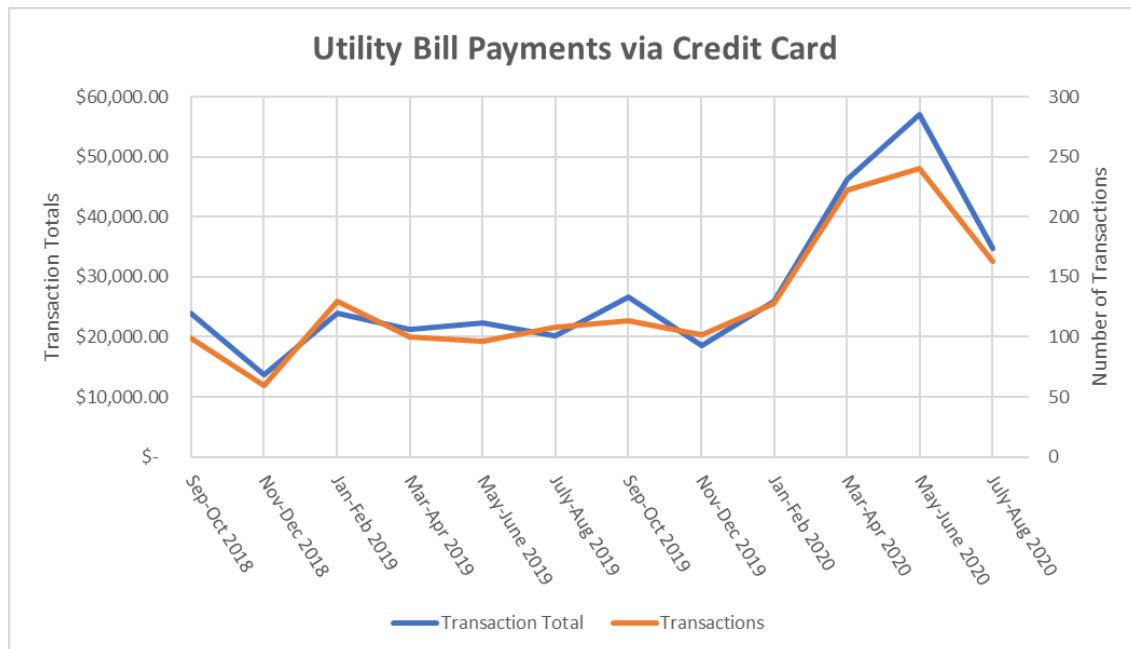
Overview

In April of 2020 the City temporarily suspended the convenience fee for credit card transactions and late fees for delinquent utility bill payments due to the impacts of COVID-19. Now that we have adjusted and are operating in a modified version of normal, we would like a City Commission determination of when we should restore credit card fees and late fees for nonpayment of utility bills.

Background

Credit Card Fees

Credit card fees were waived primarily because City Hall was closed from mid-March until early July and residents could only pay online or through the drop box. The following chart shows the total dollar amount and number of utility bill payments by credit card for each billing period over the past two years:



The chart shows that about 110 customers paid about \$22,500 of utility bills each billing period until COVID. There was a spike in payments during the height of the shutdown, and the last billing period sees credit card payments trending back down again now that City Hall has been open.

In terms of financial cost to the City, we have absorbed \$3,450 in credit card charges since waiving the fees in mid-March.

Late Fees

As we have not been calculating late fees since COVID started, we do not have data readily available on the total value of late fees that have been waived. In recent years the average value of utility bill penalties has been about \$19,000 per year, or \$3,150 per two-month billing cycle.

Requested Action

City Commission guidance on when to reinstate credit card transaction fees and late fees to utility bills.