



Plymouth City Commission

Regular Meeting Agenda

Monday, March 1, 2021 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 as a Zoom Webinar

Join Zoom Webinar - <https://us02web.zoom.us/j/82070415532>

Webinar ID: 820 7041 5532 Passcode – 313560

International numbers available: <https://us02web.zoom.us/u/kca5sm67xj>

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 February 15, 2021 City Commission Special Meeting Minutes
- b. Approval of February 15, 2021 City Commission Regular Meeting Minutes
- c. Special Event Approval- P-CEP Choirs Year-End Concert and Awards, Tuesday, May 18, 2021
- d. Special Event Approval- Downtown Development Authority Music in the Air Fridays, May 28, 2021-Sept 3, 2021

5. COMMISSION COMMENTS

6. OLD BUSINESS

7. NEW BUSINESS

- a. Cybersecurity Assessment – MiDeal
- b. St. Patrick's Day Event in Gathering

8. REPORTS AND CORRESPONDENCE

- a. Liaison Reports

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 2017-2021

GOAL I - QUALITY OF LIFE

OBJECTIVES

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

ONE-YEAR TASKS 2021

- Restore sports and recreational programs that were halted by COVID-19 as soon as possible
- Review and evaluate the special event policy with safety considerations
- Address challenges with the Kellogg Park improvements with safety considerations
- Move Kellogg Park Fountain project forward
- Continue to re-engage service clubs to help enhance parks and public properties
- Increase followers by 2,000 on all our communications platforms
- Develop an internal and external communications plan
- Upgrade City Hall facilities to accommodate remote meetings and remote participation
- Continue investigating multi-modal transportation opportunities
- Revisit noise ordinance

GOAL II - FINANCIAL STABILITY

OBJECTIVES

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

ONE-YEAR TASKS 2021

- Identify mechanisms for funding sources for capital improvement projects
- Increase funding to the Public Improvement Fund
- Create a potential package for financing emergency structural repairs
- Develop a comprehensive asset management plan that includes a review of the equipment fleet
- Search out other possible revenue streams through continued association with the CWW and the MML
- Develop a financial plan for public safety
- Continue to make extra payments towards legacy costs
- Monitor outside influences on our revenue sources, including unfunded mandates, the 35th District Court and the PCCS
- Negotiate three labor contracts

GOAL III - ECONOMIC VITALITY

OBJECTIVES

- Continue to support and improve active, vibrant downtown branding
- Support community and economic development projects and initiatives
- Support a mix of industrial, commercial and residential development
- Reference the Master Plan in economic decision-making

ONE-YEAR TASKS 2021

- Complete Saxton's development
- Develop municipal parking lot at Saxton's site
- Support development of 23 parcels adjacent to the Starkweather School property
- Continue to administer the grant and the brownfield plan to support the Pulte project's completion
- Finish Redevelopment Ready Community (RRC) certification by the end of the 2021
- Develop an annual training calendar for the Planning Commission, the Historic District Commission, the Zoning Board of Appeals and the DDA, and identify a funding source
- Implement temporary plans to assist businesses in recovery efforts

GOAL IV - SERVICE AND INFRASTRUCTURE

OBJECTIVES

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

ONE-YEAR TASKS 2021

- Explore enhanced pedestrian safety opportunities into targeted intersections
- Research funding opportunities for ADA compliance at the PCC
- Implement 2021 infrastructure program
- Continue training for future career development and succession planning
- Conduct a traffic study to determine whether to make additional streets one way
- Update mapping resources including parcel data, completing **50%** by the end of the year
- Update/replace current technology to ensure compliance with new regulations, rules, and operating systems
- Revisit paid parking



City of Plymouth
City Commission Special Meeting Minutes
Monday, February 15, 2021 – 6:15 p.m.

Item #4a

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

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

Meeting was held in-person at 525 Farmer and Online via Zoom.

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.

The purpose of the closed session was to discuss contract negotiations.

1. CALL TO ORDER

TIME: 6:17 p.m. at the Plymouth Cultural Center -525 Farmer St., Plymouth, MI 48170

PRESENT FROM CITY COMMISSION: Mayor Oliver Wolcott, Commissioners Ed Krol, Suzi Deal, Kelly O'Donnell and Marques Thomey.

EXCUSED: Mayor Pro Tem Nick Moroz, Commissioner Tony Sebastian

Also present was City Manager Paul Sincock, City Attorney Bob Marzano, Police Chief Al Cox, Municipal Services Director Chris Porman, HR Director Tom Alexandris, City Clerk Maureen Brodie.

2. MOTION TO GO INTO CLOSED SESSION

Closed Session – Union Contract Strategy Session

A motion was made by Commissioner Deal and seconded by Commissioner Thomey to go into closed session.

Mayor Wolcott asked for a roll call vote: Yes: Deal, Krol, O'Donnell, Thomey, Wolcott

MOTION PASSED 5-0

3. CLOSED SESSION

4. OPEN SESSION

Mayor Wolcott asked for a motion to reconvene into Open Session. A motion was made by Commissioner Deal and seconded by Commissioner Krol to return to open session at 6:40 p.m.

Mayor Wolcott asked for a roll call vote: Yes: Deal, Krol, O'Donnell, Thomey, Wolcott

MOTION PASSED 5-0

5. ADJOURNMENT

Hearing no further discussion, Mayor Wolcott asked for a motion to adjourn. A motion was made by Commissioner Deal and seconded by Commissioner Krol to adjourn at 6:41 p.m.

OLIVER WOLCOTT
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



City of Plymouth City Commission Regular Meeting Minutes Monday, February 15, 2021 - 7:00 p.m. In-Person at 525 Farmer and Online Webinar

City of Plymouth
201 S. Main
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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

- c. Proclamation

Mayor Wolcott read a proclamation recognizing James Gietzen for producing a successful socially distant Ice Festival.

2. CITIZENS COMMENTS

Ellen Elliott, 404 Irvin, thanked everyone involved in the Ice Festival.

3. APPROVAL OF THE AGENDA

Krol offered a motion, seconded by Moroz, to approve the agenda for Monday, February 15, 2021.

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 February 1, 2021 City Commission Regular Meeting Minutes
- b. Approval of January 2021 Bills

Thomey offered a motion, seconded by Moroz, to approve 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

O'Donnell encouraged community members to nominate someone for the Ruth Huston-Whipple Award for Civic Engagement.

Thomey thanked those who worked on the Ice Festival. He asked whether there had been a critical review of the recent City website failure. IT Director Tom Alexandris replied that a third-party

vendor hosts the City's website, and that the vendor experienced a hardware failure. The vendor has moved its infrastructure to the cloud to ensure it won't happen again.

Moroz expressed praise for the Ice Festival and said it was a morale-booster and a great partnership between the City, the DDA, and the Chamber of Commerce. He thanked Wayne County Commissioner Daub for handing out 1,000 masks at the event.

Deal asked Sincock if the administration is planning ahead for future events and he replied that they had been meeting with the event sponsors to discuss ways they could adjust their events if needed to meet social distancing guidelines.

Wolcott said it was great to see so many people in town for the Ice Festival and that he appreciated everyone who was involved.

Krol said he was glad to know the DMS staff was ready for the upcoming snowstorm.

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

a. Revised Poverty Exemption Guidelines

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

RESOLUTION 2021-18

- WHEREAS the adoption of guidelines for poverty exemptions is required of the City Commission; and
- WHEREAS the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption from taxation under Public Act 253 of 2020 (Michigan Compiled Laws 211.7u); and
- WHEREAS pursuant to Section 211.7u of the Michigan Compiled Laws Annotated, the City of Plymouth has for many years offered a partial poverty exemption from taxes to qualified home owners; and
- WHEREAS Public Act 253 of 2020 has been enacted which states that the governing body of the local assessing unit shall determine the policies and guidelines which the local assessing unit will use when deciding to grant poverty exemptions; and
- WHEREAS Public Act 253 of 2020 further defined the percent of exemption allowed to a qualified homeowner; and
- WHEREAS the City Assessor and the Board of Review have recommended a policy which is attached, and which has been determined will meet the needs of the citizens of the City of Plymouth in accord with law.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the policy and guidelines which are attached are here by determined to be in full force and effect and will be used when deciding whether or not someone is qualified to receive a poverty exemption from property taxation.

CITY OF PLYMOUTH

Subject: POVERTY EXEMPTION GUIDELINES

Date: February 16, 2021

Page: 1 of: 3

PURPOSE:

The purpose of this policy is to establish guidelines to be used by the Board of Review in determining whether a homeowner is eligible for a poverty exemption from property taxes.

SCOPE:

The poverty exemption policy applies to qualified low income individuals who own homesteads in the City of Plymouth. The policy limits the length of poverty exemptions to one year.

POLICY:

The Board of Review shall use the following guidelines to determine if a property owner qualifies for a poverty exemption from property taxes:

1. Exemptions will be granted to owners of homesteads only. Property must be granted at least a 50% homestead exemption from the State of Michigan.
2. 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. The application can be made by mail, if received one day prior to the last session of the Board of Review.
3. All applicants must file a claim with the Board of Review on a form prescribed by the State Tax Commission. 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.
4. Per MCL 211.7u(7), 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.
5. The poverty threshold for eligibility for a poverty exemption is a figure which set by the Federal income standards established by the United States Office of Management and Budget for the previous calendar year. To be eligible for a poverty exemption from property taxes, the income of the property owner (household) must be less than the poverty threshold for the number of persons within the household.
6. All income and assets for persons in the household are reported in accordance with a form prescribed by the State Tax Commission.

CITY OF PLYMOUTH

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CITY OF PLYMOUTH

Subject: POVERTY EXEMPTION GUIDELINES

Date: February 16, 2021

Page: 2 of 3

- a. Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. 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, form 4988, must be completed by each person that does not file taxes.
 - b. 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.
 - c. 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.
 - d. The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
 - e. 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.
7. Maximum total allowed assets, including amounts in banking/investment accounts may not exceed \$10,000 per each person residing in the household with a maximum of \$20,000 for the total household. The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:
- a. A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
 - b. Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
 - c. Jewelry, antiques, artwork, equipment, and other personal property of value.
 - d. 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.
 - e. Withdrawals of bank accounts and borrowed money.
 - f. Gifts, loans, lump-sum inheritances, and one-time insurance payments.
 - g. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
 - h. Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
 - i. The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)

CITY OF PLYMOUTH

Subject: POVERTY EXEMPTION GUIDELINES

Date: February 16, 2021

Page: 3 of: 3

- j. The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.
- 8. Applicants that meet the income and asset qualifications will have the taxable value reduced by 50% for the current year.
- 9. Poverty exemptions shall be granted for one year only. The property owner must apply every year in order to receive an exemption.

EFFECTIVE DATE: Febraury 16, 2021

HISTORY:

In accordance with section 211.7u of the Michigan Compiled Laws, the City of Plymouth has for many years offered a partial poverty exemption, through the Board of Review, to qualified homeowners.

On December 29, 1994, the Governor signed Public Act 390 which made significant changes to the poverty exemption. The most significant of these changes was the use of the Federal poverty income standards. This change resulted in a drop in the number of exemptions granted from twelve in 1995 to one person in 1996. P.A. 390 also states that the governing body of the local assessing unit shall determine the policies and guidelines which the local assessing unit will use when deciding whether to grant poverty exemption.

On December 23, 2020, the Governor signed Public Act 253 which made additional changes to the poverty exemption section. The most significant of these changes was revising the guidelines in calculation of the reduction to the taxable. If a person meets all eligibility requirements in statute, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value OR a partial exemption equal to a 25% or 50% reduction in taxable value OR any other percentage reduction in taxable value approved by the STC.

**STATE TAX COMMISSION POLICY REGARDING REQUESTS FOR PERCENTAGE
REDUCTIONS IN TAXABLE VALUE FOR POVERTY EXEMPTIONS UNDER MCL 211.7u**

Public Act 253 of 2020 amended MCL 211.7u related to poverty exemptions. PA 253 of 2020 lists the specific percentage reductions in taxable value that may be used by the board of review in granting a poverty exemption. MCL 211.7u(5) states that if a person claiming the poverty exemption meets all eligibility requirements, the board of review shall grant the poverty exemption, in whole or in part, as follows:

1. A full exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted; or
2. A partial exemption equal to a 50% reduction in taxable value for the year in which the exemption is granted; or
3. A partial exemption equal to a 25% reduction in taxable value for the year in which the exemption is granted.

No other method of calculating taxable value may be utilized, except for those percentage reductions specifically authorized in statute, or any other percentage reduction approved by the State Tax Commission. The Commission shall use the following process for the filing, review, and approval of local assessing unit requests to utilize a percentage reduction in taxable value when approving poverty exemptions under MCL 211.7u:

1. A local assessing unit that wants to use any other percentage reduction(s) in taxable value other than the reductions specifically authorized in statute must obtain permission for use of such percentage reduction(s) by filing Form 5738, *Request For Approval of Percentage Reduction in Taxable Value For Poverty Exemptions Under MCL 211.7u* with the State Tax Commission.
2. The local assessing unit must indicate on the Form the specific percentage reduction(s) in taxable value requested and an explanation of how the requested percentage reduction(s) will be calculated and applied when granting a poverty exemption. Based on case law, calculations that utilize any of the following are **not** permitted:
 - a. A limitation on the maximum value of the principal residence eligible to receive an exemption.
 - b. A requirement that the principal residence must be owned for a certain number of years before a claim for exemption can be made.
 - c. A limitation on the number of years an exemption can be claimed and received.
3. If a person meets all eligibility requirements in statute for receiving a full or partial exemption, the calculation for the percentage reduction in taxable value cannot result in a person receiving no relief, i.e., the calculation cannot result in a taxable value greater than or equal to the taxable value *prior* to application for the poverty exemption in that tax year.
4. Form 5738 must be completed in its entirety and signed by the local assessing unit clerk and assessing officer.

Adopted January 19, 2021

5. The completed Form and any attachments must be submitted to the State Tax Commission at: State Tax Commission, PO Box 30471, Lansing, MI 48909 or by email to State-Tax-Commission@michigan.gov.
6. Requests will be reviewed by State Tax Commission staff. If insufficient documentation was provided by the local assessing unit, the local assessing unit will be notified in writing and will be permitted to submit adequate documentation to the State Tax Commission within 30 days of the written notice. If adequate documentation is not submitted within the deadline, staff will recommend that the State Tax Commission deny the request.
7. Upon receipt of a completed request, staff will review the proposed percentage reductions(s) in taxable value and explanation of how the reduction(s) will be calculated and applied when granting a poverty exemption. Staff recommendations to approve or deny a local unit request will be forwarded to the State Tax Commission for review and decision.
8. If approved, the local assessing unit will receive written notification within 14 days of the State Tax Commission meeting approving the request.
9. A local assessing unit that wishes to modify any percentage reduction(s) previously approved by the Commission must do so by submitting a new Form 5738 with the requested percentages.

Adopted January 19, 2021



CITY OF PLYMOUTH

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GUIDELINES AND INSTRUCTIONS FOR POVERTY EXEMPTION – 2021

- 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 Poverty 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 plymouthmi.gov or by calling (734) 453-1234 ext 252. 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.
- Per MCL 211.7u(7), 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.

Required Documentation to be Attached to Poverty Exemption Application

- Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. 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, form 4988, 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 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 property tax credit returns for current or one preceding year for all persons residing in the home. ***Please note that the property tax credit returns are required to be filed with this application. Property tax credit returns (such as Michigan 1040CR) 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.

CITY OF PLYMOUTH INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2021

INCOME GUIDELINES FOR POVERTY EXEMPTION

This amount published annually by the US Dept. Of Health and Human Services

<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.

Maximum total allowed assets, including amounts in banking/investment accounts may not exceed \$10,000 per each person residing in the household with a maximum of \$20,000 for the entire household. See above for what is considered an asset.

CITY OF PLYMOUTH INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2021

Poverty Exemption Worksheet

Copy Provided to Applicant After Board of Review Meeting

Parcel Number: 49 _____

Year: _____

Property Address: _____ Applicant's Name: _____

Staff - Initial next to all requirements as it relates to the application/applicant.

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 property tax credits forms 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 _____

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

a.	Taxable value on roll	\$ _____	
b.	Number of people in household	_____	
c.	Total household income from information provided	\$ _____	
d.	Income limit based on number of people in household as established by guidelines	\$ _____	
e.	Total assets of household	\$ _____	
f.	Does applicant meet all asset and income guidelines as established?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, reason must be provided by the Board of Review below.
g.	If yes, multiply line "a" by 50% (0.50)	\$ _____	
	_____ Appeal Denied		_____ Reduction Granted
			Taxable Value
			As on Roll: \$ _____
			Revised \$ _____
	1. Does not qualify based on guidelines		
	2. Application not complete, missing information		
	3. Did not furnish proper documentation		
	4. Other: _____		

	Initials of Board Members:		Date: _____

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

Continue on Page 2

PART 4: EMPLOYMENT INFORMATION — List your current employment information.					
Name of Employer					
Address of Employer		City	State	ZIP Code	
Contact Person		Employer Telephone Number			
PART 5: INCOME SOURCES					
List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.					
Source of Income			Monthly or Annual Income (Indicate which)		
PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION					
List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.					
Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment	
PART 7: LIFE INSURANCE — List all policies held by all household members.					
Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured
PART 8: MOTOR VEHICLE INFORMATION					
All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.					
Make	Year	Monthly Payment	Balance Owed		

Continue on Page 3

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

Continue and sign on Page 4

NOTICE: Per MCL 211.7u(2)(b), 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 must be submitted with this application. 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.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT		
<p>The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.</p>		
<p><input type="checkbox"/> The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.</p>		
PART 12: CERTIFICATION		
<p>I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.</p>		
Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
 PO Box 30232
 Lansing MI 48909

Phone: 517-335-9760
 E-mail: taxtrib@michigan.gov

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1993; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or 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 tax 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

There was a roll call vote.

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

MOTION PASSED 7-0

b. Metro Act Right-of-Way Permit Renewal – 123.Net, Inc.

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

RESOLUTION 2021-19

WHEREAS 123.Net, Inc. has applied for a permit renewal to use the City of Plymouth Right of Way in accordance with the terms of the State of Michigan Metro Act; and

WHEREAS The City Attorney has determined that the request is complete; and

WHEREAS The State Legislature has not provided an opportunity for the local unit of government to negotiate or provide input into the application or contract process under the terms of the State Metro Act.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby authorize a permit under the terms of the METRO ACT in accordance with state law for 123.Net, Inc. The City Manager is hereby authorized to sign the permit extension agreement on behalf of the City of Plymouth.

METRO Act Permit
Bilateral Form
Revised 12/06/02

**RIGHT-OF-WAY
TELECOMMUNICATIONS PERMIT**

TERMS AND CONDITIONS

1 Definitions

- 1.1 Company shall mean 123.Net, Inc., a corporation organized under the laws of the State of Michigan whose address is 24700 Northwestern Hwy. Ste. 700 Southfield, MI 48075.
- 1.2 Effective Date shall mean the date set forth in Part 13.
- 1.3 Manager shall mean Municipality's [Mayor/Manager/Supervisor/Village President] or his or her designee.
- 1.4 METRO Act shall mean the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, Act No. 48 of the Public Acts of 2002, as amended.
- 1.5 Municipality shall mean City of Plymouth, a Michigan municipal corporation.
- 1.6 Permit shall mean this document.
- 1.7 Public Right-of-Way shall mean the area on, below, or above a public roadway, highway, street, alley, easement, or waterway, to the extent Municipality has the ability to grant the rights set forth herein. Public right-of-way does not include a federal, state, or private right-of-way.
- 1.8 Telecommunication Facilities or Facilities shall mean the Company's equipment or personal property, such as copper and fiber cables, lines, wires, switches, conduits, pipes, and sheaths, which are used to or can generate, receive, transmit, carry, amplify, or provide telecommunication services or signals. Telecommunication Facilities or Facilities do not include antennas, supporting structures for antennas, equipment shelters or houses, and any ancillary equipment and miscellaneous hardware used to provide federally licensed commercial mobile service as defined in Section 332(d) of Part I of Title III of the Communications Act of 1934, Chapter 652, 48 Stat. 1064, 47 U.S.C. 332 and further defined as commercial radio service in 47 CFR 20.3, and service provided by any wireless, 2-way communications device.
- 1.9 Term shall have the meaning set forth in Part 7.

2 Grant

- 2.1 Municipality hereby grants a permit under the METRO Act to Company for access to and ongoing use of the Public Right-of-Way to construct, install and maintain Telecommunication Facilities in those portions of the Public Right-of-Way identified on Exhibit A on the terms set forth herein.
- 2.1.1 Exhibit A may be modified by written request by Company and approval by Manager.
- 2.1.2 Manager shall not unreasonably condition or deny any request for a modification of Exhibit A. Any decision of Manager on a request for a modification may be appealed by Company to Municipality's legislative body.
- 2.2 Overlapping. Company shall not allow the wires or any other facilities of a third party to be overlapped to the Telecommunication Facilities without Municipality's prior written consent. Municipality's right to withhold written consent is subject to the authority of the Michigan Public Service Commission under Section 361 of the Michigan Telecommunications Act, MCL § 484.2361.
- 2.3 Nonexclusive. The rights granted by this Permit are nonexclusive. Municipality reserves the right to approve, at any time, additional permits for access to and ongoing usage of the Public Right-of-Way by telecommunications providers and to enter into agreements for use of the Public Right-of-Way with and grant franchises for use of the Public Right-of-Way to telecommunications providers, cable companies, utilities and other providers.

3 Contacts, Maps and Plans

- 3.1 Company Contacts. The names, addresses and the like for engineering and construction related information for Company and its Telecommunication Facilities are as follows:
- 3.1.1 The address, e-mail address, phone number and contact person (title or name) at Company's local office (in or near Municipality) is
- 24700 Northwestern Hwy, Suite 700, Southfield MI, 48075**
Permitting Department
permits@123.net
248-228-8286
- 3.1.2 If Company's engineering drawings, as-built plans and related records for the Telecommunication Facilities will not be located at the preceding local

office, the location address, phone number and contact person (title or department) for them is:

**123Net, Inc.
24700 Northwestern Hwy, Suite
700 Southfield, MI 48075
Permitting Department
permits@123.net
248-228-8286**

3.1.3 The name, title, address, e-mail address and telephone numbers of Company's engineering contact person(s) with responsibility for the design, plans and construction of the Telecommunication Facilities

is: **123Net, Inc.
24700 Northwestern Hwy, Suite
700 Southfield, MI 48075
Permitting Department
permits@123.net
248-228-8286**

3.1.4 The address, phone number and contact person (title or department) at Company's home office/regional office with responsibility for engineering and construction related aspects of the Telecommunication Facilities is:

**123Net, Inc.
24700 Northwestern Hwy, Suite
700 Southfield, MI 48075
Permitting Department
permits@123.net
248-228-8286**

3.1.5 Company shall at all times provide Manager with the phone number at which a live representative of Company (not voice mail) can be reached 24 hours a day, seven (7) days a week, in the event of a public emergency.

888-440-0123

3.1.6 The preceding information is accurate as of the Effective Date. Company shall notify Municipality in writing as set forth in Part 12 of any changes in the preceding information.

3.2 Route Maps. Within ninety (90) days after the substantial completion of construction of new Facilities in a Municipality, a provider shall submit route maps showing the location of the Telecommunication Facilities to both the Michigan Public Service Commission and to the Municipality, as required under Section 6(7) of the METRO Act, MCLA 484.3106(7).

- 3.3 As-Built Records. Company, without expense to Municipality, shall, upon forty-eight (48) hours notice, give Municipality access to all "as-built" maps, records, plans and specifications showing the Telecommunication Facilities or portions thereof in the Public Right-of-Way. Upon request by Municipality, Company shall inform Municipality as soon as reasonably possible of any changes from previously supplied maps, records, or plans and shall mark up maps provided by Municipality so as to show the location of the Telecommunication Facilities.

4 Use of Public Right-of-Way

- 4.1 No Burden on Public Right-of-Way. Company, its contractors, subcontractors, and the Telecommunication Facilities shall not unduly burden or interfere with the present or future use of any of the Public Right-of-Way. Company's aerial cables and wires shall be suspended so as to not endanger or injure persons or property in or about the Public Right-of-Way. If Municipality reasonably determines that any portion of the Telecommunication Facilities constitutes an undue burden or interference, due to changed circumstances, Company, at its sole expense, shall modify the Telecommunication Facilities or take such other actions as Municipality may determine is in the public interest to remove or alleviate the burden, and Company shall do so within a reasonable time period. Municipality shall attempt to require all occupants of a pole or conduit whose facilities are a burden to remove or alleviate the burden concurrently.
- 4.2 No Priority. This Permit does not establish any priority of use of the Public Right-of-Way by Company over any present or future permittees or parties having agreements with Municipality or franchises for such use. In the event of any dispute as to the priority of use of the Public Right-of-Way, the first priority shall be to the public generally, the second priority to Municipality, the third priority to the State of Michigan and its political subdivisions in the performance of their various functions, and thereafter as between other permit, agreement or franchise holders, as determined by Municipality in the exercise of its powers, including the police power and other powers reserved to and conferred on it by the State of Michigan.
- 4.3 Restoration of Property. Company, its contractors and subcontractors shall immediately (subject to seasonal work restrictions) restore, at Company's sole expense, in a manner approved by Municipality, any portion of the Public Right-of-Way that is in any way disturbed, damaged, or injured by the construction, installation, operation, maintenance or removal of the Telecommunication Facilities to a reasonably equivalent (or, at Company's option, better) condition as that which existed prior to the disturbance. In the event that Company, its contractors or subcontractors fail to make such repair within a reasonable time, Municipality may make the repair and Company shall pay the costs Municipality incurred for such repair.

- 4.4 Marking. Company shall mark the Telecommunication Facilities as follows: Aerial portions of the Telecommunication Facilities shall be marked with a marker on Company's lines on alternate poles which shall state Company's name and provide a toll-free number to call for assistance. Direct buried underground portions of the Telecommunication Facilities shall have (1) a conducting wire placed in the ground at least several inches above Company's cable (if such cable is nonconductive); (2) at least several inches above that, a continuous colored tape with a statement to the effect that there is buried cable beneath; and (3) stakes or other appropriate above ground markers with Company's name and a toll-free number indicating that there is buried telephone cable below. Bored underground portions of the Telecommunication Facilities shall have a conducting wire at the same depth as the cable and shall not be required to provide the continuous colored tape. Portions of the Telecommunication Facilities located in conduit, including conduit of others used by Company, shall be marked at its entrance into and exit from each manhole and handhole with Company's name and a toll-free telephone number.
- 4.5 Tree Trimming. Company may trim trees upon and overhanging the Public Right-of-Way so as to prevent the branches of such trees from coming into contact with the Telecommunication Facilities, consistent with any standards adopted by Municipality. Company shall dispose of all trimmed materials. Company shall minimize the trimming of trees to that essential to maintain the integrity of the Telecommunication Facilities. Except in emergencies, all trimming of trees in the Public Right-of-Way shall have the advance approval of Manager.
- 4.6 Installation and Maintenance. The construction and installation of the Telecommunication Facilities shall be performed pursuant to plans approved by Municipality. The open cut of any Public Right-of-Way shall be coordinated with the Manager or his designee. Company shall install and maintain the Telecommunication Facilities in a reasonably safe condition. If the existing poles in the Public Right-of-Way are overburdened or unavailable for Company's use, or the facilities of all users of the poles are required to go underground then Company shall, at its expense, place such portion of its Telecommunication Facilities underground, unless Municipality approves an alternate location. Company may perform maintenance on the Telecommunication Facilities without prior approval of Municipality, provided that Company shall obtain any and all permits required by Municipality in the event that any maintenance will disturb or block vehicular traffic or are otherwise required by Municipality.
- 4.7 Pavement Cut Coordination. Company shall coordinate its construction and all other work in the Public Right-of-Way with Municipality's program for street construction and rebuilding (collectively "Street Construction") and its program for street repaving and resurfacing (except seal coating and patching) (collectively, "Street Resurfacing").

- 4.7.1 The goals of such coordination shall be to encourage Company to conduct all work in the Public Right-of-Way in conjunction with or immediately prior to any Street Construction or Street Resurfacing planned by Municipality.
- 4.8 Compliance with Laws. Company shall comply with all laws, statutes, ordinances, rules and regulations regarding the construction, installation, and maintenance of its Telecommunication Facilities, whether federal, state or local, now in force or which hereafter may be promulgated. Before any installation is commenced, Company shall secure all necessary permits, licenses and approvals from Municipality or other governmental entity as may be required by law, including, without limitation, all utility line permits and highway permits. Municipality shall not unreasonably delay or deny issuance of any such permits, licenses or approvals. Company shall comply in all respects with applicable codes and industry standards, including but not limited to the National Electrical Safety Code (latest edition adopted by Michigan Public Service Commission) and the National Electric Code (latest edition). Company shall comply with all zoning and land use ordinances and historic preservation ordinances as may exist or may hereafter be amended. This section does not constitute a waiver of Company's right to challenge laws, statutes, ordinances, rules or regulations now in force or established in the future.
- 4.9 Street Vacation. If Municipality vacates or consents to the vacation of Public Right-of-Way within its jurisdiction, and such vacation necessitates the removal and relocation of Company's Facilities in the vacated Public Right-of-Way, Company shall, as a condition of this Permit, consent to the vacation and remove its Facilities at its sole cost and expense when ordered to do so by Municipality or a court of competent jurisdiction. Company shall relocate its Facilities to such alternate route as Municipality and Company mutually agree, applying reasonable engineering standards.
- 4.10 Relocation. If Municipality requests Company to relocate, protect, support, disconnect, or remove its Facilities because of street or utility work, or other public projects, Company shall relocate, protect, support, disconnect, or remove its Facilities, at its sole cost and expense, including where necessary to such alternate route as Municipality and Company mutually agree, applying reasonable engineering standards. The work shall be completed within a reasonable time period.
- 4.11 Public Emergency. Municipality shall have the right to sever, disrupt, dig-up or otherwise destroy Facilities of Company if such action is necessary because of a public emergency. If reasonable to do so under the circumstances, Municipality shall attempt to provide notice to Company. Public emergency shall be any condition which poses an immediate threat to life, health, or property caused by

any natural or man-made disaster, including, but not limited to, storms, floods, fire, accidents, explosions, water main breaks, hazardous material spills, etc. Company shall be responsible for repair at its sole cost and expense of any of its Facilities damaged pursuant to any such action taken by Municipality.

- 4.12 Miss Dig. If eligible to join, Company shall subscribe to and be a member of "MISS DIG," the association of utilities formed pursuant to Act 53 of the Public Acts of 1974, as amended, MCL § 460.701 et seq., and shall conduct its business in conformance with the statutory provisions and regulations promulgated thereunder.
- 4.13 Underground Relocation. If Company has its Facilities on poles of Consumers Energy, Detroit Edison or another electric or telecommunications provider and Consumers Energy, Detroit Edison or such other electric or telecommunications provider relocates its system underground, then Company shall relocate its Facilities underground in the same location at Company's sole cost and expense.
- 4.14 Identification. All personnel of Company and its contractors or subcontractors who have as part of their normal duties contact with the general public shall wear on their clothing a clearly visible identification card bearing Company's name, their name and photograph. Company shall account for all identification cards at all times. Every service vehicle of Company and its contractors or subcontractors shall be clearly identified as such to the public, such as by a magnetic sign with Company's name and telephone number.

5 Indemnification

- 5.1 Indemnity. Company shall defend, indemnify, protect, and hold harmless Municipality, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions from any and all claims, losses, liabilities, causes of action, demands, judgments, decrees, proceedings, and expenses of any nature (collectively "claim" for this Part 5) (including, without limitation, attorneys' fees) arising out of or resulting from the acts or omissions of Company, its officers, agents, employees, contractors, successors, or assigns, but only to the extent such acts or omissions are related to the Company's use of or installation of facilities in the Public Right-of-Way and only to the extent of the fault or responsibility of Company, its officers, agents, employees, contractors, successors and assigns.
- 5.2 Notice, Cooperation. Municipality shall notify Company promptly in writing of any such claim and the method and means proposed by Municipality for defending or satisfying such claim. Municipality shall cooperate with Company in every reasonable way to facilitate the defense of any such claim. Municipality shall consult with Company respecting the defense and satisfaction of such claim, including the selection and direction of legal counsel.

- 5.3 Settlement. Municipality shall not settle any claim subject to indemnification under this Part 5 without the advance written consent of Company, which consent shall not be unreasonably withheld. Company shall have the right to defend or settle, at its own expense, any claim against Municipality for which Company is responsible hereunder.

6 Insurance

- 6.1 Coverage Required. Prior to beginning any construction in or installation of the Telecommunication Facilities in the Public Right-of-Way, Company shall obtain insurance as set forth below and file certificates evidencing same with Municipality. Such insurance shall be maintained in full force and effect until the end of the Term. In the alternative, Company may satisfy this requirement through a program of self-insurance, acceptable to Municipality, by providing reasonable evidence of its financial resources to Municipality. Municipality's acceptance of such self-insurance shall not be unreasonably withheld.
- 6.1.1 Commercial general liability insurance, including Completed Operations Liability, Independent Contractors Liability, Contractual Liability coverage, railroad protective coverage and coverage for property damage from perils of explosion, collapse or damage to underground utilities, commonly known as XCU coverage, in an amount not less than Five Million Dollars (\$5,000,000).
- 6.1.2 Liability insurance for sudden and accidental environmental contamination with minimum limits of Five Hundred Thousand Dollars (\$500,000) and providing coverage for claims discovered within three (3) years after the term of the policy.
- 6.1.3 Automobile liability insurance in an amount not less than One Million Dollars (\$1,000,000).
- 6.1.4 Workers' compensation and employer's liability insurance with statutory limits, and any applicable Federal insurance of a similar nature.
- 6.1.5 The coverage amounts set forth above may be met by a combination of underlying (primary) and umbrella policies so long as in combination the limits equal or exceed those stated. If more than one insurance policy is purchased to provide the coverage amounts set forth above, then all policies providing coverage limits excess to the primary policy shall provide drop down coverage to the first dollar of coverage and other contractual obligations of the primary policy, should the primary policy carrier not be able to perform any of its contractual obligations or not be collectible for any of its coverages for any reason during the Term, or

(when longer) for as long as coverage could have been available pursuant to the terms and conditions of the primary policy.

- 6.2 Additional Insured. Municipality shall be named as an additional insured on all policies (other than worker's compensation and employer's liability). All insurance policies shall provide that they shall not be canceled, modified or not renewed unless the insurance carrier provides thirty (30) days prior written notice to Municipality. Company shall annually provide Municipality with a certificate of insurance evidencing such coverage. All insurance policies (other than environmental contamination, workers' compensation and employer's liability insurance) shall be written on an occurrence basis and not on a claims made basis.
- 6.3 Qualified Insurers. All insurance shall be issued by insurance carriers licensed to do business by the State of Michigan or by surplus line carriers on the Michigan Insurance Commission approved list of companies qualified to do business in Michigan. All insurance and surplus line carriers shall be rated A+ or better by A.M. Best Company.
- 6.4 Deductibles. If the insurance policies required by this Part 6 are written with retainages or deductibles in excess of \$50,000, they shall be approved by Manager in advance in writing. Company shall indemnify and save harmless Municipality from and against the payment of any deductible and from the payment of any premium on any insurance policy required to be furnished hereunder.
- 6.5 Contractors. Company's contractors and subcontractors working in the Public Right-of-Way shall carry in full force and effect commercial general liability, environmental contamination liability, automobile liability and workers' compensation and employer liability insurance which complies with all terms of this Part 6. In the alternative, Company, at its expense, may provide such coverages for any or all its contractors or subcontractors (such as by adding them to Company's policies).
- 6.6 Insurance Primary. Company's insurance coverage shall be primary insurance with respect to Municipality, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions (collectively "them"). Any insurance or self-insurance maintained by any of them shall be in excess of Company's insurance and shall not contribute to it (where "insurance or self-insurance maintained by any of them" includes any contract or agreement providing any type of indemnification or defense obligation provided to, or for the benefit of them, from any source, and includes any self-insurance program or policy, or self-insured retention or deductible by, for or on behalf of them).

7 Term

- 7.1 Term. The term ("Term") of this Permit shall be until the earlier of:

- 7.1.1 Fifteen years (15) from the Effective Date; provided, however, that following such initial term there shall be three subsequent renewal terms of five (5) years. Each renewal term shall be automatic unless Municipality notifies Company in writing, at least twelve (12) months prior to the end of any term then in effect, that due to changed circumstances a need exists to negotiate the subsequent renewal with Company. Municipality shall not unreasonably deny a renewal term; or
- 7.1.2 When the Telecommunication Facilities have not been used to provide telecommunications services for a period of one hundred and eighty (180) days by the Company or a successor of an assign of the Company; or
- 7.1.3 When Company, at its election and with or without cause, delivers written notice of termination to Municipality at least one-hundred and eighty (180) days prior to the date of such termination; or
- 7.1.4 Upon either Company or Municipality giving written notice to the other of the occurrence or existence of a default by the other party under Sections 4.8, 6, 8 or 9 of this Permit and such defaulting party failing to cure, or commence good faith efforts to cure, such default within sixty (60) days (or such shorter period of time provided elsewhere in this Permit) after delivery of such notice; or
- 7.1.5 Unless Manager grants a written extension, one year from the Effective Date if prior thereto Company has not started the construction and installation of the Telecommunication Facilities within the Public Right-of-Way and two years from the Effective Date if by such time construction and installation of the Telecommunication Facilities is not complete.

8 Performance Bond or Letter of Credit

- 8.1 Municipal Requirement. Municipality may require Company to post a bond (or letter of credit) as provided in Section 15(3) of the METRO Act, as amended [MCL § 484.3115(3)].

9 Fees

- 9.1 Establishment; Reservation. The METRO Act shall control the establishment of right-of-way fees. The parties reserve their respective rights regarding the nature and amount of any fees which may be charged by Municipality in connection with the Public Right-of-Way.

10 Removal

- 10.1 Removal; Underground. As soon as practicable after the Term, Company or its successors and assigns shall remove any underground cable or other portions of the Telecommunication Facilities from the Public Right-of-Way which has been installed in such a manner that it can be removed without trenching or other opening of the Public Right-of-Way. Company shall not remove any underground cable or other portions of the Telecommunication Facilities which requires trenching or other opening of the Public Right-of-Way except with the prior written approval of Manager. All removals shall be at Company's sole cost and expense.
- 10.1.1 For purposes of this Part 10, "cable" means any wire, coaxial cable, fiber optic cable, feed wire or pull wire.
- 10.2 Removal; Above Ground. As soon as practicable after the Term, Company, or its successor or assigns at its sole cost and expense, shall, unless waived in writing by Manager, remove from the Public Right-of-Way all above ground elements of its Telecommunication Facilities, including but not limited to poles, pedestal mounted terminal boxes, and lines attached to or suspended from poles.
- 10.3 Schedule. The schedule and timing of removal shall be subject to approval by Manager. Unless extended by Manager, removal shall be completed not later than twelve (12) months following the Term. Portions of the Telecommunication Facilities in the Public Right-of-Way which are not removed within such time period shall be deemed abandoned and, at the option of Municipality exercised by written notice to Company as set forth in Part 12, title to the portions described in such notice shall vest in Municipality.
11. Assignment. Company may assign or transfer its rights under this Permit, or the persons or entities controlling Company may change, in whole or in part, voluntarily, involuntarily, or by operation of law, including by merger or consolidation, change in the ownership or control of Company's business, or by other means, subject to the following:
- 11.1 No such transfer or assignment or change in the control of Company shall be effective under this Permit, without Municipality's prior approval (not to be unreasonably withheld), during the time period from the Effective Date until the completion of the construction of the Telecommunication Facilities in those portions of the Public Right-of-Way identified on Exhibit A.
- 11.2 After the completion of such construction, Company must provide notice to Municipality of such transfer, assignment or change in control no later than thirty (30) days after such occurrence; provided, however,
- 11.2.1 Any transferee or assignee of this Permit shall be qualified to perform under its terms and conditions and comply with applicable law; shall be subject to the obligations of this Permit, including responsibility for any

defaults which occurred prior to the transfer or assignment; shall supply Municipality with the information required under Section 3.1; and shall comply with any updated insurance and performance bond requirements under Sections 6 and 8 respectively, which Municipality reasonably deems necessary, and

11.2.2 In the event of a change in control, it shall not be to an entity lacking the qualifications to assure Company's ability to perform under the terms and conditions of this Permit and comply with applicable law; and Company shall comply with any updated insurance and performance bond requirements under Sections 6 and 8 respectively, which Municipality reasonably deems necessary.

11.3 Company may grant a security interest in this Permit, its rights thereunder or the Telecommunication Facilities at any time without notifying Municipality.

12 Notices

12.1 Notices. All notices under this Permit shall be given as follows:

12.1.1 If to Municipality, to City of Plymouth

201 S. Main, Plymouth, MI 48170

12.1.2 If to Company, to Permitting Department 24700 Northwestern Hwy, Suite 700, Southfield, MI 48075

12.2 Change of Address. Company and Municipality may change its address or personnel for the receipt of notices at any time by giving notice thereof to the other as set forth above.

13 Other items

13.1 No Cable, OVS. This Permit does not authorize Company to provide commercial cable type services to the public, such as "cable service" or the services of an "open video system operator" (as such terms are defined in the Federal Communications Act of 1934 and implementing regulations, currently 47 U.S.C. §§ 522 (6), 573 and 47 CFR § 76.1500).

13.2 Duties. Company shall faithfully perform all duties required by this Permit.

13.3 Effective Date. This Permit shall become effective when issued by Municipality and Company has provided any insurance certificates and bonds required in Parts 6 and 8, and signed the acceptance of the Permit.

- 13.4 Authority. This Permit satisfies the requirement for a permit under Section 5 of the METRO Act [MCL 484.3105].
- 13.5 Amendment. Except as set forth in Section 2.1 this Permit may be amended by the written agreement of Municipality and Company.
- 13.6 Interpretation and Severability. The provisions of this Permit shall be liberally construed to protect and preserve the peace, health, safety and welfare of the public, and should any provision or section of this Permit be held unconstitutional, invalid, overbroad or otherwise unenforceable, such determination/holding shall not be construed as affecting the validity of any of the remaining conditions of this Permit. If any provision in this Permit is found to be partially overbroad, unenforceable, or invalid, Company and Municipality may nevertheless enforce such provision to the extent permitted under applicable law.
- 13.7 Governing Law. This Permit shall be governed by the laws of the State of Michigan.

Attest:

By: *Joanna Brodie*

City of Plymouth

By: *Paul J. Sincock*

Printed: Paul J. Sincock

Its: City Manager

Date: 2/16/2021

"Company accepts the Permit granted by Municipality upon the terms and conditions contained therein."

123.Net, Inc.

By: *Olivia Graumann*

Printed: Olivia Graumann

Its: Permit Coordinator

Date: 02/02/2021

::ODMAPCDOCS\GRR\759319\6

-13-

There was a roll call vote.

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

MOTION PASSED 7-0

c. Amendment to Intergovernmental Agreement with Wayne County for Park Millage Funds

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

RESOLUTION 2021-20

WHEREAS The City of Plymouth and the County of Wayne are two separate governmental units; and

WHEREAS They have chosen to enter into an intergovernmental agreement for improvements to the City's recreational facilities; and

WHEREAS The County of Wayne has requested an amendment to the original agreement that was put forth by the county and approved by the City Commission; and

WHEREAS Funding for this project is from the Wayne County Parks Tax Millage and the County is returning a small portion of the tax money generated by City of Plymouth Properties to the City for improvements to Parks and Recreation facilities.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby authorize the mayor to execute the documents titled Amendment No. 1 to the Agreement between the County of Wayne and the City of Plymouth for Improvements to lighting system at Don Massey Field. This agreement is to have the County provide \$17,749.00 to assist the City with those improvements.

**AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN
THE COUNTY OF WAYNE AND THE CITY OF PLYMOUTH**

THIS AMENDMENT is made by and between the County of Wayne, Michigan, a body corporate and Charter County acting through its Department of Public Services ("County"), and the City of Plymouth, a Michigan municipal corporation ("City"), and modifies the intergovernmental agreement for the 2019-20 park millage allocation for improvements to Don Massey Field ("Agreement").

WHEREAS, the parties wish to apply the City's 2020-21 park millage allocation (\$17,749) to the Agreement and extend the Agreement term to end on September 30, 2023 (from September 30, 2021) to provide for phase 2 of the lighting improvements at Don Massey Field.

NOW, THEREFORE, it is mutually agreed by and between the parties hereto as follows:

1. All references to "FY 2019-20" in the Agreement shall be modified and replaced with "FY 2019-2021".
2. The termination date described in Section 3.01 of the Agreement shall be modified from "September 30, 2021" to "September 30, 2023".
3. The funding amount stated in Section 4.01 of the Agreement shall be modified from \$16,926.00 to \$34,675.00.
4. Exhibit B of the Agreement shall be modified and replaced with the Exhibit B attached hereto.
5. All other terms and conditions in the Agreement shall remain in full force and effect.
6. This Amendment is subject to the County's policies regarding modification of agreements.
7. This Amendment has been approved, as evidenced by resolutions adopted by the Plymouth City Commission and the County Commission and executed by the County Executive and the Mayor of the City.
8. Each party warrants that the person signing this Amendment is authorized to sign on behalf of its principal and is empowered to bind its principal to this Amendment.
9. This Amendment shall become part of the Agreement between the parties and shall become effective upon approval of the Wayne County Commission.

d. Emergency Infrastructure Repairs – Design Build

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

RESOLUTION 2021-21

WHEREAS The City of Plymouth has a number of different buildings and some are in need of critical maintenance and repairs; and

WHEREAS The City Administration has prioritized a total of five projects that need immediate attention; and

WHEREAS The City Administration has been working with Shaw Construction to review and develop a plan of action to complete these emergency repairs; and

WHEREAS The City Commission has authorized funding for these repairs in the 2nd Quarter Budget Amendments that were adopted on February 1, 2021.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a contract with Shaw Construction in the amount of \$86,539.00 for repairs to the Plymouth Cultural Center Glu-Lam Protection, Department of Municipal Services open gables, City Hall columns, and the Gathering Pavilion.

There was a discussion about using materials more durable than wood for repairing the Gathering Pavilion. Department of Municipal Services Director Chris Porman explained that he expected the new wood to last for 20 years.

Ellen Elliott, 404 Irvin, said that if the repair was done with any material other than the original, the project would have to be approved by the Historic District Commission.

There was a roll call vote.

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

MOTION PASSED 7-0

e. Emergency Infrastructure Repairs – Doors at PCC

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

RESOLUTION 2021-22

WHEREAS The City of Plymouth has a number of different buildings and some are in need of critical maintenance and repairs; and

WHEREAS The City Administration has prioritized a total of five projects that are in need of immediate attention; and

WHEREAS The City Administration has been working with Stanley Door to review and develop a plan of action to complete the removal and installation of the ADA doors to the Plymouth Cultural Center; and

WHEREAS The City Commission has authorized funding for these repairs in the 2nd Quarter Budget Amendments that were adopted on February 1, 2021.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a contract with Stanley Door for the removal and replacement of the sliding doors ADA Doors at the Plymouth Cultural Center in the amount of \$25,670.00.

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

O'Donnell said it's expected that the Plymouth District Library will reopen on March 1. She also said the Planning Commission has scheduled its first training for Feb. 24.

Wolcott said the DDA is looking at event ideas for March and April and that an online Zoom meeting is scheduled to allow merchants to weigh in.

9. ADJOURNMENT

Hearing no further discussion, Wolcott asked for a motion to adjourn at 7:46p.m. A motion to adjourn was offered by Krol and seconded by Sebastian

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



Special Event Application

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

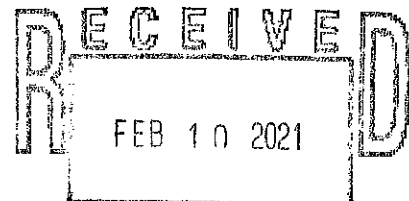
www.plymouthmi.gov
 Phone 734-453-1234
 Fax 734-455-1892

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	Plymouth - Canton Choir Boosters		
Ph#	734-394-1191	Fax#	
Email	pcchoirboosters@gmail.com	Website	pcepchoirs.org
Address	1281 Hampshire Dr.	City	Canton
		State	MI
		Zip	48188
Sponsoring Organization's Agent's Name	Laura Garvey		
Ph#	734-394-1191	Fax#	
Email	lgarvey97@gmail.com	Cell#	734-394-1191
Address	1281 Hampshire Dr.	City	Canton
		State	MI
		Zip	48188
Event Name	P-CEP Choirs Year - End Concert & Awards		
Event Purpose	For our choirs to be able to have a performance		
Event Date(s)	Tuesday May 18		
Event Times	Would need park from 5pm - 10pm (event 6pm - 9pm)		
Event Location	Kellogg Park		
What Kind Of Activities?	Choir Concert & Award Presentation		
What is the Highest Number of People You Expect in Attendance at Any One Time?	200		
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.)		

On separate sheet



CITY OF PLYMOUTH

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:

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The P-C Choir Boosters (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 PCEP Choir Concert (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 Jenna Hawry

Date 2/9/21

Witness _____

Date _____

DTP Kellogg Park Special Event Details

The P-CEP Choirs program is hoping to host an end of the year celebration for our choir students. This would include our 7 choirs each getting to perform at least one of their pieces that they have learned virtually throughout this school year and presenting each student (approx. 120) with an award based on the number of years they have been involved in the choir program.

We could provide our own staging and sound equipment or rent the sound system and bandshell from the City of Plymouth.

The students will sing with specialized singer's masks and we will adhere to any social distancing measures that are required by the state or city.

Depending on what the numbers are for outdoor gathering as of the date of the event, we can split the choirs into time slots to adhere to the rules.

EVENT REVIEW FORM

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <i>CP</i>
<i>1 FTE Approx 6hrs BASED ON EVENT PROVIDING OWN STAGE</i>				
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO				
Labor Costs: \$	<i>400</i>	Equipment Costs: \$	<i>100</i>	Materials Costs \$
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <i>ALC</i>
<i>1 OFFICER FOR 3 HRS</i>				
Labor Costs \$		Equipment Costs \$	<i>228-</i>	Materials Costs \$
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <i>JAD</i>
<i>NO SERVICES NEEDED</i>				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
HVA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <i>BS</i>
<i>NO SERVICES NEEDED</i>				
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <i>TB</i>
Labor Costs \$	<i>0</i>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <i>MB</i>
<input checked="" type="radio"/> Class I – Low Hazard	<i>Need Cert of Insurance naming City of Plymouth as additional insured in description box.</i>			
<input type="radio"/> Class II – Moderate Hazard				
<input type="radio"/> Class III – High Hazard				
<input type="radio"/> 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

Item #4d

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 Plymouth Downtown Development Authority

Ph# 734/455-1453 Fax# _____ Email dda@plymouthmi.gov Website downtownplymouth.org

Address 831 Penniman City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Tony Bruscato Title Director, DDA

Ph# 734/455-1453 Fax# _____ Email tbruscato@plymouthmi.gov Cell# 734/751-1367

Address 831 Penniman City Plymouth State MI Zip 48187

Event Name Music in the Air

Event Purpose To bring visitors to Downtown Plymouth to enjoy a free concert

Event Date(s) May 28; June 4, 11, 18, 25; July 2, 16, 23, 30; Aug 6, 13, 20, 27; Sept 3

Event Times 3 p.m. to 11 p.m.

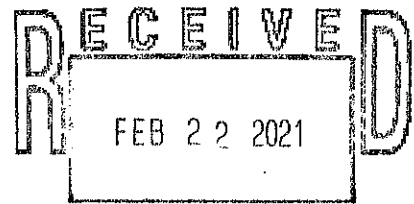
Event Location Kellogg Park

What Kind Of Activities? Bands playing on the bandshell stage

What is the Highest Number of People You Expect in Attendance at Any One Time? 5,000

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.)
Set-up begins at 3 p.m. Concerts begin at 7 p.m. until 9:30 p.m. Tear down and clean-up completed by 11 p.m.



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): Friday nights

Next year's specific dates: May 27-Sept 2 2022

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)

DMS/Police/Fire

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.

2/17/2021

Date

Tony Bruscato

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

EVENT REVIEW FORM

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
1-2 FTE PER CONCERT → \$500 - \$1000 PER TRUCK(S) → \$100 - \$200 PER				
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> NO				
Labor Costs: \$	Equipment Costs: \$	Materials Costs \$		
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>JPC</u>
3 - MAINTENANCE PERSONNEL @ 56 HRS \$3696 2 - PATROL OFFICERS @ 4 HRS \$608				
Labor Costs \$	Equipment Costs \$	Materials Costs \$		
4304-				
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>JED</u>
4 Firefighters Each Event				
Labor Costs \$	Equipment Costs \$	Materials Costs \$		
3,500				
HVA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>[Signature]</u>
<i>Paramedic Bike Team - 4 Hours \$500.00 per Night</i>				
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>TB</u>
Labor Costs \$	Equipment Costs \$	Materials Costs \$		
0				
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MB</u>
<u>Class I - Low Hazard</u>				
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 _____
--



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 - Cybersecurity Contract - Cyberforce MiDeal 03-01-21.docx
Date: February 26, 2021
RE: Cybersecurity Assessment Services - MiDeal

Background

Since the start of the Covid pandemic the State of Michigan Emergency Management has placed an emphasis on cybersecurity issues. This is a huge priority issue for the State since many of their offices are still closed and people are continuing to work at home or in the field. Emergency Management has been working on reviewing status of cybersecurity issues, not only at the state level, but also at the local level and they are very concerned about access points.

Here at the City of Plymouth, we now have many more remote access points into our systems than we did prior to Covid. Our leadership team has remote access to our computers to allow access from home or from the field. We also now have all of our DMS crews using remote access tablets for payroll and utility locating in the field. Obviously, our police officers all have remote access from their vehicles. The extensive use of Zoom has provided several more potential access points. Every week we are aware of outside sources that are attempting to access our systems, many of these attempts are from outside of the country.

While we have taken many measures to maintain our security on our systems, the Emergency Management people are recommending that we have an in-depth review of our cybersecurity. This is a significantly higher priority now that we have added so many additional outside access points to our systems. The State Emergency Management team feels so strongly about this issue that they have developed a Michigan Cybersecurity Assessment Program for local units of government and have made this a part of the MiDeal group purchasing bid process.

We have attached memorandum from Tom Alexandris related to this matter, which will provide additional information and background on our cybersecurity efforts. Obviously, there are a number of cybersecurity issues which we will not discuss publicly.

Recommendation

The City Administration recommends that the City Commission authorize a contract with Cyberforce of Plymouth Township to conduct a cybersecurity assessment for the City of Plymouth in accordance with the MIDeal program for local units of government.

Funding for this purchase is covered in a number of the City's fund accounts and we will also attempt to turn this into FEMA for possible funding under the pandemic emergency expenses.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance please feel free to contact either myself or Tom Alexandris.



CITY OF PLYMOUTH

www.plymouthmi.gov

201 S. Main
Plymouth, Michigan 48170-1637

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

TO: Paul Sincock
City Manager

February 26, 2021

FROM: Tom Alexandris, 
Director of IT/HR

SUBJECT: Cybersecurity Assessment Services - MiDEAL

Cybersecurity is one of the many issues that has become a priority in the information technology industry. It is a priority in every industry including local government. Besides the physical security that is a daily concern for the City, cybersecurity is just as important.

Simply put cybersecurity is the practice of protecting systems, networks and programs from digital attacks. The term cyber is actually an ancient term derived from the Greek word "kubernētēs" which refers to a pilot or steersman. Related is the Greek word "kubernēsis" which means "the gift of governance" and applies to leadership. Cybersecurity is simply to lead/pilot the security of our organization.

Earlier this month, you may have read about the water treatment system hack/unauthorized in Oldsmar, Florida. In that case, the hacker gained access and attempted to increase the levels of sodium hydroxide (lye) to potentially poisoning thousands of residents. Fortunately, an operator noticed the intrusion and adjusted the levels back to normal. This is just one example of the threat that exists.

We continually work to protect our digital assets and mitigate the risk to our systems. There are numerous protocols in place that are required by state and federal regulations but also good practice in the industry. However, with everything we do, engaging with outside personnel/subject matter experts is appropriate. They can provide additional resources and expertise on this topic. Further, they can provide recommendations to further mitigate the risk.

The State of Michigan has made cybersecurity for local public entities a priority. In doing so, they created the Michigan Cyber Partners

THE CITY OF HOMES

twitter.com/PlymouthMIgov

facebook.com/CityofPlymouthMI

(www.michigan.gov/cyberpartners) through the MiDEAL program. Michigan Cyber Partners created an opportunity for local public entities in Michigan to contract for an independent cybersecurity assessment from a qualified independent cybersecurity vendor. The State pre-qualified multiple vendors through a competitive request for proposal (RFP) process. Members can contract with any of the vendors selected through the competitive RFP to provide assessment, planning, and coaching services using the CIS controls.

Under the Michigan Cyber Partners program, all vendors offer standardized core services:

- Remote or on-site cybersecurity assessment using the nationally recognized CIS Controls framework,
- Current state report identifying the overall assessment results,
- Annual cybersecurity improvement plan that identifying priority actions to complete,
- Basic cyber incident response plan,
- Monthly one-hour consultation, and
- End-of-year assessment.

We reached out to a few companies on the list and selected a vendor in Plymouth Township, CyberForceQ. As the pricing model is the same regardless of the vendor, we felt it was appropriate to support local companies. Based on our size, we fell in the mid-tier pricing structure which was all inclusive price of \$10,000. As we progress through this process, we would provide periodic updates to the Commission on our efforts.

Funding for this program will be drawn from multiple funds/departments including: General, Major Streets, Local Streets, Building, Water, Recreation, Equipment and DDA funds.

The attached resolution if approved authorizes the City to contract with CyberForceQ through the MiDEAL program for cybersecurity assessment services.

The State of Michigan Cybersecurity Assessment Program for Local Public Entities in Michigan



Michigan Cyber Partners

Michigan Cyber Partners is a collaboration between various divisions at the State of Michigan, including the Department of Technology, Management and Budget, the Michigan State Police, and local public entities across Michigan. Together, they work to strengthen, improve, and promote cybersecurity best practices and now they have launched a new Cybersecurity Assessment Program, available to local public entities through the MiDEAL Program.

Mission & Goals of the Program

The mission of the Cybersecurity Assessment Program is to collectively protect Michigan's digital ecosystem. The goals of the statewide program include:

- Guide the improvement of cyber posture of local entities across the state through risk-based assessment and planning.
- Provide standard assessment methodology and outputs to:
 - Create a common language about cybersecurity, and
 - Create opportunities for ongoing collaboration.
- Provide local entities a choice in selecting an appropriate assessor.
- Continue to build public private collaboration in cybersecurity.

Pre-qualified Vendors

The state of Michigan has pre-qualified multiple vendors through a competitive request for proposal process. MiDEAL members can contact any of the ten pre-qualified vendors to provide assessment, planning, and coaching services. [View](#) the pre-qualified vendors.

Core Services

All vendors offer standardized core services:

- Remote or on-site cybersecurity assessment using the nationally recognized CIS Controls framework,
- Current state report identifying the overall assessment results,
- Annual cybersecurity improvement plan that identifying priority actions to complete,
- Basic cyber incident response plan,
- Monthly one-hour consultation, and
- End-of-year assessment.

Optional Services: Most vendors offer over a dozen optional related cyber security services which are outlined in the contracts with reference pricing.

Learn more about the program at www.michigan.gov/cyberpartners.



Date
02/22/21

Quote #
AAAQ20046

Quoted By
John Reilly

Quoted To: City of Plymouth

Contact: Tom Alexandris

Address: 201 S. Main

City, State, Zip: Plymouth MI 48170

Sequris Group is a full service information security operations company with a proven and quantifiable security framework and suite of services. Make us part of your team with:

- o QJFRAME: Quantifiable Information Security Framework
- o SEQOPS Platform: Quantifiable Security Operations
- o MiiHSOC: Michigan Healthcare Security Operations Center

Qty	Part Number	Description	Unit Price	Ext. Price
		City of Plymouth MiDEAL Cybersecurity Assessment Term: 12 Months Total EndPoint Users: 1,100		
1	SG_QFRAME	CyberForce QJFRAME - IT Security Strategy & Framework Model Twelve (12) One-on-One Advisory Sessions	\$10,000.00	\$10,000.00
Here is the quote you requested.			SubTotal	\$10,000.00
			Sales Tax	\$0.00
			Shipping	\$0.00
			Total	\$10,000.00

Additional Notes:

Please contact me if I can be of further assistance.

Authorization to Purchase Quote Number AAAQ20046

Per the Terms and Conditions of the Sequris Group Master Services Agreement, by signing below I acknowledge that I am authorized by my company to purchase the above services and/or products.

Client Authorization by: _____ Date: _____

Printed Name: _____

Purchase Authorization Number (if applicable): _____

Pricing is valid for a period of 30 days unless otherwise expressly noted. All product sales are final and non-returnable, and are covered only by any applicable manufacturer's warranty.

PLYMOUTH CITY COMMISSION
RESOLUTION OF ADOPTION
MiDEAL Cybersecurity Assessment Services

WHEREAS, the City of Plymouth has digital assets across multiple departments and multiple facilities, and

WHEREAS, the administration continually monitors and reviews their protocols for protecting all the digital assets, and

WHEREAS, the State of Michigan MiDEAL program has created the Michigan Cyber Partners program to assist local public entities in the assessment of those protocols, and

NOW THEREFORE BE IT RESOLVED, that the City of Plymouth through the MiDEAL Michigan Cyber Partners contracts with CyberForce Q of Plymouth Township for Cybersecurity Assessment services in the amount of \$10,000. The funds will be drawn from multiple accounts across multiple funds including the General Fund, Building Fund, Recreation Fund, Water Fund, Street Funds, Cemetery Fund and Waste/Recycling Fund.

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - St Patrick Day event in Gathering 03-01-21.docx
Date: February 26, 2021
RE: St. Patrick's Day Event In Gathering

Background

Attached is a special event application for a St. Patrick's Day event in the Gathering on March 17th from 9:00 a.m. to 9:00 p.m. This event is being sponsored by one of our local establishments. As a part of the event, they plan on serving alcohol. However, in order to serve alcohol, they will need approval from the City Commission, in order to comply with the City Ordinance, Section 54-4 related to possession, consumption of liquor in public. In addition, they will need approval of the State of Michigan Liquor Control Commission because the outdoor space is not located adjacent to the licensed establishment.

It should be noted that should the City Commission approve this application it will be precedent setting as we have never allowed alcohol to be consumed in our parks, the Gathering or parking lots. Alcohol will be limited to the actual confines of the Gathering Pavilion and it is not allowed on the street, parking areas or Kellogg Park. The event sponsor is renting crowd control fencing from the City to establish the boundaries of alcohol consumption.

We are not sure how the Michigan Liquor Control Commission will react to this request from the applicant. We have had numerous conversations with both licensing and enforcement for the MLCC and neither group is confident in a direction of the full Commission on this request.

We need to have City Commission approval, which will then authorize the Police Chief to sign the application to the State indicating that the City has approved of this event. The applicant will then take it to the State for processing by the MLCC. Depending on how the State reacts to the application will determine if the event is a go/no go.

The City Commission will recall that the use of the Gathering Pavilion by local establishments was discussed early last fall with a group of restaurant owners. This is the first time that our local establishments have followed through on that suggestion and filed an application.

Recommendation

In order for this event to move forward the City Commission must approve the Special Event Application in order to let Chief Cox sign the MLCC application for the applicant. This will allow them to take the application to Lansing for MLCC review and possible approval. If the MLCC does not approve the application, then there can be no alcohol service.

The City Administration will again advise the City Commission that allowing alcohol serve in the Gathering Pavilion will be precedent setting as this has never been allowed before.

The Special Event Application is attached, and the Resolution is the event approval page. Should you have any questions in advance of the meeting please feel free to contact me.



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 SEANO'CALLAGHAN'S LTD

Ph# 734-673-4222 Fax# _____ Email _____ Website _____

Address 821 PENNIMAN AVE City PLYMOUTH State MI Zip 48170

Sponsoring Organization's Agent's Name SAM KHASHAN Title PRESIDENT

Ph# _____ Fax# _____ Email _____ Cell# _____

Address _____ City _____ State _____ Zip _____

Event Name ST PATRICS DAY IN PLYMOUTH

Event Purpose ST PATRICS DAY CELEBRATION

Event Date(s) SET UP ON 3/16 - EVENT DATE 3/17

Event Times 9AM TO 9PM ON 3/17

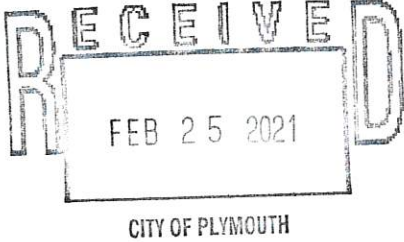
Event Location GATHERING IN THE PARK

What Kind Of Activities? COMMUNITY GATHERING WITH COCKTAILS, FOOD, LIVE MUSIC, GQELIC DANCERS

What is the Highest Number of People You Expect in Attendance at Any One Time? 100

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.)
Event would have multiple Irish food and Beverage varieties, Irish Band, Gaelic



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):

St patrics day 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)



Rental of city fencing

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.

2/24/21
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

The SEAN O'CALLAGHAN'S LTD (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 ST. PATRICK'S DAY - GARFIELD (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 [Handwritten Signature]

Date 2/24/21

Witness [Handwritten Signature]

Date 2/24/21

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: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/09/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER UIS Insurance & Investments 111 S. Macomb St Monroe MI 48161		CONTACT NAME: Carrie Beaudrie PHONE (A/C, No, Ext): (734) 457-2204 E-MAIL ADDRESS: cbeaudrie@uisprotect.com FAX (A/C, No): (419) 448-5041	
INSURED		INSURER(S) AFFORDING COVERAGE	
Sean O'callaghans's, Ltd, DBA: Sean O'callaghan's 821 Penniman Ave. Plymouth MI 48170		INSURER A: CSU Producer Resources, Inc. INSURER B: EMC Insurance Companies INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL203928465 **REVISION NUMBER:**

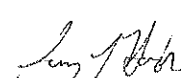
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			CSU0059196	06/11/2019	06/11/2020	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	AUTOMOBILE LIABILITY						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> ANY AUTO						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					Employee Benefits \$ 1,000,000
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					BODILY INJURY (Per person) \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					BODILY INJURY (Per accident) \$
	DED	RETENTION \$					PROPERTY DAMAGE (Per accident) \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y / <input type="checkbox"/> N		5X1-41-67-20	06/11/2019	06/11/2020	EACH OCCURRENCE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				AGGREGATE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Gathering

Certificate Holder is listed as additional insured on the General Liability Policy.

CERTIFICATE HOLDER		CANCELLATION	
City of Plymouth 201 S Main Plymouth MI 48170		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 	

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The Gathering St. Patrick's Day Security Plan & Alcohol Awareness

Alcohol Awareness

All Staff dispensing alcohol are TIPS Certified.

Wrist Bands will be provided to every guest.

No Underage guests will be allowed in The Gathering.

Security & Managers

2 Security and/or Managers at Entrance. They will check IDs and put a wrist band on the guests. Additionally, they will check for Visibly Intoxicated Guests. They will deny entry to any guest that is Visibly Intoxicated.

1 Security and/or Manager at Exit. This will ensure no one tries to enter without proper ID. This will also ensure no one tries to take alcohol out of The Gathering. Lastly, this will separate guests from each other for proper Social Distancing.

1 Security &/or 2 Managers will be walking the floor to ensure the following:

- Prevent guests from trying to sneak by barrier. We will be checking for wrist bands, because this shows you entered properly.
- We will be enforcing social distancing and ensure everyone is sitting, when not getting food or drinks.
- We will be observant of any Visibly Intoxicated Guests. They will be removed with the option for a Free Uber.

Police & Fire Department

All Managers and Doormen will have dispatch phone number.

Police & Fire Marshall will be conducting walk throughs all day.

Hours of Operation

9am – 9pm

We will adhere to the following policies:

We will not allow visibly intoxicated guests or underage guests into The Gathering.

We will not serve alcohol to visibly intoxicated guests.

We will create an atmosphere of responsible drinking.

We will make any and all reasonable attempts to prevent a visibly intoxicated guest from driving...This includes calling Uber and/or having a manager call the police.

Sean O'Callaghan's Public House

COVID-19 ACTION & RESPONSE PLAN

Sean O'Callaghan's takes the health and safety of our employees & guests seriously. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and we are ready to provide a healthy and safe workplace for our employees & guests.

Our plan is based on information and guidance from the Centers for Disease Control (CDC) & Wayne County Health Department. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC and other public officials at the state or local levels. **Sean O'Callaghan's** is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Sanitizing all areas and
3. Requiring appropriate personal protection equipment including masks, gloves, sanitizer, etc.

COVID-19 WORKPLACE MANAGERS

Sean O'Callaghan's has designated the following staff as its COVID-19 Workplace Managers:

Sam Khashan, Owner: 734-673-4222

Julia Ebert-Schmidt, General Manager:734-259-9711

The Coordinators responsibilities include:

- Staying up to date on federal, state and local guidance
- Incorporating those recommendations into our workplace, including postings & enforcing the 25% capacity
 - Training our staff on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
 - Provide proper face coverings
 - Proper hygiene & hand washing
 - Hand sanitizer stations
 - Floor Markings to keep guests 6 feet apart
 - Touch-less temperature checks. Staff must confirm they do not have a fever (100 degrees or higher)
 - Cannot work with symptoms of chronic cough, shortness of breath, loss of taste, sore throat, chills, headache, muscle pain or fever
 - Has staff been in contact with someone with Covid-19
 - Has staff traveled outside of MI
 - Keep everyone on the worksite premises at least six feet from one another, through the use of ground markings, signs, and physical barriers.
 - Increased facility cleaning and disinfection, especially on high-touch surfaces (i.e. door handles)
 - When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both: The local public health department, and
 - Any co-workers, guests or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. We understand that in order to minimize the impact of COVID-19 at our facility, everyone needs to play their part. We have instituted several practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing.

While here at work, all employees must follow these practices for them to be effective. Beyond these practices, we require employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their Manager or Owner.

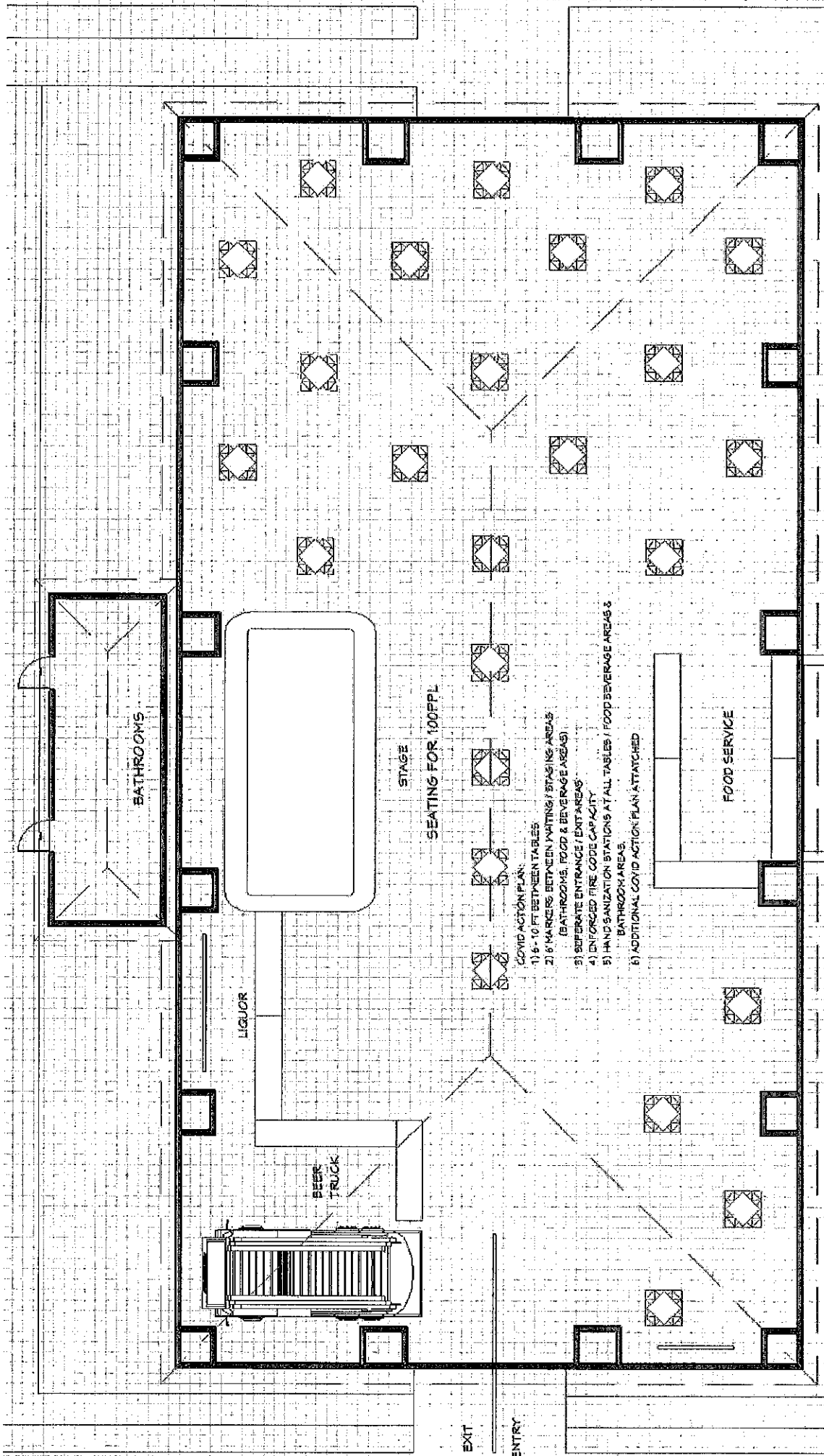
CDC Prevention Guidelines

The CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet .
- Posting CDC information, including recommendations on risk factors

If an employee has a confirmed case of COVID-19, Sean O'Callaghan's ensures the following:

- We will communicate this information with the entire staff
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- We will follow CDC and State protocols for returning to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's health care provider will also be considered



BATHROOMS

LIQUOR

BEER TRUCK

STAGE FOR 100PPL
SEATING FOR 100PPL

FOOD SERVICE

EXIT

ENTRY

- COVID ACTION PLAN:
- 1) 6-10' FT BETWEEN TABLES
 - 2) 6' MARKERS BETWEEN WAITING / STAGING AREAS (BATHROOMS, FOOD & BEVERAGE AREAS)
 - 3) SEPARATE ENTRANCE / EXIT AREAS
 - 4) ENFORCED FIRE CODE CAPACITY
 - 5) HAND SANITIZATION STATIONS AT ALL TABLES / FOOD BEVERAGE AREAS & BATHROOM AREAS
 - 6) ADDITIONAL COVID ACTION PLAN ATTACHED

EVENT REVIEW FORM

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial CP
No PARKING TO BE POSTED ON 3/15 FOR 3/16 SET UP			
1-2 FTE TO CHECK AREA ON 3/17 + 3/18			
ANY ADDITIONAL CLEAN UP ON 3/18			
BIKE FENCE APPROX \$1,000			
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO			
Labor Costs: \$	400	Equipment Costs: \$	100
		Materials Costs	\$
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial Jec
1 COMMAND OFFICER @ 9.5 HRS - \$817			
1 OFFICER @ 2.5 HRS - \$190			
Labor Costs \$	Equipment Costs \$		1607 - Materials Costs \$
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial [Signature]
No Services			
Labor Costs \$	Equipment Costs \$		Materials Costs \$
HVA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial [Signature]
No Services			
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial SBP
- NO SERVICES -			
Labor Costs \$	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial MB
Class I - Low Hazard			
Class II - Moderate Hazard			
Class III - High Hazard			
<input checked="" type="radio"/> 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 _____