



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

**City Commission Meeting
April 12, 2022
Agenda**

Honorable Mayor, City Commissioners and Residents: This shall serve as your official notification of the Regular City Commission Meeting to be held Tuesday, April 12, 2022, at 7:30pm, in the City Commission Chambers, Pleasant Ridge City Hall, 23925 Woodward Avenue, Pleasant Ridge, MI 48069. The following items are on the Agenda for your consideration:

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. City Commission Liaison Reports.**
 - **Commissioner Budnik – Recreation Commission.**
 - **Commissioner Lenko – Ferndale Public Schools.**
 - **Commissioner Perry – Planning/DDA.**
 - **Commissioner Schmier – Historical Commission.**
- 6. Governmental Reports.**
- 7. Consideration of the following Consent Agenda.**

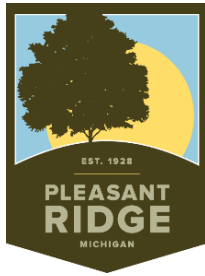
All items listed on the Consent Agenda are considered to be routine by the City Commission, will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of these items unless a City Commissioner or visitor so requests, in which event, the item will be removed from the consent agenda and considered as the last item of business.

 - a. Minutes of the Regular City Commission Meeting held Tuesday, March 8, 2022, and the Special City Commission Meeting held Tuesday, March 30, 2022.
 - b. Monthly Disbursement Report.
 - c. Annual MDOT Performance Resolution.
 - d. Request to solicit door-to-door from June 5 – August 10, 2022, by the Seventh-Day Adventist Church.
- 8. Water Infrastructure Citizens Advisory Committee Recommendation.**
- 9. City Commission Goals and Objectives.**
- 10. City Manager’s Report.**

11. Other Business.

12. Adjournment.

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations. 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

City Commission Meeting March 8, 2022

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

Present: Commissioners Budnik, Lenko, Perry, Schmier, Mayor Scott.
 Also Present: City Manager Breuckman, City Clerk Allison.
 Absent: None.

Public Discussion

None

Water Infrastructure Citizens Advisory Committee (CAC) Update

Kate Kokotovich, 112 Elm Park, Chairman of the CAC, gave a brief presentation regarding the work the Water Infrastructure CAC has been doing over the last few weeks. A recommendation from the CAC to the City Commission will be forthcoming.

City Commission Liaison Reports

Schmier- Historical Commission, Discussion regarding the home and garden tour, participants needed. Centennial Homes tiles can be purchased. Museum open third Saturday from 10a-noon, museum organization and cataloging ongoing

Budnik – Recreation Commission, events related to the Recreation Department, youth sports registration and swim team registration are underway. Summer camp registration begins 4/1/2022, next Recreation Commission meeting 4/27/2022.

Lenko -Ferndale Public Schools board meeting to be held 2/28. Updated COVID guidelines for students returning to school, masks are still required and will be discussed again at the next meeting.

Perry – No meeting in February, next Planning Commission meeting 4/25/2022.

Governmental Reports

Chief Kevin Nowak, Pleasant Ridge Police, gave an update regarding events related to the Police Department, little activity in Pleasant Ridge, however, surrounding communities have seen an increase in catalytic converter thefts.

Commissioner Lenko visited the Ferndale Fire station and had an infant seat installed in his vehicle.

Consent Agenda

22-3548

Motion by Commissioner Perry, second by Commissioner Schmier, that the Consent Agenda be approved.

Adopted: Yeas: Commissioners Perry, Schmier, Budnik, Lenko, Mayor Scott.
 Nays: None.

Water and Sewer Operations and Maintenance Agreement with Oakland County

22-3549

Motion by Commissioner Perry, second by Commissioner Budnik, that the Water and Sewer Operations and Maintenance Agreements with Oakland County, be approved for a term of ten years effective upon approval by the Oakland County Board of Commissioners and the City of Pleasant Ridge.

Adopted: Yeas: Commissioners Perry, Budnik, Lenko, Schmier, Mayor Scott.
Nays: None.

Woodward Heights Traffic Consultant Selection

22-3550

Motion by Commissioner Perry, second by Commissioner Budnik, that Toole Design be selected as the Woodward Heights Traffic Consultant in an amount not to exceed \$39,921.37..

Adopted: Yeas: Commissioners Perry, Budnik, Lenko, Schmier, Mayor Scott.
Nays: None.

Board and Commission Appointments

22-3551

Motion by Commissioner Schmier, second by Commissioner Perry, that the appointment of Nicolas Ziems to the Pleasant Ridge Historical Commission, and the reappointment of Mr. Lisa Wetzen and Nick Kokotovich to the Pleasant Ridge Historical Commission, terms to expire March 31, 2025, be approved.

Adopted: Yeas: Commissioners Schmier, Perry, Budnik, Lenko, Mayor Scott.
Nays: None.

22-3552

Motion by Commissioner Perry, second by Commissioner Schmier, that the appointments of Meghan Takashima to the Pleasant Ridge Planning Commission/DDA, to a full term, term to expire March 31, 2025, and Jonathan Disbrow to the Pleasant Ridge Planning Commission/DDA to a partial term, term to expire March 31, 2023, and the reappointments of Alex Bellak and Patricia Corrigan to the Pleasant Ridge Planning Commission/DDA, terms to expire March 31, 2025, be approved.

Adopted: Yeas: Commissioners Perry, Schmier, Budnik, Lenko, Mayor Scott.
Nays: None

22-3553

Motion by Commissioner Budnik, second by Commissioner Lenko, that the reappointment of Samantha Sharp, Jay Ahmad, and Barbara Rozman-Stokes to the Pleasant Ridge Recreation Commission, terms to expire March 31, 2025, be approved.

Adopted: Yeas: Commissioners Budnik, Lenko, Perry, Schmier, Mayor Scott.
Nays: None

City Manager's Report

Mask policy updates are on the website and signs will be posted in City buildings whether masks are required for entry. Woodward cycle track project plan has been approved by MDOT, construction could begin as soon as the summer. Investment Committee update regarding the SCAF portfolio, consumers energy is going to be replacing private gas line replacements and some gas main replacements.

With no further business or discussion, Mayor Scott adjourned the meeting at 8:04pm..

Mayor Bret Scott

Amy M. Allison, City Clerk



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

City Commission Meeting March 30, 2022

Having been duly publicized, Mayor Scott called the meeting to order at 8:01pm

Present: Commissioners Budnik, Lenko, Perry, Schmier, Mayor Scott.
Also Present: City Manager Breuckman, City Clerk Allison.
Absent: None.

Public Discussion

None

Closed Session

22-3554

Motion by Commissioner Perry, second by Commissioner Schmier, that the City Commission move into Closed Session under Section 8(1) of the Open Meetings Act to consider a periodic personnel evaluation of the City Manager. (8:02pm)

Adopted: Yeas: Commissioners Perry, Schmier, Budnik, Lenko, Mayor Scott.
Nays: None.

Reconvene Special City Commission Meeting

22-3555

Motion by Commissioner Lenko, second by Commissioner Budnik, that the City Commission reconvened the Special City Commission meeting of Wednesday, March 30, 2022. (10:20pm)

Adopted: Yeas: Commissioners Lenko, Budnik, Perry, Schmier, Mayor Scott.
Nays: None.

City Managers Evaluation

22-3556

Motion by Commissioner Perry, second by Commissioner Schmier that the salary of the City manager be increased by seventeen percent (17%) effective immediately, which includes the cost of living increase that would be applied in the next budget year (FY23) and that the City Manger Employment Agreement, Section 7 – Severance Pay – be amended to state “If the City terminates the City Manager’s employment without just cause, the City Manager shall be entitled to severance pay equal to twelve (12) months salary. “

Adopted: Yeas: Commissioners Perry, Schmier, Budnik, Lenko, Mayor Scott.
Nays: None.

With no further business or discussion, Mayor Scott adjourned the meeting at 10:24pm.

Mayor Bret Scott

Amy M. Allison, City Clerk

March 2022

ACCOUNTS PAYABLE

PAYROLL LIABILITIES	\$	11,259.43
ACCOUNTS PAYABLE	\$	506,848.96
TAX LIABILITIES	\$	-

TOTAL	\$	518,108.39
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PAYROLL

March 9, 2022	\$	38,933.03
March 23, 2022	\$	37,884.35

TOTAL	\$	76,817.38
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CHECK REGISTER FOR CITY OF PLEASANT RIDGE
PAYROLL LIABILITIES
March 2022

PG 1

Check Date	Check	Vendor Name	Description	Amount
3/9/2022	6410500373	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 2,251.48
3/9/2022	6410500374	ICMA - VANTAGEPOINT	RETIREMENT CONTRIBUTIONS	\$ 100.00
3/9/2022	6410500375	ALERUS FINANCIAL	HCSP CONTRIBUTIONS	\$ 754.94
3/9/2022	6410500376	FOPLC	UNION DUES	\$ 192.00
3/9/2022	6410500377	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 452.09
3/9/2022	6410500378	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 2,019.95
3/23/2022	6410500379	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 2,126.14
3/23/2022	6410500380	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 452.09
3/23/2022	6410500381	ALERUS FINANCIAL	HCSP CONTRIBUTIONS	\$ 741.19
3/23/2022	6410500382	ALERUS FINANCIAL	RETIREMENT CONTRIBUTIONS	\$ 2,069.55
3/23/2022	6410500383	ICMA - VANTAGEPOINT	RETIREMENT CONTRIBUTIONS	\$ 100.00
TOTAL PAYROLL LIABILITIES				\$ 11,259.43

CHECK REGISTER FOR CITY OF PLEASANT RIDGE
TAX LIABILITIES
March 2022
None

PG 2

CHECK REGISTER FOR CITY OF PLEASANT RIDGE
ACCOUNTS PAYABLE
March 8, 2022

PG 3

Check Date	Check	Vendor Name	Description	Amount
03/08/2022	25187	ALERUS FINANCIAL	RETIREMENT CONTRIBUTION CORRECTION	\$ 0.67
03/08/2022	25188	AMY ALLISON	MILEAGE REIMBURSEMENT	\$ 305.20
03/08/2022	25189	AMY INGALLS	RECREATION PROGRAM REFUND	\$ 70.00
03/08/2022	25190	AMY ROEMER	RECREATION PROGRAM REFUND	\$ 70.00
03/08/2022	25191	ANDERSON, ECKSTEIN & WESTRICK	ENGINEERING SERVICES	\$ 2,290.71
03/08/2022	25192	AQUATIC SOURCE	DEPOSIT FOR DIVING BOARD REPLACEMENT	\$ 6,113.90
03/08/2022	25193	BEST CHOICE HOME SERVICES	BUILDING MAINTENANCE	\$ 1,666.00
03/08/2022	25194	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTHCARE BENEFITS	\$ 2,795.35
03/08/2022	25195	CAROLYN COMAI	RECREATION PROGRAM REFUND	\$ 48.00
03/08/2022	25196	CITY OF FERNDALE	INSPECTION SERVICES	\$ 1,575.00
03/08/2022	25197	CITY OF ROYAL OAK	DPW SERVICES	\$ 7,885.07
03/08/2022	25198	COLLEEN HOULIHAN	RECREATION PROGRAM REFUND	\$ 60.00
03/08/2022	25199	CREGGER COMPANY	BUILDING MAINTENANCE	\$ 295.00
03/08/2022	25200	DAVEY TREE EXPERT COMPANY	TREE MAINTENANCE SERVICES	\$ 5,250.00
03/08/2022	25201	DES MOINES STAMP MANUFACTURING	DATE STAMPER	\$ 71.00
03/08/2022	25202	DETROIT EDISON COMPANY	STREETLIGHTING - FEBRUARY	\$ 3,916.99
03/08/2022	25203	DOWNEY DOOR SERVICES LLC	DPW OVERHEAD DOOR REPLACEMENT	\$ 4,315.00
03/08/2022	25204	EUGENE LUMBERG	PROSECUTION SERVICES-FEB 2022	\$ 540.00
03/08/2022	25205	FERNDAL YOUTH ASSISTANCE	ANNUAL CONTRIBUTION	\$ 1,000.00
03/08/2022	25206	GREAT AMERICA FINANCIAL SRV	TELEPHONE LEASE SERVICES	\$ 433.00
03/08/2022	25207	HYDROCORP	CROSS CONNECTION PROGRAM	\$ 125.00
03/08/2022	25208	I & I AUTO TRUCK CENTER	VEHICLE MAINTENANCE	\$ 1,403.13
03/08/2022	25209	KATIE MCGOWAN	RECREATION PROGRAM INSTRUCTOR	\$ 425.60
03/08/2022	25210	KIRK SIEFKER	RECREATION PROGRAM REFUND	\$ 165.00
03/08/2022	25211	LYNNA KAUCHECK	RECREATION PROGRAM INSTRUCTOR	\$ 268.80
03/08/2022	25212	MICHAEL CHRISTY	RECREATION PROGRAM INSTRUCTOR	\$ 576.00
03/08/2022	25213	MIRIAM JOHNSON	RECREATION PROGRAM REFUND	\$ 85.00
03/08/2022	25214	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	\$ 10.49
03/08/2022	25215	OAKLAND COUNTY TREASURER	BSA TAX SUPPORT FEE	\$ 344.66
03/08/2022	25216	RPM-TROY	DPW MAINTENANCE SUPPLIES	\$ 187.71
03/08/2022	25217	SOCRRA	REFUSE COLLECTION AGREEMENT	\$ 8,758.00
03/08/2022	25218	SOCWA	LEAD SERVICE LINE REPLACEMENT	\$ 106,700.00
03/08/2022	25219	THE HUNTINGTON NATIONAL BANK	CAP IMPROVEMENT BONDS	\$ 35,475.00
03/08/2022	25220	TODD TYLER	CONFERENCE REGISTRATION REIMBURSEMENT	\$ 225.00
03/08/2022	25221	TOSHIBA FINANCIAL SERVICES	COPIER LEASE SERVICES	\$ 982.92
03/08/2022	25222	UNIFIRST CORPORATION	MAT RENTAL AND JANITORIAL SUPPLIES	\$ 443.08
03/08/2022	25223	VETTRAINO CONSULTING	CAC CONSULTANT SERVICES	\$ 1,151.80
03/08/2022	25224	WETMORE TIRE AND AUTO	VEHICLE MAINTENANCE	\$ 27.50
03/08/2022	25225	WEX BANK	FUEL PURCHASES	\$ 2,129.29
03/08/2022	25226	CUSTOM WOVEN TOWELS INC	SWIM TEAM SUPPLIES	\$ 3,297.12
03/08/2022	25227	DTE ENERGY	STREETLIGHT INSTALLATION	\$ 2,800.98

TOTAL ACCOUNTS PAYABLE

\$ 204,282.97

CHECK REGISTER FOR CITY OF PLEASANT RIDGE
ACCOUNTS PAYABLE
March 31, 2022

PG 4

Check Date	Check	Vendor Name	Description	Amount
03/31/2022	25228	ACCUSHRED, LLC	SHREDDING SERVICES	\$ 58.00
03/31/2022	25229	ANDERSON, ECKSTEIN & WESTRICK	ENGINEERING SERVICES	\$ 1,141.20
03/31/2022	25230	BADGER METER, INC.	WATER METER PURCHASES	\$ 43,424.40
03/31/2022	25231	BADGER METER, INC.	WATER METER SUPPORT SERVICES	\$ 1,124.96
03/31/2022	25232	BELL EQUIPMENT COMPANY	STREET SWEEPER MAINTENANCE	\$ 145.42
03/31/2022	25233	BEST CHOICE HOME SERVICES	JANITORIAL SERVICES	\$ 1,317.50
03/31/2022	25234	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTHCARE BENEFITS	\$ 3,843.62
03/31/2022	25235	BRILAR	DPW SERVICES-JANUARY 2022	\$ 27,820.93
03/31/2022	25236	BRYAN PRESTI	YOUTH BASEBALL REFUND	\$ 60.00
03/31/2022	25237	BSN SPORTS, INC.	SPORTS SUPPLIES	\$ 330.00
03/31/2022	25238	CITY OF FERDALE	FIRE PROTECTION AGREEMENT	\$ 21,381.72
03/31/2022	25239	D'ANGELO BROTHERS	LEAD SERVICE LINE REPLACEMENT PROJECT	\$ 14,928.00
03/31/2022	25240	DAVEY TREE EXPERT COMPANY	TREE MAINTENANCE SERVICES	\$ 31,450.00
03/31/2022	25241	DETROIT SALT COMPANY LLC	BULK ROAD SALT PURCHASES	\$ 9,926.95
03/31/2022	25242	FIRE EXTINGUISHER SALES & SERV	EQUIPMENT MAINTENANCE	\$ 602.40
03/31/2022	25243	GREAT LAKES WATER AUTHORITY	IWC CHARGES - JAN & FEB 2022	\$ 545.16
03/31/2022	25244	HYDROCORP	WATER METER INSTALLATION SERVICES	\$ 5,727.00
03/31/2022	25245	J & J AUTO TRUCK CENTER	VEHICLE MAINTENANCE	\$ 637.49
03/31/2022	25246	JULIE BRAZEN	RECREATION PROGRAM INSTRUCTOR	\$ 584.00
03/31/2022	25247	KERSTEN EMSLEY	MILEAGE REIMBURSEMENT	\$ 167.31
03/31/2022	25248	MICH.MUNICIPAL WORKER'S COMP.	WORKERS COMPENSATION PREMIUM	\$ 548.00
03/31/2022	25249	MICHELLE DELACOURT	RIDGER DESIGN SERVICES	\$ 650.00
03/31/2022	25250	O'REILY AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	\$ 4.48
03/31/2022	25251	OAKLAND COUNTY TREASURER	SEWERAGE TREATMENT - FEBRUARY 2022	\$ 50,902.58
03/31/2022	25252	OAKLAND SCHOOLS	UTILITY BILL ENVELOPE PRINTING	\$ 368.50
03/31/2022	25253	PLANTE & MORAN PLLC	ACCOUNTING SERVICES	\$ 5,838.00
03/31/2022	25254	PLEASANT RIDGE GARDEN CLUB	GARDEN PLANTING REIMBURSEMENT	\$ 800.00
03/31/2022	25255	SCORE AMERICAN SOCCER, INC.	SOCCER UNIFORMS	\$ 1,626.99
03/31/2022	25256	SLC METER SERVICE INC.	WATER SERVICES AGREEMENT	\$ 3,247.38
03/31/2022	25257	SOCRRA	REFUSE COLLECTION AGREEMENT	\$ 10,408.52
03/31/2022	25258	SOCWA	WATER PURCHASES-FEB 2022	\$ 10,637.83
03/31/2022	25259	TARA CAVICCHIOLI	SWIM TEAM REGISTRATION REFUND	\$ 480.00
03/31/2022	25260	UNIFIRST CORPORATION	MAT RENTAL AND JANITORIAL SUPPLIES	\$ 443.08
03/31/2022	25261	UNUM LIFE INSURANCE COMPANY	LIFE INSURANCE BENEFITS	\$ 727.39
03/31/2022	25262	WALLSIDE WINDOWS	BUILDING PERMIT CANCELLATION 22-0080	\$ 95.00
03/31/2022	25263	WETMORE TIRE AND AUTO	VEHICLE MAINTENANCE	\$ 646.04
03/31/2022	25264	WEX BANK	FUEL PURCHASES	\$ 2,354.79
03/31/2022	25265	XFER COMMUNICATIONS	ONSITE TERMINAL REPAIRS	\$ 1,957.50

TOTAL ACCOUNTS PAYABLE

\$ 256,952.14

CHECK REGISTER FOR CITY OF PLEASANT RIDGE
ELECTRONIC PAYMENTS
March 2022

PG 5

Check Date	Check	Vendor Name	Description	Amount
03/29/2022	3105	HEALTH EQUITY	HSA CONTRIBUTIONS	5,716.67
03/29/2022	3106	MUNICIPAL EMP. RETIREMENT SYST.	RETIREMENT CONTRIBUTIONS	39,897.18
TOTAL ACCOUNTS PAYABLE				\$ 45,613.85



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: March 30, 2022
Re: MDOT Performance Resolution

Overview

MDOT is requiring municipalities to adopt a new performance resolution to satisfy the bond/insurance requirements for MDOT permit activities. We must adopt this new resolution because we apply for and obtain MDOT permits regularly.

Requested Action

City Commission approval of the attached Form 2207B, Performance Resolution for Municipalities.

PERFORMANCE RESOLUTION FOR MUNICIPALITIES

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

RESOLVED WHEREAS, the _____
(County, City, Village, Township, etc.)

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

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

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

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

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

Title and/or Name:

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

the _____
(Name of Board, etc.)
of the _____ of _____
(Name of MUNICIPALITY) (County)
at a _____ meeting held on the _____ day
of _____ A.D. _____.

Signed _____

Title

Print Signed Name



Fax

Michigan Conference

To:	Pleasant Ridge Cty / Oakland County	From:	Corina Nephew
Fax:	248.541.2504	Fax:	517-999-0596
Phone:	248.541.2901	Phone:	517-316-1515
Pages:	3	Date:	03/08/2022
<input type="checkbox"/> Urgent <input type="checkbox"/> For Review <input type="checkbox"/> Please Comment <input checked="" type="checkbox"/> Please Reply <input type="checkbox"/> Please Recycle			



Seventh-day
Adventist Church

MICHIGAN CONFERENCE

To Whom It May Concern:

I write today regarding evangelistic work that the Family Health and Education Resources ministry of the Seventh-day Adventist Church will soon be conducting in your community. Student literature evangelists will be going door-to-door distributing free religious literature, praying with community members, enrolling interested individuals in Bible Studies, and seeking donations to support the program.

The Literature evangelistic program of the Adventist Church has been in existence for well over 100 years and is an important part of the Church's missionary work and evangelism. As student literature evangelists they are following the Great Commission that Christ gave His followers in Matthew 28:18-20.

In order not to disturb the community or be bothersome, this program usually runs from 10:00am to 9:00pm, June 5-August 10, 2022. Further, all our students carry identification recognizing them as part of the Family Health and Education Resources Program. They also carry radios or cell phones to contact their onsite leader, who can provide more information while in the field.

As a youth program, we are instilling safety protocols for our students as well as the community in which we are seeking to share. To ensure public health and safety due to Coronavirus, our program will be complying with the guidelines and protection procedures as provided by the CDC as our students go door-to-door.

Some communities have ordinances governing door-to-door sales, canvassing, or solicitations. However, the Supreme Court has protected door-to-door advocacy based upon the free exercise and speech clauses of the First Amendment. The Court has been particularly suspicious of any prior restraint on these activities, such as requiring permit or registration process. If your city has an ordinance that it believes applies to our activities, I ask that you contact us as soon as possible so we can discuss this.

We believe our evangelistic activities fall squarely within the protected zone of the First Amendment. Unless we hear differently, we do not plan on applying for any permit or registering prior to beginning our missionary work.

It is our desire to provide family, health and educational resources that will serve to bless local communities. We are happy to provide more specific information regarding the program upon request, and we look forward to working in your community and with your office as necessary.

PLEASE FORWARD THIS INFORMATION TO YOUR LOCAL POLICE/SHERIFF DEPARTMENT.

Please accept this letter as acknowledgment of our Family Health and Education Resources Seventh-day Adventist youth missionary project that will take place in your area. If you have any other questions, please don't hesitate to call us at 517-316-1515.

Respectfully yours,



David Pano
Literature Ministries Director

As confirmation that you received this information, we would ask that you please fill out the following and fax this letter back to the number below. *We understand that your signature is not an endorsement of our project, but simply recognition of our presence in your community.*

PLEASE PRINT

Name of county: _____

Name of city/twp/village (circle one): _____

Received by: _____

(Signature)

(Print Name)

Date: _____

Return Fax Number: 517-999-0596

Return Email: fher@misda.org



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: March 30, 2022
Re: CAC Final Report

Overview

The Water Infrastructure Funding Citizens Advisory Committee has concluded their work and has produced a final report.

Background

The attached report includes an overview of the CAC's deliberations, their recommendations, and background information about how the CAC arrived at their recommendations.

All information that was provided to the CAC, meeting agendas and minutes, and other water infrastructure related resources are available in the City's online document library at:

www.cityofpleasantridge.org/CAC

The City Commission may now receive the recommendations of the CAC and determine how to implement those recommendations in the FY23 budget process.

Requested Action

City Commission action to receive and file the CAC Final Report.

**Citizens Advisory Committee
FINAL REPORT
March 23, 2022**

Prepared for:

City Commission of Pleasant Ridge
23926 Woodward Ave
Pleasant Ridge, MI 48069

The Citizens Advisory Committee (CAC) thanks the Pleasant Ridge Mayor and City Commissioners for the opportunity to study funding options related to water infrastructure. We appreciate the support received throughout our process from City Manager James Breuckman, individuals from CMN TV, and staff at the Community Center.

We are pleased to report that the CAC has achieved all the goals set-forth in the Objective Statements adopted by the City Commission. As detailed in this report, the CAC members unanimously approved one (1) recommendation for the charge/rate methodology to fund the water infrastructure project and has provided a recommendation for administering any future outside funding received.

We look forward to attending the April 12, 2022, City Commission to present this report and answer questions from Commissioners.

Sincerely,

Kate Kavanagh Kokotovich
CAC Chairperson

Jaymes Vettraino
Facilitator

I. Background, Membership, and Scope of Work

The Pleasant Ridge City Commission requested applications from citizens for appointment to a Citizen Advisory Committee (CAC) for water infrastructure funding. The purpose of the CAC was “to study funding options and make a recommendation to the City Commission on how to fund the water infrastructure project to the City Commission.”¹ The Commission also retained the services of Vettraino Consulting to facilitate the work of the CAC.

During its meeting of January 11, 2022, the Commission appointed the following individuals to the CAC. The positions of Chairperson, Vice Chairperson, and Secretary were nominated and appointed by the CAC members during its meeting of February 15, 2022.

Kate Kavanagh Kokotovich, Chairperson
Mark de la Vergne, Vice Chairperson
Belinda Peters, Secretary
Jay Foreman
Damian A. Gyorkos
Thomas Kempa

John P McKenna
Robert Morris
Eric Wegener
Tom Wilkinson
Pat Young

Note: Ann Warner was also appointed to the CAC, but resigned for personal reasons before the CAC considered a recommendation.

During the meeting of January 11, 2022, the Commission also adopted “Objective Statements” as presented by Vettraino Consulting in a memorandum dated January 3, 2022 (Appendix 1). Throughout its work the CAC remained focused on the Objectives Statement adopted by the Commission.

II. Recommendations of the CAC²

As noted in the Objective Statements approved by the City Commission, *the CAC is not a policy setting body, it is an advisory body*. The CAC presents its recommendation to the Commission with the understanding that *all power and authority to adopt, authorize, and implement the recommendations of the CAC shall rest with the City Commission*.

Before engaging in a discussion of charge/rate amounts, the CAC spent time to consider the question of “fairness” and the many ways it could be interpreted in relationship to this project.³ As expected, fairness could be considered along a wide spectrum. While no consensus of “what is fair” was reached, the CAC took time to consider the question of fairness thoughtfully.

A. Recommended funding option

The CAC *was created to address the specific question of “what is the most appropriate funding option for the City to fund already agreed upon water infrastructure capital projects.” This*

¹ As quoted from the Pleasant Ridge application for appointment to the CAC

² Italics text is quoted from the CAC Objective Statements adopted by the City Commission

³ A document was created to capture themes from the discussion and is included as Appendix 2

question is the starting point of work for the CAC. The CAC did not consider nor offer recommendations regarding the need, total projected cost, or timing of the water infrastructure projects. The CAC work focused on developing funding options using sources of funds that are in the control of the city.

With the directives of the Objective Statements in mind the CAC unanimously recommends:

1. Do not use the water usage rate to fund the water infrastructure project. Use only the front-foot charge⁴; flat RTS rate⁵; and millage rate⁶ to fund the project.
2. Setting the front-foot charge; flat RTS charge; and millage rate so that each of these charge/rate types provide 33% of the needed revenue to fund the project.
3. The frontage of properties be capped at 100 feet for the purposes of the front foot charge.

Together these recommendations are the “CAC Preferred Funding Model.”

The CAC Preferred Funding Model results in the following charge/rate based on a projected annual revenue goal of \$884,000 and FY22 water enterprise fund budget requirements. The CAC understands that these numbers are for illustrative purposes and will be slightly different when the FY23 budget and utility rates are set:

Annual Front-Foot Charge	\$4.50
Flat RTS Per Bill	\$42.50
Millage	1.7405
Total Usage Rate (unchanged)	\$78.75

The CAC Preferred Funding Model achieves the goal of the CAC to receive 33% of the needed revenue from the front-foot charge, flat RTS rate, and millage.

% Annual Front-Foot Funding	33%
% Flat RTS Funding	33%
% Millage Funding	33%
% Usage Rate Funding (unchanged)	0%

Generating an estimated revenue breakdown of the recommended charge/rate of:

⁴ “Annual Front-Foot Charge” is a rate that is charged based on the linear feet in front of a parcel.

⁵ “Flat RTS” is “Flat Ready to Serve” charge. This is a flat rate applied to each utility bill.

⁶ “Millage” is an ad valorem property tax approved by the voters for the purposes of funding water infrastructure. The rate is set annually by the City Commission.

Annual Front-Foot Revenue	\$295,947
Flat RTS Revenue	\$293,250
Millage Revenue	\$294,909
Usage Rate Revenue (unchanged)	\$0

During its work, the CAC focused on the question of how to reduce the impact of the charge/rate on properties that are outliers, specifically outliers on the high-end of dollar and/or percentage increase. To this end, the CAC recommends placing a cap of 100 feet on the calculation of the annual front-foot charge (the above calculations include this cap).

The CAC focused on charge/rate combinations that would minimize the minimum/maximum spread in the increase residential properties would pay, calculated both as an annual dollar amount and as a percentage. Based on the structure of the three charge/rate options, the dollar and percentage min/max move in opposite directions (the smaller the spread between the min/max dollar increase, the larger the spread in percentage increase, and vice versa). The calculation tool used by the CAC allowed members to see the dollar and percent impact on every residential property in the city. The calculation tool allowed the CAC the flexibility to test many scenarios, including the base scenarios of “100% millage” and “100% flat RTS charge.”⁷

The CAC came to consensus that the CAC Preferred Funding Model results in an appropriate middle ground between min/max and dollar/percentage spread. The recommendation results in:

Avg. Res. Increase \$	\$508	Avg. Res. Increase %	7.00%
95% CI High*	\$867	95% CI High*	9.61%
95% CI Low*	\$150	95% CI Low*	4.39%

* CI is “confidence interval,” 95% of charge/rate payers will fall between the high and low.

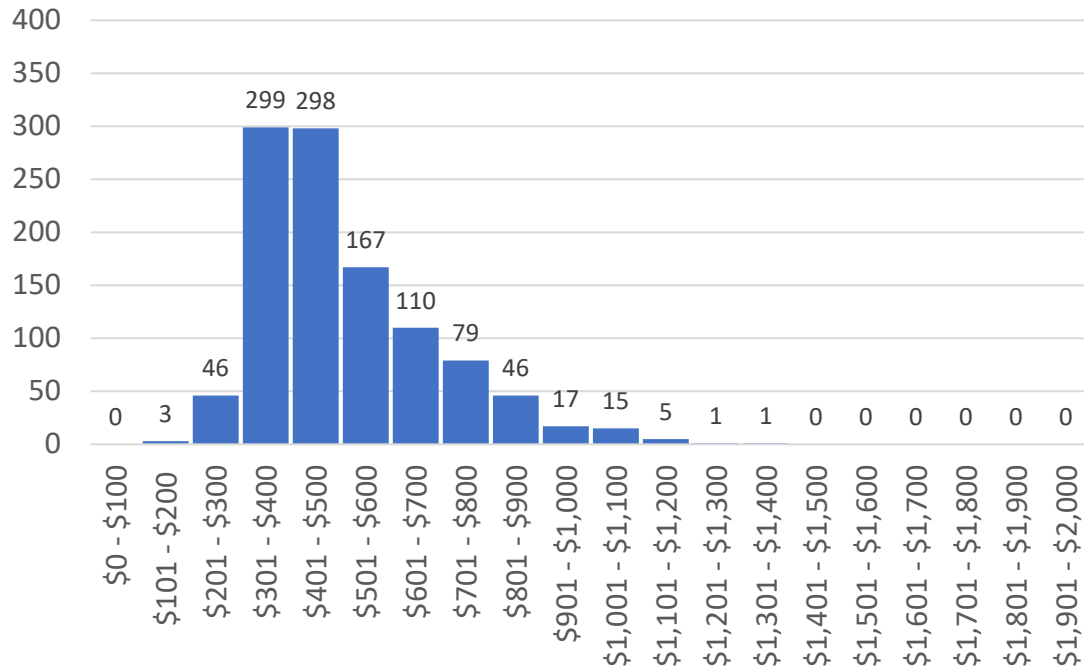
In addition to reviewing the 95% confidence interval, the CAC noted the absolute max/min dollar increase under the CAC Preferred Funding Model as \$1,314 and \$188.

Throughout the process the CAC discussed and contemplated how to reduce the “tails” (the outliers) in both the dollar cost increase histogram and percentage increase histogram. Below are the histograms for the CAC Preferred Funding Model. The numbers at the top of the histogram bars indicate the number of properties that will have an increase within the range noted on the x-axis.

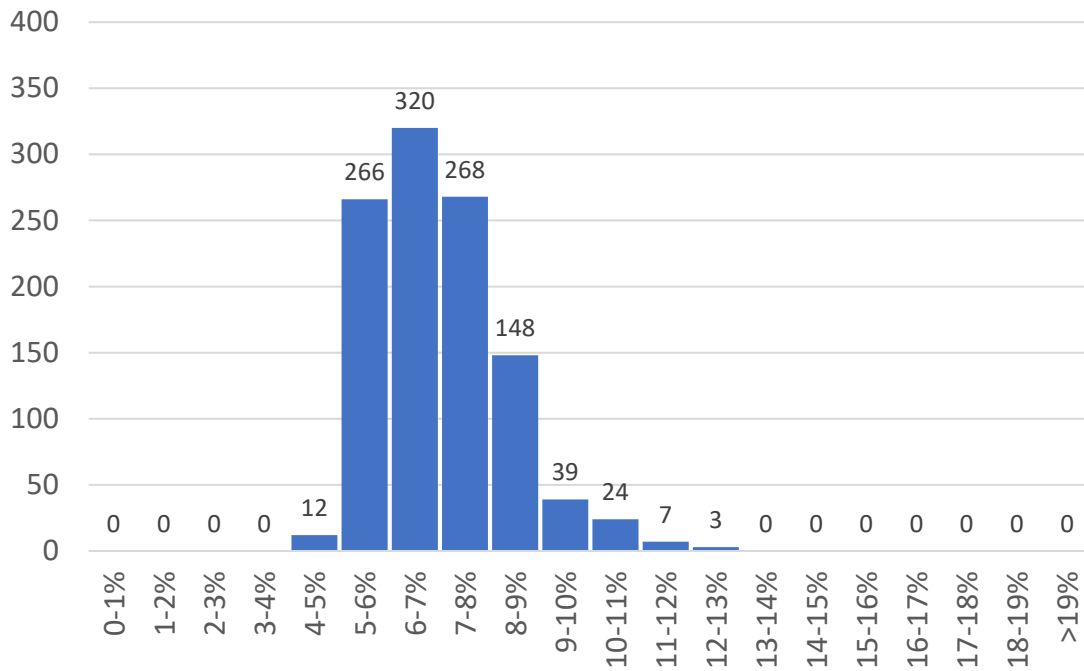
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⁷ See Appendix 3 for a comparison between the CAC Preferred Funding Model, the full millage model, and the full RTS model

Dollar Cost Increase Histogram



Percent Increase Histogram



Points of consideration in establishing the CAC Preferred Funding Model include:

- The flat RTS funding share of 33% matches the percent cost of the project that is associated with the mandated lead service lines.
- A percent-based recommendation will allow the city to adjust charges and rates as needed, while keeping the target percentage split constant (as opposed to setting specific amounts for each charge and rate).
- The CAC Preferred Funding Model includes a millage amount that is approximately half of the voter approved 3.5 mills (November 2021). The CAC strove to be sensitive to both the fact that voters approved the millage and that the margin of the approval was small.
- The cap on the front-foot charge helps to reduce the spread between the min/max dollar/percentage spread.

B. Recommended application of external funding

From the Objective Statements, *the CAC should consider and offer a recommendation regarding the question of “if external funding is received (for example grant funding), how should the external funding be applied to reduce the funding required from sources controlled by the city.”*

With the directives of the Objective Statements in mind the CAC unanimously recommends:

1. If additional funding is received from external funding that the three (3) charge/rate types included in the CAC Preferred Funding Model (front-foot charge, flat RTS rate, and millage rate) be adjusted so that each continues to provide 33% of the needed revenue for the project.⁸
2. If additional funding is required for the project (for example if construction bids for the project are higher than the engineers’ estimate), that the three (3) charge/rate types be adjusted so that each continues to provide 33% of the needed revenue for the project.

III. Meetings of the CAC

The CAC hosted five (5) public meetings. Every meeting was convened at the Pleasant Ridge Community Center (4 Ridge Road) and was shown on public access cable and livestreamed on the City’s YouTube channel. All meetings are available for viewing on the City’s YouTube channel⁹. Public comment was asked for at the beginning and end of each meeting. In

⁸ As noted in the CAC meeting minutes of March 22, 2022 (Appendix 4.5), CAC members discussed the application of external funding to reduce rates vs. acceleration of the project timeline.

⁹ <https://www.youtube.com/user/PleasantRidgeCity>

addition, the CAC set-up a dedicated email¹⁰ to receive correspondence from the public. All correspondence received between meetings was reviewed by the CAC and noted during public comment.

To provide full information to the public, the city created a public folder where all background and documents reviewed by the CAC could be reviewed¹¹.

It is important to note that while the CAC has provided a unanimous recommendation for one (1) preferred charge/rate model, sixteen (16) different charge/rate models were formally considered during its meeting. The Commission is encouraged to review the CAC meeting minutes where each of the charge/rate model combinations have been documented.

As part of the process CAC members were provided the dynamic charge/rate model tool (the tool was also made available to the public in the public folder) and were encouraged to individually test different charge/rate models in preparation for CAC meetings. Throughout the process it was clear that CAC members utilized the tool between meetings and brought valuable insight to each meeting. In addition, while CAC members did not meet to discuss the project between meetings, several members did state they talked to and received feedback from other members of the community in preparation for CAC meetings. Both the work between meetings by individual members on rate combinations and the engagement of other community members in the process are positive effects of the CAC process.

Minutes for all meetings are included as Appendix 4. Below are brief statements of activity from each CAC meeting:

February 1, 2022 (Appendix 4.1)

Members reviewed the CAC objectives adopted by the Commission, meeting administration goals, and policy deliberation guidelines. City Manager Breuckman provided background on the water infrastructure project and introduced a charge/rate model developed for the project. Members set future meetings.

February 15, 2022 (Appendix 4.2)

Members unanimously selected the positions of Chairperson, Vice Chairperson, and Secretary. The CAC discussed fairness and the many ways it could be interpreted in relationship to this project. Members offered and considered seven (7) different charge/rate combinations. The CAC came to consensus to not adjust the current usage rate, and to focus their attention on the other three potential charge/rate options to fund the water infrastructure project: front-foot charge; flat RTS rate; and millage rate. The CAC also requested a report from the City Manager regarding the front-foot charge and if a cap or average-by-street could be established.

March 1, 2022 (Appendix 4.3)

The City Manager presented options and findings regarding a cap/average for the front-foot charge. The CAC unanimously passed a motion to cap the front-foot charge at 100 feet. Members offered and considered five (5) additional charge/rate combinations. After discussion, two (2) charge/rate combinations were found to be of most interest to the members.

¹⁰ CAC@cityofpleasantridge.org

¹¹ www.cityofpleasantridge.org/CAC

March 15, 2022 (Appendix 4.4)

The CAC received a report that the city has received a \$650,000 federal grant to go towards the project. The members discussed the two (2) charge/rate combinations of most interest from the prior meeting. Members offered four (4) additional charge/rate combinations for consideration. The CAC unanimously approved recommending one (1) charge/rate combination. The CAC's recommendation was to establish the charge/rate so that each of the three (3) charge/rate types provide 33% of the needed revenue to fund the project. The CAC took action to unanimously approve recommending that if external funding (i.e. grants) is received by the city, or if additional funding is required for the project (i.e. costs are higher than projected) that the charge/rate types be adjusted so that each of the three (3) charge/rate types continue to provide 33% of the needed revenue for the project.

March 22, 2022 (Appendix 4.5)

The CAC met to review and consider a draft final report. The CAC discussed an idea of applying external funding first to reducing the time to complete the project, before reducing charges/rates. After consideration the CAC decided to not include this in its formal recommendation, but rather just to include the discussion in the meeting minutes for the City Commission's consideration.

IV. Conclusion

The CAC appreciates the opportunity to serve the community. Throughout the project CAC members were able to freely express opinions and worked together constructively. The CAC is pleased that it was able to fully consider the questions it was asked to address, while also meeting the timeframe established by the Commission in the Objective Statements.

Vettraino Consulting, LLC

P.O. Box 82202 ~ Rochester, MI 48308 ~ 248-379-8923 ~ VettrainoConsulting@gmail.com

January 3, 2022

TO: James Breuckman, City Manager

RE: Citizens Advisory Committee – Proposed Objectives Statements

The purpose of this memorandum is to provide proposed objective statements for the Citizens Advisory Committee (CAC). As noted in “Phase 1” of the project Scope of Work, Vettraino Consulting (VC) hosted phone meetings with the City Manager and each City Commissioner (the stakeholders). During the meetings, VC asked questions to understand the common objectives of the stakeholders. Not every objective discussed with each stakeholder has been included in the proposed objective statements, VC has attempted to develop objective statements that best represent consistent themes heard from the stakeholders.

VC requests the City Commission review the proposed objective statements, consider changes to the objective statements, and to formally adopt the objective statements. During the first CAC meeting VC will present and discuss the objective statements with the CAC and the objective statements will be used to guide the work of the CAC throughout its process.

Proposed Objective Statements

1. The CAC has been created to address the specific question of “what is the most appropriate funding option for the City to fund already agreed upon water infrastructure capital projects.” This question is the starting point of work for the CAC. The CAC will not consider or offer recommendations regarding the need, total projected cost, or timing of the water infrastructure projects.
2. The CAC work will focus on developing funding options using sources of funds that are in the control of the city.
3. The CAC should consider and offer a recommendation regarding the question of “if external funding is received (for example grant funding), how should the external funding be applied to reduce the funding required from sources controlled by the city.”
4. City staff or city professional consultants (i.e., city attorney, city engineer) shall provide the CAC with all information necessary for their consideration of the objectives. If additional information is requested by the CAC, it shall be the responsibility of city staff or city professional consultants to acquire the information. Information provided by city staff or city professional consultants will be considered complete and reliable. The CAC shall not

rely on information received from sources other than city staff or city professional consultants.

5. It will be a goal of the CAC to work together to develop a single recommendation to be presented to the City Commission. If consensus cannot be reached on a single recommendation the CAC shall:
 - a. Develop more than one recommendation and indicate CAC members' preference regarding each recommendation, or
 - b. Develop one recommendation and indicate the specific dissenting points/opinions of individual CAC members who did not reach consensus with the other CAC members regarding the one recommendation.
6. The CAC is not a policy setting body, is an advisory body. The CAC shall present its recommendation(s) to the City Commission during a public meeting of the City Commission. All power and authority to adopt, authorize, and implement any CAC recommendation shall rest with the City Commission.
7. Each CAC member shall act with respect and civility, during meetings and when speaking publicly about the work of the CAC. If a member of CAC is believed to not be acting with respect and civility, the CAC members may take a vote to report the member to the City Commission. Only a majority vote of the City Commission may remove a member of the CAC.
8. All CAC meetings shall be open to the public. The city will stream and/or broadcast the CAC meetings. Public comment will be heard at all CAC meetings following the same rules and standards as the City Commission meetings.
9. The CAC will have as its goal to present its recommendation(s) to the City Commission between late-March and early-April.

Thank you for the opportunity to provide these drafted proposed objective statements. If you have any questions or if I can provide additional information, please let me know.

Sincerely,



Jaymes Vettraino
Vettraino Consulting, LLC

Taxable value does not necessarily reflect how much people can pay.
(Capping and uncapping of house values)

Water rates, based on consumption, is not something that is consistent and could lead to changing the rate often

Water usage is, in part, a personal preference

People that can afford more should pay more

No self interest - try to be unbiased

Note from prior meeting: Open to a blend of rates to find a middle ground

Things happen at certain times, this is happening now, so the cost is now and move forward

Moving into an older city, it is recognized that there will be costs to upgrade things

Notes from prior meeting: All collections will be uniform (you can not collect based on condition of the pipe in front of the home)

Need to make sure to address grants so the rate structure does not need to be revisited

There was some thought that there would be study and that there would be alternate solutions discussed... not just the millage as the only

This went before the voters and a majority voted for it (a millage)... just like Prop A and Headlee

The infrastructure issue is a long-time issue... but if you "just bought-in" to the neighborhood you may pay more (for a "long time coming" cost)

Match cost and benefit --- long term

A 20 year millage does not match the time of benefit for homeowners

The timeline to complete the project should be completed as quickly as possible, this will help match the benefit with the cost

The Committee is not privy to "how much people can pay" (income)

The CAC should consider both % and \$ range as measures of fairness

Pay attention to the "tails" on the \$/% curves... try to pull tails in, if possible. Try to avoid extremes

There will be tails... outliers... we need to, at some point, accept this

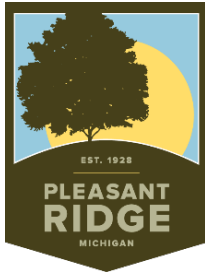
Use grants, other funding, to "trim" the tails

Appendix 3

Comparison of the CAC Preferred Funding Model, Full Millage Option, and Maximum Flat RTS Charge Option. Date from the charge/rate tool:

	CAC Preferred Funding Model	Full Millage Option	Maximum Flat RTS Charge Option
Annual Front-Foot Charge	\$4.50	\$0.00	\$0.00
Flat RTS Per Bill	\$42.50	\$42.17	\$128.11
Millage	1.7405	3.5000	0.0000
Total Usage Rate (unchanged)	\$78.75	\$78.75	\$78.75
Total Revenue	\$884,106	\$884,010	\$883,959
Annual Front-Foot Revenue	\$295,947	\$0	\$0
Flat RTS Revenue	\$293,250	\$290,973	\$883,959
Millage Revenue	\$294,909	\$593,037	\$0
Usage Rate Revenue (unchanged)	\$0	\$0	\$0
% Annual Front-Foot Funding	33%	0%	0%
% Flat RTS Funding	33%	33%	100%
% Millage Funding	33%	67%	0%
% Usage Rate Funding (unchanged)	0%	0%	0%
Avg. Res. Increase \$	\$508	\$506	\$514
95% CI High	\$867	\$1,002	\$514
95% CI Low	\$150	\$10	\$514
Minimum Increase	\$188	\$104	\$514
Maximum Increase	\$1,314	\$1,771	\$514
Avg. Res. Increase %	7.00%	6.50%	8.09%
95% CI High	9.61%	7.26%	15.30%
95% CI Low	4.39%	5.75%	0.88%

*Note: all values are based on FY22 budget. FY23 rates will be adjusted based on inflation and/or other financial conditions.



City of Pleasant Ridge

23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

Citizen Advisory Committee

February 1, 2022 – 7:00 pm

Location of the Meeting: Community Center - 4 Ridge Road, Pleasant Ridge, MI 48069

Having been duly publicized, City Manager Breuckman called the meeting to order at 7:00pm.

Citizen Advisory Committee (CAC) members present: Belinda Peters, Kate Kavanagh Kokotovich, Damian Gyorkos, Eric Wegener, Jay Foreman, John McKenna, Mark de la Vergne, Pat Young, Robert Morris, Thomas Kempa, and Tom Wilkinson

Also Present: City Manager Breuckman, Project Facilitator Vettraino

Citizen Advisory Committee (CAC) members absent: Ann Warner

Public Discussion

Bret Scott, Mayor of Pleasant Ridge, thanked the CAC members for their service and expressed encouragement and support for their work.

Introduction of CAC Members

Facilitator Vettraino introduced himself and asked each member to introduce themselves. Each CAC member and City Manager Breuckman introduced themselves, including their name, their professional and personal background, and reason for interest in serving as a member of the CAC.

Review of the Objectives of the CAC

Facilitator Vettraino reviewed objectives of the CAC, as adopted by the City Commission. He reviewed a memorandum dated January 3, 2022, which included nine (9) objective statements. Facilitator Vettraino stated that he is confident CAC members have reviewed the memorandum in detail. He highlighted a few points from the memorandum including the specific question the CAC was formed to address, which is, “what is the appropriate funding option for the City to fund already agreed upon water infrastructure capital projects.” And a secondary objective of, “if external funding is received (for example grant funding), how should the external funding be applied to reduce the funding required from sources controlled by the city.”

Discussion of CAC Meeting Goals and Policy Deliberations

Facilitator Vettraino noted the items included in the nine (9) objective statements, including the advisory nature of the CAC and the civility expectations of the members. He noted that since this is a public body it is expected that members will deliberate issues as a public body. Members should refrain from meeting and discussing CAC matters outside of formal CAC meetings.

Facilitator Vettraino explained that the CAC members will be asked to elect a Chairperson, Vice Chairperson, and Secretary. The expectation for each of the positions will be minimal. The

Chairperson will bring meetings to order and be generally available for questions from the facilitator and other members regarding meeting administration. The Vice Chairperson will serve in the absence of the Chairperson. The Secretary will review draft minutes, prepared by city staff or consultants, for consistency with the meeting proceedings. Consideration of election of these positions will be at the next CAC meeting.

Receive a Presentation from the City Manager

City Manager Breuckman provided a presentation entitled “CAC Kickoff Meeting – February 1, 2022.” He outlined project details, resources, replacement cost, lead service lines, water line and system conditions, project benefits and plan, project costs and funding, funding options, and funding considerations. City Manager Breuckman reviewed an Excel based tool, being made available to the CAC members and the community to test various funding options.

CAC members asked questions regarding lead lines, coordination with other public infrastructure projects, EGLE’s orders, Headlee, legality of various types of charges, millage data, service line sizes, engineer’s estimates, front foot calculations, fairness, financing costs, and other similar questions. City Manager Breuckman addressed each question as received.

Facilitator Vettraino asked CAC members to make confirm they have access to the Google Drive project folder. The Excel based tool will be added to the Google Drive on February 2 and it is requested that the CAC members confirm they can access the tool.

CAC member Mark de la Vergne left the meeting at 8:15 pm.

Setting of CAC Meeting Schedule

The CAC members, Facilitator Vettraino, and City Manager Breuckman reviewed possible dates for next meetings. By consent the CAC agreed to meet at 7:00 pm at the Community Center on February 15, 2022, and March 1, 2022.

Public Discussion

Ann Perry, City Commissioner, stated her appreciation and support of the work of the committee.

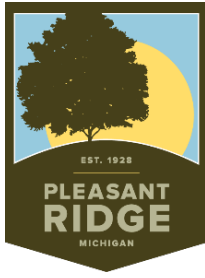
Doug McElroy, 27 Oakland Park Boulevard, stated that the spreadsheet tool should include options for other city funds to be used for this project

Adjournment

By consent the CAC ended the meeting at 8:47 pm

City Manager James Breuckman

Project Facilitator Jaymes Vettraino



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

**Citizen Advisory Committee
February 15, 2022 – 7:00 pm
Community Center - 4 Ridge Road, Pleasant Ridge, MI 48069**

Having been duly publicized, Facilitator Jaymes Vettraino called the meeting to order at 7:00pm.

Citizen Advisory Committee (CAC) members present: Belinda Peters, Kate Kavanagh Kokotovich, Damian Gyorkos, Ann Warner, Jay Foreman, John McKenna, Mark de la Vergne, Pat Young, Robert Morris, Thomas Kempa, and Tom Wilkinson

Citizen Advisory Committee (CAC) members absent: Eric Wegener

Also Present: City Manager Breuckman, Project Facilitator Vettraino

Public Discussion

None

Receive and Approve Minutes from February 1, 2022 Meeting

Motion to receive and approve by Foreman, support by Peters. All in favor.

Nomination of CAC Officers

A slate of officers was put forward consisting of Chairperson Kokotovic, Vice Chairperson de la Vergne, and Secretary Peters. All in favor.

Discussion of Fairness

Facilitator Vettraino noted that the CAC had touched on issues of fairness in creating a revenue source for water infrastructure projects. The CAC discussed elements of fairness including affordability, ability of residents to pay, timing of improvements and when benefits are realized compared to when revenue is collected. Comments were collected on a Jamboard tool, the results of which are available for review in the CAC document library.

Review the Rate/Fee Tool and CAC Member Discussion

City Manager Breuckman reviewed the Excel based tool that allows CAC members and the public to test various funding options.

The CAC discussed several scenarios to raise the required revenue and reviewed the average and range of dollar cost and percent cost increases:

rate/fee/charge type	Tested Scenario						
	1	2	3	4	5	6	7
Front Ft. (annual)	0.00	1.00	5.08	5.08	4.25	2.21	2.93
Flat RTS per Bill	82.50	82.50	42.50	52.50	42.50	62.50	62.50
Millage	1.85	1.46	1.46	1.05	1.79	1.79	1.50
Usage Rate	12.00	12.00	12.00	12.00	12.00	12.00	12.00

The CAC discussed the impact of front foot charges, including how the impact of such a charge on large lots could create disproportionate impact on a small number of water customers. The CAC discussed using an average of lot widths like the ERU stormwater charges are assessed and asked staff to examine if averaging lot widths by street or other sub grouping would address potential outliers if a front foot fee were assessed. Staff will report back to the CAC on this item at the March 1 meeting.

The CAC discussed the use of front foot charges and if that is the most rational connection to the cost and benefit of the public water system, and if such a charge would represent a tax by another name.

The CAC discussed the use of usage rate charges to raise infrastructure revenue. The CAC determined that the funding scenario tool should remove usage rate charges from the model, keeping the usage rate funding at \$12.00 per unit of water which is where it was at in 2020. The revenue generated by the usage rate will be taken as a given and adjust all other parts of the model accordingly.

Public Discussion

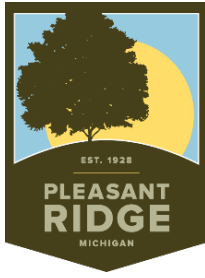
None.

Adjournment

By consent the CAC ended the meeting at 9:05 pm

CAC Secretary Belinda Peters

Project Facilitator Jaymes Vettraino



City of Pleasant Ridge

23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

Citizen Advisory Committee

March 1, 2022 – 7:00 pm

Location of the Meeting: Community Center - 4 Ridge Road, Pleasant Ridge, MI 48069

Having been duly publicized, CAC Chairperson Kate Kavanagh Kokotovich called the meeting to order at 7:01pm.

Citizen Advisory Committee (CAC) members present: Belinda Peters, Kate Kavanagh Kokotovich, Damian Gyorkos, Eric Wegener, Jay Foreman, John McKenna, Mark de la Vergne, Pat Young, Robert Morris, Thomas Kempa, and Tom Wilkinson

Also Present: City Manager Breuckman, Project Facilitator Vettraino

Citizen Advisory Committee (CAC) members absent: Ann Warner

Public Discussion

County Commissioner Cavell provided information regarding infrastructure funding Oakland County plans to make available.

Receive and Approve Minutes from February 15, 2022 Meeting

By unanimous consent the CAC received and approved the minutes, as presented.

Receive Public Correspondence Since Prior Meeting

Facilitator Vettraino summarized an email received from Timothy Fekete, 116 Elm Park Ave. Mr Fekete generally advocated for the CAC to consider a “one dwelling, one fee” approach to the funding the project.

Facilitator Vettraino also announced that the City has created an email address for citizens to send correspondence to the CAC. Public comments for the CAC may be emailed to CAC@cityofpleasentridge.org.

Receive Updates from City Manager in Response to CAC Member Requests

City Manager Breuckman reviewed a presentation regarding an averaging methodology for lot widths. During its prior meeting the CAC suggested that it might be valuable to explore if an adjustment should be made to lot width outliers if a frontage-based ready-to-serve charge is recommended. City Manager Breuckman examined and presented two approaches. (1) Create an

average frontage value for each street or sub-street group of properties to smooth out outliers. (2) Establish a maximum frontage width for the entire City. At the conclusion of the presentation City Manager Breuckman offered his opinion that a maximum footage for the entire City (a cap) would be the better of the two approaches.

The CAC discussed the average frontage value and options to cap the footage in order to reduce cost to few outlier properties. The CAC also discussed if a lower-end limit should be sent (a floor) should be established. After discussion, it was generally agreed that that a cap might be appropriate, but that a floor would not be appropriate.

Motion to recommend placing a cap on the frontage value at 100 feet by de la Vergne, supported by McKenna. In favor: Belinda Peters, Kate Kavanagh Kokotovich, Damian Gyorkos, Eric Wegener, Jay Foreman, John McKenna, Mark de la Vergne, Pat Young, Thomas Kempa, and Tom Wilkinson; Opposed: Robert Morris. Motion passes.

It was requested that City Manager Breuckman add a 100 foot cap to the front foot rate in the rate/fee model.

Review the Rate/Fee Tool and CAC Member Discussion

City Manager Breuckman presented the rate/fee tool. The CAC continued their discussion of several scenarios to raise the required revenue and reviewed the average and range of dollar cost and percent cost increases. Scenarios tested:

3/1/2022	Tested scenario				
rate/fee/charge type	1	2	3	4	5
Front ft (not blended)	4.40	2.30	2.40	2.35	4.75
Flat RTS per bill	42.72	62.50	42.50	62.50	82.50
Millage	1.74	1.75	2.544	1.75	0.00
Usage Rate					

The CAC discussed each of the three components of the rate and the impact each have on the perceived fairness of the charge. In its analysis of the scenarios the CAC paid specific attention to the average dollar increase, the high dollar increase, the low dollar increase, the average percentage increase, high percentage increase, and the low percentage increase. The CAC recognized the movement of dollar and percentage moved in opposite directions, depending on the rate/fee charge that was set.

Generally, the CAC recognized they wanted to avoid outliers (or “tails” on the graphical depiction of the dollar/percent increase graphs), but also recognized that they must also keep rates/fees consistent.

The CAC had some discussion regarding the question of how to apply external funding, if received, to lower the rate/fee charges. An opinion was offered that external funding should be applied to the flat RTS per bill. The CAC agreed to make a note of the opinion and to return to this question once a rate/fee charge recommendation was agreed upon.

It was agreed that the following two scenarios represented directions the CAC was generally considering, and that individual CAC members would continue to utilize the tool to run scenarios prior to the next meeting, with particular attention to:

3/1/2022	Scenario	
rate/fee/charge type	A	B
Front ft (not blended)	2.30	2.40
Flat RTS per bill	62.50	42.50
Millage	1.75	2.544
Usage Rate		

Setting of Next CAC Meetings

Facilitator Vettraino reviewed possible dates for next meetings. By consent the CAC agreed to meet at 7:00 pm at the Community Center on March 15, 2022 and March 22, 2022.

Public Discussion

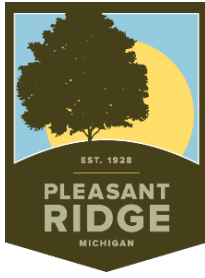
None.

Adjournment

By consent the CAC ended the meeting at 8:52 pm

CAC Secretary Belinda Peters

Project Facilitator Jaymes Vettraino



City of Pleasant Ridge

23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

Citizen Advisory Committee

March 15, 2022 – 7:00 pm

Location of the Meeting: Community Center - 4 Ridge Road, Pleasant Ridge, MI 48069

Having been duly publicized, CAC Chairperson Kate Kavanagh Kokotovich called the meeting to order at 7:00 pm.

Citizen Advisory Committee (CAC) members present: Belinda Peters, Kate Kavanagh Kokotovich, Damian Gyorkos, Eric Wegener, Jay Foreman, John McKenna, Mark de la Vergne, Pat Young, Robert Morris, Thomas Kempa, and Tom Wilkinson

Also Present: City Manager Breuckman, Project Facilitator Vettraino

Citizen Advisory Committee (CAC) members absent: Ann Warner

Public Discussion

None.

City Manager Breuchman reported that CAC member Ann Warner resigned from the board for personal reasons.

Receive and Approve Minutes from March 1, 2022 Meeting

By unanimous consent the CAC received and approved the minutes, as presented.

Receive Public Correspondence Since Prior Meeting

Facilitator Vettraino noted an email received from Christy Hand, 8 Oxford Blvd, and correspondence sent to members by CAC member Belinda Peters.

CAC member Robert Morris provided City Manager Breuchman with an updated rate/fee tool that included “sliders” to test rate/fee combinations more efficiently.

City Manager Breuchman announced that the city has received a \$600,000 grant from the federal government for the Kensington Blvd Waterman Project, which part of the water infrastructure project and will be applied to the overall cost of the water infrastructure project.

Review the Rate/Fee Tool and CAC Member Discussion

City Manager Breuckman presented the rate/fee tool and noted the modification of the tool to cap the front foot fee at 100 feet. The CAC continued their discussion of several scenarios to raise the required revenue and reviewed the average and range of dollar cost and percent cost increases. Scenarios tested:

Continued review of scenarios from prior meeting:

3/1/2022	Tested scenario	
rate/fee/charge type	A	B
Front ft (not blended)	2.30	2.40
Flat RTS per bill	62.50	42.50
Millage	1.75	2.544
Usage Rate		

Additional scenarios tested:

3/15/2022	Tested scenario			
rate/fee/charge type	1	2	3	4
Front ft (not blended)	4.50	2.40	3.56	3.83
Flat RTS per bill	42.50	52.50	52.50	42.50
Millage	1.7405	2.1478	1.7000	2.0004
Usage Rate				

The CAC discussed each of the three components of the rate, the impact each have on the perceived fairness of the charge, how to address outliers, and the need to explain the rate/fee. Tested scenario “1” in the above table provides 33% of the needed funding for the project from each rate/fee.

Motion by John McKenna, second by Jay Foreman, to recommend setting the front-foot charge; flat RTS rate; and millage rate so that each of these charge/rate types provide 33% of the needed revenue to fund the project. In favor: Belinda Peters, Kate Kavanagh Kokotovich, Damian Gyorkos, Eric Wegener, Jay Foreman, John McKenna, Mark de la Vergne, Pat Young, Thomas Kempa, and Tom Wilkinson. Opposed: Robert Morris. Motion passes. *[Note: this motion was reconsidered later during the meeting]*

Member Morris expressed that he accepts the recommendation but is of the opinion that when testing the scenarios there was very little difference between the options they were considering.

Discuss a process to consider a recommendation regarding the receipt of any future external funding

The CAC discussed options for adjusting rate/fee if the city receives external funding, for example the federal grant announced at the beginning of this meeting. The CAC discussed options for adjusting rate/fee if additional funding is need for the project, for example if construction bids are higher than the engineers’ estimate.

Motion by Tom Wilkinson, second by Belinda Peters, to recommend, if costs are reduced or increased for the project, to adjust each of the three charge/rate types so that each continues to provide 33% of the needed revenue for the project. Unanimously approved.

Discuss next steps

Robert Morris asked if the CAC members would consider reconsideration of the motion to approve the rate/fee setting to allow him to express his support for the recommendation. The CAC members agreed by consensus to the request.

Motion by John McKenna, second by Jay Foreman, to recommend setting the front-foot charge; flat RTS rate; and millage rate so that each of these charge/rate types provide 33% of the needed revenue to fund the project. Unanimously approved.

Facilitator Vettraino congratulated the CAC members for fulfilling the objectives set by the City Commission and that he would prepare a draft final report for consideration by the CAC. He noted that he would send a draft final report to the CAC members to review in advance of the next CAC meeting. Once considered and approved, the report would be provided to the City Commission.

The next meeting of the CAC is scheduled for March 22, 2022. The primary purpose of this meeting will be to provide feedback on the draft final report to the City Commission.

Public Discussion

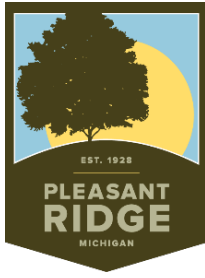
None.

Adjournment

By consent the CAC ended the meeting at 8:22 pm

CAC Secretary Belinda Peters

Project Facilitator Jaymes Vettraino



City of Pleasant Ridge

23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

Citizen Advisory Committee

March 22, 2022 – 7:00 pm

Location of the Meeting: Community Center - 4 Ridge Road, Pleasant Ridge, MI 48069

Having been duly publicized, CAC Chairperson Kate Kavanagh Kokotovich called the meeting to order at 7:04 pm.

Citizen Advisory Committee (CAC) members present: Kate Kavanagh Kokotovich, Eric Wegener, Jay Foreman, John McKenna, Mark de la Vergne, Pat Young, Robert Morris, and Thomas Kempa.

Also Present: City Manager Breuckman, Project Facilitator Vettraino

Citizen Advisory Committee (CAC) members absent: Damian Gyorkos, Belinda Peters, and Tom Wilkinson

Public Discussion

Chris Putnic Butnik, 130 Elm Park, thanked the members of the CAC for their work on this project.

Receive and Approve Minutes from March 15, 2022 Meeting

By unanimous consent the CAC received and approved the minutes, as presented.

Receive Public Correspondence Since Prior Meeting

Facilitator Vettraino noted emails received from CAC member Jay Foreman and CAC member Pat Young.

Review a draft CAC report

CAC member Young suggested that the CAC may want to consider a recommendation to the City Commission of applying external funding to reduce the time to complete the project, before reducing the charges/rates. There was some support from CAC members that this might be a good idea. A couple of the members expressed that some residents may appreciate charge/rate reduction more than an acceleration of the project.

The CAC came to consensus that the CAC members had come to unanimous agreement on recommendations during the prior meeting and that adding a recommendation regarding acceleration vs charge/rate reduction was beyond the prior agreed upon recommendations. There was consensus to include in the minutes that the CAC asks the City Commission to consider this point during its charge/rate discussions, but that it is not part of the CAC's formal recommendation.

CAC members provided several edits to a draft “Citizens Advisory Committee Final Report” document prepared by facilitator Vettraino. All edits were to improve clarity or correct typographic errors; there were no substantive changes made to the draft final report.

Take Action to Approve a Final CAC Report for Submission and Presentation at the April 12, 2022 City Commission Meeting

Motion by Eric Wegener, second by Thomas Kempa, to approve the Citizen Advisory Committee Final Report, as amended during this meeting, and to submit and present the report to the City Commission at its April 12, 2022 meeting. Unanimously approved.

The CAC members expressed appreciation to facilitator Vettraino and City Manager Breuckman for their support during the process.

Public Discussion

None.

Adjournment

By consent the CAC ended the meeting at 7:50 pm

CAC Chairperson Kate Kavanagh Kokotovich

Project Facilitator Jaymes Vettraino



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: City Commission
Date: March 30, 2022
Re: FY23 City Commission Goals and Objectives

Overview

The attached Goals and Objectives are a statement of the City Commission's priorities in governance for the coming year.

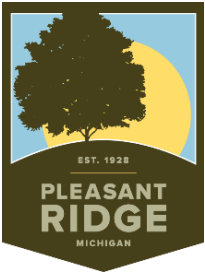
Background

The City Commission has been working on the attached Goals and Objectives statement over the past few months. This statement of Goals and Objectives will stand as a communication of what this City Commission wishes to accomplish. These Goals and Objectives will also be included in the City's upcoming FY23 budget document.

The annual Goals and Objectives serve as a basis for making budget decisions and work priorities for City Staff over the coming year. When considering various projects and funding decisions during the budget process, the City Commission may evaluate the various options and determine which ones to fund based on how well each project or line item aligns with the Goals and Objectives statement.

Requested Action

City Commission consideration of adoption of the attached FY23 Goals and Objectives statement.



City of Pleasant Ridge

Annual Goals and Objectives 2022

Note that the order in which these goals are presented is not intended to convey importance.

A. Maintain a Safe and Secure Community

Objectives:

1. As COVID continues to evolve, maintain safe conditions at all City facilities and adjust City services and events to protect the health of residents and City Staff, as warranted.
2. Preserve effective levels of police staffing and equipment to ensure high quality public safety service delivery.
3. Maintain or improve existing fire/EMS service delivery.
4. Implement traffic calming measures where necessary to ensure appropriate vehicle travel speeds.
5. Preserve and enhance Neighborhood Watch program.

B. Ensure Good Stewardship of Municipal Infrastructure

Objectives:

1. Implement the lead service line and water main replacement program according to the EGLE approved 30-year asset management plan.
2. Implement a continuing maintenance program for previously reconstructed streets and alleys to extend their useful life.
3. Implement continuing maintenance and monitoring program for previously rehabilitated combined sewers to extend their useful life.
4. Improve bike and pedestrian infrastructure (sidewalks) throughout the city.
5. Complete capital projects identified in the Capital Improvements Plan.
6. Work with local transit authorities to improve public transportation options for residents and visitors.

C. Maintain Financial Sustainability

Objectives:

1. Maintain a competitive property tax rate position relative to other cities in the region.
2. Maintain an unrestricted fund balance between 70% and 80% of general fund expenditures to protect the City from future uncertainties.
3. Maintain a capital outlay reserve of 50% of expenditures in the Water and Sewer Enterprise Fund.
4. Continue to explore other revenue sources including grant opportunities.
5. Continue extra contributions to the defined benefit pension to reduce the City's unfunded liability.

D. Maintain an Excellent Parks and Recreation Program

Objectives:

1. Continue necessary maintenance tasks at the community center, pool, and parks.
2. Achieve excellence in the offering and delivery of recreation services to residents of all ages.
3. Encourage active, healthy lifestyles for City residents.
4. Continue incremental facility upgrades at the wellness and community center and City parks.

E. Preserve and Enhance Community and Neighborhood Character

Objectives:

1. Deliver consistent code enforcement efforts to effectively preserve the character of the City's neighborhoods.
2. Protect the City's established historic character from destruction or erosion by inappropriate additions or modifications to existing buildings, or inappropriate construction of new buildings.
3. Work to influence future changes and enhancements to Woodward Avenue, including the underpass and the I-696 intersection, to reflect Pleasant Ridge's preferred plan.
4. Ensure that planning, development, and infrastructure projects enhance Pleasant Ridge as a walkable, bikeable community.
5. Continue to foster a welcoming community to all people.
6. Ensure the transition of the Roosevelt school building from Lower Elementary to C.A.S.A. does not negatively impact the neighborhood.

F. Foster Community Trust and Participation

Objectives:

1. Use a variety of outlets, including the City's website, email list, traditional media, social media, town hall meetings, and the Ridger to inform and engage residents.
2. When more than one feasible choice exists for issues of major consequence, consult or collaborate with residents prior to making decisions.
3. Encourage, support, and recognize volunteers and community members who do good work in the community.
4. Conduct a community survey every five years to measure City performance in delivering services and public sentiment on important issues facing the community.
5. Support resident-driven and managed initiatives.
6. Continue to evaluate and improve digital communications.

G. Strive for Excellence in Governance

Objectives:

1. Develop and maintain a first-rate workforce by supporting continued training and professional development for City employees.
2. Continue to pursue excellence in customer service by exploring alternative methods for improving delivery of services.
3. Invest in increased use of technology to support large meetings at the Community Center.
4. Continue to look for new ways to partner with nearby communities or private partners to improve the delivery of City services.
5. Continually evaluate and adjust the City's goals and objectives, Master Plan, Recreation Master Plan, and Capital Improvements Plan to ensure that policy decisions are being made that further the long-term interest of the City.

H. Protect the Environment

Objectives:

1. Reduce the City's carbon footprint through energy conservation, efficiency, and renewable generation measures.
2. Invest in maintaining the City's tree canopy by maintaining existing trees and planting new trees to fill gaps.
3. Explore ways to incorporate green infrastructure to infiltrate stormwater in place and reduce the amount of runoff that enters the City's sewer system.