



Plymouth City Commission

Regular Meeting Agenda

Tuesday, January 18, 2022 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
Fax 734-455-1892

Join Zoom Webinar - <https://us02web.zoom.us/j/85861956265>

Webinar ID: 858 6195 6265 Passcode – 405668

International numbers available: <https://us02web.zoom.us/j/85861956265>

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 January 3, 2022 City Commission Regular Meeting Minutes
 - b. Approval of December 2021 Bills
 - c. P-CCS Mental Health Fair
5. **COMMISSION COMMENTS**
6. **AUDIT PRESENTATION - PSLZ**
7. **OLD BUSINESS**
 - a. Ordinance Amendment Final Reading – Adoption of Wayne County Storm Water Standards
 - b. Strategic Plan
8. **NEW BUSINESS**
 - a. Design Phase Authorization for 2022 Street Improvement Project(s)
9. **REPORTS AND CORRESPONDENCE**
 - a. Liaison Reports
 - b. Appointments
10. **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
City Commission Regular Meeting Minutes
Monday, January 3, 2022 7:00 p.m.
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 Moroz called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.
- b. Roll Call

Present: Mayor Nick Moroz, Mayor Pro Tem Tony Sebastian, Commissioners Suzi Deal, Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Kelly O'Donnell

Also present: City Manager Paul Sincok, Attorney Robert Marzano, Public Safety Director Al Cox, and various members of the City administration

2. CITIZEN COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Sebastian offered a motion, seconded by Maguire, to approve the agenda for Monday, January 3, 2022.

There was a roll call vote.

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

MOTION PASSED 7-0

4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of December 20, 2021 City Commission Regular Meeting Minutes

O'Donnell offered a motion, seconded by Sebastian, to approve the consent agenda.

There was a roll call vote.

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

MOTION PASSED 7-0

5. COMMISSION COMMENTS

Maguire thanked City crews for their work during the recent snow event.

Kehoe commended the City for being ahead of the curve by using brine.

Moroz complimented snow removal and firefighting staff. He also recognized Public Safety Director Al Cox for 24 years of service and Officer Scott Hockenberry for 5 years of service to the City of Plymouth.

6. OLD BUSINESS

- a. Strategic Plan

Commissioners discussed the strategic plan draft document and some members proposed additions, including environmental initiatives and staff diversity training. They also discussed updating the zoning ordinances and the relationship between the City Commission and the Planning Commission in recommending changes. Planning Commission Chair Karen Sisolak commented that her group would likely work on an audit of the current zoning ordinances this year.

Ellen Elliott, 404 Irvin, thanked Kehoe and Maguire for recommending environmental elements in the plan.

Moroz offered a motion, seconded by Sebastian, to table the strategic plan until the City Commission's next meeting.

There was a roll call vote.

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

MOTION PASSED 7-0

7. NEW BUSINESS

a. Authorization to Buy a Vactor Truck

Filipczak offered the following resolution, which was seconded by O'Donnell.

RESOLUTION 2022-01

WHEREAS The City of Plymouth operates a water and sewer system to help protect the public health, safety and welfare; and

WHEREAS That system requires both routine and emergency maintenance and one of the tools that is used is a vehicle called a Vactor Truck; and

WHEREAS This vehicle has a number of capabilities from pipe cleaning, root clearing, debris removal, hydro-excavation and more; and

WHEREAS The City of Plymouth received a proposal from Jack Doheny Company of Northville, Michigan to meet the needs of the Department.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth City Commission authorize the purchase of a new Vactor Truck from the Jack Doheny Company of Northville, Michigan in the amount of \$479,639. Further, the City Commission authorizes the trade-in of the existing Vactor Truck with a value of \$162,000.00 to be used against the purchase price. Making the total cash expenditure being \$317,629 for the purchase of the new vehicle.

There was a roll call vote.

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

MOTION PASSED 7-0

b. Ordinance Amendment First Reading – Adoption of Wayne County Storm Water Standards

O'Donnell offered the following resolution, which was seconded by Filipczak.

RESOLUTION 2022-02

WHEREAS The City of Plymouth has what is commonly known as a Storm Water Permit from the State of Michigan, and as a part of that permit the City is required to maintain a certain set of standards for storm water discharged into the waterways of the State of Michigan.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby amend at the First Reading an Amendment to the City of Plymouth Code of Ordinances, Chapter 74 Utilities, Section 74-173 as shown here:

Sec. 74-173. Adoption of the Wayne County Storm Water Management Ordinance and Wayne County Storm Water Control Program.

A certain document, one copy of which is on file in the office of the Department of Municipal Services of the city and one copy of which is on file in the office of the city clerk, being marked and designated as the Wayne County Stormwater Control Management Ordinance (Wayne County Enrolled Ordinance No. 2021-526a), and the Wayne County Storm Water Management Administrative Rules (Wayne County Resolution No. 2021-526b) and, the Wayne County Storm Water Standards Manual (Adopted September 2021); Collectively referred to as the Wayne County Storm Water Control Program, and each is hereby adopted as the ordinances of the city and made a part hereof as if fully set out in this article. Adopted by reference to:

<https://www.waynecounty.com/departments/environmental/waterquality/ordinance-administrative.aspx>

There was a roll call vote.

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

MOTION PASSED 7-0

8. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Maguire said the library board met and that they are working on their strategic plan. She said they are planning an event for Dr. Martin Luther King, Jr. Day.

Sebastian said he attended the Northville Plymouth Fire Advisory Board meeting earlier in the day. He reported that the fire department conducted 881 fire inspections in the City of Plymouth in 2021, and that staff attended 3,700 hours of training.

O'Donnell said the Planning Commission was scheduled to meet on January 12.

b. Appointments

Moroz offered a motion, seconded by O'Donnell, to appoint Brian Harris and Jack Ayoub to the Downtown Development Authority.

Jill Marecki, 610 Blunk, asked to make a citizen comment. She described an issue with a parking ticket her neighbor received and Moroz suggested she contact the police department for resolution.

9. ADJOURNMENT

A motion to adjourn was offered by Sebastian and seconded by O'Donnell at 8:23 p.m.

There was a roll call vote.

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

MOTION PASSED 7-0

NICK MOROZ
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 Community Schools
 Ph# 734-478-9703 Fax# 734-416-7819 Email Kathleen.Grados@PCCSK12.com Website www.PCCSK12.com
 Address 454 S. HARVEY Street City Plymouth State MI Zip 48170
 Sponsoring Organization's Agent's Name Kathy Grados / Julie Woodham Title School psych / MENTAL HEALTH COOC.
 Ph# 734-478-9703 Fax# 734-416-7819 Email Kathleen.Grados@PCCSK12.com Cell# 734-478-9703
 Address 454 S. HARVEY ST City Plymouth State MI Zip 48170

Event Name MENTAL HEALTH FAIR
 Event Purpose To provide mental health resources / awareness for DISTRICT FAMILIES & community
 Event Date(s) SATURDAY, April 30, 2022
 Event Times 10:00 a.m. - 2:00 p.m.
 Event Location The Gathering - Kellogg Park -
 What Kind Of Activities? Expo Style with information TABLES & DEMONSTRATIONS - Key note
 What is the Highest Number of People You Expect in Attendance at Any One Time? 200
 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.)

Gathering will be used for mental health exhibitors tables - local mental health agencies & community wellness businesses. Keynote presentations will take place on mental health topics located in a tent outside the gathering on Perimeter. Possible wellness businesses will use the park/grass area for demonstrations (example: surfboard-yoga).

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): last week in April
Next year's specific dates: April 29, 2022

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO OTHER VENDORS? *UNSURE AT THIS TIME* 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.** *BANNERS AT ENTRANCE & EXIT OF GATHERING - SIGNS AT CORNERS OF PLYMOUTH & MAIN*
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:

EVENT REVIEW FORM

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).

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial CP
BANDSHELL SETUP / TEAR DOWN - 2 FTG				
1 FTE TO STAFF EVENT Approx 5 hrs				
PA SYSTEM				
BARRICADE / NO PARKING SET UP				
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO				
Labor Costs:	\$ 1750 ⁰⁰	Equipment Costs:	\$ 200 ⁰⁰	Materials Costs \$ 100 ⁰⁰
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial JAC
NO SERVICES REQUIRED				
Labor Costs \$		Equipment Costs \$	0	Materials Costs \$
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial JG
NO SERVICES REQUIRED				
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 SBP
Labor Costs \$		Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial MB
<input checked="" type="radio"/> Class I - Low Hazard				
Class II - Moderate Hazard				
Class III - High Hazard				
Class IV - Severe Hazard				
Need Certificate of Insurance naming city of Plymouth as Additional Insured				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				

ADMINISTRATIVE INFORMATION

To: Mayor & City Commission
CC: S:\Manager\Sincock Files\Memorandum - Audit Presentation 20 - 21 - 01-17-22.doc
From: Paul J. Sincock -City Manager
Date: 1/10/2022
Re: Audit Presentation

The City's Independent Auditor will make a presentation to the City Commission at the meeting on Monday. **We recommend that the City Commission bring their copies of the Audit with them to the meeting.**

Despite the challenges of working on the audit during the Covid pandemic, the City Staff has worked well with our auditor; Rana Emmons and her team from PSLZ and together we have worked to resolve the questions and issues posed by the Auditing staff. We have also included a copy of the letter from the auditor to the City Commission as a part of your agenda packet, there is also a copy in your audit book.

As you are aware; the Auditor is contracted by the City Commission to review the work of the City Administration and to report back to the Commission. The Auditor is the City Commission's contractor, and her reports are independent of the City Administration. The purpose of the audit is for the auditor to express an opinion about whether the financial statements prepared by management are fairly presented.

Rana Emmons will have a presentation for the City Commission on Monday on Zoom. Members of the Commission are welcome to contact Rana in advance of the meeting if they have any specific questions that they may wish to have answered prior to the public presentation. You may also forward any comments/questions to the City Administration in advance of the meeting, and we will forward them onto the Auditor.

No action is required on this matter as this is a report to the City Commission and it was received and filed with various agencies during late December to show the fiscal health of the City. In an effort to save paper and time a complete copy of the Audit is also posted on the City's Web Site.

PSLZ PLLC

Certified Public Accountants

19500 Victor Parkway
Suite 460
Livonia, MI 48152

Jane F. Wang, C.P.A.
Rana M. Emmons, C.P.A.
Susan H. Bertram, C.P.A.
Deborah M. Gullede, C.P.A.

Telephone: (734) 453-8770
Fax: (734) 453-0312

Leah M. Parker-Roth, C.P.A.
Alice Li, C.P.A.

December 20, 2021

To the Honorable Mayor and City Commission
City of Plymouth
Plymouth, Michigan

We have audited the financial statements of the City of Plymouth for the year ended June 30, 2021 and have issued our report thereon dated December 20, 2021. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated October 4, 2021, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the City of Plymouth. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on September 2, 2021.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City of Plymouth are described in Note 1 to the financial statements. The City adopted GASB Statement No. 84 *Fiduciary Activities* and the application of existing policies was not changed during 2021. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Allowance for doubtful accounts
- Property tax receivables
- Health care costs incurred but not reported
- Certain contract costs for services
- Actuarial accrued liability related to pension and retiree healthcare funding

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements related to those estimates discussed in the section above.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 20, 2021.

Honorable Mayor and City Commission
City of Plymouth
December 20, 2021
Page 3

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Honorable Mayor and City Commission and management of the City of Plymouth and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

A handwritten signature in black ink, appearing to read "PSLZ PLLC".

PSLZ PLLC
Certified Public Accountants



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Adoption of County Storm Water Standards Final Reading - 01-17-22.docx
Date: January 10, 2022
RE: Ordinance Amendment Final Reading – Adoption of Wayne County Storm Water Standards

Background

The City Commission adopted the first reading of changes to the City's Storm Water Control Ordinance at their last meeting. As you know, the city is required to have a Storm Water Permit from the State of Michigan. This allows the city to have storm water (rain/snow) flow into our storm sewers and then to the Tonquish and Byron Creeks and ultimately to the Rouge River and beyond. As a part of our permitting process, we are required to adopt a formal set of standards. Ultimately, this entire process will mostly at some point in the distant future end up requiring that storm water be treated much like sanitary sewer flows to ensure there is no pollution or contaminants is getting into the rivers, streams, and lakes.

Recently, the State of Michigan EGLE came in and did a review of Ordinances in several municipalities and they would like additional wording to further incorporate the Wayne County Standards into our Ordinance. We have worked with the State to allow us to incorporate the County standards into our Ordinance by reference. This is similar to what we do with the traffic code. This change has been reviewed by EGLE and they accept the update to our Ordinance. The County updated their programs in September of 2021, and we had previously adopted our Ordinance in June of 2021. As a result, we need to update our Ordinance.

The City Commission should be aware that storm water processing will be and has already been a costly addition to both existing and new developments. These requirements by the State of Michigan are unfunded by the State and will ultimately impact the City's costs to comply for our own parking lots as we make improvements to them in the future.

We have attached a memorandum from the Department of Municipal Services that will provide some additional background on this matter. If anyone wants to see the Wayne County ordinance, rules or the manual they can be found here on the website:

<https://www.waynecounty.com/departments/environmental/waterquality/standards-manual.aspx>

Recommendation

The City Administration recommends that the City Commission adopt at the first reading the Amendment to the City of Plymouth Code of Ordinances, Chapter 74 Utilities, Article III, Sewer, Division 5, Storm Sewers to amend section 74-173 – Adoption of the County Storm Water Management Ordinance. Amending the Ordinance will make the following changes, the underlined words are additions to the Ordinance, the crossed-out words are removed from the Ordinance.:

Sec. 74-173. Adoption of the Wayne County Storm Water Management Ordinance and Wayne County Storm Water Control Program.

A certain document, one copy of which is on file in the office of the Department of Municipal Services of the city and one copy of which is on file in the office of the city clerk, being marked and designated as the Wayne County Stormwater ~~Control~~ Management Ordinance (Wayne County Enrolled Ordinance No. 2021-526a), and the Wayne County Storm Water Management Administrative Rules (Wayne County Resolution No. 2021-526b) and, the Wayne County Storm Water Standards Manual (Adopted September 2021); Collectively referred to as the Wayne County Storm Water Control Program, and each is hereby adopted as the ordinances of the city and made a part hereof as if fully set out in this article. Adopted by reference to: <https://www.waynecounty.com/departments/environmental/waterquality/ordinance-administrative.aspx>

Adoption of these changes will allow the city to remain in compliance with the State of Michigan permitting process for storm water discharges. We have attached a proposed Resolution for the City Commission to consider regarding this matter. This will be the first reading of the amendment and a second reading will come back before the City Commission at the next regular meeting.

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: December 28, 2021
To: Paul J. Sincock, City Manager
From: Chris Porman, Assistant City Manager/Director of Municipal Services
Adam Gerlach, Assistant Director of Municipal Services
Re: Additional Wayne County Stormwater Standards Ordinance Amendment

Background:

The City of Plymouth operates a separate stormwater system (separate from the sanitary sewer system) which is regulated under the National Pollutant Discharge Elimination System permit process through the State of Michigan Department of Environment Great Lakes and Energy (EGLE). As part of the permit process we must meet basic requirements such as: minimum maintenance standards, and have an enforcement mechanism (ordinance) if sources of pollutants are discovered and need to be corrected. Over the course of the last several years the City, assisted in the process by the Alliance of Rouge Communities (ARC), has been going through the review for our permit renewal.

As you may recall, in June 2021 we adopted ordinance language in order to comply with our stormwater discharge permit. We incorporated the Wayne County ordinance and administrative rules into our ordinance, this was done to avoid the expense of developing and maintaining our own standards. Upon further review, EGLE has found the language we incorporated in our ordinance does not fully comply with the requirements (several other communities in Wayne County are also experiencing this situation). We have proposed adopting additional language to incorporate the Wayne County Storm Water Standards Manual and matching the language used by Wayne County for the collective set of documents known as the Wayne County Storm Water Control Program by reference.

The attached ordinance update has been reviewed by the staff at EGLE for compliance with our Stormwater permit requirement.

Recommendation:

The recommendation is for the City Commission to amend the text of City of Plymouth Code of Ordinances, Chapter 74 Utilities, Article III. - Sewers, Division 5. – Storm Sewers, Sec. 74-173. – Adoption of the County Storm Water Management Ordinance as shown in underlined text on the attachment.

If you have any questions, please feel free to contact us.

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth has what is commonly known as a Storm Water Permit from the State of Michigan, and as a part of that permit the City is required to maintain a certain set of standards for storm water Discharged into the waterways of the State of Michigan.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby amend at the Final Reading an Amendment to the City of Plymouth Code of Ordinances, Chapter 74 Utilities, Section 74-173 as shown here:

Sec. 74-173. Adoption of the Wayne County Storm Water Management Ordinance and Wayne County Storm Water Control Program.

A certain document, one copy of which is on file in the office of the Department of Municipal Services of the city and one copy of which is on file in the office of the city clerk, being marked and designated as the Wayne County Stormwater Control Management Ordinance (Wayne County Enrolled Ordinance No. 2021-526a), and the Wayne County Storm Water Management Administrative Rules (Wayne County Resolution No. 2021-526b) and, the Wayne County Storm Water Standards Manual (Adopted September 2021); Collectively referred to as the Wayne County Storm Water Control Program, and each is hereby adopted as the ordinances of the city and made a part hereof as if fully set out in this article. Adopted by reference to: <https://www.waynecounty.com/departments/environmental/waterquality/ordinance-administrative.aspx>



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 - Strategic Plan 2022 - 2027 and One Year Tasks adoption 01-18-22.docx*
Date: January 14, 2022
RE: Strategic Plan Adoption

Background

A significant amount of work has been done related to the Strategic Plan over the past couple of weeks. It is the City Administration's understanding that the City Commission is ready to move forward with adoption of the plan at this time. Since this item was tabled at the last City Commission meeting it automatically appears as Old Business on this agenda.

Adoption of the Strategic Plan will put into motion the plan to move forward in a positive direction. This will also give direction to the other Boards and Commissions as to the expectations of the City Commission.

The proposed plan has been reviewed by the City Administration and we are in agreement with the plan.

Recommendation

This is the City's Strategic Plan, and a lot of work has gone into the final development of the plan. We have prepared a proposed Resolution for the City Commission to consider regarding this matter. We would recommend approval at this time.

City of Plymouth

Strategic Planning Workshop

November 13, 2021

Overview

On Saturday, November 13, 2021, the elected and appointed leaders of the City of Plymouth spent the day discussing the five-year future of the city. The combined team discussed the internal strengths and weaknesses of the City's operations and the external opportunities and threats that could impact the city. The team then created a shared vision of what the city may look like in 2026. That shared vision was translated into four major goal areas, key objectives for each goal area, and one-year tasks to be completed by the end of 2022.

The city has a rich and long history of successfully achieving its five-year strategic plans. There is no doubt that tradition will continue.

Major Goal Areas with Key Objectives and One Year Tasks

To realize this shared vision of the future for the City of Plymouth, the group identified the following four major goal areas with supporting key objectives and one-year tasks. Bullet points identify top objectives in each goal area.

I. Goal Area One – Sustainable Infrastructure

Key Objectives

- Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
- Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
- Partner with or become members of additional environmentally aware organizations
- Increase technology infrastructure into city assets, services, and policies
- Continue sustainable infrastructure improvement for utilities, facilities, and fleet
- Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

One-Year Tasks

- Update investment policy
- Begin update to Recreation Master Plan
- Analyze current financial models for capital projects, OV business district, 35th District Court, recreation department and public safety
- Explore/create impervious surface ordinance
- Explore/implement organic material collection
- Develop educational/resource material on native and pollinator friendly plantings
- Identify possible future rain garden locations
- Increase educational/resource material on tree related information
- Research possible partnerships/memberships with “green” organizations
- Evaluate city facilities and technology to assess necessary upgrades and emergency preparedness needs
- Initiate Drinking Water Asset Management (DWAM) grant activities
- Acquire fleet upgrades based on 2021 approved funding plan
- Review the potential to modernize city facilities and ensure ADA compliance
- Complete ADA compliance project at Cultural Center (extent based on pending Federal funding)
- Decide on direction for paid parking
- Review and discuss electric vehicle infrastructure and possible charging locations
- Design parking lot at Saxton’s site

II. Goal Area Two – Staff Development, Training, and Succession

Key Objectives

- Create policies and programs that support staff recruitment/retention, including a coordinated recruitment program, flexible scheduling, and an internship program
- Increase staff levels to appropriately support city services and departments
- Provide staff/board/volunteer trainings and programming with a focus on improving understanding on issues of diversity, equity, and inclusion and emphasizing working with and serving diverse communities

One-Year Tasks

- Create a 5-year staffing projection
- Review current recruitment strategies and identify additional resources
- Identify/establish flex scheduling positions and procedures
- Develop a plan for an internship program
- Review potential department collaborations
- Hire an additional recreation professional
- Review current diversity, equity, and inclusion training opportunities
- Seek out training opportunities for serving diverse communities

III. Goal Area Three – Community Connectivity

Key Objectives

- Engage in partnerships with public, private and non-profit entities
- Increase residential/business education programs for active citizen engagement
- Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

One-Year Tasks

- Review park sponsorship and explore the establishment of a “friends of the park” type organization
- Solicit interest in renewal of “Citizen’s Academy” type program
- Attend governmental professional organization meetings/conferences/events
- Increase targeted, cohesive use of web pages, social media, videos, etc. to provide education on city services

IV. Goal Area Four Attractive, Livable Community

Key Objectives

- Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
- Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
- Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
- Improve link between Hines Park, Old Village, downtown Plymouth, Plymouth Township, and other regional destinations
- Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction.
- Modernize and update zoning ordinance to reflect community vision
- Implement Kellogg Park master plan

One-Year Tasks

- Implement Redevelopment Ready Community (RRC) certification 1.0 –begin research on RRC 2.0
- Identify possible green space opportunities
- Research multi-modal best practices
- Review bike ordinance
- Identify location for new bike racks
- Construct multi-modal pathway along N. Territorial connecting Plymouth City and Plymouth Township

- Review noise ordinance
- Develop a construction site expectations program
- Identify possible locations for a dog park
- Audit current zoning ordinance
- Reach decision on outdoor dining plan and consider “parklets”
- Continue process of upgrading Tonquish Creek Nature Walk

Next Steps

To achieve the visions and goals, the *Manager, Mayor, Commission Members, and Department Heads* will engage in the following steps:

- 1) The Manager and Department Heads review this draft and develop a proposed final draft that emphasizes "do-ability." In addition, the manager and staff should identify the who, what, and when for moving forward.
- 2) Propose a final draft to the Commission for review, possible revision, and final adoption.
- 3) Every month, the mayor and manager should discuss/update some elements of the strategic plan with the Commission.
- 4) At the 6–7-month juncture, the entire team (*manager, mayor, commission members, and staff*) will hold a dedicated meeting focusing on the status of the strategic plan.
 - a. Strategic planning total status
 - b. Update and adjust the plan and one-year tasks as necessary
- 5) Month 12/13 – The entire Leadership Team will meet to update and revise the strategic plan as appropriate and identify the one-year tasks for 2023.

Submitted by:

Lewis G. Bender, Ph.D.

lewbender@aol.com

618-792-6103 (cell)

November 13, 2021

ATTACHMENT: SWOT Analysis

SWOT Analysis – City of Plymouth – November 13, 2021

<p>Strengths</p> <ul style="list-style-type: none"> • Communication and follow-through • City services - customer service • Great place to work - Staff and personnel • Training and investment in staff • Supportive of volunteers • Longevity – loyalty - consistency • Plan together, strategic planning • Funding, resources • Communication amongst the staff • Flexibility, versatility, ability to adapt • Responsiveness • Small BWEC? – Flat – not a lot of layoffs • Reliability, sticktoitiveness • Follow-through, support • Vision – plan and execute the plan • External communication - residents messaging - public perception • Teamwork and pride • Problem-solving • Experience and expertise – subject matter experts – institutional knowledge • Try to get to Yes • Plymouth way! 	<p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none"> • Established patterns • Funding • Large groupthink • Lack of perspective • Facilities • Succession • Recruitment, recruitment pipeline • Internship program • Retention • Longevity • Potential loss of institutional knowledge • Staff levels • Outdated policies • Facility maintenance • Lack of time • Victims of our own success • Reluctance to say no • Work-life balance – burnout • Lack of diversity • Distraction from the strategic plan – side-tracked – shiny things • Closed mindedness
<p>Opportunities</p> <ul style="list-style-type: none"> • Community relationships • Training and development • Succession planning • Building on strengths and opportunities • Funding – free money – grants, state and federal • Increased technology – communication • Legislation (Pandemic) • Crisis management • New staff – perception and ideas • Education • Training for staff and board • Shared resources – people and equipment • Working with other levels of government and non-profits • Maximize on desirability • Partnerships <ul style="list-style-type: none"> • Mutual aid • Public and Private 	<p>Threats</p> <ul style="list-style-type: none"> • Losing staff • Consolidation – being consolidated • Lean staff • Unknown developments in the future • Headlee • Court funding • Rapid inflation • Unfunded mandates • Team angry • Neighbor wars • Lack of interest in government employment • Recruitment • Pandemic • Legislation • Shiny things • Longevity • Unrealistic expectations • Mental healthy • Changing work – environment, and expectations

RESOLUTION

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

WHEREAS The City Commission of the City of Plymouth did hold a Strategic Planning Session with the City staff on November 13, 2021, and

WHEREAS This session was facilitated by Dr. Lew Bender and the group developed a five-year Strategic Plan with One Year Tasks, and

WHEREAS After review a finalized draft of the plan and tasks was developed and Provided to the City Commission for additional comments.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby endorse and Adopt the Strategic Plan for 2022 - 2027 with one-year tasks. Further, the City Commission directs the City Administration to update the Commission in accordance with the "Next Steps" as outlined in the Plan.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to include a complete copy of the adopted Strategic Plan as a part of the Meeting Minutes for this meeting.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - 2022 Street Paving Design Phase Authorization - 01-18-22.docx
Date: January 14, 2022
RE: Design Phase Authorization for 2022 Street Improvement Project(s)

Background

We are still wrapping up the 2021 infrastructure projects and are waiting delivery and installation of the traffic and pedestrian signals, as well as lighting for the new poles on Harvey Street. As the 2021 projects are being completed, it is time to turn our attention towards the 2022 Infrastructure projects. Each year the City Administration presents to the City Commission a recommendation for streets to be designed and bid out for the upcoming Infrastructure Improvement Program. By selecting streets in advance of the summer season it gives the Department of Municipal Services and the Consultant Engineers time to review and recommend, and ultimately, design the final scope of work. This process includes the review of the video on the sanitary and storm sewers in the area, as well as historical perspective of water main breaks, and any other utility issues. All of that is weighed against the PASER value of the road condition.

The City Administration is recommending the proposed areas of design work for the 2022 Infrastructure Improvement Program as follows:

- Carol Street – Between McKinley and Evergreen
- South Evergreen from Carol to Beech
- Bryon from Harvey to Main Street
- South Union from Penniman to North Union
- Ross from McKinley to Harvey
- Sanitary Sewer and Storm Sewer repairs as needed
- Sidewalk improvements to comply with American Disability Act (ADA)
- Replacement of retaining walls on Ann Arbor Trail and Penniman
- Multi-Model pathway from City/Township line to Cassady Place Condos

It is important that we begin some of the preliminary work to gather survey work and to determine the scope of the projects. There are a lot of moving pieces to getting the projects on the calendar for 2022 and it starts now. The City Engineer has provided a very detailed letter which outlines each of the projects, why that street was selected and the design costs for the project. We are seeking an

authorization of up to \$211,500.00 for the scope of services outlined in the attached letter from the Engineer.

Funding for preliminary work by the Engineer will be from a variety of sources, including the voter approved Bond Sales, Water/Sewer Fund and the Street Funds.

It should be noted that while this is a significant amount of anticipated work, the bids will determine how much we can actually complete in 2022. We anticipate that with inflation running at higher than normal levels, this may affect the overall pricing for the projects. If the bids come in at higher than normal levels, the City Commission will choose which projects to complete as a part of the 2022 projects and which projects to move to another year.

The City Engineer has also provided a "look ahead" to currently anticipated projects for the 2023 and 2024 construction season.

If the City Commission wants to change the scope of the work, we can simply eliminate the proposed work and still move forward with the rest of the authorization. Then we can come back to the City Commission with the changes that they requested at a future meeting.

RECOMMENDATION:

The City Administration recommends that the City Commission designate the planned projects for the 2022 Infrastructure Plan and authorize design work in an amount not to exceed \$211,500.00. This will allow the Municipal Services Department and the Engineer to begin to move forward with obtaining and reviewing the video work in the sewers in the project areas as well as survey & design.

As we do each year, the Design phase will encompass the preliminary work with the other utility companies to hopefully ensure that we do not pave something that they are going to tear out in a following year.

The design authorization is the first of several steps that the City Commission will need to make prior to the final authorization of the project. All the work in the Design phase can be used at a later time in the event that the City Commission chooses not to proceed with the entire project this year. The entire scope of the proposed work on the design phase of the project is outlined in the attached City Engineer's letter.

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



Wade Trim Associates, Inc.
25251 Northline Road • Taylor, MI 48180
734.947.9700 • www.wadetrim.com

January 13, 2022

City of Plymouth
201 South Main Street
Plymouth, MI 48170

Attention: Mr. Chris Porman
Director of Municipal Services

Re: City of Plymouth - 2022 Infrastructure Improvement Program
Proposed Program Description and Initial Design Proposal

Dear Mr. Porman:

Per your request, we have prepared this letter as a proposed program description for the City's 2022 Infrastructure Improvement Program. This letter also serves as a proposal for City Commission consideration to authorize the initial design phase services for Wade Trim to assist the City with the preparation of these projects. The 2022 Infrastructure Improvement Program includes a combination of road reconstruction, road resurfacing, multi-modal pathway creation, and drainage improvements that can be paid for from the City's recent Street Bond that was passed on November 5, 2019. The proposed 2022 Infrastructure Improvement Program also includes a water system and provisions for sanitary sewer improvements in select project locations. The water and sewer improvements would be paid for by the City's Water and Sewer Fund. As in the past, the sanitary and storm sewer repairs will be evaluated and based on current sewer system televising obtained by the City.

With that information in mind, we have developed the following preliminary program description and preliminary cost estimate for the 2022 Infrastructure Improvement Program (as well as provided some initial thoughts on areas being considered for 2023 and 2024). We are seeking approval to begin the design phase for the 2022 program so that we can begin to coordinate our effort with the City and get the plans developed for permitting.

2022 Program Description

The proposed 2022 Infrastructure Improvement Program is envisioned to include the following projects:

Local Street Projects: Local street projects have been selected, in part based on the City's PASER ratings conducted initially in 2017 and recently updated in 2020:

- Carol Street reconstruction and new water main between McKinley and Evergreen (approximately 1,100 linear feet). This section of concrete roadway has PASER ratings of 5/6.
- South Evergreen reconstruction and new water main between Carol and Beech (approximately 400 linear feet). This section of concrete roadway has a PASER rating of 4.
- Byron reconstruction between Harvey and Main Street with associated storm sewer and parking area improvements (approximately 680 linear feet). This section of asphalt roadway has a PASER rating of 3.
- South Union Street resurfacing between Penniman and North Union (approximately 1,580 linear feet). This section of asphalt roadway has PASER ratings of 2/3/4.

- Ross between McKinley and Harvey (approximately 625 linear feet). This section of asphalt roadway has a PASER rating of 2.
- Sanitary sewer and storm sewer repairs as required based on current televising and evaluation (television data to be provided by the City).
- Sidewalk improvements to improve American Disability Association (ADA) compliance throughout each Local Street project area

Major Street Projects:

- Replacement of existing retaining walls on Ann Arbor Trail and Penniman.
- Multi-modal pathway project along the north side of North Territorial from the City/Township boundary to the existing sidewalk near Cassady Place Condominiums (approximately 750 linear feet).

Please note PASER stands for Pavement Surface Evaluation Rating. The PASER system rates roadway surfaces on a scale from 1 to 10, with 10 representing a brand new roadway. The roadway surfaces are evaluated based on the frequency and type of visible defects. It is generally recommended that the City should be rating their streets every two years, so the next set of PASER rating data is anticipated to be collected in 2022.

Detailed Descriptions of Anticipated Infrastructure Improvements

In the paragraphs that follow, we have presented a more detailed description of the proposed Infrastructure Improvement Program for 2022 as we envision it today. Where possible, we have provided some high-level cost estimates based on some very preliminary information. These estimates are planning level only and will be refined as additional information becomes available and the design progresses.

Carol Street Pavement Reconstruction (Local Street)

Carol Street, from McKinley to South Evergreen, has a current PASER rating of 5/6, which indicates a pavement in good condition, but with many surface deficiencies. Carol Street will be reconstructed as a new concrete roadway with integral concrete curb and gutter. Water system improvements will consist of replacing older cast iron water main along this segment with new eight-inch ductile iron water main and new copper water services within the right-of-way. The City has experienced 9 water main breaks along this section over the past 11 years. New concrete drive approaches and some small concrete sidewalk improvements, mostly to improve ADA compliance, are also envisioned. As part of this program, the City will televise the existing sanitary sewer and storm sewers within this street corridor, and we will assist the City in the evaluation for potential repairs. We anticipate approximately \$535,000 in road reconstruction costs along with approximately \$245,000 in water/sanitary system upgrades.

South Evergreen Pavement Reconstruction (Local Street)

South Evergreen, between Carol and Beech, currently has a PASER rating of 4, which indicates a pavement in poor condition with many visible surface defects. This section of roadway is proposed for reconstruction as a new concrete roadway with integral curb and gutter. Water system improvements will consist of replacing older cast iron water main with new eight-inch ductile iron water main and new copper water services within the right-of-way for each resident. The City has experienced 2 water main breaks along this section over the past 11 years. As part of this program, the City will televise the existing sanitary sewer and storm sewers within this segment of roadway, and they will be evaluated for potential repairs. South Evergreen, from Carol to Beech, road reconstruction is estimated at approximately \$272,000 with another \$154,000 in water system upgrades.

Byron Pavement Reconstruction (Local Street)

Byron, from Harvey to Main Street, currently has a PASER rating of 3, which indicates a pavement in poor condition with many visible surface defects. This section of roadway is proposed for reconstruction as a new asphalt roadway with new curb and gutter. Water system improvements were completed in 1995 under a previous City program. As part of this program, the City will televise the existing sanitary sewer and storm sewers within this segment of roadway, and they will be evaluated for potential repairs. Since the storm water from this street drains directly into a tributary of the Tonquish Creek, a permit from Wayne County for a storm water quality device may be required as part of the permitting for this project, depending on the storm sewer system improvements that are identified. Byron, from Harvey to Main Street, road reconstruction and storm sewer improvements is estimated at approximately \$400,000, which includes the parking area on the south side of Byron near Main Street. No water system or sanitary sewer system improvements have been estimated at this time.

South Union Resurfacing (Local Street)

South Union from Penniman to North Union currently has a PASER rating of 3 between Penniman and Church and a PASER rating of 4 north of Church. This roadway gets a high volume of traffic, provides access to key downtown parking areas, and serves as a key detour route for many of the City's large events. The road resurfacing will include some anticipated base repairs to address highly distressed areas. Pavement markings will be replaced similar to the existing layout. It may be possible to create a couple extra parking spaces. Resurfacing of South Union is estimated between \$200,000 to \$250,000 depending on how much base repair is required.

Ross Street Resurfacing (Local Street)

Ross from McKinley to Harvey currently has a PASER rating of 2. This section of pavement has been used as a bus route to Smith Elementary School. Like South Union, the road resurfacing will include some anticipated base repair in key areas to address highly distressed pavement areas. Resurfacing of Ross Street is estimated between \$80,000 to \$110,000 depending on how much base repair is required.

Retaining Wall Designs

The City maintains two significant retaining walls within their major street network. The first retaining wall is located on the south side of Ann Arbor Trail between Harvey and Jener Place. The second retaining wall is located on the north side of Penniman and runs from Church almost all the way to Harvey. In 2021, the City Commission authorized Wade Trim to complete an evaluation of both retaining walls and prepare a report with options and cost estimates for replacement. In 2022, we will work with the City (and the residents who live adjacent to the walls) to select an appropriate replacement style for the retaining walls. The 2021 evaluation confirmed that the Ann Arbor Trail wall has a slight lean in it to the north that should be addressed in the near future. The wall on Penniman contains significant landscaping and step features and is primarily eroding from the exposure to salt used during the winter months. Wade Trim will assist the City in the preparation of concept plans for improving/upgrading or possibly reducing the length of retaining walls. We will also evaluate the requirements for potential safety railings and elimination of the stairs to the streets. All of this will be reviewed with residents prior to the final selection of a retaining wall type. Geotechnical information was collected in 2021 in these two areas. Due to the uniqueness of the construction, it is likely that these two projects will be bid and constructed separately from the road and underground utility projects described above.

North Territorial Multi-Modal Pathway Project

This project will take place within Wayne County's North Territorial right-of-way. It involves the installation of approximately 750 linear feet of sidewalk to fill in a gap that provides pedestrian connectivity in a location where no sidewalk currently exists. One of the more challenging aspects of this project will be determining the proper location for the sidewalk to cross Scituate at the entrance to the New England Village Subdivision.

This new sidewalk addition is anticipated to cost approximately \$80,000 to \$120,000, depending on Wayne County's traffic control requirements for the contractor.

Preliminary 2022 Infrastructure Program Design Fee Estimate

We have prepared the following initial design phase fee estimate for the City's consideration based on the description of the work described above:

<u>Design Engineering Services Allowances</u>	<u>Estimated Fee</u>
Carol Street Reconstruction and Water Main Design	\$54,600
South Evergreen Street Reconstruction and Water Main Design	\$29,900
Byron Street Reconstruction/Storm Upgrades Design	\$28,000
South Union Resurfacing Design	\$9,500
Ross Resurfacing Design	\$6,000
Retaining Wall Concept Plans/Design	\$23,500
North Territorial Multi-Modal Pathway	\$9,000
Topographic Survey Data Collection (Estimated at 15 days)	\$21,000
<u>Project Management and Coordination</u>	<u>\$10,000</u>
	Wade Trim Engineering Services Subtotal: \$191,500
	Geotechnical Investigation and Report Allowance: \$ 20,000
	2022 Infrastructure Program Initial Design Fee Estimate: \$211,500

Please note that we have not presented any construction phase engineering fees or services at this time. Those will be presented once bids are received and the actual duration of the future construction projects has been better defined.

2022 Design Phase – Scope of Services

Following City Commission authorization to begin work on the design phase, Wade Trim will begin providing design phase services for the proposed project. We will hold a kickoff meeting with the City Department of Municipal Services' staff to review the proposed program and available program funds. We will review the known deficiencies identified within each project area and coordinate with the City for any unique aspects of the project beyond what is described above. Following the kickoff meeting, residents within the project areas will be notified of the upcoming project. As always, a public information meeting for the residents will be held as we get closer to the construction start date to describe the project and learn about individual homeowner concerns. This has been a highly successful step on past projects and allows the City and our team to introduce ourselves to the residents. We intend to share a preliminary schedule with the City and the residents at the public information meeting as soon as it is developed.

Design Phase Engineering Services

A summary of our specific design phase scope of services for the 2021 Program is presented below:

- Topographic survey for the various project areas will be completed and used as the basis for our design and presentation of plan sheets for the project.
- We will review videotapes (provided by the City) of the sanitary sewer and storm sewers throughout the project areas. We will discuss the deficiencies that are visible and make recommendations based on the condition assessment data that is collected.
- We will engage the use of SME, as a subconsultant to Wade Trim, to obtain soil borings and pavement cores within each project area. The information collected will help verify soil types, pavement thicknesses, and the ground water level in each project location. This information is helpful during the design phase and the information is helpful to the contractors as they prepare bids for construction.

- We will design the new water main, hydrants, gate valves, and water services along Carol and South Evergreen up to and including the intersection of South Evergreen and Beech. Water system improvements are a very important part of the City's comprehensive infrastructure improvement program. While the street improvements bring a smooth, clean look to the project area, it is essential that the infrastructure beneath the streets is structurally sound and in good condition. We will review any known lead and galvanized service line locations per available City records and plan for their immediate replacement as part of this program.
- If upon review of the City's sanitary sewer video inspection, additional design for new sanitary sewer is required, this will be considered an additional service and we will discuss how to proceed with the City Manager and Director of Municipal Services.
- We will design new pavement within each project area. Reconstruction projects involve removal of the old roadway, the old curb and gutter, and the old road base prior to constructing the new roadway. Our plans will include a removal plan, proposed new pavement plan with top-of-curb elevations, proposed cross slopes, and detailed elevations for storm structures along the roadway. Whenever possible, new roadway will be designed to improve driveway slopes and improve drainage. New edge drain is designed in areas with poorly draining soils to help get the water out from under the roadway. For the proposed resurfacing projects along South Union and Ross, we will show the areas to be milled and resurfaced, along with any minor concrete repairs that are identified.
- All designs are reviewed to improve pedestrian and bicycle safety and for compliance with the ADA requirements, including the design of new sidewalk ramps at all intersections within the project area that meet the maximum slope requirements.
- Our plans will include a proposed construction detour plan for each project area.
- We will prepare permit applications as required to support the designs including, but not limited to, the Michigan Department of Environment, Great Lakes and Energy (EGLE) for public water main on Carol and South Evergreen, as well as for storm water discharge along Byron (Wayne County and EGLE) and the City of Plymouth/Wayne County (for Soil Erosion and Sedimentation Control).
- For the North Territorial Multi-Modal Pathway Project, we will prepare plans for the new sidewalk and work within the North Territorial right-of-way and submit them to Wayne County for their review and permitting. We will also share a copy with the Township as a courtesy to let them understand the City's intentions to help create the connectivity in this area.
- For the retaining walls along Penniman and Ann Arbor Trail, we will work with the City to design and obtain bids for new retaining walls. In 2021, we completed a preliminary evaluation, a preliminary topographic survey, and a geotechnical report for both retaining walls. The evaluation and report provided some anticipated construction costs, which range in cost depending on the type of wall. The City needs to select the type of wall so that we can create some improved concepts. Once we have created the concept drawings, we recommend that we (WT and the City) engage the residents along each location to make sure that everyone understands and is involved in the potential improvements. As the design phase proceeds, we will provide plans to show removal limits of the existing walls at both locations. We will provide a design for the City-approved retaining wall system. We will provide the necessary maintenance of traffic plans for vehicular and pedestrian traffic. Landscape plans have not been included in our design fee at this time. We will provide construction plans and details for the approved retaining wall system, including related drainage systems behind the wall and any necessary specifications for bidding the project. We will update our opinion of probable costs based on the design that has been prepared prior to bidding.

- We will meet and/or communicate with the City often during the design to review progress, permit applications, and our recommended design. City comments will be incorporated into the plans as requested. On past projects, we have sought input from DMS to review items such as gate valve and hydrant location for new water main, existing and proposed driveway slopes, and to confirm final design elements.
- Following all plan revisions and incorporation of City comments, Wade Trim will prepare complete plans and specifications in the form of contract documents and assist the City in publicly bidding the project.
- We will assist the City by reviewing all bids received, checking contractor references, and preparing a bid tabulation.
- We will provide a letter of recommendation of award to the City Commission for the construction phase. The letter will include a complete outline of expected construction costs based on the bids received and a comprehensive recommendation for the Commission packet.

At this time, we are requesting that the City Commission authorize Wade Trim to formally begin the 2022 Design Phase Services and Geotechnical Services, as described above, for a Not to Exceed Fee of \$211,500. As always, our team's actual effort will be billed monthly in accordance with the actual hours worked and our current Rate Schedule. If extra work is required beyond the scope of this contract, we will notify the City Manager and Director of Municipal Services immediately and provide an estimate for any additional work at that time.

Looking Ahead to 2023 and 2024

As part of our planning for future years, we have also been asked to provide preliminary cost estimates for the construction of various projects in 2023 and 2024. We will share those estimates as soon as they are completed, but we wanted to share the early thoughts for potential Infrastructure program areas with the City Commission as part of this letter.

In 2023, we envision the following potential Infrastructure Program:

- North Harvey reconstruction, from Penniman to Church, with new water main replacement, sanitary sewer repairs, storm sewer replacement, and ADA improvements. In 2022, we will be evaluating alignment and right-of-way options to potentially add some additional lighting on the east side of the roadway.
- North Holbrook reconstruction, from Plymouth Road to Liberty, with new sanitary sewer, new water main, storm sewer repairs, and ADA improvements. Please note that we will likely request the City Commission authorize the design for this street in mid-2022 (earlier than normal) to allow time to coordinate the various utility and pavement improvements and permits that need to occur within the Plymouth Road right-of-way (Wayne County jurisdiction).
- Ann Arbor Trail reconstruction/resurfacing, from Sheldon to Harvey, with new water main between Sheldon and Jener Place. New sanitary sewer was installed in 2001 along this stretch. However, we will videotape all sanitary and storm sewers to make sure they are in good condition.
- The City has experienced 9 water main breaks along this section over the past 12 years. South Evergreen reconstruction, from Beech to Elm, with new water main replacement.

In 2024, we envision the following potential Infrastructure Program:

- Ann Arbor Road water main replacement between Mill and Main, this 12-inch cast iron water main sits in the Michigan Department of Transportation (MDOT) right-of-way and will require some additional coordination and permitting time.

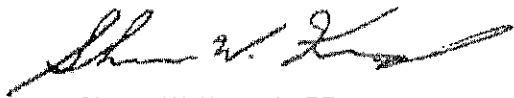
The City will be evaluating a pipe bursting installation technology (similar to what was used on Mill Street in 2016) to minimize disruption along the corridor. A lane closure permit will likely be required from MDOT as part of this project, so we will likely request an early start to this design in mid-2023 (earlier than normal) for this project as well.

- McKinley reconstruction, from Byron to Carol, with new water main replacement, sanitary and storm sewer repairs, and ADA improvements.
- South Harvey reconstruction between Ann Arbor Trail and Wing with new water main replacement, sanitary and storm sewer repairs, lighting upgrades, and ADA improvements. Please note that we have already begun coordinating some utility improvements with DTE that were identified during the 2021 Harvey Street Improvement Project.
- Wing reconstruction between Harvey and Forest with new water main replacement, sanitary and storm sewer repairs, lighting upgrades, and ADA improvements.
- Blanche, Evergreen, Pacific, and Arthur are all areas being considered for resurfacing.
- Main and Church traffic Signal, pedestrian crossing, and ADA improvements.
- Beech and Beech Court are being considered for concrete panel repairs.

We hope this letter is helpful to the City Administration and City Commission. If anyone has any questions in advance of the meeting, please do not hesitate to call me on my cell at 313.363.1434 at any time. I would be happy to discuss any portion of this letter or the proposed program. We appreciate the opportunity to help the City with the 2022 Infrastructure Improvement Program and look forward to working with your team again on the design phase of this project.

Very truly yours,

Wade Trim Associates, Inc.



Shawn W. Keough, PE
Senior Vice President

SWK:jlb
AAA 1000.22
2022 PLY INFRASTRUCTURE PROGRAM PROP LTR.DOCX
Enclosure

cc: Mr. Adam Gerlach, Assistant Director of Public Utilities, City of Plymouth
Mr. John Scanlon, Finance Director, City of Plymouth
Mr. Paul Sincock, City Manager, City of Plymouth

RESOLUTION

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

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

WHEREAS The 2022 Plan has been outlined in a letter from the City Engineer based on Information presented to the City Commission prior to the November 2019 election Where voters approved the new Street Bond Issue, and

WHEREAS The City Engineer and City Administration recommends that the City continue with Proposed work for the summer 2022 season, and

WHEREAS The areas of proposed work are:

- Carol Street – Between McKinley and Evergreen
- South Evergreen from Carol to Beech
- Bryon from Harvey to Main Street
- South Union from Penniman to North Union
- Ross from McKinley to Harvey
- Sanitary Sewer and Storm Sewer repairs as needed
- Sidewalk improvements to comply with American Disability Act (ADA)
- Replacement of retaining walls on Ann Arbor Trail and Penniman
- Multi-Model pathway from City/Township line to Cassady Place Condos

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize City Engineer Wade Trim to proceed with the Design Phase of the 2022 Street Infrastructure Improvement Plan. The City Commission hereby authorized an amount not to exceed \$211,500.00 for Design Phase Services as outlined by the City Engineer.
