



Plymouth City Commission

Regular Meeting Agenda

Monday, April 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/85475027731>

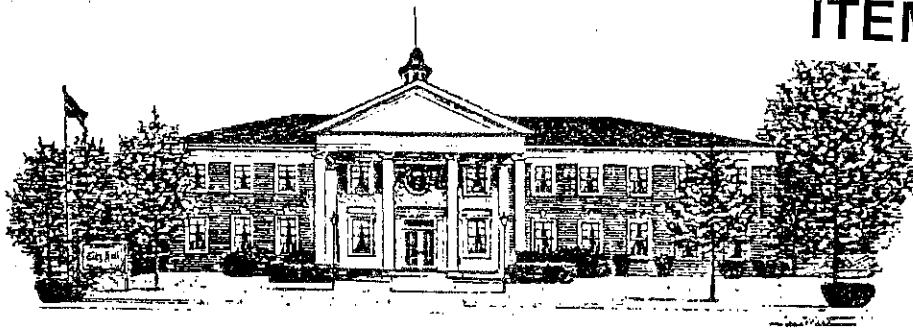
Webinar ID: 854 7502 7731 Passcode: 313641

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Proclamation
 - i. AAUW Plymouth-Canton Branch
 - ii. Arbor Day
2. **CITIZENS COMMENTS**
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
 - a. Approval of April 4, 2022 City Commission Regular Meeting Minutes
 - b. Approval of April 12, 2022 City Commission Budget Review Session Minutes
 - c. Approval of March 2022 Bills
 - d. Special Event: OLGC PraiseFest in Kellogg Park- Sunday, June 19, 2022
5. **COMMISSION COMMENTS**
6. **OLD BUSINESS**
7. **NEW BUSINESS**
 - a. Authorization for Wade-Trim to Develop Proposal for Saxton's Parking Lot
 - b. Soccer Equipment Bid Award
8. **REPORTS AND CORRESPONDENCE**
 - a. Liaison Reports
 - b. Appointments – if needed
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.



Proclamation

WHEREAS, The American Association of University Women (AAUW) empowers women and girls through advocacy, education, philanthropy, and research; and

WHEREAS, since 1952 the AAUW Plymouth-Canton branch has been a viable and energetic organization in this community; and

WHEREAS, members are committed to achieving equity for women and their families and are focused on educating members about the importance of this goal; and

WHEREAS, the Plymouth-Canton branch of the American Association of University Women (AAUW) has been serving our community by providing scholarships to women heading to college for the first time or returning to school after an absence; and

WHEREAS, for the past 10 years the Plymouth-Canton American Association of University Women has sent young women to Washington D.C. for the National Conference for College Women Student Leaders; and

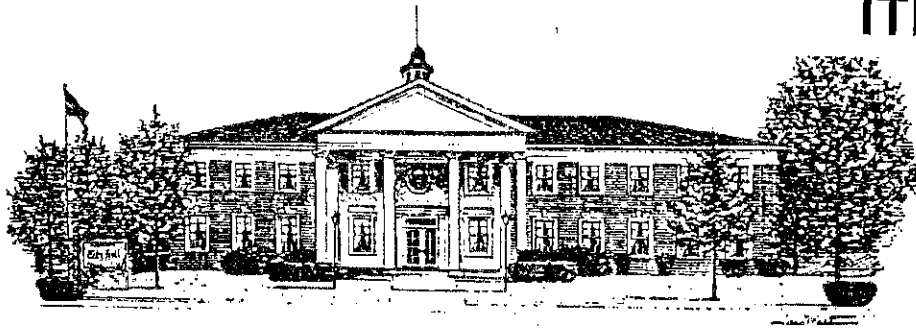
WHEREAS, on April 21, 2022, the Plymouth-Canton branch of the American Association of University Women will celebrate its 70th anniversary.

NOW, THEREFORE, we offer our appreciation and gratitude for the many contributions of the Plymouth Canton branch of the American Association of University Women.

*In witness whereof, I have hereunto set my hand
and caused the Seal of the City of Plymouth
to be affixed hereto on this 18th day of April 2022.*



*Nick Moroz, Mayor
City of Plymouth, Michigan*



Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW, THEREFORE, I Nick Moroz, Mayor of the City of Plymouth, Michigan, do hereby proclaim April 30, 2022, as

Arbor Day

In the City of Plymouth, Michigan, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

FURTHER, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the Official Seal of the City of Plymouth, Michigan to be affixed this 18th day of April 2022.

Nick Moroz
Mayor of the City of Plymouth, Michigan





City of Plymouth City Commission Regular Meeting Minutes Monday, April 4, 2022 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

1. CALL TO ORDER

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

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 Sincock, Attorney Bob Marzano, Public Safety Director Al Cox, and various members of the City administration

2. CITIZEN COMMENTS

Joseph Tebor gave information about upcoming events at the VFW 6695.

Jill Marecki of 610 Blunk commented on the outdoor dining policy and volunteering for baseball field maintenance.

Lee Jacinski of 1380 Maple spoke about enforcement of the tree ordinance.

3. APPROVAL OF THE AGENDA

Filipczak offered a motion, seconded by O'Donnell, to approve the agenda for Monday, April 4, 2022.

There was a roll call vote.

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

MOTION PASSED 7-0

4. ENACTMENT OF THE CONSENT AGENDA

- Approval of March 21, 2022 City Commission Meeting Minutes
- Special Event: Recreation Department Soccer & T-Ball Practices-(M-F) Friday Apr 4-Jul 29, 2022, Aug 22-Oct 28
- Special Event: Wednesday Night Workouts- Wednesday Evenings, Memorial Day-Labor Day
- Special Event: Michigan Philharmonic Pops Concert- Tuesday, June 7, 2022
- Special Event: Michigan Philharmonic An American Salute Concert- Saturday, June 25, 2022

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

There was a roll call vote.

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

MOTION PASSED 7-0

5. PRESENTATION

- Redevelopment Ready Communities

Senior Redevelopment Ready Communities (RRC) Planner Elizabeth King of the Michigan Economic Development Corporation gave an overview of the RRC program and best practices. She congratulated the City of Plymouth for reaching RRC Essentials status and gave options to proceed.

6. COMMISSION COMMENTS

Maguire wished Ramadan Mubarak to those who observe it. She also said she appreciated that the April Plymouth Pulse included information on pollinators.

Kehoe said she appreciated the work of the staff who worked on the RRC program.

Deal congratulated the staff for the RRC recognition and reminded the group that there would be an Artisan Market in the downtown area on April 23.

O'Donnell said applications for the Ruth Huston Whipple Award were due on April 30.

Moroz recognized April staff anniversaries for Ron Baase – 25 years, Officer Jeff Jones – 20 years, Sam Plymale – 8 years, and Officer James Baber – 8 years. He also mentioned that April 11 is World Parkinson's Day and acknowledged the heroism of former City Commissioner Ed Krol has been in his fight with Parkinson's and as a strong civil servant on the City Commission.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a. Cross Connection Control Program Renewal

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

RESOLUTION 2022-20

WHEREAS The City of Plymouth operates a water distribution system in accordance with requirements of the State of Michigan Department of Environment, Great Lakes, and Energy (EGLE); and

WHEREAS In order to protect the public health, safety and welfare and the public water supply the City is required to have a Cross Connection Program.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a Professional Services Contract with Hydro Corp of Troy, Michigan to complete the City's Cross Connection Program at a cost of \$1,637.00 per month for a two-year contract for a total \$39,288.00.

Moroz remarked on the importance of this service as a component of providing safe drinking water.

There was a roll call vote.

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

MOTION PASSED 7-0

b. Emergency Purchase of Airless Athletic Field Painter

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

RESOLUTION 2022-21

WHEREAS The City of Plymouth operates a youth soccer program to help the community health; and

WHEREAS The contractor that the City was using to paint athletic fields has decided that issues with fuel pricing, labor shortages, and supply chain issues that they would retire; and

WHEREAS This caused the City to move forward with the emergency purchase of an athletic field painter machine, before the supply of available units was gone.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby confirm the emergency purchase that was authorized by the City Manager to purchase a new airless field painter from Pioneer Athletics in the amount of \$6,700.00. Funding for this purchase shall be charged to the Recreation Fund – Soccer Operating Supplies.

Commission members noted that bringing field painting in-house is beneficial and that it helps support the need for an additional recreation staff position. In response to the citizen comment about volunteering, members suggested this process was too specialized for volunteers, but after-game field cleanup could be an option.

There was a roll call vote.

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

MOTION PASSED 7-0

c. Road Salt Purchase

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

RESOLUTION 2022-22

WHEREAS The City of Plymouth operates a road system, and the winter months require that the City take certain snow and ice control measures to ensure the public safety; and

WHEREAS The City of Plymouth uses a significant amount of Road Salt to keep the City's roads passable during the winter months; and

WHEREAS The City is may choose to participate in the State of Michigan group purchasing plan known as the MIDEAL for the purchase of Road Salt.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the City Administration to enter into an agreement with the State of Michigan for the purchase of Road Salt through the MIDEAL Extended Purchasing Plan for the 2022 - 23 winter season. The City shall contract for 1,000 tons of road salt and comply with the terms of the MIDEAL contract when it is awarded.

O'Donnell mentioned that the cost of salt was reduced last year and hoped it would be this year as well. Moroz noted that the brine lab reduces the amount of road salt used by 25%, keeping down costs and having less of an environmental impact.

There was a roll call vote.

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

MOTION PASSED 7-0

d. Builder Code of Conduct

Filipczak offered a motion, seconded by O'Donnell, to allow Maguire to abstain from voting.

RESOLUTION 2022-23

WHEREAS The City Commission has identified Attractive, Livable Communities as goal area four of the City's Strategic Plan; and

WHEREAS A Builders Code of Conduct is identified as an action step in goal area four; and

WHEREAS The City Commission has worked with the administration to develop the Good Neighbor Builder Code of Conduct, which encourages safe, tidy and neighborhood friendly construction sites; and

WHEREAS The City Commission encourages all builders to engage in the program.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept and approve the enclosed Good Neighbor Builder Code of Conduct,

NOW BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth hereby directs the administration to develop include the Good Builder Code of Conduct into the regular information exchange with builders and develop a site signage program for those builders opting into the code of conduct.

O'Donnell said she thinks this document facilitates communication and lends to a better quality of life for residents.

Ellen Elliott of 404 Irvin shared a photo of an impassible sidewalk and asked about the mechanism for enforcement.

Moroz said the building code of conduct is voluntary, but ordinance infractions could be brought to the Community Development Department.

O'Donnell reiterated that this is not an enforceable document, but a communications piece.

There was a roll call vote.

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

MOTION PASSED 7-0

GOOD NEIGHBOR BUILDER CODE OF CONDUCT

The City of Plymouth encourages responsible, considerate development in its residential and commercial neighborhoods. Builders* have the right to develop their property consistent with the laws of the City of Plymouth, Wayne County, and the State of Michigan. To preempt disputes and encourage goodwill, we ask Builders to adhere to this Good Neighbor Builder Code of Conduct:

Be Good Guests

Builders are guests in our community and are expected to respect the existing neighbors and their property. Builders are expected to operate within the confines of the Plymouth city ordinances, codes, and policies and should make every reasonable effort to operate in the least disruptive fashion possible as to equipment operation, noise of operations, employee behavior, cleanliness of the site, and safety of the site.

Facilitate Communication with Neighbors

We encourage builders to communicate with the adjacent neighbors by explaining their proposed project, expected duration of construction, and names of contacts. Additionally, builders should attempt to determine if any problems could be avoided and attempt to address any concerns of the neighbors before the project starts. City Community Development staff will make the site plans and exterior elevations available to the public at city hall pursuant to the public disclosure laws.

Manage and Secure Construction Sites

Builders should manage the site to minimize safety risks to their neighbors and the public at large. Site management, including controlling the material and equipment deliveries so as not to overload the site or the right-of-way, is expected. Excavating for footings and foundations is expected to be timed so that construction follows as quickly as possible to minimize the safety risks of open unprotected excavations.

Compliance with the construction site fencing, silt fencing, and Wayne County Soil Erosion policies is required. Every effort should be made to keep adjacent public sidewalks open and usable or a [sidewalk closure permit](#) must be obtained. Unless closed with a temporary sidewalk, closure permit sidewalks must be kept clean, clear, and passable of debris, dirt, mud, etc. Snow and ice must also be removed from sidewalks within 24 hours of accumulation. Grass and weeds on all construction sites must be trimmed and in compliance with local ordinance requirements.

Walkways leading to and from schools and public facilities require extra care to avoid even temporary closure during normal travel time. Placement of portable restroom facilities and solid waste disposal should be placed on the building site to minimize the impact on neighboring property. Use the link below to review the City's construction site maintenance provisions and regulations: [Construction Site Regulations](#)

Exert Care to Prevent Negative Impacts

Builders are to exert extreme care in designing their projects and constructing their improvements to avoid cutting cable, telephone, power lines, etc. Care is to be exercised in grading and excavating so as to prevent damage to property, trees, and landscaping on neighboring properties and public rights-of-way. Adequate provision for power and water is to be provided on-site; unlicensed use of a neighbor's utilities is prohibited.

Consider the Surroundings

Builders are encouraged to preserve existing natural features on their property including trees and shrubbery. Efforts to blend designs into existing neighborhoods are encouraged. Builders are encouraged to maintain as much permeable surface as possible to reduce stormwater run-off.

**The use of the term Builder includes the developing lot owner, the general contractor of a construction project, and/or all subcontractors.*

9. REPORTS AND CORRESPONDENCE

a. Delivery of 2022-23 Proposed Budget to City Commission – NO ACTION NEEDED

Sincock provided an overview of the budget requirements and processes, noting that the Headlee rollback would lower the tax rate for the 8th consecutive year and that the 35th District Court's deficit spending affects the City's budget as well. He noted that the City of Plymouth is in the 11th year of a 12-year contract with the City of Northville for fire services, something that will need to be discussed in the budget process.

Budget study sessions will take place on April 12, April 14 (if necessary) and April 18 (if necessary). Moroz said he expected to need two sessions.

b. Appointments – none

c. Liaison Reports

O'Donnell said the Planning Commission meets next Wednesday, April 13.

Deal said the HDC meets this Wednesday, April 6.

Sebastian said he attended the Northville-Plymouth Fire Advisory Board meeting this afternoon and received a report stating that this quarter, our department attended 1,000 hours of training and performed 180 inspections.

Kehoe said the ZBA meets this Thursday, April 7.

Maguire said April 3-9 is National Library Week and encouraged attendance at the Plymouth District Library events.

Moroz said the DDA would be meeting next Monday, April 11.

10. ADJOURNMENT

A motion to adjourn was offered by Filipczak and seconded by O'Donnell at 8:05 p.m.

There was a roll call vote.

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

MOTION PASSED 7-0

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Plymouth City Commission Budget Study Session

Tuesday, April 12, 2022 5:00 p.m.

Plymouth City Hall 201 S. Main Plymouth, MI 48170

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

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

CALL TO ORDER

Mayor Moroz called the meeting to order at 5:00 p.m.

PRESENT: Mayor Nick Moroz, Commissioners Suzi Deal, Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Kelly O'Donnell

EXCUSED: Mayor Pro Tem Tony Sebastian

ALSO PRESENT: City Manager Paul Sincok, Finance Director John Scanlon, and City Department Heads.

REVIEW BUDGET MATERIALS

Sincok and Scanlon presented the budget, outlining the items below.

Functions of the City Budget

Revenue Shortfalls

Outside Influences

Additional Impacts

Legacy Costs

Revenues/Expenditures

There was considerable discussion about the costs associated with the 35th District Court and how their revenue shortfalls require member communities (Canton, Northville, Northville Township, Plymouth and Plymouth Township) to allocate funds to balance the court's budget.

There was also considerable discussion about the fire agreement with the City of Northville and how to proceed when the agreement expires in 2023. Suggestions included researching the feasibility of a public safety model and asking for a public safety millage. The group was referred to two ICMA reports for data and information. It was agreed that a Committee of the Whole meeting would be scheduled to study the topic.

The group agreed that additional budget study sessions were not needed.

ADJOURNMENT

The meeting was adjourned at 7:06 p.m.



Special Event Application

ITEM 4.d

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.

Our Lady of Good Counsel Catholic Church

Sponsoring Organization's Legal Name		Our Lady of Good Counsel Catholic Church	
Ph# (734) 453-0326	Fax# (734) 416-9257	Email lajinesst@olgcp parish.net	Website olgcp parish.net
Address 1062 Church Street		City Plymouth	State MI Zip 48170
Sponsoring Organization's Agent's Name		Reverend Todd Lajiness	
Ph# (734) 453-0326	Fax# (734) 416-9257	Email lajinesst@olgcp parish.net	Title Pastoral Administrator
Address 1062 Church Street		City Plymouth	State MI Zip 48170

Event Name PraiseFest in Kellogg Park

Event Purpose Religious celebration and worship concert for Catholic holiday, Corpus Christi

Event Date(s) Sunday, June 19, 2022

Event Times 2:30 - 4:30pm

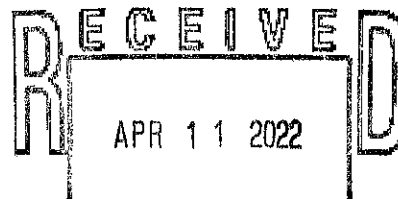
Event Location Kellogg Park

What Kind Of Activities? Exposition of the Blessed Sacrament, Praise and Worship Music, Prayer

What is the Highest Number of People You Expect in Attendance at Any One Time? 400

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.)
SEE ATTACHED



CITY OF PLYMOUTH

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

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

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

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

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

Changes with religious calendar, always in June

Next year's specific dates:

June 12, 2023

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)

Use of bandshell, sound equipment, lights (if needed), electricity.

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

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

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

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

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

YES NO

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

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

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

April 5, 2022
Date

Rev. Mrs. Tara J. Jones
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

Our Lady of Good Counsel Church

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

Signature Rev. Msgr. John J. [Signature]

Date April 7, 2022

Witness Karen M. [Signature]

Date April 7, 2022

City of Plymouth Special Event Application Request

From: Our Lady of Good Counsel Parish

Title of Event: Praise Fest in Kellogg Park

Date: Sunday, June 19, 2022

Time: 2:30 – 4:30pm

The intent of Praise Fest in Kellogg Park is to celebrate our Feast of Corpus Christi (Latin for the Body of Christ) with our parish and community in thanksgiving for the many blessings from God this past year. We would like to use the bandshell and sound equipment for a praise and worship concert with our own parish band. We will also set up a space in the bandshell with a make-shift altar to have the Presence of Jesus in the Blessed Sacrament as the focus for our praise. Remaining in Kellogg Park, the priest will bless the community with the Blessed Sacrament at the end of the concert.

Recognizing not everyone is familiar with our religious custom, attached are photos from Pope Francis' similar blessing in Rome at the start of the pandemic and here in the City of Detroit for the Feast of Corpus Christi last year.

We are hopeful to connect and celebrate with our community to be a light for God's grace and peace. Please reach out if you have any additional questions as you discern our application. We are most grateful to have our parish home in the City of Plymouth. It is a beautiful place to live!



EVENT REVIEW FORM

EVENT NAME: PRAISE FEST 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:	Approved	Denied	(list reason for denial)	Initial <u>CP</u>
1 FTE APPROX 5 HRS				
\$250 Bathroom Cleaning Fee Per Day of Event? YES NO				
Labor Costs: \$	300	Equipment Costs: \$	150	Materials Costs \$
POLICE:	Approved	Denied	(list reason for denial)	Initial <u>JEC</u>
1 - OFFICER @ 2 HOURS				
Labor Costs \$		Equipment Costs \$	152	Materials Costs \$
FIRE:	Approved	Denied	(list reason for denial)	Initial <u>JW</u>
No Services Required				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	Approved	Denied	(list reason for denial)	Initial
Labor Costs \$		Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	Approved	Denied	(list reason for denial)	Initial <u>MB</u>
Class I – Low Hazard				
Class II – Moderate Hazard Event Sponsors must provide current Certificate of Insurance naming City				
Class III – High Hazard of Plymouth as 'Additional Insured' including in the Description Box/Area.				
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 - Saxton's Property Parking Lot Design Proposal 04-18-22.docx
Date: April 14, 2022
RE: Saxton's Parking Lot – Design proposal

Background

The City Commission's Strategic Plan has in Goal Area 1 – Sustainable Infrastructure, a one-year task of "Design parking lot at Saxton's site." In order to move this goal/task forward we will need to engage some outside services. Further, we are now aware that Mr. Wira has informed our attorney that he is now demanding \$750,000 for his approximately 3,800 square feet or .09 acre of the overall Saxton's parking lot. We have attached two copies of the survey which shows Mr. Wira's property.

In February 2020, the City Commission discussed several options with their City Attorney of how to proceed. At that time, the City Commission decided to move forward with a formal property survey and then appraisal on the property. Our City Attorney was engaged to complete both the survey and the appraisal. The end result is the appraisal of the property showed a value of \$340,000.

In January of 2022, the current City Commission held a meeting with City Attorney Dennis Cowan and discussed a total of seven options related to purchasing, leasing and/or other legal options that are available to the City to obtain the property near the appraised price. The City Commission at that time directed the Dennis Cowan of the City Attorney's Office to attempt to work on a purchase of the property.

This month, Mr. Wira has raised his price on the property to more than double the appraised value to \$750,000. He claims that he is receiving \$60,000 a month from paid parking revenue through a private vendor who posted signs on the property. This paid parking system will allegedly generate \$720,000 annually, and according to Mr. Wira, this is what makes his property so valuable.

In order to meet the City Commission Strategic Plan and one-year task it is necessary to move forward to obtain a design cost proposal for the Saxton's lot. It seems clear that Mr. Wira is not interested in selling his property, so the design proposal would have to focus on City owned property and our extended right

of way on Deer Street and Ann Arbor Trail. We have attached one of the preliminary concepts not using the Wira property.

The proposal would be to direct the City Administration to move forward to obtain a design cost proposal from the City Engineers for the design, and construction estimates. This is the same process that we use for our streets program.

- Design cost proposal
- Design and plans are authorized by City Commission
- Construction phase
- Post construction and as built plans for records and historical purposes

If the City Commission authorizes us to seek a design cost proposal for this project, we will bring that back to you within the next two to three meetings for approval to proceed to the design phase.

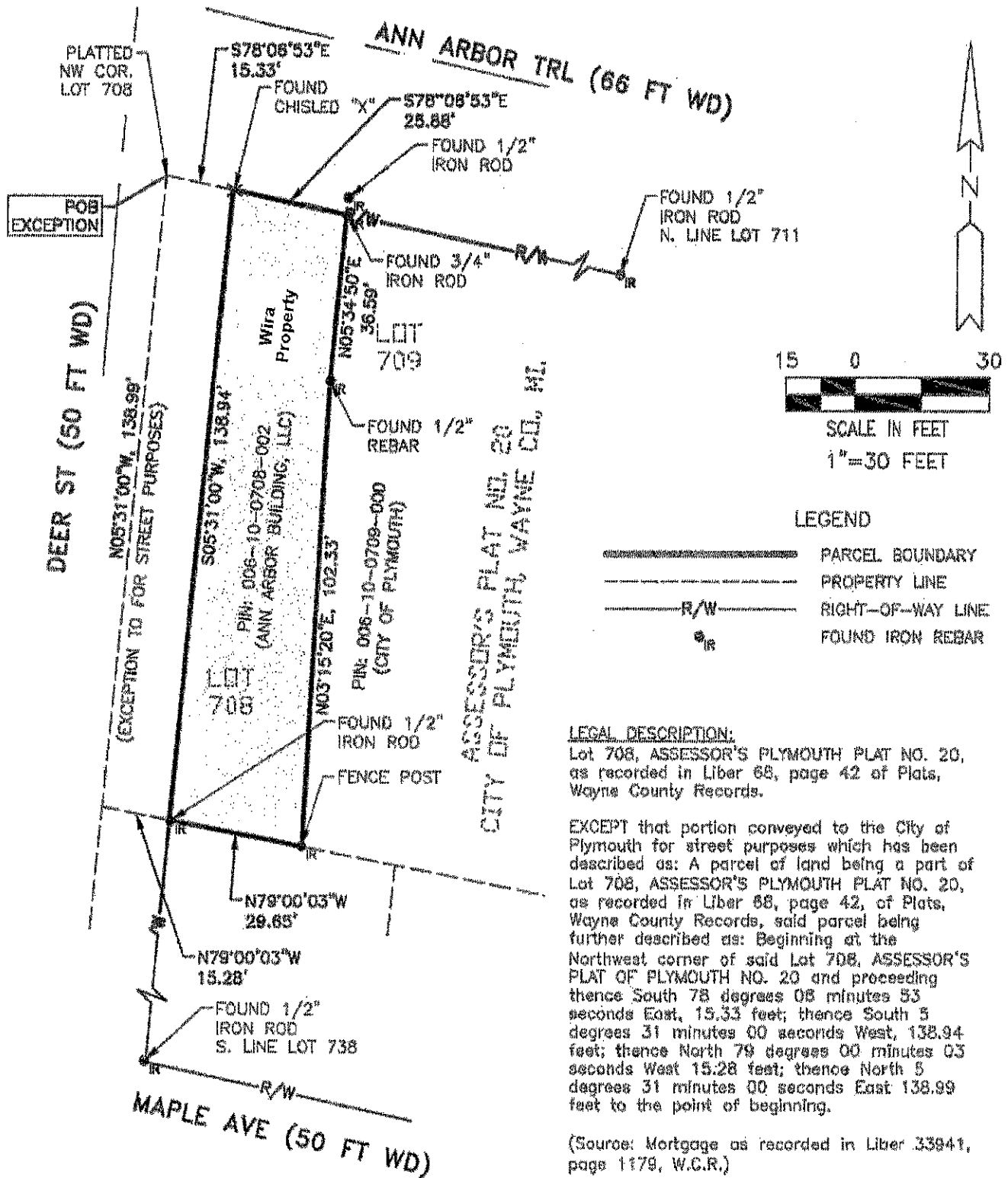
Recommendation

The City Administration recommends that the City Commission direct the Administration to seek out a design proposal from the City Engineer related to designing and ultimately constructing a parking lot on what is commonly now known as the old Saxton's site. There is no commitment of funds at this point as we are only seeking a detailed design cost proposal that will include the scope of work for the project.

Since it seems clear that there is no willingness on the part of Mr. Wira to sell his property for an improved parking lot, we would need to move forward with the development of a parking facility on the City owned property. Adoption of the proposed Resolution will be a step in moving forward on the City Commission's Strategic Plan and one-year task related to design a parking lot at the Saxton's site.

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.

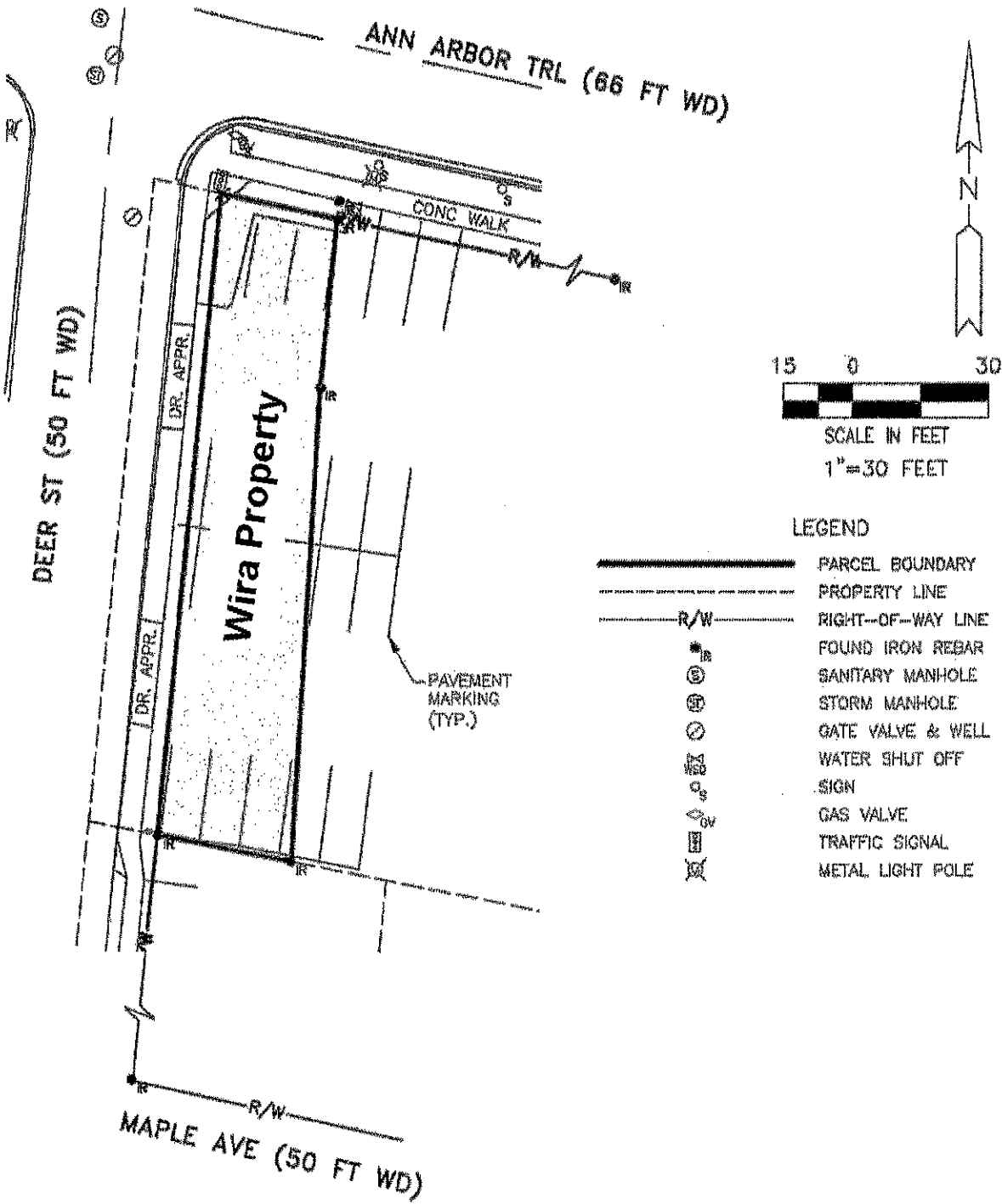
CERTIFICATE OF SURVEY



Wira Property Survey

See Addendum for Full Survey

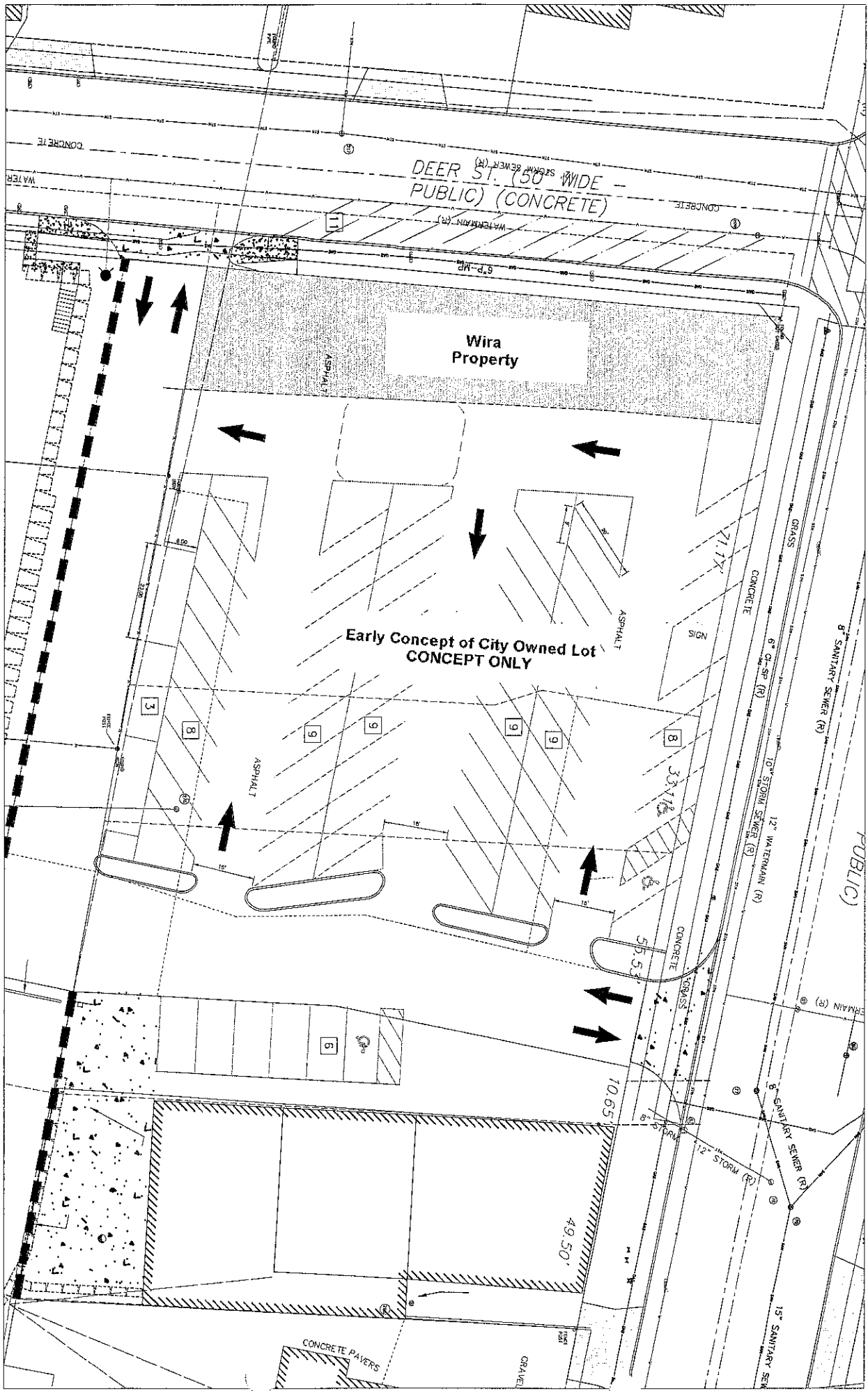
CERTIFICATE OF SURVEY



- LEGEND**
- PARCEL BOUNDARY
 - PROPERTY LINE
 - RIGHT-OF-WAY LINE
 - FOUND IRON REBAR
 - SANITARY MANHOLE
 - STORM MANHOLE
 - GATE VALVE & WELL
 - WATER SHUT OFF
 - SIGN
 - GAS VALVE
 - TRAFFIC SIGNAL
 - METAL LIGHT POLE

Wira Property Survey

DATE OF SURVEY: 11-2-21
DATE OF DRAWING: 11-11-21



**Early Concept of City Owned Lot
CONCEPT ONLY**

RESOLUTION

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

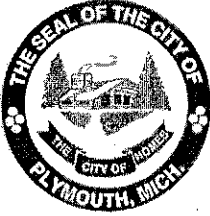
WHEREAS The City Commission has set their Strategic Plan, Goals and one-year tasks for the city, and

WHEREAS In Goal Area 1 Sustainable Infrastructure and one-year task it lists, design a parking lot on what is currently known as the Old Saxton's Property, and

WHEREAS The City has made several attempts to work with Mr. Mark Wira to purchase the small Piece of property at the west end of the old Saxton's site, to no avail, and

WHEREAS The City Commission is desirous of meeting their goal and one-year task.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct the City Administration to seek a design cost proposal from the City Engineer for the city owned Old Saxton's parking lot and adjacent city right-of-way. The City Commission would like to have this design cost proposal no later than June 6, 2022, in order to decide to proceed or not with the Design Phase of this project.



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 - Soccer Equipment Purchase 22 - 23 - 04-18-22.docx
Date: April 13, 2022
RE: Soccer Equipment Bids – Fiscal 22 - 23

Background

Each year the City requests bids for a variety of soccer equipment. The revenue to make these purchases is generated by soccer registration fees. Each year we purchase a variety of jerseys, t-shirts, socks, soccer balls and flags for this program.

The City Administration has gone out to bid for these items and in addition to sending the notice to bid to over who have signed up on our e-bid and we posted it on our web site. We received a total of two bids on this material.

The bid from Prottime Soccer Products is valid and meets all our specific quality specifications. Previously, we used to purchase these products through the Trading Post as they were one of the largest suppliers of this type of sports equipment in our area and has a long-standing tradition of excellent service and meeting the needs the Recreation Department.

We have attached a memorandum from Steve Anderson from our Recreation Department as additional background information.

RECOMMENDATION:

The City Administration recommends that the City Commission accept the bids from Prottime Soccer Equipment, for soccer equipment for the 2022 - 23 Fiscal Year. We have attached a proposed Resolution for the City Commission to consider regarding this purchase. The purchases are budgeted in the Parks and Recreation Fund and are routine expenses for the soccer programs. Should you have any questions in advance of the meeting please feel free to contact either Steve Anderson or myself.



CITY OF PLYMOUTH

www.plymouthmi.gov

Recreation Department
Plymouth Cultural Center
525 Farmer
Plymouth, MI 48170

Phone 734-455-6620

Memo

To: Paul Sincok, City Manager
From: Steve Anderson, Recreation Director 
CC:
Date: 4/13/2022
Re: Soccer Equipment Bid Recommendation 2022-2023 Budget Year

As you are aware, we have once again gone out for bids on the soccer equipment that is required to conduct the youth soccer program that serves 800 to 900 children of the community annually. The bid is for the "soccer year" that begins in the Fall 2022 and runs thru the Spring 2023 season.

We once again bid out the Protime Soccer products as we have for the past few years. Protime, in my opinion, has the best quality product that is within our price point for the limited sixteen game "recreational" soccer year.

This year's bid process included youth size jerseys, adult size jerseys, socks and soccer balls. We had the bid opening on April 7, with Maureen Brodie and Sue Campbell also in attendance.

We had two vendors send in sealed envelopes for the bid packet. Protime Sports from Seattle, Washington send in a full set of bids on all items. Additionally, BSN Sports of Dallas, Texas, also sent in a bid. However, BSN just sent in a bid for just the socks and the soccer balls that were both off spec items.

We used Protime directly for the first-time last year. Even though they are in Seattle, Washington, the ordering and delivery process was surprisingly smooth. I found their staff to be outstanding from a customer service standpoint. They followed up on all the orders for accuracy and were proactive with the shipping tracking numbers. Additionally, now that we are dealing directly with the supplier, we are saving \$4,000.00 to \$6,000.00 annually, as opposed to purchasing thru a local retailer.

The only issue we ran into was last year was that we went with the least expensive soccer balls offered by Protime. This line of soccer balls was ok for the younger kids but did not hold up well for the U9's and up. In this upcoming soccer year, we plan on upgrading the soccer balls a level for the U9's and we will see how they hold up over a full year.

The bid summary for the jerseys and equipment as well as the bid specifications are attached. The purchase of this soccer equipment is offset by the registration fees collected during the months of June and January. The expenditure comes from the Recreation Fund account number 208-754-740.00

We would like to recommend that the City Commission accept the bid placed by Protime Sports Inc. of Seattle, Washington for the 2022-23 City budget year. If you have any questions, feel free to contact me at anytime.

THE CITY OF HOMES

twitter.com/plymouthmigov

facebook.com/cityofplymouthrecreation

Bid Opening: Soccer Equipment for Plymouth Cultural Center
 Date/Time: Thursday, April 7, 2022, 10:30 a.m.

UNOFFICIAL BID RESULTS

Attendees: Maureen Brodie
 Steve Anderson
 Sue Campbell

Bidder	Prottime - Delray Youth Size Jersey per unit with patch and numbers as specified	Prottime - Delray Adult Size Jersey per unit with patch and numbers as specified	Prottime "All Sport" Sock Pair - (Black) per pair	Prottime Nova - Soccer Balls (Sizes 3 & 4) per unit	Prottime Equinox - Soccer Balls (Sizes 4 & 5) per unit
BSN Sports	no bid \$11.95	no bid \$12.95	BSN Sock alternate \$3.44/ea \$2.45	MaGregor alternate \$4.34/ea \$6.15	MaGregor alternate \$5.12/ea \$9.10
PROTIME SPORTS					



NOTICE TO BIDDERS CITY OF PLYMOUTH



Notice is hereby given that the City of Plymouth, Michigan will accept sealed bids up until 10:15 a.m., Thursday, April 7, 2022. The bid opening will be at 10:30 a.m., Thursday, April 7, 2022 for the following:

PURCHASE OF SOCCER EQUIPMENT FOR THE 2022 / 2023 BUDGET YEAR

Specifications and bid documents are available at the city hall during normal business hours. You may also download a copy of the documentation from the City's web site at:
<http://www.plymouthmi.gov>

The City of Plymouth reserves the right to accept or reject any or all bids, in whole or in part, and to waive any irregularities.

Maureen Brodie - City Clerk
City of Plymouth
201. S. Main
Plymouth, MI 48170

2022/2023 Budget Year Soccer Equipment Bid Specifications

"Alternate" Jersey & Sock Bids Will NOT Be Accepted.

Jerseys

Protime Soccer Jersey – Style: Delray (#3037)

Color: Assortment of no less than 8 different colors and must be available in Black with Charcoal / White and White with Charcoal / Black Trim.

- * Heat transfer or screen numbering in white or black on the back to match trim color.
- * Single and double-digit numbering.
- * 8-inch numbers
- * Plymouth City Patch – Flock and Machine Stitched Patch on front upper center chest.
- * Plymouth City Patch to be 3.5 inches in length
- * Sizes ranging from Youth Small to Adult Large
- * **Quantity from 650 - 900 jerseys**

Protime Soccer Jersey – Style: Delray (#3037)

Color: – Shock with Navy / White trim

THIS JERSEY WILL BE THE GOAL KEEPERS JERSEY.

- * No Numbering on back.
- * Plymouth City patch on front upper center chest.
- * Sizes ranging from Youth Med to Adult Large
- * **Quantity from 40 - 70 jerseys**

Socks

Protime "All Sport" Sock Pair BLACK, Quantity 650-900. Sizes appropriate to age division.

Soccer Balls

Protime – Nova (#3410) Quantity 100 – 200 in sizes 3 & 4

Protime – Equinox (#3412) Quantity 40 – 80 in sizes 4 & 5

- *** **Bid Winner must be able to supply all items listed on a year-round basis.**
- *** **Complete Order to be filled within 3 weeks of order placement.**
- *** **Sample products to be presented upon request of the Recreation Department Representative before final bid acceptance.**

City of Plymouth Proposal Form Soccer Equipment Bid – April 7, 2022

- Please provide pricing for equipment in table below
- Completed Non-Collusion Affidavit
- Submit three (3) copies of the proposal form

Bid Pricing	
List per unit bid for all items listed.	
Protime – Delray Youth Size Jersey per unit with patch and numbers as specified.	\$
Protime – Delray Adult Size Jersey per unit with patch and numbers as specified.	\$
Protime “All Sport” Sock Pair – (Black) per pair	\$
Protime Nova - Soccer Balls (Sizes 3 & 4) per unit	\$
Protime Equinox - Soccer Balls (Sizes 4 & 5) per unit	\$

Bidder Company Name:	
Address:	
Phone Number:	
Fax:	
Email Address:	
Contact Person:	

I affirm that I have the authority to submit this bid to the City of Plymouth for the items specified on the attached sheet. I propose to supply the materials and labor to the City as outlined in this proposal in a timely manner.

Signature of Authorized Agent:	
Printed Name of Authorized Agent:	
Date:	

RESOLUTION

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

WHEREAS The City offers a soccer program to help promote the public health and welfare
And to promote the benefits of a parks and recreation program, and

WHEREAS Each year it is necessary to purchase a variety of soccer equipment in order to
Operate the program each year, and

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Plymouth does hereby accept as the lowest best bid the bid from Protime Soccer Equipment for a variety of soccer equipment for the 2022 - 23 Fiscal Year as follows:

ProTime Sports:

Protime – Youth Size Jerseys	\$11.95 each
Protime – Adult Size Jerseys	\$12.95 each
Protime “All Sport” Sock Black	\$ 2.45 per pair
Nova Soccer Balls size 3 & 4	\$6.15 each
Equinox Soccer Balls size 4 & 5	\$9.10 each

Funding for these purchases is authorized from the Recreation Fund. The City Commission further rejects all other bids for these products.