



Plymouth City Commission

Regular Meeting Agenda

Monday, December 7, 2020 7:00 p.m. ONLINE

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Meeting will be held online at Zoom.us

Join Zoom Meeting - <https://us02web.zoom.us/j/86763550686> Passcode – 582802

Statement on explanation of the reason why the public body is meeting electronically:

On March 10, 2020, the Governor of the State of Michigan declared a State of Emergency across the State of Michigan. As a part of the response to that emergency certain changes were deemed to be reasonable and necessary to protect the public health, safety, and welfare. Due to the on-going emergency situation the Michigan Department of Public Health and Human Services has recently made certain rules about gathering in groups of people. Further, the Michigan Legislature passed legislation to temporarily suspend certain rules, regulations and procedures related to the physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Recently passed legislation has made it possible for public boards to meet electronically. Due to the Public Health declarations the City of Plymouth will have its Boards and Commissions meet electronically as permitted under the newly enacted law that is known as SB1108.

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call

2. CITIZENS COMMENTS

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of November 16, 2020 City Commission Regular Meeting Minutes
- b. Approval of November 30, 2020 City Commission Special Meeting Minutes
- c. Approval of November Bills
- d. Special Event – Sun & Snow Ski and Snowboard Swap - 12/10/2020 to 12/14/2020
- e. Special Event – Wreaths Across America Ceremony – 12/19/2020
- f. Special Event – Art In The Park – 7/9/2021 to 7/11/2021
- g. MERS Defined Contribution Clarification

5. COMMISSION COMMENTS

6. OLD BUSINESS

7. NEW BUSINESS

- a. Mobile Field Force Team Memorandum of Understanding
- b. Rate Card – Payment in Lieu of Fees
- c. Poverty Hardship Application/Policy

8. REPORTS AND CORRESPONDENCE

- a. Liaison Reports
- b. Appointments

9. ADJOURNMENT

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues for items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m.-4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

Consent Agenda - The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case that item will then be placed on the regular agenda.

City of Plymouth Strategic Plan 2017-2020

GOAL I - QUALITY OF LIFE

OBJECTIVES

1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the [Joint Recreation Master Plan](#)
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

ONE YEAR TASKS 2020-21

- Liquor/marijuana license review
- Rooftop seating review
- Adopt Downtown Development Authority (DDA) Master Plan and identify funding sources for implementation
- Begin implementation of Kellogg Park Master Plan with fountain replacement
- Establish format & requirements for public parks sponsorship
- Resident education programs on zoning basics, ordinance change and update, services, and recycling
- City webpage - create city-wide F.A.Q. "Index" page and push out link
- Increase social media presence – 1k new followers/subscribers/etc.
- Review and evaluate City truck routes
- Complete update to Special Events Policy

GOAL II - FINANCIAL STABILITY

OBJECTIVES

1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

ONE YEAR TASKS 2020-21

- Actively promote and participate in the 2020 census
- Explore internal and external supplemental funding of legacy costs
- Target revenue enhancements for large-scale capital projects, including grants and millage
- Assist the Michigan Municipal League (MML) in facilitating and increasing support for state revenue sharing initiatives
- Redesign Capital Improvement Plan and evaluate future funding process for Equipment Fund
- Create a rate card for payment in lieu of paid parking
- Develop financial plan for public safety model
- Identify cost estimates, timeframe and potential funding sources for central parking deck
- Complete road bond sale – phase one

GOAL III - ECONOMIC VITALITY

OBJECTIVES

1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the [Master Plan](#) in economic decision-making

ONE YEAR TASKS 2020-21

- Continued administration of development projects and proposals including Wilcox Mill, Saxton's, Pulte, Starkweather School, Lumber Mart, and various residential builds
- Branding – consistency across all communications (email, letterhead, agenda)
- Provide annual process and risk-management training to all boards and commissions
- Continue implementing Redevelopment Ready Community (RRC) plan to achieve certification
- Develop list of transitional properties and utilize Michigan Economic Development Corporation (MEDC), Wayne County, others to market
- Explore marketing partnerships (schools, Chamber, hotels, available publications etc.)

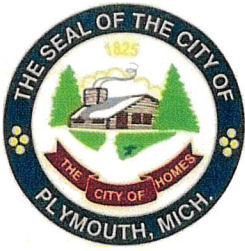
GOAL IV - SERVICE AND INFRASTRUCTURE

OBJECTIVES

1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

ONE YEAR TASKS 2020-21

- Administration to make parking recommendation to City Commission by end of first quarter
- Implement updates to parking system according to direction given by City Commission
- Actively engage employees for further career development for succession planning with special focus on the depth of Cultural Center staffing
- Continue Asset Management Plan
- Review Insurance Services Office (ISO) Report and International City/County Management Association (ICMA) Study & begin meeting to discuss viable options for the future delivery of emergency services
- Approve third version of agreement on sanitary sewer with Western Township Utilities Authority (WTUA) based on delay by Wayne County
- Develop multi-modal transportation policy to City Commission
- Implement 2020 street repairs
- Restore Commercial Motor Vehicle (CMV) enforcement
- Continue geographic information system (GIS) mapping of the City
- Define process/educate citizenry/pursue adoption/Implement form-based codes



City of Plymouth City Commission Regular Meeting Minutes Monday, November 16, 2020 - 7:00 p.m. Zoom Meeting

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

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Phone 734-453-1234
Fax 734-455-1892

1) CALL TO ORDER

- a. Mayor Wolcott called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.
- b. Roll call

Present: Mayor Oliver Wolcott, Mayor Pro Tem Nick Moroz, Commissioners Suzi Deal, Ed Krol, Kelly O'Donnell, Marques Thomey, and Tony Sebastian

Also present: City Manager Paul Sincock, Attorney Robert Marzano, and various members of the City administration

2) CITIZENS COMMENTS

There were no citizen comments.

3) APPROVAL OF THE AGENDA

Thomey offered a motion, seconded by Krol, to approve the agenda for Monday, November 16, 2020.

There was a roll call vote.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 7-0

4) ENACTMENT OF THE CONSENT AGENDA

- a. Approval of November 02, 2020 City Commission Regular Meeting Minutes
- b. Special Event – Sun & Snow Ski and Board Swap – Nov 21 & 22, 2020

Sebastian asked that item 4.b.moved to the regular agenda.

Krol offered a motion, seconded by Thomey to approve item 4.a on the consent agenda.

There was a roll call vote.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 7-0

5) COMMISSION COMMENTS

Moroz thanked election workers and reminded everyone to avoid any risk of contacting COVID-19. Wolcott also thanked election workers then complimented the DDA and DMS departments for their work during the pandemic.

6) OLD BUSINESS

There was no old business.

7) NEW BUSINESS

a. Snow and Ice Control Policy 2020-21

The following resolution was offered by Krol and supported by Moroz.

RESOLUTION 2020-87

WHEREAS The City of Plymouth completes snow and ice measures in order to protect the public health, safety and welfare; and

WHEREAS The City annually reviews and updates its snow and ice control policy that directs and gives responsibilities to various City departments.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the City of Plymouth Department of Municipal Services Snow & Ice Control Policy as reviewed and revised on November 18, 2020.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby establish that the minimum billing for the City or its contractors removing snow as a result of violations of Section 62-39 and 62-40 of the Plymouth City Code shall be a minimum of \$150.00 and the hourly rate shall not be less than \$150.00 per hour.

Commission members made positive comments about the use of brine this year after a pilot program last year.

There was a roll call vote.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 7-0

b. Tree Ordinance First Reading/Annual Report

The following motion was offered by Moroz and seconded by Krol.

RESOLUTION # 2020-88

WHEREAS The City Commission of the City of Plymouth has responsibility to adopt all City ordinances and changes to the Plymouth City Code; and

WHEREAS It has been determined that there needs to be an update to the Plymouth City Code related to the Tree Ordinances; and

WHEREAS Trees are a natural resource and the City of Plymouth finds that trees will promote a number of benefits to the community as a whole.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the following changes to the Plymouth City Code at its first reading.

Chapter 18 – BUILDINGS AND BUILDING REGULATIONS, Article XIV. - Vegetation, Division 1. – Generally and 2. - Trees NEEDS TO BE REMOVED

Chapter 34 - ENVIRONMENT

ARTICLE I. - Trees

DIVISION 1. - Generally

Sec. 34-1. - Intent

The purpose of this chapter is to provide for the protection, preservation, and reforestation of the City of Plymouth's tree canopy, trees, and woodlands.

Sec. 34-2. - Definitions.

The following words, terms, and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dead Tree means any tree that has no visible growth (within the appropriate growing season for all deciduous trees), no visible buds, twigs that do not exhibit flexibility, and twigs that do not appear green at the cambium layer when outer bark has been physically removed.

Diameter Breast Height (DBH) means the diameter, in inches, of a tree measured at four and one-half (4½) feet above the existing grade.

Dripline means the imaginary vertical line, which extends downward from the outermost tips of the tree branches to the ground.

Front Yard Tree means any tree located in the open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and the nearest point of the foundation of the main building.

Heritage Tree means any tree that meets the size and species requirements in the table below, or any tree not listed in the table below that is 18 inches DBH or greater.

Common Name	Scientific Name	DBH
Arborvitae	<i>Thuja occidentalis</i>	18"
Ash	<i>Fraxinus species</i>	18"
American Basswood (Linden)	<i>Tilia americana</i>	18"
American Beech	<i>Fagus grandifolia</i>	18"
American Chestnut	<i>Castanea dentata</i>	8"
American Elm	<i>Ulmus americana</i>	18"
Birch	<i>Betula species</i>	18"
Black Alder	<i>Alnus glutinosa</i>	12"
Black Tupelo	<i>Nyssa sylvatica</i>	12"
Black Walnut	<i>Juglans nigra</i>	18"

White Walnut	Juglans cinerea	18"
Buckeye (Horse Chestnut)	Aesculus species	18"
Cedar, Red	Juniperus species	12"
Crabapple (Cultivar)	Malus species	12"
Douglas Fir	Pseudotsuga menziesii	18"
Eastern Hemlock	Tsuga canadensis	12"
Flowering Dogwood	Cornus florida	8"
Ginkgo	Ginkgo biloba	18"
Hickory	Carya, species	18"
Kentucky Coffeetree	Gymnocladus dioicus	18"
Larch/Tamarack	Larix laricina (Eastern)	12"
Locust	Gleditsia triacanthos	18"
Sycamore (London plane tree)	Platanus species	18"
Maple	Acer species (except negundo)	18"
Oak	Quercus species	18"
Pine	Pinus species	18"
Sassafras	Sassafras albidum	15"
Spruce	Picea species	18"
Tulip Tree	Liriodendron tulipifera	18"
Wild Cherry	Prunus species	18"

Large tree means any tree larger than 40 feet in height at maturity.

Licensed tree professional means a Nurseryman or an ISA certified arborist.

Medium tree means any tree between 25 feet and 40 feet in height at maturity.

Park tree means any tree located in public parks having individual names, and all publicly owned land, or to which the public has free access as a park.

Private tree means any tree located on land that is owned by an individual or group having a vested or financial interest in the subject property.

Protected Area means the area contained within the dripline of the tree.

Protective Barrier means a physical obstruction that encloses the protected area of a tree and limits vehicular, material, and equipment access.

Small tree means any tree less than 25 feet in height at maturity.

Street tree means any trees planted or located within a public street or road right-of-way.

Topping means the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the trees.

Transplant means the digging up of a tree and the planting of that tree in another place on the same property or off-site property.

Tree means a woody perennial plant, typically having a single stem or trunk which at maturity is 13 feet or more in height and which has a definite crown of foliage.

Tree Fund means the budget account located in the Solid Waste/Recycling fund to be used for activities associated with public tree inventory, protection, maintenance, and planting.

Tree planting permit means the permit application reviewed and approved by the Administration that shows the location, species, and size of trees that will be planted or transplanted.

Tree protection plan means the plan reviewed and approved by the Administration that shows how trees will be protected from construction activities.

Tree replacement plan means the permit application reviewed and approved by the Administration that shows how the requirement for replacing removed tree(s) will be satisfied.

Tree removal permit means the permit application reviewed and approved by the Administration that shows the location, species, and size of trees that will be removed.

Sec. 34-3. – Prohibited Trees.

The following trees are prohibited to be planted or re-planted:

Common Name	Scientific Name
Ash	Fraxinus species
Autumn and Russian-Olive	Elaeagnus species
Boxelder	Acer negundo
Buckthorn	Rhamnus species
Mulberry	Morus species
Poplar	Populus species
Siberian Elm	Ulmus pumila
Silver Maple	Acer saccharinum
Tree of Heaven	Ailanthus altissima
Willow	Salix species

Sec. 34-4. - Tree Care.

- a. All trees shall be planted, pruned, maintained, and removed, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds.
- b. The City reserves the right to remove or cause to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, is blocking street or sidewalk clearance, or is blocking the spread of light or view of traffic control devices.

- c. If any owner, occupant or person having charge of any land within the city shall refuse or neglect to resolve public safety issues caused by private trees as provided in this chapter, then the City Manager or his/her designee shall cause the land to be entered upon by city employees or a city contractor for the purpose of pruning, or removing said trees at the sole cost to the property owner and such entering upon shall not be deemed a trespass.

Sec. 34-5. - Pruning.

Trees shall be pruned so that branches do not obstruct the light from any street light or obstruct the view of any street intersection. A clear space of fifteen feet above the surface of the street and eight feet above the surface of the sidewalk shall be maintained. The City shall have the right to prune or cause to be pruned any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light or interferes with visibility of roadway, sidewalk, traffic control devices, and/or signs.

Sec. 34-6. - Corner Clearance.

Within the required corner clearance area as defined in Section 78-207, all trees and limbs, including dead, diseased or dangerous trees or broken or decayed limbs which constitute a menace to the safety of the public, shall be removed by the property owner upon which the tree is located.

Sec. 34-7. - Tree Topping.

It shall be prohibited for any person to top any tree. Trees severely damaged by storms, an act of God, or other causes out of the City's or property owner's control, may be exempted from this section at the determination of the City Manager or his/her designee. This section does not apply to a utility company who may be required to top a tree for purposes of public safety or valid equipment issues.

Sec. 34-8. - Removal of Stumps.

All stumps of street, park, and front yard trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground. The stump excavation site shall be backfilled to match existing grade as defined in Section 78-21.

Sec. 34-9. - Tree Fund.

This section establishes the City's tree fund. The purpose of the tree fund shall be to maintain and reestablish the City's public tree canopy. The City Commission shall review the rate structure annually as part of their budget process.

Sec. 34-10. - Installation and Planting

All trees shall be planted according to ANSI Standards A300.

Sec. 34-11. - Maintenance Provisions.

All trees shall be maintained in a safe, healthy, neat and orderly state free from refuse and debris.

DIVISION 2. - PUBLIC TREES

Sec. 34-12. Permitted Street Trees

The following list constitutes the official street tree species for the city. No species other than those included in this list may be planted unless approved, in writing, by City Manager or his/her designee.

- (a) *Small trees:*

Common Name	Scientific Name
Cherry, Flowering	Prunus species & hybrids
Crabapple, Flowering	Malus species & hybrids
Dogwood	Cornus species & hybrids
Goldenrain Tree	Koelreuteria paniculata
Hawthorn	Crataegus species
Lilac, Japanese Tree	Syringa reticulata
Magnolia	Magnolia hybrids
Magnolia, Star	Magnolia stellata
Maple, Amur	Acer ginnala
Maple, Paperbark	Acer griseum
Maple, Tatarian	Acer tataricum
Maple, Trident	Acer buergeranum
Peach, Flowering	Prunus species & hybrids
Plum, Flowering	Prunus species & hybrids
Redbud, Eastern	Cercis canadensis
Serviceberry	Amelanchier species & hybrids

(b) *Medium trees:*

Common Name	Scientific Name
Amur Maackia	Maackia amurensis
Corktree, Amur, Fruitless Male	Phellodendron amurense
Hophornbeam, American	Ostrya virginiana
Hornbeam, American	Carpinus caroliniana
Hornbeam, European	Carpinus betulus
Horsechestnut, Red	Aeculus x carnea
Maple, Bigtooth	Acer grandidentatum
Maple, Hedge	Acer campestre
Maple, Shantung	Acer truncatum
Mountain Ash	Sorbus species
Mulberry, Red Fruitless Male	Morus rubra, fruitless varieties
Osageorange, Thornless Male	Maclura pomifera
Pagodatree (Scholartree)	Styphnolobium (Sophora) japonicum
Paw Paw	Asimina triloba
Pear, Flowering	Pyrus species & hybrids
Sassafras	Sassafras albidum
Yellowwood	Cladrastis kentukea

(c) *Large trees:*

Common Name	Scientific Name
Baldcypress	Taxodium distichum
Beech, American	Fagus grandifolia
Beech, European	Fagus sylvatica
Blackgum (Tupelo)	Nyssa sylvatica
Catalpa, Northern	Catalpa speciosa
Chestnut	Castanea hybrids
Coffeetree, Kentucky	Gymnocladus dioicus
Elm, American Dutch Elm resistant varieties	Ulmus hybrids
Filbert, Turkish	Corylus colurna
Ginkgo (Maidenhair Tree), Fruitless Male	Ginkgo biloba
Hackberry	Celtis occidentalis
Hardy Rubber Tree	Eucommia ulmoides
Hickory	Carya species
Honeylocust	Gleditsia triacanthos
Horsechestnut	Aesculus species
Katsura Tree	Cercidiphyllum japonicum
Linden, American	Tilia Americana
Linden, Littleleaf	Tilia cordata
Linden, Silver	Tilia tomentosa
Maple, Black	Acer nigrum
Maple, Freeman Hybrid	Acer x freemanii
Maple, Miyabe	Acer miyabei
Maple, Norway	Acer platanoides
Maple, Red	Acer rubrum
Maple, Sugar	Acer saccharum
Maple, Sycamore	Acer pseudoplatanus
Oak, Bur	Quercus macrocarpa
Oak, Chinkapin	Quercus muehlenbergii
Oak, English	Quercus robur
Oak, Northern Red	Quercus rubra
Oak, Pin	Quercus palustris
Oak, Sawtooth	Quercus acutissima
Oak, Scarlett	Quercus coccinea
Oak, Shingle	Quercus imbricaria
Oak, Shumard	Quercus shumardii
Oak, Swamp White	Quercus bicolor

Oak, White	Quercus alba
Planetree, London	Platanus x acerifolia
Redwood, Dawn	Metasequoia glyptostroboides
Sweetgum	Liquidambar styraciflua
Sycamore	Platanus occidentalis
Tuliptree	Liriodendron tulipifera
Walnut, Black	Juglans nigra
Zelkova	Zelkova serrata

Sec. 34-13. - Distance from street corners, driveways, curbs, and sidewalks.

No tree shall be planted closer than 35 feet of any street corner, measured from the point of nearest intersecting curbs or curb lines. No tree shall be planted closer than ten feet from any driveway or approach. Trees planted in the area between the curb or curb lines and sidewalks shall be in accordance with the three species size classes listed in Section 34-12. No trees may be planted within any area between the curb or curb line and sidewalk other than the following: Small trees: two (2) feet; Medium trees: three (3) feet; and Large trees: four (4) feet.

Sec 34-14. - Distance from utilities, signs, and hydrants.

No trees, other than those species listed as small trees in section 34-12(a), may be planted under or within ten lateral feet of any overhead utility wire, or over or within five lateral feet of any underground water line, sewer line, transmission line, or other utility. No trees shall be planted closer than 10 feet from any manhole structure. No tree shall be planted closer than ten feet from any hydrant. No tree shall be planted closer than ten feet from any streetlight pole. No tree shall be planted closer than ten feet from any traffic control device.

Sec. 34-15. – Distance between trees.

Trees shall be planted a sufficient distance away from other trees. The distance between small trees as listed in section 34-12(a) shall be 20 feet. The distance between medium trees as listed in section 34-12(b) shall be 30 feet. The distance between large trees as listed in section 34-12(c) shall be 40 feet.

Sec. 34-16. – Tree Size.

The minimum size for a street tree or park tree shall be one-and-a-half (1.5) inches in caliper DBH. All trees planted must be of the tree form variety, have a single stem with branching limbs, and branches must be at least eight feet off the ground at maturity, as predicated by the size definitions in Section 34-2.

Sec. 34-17. Removal and Replacement of Street Trees.

- a. Should a property owner wish to have the street tree adjacent to his or her property removed, he or she shall submit a request, in writing, to the City Manager or his/her designee. Within 10 business days of the receipt of the request an ISA certified arborist, provided by the City, will perform a condition and risk assessment. The cost for this service shall be borne by the property owner making the request. Following the condition and risk assessment by the ISA certified arborist, if the street tree is found to be dead, diseased, or dying the City shall remove the street tree at the City's cost. Following the condition and risk assessment by the ISA certified arborist, if the street tree is not found to be dead, diseased, or dying, the tree shall remain.

- b. Only in extenuating circumstances, as determined by the City Manager or his/her designee, shall a healthy street tree be removed or caused to be removed. Such extenuating circumstances shall include but are not limited to catastrophic event, repair, replacement, or maintenance of underground utilities, or an act of God.
- c. When a street tree is removed every effort shall be made to replace the tree within one year of removal with one (1) replacement tree that meets the requirements in section 34-12 through 34-16, above.

DIVISION 3. - PRIVATE TREES

Sec. 34-18. - Removal and Replacement of Heritage Trees

This section shall apply to all private heritage trees. Each heritage tree that is removed shall be replaced in a manner consistent with the following subsections.

- a. Heritage trees shall be replaced at a sliding scale rate set by the City Commission annually for each tree removed. Replacement tree(s) shall be located on the parcel(s) where each heritage tree is removed or in the right-of-way adjacent to the affected property. The City Manager or his/her designee may consider alternate locations on a case by case basis. Replacement trees shall be shown on a tree replacement plan.
- b. If trees cannot be reasonably planted on the property, the property owner shall pay into the tree fund at a rate defined by the City Commission and stated on the Rate Card, rounded up to the nearest one (1) inch of DBH required to be replaced by Section 34-18(a).
- c. If the requirements of Section 34-18(a) and (b) cannot be met, a combination of paying into the tree fund and replacement trees shall be used. Replacement trees shall be shown on a tree replacement plan.
- d. When required, a tree replacement plan shall be submitted within 90 days of the removal of heritage tree(s). The City Manager or his/her designee may consider an extension on a case by case basis.
- e. When a tree from the subject property is transplanted and saved from removal, that DBH shall be added as a credit to the property owner's replacement requirements. Trees shall be relocated by a licensed tree professional. The property owner shall ensure the tree's successful establishment in new location.
- f. Trees that are dead, diseased, or dying with no visible growth as determined by an ISA certified arborist are exempt from replacement requirements.
- g. The minimum size for a replacement tree shall be one-and-a-half (1.5) inches in caliper DBH. All trees planted must be of the tree form variety.

Sec. 34-19. - Removal and Replacement of Front Yard Trees.

This section shall apply to any front yard trees with a DBH of six (6) inches or greater but less than the heritage tree standard for that species. Each tree that is removed shall be replaced in a manner consistent with the following subsections.

- a. Front yard trees shall be replaced at a sliding scale rate set by the City Commission annually for each tree removed. Replacement front yard tree(s) shall be located on

the front yard of the parcel(s) where each front yard tree is removed or in the right-of-way adjacent to the affected property. The City Manager or his/her designee may consider alternate locations on a case by case basis. Replacement trees shall be shown on a tree replacement plan.

- b. If trees cannot be reasonably planted on the property, the property owner shall pay into the tree fund at a rate defined by the City Commission and stated on the Rate Card, rounded up to the nearest one (1) inch of DBH required to be replaced by Section 34-19(a).
- c. If the requirements of Section 34-19(a) and (b) cannot be met, a combination of paying into the tree fund and replacement trees shall be used. The City Manager or his/her designee may consider alternate locations on a case by case basis. Replacement trees shall be shown on a tree replacement plan.
- d. When required, a tree replacement plan shall be submitted within 90 days of the removal of a front yard tree(s). The City Manager or his/her designee may consider an extension on a case by case basis.
- e. When a tree from the subject property is transplanted and saved from removal, its DBH shall be added as a credit to the property owner's replacement requirements. Trees shall be relocated by a licensed tree professional. The property owner shall ensure the tree's successful establishment in new location.
- f. Front yard trees that are dead, diseased, or dying with no visible growth as determined by an ISA certified arborist are exempt from replacement requirements.
- g. The minimum size for a replacement tree shall be one-and-a-half (1.5) inches in caliper DBH. All trees planted must be of the tree form variety.

Sec. 34-20. - Dead Tree Removal on Private Property.

The City shall have the right to cause the removal of any dead tree on private property within the City when such trees constitute a hazard to life or property. The City will notify, in writing, the owners of such trees. Removal shall be done by such owners at their own expense within 30 days after the date of service of notice. Upon the owner's failure to comply with such provisions, the City shall have the authority to remove such trees at a rate set by the City Commission. The City Manager or his/her designee shall keep an accurate account of expense incurred for each lot or parcel of land in carrying out the provisions of this section and such expense shall be charged against such lot or parcel and collected by giving notice thereof to the owner of the lot or parcel. If such expense or charge shall not be paid the same shall be assessed against the lot or parcel and collected as provided by Section 12.22 of the City Charter.

Sec. 34-21. - Diseased Trees on Private Property.

The City shall have the right to cause the removal or treatment of any diseased tree on private property within the City when such tree constitutes a hazard to life or property or harbors deadly insects or disease which constitutes a potential threat to other trees within the City. Treatment of a diseased tree shall include chemical treatment to render the disease or affliction non-threatening to any affected tree. The City will notify, in writing, the owners of such trees. Treatment or removal shall be done by such owners at their own expense within 30 days after the date of service of notice. Upon failure of owners to comply with such provisions, the City shall have the authority to treat or remove such trees and charge the cost of treatment or removal at a rate set by the City Commission. The City

Manager or his/her designee shall keep an accurate account of expense incurred for each lot or parcel of land in carrying out the provisions of this section and such expense shall be charged against such lot or parcel and collected by giving notice thereof to the owner of the lot or parcel. If such expense or charge shall not be paid the same shall be assessed against the lot or parcel and collected as provided by Section 12.22 of the City Charter.

Sec. 34-22. – Installation of Street Trees for New Residential Construction.

- a. Residential property owners shall install a minimum of one (1) new street tree at the effected property when a new construction home is built. If the right-of-way adjacent to the residential property is not suitable for the long-term health requirements of a tree based on Sec. 34-13 through Sec. 34-15, the property owner shall pay into the tree fund at a rate set by the City Commission.
- b. Residential property owners must choose one of the following tree replacement processes from the following three options:
 1. Plant a tree before any Certificate of Occupancy is issued.
 2. Pay into the tree fund prior to the issuance of any Certificate of Occupancy at a rate approved by the City Commission.
 3. Property owner plans to plant a tree within one year of Final Certification of Occupancy issuance. Property owner pays a cash bond at a rate approved by the City Commission before any Certificate of Occupancy is issued. The bond will be refunded once the tree is planted and the property owner notifies the City in writing of planting. If the tree is not planted within one year, the bond is forfeited to the Tree Fund.

Sec. 34-23. - Tree Protection Standards during Construction.

- a. A tree protection plan shall be submitted and approved with the new construction building permit.
- b. During construction, a protective barrier shall be placed at the drip line of the street, park, and/or front yard or heritage private tree(s). The ground area within the drip line shall be maintained undisturbed from its pre-construction state.
- c. Vehicles, materials, and equipment are prohibited from being stored in, staged in, or driven through the protected area of the front yard or heritage tree. Practical difficulties shall be dealt with by the Administration on a case by case basis.
- d. If the protected area of the front yard or heritage tree falls within the building envelope, every precaution shall be taken to preserve and protect the affected tree(s).

DIVISION 5. - ADMINISTRATION AND ENFORCEMENT

Sec. 34-24. Permits required

- a. A tree removal permit is required when any tree is planned for removal.
 1. Permits shall be obtained from the Department of Municipal Services (DMS) on a form provided.
 2. DMS shall review the application for compliance with this Chapter.
 3. DMS shall perform a site visit to measure and document the affected tree(s).

4. DMS shall provide a report to the applicant detailing the trees planned for removal and any required replacement.
 5. After review, DMS shall issue a permit to applications that meet the requirements of this Chapter.
 6. If replacement trees are required see (c).
- b. A tree planting permit is required when trees are transplanted or planted.
1. Permits shall be obtained from the Department of Municipal Services (DMS) on a form provided. The application shall include a scaled site plan or boundary survey or scaled drawing that shows all property lines, pavement, hard surfaces, and the size, species, and location of the proposed tree(s) to be planted.
 2. DMS shall review the application for compliance with this Chapter.
 3. After review, DMS shall issue a permit to applications that meet the requirements of this Chapter.
- c. A tree replacement plan is required when replacement trees are required to be planted after tree(s) have been removed.
1. Permits shall be obtained from the Department of Municipal Services (DMS) on a form provided. The application shall include a scaled site plan or boundary survey or scaled drawing that shows all property lines, pavement, hard surfaces, and the size, species, and location of the proposed tree(s) to be planted.
 2. DMS shall review the application for compliance with this Chapter.
 3. DMS shall provide a report to the applicant detailing how the replacement requirement shall be met.
 4. After review, DMS shall issue a permit to applications that meet the requirements of this Chapter.
- d. A tree protection plan is required when a qualifying construction project is planned for a property.
1. Permits shall be obtained from the Department of Municipal Services on a form provided.
 2. The tree protection plan shall be submitted at the time that building plans are submitted to the Community Development Department for review. The tree protection plan shall include a topographic boundary survey that shows which tree(s) are being protected during construction and the location and type of protective barrier that will be used to protect the trees throughout construction.
 3. After review, DMS shall issue a permit to applications that meet the requirements of this Chapter.

4. No building permit shall be issued until an approved tree protection plan permit has been issued.
- e. No tree shall be removed, replaced, transplanted, or planted unless a tree permit has been first issued for such work.
- f. When a building permit is required for any work that includes changes to lot coverage, floor area ratio, or hardscaping of the property, existing front yard and heritage trees shall be indicated on a boundary survey. The boundary survey shall include property boundaries; topography; the size, location, and species of each tree; existing and proposed structure(s); and building envelop. The survey shall be submitted to the City in a compatible digital format.
- g. The permit fees shall be set and reviewed annually by the City Commission.

Sec. 34-25. Notice.

The City Manager or his/her designee shall notify, by first class mail or by posting notice in a conspicuous location on the property, the owner, agent or occupant of any lands on which a violation of this chapter is found to exist. Such notice shall require that the person having charge of such land to resolve any violations of this chapter; and shall contain a summary of the provisions of this chapter. Failure of the City Manager or his/her designee to give notice shall not, however, constitute a defense to any action to enforce the payment of any penalty provided for, or debt created under, the provisions of this chapter. If the property is not in compliance with this article at the end of the period specified in the notice of violation, an appearance ticket may be issued.

Sec. 34-26. Penalty and Enforcement.

- (a) The City shall have the right to enter property to investigate the removal of front yard or heritage trees on private property. The penalty for removal of front yard or heritage tree(s) without a required permit shall be a civil infraction plus a \$500.00 fine, per tree. In addition to the fine, the offender shall pay fair market replacement per front yard or heritage tree removed based on a minimum size of 18 inch DBH.
- (b) A person who violates any provision of this Chapter 34 or the terms or conditions of a permit is responsible for municipal civil infraction; and shall be subject to payment of not less than \$500.00, plus costs and other sanctions, for each infraction.
- (c) Discretionally removed trees or trees that are intentionally damaged that are not replaced according to the provisions of this chapter require payment into the tree fund at the rate established by the City Commission.

Sec. 34-27. Appeals

Any appeals to this chapter shall be submitted, in writing, on a form provided by the City Manager or his/her designee within 21 days of the administration's determination. Appeals cannot be made when a determination includes a healthy, safety, welfare concern.

Sec. 34-28. Severability

The various parts, sentences, paragraphs, sections, and clauses of this chapter 34 are hereby declared to be severable. If any part, sentence, paragraph, section, or clause of this chapter 34 is adjudged unconstitutional or invalid by any court or administrative agency of competent jurisdiction, the unconstitutionality or invalidity shall not affect the constitutionality or validity of any remaining provisions of this chapter 34.

WHEREAS The City of Plymouth has a Tree Ordinance to protect the public welfare and there is a need to establish certain fees to be able to comply with the Ordinance; and

WHEREAS The City Commission has reviewed the fee schedule.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the following Rate Card to be effective with the adoption of the Tree Ordinance on 07-15-19.

TREE ORDINANCE RATE CARD

This rate card is separate from the ordinance and shall be reviewed by the City Commission annually.

Rate Description	Cost
Heritage tree replacement (Sec. 34-19(a))	\$100.00 per inch required to be replaced
Non-heritage tree replacement (Sec. 34-20(a))	\$100.00 per inch required to be replaced
Dead tree removal on private property, if owner fails to comply with requirements, after proper notification (Sec. 34-21)	Cost of work plus \$500 fine
Diseased tree removal or treatment on private property if owner fails to comply with requirements, after proper notification (Sec. 34-22)	Cost of work plus \$500 fine
Installation of street tree for new construction (Sec. 34-23(a))	\$400.00
Cash bond to ensure street tree planting for new construction (Sec. 34-23(b)(3))	\$400.00
Trees removed without first obtaining a permit (Sec. 34-25)	Replacement cost of 18" DBH tree plus \$500 fine

Heritage Tree Replacement Scenario

American Chestnut that is 10" DBH
 $10 * 25\% = 2.5$ inches, rounded up to 3.0 inches of replacement tree required or \$300.00
 American Elm that is 20" DBH
 $20 * 25\% = 5$ inches of replacement tree required or \$500.00
 Kentucky Coffeetree that is 30" DBH
 $30 * 25\% = 7.5$ inches, rounded up to 8.0 inches of replacement tree required or \$800.00

Private Tree Replacement Scenario

American Chestnut that is 7" DBH
 $7 * 25\% = 1.75$ inches, rounded up to 2.0 inches of replacement tree required or \$200.00
 American Elm that is 12" DBH
 $12 * 25\% = 3$ inches of replacement tree required or \$300.00
 Kentucky Coffeetree that is 17" DBH
 $17 * 25\% = 4.25$ inches, rounded up to 5.0 inches of replacement tree required or \$500.00

There was a discussion about the penalty for removing a tree without a permit and the fact that no one has been fined to date, suggesting that builders would rather plant trees than pay the fine.

There was a roll call vote for resolutions 2020-88 and 2020-89.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTIONS PASSED 7-0

c. Delinquent Charges/Transfer to 2020 Winter Tax Roll

Commission members referred to the following table prepared by the City treasurer.

INVOICE DATE	INVOICE NO	AMT	6% PENALTY	TRANSFER	DESCRIPTION	SERVICE ADDRESS
8/17/2020	20000	\$ 140.00	\$ 8.40	\$ 148.40	SIDEWALK	300 E. ANN ARBOR TRAIL
8/17/2020	20008	\$ 180.00	\$ 9.80	\$ 189.80	SIDEWALK	805 FARMER
8/17/2020	20008	\$ 900.00	\$ 54.00	\$ 954.00	SIDEWALK	313 FARMER
8/17/2020	20024	\$ 440.00	\$ 26.40	\$ 466.40	SIDEWALK	888 N HOLBROOK
8/17/2020	20038	\$ 887.50	\$ 53.25	\$ 940.75	SIDEWALK	464 N MILL
8/17/2020	20036	\$ 180.00	\$ 10.80	\$ 190.80	SIDEWALK	898 E PEARL
8/17/2020	20088	\$ 280.00	\$ 16.80	\$ 296.80	SIDEWALK	150 PLYMOUTH RD
8/17/2020	20088	\$ 435.00	\$ 26.10	\$ 461.10	SIDEWALK	888 STARKWEATHER
8/17/2020	20088	\$ 1,982.00	\$ 117.12	\$ 2,099.12	SIDEWALK	748 STARKWEATHER
8/17/2020	20074	\$ 282.50	\$ 16.95	\$ 299.45	SIDEWALK	888 STARKWEATHER
		<u>\$ 5,097.00</u>	<u>\$ 309.42</u>	<u>\$ 5,406.42</u>		
8/29/2020	4838	\$ 210.00	\$ 12.60	\$ 222.60	WEEDS	1078 SUTHERLAND
10/31/2020	*4740	\$ 310.00	\$ 18.60	\$ 328.60	WEEDS	228 AMELIA
		<u>\$ 520.00</u>	<u>\$ 31.20</u>	<u>\$ 551.20</u>		

* Notes Invoices not delinquent until 11/30/2020

Revised 11/11/20

The following resolution was offered by Krol and seconded by Sebastian.

RESOLUTION # 2020-90

WHEREAS The City administration has reported delinquent sidewalk charges in the amount of \$5,007 and weed removal invoices of \$520; and

WHEREAS These delinquent charges totaling \$5527 have remained unpaid and are transferable by City charter and applicable ordinances to the winter taxes; and

WHEREAS Per City ordinance, a penalty of six percent is to be added to the outstanding invoice.

NOW, THEREFORE BE IT RESOLVED that the delinquent charges described above to be assessed against the property benefitted and placed on the 2020 winter tax roll.

There was a roll call vote.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 7-0

d. Design Phase Authorization for 2021 Street Improvement Project

The following motion was offered by Thomey and seconded by Sebastian.

RESOLUTION # 2020-91

WHEREAS The City of Plymouth has an on-going voter approved Street Improvement Program, voters approved a new Street Bond Issue in November of 2019; and

WHEREAS The 2021 plan has been outlined in a letter from the City engineer based on information presented to the City Commission prior to the November 2019 election where voters approved the new street bond issue; and

WHEREAS The City engineer and City administration recommends that the City continue with proposed work for the summer 2021 season; and

WHEREAS The areas of proposed work are:

- **Harvey Street** - pavement reconstruction and new water main between Ann Arbor Trail and Penniman (approximately 820 linear feet). This section has PASER ratings of 4.
- **Pedestrian Crosswalks** – evaluate opportunities for pedestrian crosswalk upgrades at Harvey and Ann Arbor Trail, as well as pedestrian crosswalk installation at Harvey and Penniman. This would likely be a City/DDA partnership.
- **Jener Street** – reconstruction and new water main between Wing and Linden (approximately 650 linear feet) This section of asphalt roadway has a PASER rating of 3.
- **Hartsough Street** – reconstruction and new water main between Harvey and McKinley (approximately 640 linear feet). This section of asphalt roadway has PASER rating of 2.
- **Retaining Walls** – evaluation and upgrade of retaining walls on Penniman and Ann Arbor Trail
- **Crack sealing** on a variety of local streets

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize City Engineer Wade Trim to proceed with the Design Phase of the 2021 Street Infrastructure Improvement Plan. The City Commission hereby authorizes an amount not to exceed \$294,500.00 for design phase services as outlined by the City engineer.

There was a roll call vote.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 7-0

- e. Special Event – Sun & Snow Ski and Board Swap – November 21 & 22, 2020

There was a discussion about whether the event would exceed the number of participants allowed by state regulations related to the size and possible restricted airflow in the event space.

Moroz offered a motion, seconded by Sebastian to approve the special event application for the Sun & Snow Ski and Board shop, with the stipulation that the event must be in compliance with all state regulations in effect at the time of the event.

There was a roll call vote.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 7-0

8) REPORTS AND CORRESPONDENCE

- a. Liaison Reports

Krol said the ZBA heard two cases at their November meeting and approved them both.

- b. Appointments

There were no appointments.

9) ADJOURNMENT

Hearing no further discussion, Wolcott asked for a motion to adjourn at 8:22 p.m. A motion to adjourn was offered by Krol and seconded by Thomey.

There was a roll call vote.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 7-0

OLIVER WOLCOTT
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



City of Plymouth
City Commission Special Meeting Minutes
Monday, November 30 2020 - 2:00 p.m.

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Meeting was held online at Zoom.us – Meeting ID 899 3258 5710

Statement on the reason the public body is meeting electronically:

On March 10, 2020 the Governor of the State of Michigan declared a state of emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA302, as amended, MCL 10.31 – 33. These sections provide the Governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

1. CALL TO ORDER

- a. Mayor Wolcott called the meeting to order at 2:00 p.m.
- b. Roll call

Present: Mayor Oliver Wolcott, Mayor Pro Tem Nick Moroz, Commissioners Suzi Deal, Kelly O'Donnell, Marques Thomey, Tony Sebastian
Excused: Commissioner Ed Krol

Also present: City Manager Paul Sincock, Attorney Robert Marzano, and various department heads

2. NEW BUSINESS

- a. Authorization of temporary rules and regulations related to the use of patio space due to Covid-19 emergency

The following resolution was offered by Thomey and seconded by Moroz.

RESOLUTION # 2020-92

WHEREAS The entire State of Michigan has been under a State of Emergency for several months and this emergency situation has caused the state to issue several emergency orders; and

WHEREAS The City Commission is desirous to take emergency action to allow restaurants to use private or public property for the enhancement of their business within the scope of the various emergency rules and orders.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby provide an emergency authorization as a result of the Covid-19 State of Emergency and current State Orders to authorize the City Administration make changes in the city's various rules and regulations for private or public space available for the use by restaurants, within the scope of the rules and regulations of the State of Michigan.

BE IT FURTHER RESOLVED THAT the City Administration is authorized to make rules and regulations related to the use of outdoor patios, with no temporary structures or coverings on public property for restaurants through December 31, 2020. Under this special temporary authorization order

the regulations shall clearly state and require that the restaurants be responsible for snow/ice removal in the patio area and shall be responsible for ice removal outside of the patio on the public walkway areas and that the City shall be named held harmless, indemnified and, listed as an additional insured on the establishment's insurance policy.

BE IT STILL FURTHER RESOLVED THAT the City Commission authorized temporary emergency approval outdoor patio use for restaurants on private property through March 31, 2021. If there is anticipated continued use of the private property outdoor use past March 31, 2021 the ownership would have to seek Special Land Use Permit in accordance with the city's ordinances for expansion of liquor serving establishments. The City Administration shall notify all temporary permit holders for private property patio use of the requirement for a Special Land Use Permit in order to comply with local Ordinances and continue to use that space past March 31, 2021.

BE IT STILL FURTHER RESOLVED THAT these are temporary emergency authorizations, unless revoked in accordance with the rules and regulations established by the City or prohibited by the State of Michigan. Further, the emergency rules and use of the private or public space under the terms of this Resolution shall NOT be renewable unless there is further action by the City Commission.

The following members of the public spoke in favor of the emergency authorization:
Dan Johnson, Ellen Elliott, Dean Rovenelli, Ryan Yaquinto, Patrick O'Neill, Wes Graff.

Several of them also requested that the Commission consider revisiting the idea of allowing temporary structures such as canopies.

Commission members expressed support for the emergency authorization, noting that residents and visitors are continuing to use outdoor spaces regardless of colder temperatures. The group agreed that other options, such as temporary structures, could be discussed at a later date, while keeping in mind the administration's recommendations.

There was a roll call vote.

Yes: Deal, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 6--0

3. ADJOURNMENT

Hearing no further discussion, Wolcott asked for a motion to adjourn at 2:41 p.m. A motion to adjourn was offered by Sebastian and seconded by Moroz.

There was a roll call vote.

Yes: Deal, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 6--0

OLIVER WOLCOTT
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Special Event Application

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 calendar days prior to the starting date of the event.

FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Sponsoring Organization's Legal Name		Sun & Snow Sports, Inc		
Ph#	7346639515	Fax#		
		Email	heidi@sunandsnow.com	Website
				sunandsnow.com
Address	388 S. Main Street		City	Plymouth
			State	mi
			Zip	48170
Sponsoring Organization's Agent's Name		Title		
Ph#		Fax#		
		Email		Cell#
Address		City		State
				Zip

Event Name	Sun & Snow Ski and Snowboard Swap
Event Purpose	to sell new and used gear to customers safely outside
Event Date(s)	December 10-14
Event Times	10am thursday December 10th-12pm monday december 14th
Event Location	Plymouth gathering
What Kind Of Activities?	selling new and used gear
What is the Highest Number of People You Expect in Attendance at Any One Time?	50
Coordinating With Another Event?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If Yes, Event Name:

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

we set up on Thursday tents and gear. Begin sales on Friday afternoon-Sunday.
tents will go down on Monday morning. Same as November swap.

Item 4.d

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*
City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July): _____

Next year's specific dates: _____

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services. (see Attachment B)

7. **AN EVENT MAP IS** **IS NOT** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)? YES NO
If Yes, list the lots or locations where/why this is requested:

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. a Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
 - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
 - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
 - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

11/27/20

Date

Heidi Pascoe

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to: City

**Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170**

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Sun & Snow (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Sun & Snow Swap (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Heidi Parent

Date 11/27/20

Witness [Signature]

Date 11/27/20

EVENT REVIEW FORM

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial
<p style="font-size: 1.2em; margin: 0;">EVENT TO SETUP BARRICADES NO OTHER SERVICES NEEDED</p>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES NO				
Labor Costs: \$	Equipment Costs: \$	Materials Costs	\$	
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial
<p style="font-size: 1.2em; margin: 0;">NO SERVICES NEEDED</p>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial
<p style="font-size: 1.2em; margin: 0;">NO SERVICES NEEDED</p>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
HVA:	<u>Approved</u>	Denied	(list reason for denial)	Initial
<p style="font-size: 1.2em; margin: 0;">NO SERVICES NEEDED</p>				
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial
<p style="font-size: 1.2em; margin: 0;">NO SERVICES NEEDED</p>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
RISK MANAGEMENT:	Approved	Denied	(list reason for denial)	Initial
Class I – Low Hazard				
Class II – Moderate Hazard				
Class III – High Hazard				
Class IV – Severe Hazard				

EVENT NAME: _____ TOTAL ESTIMATED FEE: _____
(Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____ APPROVED _____ NOT APPROVED _____ DATE _____
--



Special Event Application

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 calendar days prior to the starting date of the event.

FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Sponsoring Organization's Legal Name			
Ph#	877.385.9504	Fax#	
Email		Website	www.wreathsbeyondamerica.org
Address	4 Point St PO Box 249	City	Columbiaville
		State	ME
		Zip	04623
Sponsoring Organization's Agent's Name		Arne Giummo	
Ph#	313-515-8612	Fax#	—
Email	John.a.giummo@att.net	Cell#	313-515-8612
Address	520 Blunk	City	Plymouth
		State	MI
		Zip	48170

Event Name	Wreaths Across America Ceremony
Event Purpose	to place place a Christmas wreath in honor of veterans in Riverside Cemetery
Event Date(s)	December 19, 2020
Event Times	noon till 1:00p
Event Location	Riverside Cemetery, Plymouth
What Kind Of Activities?	short speech, wreath laying
What is the Highest Number of People You Expect in Attendance at Any One Time?	10
Coordinating With Another Event?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If Yes, Event Name: —
Event Details:	(Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

a short, 10 minute speech regarding the purpose of the event, then volunteers will disperse throughout the cemetery to lay wreaths.

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*
City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

3rd Saturday in Feb. December

Next year's specific dates:

December 18, 2021

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

7. **AN EVENT MAP** IS IS NOT attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.** *2- 2x3' direction signs on 74. Rd.*

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?

YES NO

If Yes, list the lots or locations where/why this is requested:

10.

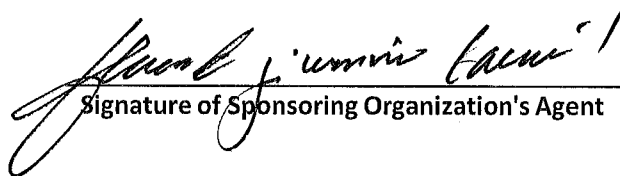
CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that

- a. a Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
- c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
- d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
- e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

19 Nov. 2020

Date


Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to: City

Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170

Phone: (734) 453-1234 ext. 203

**DEPOSIT
REQUIRED:**

Event Sponsors MUST submit either a cash deposit of estimated expenses, check with payment of estimated expenses or a valid Credit Card that can be used to submit final payment. If a credit card is used for final payment it is subject to an additional 5% processing fee.

Check: Dated: _____ Check Number: _____ AMOUNT: \$ _____

CASH DEPOSIT: Date: _____ AMOUNT: \$ _____

Credit Card:

Name on Card: _____

Type of Card: (circle one) MasterCard VISA American Express Discover

Card Number: _____

Security Code on Card: _____

I hereby authorize the City of Plymouth to charge the fees for this event connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part in accordance with the Special Event Policy.

I further understand that I will have an opportunity to pay expenses for the event by check or cash within 30 days of billing or my card will be charged for the entire amount due to the City, Plus 5% for credit card processing.

Authorized Signature: _____



SAMPLE SPECIAL EVENT ESTIMATED FEES FOR SERVICES – Not all fees listed.

To: Special Event Sponsor
 Fr: Paul J. Sincock, City Manager
 Re: Event Services and Fees

The City of Plymouth would like to thank you for your interest in hosting a special event in the City of Plymouth. The City is known for its small town feel and the quality of the events held here, over 100 each year of all sizes.

In order to help you achieve the most successful event possible for your organization, we are providing this list of standard services/ items and the associated fees that you may incur as part of the planning of your event. Not all events will require all services/items and this list is not intended to represent all services and items that may be necessary for the operation of your event. When utilizing City services, you must contact our Municipal Services Dept a minimum of 1 week prior to your event. Please feel free to contact me with any questions you may have.

SPECIAL EVENT FEE SCHEDULE FOR SERVICES –


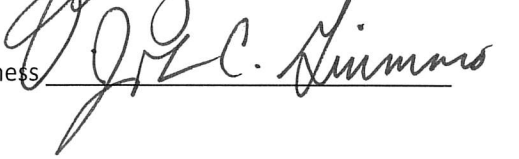
(this fee schedule may be reviewed and updated annually by the City Administration)

Item	Cost
Site Rental Fee	\$ 100.00 minimum per day
Public Restroom Fee Cleaning Fee	\$ 250.00 per day <i>(applies to all downtown events)</i>
Porta-Johns	\$ 120.00 per day
Trash boxes with liners	\$ 2.00 each
Sound System Rental	\$ 100.00 (per four hours)
Bandshell	\$ 650.00 / \$750.00 (see Bandshell Policy at www.ci.plymouth.mi.us)
Other basic parts and supplies	\$ Cost + 5%
Municipal Services Personnel	Cost Per Hour
-General Laborer	\$ 61.00 – 71.00 per hour
-Supervisor	\$ 76.00 – 86.00 per hour
Police Department Personnel	Cost Per Hour
<i>Running, Biking, Motorcycle, Parade, Festival & Concert Events all require Police Dept. Personnel</i>	
-Police Officer	\$ 76.00 per hour
-Command Officer	\$ 86.00 per hour
Vehicles	Cost Per Hour
-Garbage truck	\$ 74.26 per hour + \$200. min. per dump
-Pick Up Truck	\$ 13.37 per hour
-Dump Truck (10 Yard)	\$ 20.39 per hour

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The _____ (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the _____ (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature 
Witness 

Date 19 Nov, 2020

Date 19 Nov. 2020

EVENT REVIEW FORM

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial CP
No SERVICES NEEDED				
\$250 Bathroom Cleaning Fee Per Day of Event? YES NO				
Labor Costs: \$	Equipment Costs: \$	Materials Costs	\$	
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial guc
No SERVICES NEEDED				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial JW
No Services Needed				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
HVA:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial PS
No Services Needed				
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial SBP
No Services Needed				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
RISK MANAGEMENT:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial
Class I – Low Hazard				
Class II – Moderate Hazard				
Class III – High Hazard				
Class IV – Severe Hazard				

EVENT NAME: _____ TOTAL ESTIMATED FEE: _____
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____
APPROVED _____ NOT APPROVED _____ DATE _____

City of Plymouth
SPECIAL EVENT APPLICATION

DELIVERED
NOV 12 2020

Item 4.f

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name Art In The Park Enterprises, LLC
 Ph# 734-454-1314 Fax# _____ Email info@artinthepark.com Website www.artinthepark.com
 Address 885 Penniman Ave. #6460 City Plymouth State MI Zip 48170
 Sponsoring Organization's Agent's Name Raychel Rork Title President
 Ph# 734-454-1314 Fax# _____ Email raychel@artinthepark.com Cell# 734-612-4300
 Address 575 Irvin St. City Plymouth State MI Zip 48170

Event Name Art In The Park
 Event Purpose Art Fair
 Event Date(s) July 9, 10, 11, 2021 (set-up begins July 8)
 Event Times Friday 11:00am - 8:00pm Sat 10:00am - 7:00pm Sun 10:00am - 5:00pm
 Event Location Downtown Plymouth - see attached map
 What Kind Of Activities? Art booths - Musical Entertainment - Food
 What is the Highest Number of People You Expect in Attendance at Any One Time? 3,000
 Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f)*

City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

2nd weekend in July
July 8-9-10, 2022

Next year's specific dates:

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

Please see the special event charges from our 2019 event. The same services will be needed. We plan to have bathroom attendants again for the Gathering.

7. **AN EVENT MAP IS** **IS NOT** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)? YES NO

If Yes, list the lots or locations where/why this is requested:

The City of Plymouth coordinates all Art in The Park parking lot activity.

10. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that

- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
- c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
- d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
- e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

11-12-2020
Date


Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

**City Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170**

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

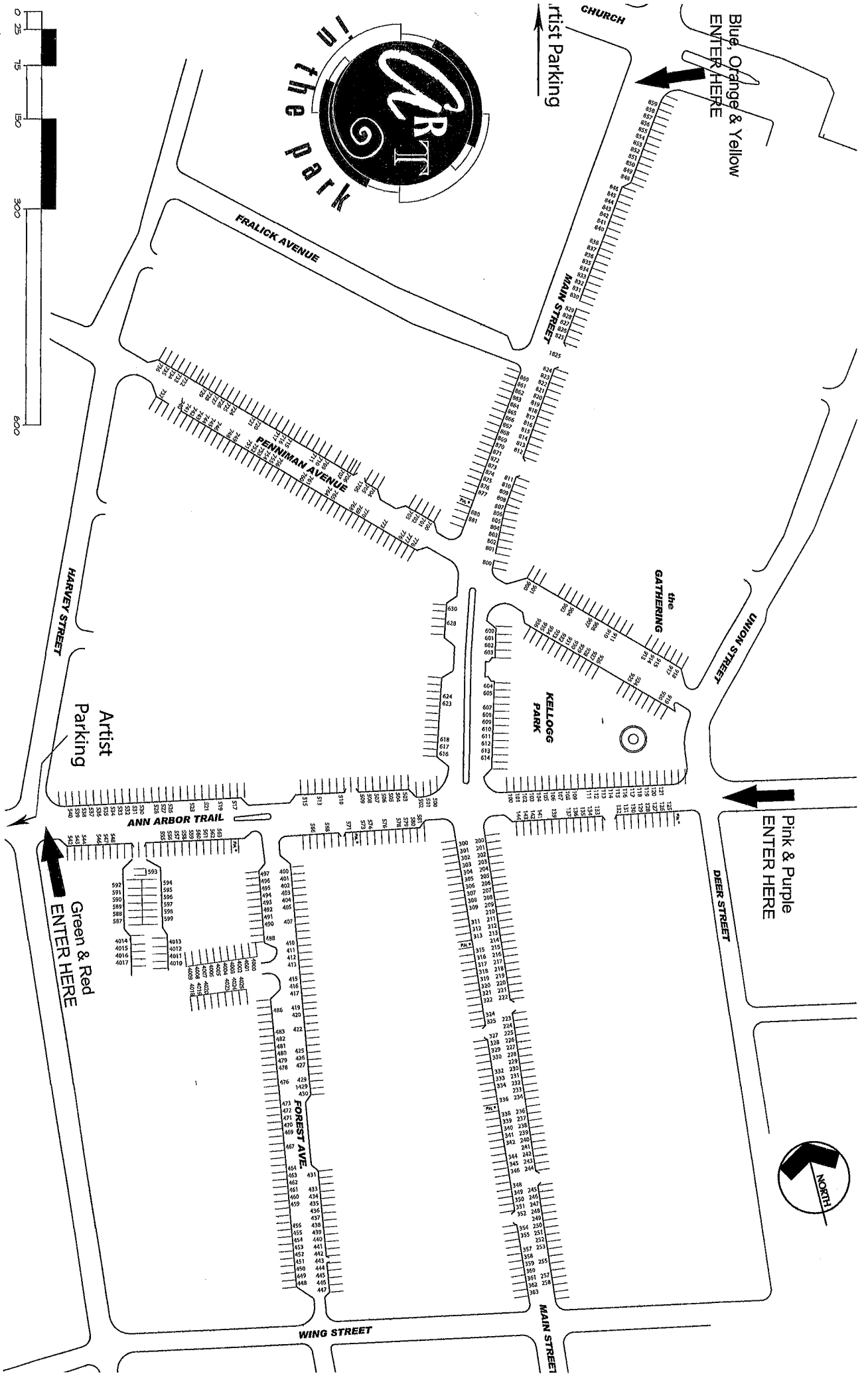
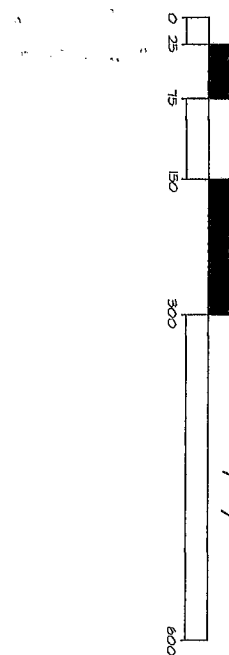
Art In The Park
The Enterprises, LLC (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Art In The Park (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Raychel Rose

Date 11-12-2020

Witness Jegher [Signature]

Date 11/12/2020



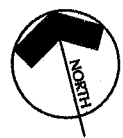
Blue, Orange & Yellow
ENTER HERE

Artist Parking

Artist Parking

Green & Red
ENTER HERE

Pink & Purple
ENTER HERE



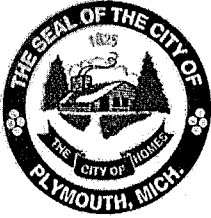
EVENT REVIEW FORM

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial CP
OUTSIDE VENDORS				
PORTA SOHNS, LANDFILL, ETC. 3,200				
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO X3 DAYS				
Labor Costs:	\$ 25,000	Equipment Costs:	\$ 6,500	Materials Costs \$ 2,400
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial QCC
1 - SUPERVISOR @ 25 HRS 2150				
2 - OFFICERS @ 25 HRS 3800				
6 - NAIRAS PERSONNEL @ 25 HRS 3500				
Labor Costs \$		Equipment Costs \$	9250 -	Materials Costs \$
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial QW
6 Firefighters EACH DAY (4 DAYS)				
Labor Costs \$	4800.00	Equipment Costs \$		Materials Costs \$
HVA:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial TB
\$2,000 for powerwashing after event				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial WB
Class I - Low Hazard				
Class II - Moderate Hazard. Need Cert of Ins. Naming City of Plymouth as				
Class III - High Hazard ADDITIONAL INSURED IN DESCRIPTION AREA.				
Class IV - Severe Hazard NEEDS TO INCLUDE CG-2026				

EVENT NAME: _____

TOTAL ESTIMATED FEE: _____

(Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).



Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - MERS Defined Contribution Plan Clarification 12-07-20.docx*
Date: December 3, 2020
RE: MERS Defined Contribution Clarification

Background

The City of Plymouth has been a participant in the Municipal Employees Retirement System (MERS) since 1946. MERS and the City has offered our employees numerous programs over the years and many of those programs were defined benefit programs, which meant the City guaranteed income to the retired employee/spouse. In July of 1997, our negotiation team was able to move our programs to a defined contribution plan or 401k style retirement plan. Any hires after the July 1, 1997 date were automatically in the defined contribution (DC) program. Employees hired prior to July of 1997 had the option of switching to the DC program. As the City Commission is aware, we no longer have any employees on the old-style Defined Benefit (DB) Plan and all employees are on one of four Defined Contribution (DC) plans or 401K style program. Currently, our employees are divided based on date of hire, those hired prior to June 30, 2012 and those hired after July 1, 2012.

There are still some nearby communities that either switched to or still offer the old-style DB plans, which puts their community "on the hook" for all retirement checks to their retirees well into the future. The City Commission is aware of the city's on-going costs to fund our commitment to retired employees and their spouses who were on the old DB Plans. Currently, the City has no commitment for monthly retirement checks for any of our active employees once they leave their employment with us.

MERS is attempting to "clean up" and reorganize their records and they are asking each of their communities across the state to formally adopt a housekeeping clarification on what programs the community offers current employees. MERS needs this clarification mainly for those communities that offer multiple old-style DB plans, as some of those plans have very technical deviations within a single employee group.

We have two DC plans for Public Safety, one is for those hired prior to June 30, 2012 and the second plan is for those hired after July 1, 2012. Those hired prior to June 30, 2012 have their eligible contributions based on gross wages. Employees hired after July 1, 2012 have their eligible contributions

based on base wages. We also have two plans for the rest of our employees, which match the Public Safety (police) groups, again based on hire date.

Recommendation

This is a housekeeping matter, and it makes no changes to our current MERS defined contributions programs that we offer our employees. The City Administration recommends that the City Commission adopt a resolution which clarifies the city's four MERS retirement programs, in response to the MERS request for clarification of their programs on a state-wide basis.

We have prepared a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact me.

**PLYMOUTH CITY COMMISSION
RESOLUTION OF ADOPTION**

Defined Contribution Plan Adoption Agreement Addendum

WHEREAS, the City of Plymouth provides a defined contribution retirement program for all eligible employees, and

WHEREAS, the program is administered by the Municipal Employees' Retirement System (MERS) of which the City has been a member since 1946, and

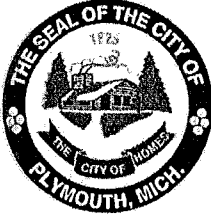
WHEREAS, MERS has undertaken a review program of all member communities to ensure accuracy of records and eligibility according to bargained union contracts, employment agreements and employee manuals, and

NOW THEREFORE BE IT RESOLVED, that the City of Plymouth clarifies the existing Defined Contribution Plan Adoption Agreement in accordance with our union contracts and employee manual/handbook to define eligibility as follows:

- Plan Participation Begins on Date of Hire for Eligible Employees
- Compensation is Gross Wages for those hired on 6/30/2012 or Prior
- Compensation is Base Wages for those hired on 7/01/2012 or Later
- Plan Name/Descriptions:
 - 107232 Public Safety Hired 6/30/2012 or Prior
 - 107301 Non-Public Safety Hired 6/30/2012 or Prior
 - 110152 Non-Public Safety Hired 7/1/2012 or Later
 - 110153 Public Safety Hired After 7/1/2012 or Later

AYES: _____

NAYS: _____



Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

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To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Memorandum of Understanding - Mobile Field Force 12-07-20.docx
Date: November 30, 2020
RE: Memorandum of Understanding – Mobile Field Force Team

Background

The City Commission may be aware that the City participates in a consortium of different police agencies in what is known as the Western Wayne County Mobile Field Force (WWCMFF). This team is specially trained and equipped to respond to potential high-risk civil unrest situations. Often, smaller police departments are not able to respond to large crowd situations, such as a political rally and we need assistance. This is where the WWCMFF comes in to assist as needed and directed by the local police chief.

The City has been participating with WWCMFF for many years. Since the beginning, WWCMFF has operated without written agreements from each member agency. Obviously, in this day in age it is necessary to establish a Memorandum of Understanding (MOU) between all agencies as to how the organization operates. We have similar agreements with the Western Wayne Police Mutual Aid Agreement, Western Wayne Fire Mutual Aid Group, and the Michigan Water Wastewater Agency Response Network (MiWARN) for Public Works.

This is a matter of formalization of our current practices and operations. The agreement has been reviewed and approved by both the City Attorney's Office as well as our liability insurance carrier, HUB International.

We have also attached a memorandum from Chief Cox which will provide further background on this matter.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt the Memorandum of Understanding with the Western Wayne County Mobile Field Force Team (WWCMFF) as presented.

We have prepared a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions regarding this matter please feel free to contact me.

PLYMOUTH POLICE DEPARTMENT MEMORANDUM

TO: PAUL SINCOCK, CITY MANAGER
FROM: A.L. COX, DIRECTOR OF PUBLIC SAFETY *A.L. Cox*
SUBJECT: WESTERN WAYNE COUNTY MOBILE FIELD FORCE TEAM MEMORANDUM OF UNDERSTANDING
DATE: 11/19/2020

BACKGROUND

The Western Wayne County Mobile Field Force Team (WWCMFF) is currently a consortium of eighteen (18) member police entities with the potential for a grand total of twenty-three police entities. Member entities are drawn directly from participants of the Western Wayne Police Mutual Aid Agreement. Just because an entity is a member of the Mutual Aid Agreement does not make them a member of the WWCMFF. The WWCMFF was created specifically to provide resources to agencies during times of potential civil unrest. Team members are specially trained and equipped to assist with planning and response to events such as: protests, popular and unpopular assemblies, acts of civil disobedience, and other crowd control situations that exceed the capabilities of a single police agency.

The WWCMFF was originally established in 2013 with significantly fewer agencies than currently participate. While consortium membership has changed over the years, current membership consists of: Schoolcraft College, University of Michigan-Dearborn, Wayne County Airport Authority, the Cities of: Dearborn, Dearborn Heights, Garden City, Livonia, Northville, Plymouth, Wayne, Westland, and the Townships of Canton, Huron, Northville, Plymouth, Redford, Sumpter and Van Buren. It should also be noted that Romulus, Inkster, and Belleville have expressed interest in joining the team. Oversight for WWCMFF has been performed by the Chiefs and Directors who have officers assigned to the team.

Since inception, the WWCMFF has operated on what can best be described as a "gentlemen's agreement". No bylaws, memorandums or interlocal agreements have ever existed. While oversight by the Chiefs and Directors has occurred, it has been done so with no formal framework or guiding document. The lack of a written understanding of responsibilities and expectations by consortium members has not gone unnoticed and became a discussion point among Chiefs and Directors in early 2020.

In Spring 2020, it was determined that a written Memorandum of Understanding (MOU) between each member entity was appropriate. Work on this document was undertaken by a committee made up of five member entities. After multiple draft versions and review by Board Members and City and Township Attorneys, the Signature Version was completed in November 2020.

RECOMMENDATION

Participation in the WWCMFF benefits our department by providing a significant resource and force multiplier in situations requiring appropriate crowd control techniques. The WWCMFF MOU is a thorough and accurate description of the framework of this team and will provide for sufficient direction and oversight of same. It should also be noted that the document has been reviewed and approved by City Attorney Bob Marzano as well as HUB International Midwest Limited, the City's liability insurance carrier. For these reasons, I respectfully request that the Western Wayne County Mobile Field Force Team Memorandum of Understanding be reviewed and approved by the City Commission.

**STATE OF MICHIGAN
COUNTY OF WAYNE
WESTERN WAYNE COUNTY MOBILE FIELD FORCE TEAM**

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby entered into by and between the Western Wayne County Mobile Field Force Team (WWCMFF) and the participating municipal police agencies signing below. The purpose of this MOU is to establish formal framework for joint actions involving these agencies as it relates to the participation of police officers on the Western Wayne County Mobile Field Force Team.

SCOPE

The First Amendment right of free speech and lawful assembly is fundamental to our society and necessary for our form of government. However, it is understood that civil unrest may result from a variety of situations, including but not limited to planned and unplanned protests, large or unpopular assemblies and acts of civil disobedience. During times of civil unrest, agencies' resources can be quickly overwhelmed preventing an adequate police response and thereby creating a substantial risk of property damage and injury to officers, participants, and bystanders. In order to address these challenges, the WWCMFF is created to provide resources and planning to events requiring the need for crowd control techniques or the restoration of order where the need is greater than the capabilities offered by a single agency.

AUTHORITY

This MOU is effective as of the date of signature by the chief law enforcement official of each participating agency and the municipality's chief executive officer or their designee. It shall remain in full force and effect until all participating agencies agree to cancel it or a participating agency provides 90 days' written notice to the WWCMFF Board Chair of their intent to withdraw from the team.

BOARD OF DIRECTORS

The WWCMFF Board of Directors shall be comprised of the chief law enforcement official or their designee from each participating agency and shall provide oversight to the WWCMFF. The Board shall meet on a quarterly basis to receive updates from the team Commander and discuss the business of the team. Should an issue arise that needs to be decided by a vote of the board, a majority vote of those in attendance shall rule. The WWCMFF Board Chair position shall rotate among the participating agencies on a two-year rotation.

**STATE OF MICHIGAN
COUNTY OF WAYNE
WESTERN WAYNE COUNTY MOBILE FIELD FORCE TEAM**

MEMORANDUM OF UNDERSTANDING

ELIGIBILITY AND PARTICIPATION

Current members of the WWCMFF are Schoolcraft College, University of Michigan-Dearborn, Wayne County Airport Authority, the Cities of: Dearborn, Dearborn Heights, Garden City, Livonia, Northville, Plymouth, Wayne, Westland, and the Townships of Canton, Huron, Northville, Plymouth, Redford, Sumpter and Van Buren.

Any duly organized police agency having jurisdiction within Western Wayne County may apply for participation to the WWCMFF Board of Directors. Any agency entering into this agreement shall have its chief law enforcement official and the municipality or entity's chief executive officer or their designee execute a copy of this MOU; and shall assign personnel to the unit according to the team's selection process.

PARTICIPATION FEE

Each participating agency shall be responsible for an annual participation fee due by January 31st of each year. If an agency joins in the middle of a fiscal year the participation fee shall be prorated for the remainder of the year. The participation fee will be set by majority vote of the WWCMFF Board of Directors at the last quarterly meeting before the preceding year based on the adopted budget.

BUDGET

The team Commander shall be responsible for preparing an annual budget and presenting it to the WWCMFF Board of Directors prior to December 31st of each year at the last quarterly meeting of the year. The budget will be adopted by majority vote of those in attendance at the Board Meeting.

MOBILE FIELD FORCE TEAM MEMBERSHIP REQUIREMENTS

Each participating agency agrees to appoint members to the WWCMFF based on a pre-determined Personnel Commitment List. Each agency will evaluate and update their personnel commitment every three years based on their enforcement staffing levels. Personnel commitments may not fall below one member. Any agency that fails to meet their commitment for a period of one hundred-eighty (180) consecutive days in any calendar year may be subject to removal from the WWCMFF.

**STATE OF MICHIGAN
COUNTY OF WAYNE
WESTERN WAYNE COUNTY MOBILE FIELD FORCE TEAM**

MEMORANDUM OF UNDERSTANDING

The calendar year shall be from January 1st to December 31st of each year. Prior to any agency being removed from WWCMFF, the Board of Directors will review the circumstances surrounding the deficit of required assigned members ~~will commence~~. The WWCMFF Board may at its discretion choose to take other appropriate action. The assignment and/or removal of members to the WWCMFF must be in written form to the WWCMFF Board Chair and Team Commander prior to the effective day of the action. Participating agencies may elect to assign additional members with approval of the Team Commander.

The minimum training and experience qualifications for appointment to the WWCMFF are: Each member shall be a certified police officer in good standing with their home agency and the State of Michigan and shall have been released from their department's new officer probationary period. Further, Members are expected to serve a minimum three-year commitment and will be required to attend field force operations training approved by the Team Commander within 1 year of appointment. Any exceptions to the minimum training requirements must be approved by the Team Commander.

MOBILE FIELD FORCE MEMBER PARTICIPATION REQUIREMENTS

It is expected that each member attends their quarterly and specialty training sessions and responds to all incidents in which they are requested.

Each team member shall be released from duty or compensated for all required team responses and training. It is expected that team members attend 100% of all training sessions. All absences shall require prior (when possible) written notification to the Team Commander and their agency Chief/Director. Expected extended absences due to injury or other reasons shall be reported to the Team Commander in advance. Member attendance records will be provided to the Board at quarterly meetings.

The status of member agencies whose required members miss two (2) consecutive training sessions within the calendar year will be reviewed by the WWCMFF Board. Upon three (3) consecutive missed training sessions within the calendar year, the WWCMFF Board Chair and Team Commander will consult with the agency Chief/Director and the member's status will become *Inactive*. The calendar year shall be considered January 1st through December 31st of each year. The Team Commander will determine when the *Inactive* member may return to *Active* status. The

**STATE OF MICHIGAN
COUNTY OF WAYNE
WESTERN WAYNE COUNTY MOBILE FIELD FORCE TEAM**

MEMORANDUM OF UNDERSTANDING

WWCMFF Board will review the circumstances pertaining to the absences and may recommend additional appropriate action to be taken.

PROVISIONS FOR ACTIVATION OF THE TEAM

The participating agencies which approve and enter into this MOU may request the Western Wayne County Mobile Field Force Team's assistance for incidents or events occurring within their jurisdiction including but not limited to protests, popular and unpopular assemblies, acts of civil disobedience and other crowd control situations as outlined by WWCMFF policy.

In the event that a participating agency is in need of assistance as set forth above, the agency shall request activation of the team through the Van Buren Township Public Safety Department at (734) 699-8930. The participating agency may seek technical guidance prior to making a request by contacting the team Commander or their designee per the WWCMFF policy.

Agencies requesting activation of the team should include WWCMFF Command personnel in the earliest stages of incident planning. At the time of request, agencies should be prepared to provide:

- Staging area for up to 60 personnel and equipment
- Transportation for up to 60 personnel and equipment from the staging area to the target location (i.e. busses, box truck, etc.)
- Communication information (talkgroup, Special Event Channel)
- Any gathered intelligence information
- Officers to support WWCMFF arrest procedures
 - Evidence technicians for photographs linking arrestees to team members
 - Booking personnel & location
- Operations Order, if possible

COMMAND AND SUPERVISORY RESPONSIBILITY

The chief law enforcement official or the highest-ranking law enforcement officer of the

**STATE OF MICHIGAN
COUNTY OF WAYNE
WESTERN WAYNE COUNTY MOBILE FIELD FORCE TEAM**

MEMORANDUM OF UNDERSTANDING

requesting agency shall have overall command of the incident. The WWCMFF Commander or their designee shall have command of the team and tactics deployed during the incident after consultation with the requesting agencies incident commander.

LIABILITY

Each participating agency will each remain responsible for any claims arising out of its performance of this MOU as provided by this MOU or by law. The MOU is not intended nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this MOU. The MOU is not intended to alter or increase any participating agency's liability for tort claims to other third parties nor is it intended to be a third-party beneficiary contract; therefore, it confers no rights or third-party status on anyone other than to the parties to the MOU.

POWERS, PRIVILEGES, IMMUNITIES, AND COSTS

WWCMFF members of each participating agency engaging in assistance outside of their jurisdictional limits, under the terms of this MOU, shall, pursuant to the provisions of the Western Wayne County Police Mutual Aid Agreement, have the same powers, duties, rights, privileges, and immunities as a sworn police officer operating within their jurisdiction.

Each participating agency agrees to furnish assigned members with the required equipment and training as outlined by WWCMFF policy and must bear the cost of maintenance and lost or damaged equipment that occurs during normal use.

Each participating agency shall compensate its WWCMFF members during the time they are rendering assistance during an activation including compensation due to injury or death.

The privileges and immunities from liability, exemption from laws, ordinances and rules, and all pension, insurance, relief, disability, worker's compensation, salary, death and other benefits that apply to the activity of a WWCMFF member of a participating agency when performing the member's duties within the jurisdictional limits of the member's agency apply to the employee to the same degree, manner, and extent while engaged in the performance of the employee's duties outside the jurisdictional limits of the member's agency under the provisions of this MOU.

**STATE OF MICHIGAN
COUNTY OF WAYNE
WESTERN WAYNE COUNTY MOBILE FIELD FORCE TEAM**

MEMORANDUM OF UNDERSTANDING

COMPLAINTS

Whenever there is cause to believe that a complaint has arisen as a result of a WWCMFF response as promulgated by this MOU, the chief law enforcement official or their designee of the requesting agency shall be responsible for the documentation of the complaint to determine the following:

- The identity and contact information of the complainant.
- The specific facts of the complaint.
- The identity (if known) of the member/employee/officer accused in the complaint.

If it is determined that the complaint concerns the actions of the WWCMFF or a team member(s), the above information, with all documentation gathered during the receipt of the complaint, shall be forwarded to the WWCMFF Commander for review and investigation. Violations of a criminal nature shall be investigated in accordance with the requesting agency's internal policy. If the requesting agency does not have an internal policy addressing the investigation of criminal complaints, the complaint shall be investigated by the Michigan State Police.

Any officer involved shooting that occurs during the deployment of the WWCMFF will be investigated in accordance with the requesting agencies internal policy. If the requesting agency does not have an internal policy addressing these types of investigations the incident shall be investigated by the Michigan State Police.

MISCELLANEOUS

No failure by a party to insist upon the strict performance of any term of this MOU or to exercise any term after a breach affects or alters this MOU, but every term of this MOU remains effective with respect to any other then existing or subsequent breach.

If any provision of this MOU or the application to any person or circumstance is, to any extent, judicially determined to be invalid or unenforceable, the remainder of the MOU, or the application of the provision to persons or circumstances other than those as to which it is invalid or unenforceable, is not affected and is enforceable.

**STATE OF MICHIGAN
COUNTY OF WAYNE
WESTERN WAYNE COUNTY MOBILE FIELD FORCE TEAM**

MEMORANDUM OF UNDERSTANDING

This MOU, and all actions arising from it, must be governed by, subject to, and construed according to the laws of the State of Michigan.

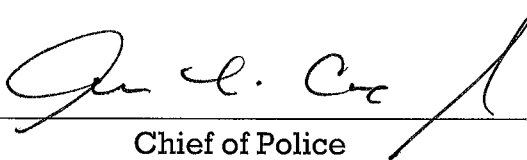
There are no other agreements, written or oral, between these parties arising out of the same subject matter. Any changes or modifications to the Agreement shall be in writing and executed by authorized agents for each party.

CANCELLATION

A participating agency may cancel their participation in this MOU by notifying the WWCMFF Board Chair with 90 days written notice of their intent to withdraw from the team and this agreement.

**STATE OF MICHIGAN
COUNTY OF WAYNE
WESTERN WAYNE COUNTY MOBILE FIELD FORCE TEAM
MEMORANDUM OF UNDERSTANDING
MEMBER SIGNATURE PAGE**

CITY OF PLYMOUTH



Chief of Police

Mayor

Date

RESOLUTION

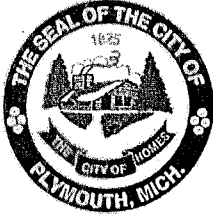
The following Resolution was offered by Comm. _____ and seconded by Comm. _____.

WHEREAS The City of Plymouth participates with the Western Wayne County Mobile Field Force Team (WWCMFF) in an effort to secure the public health, safety and welfare, and

WHEREAS The WWCMFF has previously operated on what can be best described as a "gentlemen's agreement" between all of the participating agencies in the WWCMFF,

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Addendum to the Memorandum of Understanding between the City of Plymouth and the Western Wayne County Mobile Field Force and the participating municipal police and fire agencies who are a party to this agreement.

BE IT FURTHER RESOLVED THAT the Mayor of the City of Plymouth is hereby authorized to sign the Memorandum of Understanding and the City Clerk is hereby directed to incorporate the entire agreement into the official Meeting Minutes of this meeting.



Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Adoption of Payment in lieu of fee - 06-15-20.docx
Date: December 2, 2020
RE: Rate Card Update – Payment in lieu of parking fee

Background

The City Commission made it a part of the one-year tasks to formally adopt a base fee for the payment in lieu of parking. The City Commission took this matter up in June of this year and adopted the \$10,000 fee. However, the City Commission indicated that they wanted to see this matter before them again in six months. The City Administration has seen no changes in the last six months that would cause us to recommend changing this rate.

The Commission will recall that the Ordinance allows the City Commission to negotiate the fee, but the Commission indicated in our Strategic Planning session late last year that they wanted to have a published fee on the record.

We have attached a memorandum from Community Development Director John Buzuvis that indicates that we added this fee to our Community Development Fee Schedule and that it be \$10,000 per required parking space.

RECOMMENDATION:

The City Administration recommends that the City Commission take no action on this matter. The fee is already set at \$10,000 for each "space." However, if the City Commission wants to adopt a new fee, we have provided a fill-in-the blank Resolution. Nothing has changed in the last six months related to the cost to create and maintain a parking space in perpetuity

Should you have any questions in advance of the meeting please feel free to contact either myself or John Buzuvis.

ADMINISTRATIVE RECOMMENDATION

To: Paul Sincock, City Manager
From: John Buzuvis, Community Development Director
Cc: C:\Users\jwb.PLYMOUTH\Desktop
Date: December 2, 2020
Re: Payment-in-lieu-of Parking Fee Schedule 6 Month Review

BACKGROUND: As you are aware the City Commission reviews the Community Development Fee Schedule annually as part of the budget adoption process. In June, the City Commission approved the addition of a payment-in-lieu-of-parking fee be added to the fee schedule in the amount of \$10,000 per space. The payment-in-lieu-of-parking option is allowed by ordinance at the City Commissions discretion. The ordinance authorizes the City Commission to establish/negotiate fees for payment in lieu of parking for projects, in downtown only, that may require parking but are not be able to provide that parking on-site. The addition of the fee for payment in lieu of parking to the Fee Schedule is part of the 2020 Strategic Plan to create a more predictable cost expectation as an alternative to on-site parking. As part of the fee approval in June the City Commission included a 6-month review of the fee as part of the approved resolution.

The payment in lieu of process has been authorized for two projects since 2011. The first project to take advantage of payment in lieu of parking was the 789 W. Ann Arbor Trail building (Keller Williams building- southeast corner of Main St. and AA Tr.) development in 2011. The developer of that project paid a total of \$160,000 in lieu of providing 16 (sixteen) onsite parking spaces. More recently, in 2019, the City Commission authorized payment in lieu of \$35,000 with the ownership of the Ebenezer (below Greek Islands) in lieu of providing three-and-one-half (3.5) parking spaces onsite.

The cost to provide a surface parking space has not changed significantly since June and market conditions, at least as of this writing, are basically the same. The administration recommends the City Commission maintain the payment in lieu of fee at \$10,000 per spot (see table below) as has been historically charged per space and is currently established in the Fee Schedule. The process to change this fee, should the City Commission desire to do so at any time, is simple and can be done with a single action of the City Commission. Additionally, the entire fee schedule will be reviewed as part of the budget process in spring of 2021.

Planning and Zoning Fees

Payment-in-lieu-of-Parking	\$10,000 per required space
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RECOMMENDATION:

The administration recommends that the City Commission maintain the current established payment in lieu of fee of \$10,000 per spot as established in June of this year.

Please feel free to contact me directly if you have any questions.

Resolution

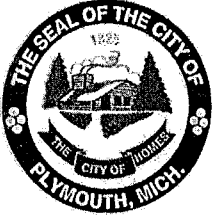
The following Resolution was offered by Commissioner _____ and seconded by Commissioner _____.

WHEREAS The City Commission of the City of Plymouth has reviewed the proposed payment in lieu of parking fee to maintain the payment in lieu of parking fee of \$10,000 per space as recommended by City Administration, and

WHEREAS The City Commission is authorized by ordinance to determine the fee for payment in lieu of parking, and

WHEREAS Fees are reviewed annually by the City Commission as part of the annual budget process,

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby adopt fee of \$_____ per space for payment in lieu of parking effective immediately



Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

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To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Poverty Exemption for 2021 - 12-07-20.docx
Date: December 3, 2020
RE: Required Poverty Exemption Policy Adoption

Background

The City is required to comply with State law related to tax exemption due to poverty. This law requires that the City must have the City Commission adopt a policy for Poverty Exemption for property taxes. This has generally only affected one or two residents in the City.

You may recall that several years ago there was a large City whose Board of Review was just simply granting these exemptions without much review. As a result of those actions the State Tax Commission has asked all municipalities to re-visit their policies to insure adherence to the Public Act. For us, this is pretty much a housekeeping matter as we have had policies in place for more than a decade related to this matter.

We have also attached a copy of proposed policy that will comply with the Rules and Regulations of the State Tax Commission. Again, this affects only a very small amount of properties in the City. We adopt this same Resolution on an annual basis.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt the attached Board of Review 2021 Poverty Exemption Policy as presented by the City's Contract Tax Assessor. Adoption of this policy will bring the City into compliance with the rules and regulations of the State Tax Commission.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact me.



CITY OF PLYMOUTH

www.plymouthmi.gov

201 S. Main
Plymouth, Michigan 48170-1637

Phone 734-453-1234
Fax 734-455-1892

GUIDELINES AND INSTRUCTIONS FOR POVERTY EXEMPTION - 2021

General Information and Instructions for Applying for Poverty Exemption

If granted an exemption, it is for the current year only. If your situation warrants an exemption in years following, a new application must be submitted for review. The Low/Limited Income exemption is meant to be a temporary form of assistance.

Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. Board of Review dates are posted annually and may also be found at www.ci.plymouth.mi.us or by calling (734) 453-1234. By resolution by the Plymouth City Commission, application can be made by mail.

The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.

MCL 211.7u(5) allows the Board of Review to deviate from the established guidelines if there are "substantial and compelling" reasons. It is required that all substantial and compelling reasons be documented.

Per MCL 211.7u(6), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.

If the applicant qualifies for Poverty Exemption, the Board of Review may grant a complete exemption from property taxes, a partial reduction in property taxes, or no reduction as set forth in these guidelines. Approval of the application does not automatically warrant a complete exemption from property taxes. Under no circumstances shall the Board of Review reduce the taxable value lower than that which produces an annual tax equal to 3.5% of an applicant's income plus any property tax credit refund payable by the State of Michigan (1040CR) so as not to reduce applicant's following years income tax refund.

Required Documentation to be Attached to Poverty Exemption Application

Federal and State income tax returns for all persons residing in the household must be included with the application. The Homestead Property Tax Credit Claim Form (MI-1040CR) must also be included. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit must be completed by each person that does not file taxes.

The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.

Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.

The most recent mortgage statement of the primary residence under review, including any reverse mortgages.

If applicant is requesting the Board of Review to deviate from the established income and asset guidelines, substantial and compelling documentation must be provided. These can include, but are not limited to, medical documentation stating a disability and the degree of disability, medical bills the applicant is responsible for and other documentation to support a deviation.

If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.

Common Reasons for Denial of Poverty Exemption Application

Below are common reasons (but not an exhaustive list) of why a claim for Poverty Exemption is denied:

- Failure to fill out all areas of the application, including "N/A" in areas not applicable to the applicant or signing the application.
- Failure to include State and Federal Income taxes or Michigan 1040CR for current or one preceding year for all persons residing in the home. ***Please note that the State of Michigan 1040 CR is required to be filed with this application. It can still be filed with the State of Michigan even if the applicant does not file income taxes.***
- Failure to include complete banking/investment account and mortgage statements for all persons residing in the home. All pages must be submitted.
- Failure to document "substantial and compelling" reason why Poverty Exemption should be granted if applicant is over income/asset guidelines.

If you are not satisfied with the determination of the Board of Review on the application, you may further your appeal to the Michigan Tax Tribunal (MTT) by contacting them at (517) 373-4400. Appeals must be made by July 31 for applications submitted to the March Board of Review, and within 30 days of the Board of Review's decision on applications submitted to the July and December Board.

Poverty Exemptions are governed under Michigan Compiled Law (MCL) 211.7u which states the following:

- (1) The principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act. This section does not apply to the property of a corporation.
- (2) To be eligible for exemption under this section, a person shall do all of the following on an annual basis:
 - (a) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
 - (b) File a claim with the supervisor or board of review on a form provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year. If a person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year, an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return. The filing of a claim under this subsection constitutes an appearance before the board of review for the purpose of preserving the claimant's right to appeal the decision of the board of review regarding the claim.
 - (c) Produce a valid driver's license or other form of identification if requested by the supervisor or board of review.
 - (d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.
 - (e) Meet the federal poverty guidelines updated annually in the federal register by the United States department of health and human services under authority of section 673 of subtitle B of title VI of the omnibus budget reconciliation act of 1981, Public Law 97-35, 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.
- (3) The application for an exemption under this section shall be filed after January 1 but before the day prior to the last day of the
- (4) The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines the local assessing unit uses for the granting of exemptions under this section. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and total household income and assets.
- (5) The board of review shall follow the policy and guidelines of the local assessing unit in granting or denying an exemption under this section unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the claimant.
- (6) A person who files a claim under this section is not prohibited from also appealing the assessment on the property for which that claim is made before the board of review in the same year.
- (7) As used in this section, "principal residence" means principal residence or qualified agricultural property as those terms are defined in section 7dd.

INCOME GUIDELINES FOR POVERTY EXEMPTION *

* Per Michigan State Tax Commission Bulletin number 17 of 2020, "Changes for 2021", October 20, 2020

<u>Number in Family</u>	<u>Income</u>
1 member	\$ 12,760
2 members	\$ 17,240
3 members	\$ 21,720
4 members	\$ 26,200
5 members	\$ 30,680
6 members	\$ 35,160
7 members	\$ 39,640
8 members	\$ 44,120
For each additional person	\$ 4,480

According to the US Census Bureau, "Income" includes:

- Money, wages, and salaries before any deductions
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Net receipts from farm self-employment. (The same provisions as above for self-employment.)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

ASSET LEVEL GUIDELINES FOR POVERTY EXEMPTION

The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:

- A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
- Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
- Jewelry, antiques, artwork, equipment, and other personal property of value.
- Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
- Withdrawals of bank accounts and borrowed money.
- Gifts, loans, lump-sum inheritances, and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.

The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.) CANNOT exceed \$1,500 in the prior calendar year.

The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.

The maximum amount in banking/investment accounts is \$10,000 per each person residing in the household with a maximum of \$20,000 for the total household.

Maximum total allowed assets, including amounts in banking/investment accounts may not exceed \$25,000 for the entire household. See above for what is considered an asset.

Parcel Number: 49 _____

APPLICATION FOR LOW/LIMITED INCOME APPEALS - 2021

Name of Applicant: _____ Age: _____

Property Address: _____

Phone Number: _____

Date home was acquired: _____ *If purchased within previous 2 years of application, closing documentation is required.*

Is there a mortgage, land contract, or reverse mortgage on this home? _____ No _____ Yes

If you answered, "yes", please list the monthly payment (excluding taxes and insurance) and include current statement.

Monthly Payment: \$ _____ Number of payments remaining: _____

If you answered, "no" and home was purchased within the previous 5 years of application, please explain how home was financed/paid off.

LIST ALL OCCUPANTS OF HOUSEHOLD	AGE	EMPLOYED?	ANNUAL INCOME	FILED INCOME TAX?*
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

If more than 5 additional occupants in household, please list on a separate sheet of paper.

* All household occupants must be claimed as a dependent on someone's income tax or file their own tax returns. If not, form 4988 (included with this application) must be completed and signed by occupant.

Are you over the income and asset guidelines but wish to have the Board of Review deviate from the guidelines for other reasons?

_____ No _____ Yes

If you answered "yes" to the above question, please explain why the Board of Review should deviate from the established guidelines. Remember that documentation must be submitted to support your claim.

CITY OF PLYMOUTH INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2021

INCLUDE ALL FORMS OF INCOME RECEIVED FOR ALL RESIDING IN HOUSEHOLD WITHIN THE PAST 12 MONTHS.

Remember Income Includes: Money, wages, and salaries before deductions. Net receipts from all self employment. Regular payments from Social Security, railroad retirement, unemployment, worker's compensation, veteran's payments, and public assistance. Alimony, child support, and military family allotments. Private pensions, government pensions, and regular insurance or annuity payments. College or university scholarships, grants, fellowships, and assistantships. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

Attached additional sheets if necessary

Money, wages, and salaries before any deductions:

\$ _____ Who receives? _____ \$ _____ Who receives? _____ \$ _____ Who receives? _____	\$ _____ Who receives? _____ \$ _____ Who receives? _____ \$ _____ Who receives? _____
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Unemployment or Worker's Compensation:

\$ _____ Who receives? _____ \$ _____ Who receives? _____ \$ _____ Who receives? _____	\$ _____ Who receives? _____ \$ _____ Who receives? _____ \$ _____ Who receives? _____
--	--

Social Security, Railroad Retirement, Veteran's Payments, Military Family Allotment, or Public Assistance:

\$ _____ Who receives? _____ \$ _____ Who receives? _____ \$ _____ Who receives? _____	\$ _____ Who receives? _____ \$ _____ Who receives? _____ \$ _____ Who receives? _____
--	--

Alimony or Child Support:

\$ _____ Who receives? _____ \$ _____ Who receives? _____ \$ _____ Who receives? _____	\$ _____ Who receives? _____ \$ _____ Who receives? _____ \$ _____ Who receives? _____
--	--

Gambling or lottery winnings:

\$ _____ Who receives? _____ \$ _____ Who receives? _____ \$ _____ Who receives? _____	\$ _____ Who receives? _____ \$ _____ Who receives? _____ \$ _____ Who receives? _____
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Net receipts from self employment:

\$ _____ Who receives? _____ \$ _____ Who receives? _____ \$ _____ Who receives? _____	\$ _____ Who receives? _____ \$ _____ Who receives? _____ \$ _____ Who receives? _____
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CITY OF PLYMOUTH INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2021

Income, Continued

Private or government pension, regular insurance or annuity payments, dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts:

\$ _____ Who receives? _____	\$ _____ Who receives? _____
\$ _____ Who receives? _____	\$ _____ Who receives? _____
\$ _____ Who receives? _____	\$ _____ Who receives? _____

College or University scholarships, grants, fellowships, and assistantships:

\$ _____ Who receives? _____	\$ _____ Who receives? _____
\$ _____ Who receives? _____	\$ _____ Who receives? _____
\$ _____ Who receives? _____	\$ _____ Who receives? _____

INCLUDE ALL FORMS OF ASSETS FOR ALL RESIDING IN HOUSEHOLD WITHIN THE PAST 12 MONTHS

Remember Assets includes: A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption. Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles. Jewelry, antiques, artwork, equipment, and other personal property of value. Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property. Withdrawals of bank accounts and borrowed money. Gifts, loans, lump-sum inheritances, and one-time insurance payments. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms. Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.

Attached additional sheets if necessary

Additional Home, Land, Building, or Property Owned

Address _____ _____	Address _____ _____
Who owns? _____	Who owns? _____

Vehicles, including other recreational vehicles as described above

Make and Model _____	Make and Model _____
Year _____	Year _____
Who owns? _____	Who owns? _____
Approx. Value: \$ _____ Monthly Payment: \$ _____	Approx. Value: \$ _____ Monthly Payment: \$ _____
Make and Model _____	Make and Model _____
Year _____	Year _____
Who owns? _____	Who owns? _____
Approx. Value: \$ _____ Monthly Payment: \$ _____	Approx. Value: \$ _____ Monthly Payment: \$ _____

CITY OF PLYMOUTH INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2021

Assets, Continued

Bank accounts, stocks, bonds, and investments (including money received from the sale of these things) Remember to include proof of value.

Type of Account _____
 Who owns? _____
 Total Value: \$ _____

Type of Account _____
 Who owns? _____
 Total Value: \$ _____

Type of Account _____
 Who owns? _____
 Total Value: \$ _____

Type of Account _____
 Who owns? _____
 Total Value: \$ _____

Gifts, loans, lump-sum inheritances, and one-time insurance payments

Explain _____

 To who paid? _____
 Total Value: \$ _____

Explain _____

 To who paid? _____
 Total Value: \$ _____

Explain _____

 To who paid? _____
 Total Value: \$ _____

Explain _____

 To who paid? _____
 Total Value: \$ _____

Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches

Explain _____

 To who paid? _____
 Annual Value: \$ _____

Explain _____

 To who paid? _____
 Annual Value: \$ _____

Explain _____

 To who paid? _____
 Annual Value: \$ _____

Explain _____

 To who paid? _____
 Annual Value: \$ _____

Withdrawals from bank accounts, stocks, or borrowed money

Type of Account _____
 To who paid? _____
 Total Value: \$ _____

Type of Account _____
 To who paid? _____
 Total Value: \$ _____

CITY OF PLYMOUTH INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2021

Assets, Continued

<i>Jewelry, antiques, artwork, equipment, and other personal property of value</i>			
Explain _____	Explain _____	Explain _____	Explain _____
Who owns? _____	Who owns? _____	Who owns? _____	Who owns? _____
Approx. Value: \$ _____	Approx. Value: \$ _____	Approx. Value: \$ _____	Approx. Value: \$ _____
Explain _____	Explain _____	Explain _____	Explain _____
Who owns? _____	Who owns? _____	Who owns? _____	Who owns? _____
Approx. Value: \$ _____	Approx. Value: \$ _____	Approx. Value: \$ _____	Approx. Value: \$ _____
<hr/>			
<i>Food or housing in lieu of wages (including in home care workers/aids)</i>			
Explain _____	Explain _____	Explain _____	Explain _____
To who paid? _____	To who paid? _____	To who paid? _____	To who paid? _____
Value: \$ _____	Value: \$ _____	Value: \$ _____	Value: \$ _____

I certify that all statements made in this petition are true and correct. I also understand that failure to provide all requested documentation will result in a denial of my appeal. I further understand that if any information is found to be false or incomplete, any relief granted will be forfeited and placed back on the assessment roll with penalties and interest in accordance with Section 211.119 of Michigan Compiled Laws.

Signature of Owner(s):

Date: _____

For Office Use Only - Do Not Write Below This Line

<i>Staff - Initial next to all requirements as it relates to the application/applicant.</i>		
Does the applicant appear as taxpayer of record of property in question?	Yes _____	No _____
If not, has documentation proving ownership been provided?	Yes _____	No _____
Are all areas on the application complete with either an answer or "N/A"?	Yes _____	No _____
Are all pages of the guidelines/application included with the applicants submission?	Yes _____	No _____
Does the applicant reside at the property in question?	Yes _____	No _____
Are copies of the Federal and State income tax returns and the MI-1040 CR for the current of preceding year attached for all persons residing in the household?	Yes _____	No _____
If not, is the affidavit stating the person is not required to file income taxes completed?	Yes _____	No _____
If home was purchased within in past 2 years of date of this application, is closing statements provided?	Yes _____	No _____
Is a copy of the most current mortgage statement, including a reverse mortgage if applicable, attached?	Yes _____	No _____
Are copies of the most recent bank/investment statements for all residing in the household attached with all pages included?	Yes _____	No _____
If applying for medical reasons/deviation from the guidelines, is documentation attached?	Yes _____	No _____

Approved by Plymouth City Commission 12/7/2020, Resolution ##-####

CITY OF PLYMOUTH INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2021

Michigan Department of Treasury
4988 (05-12)

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor of the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

For Office Use Only

Parcel Number: 49 _____

Year: _____

Property Address: _____

Age: _____

Applicant's Name: _____

Taxable Value on Roll \$ _____

Is applicant over income/asset guidelines and asking for consideration from the Board of Review to deviate from the guidelines?

Yes _____ No _____ If no, complete the following:

Poverty Exemption Worksheet

a. Total Household Income from Information Provided \$ _____

b. Multiply line a (income) by 3.5% \$ _____

c. Age 65 or older? Yes _____ No _____

If yes, and applicant does NOT supply MI 1040CR use chart at right to determine credit. If no, and applicant does NOT supply MI 1040CR multiple line b by 60%

\$ _____
cannot exceed \$1,500

d. Refund Amount from MI 1040CR if supplied \$ _____

e. Total Tax Obligation (add lines b, c, d) \$ _____

f. 2020 PRE Millage Rates

Plymouth Canton-82100 0.04304

_____ Appropriate Millage Rate

MI-1040CR TABLE A -- SENIOR CREDIT REDUCTION	
Total Household Resources	Percentage
\$0 - \$21,000	100% (1.00)
\$21,001 - \$22,000	98% (0.98)
\$22,001 - \$23,000	92% (0.92)
\$23,001 - \$24,000	88% (0.88)
\$24,001 - \$25,000	84% (0.84)
\$25,001 - \$26,000	80% (0.80)
\$26,001 - \$27,000	76% (0.76)
\$27,001 - \$28,000	72% (0.72)
\$28,001 - \$29,000	68% (0.68)
\$29,001 - \$30,000	64% (0.64)
\$30,001 - above	60% (0.60)

g. Poverty Taxable Value (divide line e by line f) \$ _____

For Board of Review Use Only - Do Not Write Below This Line

<p>_____ Appeal Denied</p> <p>_____ 1. Does not qualify based on guidelines</p> <p>_____ 2. Application not complete, missing information</p> <p>_____ 3. Did not furnish proper documentation</p> <p>_____ 4. Other: _____</p> <p>_____</p> <p>Initials of Board Members: _____</p>	<p>_____ Reduction Granted</p> <p><u>Taxable Value</u></p> <p>As on Roll \$ _____</p> <p>Revised \$ _____</p> <p>Date: _____</p>
--	--

If you are not satisfied with the determination of the Board of Review on the application, you may further your appeal to the Michigan Tax Tribunal (MTT) by contacting them at (517) 373-4400. Appeals must be made by July 31 for applications submitted to the March Board of Review, and within 30 days of the Board of Review's decision on applications submitted to the July and

Resolution for City of Plymouth 2021 Poverty Exemptions

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Commission; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Plymouth, Wayne County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible under this section, a person shall do all of the following on an annual basis”:

- Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- P.A. 390 of 1994 requires that **all persons residing in the household** MUST submit copies of the following **SIGNED** documents:

City of Plymouth Poverty Exemption Application
Federal Income Tax Returns
State Income Tax Returns
Homestead Property Tax Credit Claim Form (MI-1040CR)

Also include copies of ALL supporting documentation (i.e. W-2 forms, 1099's, schedules, etc.). The Board of Review shall consider income from all sources and from all occupants of the homestead when determining whether an applicant meets poverty exemption requirements as adopted by the City Commission.

A Poverty Exemption Affidavit (Department of Treasury Form 4988) must be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year.

- The combined assets of all person residing the household (minus the value of the principal residence) MUST NOT exceed \$20,000. Assets include but are not limited to: real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- Produce a valid driver's license or other form of identification if requested.
- Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services.
- The following are the 2021 federal poverty income guidelines with are updated annually by the United States Department of Health and Human Services. The annual income includes income for all person residing in the household. The total household income **must be less than or equal** to the guidelines below in order to be considered for this type of exemption.

Family of 1.....	\$ 12,760
Family of 2.....	\$ 17,240
Family of 3.....	\$ 21,720
Family of 4.....	\$ 26,200
Family of 5.....	\$ 30,680
Family of 6.....	\$ 35,160
Family of 7.....	\$ 39,640
Family of 8.....	\$ 44,120
For each add'l person.....	\$ 4,480

- The applicant(s) MAY NOT have ownership interest in any other real estate other than the homestead property.
- If home has been purchased within the previous 2 years, all closing documentation must be included.

The Board of Review may require a home audit and inspection done by the Department of Assessment as part of the application process.

The City of Plymouth allows for partial poverty exemptions to be granted. A partial poverty exemption is an exemption of a percentage of the taxable value of the principal residence rather than the entire taxable value. The formula for calculating partial exemptions is as follows: under no circumstances shall the Board of Review reduce the taxable value lower than that which produce an annual ad valorem tax equal to 3.5% of an applicant's income plus any property tax credit refund payable by the State of Michigan.

It should be recognized that the poverty exemption reduction is a form of *temporary assistance* for those who are undergoing a difficult financial time. Any relief granted is for the current year only.

The Board of Review may reject any application where the information contained in it appears fraudulent, misleading, inaccurate, or incomplete. Failure to complete all sections of the application and/or failure to submit signed copies of all tax forms or other required documentation will result in the poverty exemption application being denied. The board of review must have complete, accurate data in order to review this appeal.

In certain instances, the Board of Review may consider extenuating circumstances as a basis of a poverty exemption where the total household income exceeds the established income guidelines.

Due Dates: The application for exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review during the year in which the exemption is requested. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines that there are substantial and compelling reasons why there should be deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

Approved by the City of Plymouth City Commission on ??