



Plymouth City Commission

Regular Meeting Agenda

Monday, November 15, 2021 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

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

www.plymouthmi.gov
Phone 734-453-1234
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Join Zoom Webinar - <https://us02web.zoom.us/j/84265063357>

Webinar ID: 842 6506 3357 Passcode – 755694 International numbers available: <https://us02web.zoom.us/j/84265063357>

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

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

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call

2. CITIZENS COMMENTS

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of November 1, 2021 City Commission Regular Meeting Minutes
- b. Approval of November 8, 2021 City Commission Regular Meeting Minutes
- c. Approval of October 2021 Bills
- d. Special Event: Ladies' Holiday Shopping Night, Thursday November 18, 2021

5. COMMISSION COMMENTS

6. OLD BUSINESS

7. NEW BUSINESS

- a. State Highway Permits
- b. Snow & Ice Policy

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 Regular Meeting Minutes
Monday, November 1, 2021 - 7:00 p.m.
Plymouth City Hall and Online Zoom Webinar

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

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

1. CALL TO ORDER

- a. Mayor Wolcott called the meeting to order at 7:01 p.m., followed by the Pledge of Allegiance.
- b. Roll Call

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

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

2. CITIZENS COMMENTS

Ellen Elliott, 404 Irvin, thanked Wolcott and Thomey for their service.

3. APPROVAL OF THE AGENDA

Thomey offered a motion, seconded by Sebastian, to approve the agenda for Monday, November 1, 2021.

There was a roll call vote.

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

MOTION PASSED 6-0

4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of October 18, 2021 City Commission Regular Meeting Minutes
- b. Special Event – Santa's Plymouth Parade – Friday, November 26 5:30-7:30 p.m.
- c. Kemnitz Fine Candies 70th Anniversary – Saturday, November 13, 2021 – 11 a.m. – 5 p.m.

Sebastian offered a motion, seconded by Moroz, to approve the consent agenda.

There was a roll call vote.

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

MOTION PASSED 6-0

5. COMMISSION COMMENTS

Wolcott recognized the following employee anniversaries: Sgt. Justin Bulmer – 14 years, Finance Clerk Dawn Shipe – 11 years, Officer David Cowell – 6 years, Parking Enforcement Officer David Isoms – 2 years.

6. PRESENTATION

- a. Community Survey – Dr. Greg Plagens, Eastern Michigan University
Plagens described the sampling process, stating 175 homes from each of the four voting precincts in the City were randomly selected to receive surveys. There was a response rate of 33.7%, considered to be an excellent response. Selected findings include 92% of respondents saying they were

satisfied or very satisfied with the City of Plymouth as a place to live, 20% of respondents reporting they were dissatisfied with parking and 83% saying they approved of using parking spaces for outdoor dining. Given an opportunity to ask questions, resident Jennifer Kehoe asked whether ethnicities of respondents were known and Plagens responded that they were not.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a. Second and Final Reading Ordinance Text Amendment for RM-1/RM-2

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

RESOLUTION 2021-90

- WHEREAS The Planning Commission reviewed, and City Commission adopted the Master Plan as required by Public Act 33 of 2008 in September 2018; and
- WHEREAS The proposed ordinance language amendments align with the City's Master Plan; and
- WHEREAS The City Commission is engaged in the Redevelopment Ready Communities program through the Michigan Economic Development Corporation; and
- WHEREAS The proposed amendments to the RM-1, RM-2, and Multi-Family residential district ordinance language aligns with Redevelopment Ready Communities Best Practice Number Two; and
- WHEREAS The Planning Commission held a public hearing to hear comments on the RM-1 and **RM-2**, Multi-Family Residential district amendments; and
- WHEREAS The Planning Commission approved the final draft of the RM-1 and RM-2, Multi-Family Residential district amendments on October 13, 2021, and The City Commission has completed a first and second reading of proposed text amendments to the RM-1 and RM-2, Multi-Family Residential Zoning language.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby approve the proposed text amendments to the RM-1 and RM-2, Multi-Family Residential district ordinance language as presented

NOW THEREFORE BE IT FURTHER RESOLVED THAT the City Commission directs the administration to publish the approved amendments as legally required prior to them taking effect.

ARTICLE II. - DEFINITIONS

78-21. - Definitions.

Duplex means a building divided into two self-contained dwelling units.

Townhome/Rowhouse means a building containing three or more dwelling units arranged side by side, separated from each other by a firewall and having separate direct means of egress and ingress to each unit from the outside.

Sixplex means a building divided into six self-contained dwelling units.

Stacked flat means a building containing two or more dwelling units with at least one unit entirely or partially above another.

Triplex means a building divided into three self-contained dwelling units.

Quadplex means a building divided into four self-contained dwelling units.

ARTICLE VI. RM-1, RM-2 MULTIPLE-FAMILY RESIDENTIAL DISTRICTS

Sec. 78-61. Principal uses permitted.

In a multiple-family district no building or land, except as otherwise provided in this chapter, shall be erected or used except for one or more of the following specified purposes and shall be permitted subject to the review and approval of the site plan by the planning commission. Such review of the site plan is required to find proper relationships between development features as they relate to traffic safety and appropriate design of service roads, driveways, parking areas, accessory buildings, and open space.

- (1) Multiple-family dwellings.
- (2) Duplexes.
- (3) Triplexes.
- (4) Quadplexes.
- (5) Sixplexes.
- (6) Stacked flats.
- (7) Single-family detached dwellings.
- (8) Publicly owned and operated libraries, parks, parkways and recreational facilities.
- (9) Planned unit development pursuant to article 24.
- (10) Cemeteries.
- (11) Family day care homes.
- (12) Group day care home subject to section 78-297.
- (13) Adult foster care family homes.
- (14) Adult foster care small group home subject to section 78-298.

- (15) Accessory uses, subject to provisions of article 21.
- (16) Home occupations subject to provisions of section 78-212.
- (17) Essential public services.
- (18) Townhomes/Rowhouses and attached single-family units.

Sec. 78-62. Special land uses permitted after review and approval.

The following uses may be permitted by the planning commission subject to article 23, the review and approval of the site plan by the planning commission, and the imposition of special conditions which, in the opinion of the commission, are necessary to ensure that the land use or activity authorized is compatible with adjacent uses of land, the natural environment and the capacities of public services and facilities affected by the land use, and subject further to a public hearing held in accord with section 78-281:

- (1) General hospitals not to exceed four stories when the following conditions are met:
 - a. All such hospitals shall be developed only on sites consisting of at least five acres in area, and shall not be permitted on a lot or lots of record.
 - b. The proposed site shall have at least one property line abutting a major thoroughfare.
 - c. The minimum distance of any main or accessory building from bounding lot lines or streets shall be at least 100 feet for front, rear and side yards for all two-story structures. For every story above two, the minimum yard distance shall be increased by at least 20 feet.
 - d. Ambulance and delivery areas shall be provided with an obscuring screen in accordance with the provisions of section 78-205. Ingress and egress to the site shall be directly from a major thoroughfare.
 - e. All ingress and egress to the off-street parking area, for guests, employees, staff, as well as any other uses of the facilities, shall be directly from a major thoroughfare.

O'Donnell offered a friendly amendment to move item 18 after item 6 in the list of principal uses permitted.

Thomey and Moroz accepted the friendly amendment.

There was a roll call vote.

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

MOTION PASSED 6-0

b. First Quarter Budget Amendments

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

RESOLUTION 2021-91

WHEREAS Certain expenditures require allocation to departments differently that originally projected in the 2021-2022 budget; and

WHEREAS Revenue forecasts and expenditure patterns require modifications to the original budgetary allocation established in June 2021.

NOW THEREFORE BE IT RESOLVED THAT the 2021-2022 City Budget is hereby amended as indicated in the 1st quarter amendments column of the attached budget adjustment summary which is hereby made a part of this resolution.

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to make the line item changes necessary to implement these budgetary amendments.

BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 21-22

FUND	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Approved Budget
GENERAL FUND REVENUE:	8101						
Property Taxes	8,891,420	-	-	-	-	-	8,891,420
Licenses & Permits	3,700	-	-	-	-	-	3,700
Fees/Markts/Govts	490,000	-	-	-	-	-	490,000
State-Shared Revenues	1,087,801	-	-	-	-	-	1,087,801
Charges for Services	848,280	7,000	-	-	-	7,000	855,280
Casualty Revenues	127,800	-	-	-	-	-	127,800
Parking Revenues	65,200	-	-	-	-	-	65,200
Other Operating Revenues	840,840	10,000	-	-	-	10,000	850,840
Appropriation of Stocks	150,000	-	-	-	-	-	150,000
Total Operating Revenue	9,982,371	17,000	-	-	-	17,000	9,999,371
Transfers In From Other Sources	10,000	-	-	-	-	-	10,000
Total Revenue All Classes	9,992,371	17,000	-	-	-	17,000	10,009,371
GENERAL FUND EXP:	8101						
City Commission	116,100	75	-	-	-	75	116,175
City Manager	327,025	-	-	-	-	-	327,025
Legal Services	182,800	-	-	-	-	-	182,800
Finance Department	476,810	480	-	-	-	480	477,290
City Clerk	164,820	-	-	-	-	-	164,820
City Assessor	86,780	-	-	-	-	-	86,780
Management Information Services	222,828	-	-	-	-	-	222,828
Executive Services	101,690	-	-	-	-	-	101,690
Cemetery	184,470	80	-	-	-	80	184,550
Police Department	4,182,070	25,000	-	-	-	25,000	4,207,070
Fire Department	1,086,820	4,140	-	-	-	4,140	1,090,960
MSD Administration	388,420	185	-	-	-	185	388,605
City Hall Maintenance	138,018	-	-	-	-	-	138,018
Parks & Public Property	208,880	-	-	-	-	-	208,880
MSD Yard Maintenance	81,338	-	-	-	-	-	81,338
Street Lighting	163,000	-	-	-	-	-	163,000
Maintenance MSD Services	1,870	-	-	-	-	-	1,870
Printing/Multimedia Expenses	-	80	-	-	-	80	80
Sports Events	175,310	-	-	-	-	-	175,310
Parking Systems	80,480	-	-	-	-	-	80,480
MSD Services - ODA	172,860	-	-	-	-	-	172,860
Other Functions	189,300	-	-	-	-	-	189,300
Capital Outlay	311,600	48,000	-	-	-	48,000	359,600
Debt Service	31,234	-	-	-	-	-	31,234
Tot. Gen'l Operating Expenditures	8,862,854	75,940	-	-	-	75,940	8,938,794
Transfers Out to Other Funds	635,250	-	-	-	-	-	635,250
Contingency	871,267	(81,940)	-	-	-	(81,940)	789,327
Total Expenditures	9,579,371	17,000	-	-	-	17,000	9,596,371

BUDGET ADJUSTMENT SUMMARY

FIRST QUARTER - FY 21-22

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
MAJOR ST FUND REV:	#202						
Gas & Weight Taxes	721,543	-				-	721,543
Confin & Other	5,000	-				-	5,000
Appropriation of Surplus	-	-				-	-
TOTAL REVENUE	726,543	-	-	-	-	-	726,543
MAJOR ST FUND EXP:	#202						
Administration/Debt	24,850	1,000				1,000	25,850
Routine Maintenance	147,380	-				-	147,380
Stormwater System Maintenance	1,000	-				-	1,000
Traffic Signal Maintenance	64,280	1,300				1,300	65,580
Snow & Ice Control	75,470	-				-	75,470
Road Construction	30,000	-				-	30,000
Transfers Out to Other Funds	360,772	-				-	360,772
Contingency	22,791	(2,300)				(2,300)	20,491
TOTAL EXPENDITURES	726,543	-	-	-	-	-	726,543

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
LOCAL ST FUND REV:	#203						
Gas & Weight taxes	289,645	-				-	289,645
Confin & Other	374,202	-				-	374,202
Appropriation of Surplus	-	-				-	-
TOTAL REVENUE	663,847	-	-	-	-	-	663,847
LOCAL ST FUND EXP:	#203						
Administration/Debt	25,250	2,000				2,000	27,250
Routine Maintenance	166,320	-				-	166,320
Stormwater System Maintenance	1,000	-				-	1,000
Traffic Signal Maintenance	47,350	-				-	47,350
Snow & Ice Control	37,100	-				-	37,100
Road Construction	45,000	-				-	45,000
Contingency	339,027	(2,000)				(2,000)	337,027
TOTAL EXPENDITURES	663,847	-	-	-	-	-	663,847

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
RECREATION FUND REV:	#208						
Cultural Center Revenues	531,000	-				-	531,000
Transfer from General Fund	500,000	-				-	500,000
Administrative Charges	1,000	-				-	1,000
Program Fees & Charges	302,600	-				-	302,600
Appropriation of Surplus	-	-				-	-
TOTAL REVENUE	1,334,600	-	-	-	-	-	1,334,600
RECREATION FUND EXP:	#208						
Cultural Center & Administration	962,010	6,600				6,600	968,610
Basic Skills	7,785	-				-	7,785
Recreation Vending	-	-				-	-
Recreation Services	21,805	-				-	21,805
Adult Athletics	-	-				-	-
Youth Athletics	4,800	-				-	4,800
Mitrate League	9,100	-				-	9,100
PCHA	17,000	-				-	17,000
PCHA - Misc Miles	4,775	100				100	4,875
MSD Services	4,500	910				910	5,410
Socet	89,735	-				-	89,735
Liquor	3,840	-				-	3,840
Classes & Special Events	9,150	-				-	9,150
Therapeutic Program	1,000	-				-	1,000
Senior Programs-Classes	5,025	-				-	5,025
Plymouth-Canton Steeters	-	-				-	-
Capital Outlay	-	-				-	-
Contingency	184,575	(7,510)				(7,510)	177,065
TOTAL EXPENDITURES	1,334,600	-	-	-	-	-	1,334,600

BUDGET ADJUSTMENT SUMMARY

FIRST QUARTER - FY 21-22

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
SOLID WASTE FUND REV: #226							
Property Taxes	1,065,770	-				-	1,065,770
Sales of Service	440,800	1,500				1,500	442,300
Transfer from General Fund	10,340	-				-	10,340
Appropriation of Surplus	60,000	-				-	60,000
TOTAL REVENUES	1,596,710	1,500	-	-	-	1,500	1,608,210
SOLID WASTE FUND EXP: #226							
Operating Expenses	1,570,068	500				500	1,570,568
Landfill Closure	9,142	1,000				1,000	10,142
Contingency	17,500	-				-	17,500
Transfers Out to Other Funds	-	-				-	-
TOTAL EXPENDITURES	1,596,710	1,500	-	-	-	1,500	1,598,210

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
DDA OPER FUND REV: #248							
Property Taxes-Non School	1,073,870	-				-	1,073,870
Program Fees & Other	81,550	-				-	81,550
Appropriation of Surplus	-	168,710				168,710	168,710
TOTAL REVENUES	1,135,420	168,710	-	-	-	168,710	1,305,130
DDA OPER FUND EXP: #248							
Administration	320,030	1,850				1,850	321,880
Police Services	33,260	-				-	33,260
Parking System	43,920	4,500				4,500	48,420
Seaton Parking Facility	-	1,650				1,650	1,650
DDA Marketing	88,700	-				-	88,700
Streetscape Maintenance	284,070	2,150				2,150	286,220
Contrib to DDA Debt Funds	223,610	-				-	223,610
Contrib to DDA Cap Imp Fund	25,000	276,500				276,500	301,500
Contingency	118,940	(118,940)				(118,940)	-
TOTAL EXPENDITURES	1,135,420	168,710	-	-	-	168,710	1,305,130

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
BLDG & ENGINEERING FD REV: #249							
Permit Fees	534,850	1,700				1,700	536,550
Contrib. & Other	40,000	(1,500)				(1,500)	38,500
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	604,850	200	-	-	-	200	605,050
BLDG & ENGINEERING FD EXP: #249							
Engineering/Inspections	587,560	200				200	587,760
Capital Outlay	-	-				-	-
Contingency	17,290	-				-	17,290
TOTAL EXPENDITURES	604,850	200	-	-	-	200	605,050

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
NBND SERVICES FUND REV: #252							
Miscellaneous	19,720	-				-	19,720
Transfer from Capital Fund	73,010	-				-	73,010
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	92,730	-	-	-	-	-	92,730
NBND SERVICES FUND EXP: #252							
Administration	500	-				-	500
OVDA Community Center	2,000	-				-	2,000
Senior Transportation	86,850	220				220	87,070
Contingency	3,680	(220)				(220)	3,460
TOTAL EXPENDITURES	92,730	-	-	-	-	-	92,730

**BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 21-22**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
BDA CAP IMP FUND REV:							
Contrib. & Other	25,000	278,000				278,500	301,500
Appropriation of Surplus	-	1,885				1,885	1,885
TOTAL REVENUES	25,000	278,085	-	-	-	278,085	303,185
BDA CAP IMP FUND EXP:							
Capital Improvements	25,000	278,085				278,085	303,185
Contingency	-	-				-	-
TOTAL EXPENDITURES	25,000	278,085	-	-	-	278,085	303,185

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
WATER/SEWER OPER FUND REV:							
Sales & Service Charges	4,517,005	-				-	4,517,005
Sale of Bonds	-	-				-	-
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	4,517,005	-	-	-	-	-	4,517,005
WATER/SEWER OPER FUND EXP:							
Administration	3,503,715	3,200				3,200	3,506,915
Trunk & Lateral	214,660	-				-	214,660
Mains Maintenance	230,450	1,285				1,285	232,115
Meter Maintenance	149,781	60				60	149,841
Service Maintenance	41,380	550				550	41,930
Hydrant Maintenance	45,420	-				-	45,420
Capital Outlay	-	-				-	-
Contingency	331,229	(5,085)				(5,085)	326,144
TOTAL EXPENDITURES	4,517,005	-	-	-	-	-	4,517,005

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
EQUIPMENT FUND REV:							
Miscellaneous	809,210	-				-	809,210
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	809,210	-	-	-	-	-	809,210
EQUIPMENT FUND EXP:							
Miscellaneous	762,620	-				-	762,620
Contingency	46,590	-				-	46,590
TOTAL EXPENDITURES	809,210	-	-	-	-	-	809,210

There was a discussion about the forthcoming \$958,136 American Rescue Plan funds and the CARES Act funding that was received in FY 2021.

There was a roll call vote.

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

MOTION PASSED 6-0

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Thomey said he attended a ribbon cutting at Growth Works last week and the Northville Plymouth Fire Advisory Board earlier in the day. He said the fire department plans to work to identify trends proactively, focus a training on mental health and a revise their general orders.

Deal reported the HDC met last week and the DDA would be meeting next week. She also said police department awards would be presented on Thursday, November 4 at 6:30 p.m. at the Plymouth Cultural Center.

O'Donnell said the Planning Commission had a special meeting last week and approved projects at Colonial Veterinarian Clinic and EG Nicks.

Thomey said his time on the City Commission had been a positive experience and that he would miss serving. Commission members thanked him for serving.

Wolcott said he enjoyed serving as a City Commissioner and as Mayor and thanked everyone involved in making Plymouth so special. The group thanked him for everything he has done.

10. ADJOURNMENT

Hearing no further discussion, Wolcott asked for a motion to adjourn at 8:19 p.m. A motion to adjourn was offered by Moroz and seconded by Thomey.

There was a roll call vote.

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

MOTION PASSED 6-0

OLIVER WOLCOTT
MAYOR

MAUREEN A. BRODIE, CMC, MIPMC
CITY CLERK



City of Plymouth
City Commission Regular Meeting Minutes
Monday, November 8, 2021 - 7:00 p.m.
Plymouth City Hall

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

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

A regular meeting of the Plymouth City Commission was held at 7:00 p.m. on Monday, November 8, 2021 at the Plymouth City Hall, 201 S. Main, Plymouth, MI 48170.

1. CALL TO ORDER

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

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

ABSENT: None.

ALSO PRESENT: City Manager Paul Sincok, City Attorney Robert Marzano, City Clerk Maureen Brodie, Public Safety Director Al Cox and various City Department Heads.

Mayor Wolcott also acknowledged the presence of Judge James Plakas, who will be swearing in the new City Commissioners.

2. CITIZEN COMMENTS

There were no citizen comments

3. APPROVAL OF THE AGENDA:

Thomey offered a motion, seconded by Moroz, to approve the Agenda for Monday, November 8, 2021

There was a roll call vote.

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

MOTION PASSED 6-0

4. ELECTION RESULTS

Sebastian offered a motion, seconded by Moroz, to accept the results of the City Commission election.

There was a roll call vote.

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

MOTION PASSED 6-0

5. RECOGNITION OF RETIRING MAYOR AND COMMISSIONER

Wolcott and Thomey received gifts in recognition of their service.

6. OATH OF OFFICE FOR NEWLY ELECTED COMMISSIONERS - JUDGE JAMES PLAKAS:

35th District Judge James Plakas administered the oath of office to elected Commissioners:

Linda Filipczak	(2 year term)	Alanna Maguire	(4 year term)
Jennifer Kehoe	(4 year term)	Nick Moroz	(4 year term)

City Clerk Brodie seated herself with the City Commission and chaired the next agenda item.

7. ELECTION OF MAYOR:

City Attorney Bob Marzano reviewed the City Charter section that indicates the first nomination for mayor goes to the sitting Mayor Pro Tem, who is Nick Moroz.

Clerk Brodie asked for nominations for Mayor. Maguire nominated Moroz and Sebastian seconded the nomination. Moroz accepted the nomination.

There was a roll call vote.

YES: Deal, Kehoe, Filipczak, Maguire, Moroz, O'Donnell, Sebastian

MOTION PASSED 7-0

35th District Court Judge James Plakas administered the Oath of Office for Mayor Nick Moroz.

8. ELECTION OF MAYOR PRO-TEM:

Mayor Nick Moroz was seated, thanked the team for their dedication and for the opportunity to serve as mayor for the City of Plymouth.

Kehoe nominated Commissioner Sebastian for the office of Mayor Pro Tem and O'Donnell seconded the nomination.

There was a roll call vote.

YES: Deal, Kehoe, Maguire, Moroz, O'Donnell, Sebastian

NO: Filipczak

MOTION PASSED 6-1

35th District Court Judge James Plakas administered the Oath of Office for Mayor Pro Tem Sebastian

Sebastian said he was honored to serve as Mayor Pro Tem.

9. ADOPTION OF RULES & ORDER OF BUSINESS:

The following resolution was offered by Sebastian and seconded by O'Donnell.

RESOLUTION 2021-92

RESOLVED, that pursuant to Section 5.7(f) and 5.7(d) of the City Charter, the City Commission does hereby establish its rules to be (1) the applicable provisions of the City Charter; (2) to the extent not in conflict with (1), the Ethics Code of the City of Plymouth; and (3) to the extent not in conflict with either (1) or (2), Roberts Rules of Order Newly Revised; and

RESOLVED FURTHER, that pursuant to Section 5.7(f) of the City Charter, the City Commission does hereby establish its order of business for regular meetings to be as follows:

1. Call to Order
2. Citizens Comments
3. Approval of the Agenda
4. Enactment of the Consent Agenda
5. Commission Comments
6. Old Business
7. New Business
8. Reports and Correspondence
9. Adjournment

with the items on the Consent Agenda to be approved as one motion; and

RESOLVED, that pursuant to City Charter Section 5.7(f), the seating arrangement at the City Commission table, from the perspective of facing the audience, shall be as follows:

Mayor – in the center seat

City Manager – seat to the left of the Mayor

Mayor Pro-Tem – seat to the left of the City Manager

City Attorney – seat to the right of the Mayor

Immediate Past Mayor (if a Commissioner) – seat to the right of the City Attorney

Four (or five) remaining Commissioners – as assigned by the Mayor; and

RESOLVED FURTHER, that pursuant to Section 5.7(f) of the City Charter, the attendance policy for the City Commission shall be as follows:

Each City Commissioner shall attend every regular and special meeting of the City Commission, unless unable to do so for one of the following reasons:

1. an emergency or a confining illness of the Commissioner, or of a member of the Commissioner's family, which requires the Commissioner's personal care;
2. attendance at another function by a Commissioner as the official representative of the City, as authorized by the City Commission; or

3. absence from the City of Plymouth on personal business at a location from which it is not practical to return for the Commission meeting.

As soon as a Commissioner anticipates that he or she will miss any regular or special City Commission meeting, or will arrive late to such meeting, the Commissioner shall advise the Mayor or the City Manager of such anticipated absence or late arrival, including the reason for it.

If a Commissioner anticipates having to leave a regular or special City Commission meeting, the Commissioner shall advise the Mayor prior to the start of the meeting as to the reason.

At the appropriate meeting's roll call, the Mayor or Clerk shall advise the Commission of any absent Commissioner's reason for such absence, if known; and any Commissioner's anticipated early departure from the meeting. The Mayor shall then state that without objection, the Commissioner shall be recorded as "Absent – excused, reason for absence" or "Absent – unexcused", or if it an early departure, then "Absent as of ___p.m. – excused, reason for absence" or "Absent as of ___p.m. – unexcused". If there is an objection, then the Mayor shall call for a vote of the Commission on the proposed recording of the absence.

If a Commissioner is unable to notify the Mayor or Clerk prior to the meeting from which the Commissioner is absent, then the Commissioner shall submit a written explanation of such absence to the Mayor or Clerk prior to the meeting at which the applicable minutes are approved. The City Commission shall then consider such explanation, and determine whether to make a correction to the minutes regarding that meeting's attendance record. No further change in the attendance record for any meeting shall be made after the applicable minutes have been approved.

Kehoe asked to offer a friendly amendment that the City Commission meeting after the election be held on the Tuesday after the election. Moroz stated the meeting schedule would be discussed in the next agenda item.

There was a roll call vote.

YES: Deal, Kehoe, Filipczak, Maguire, Moroz, O'Donnell, Sebastian

MOTION PASSED 7-0

9. ADOPTION OF REGULAR MEETING SCHEDULE

The following resolution was offered by Sebastian and seconded by O'Donnell.

RESOLUTION 2021-93

BE IT RESOLVED, that the Plymouth City Commission shall hold regular City Commission Meetings at 7:00 p.m. on the first and third Mondays of each month, and also on the second Monday of each November following a regular City Commission Election, in the City Commission Chambers at the Plymouth City Hall, 201 S. Main Street or other designated locations; and

BE IT RESOLVED FURTHER, that should the meeting date fall on a holiday, then the meeting shall be held on the Tuesday immediately following said holiday unless otherwise determined, at the above specified time and place; and

BE IT RESOLVED FURTHER, that for the purposes of establishing the regular meeting schedule pursuant to City Charter Section 5.7, the term "holidays" shall mean those days designated as holidays by the State of Michigan in its current statute (Regulation 5.08. Public Act 124 of 1865), or as amended in the future; and that if any of these holidays falls on a Sunday, then the next Monday will be considered to be the public holidays for purposes of this schedule.

Kehoe offered a friendly amendment for the City Commission meeting after the City Commission election be held on the Tuesday after the election so as not to conflict with the DDA meeting. Sebastian and O'Donnell accepted the friendly amendment. A discussion ensued, and members suggested that the City Commission and DDA work together to coordinate meeting times and schedules for the next City Commission election in 2023.

There was a roll call vote for the amended resolution.

Yes: Kehoe, Sebastian

No: O'Donnell, Maguire, Filipczak, Deal, Moroz

MOTION FAILED 2-5

Sebastian offered the above original resolution without the friendly amendment and O'Donnell seconded the motion.

There was a roll call vote.

YES: Deal, Kehoe, Filipczak, Maguire, Moroz, O'Donnell, Sebastian

MOTION PASSED 7-0

ADJOURNMENT:

Maguire offered a motion, seconded by O'Donnell, to adjourn at 7:42 p.m.

There was a roll call vote.

YES: Deal, Kehoe, Filipczak, Maguire, Moroz, O'Donnell, Sebastian

MOTION PASSED 7-0

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK

City of Plymouth
SPECIAL EVENT APPLICATION

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

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

Sponsoring Organization's Legal Name Plymouth Community Chamber of Commerce

Ph# 734-453-1540 Fax# 734-404-6026 Email admin@plymouthmich.org Website www.plymouthmich.org

Address 850 W. Ann Arbor Trail City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Mary Nyhus Title Event Manager

Ph# same Fax# same Email same Cell#

Address same City State Zip

Event Name Ladies Holiday Shopping Night

Event Purpose To promote Christmas Holiday shopping in Downtown Plymouth

Event Date(s) Thursday, November 18, 2021

Event Times 5-9 pm

Event Location Downtown Plymouth

What Kind Of Activities? Christmas Shopping

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

Coordinating With Another Event? YES [] NO [X] If Yes, Event Name:

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

An evening for local residents to spend time shopping and dining in Plymouth and to celebrate a quaint, old-fashion Christmas.

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)

None

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

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO

If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

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

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

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

YES NO

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

The event lasts more than the 2-3 hour parking limit.

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.

October 14, 2021

Date

Mary Nykus

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

Plymouth Community

The Chamber of Commerce (*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 Ladies Holiday Shopping Night (*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 Mary Nykus

Date October 14, 2021

Witness Wanda Clouston

Date October 14, 2021

EVENT REVIEW FORM

EVENT NAME: Ladie's Holiday Shopping TOTAL ESTIMATED FEE: _____

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

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>CP</u>
<u>NO SERVICES NEEDED</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="radio"/> NO <input checked="" type="radio"/>				
Labor Costs: \$	Equipment Costs: \$	Materials Costs	\$	
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>guc</u>
<u>N. SERVICES NEEDED</u>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>guc</u>
<u>No Service Required</u>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
HVA:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>MB</u>
<input checked="" type="radio"/> Class I – Low Hazard				
<input type="radio"/> Class II – Moderate Hazard				
<input type="radio"/> Class III – High Hazard				
<input type="radio"/> Class IV – Severe Hazard				
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 - Annual State Highway Permit - 2022 - 11-15-21.docx*
Date: November 11, 2021
RE: Annual State Highway Permit – 2022 – 11-15-21

Background

Each year the City is required to file a new permit for operations within the right of way of the State Trunkline road, namely Ann Arbor Road. The City has water mains and sanitary sewers located in the right of way of Ann Arbor Road and our routine and emergency maintenance of those facilities requires that we obtain a permit to complete the work. This is an annual permit process.

The State of Michigan requires that we have a City Commission Resolution designating the persons authorized to make application to the State for a permit. For the past several years, this has been the City Manager, Municipal Services Supervisors and Director of Public Safety.

RECOMMENDATION:

The City Administration recommends that the City Commission authorize the City Manager, Municipal Services Supervisors, and Director of Public Safety to sign the Application and Permit for operations within state trunkline right of way. This will allow the Administration to process the documentation with the State of Michigan.

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



Department of Municipal Services

1231 Goldsmith Plymouth, MI 48170 734-453-7737 phone 734-455-1666 fax

Date: November 10, 2021
To: Paul Sincock, City Manager
From: Chris S. Porman, Director of Municipal Services
Re: 2022 Annual State Highway Permit

Background:

Each year, the City of Plymouth must file a new permit for operations within the State Trunkline Right of Way (Ann Arbor Road), per Michigan Department of Transportation (MDOT). The City has water mains and sanitary sewers located within the right of way along Ann Arbor Road and any routine or emergency repairs require we have a permit on file.

MDOT requires, as part of the process, that we pass a resolution designating the individuals authorized to make application to the State for a permit. For the past several years, this has been DMS Supervisors and the Director of Public Safety.

The City Commission will need to authorize the DMS Supervisors and Director of Public Safety to sign the application and permit for operations within the State trunkline right of way. This will allow us to process the permit documentation with the State of Michigan.

I have enclosed a State of Michigan proposed Resolution for consideration. This is the same resolution that the Commission has passed in previous years for this permit. Should you have any questions, please feel free to contact me.

Website: www.ci.plymouth.mi.us

email: dms@ci.plymouth.mi.us

PERFORMANCE RESOLUTION FOR MUNICIPALITIES

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

RESOLVED WHEREAS, the _____

(County, City, Village, Township, etc.)

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

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

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

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

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

<u>Title and/or Name:</u>	Chris Porman	and/or	Director of Municipal Services	
	Chris Helinski	and/or	Operations	
	Adam Gerlach	and/or	Utilities	
	Mike Brindley	and/or	Foreman	
	Al Cox	and/or	Director of Public Safety	
	Paul Sincock	and/or	City Manager	

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

the _____
(Name of Board, etc.)

of the _____ of _____
(Name of MUNICIPALITY) (County)

at a _____ meeting held on the _____ day

of _____ A.D. _____.

Signed

Title

Print Signed Name



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. Sincok, City Manager
 CC: S:\Manager\Sincok Files\Memorandum - Snow and Ice Control Policy Adoption 2021 - 11-15-21.docx
 Date: November 10, 2021
 RE: Snow & Ice Control Policy 21 - 22

Background

Annually, the City Commission restates its Snow and Ice Control Policy, which contains the priorities for snow and ice control measures. The City Commission has been adopting this policy on an annual basis since 1996.

Under the terms of this policy, the City will plow all residential streets anytime that there are four (4) or more inches of snow. In addition, the policy clearly indicates how the City will begin to respond to any snow event and the responsibilities of the various departments for that response. The policy outlines the responsibilities of our Municipal Service Employees as well as our Police Officers and the Community Dispatch Center in a snow event. The City has had a long-standing practice of responding aggressively to snow events and this policy will help continue that tradition of response. The policy also establishes training requirements for the Municipal Services Staff.

Historically, responding to a snow event was a reactive measure and in many respects, it still is however, with the inclusion of brine; Municipal Services is moving towards a proactive approach. The ability to make and apply brine prior to and during a snow event will help eliminate or severely decrease the moisture bonding to the road surface prior to crews responding, especially in the overnight hours. With a smaller snow event, the application of brine ahead of the snow fall may be all that's needed to keep the road way clear. In other snow events, applying brine may provide the extra time crews need to respond in the middle of the night to clear roadways and do so without having to apply a significant amount of salt to break the bond between the ice and roadway. While last year was relatively mild in terms of snowfall, the use of brine proved a success for the overall operation in our response to our snow and ice control approach.

For more information on the City of Plymouth "Brine Lab" and how this system works you can go to our YouTube Channel and Aaron will take you through the process. <https://www.youtube.com/watch?v=hqSlnkCk2dl> You can also see Aaron show us how the pre-storm brine operations work <https://www.youtube.com/watch?v=7v3Rg3XYESA> One of the biggest complaints that we receive related to snow plowing operations is snow that gets piled up in resident's driveways. In this video, Trent from the DMS explains how to lessen the snow load in the driveway <https://www.youtube.com/watch?v=9GIC8saraiA>

This policy also addresses the "emergency response" of Municipal Services Crews to handle emergency situations on County or State highways as requested by our Police or Fire Departments. It also addresses the needs of our Fire Services Operations and the need to keep both City Fire Stations clear of snow and ice.

The policy also serves as a reminder to our property owners that in the event that the City has to remove or hire contractors to remove snow from sidewalks that our minimum billing is \$150 per hour with a one hour minimum and increases with each offense. Failure to remove snow from sidewalks is the biggest complaint generators for our Code Enforcement, Municipal Services and the City Manager's Office. This also takes a tremendous amount of time processing each address.

RECOMMENDATION:

The City Administration recommends the annual adoption of the attached Snow and Ice Control Policy. The policy is mainly a departmental operational policy, but because it involves a major city service, it is appropriate that the City Commission take action on this matter. This policy also sets certain legal standards that the City operates under when it comes to snow and ice control measures.

We have provided a proposed resolution for the City Commission to consider regarding this matter. Should you have any questions regarding this matter please feel free to contact either Chris Porman or myself. Once the City Commission adopts the policy, we will place the Policy on our Web Site.



**CITY OF PLYMOUTH
DEPARTMENT OF MUNICIPAL SERVICES
SNOW & ICE CONTROL POLICY**

Revised: November 2021

ORIGINALLY ADOPTED BY THE CITY COMMISSION 12/2/96

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The City of Plymouth has developed this policy in the interest of protecting the health, safety, and welfare of the residents, businesses, visitors, and employees of the City of Plymouth. This policy has been developed to address known hazards under normal and ideal conditions. It is not practical to attempt to cover every possibility that may arise. While this policy sets minimum standards, the policy does not preclude the use of common sense and additional measures to respond to snow and ice storms. Employees are encouraged to anticipate adverse conditions in any particular area of the City and make appropriate response to those conditions. Employees are authorized to change the priority list as particular situations arise. *(An example of changing the priorities would be to keep the Cultural Center Parking Lot salted on at night while they have activities taking place. A second example would be to drop the school route priority on a weekend.)*

All or parts of this policy may be affected by at least; one or more of the following conditions, which will delay all or some of the services, provided:

- * Equipment Breakdowns
- * Vehicles disabled in deep snow or blocking roadways
- * Weather so severe as to cause crews to be called in from streets; i.e. White out Conditions.
- * Equipment rendered inadequate by the depths of the snow or drifts.
- * Crew Breaks and breaks required for safety, refueling, refilling of material spreaders and equipment repairs.
- * Unforeseen emergencies

ADVERSE CONDITIONS TO BE MONITORED:

It shall be the duty of the Municipal Service Supervisors to monitor winter weather conditions and to advance plan for particular storm conditions. Winter storm monitoring shall include gathering data from the National Weather Service, Weather Channel, College or University Weather Information Centers, actual observations, internet links to Doppler radar, weather service radar, television or radio reports and other sources that may contain information vital to advance planning.

During regular hours, the Municipal Services Supervisors, in cooperation with the Police Department on duty staff, shall determine a need for snow and ice control measures. After regular hours, the Police Department on duty staff shall have the responsibility of notifying the Plymouth Community Dispatch Center to make contact with the Municipal Services On-Call employee of a possible need for snow and ice control measures. The Police Department should

be aware of the need to begin snow and ice control measures early in the storm period in order to obtain maximum effectiveness of road salt and other measures.

CREWS WORKING AFTER HOURS:

It shall continue to be the policy of the Department of Municipal Services to make radio contact with the Plymouth Community Dispatch Center when they sign on or off the air. The Municipal Services staff will call the Dispatch Center via radio using the call sign "City DMS." The Municipal Services staff will then inform the Dispatch Center that they are beginning snow & ice response. When signing off after the snow & ice response, the DMS staff will again contact the Dispatch Center to inform them that they are signing off from the detail. The Dispatcher must enter the time that the crews came on the air and when they leave into the daily log. This will allow for a legal documentation should that information be needed in the future.

Making radio contact with the Community Dispatch Center as the crews go on the air will also help add a measure of safety for the employees. The radio will provide employees with a direct contact to the Dispatch Center in the event of an equipment break down or in the event that the salt crew comes across some hazardous situation needing police, fire or medical response.

If Municipal Services crews are not able to contact the Dispatch Center via radio, they will attempt to make contact via the non-emergency phone number at 734-453-8600. If they are unsuccessful in their multiple attempts to make radio contact, they shall note this information on their daily job assignment log, including the approximate time that they attempted contact with dispatch. In addition to noting on daily job assignment log, Municipal Services Supervisory Staff will be notified the next business day of the unsuccessful radio contact with the Dispatch Center. The Municipal Services Department Supervisory Staff shall make the Police Chief and the City Manager aware of the lack of radio contact with dispatch.

After hours crews are also issued cell phones to allow them the ability to stay in contact with Municipal Services Supervisors, Police Department and/or the Community Dispatch Center as an additional safety measure.

SNOW & ICE CONTROL PRIORITY ROUTES:

This policy shall set up a total of six priority routes for snow and ice control measures, those areas shall be known as:

- * PRIORITY ROUTE 1 - Major Streets, including; Main, Penniman, Ann Arbor Trail, and Starkweather, City Hall to include PD & FD.
- * PRIORITY ROUTE 2 - Secondary Streets, including; Harvey, Farmer, Junction, Industrial Drive, Church, Union, Fire Station #3 (Old Village)
- * PRIORITY ROUTE 3 - School Routes, including; Smith School, East Middle School, OLGC
- * PRIORITY ROUTE 4 - City Parking Lots and Contracted Service Parking Lots, Including; East Central, Penniman, Tonquish Creek Manor, Cultural Center, Library, Harvey & Wing Lot, Saxton's.
- * PRIORITY ROUTE 5 - Hills, including; Amelia, Rose, Holbrook, Evergreen, Pacific, New England Village area @ Sheldon
- * PRIORITY ROUTE 6 - Spot salt all other streets in the City System.

When it becomes necessary to dispatch a road salt truck to respond to snow and ice conditions, the crew responding to salt shall work Priorities 1 - 4 as conditions dictate. Typically, priorities 5 & 6 are responded to during regular work hours, after priorities 1 through 4 have been completed.

City Hall has been added to Priority Route 1 as we need to be able to protect our staff, especially the Police and Fire departments to be able to respond in poor weather conditions, as they are both 24 hour operations. Fire Station #3 was added to Priority Route 2.

This policy shall not prohibit employees from completing any combination of Priority Routes at the same time; providing that conditions allow the mixing of Priority Routes. A specific example of mixing priority routes would include allowing employees who are driving the salt truck to spread salt at the Cultural Center while salting on Farmer St.

Hours of operations of various facilities will also dictate Salt Priority Routes. Employees operating the salt truck should be aware of various city operations including, but not limited to; special events, Ice Arena or Room Rentals at Cultural Center, Library Hours of Operations, and merchant's hours of operations. The schedule for schools is also important; obviously it is not necessary to complete the school routes during the Christmas Holiday Break period.

If an employee is working in a single salt truck after hours and in the employee's opinion, additional equipment and manpower may be needed to address the snow and ice control measures, the employee shall make contact with the on-call staff via phone or by contacting the Plymouth Community Dispatch Center to ask them to call the Municipal Services On-Call staff to indicate a possible need for additional manpower and equipment. Community Dispatch will then be responsible for making the necessary notifications. The Municipal Services On-Call

staff will then be responsible for calling in additional manpower as needed based on the review of the storm situation.

SALT/BRINE:

Over the last couple year, DMS staff has integrated salt brine into the snow & ice control response. The ability to make/store salt brine was installed inside the DMS garage, as well as the purchase of a brine attachment and a pre-wet attachment for the new Swaploader. In addition, two of the other front-line trucks used for snow & ice control were retro fitted to be able to apply brine for parking lots and other smaller areas.

Rock salt is simply crystals of sodium chloride, or table salt, just not as refined. Until rock salt has been formulated into brine, it will do nothing to stop snow from freezing to the roadway. Agencies that use rock salt in their winter maintenance activities are doing so to create brine on the road surface by having rock salt mix with snow, ice or freezing rain.

Salt brine is a solution of salt and water that has a freezing point lower than water alone. In turn, salt brine can reduce snow and ice adhering to road surfaces. As temperatures dip, either the amount of rock salt or the frequency of application must be increased. Anti-icing, which is spraying brine on roadways before the storm arrives, requires approximately one-third to one-fourth the material of deicing, making it the more cost-effective option. This is proactive approach in dealing with a snow and ice event by treating the road surface before the snow falls. By doing so, you are preventing the formation of ice on the road surface and providing additional time for crew(s) to respond with other measures.

SNOW PLOWING:

It shall continue to be the policy of the City of Plymouth to plow all residential streets in the City when more than four (4) inches of snow has fallen. In addition, the Municipal Services Supervisory Staff has the authority to plow all streets if conditions exist where it would seem reasonable to plow streets due to snow conditions or density.

The Department shall not remove snow from alleyways, unless there is an extreme and critical health and safety issue. Alleyways must have snow removed by private contractors if the adjoining property owners desire that service.

In accordance with the Plymouth City Code Section 70-111, the City Manager, as supervisor and director of the public parking system, shall be deemed to have the authority to order the restriction of on-street and municipal parking lot parking by declaring a "Snow Emergency." The declaration of a "Snow Emergency" shall authorize the City Manager to declare that all on street parking or municipal parking lot parking as being prohibited. This authority will allow crews to plow side streets without the hazards of parked cars on the streets. The Snow Emergency Advisory should be issued to area electronic media and distributed on the City's Email and Fax Alert System, as well as added to the City's social media presence.

CONTRACTS AUTHORIZED:

The Department of Municipal Services is authorized to render snow and ice control services to other governmental units or public agencies as manpower and equipment allows and providing that the City Priorities can be maintained. Contracting of City services to other governmental units or public agencies (ie-HVA) must be for either fair compensation or in exchange for similar use of the other agency' s equipment and manpower (*mutual aid*).

EMERGENCY HEALTH & SAFETY RESPONSE:

The Department of Municipal Services is authorized to render snow and ice control services on an emergency basis to other governmental agencies including, but not limited to police, fire and emergency medical response agencies. Services can be delivered when requested and only on a time available basis and should only be rendered to protect the public health, safety and welfare. This authorization is for emergency situations only. (*i.e. County salt crew has not responded to Sheldon Road and our Police and/or Fire Department has a call for service.*)

STORM UPDATES:

Whenever possible, the Department of Municipal Services shall provide, to various public agencies, information on the storm and road conditions in the City. This may be accomplished using the City Fax Update and/or E-Mail Programs and/or social media platforms. These programs are an informational fax or e-mail that is prepared and is computer faxed or e-mailed to agencies including; School Transportation Office, City Police, Community Dispatch Center, Community Fire Department, Chamber of Commerce, Tonquish Creek Manor and others who have requested this service.

TRAINING:

All Department of Municipal Services employees will annually be trained on the use of the salt and plow trucks and will be made aware of this policy. Employees operating snowplows and salt trucks should be tested annually with documentation in order demonstrate a working knowledge of safe work practices and procedures for snow and ice control.

ADMINISTRATION:

This policy is to be administered by the City Manager and the Supervisory Staff of the Municipal Services Department.

WORST STORMS:

According to the National Weather Service some of the worst snowstorms that have hit the Metro Area have included the following:

- April 6, 1886 - more than 24 inches
- December 1 – 2, 1974 - 19.3 inches
- December 31, 2013 – January 2, 2014 – 11.1 inches
- January 4-5, 2014 – 10.6 inches
- February 1, 2015 – 16.7 inches

RESIDENTIAL OR COMMERCIAL SIDEWALK SNOW REMOVAL REQUIRED:

The Code of Ordinances for the City of Plymouth Sections 62-89 and 62-90 requires that “Every owner or occupant of any lot or parcel of land adjoining any street or public place in the city along or across which there shall be a sidewalk shall, **within 24 hours after** the same has fallen or formed, remove or cause to be removed any snow or ice which may have fallen or accumulated...and in case of neglect or refusal so to do the City Manager may forthwith cause the removal of same and the expense thereof shall be a lien upon such premises.”

Failure by a property owner or occupant to clear the sidewalks shall cause the City or a City contractor to clear the sidewalks and bill for the removal. This policy hereby establishes the following fee schedule:

First offense = Minimum billing of \$150.00

Second offense = Minimum billing of \$200.00

Third offense & subsequent offenses = Minimum billing of \$250.00

Actual billing will be based on the current hourly rates for manpower, equipment and material; however, in any case, the billing shall not be less than \$150.00 for the first offense, \$200.00 for the second offense and \$250.00 for the third and any subsequent offenses. The determination of the number offenses will be tallied from the date of this policy and will end with the adoption of this policy for the next season. Failure to pay the billing will result in the bill being placed on the tax roll and as a lien against the property.

DUMPING OR PUSHING OF SNOW ONTO THE STREETS IS NOT ALLOWED:

Sections 62-39 and 62-40 of the City of Plymouth Code of Ordinances do not allow the pushing or dumping of snow from any privately owned premises into or onto any street. Most commonly, a private contractor may push snow from a parking lot into the street. These sections of the City of Plymouth Code of Ordinances forbid this type of action. If violations must be corrected by the City the minimum charge for this service shall be \$150.00. Actual billing will be based on the current hourly rates for manpower, equipment and material; however, in any case, the billing shall not be less than \$150.00. Further, violators may be subject to violations of various traffic laws and would be subject to ticketing as deemed appropriate by the Police Department.

RESOLUTION

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

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

WHEREAS The City annually reviews and updates its Snow and Ice Control Policy that directs and gives Responsibilities to various city departments.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the City of Plymouth Department of Municipal Services Snow & Ice Control Policy as reviewed and revised on November 15, 2021.

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