



Plymouth City Commission

Regular Meeting Agenda

Monday, June 6, 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/87344388707> Webinar ID: 873 4438 8707 Passcode: 744091

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Proclamation – Juneteenth
- d. Proclamation – LBGTQ+ Pride Month
- e. Proclamation – Pollinator Week

2. APPROVAL OF MINUTES

- a. May 2, 2022 Regular Meeting
- b. May 16, 2022 Regular Meeting
- c. May 25, 2022 Parklet and Public Safety Study Session

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

- a. Special Event: Glow Yoga, September 22, 2022
- b. Special Event: PCCS Mental Health and Wellness Fair, Saturday, April 29, 2023

5. CITIZEN COMMENTS

6. COMMISSION COMMENTS

7. PUBLIC HEARING

- a. Adoption of 2022-2023 Budget

8. OLD BUSINESS

9. NEW BUSINESS

- a. City Commission Meetings in the Parks
- b. Confirmation of Emergency Repairs to City Hall Air Conditioning
- c. Wade-Trim Design Proposal for City-Owned Property – Saxton's Parking
- d. 2022 Infrastructure Program
- e. Sidewalk and Utility Patch Repair Contract 2022
- f. Authorization to Hire- Department of Municipal Services
- g. Delinquent Charges on Tax Roll Summer 2022
- h. Ordinance Amendment – Noxious Weeds

10. REPORTS AND CORRESPONDENCE

- a. Liaison Reports
- b. Appointments – if needed

11. ADJOURNMENT

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

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

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

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
2. 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
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

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

GOAL AREA THREE - COMMUNITY CONNECTIVITY

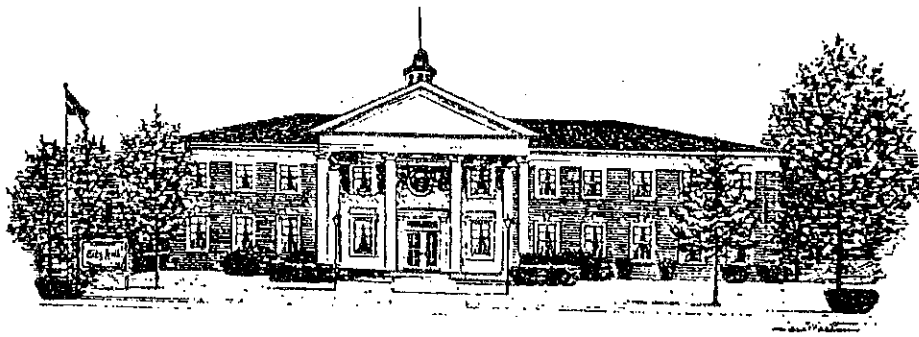
OBJECTIVES

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

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

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



Proclamation

WHEREAS President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring the slaves in Confederate territory free, paving the way for the passing of the 13th Amendment which formally abolished slavery in the United States of America; and

WHEREAS Word about the signing of the Emancipation Proclamation was delayed some two- and one-half years, to June 19, 1865, in reaching authorities and African Americans in the South and Southwestern United States; and

WHEREAS Emancipation Day observations are held on different days in different states in the South and Southwest, and in other parts of the nation; and

WHEREAS June 19th has a special meaning to African Americans and is called "JUNETEENTH" combining the words June and Nineteenth and has been celebrated by the African American community for over 150 years.

NOW THEREFORE, I, Nick Moroz, Mayor of the Plymouth, do hereby declare June 19-20, 2022, as

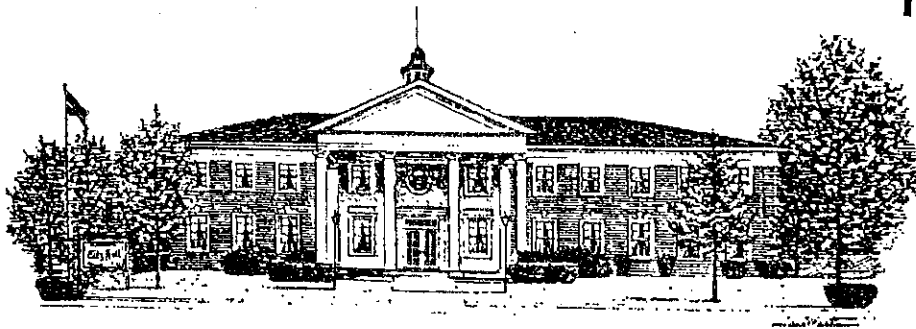
Juneteenth

in the City of Plymouth, Michigan, and urge all citizens to become more aware of the significance of this celebration in African American history and in the heritage of our nation and City.

In witness whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto on this 6th day of June 2022.



 Nick Moroz, Mayor
 City of Plymouth, Michigan



Proclamation

- WHEREAS** The City of Plymouth celebrates the rights of all people to live as their authentic selves and to love honestly, openly, and freely; and
- WHEREAS** We strive to provide a welcoming and accepting community where the inherent dignity of all people is respected and championed; and
- WHEREAS** The Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) members of the City of Plymouth are an integral part of the vibrant culture and climate of our community; and
- WHEREAS** We recognize the contributions of LGBTQ+ Americans in the cultural, civic, and economic successes in the City of Plymouth; and
- WHEREAS** We honor the historic, significant contributions of Plymouth residents in securing marriage equality in the United States in what became Obergefell v Hodges, when a Plymouth attorney brought the matter of marriage equality before the U.S. Supreme Court, and Plymouth residents established the non-profit which supported the Michigan costs of this case; and
- WHEREAS** We acknowledge that Pride Month was born from the struggles of the LGBTQ+ community, especially transgender women of color, in fighting for equal rights and equal justice; and
- WHEREAS** The City of Plymouth's elected officials as well as all City employees proudly adhere to a forward-thinking ethics ordinance amended in 2018 that prohibits discrimination based upon religion, race, color, national origin, age, sex (including pregnancy and conditions related to pregnancy), height, weight, marital status, disability, genetic information, sexual orientation, transgender status, veteran status, or political affiliation; and
- WHEREAS** We recognize there is more work to be done to secure full equality, to erase hate, to support LGBTQ+ youth, and to celebrate the diversity of our community.

NOW THEREFORE, I, Nick Moroz, Mayor of the City of Plymouth, do hereby proclaim the month of June as

LGBTQ+ Pride Month.

In witness whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto on this 6th day of June 2022.

Nick Moroz, Mayor
City of Plymouth, Michigan





Proclamation

WHEREAS Pollinators play an important role in maintaining a healthy ecosystem. Local plant species, wildlife, and urban agriculture all depend on pollination from bees, butterflies, and other insects; and

WHEREAS Pollinator species are in decline due to habitat loss and the use of pesticides, causing species like the monarch butterfly to decline significantly in the past 25 years; and

WHEREAS The City of Plymouth is home to many native wildlife and pollinator species such as birds, bees, and insects which keep our environment healthy and biodiverse; and

WHEREAS The City of Plymouth recognizes that human health ultimately depends on well-functioning ecosystems and that biodiverse regions can better support food production, healthy soil and air quality, and can foster healthy connections between humans and wildlife; and

WHEREAS The City of Plymouth is working to build a healthy, sustainable, and wildlife-friendly community that brings the many benefits of nature to its all corners; and

WHEREAS The City of Plymouth will continue to support local, state, and national efforts that protect, restore, and conserve habitat for pollinators, as well as foster a greater connection between residents and wildlife.

NOW THEREFORE, I, Nick Moroz, Mayor of the City of Plymouth, do hereby proclaim the week of June 19-25, 2022, as

Pollinator Week

in the City of Plymouth and encourage all residents to participate in community activities that support and celebrate pollinator protection.

In witness whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto on this 6th day of June 2022.

Nick Moroz, Mayor
City of Plymouth, Michigan





City of Plymouth City Commission Regular Meeting Minutes Monday, May 2, 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

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

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

2. CITIZEN COMMENTS

Wayne County Commissioner Melissa Daub gave an update on park millage and American Rescue Plan Act funds.

Mark Wira, owner of the property adjacent to the Saxton's lot, said his lot was available for purchase. Plymouth Township Trustee John Stewart invited City representatives to attend several events.

Ellen Elliott, 404 Irvin, thanked Deal for spearheading the Artisan Market last weekend.

Shauna Anderson, director of the Plymouth District Library, thanked Moroz and Maguire for their commitment to working closely and collaboratively with the library. She said the usage had increased, and stated that the library was disproportionately funded by residents of Plymouth Township who rely on using the parking lot. Because of this, she said she wanted to be a part of any conversation about paid parking.

Lee Jacinski, 1380 Maple, reported on a recent Keep Plymouth Leafy tree giveaway and cleanup at Fairground Park.

3. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of April 18, 2022 City Commission Regular Meeting Minutes
- b. Special Event: Plymouth Farmers Market- Saturdays, May 14- October 22, 2022
- c. Special Event: 6th Grade Farewell Picnic- Friday, June 3, 2022
- d. Special Event: Good Morning USA Parade- Monday, July 4, 2022
- e. Special Event: Robots in the Park- Sunday, August 14, 2022

O'Donnell offered a motion to move item 4.a to 7.e on the agenda. Maguire seconded the motion.

There was a roll call vote.

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

Filipczak offered a motion, seconded by O'Donnell to enact the amended Consent Agenda.

There was a roll call vote.

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

MOTION PASSED 6-0

4. COMMISSION COMMENTS

Filipczak congratulated Plymouth resident Aidan Hutchinson for being selected second overall in the NFL draft by the Detroit Lions.

Deal thanked the DDA, DMS, vendors, and all who participated in the Artisan Market. She also thanked the Kiwanis Club for bringing back the Fourth of July Parade.

Maguire expressed Eid Mubarak and noted that May was Asian American Pacific Islander Heritage month. She also said this was Teacher Appreciation Week.

Moroz congratulated the following employees for their work anniversaries:

Paul Rakovitis, 3 years; Aubrey Stutzman, 5 years; Greta Bolhuis, 8 years; Adam Gerlach, 13 years; Chris Porman, 23 years; Sandy Coram, 24 years; Tom Alexandris, 30 years; and Steve Faiman, 34 years. He then announced that Paul Sincock, with 44 years of employment, has now served longer than anyone else in the City of Plymouth's history.

5. OLD BUSINESS

There was no old business.

6. NEW BUSINESS

a. Cultural Center Room Use and Room Rental Policy Update

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

RESOLUTION 2022-25

WHEREAS The City of Plymouth operates a Recreation Department in order to protect and promote the public welfare and to help provide for public safety of the residents; and

WHEREAS From time to time it is necessary to review and update the polices of the Recreation Department; and

WHEREAS The City Commission of the City of Plymouth has reviewed the proposed revised Cultural Center Room Use and Rental Policy Update which expands the existing policy to include video surveillance, cancellations, difficult materials to clean, and security deposits.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Recreation Department Cultural Center Room Use and Rental Policy Update as of May 2, 2022. The adopted policies shall have immediate effect.

A question was raised about the section of the policy stating that an event must be as it was represented in the contract. Anderson replied that this portion was added many years ago after an instance when a renter specified a much smaller number of people than showed up, resulting in the event exceeding the fire marshal's determination of room capacity.

City of Plymouth

Recreation Department



City Commission Approval

Cultural Center Room Use and Rental Policies

1. The City of Plymouth Cultural Center, and each of its rooms, including, but not limited to those which are rented to the public, apart from the restrooms, are/may be under video surveillance at all times and any persons or activities which take place therein may be viewed by City employees and third parties any time
2. Payment is due **IN FULL** at the time of the application plus security deposit for the facility as a reservation fee subject to the building's cancellation policy stated below. All rentals must end by 11:00pm.
3. **BUILDING CANCELLATION POLICY:** An 8% cancellation fee will be charged if permittee cancels within five business days of paying for contracted event and signing agreement. A cancellation fee of 25% will be charged for cancellation of a room up to six months prior to the rental date. A cancellation fee of 50% will be charged for cancellations within six months of the rental date. All cancellation fees are based on the full rental cost of the facility. **Facility Management reserves the right to cancel any agreement or single day rentals due to mechanical/utilities failure, or for any City/Civic emergency response events. Full refunds will be issued to the renter should this occur.**
4. The security deposit will be returned provided no charges are incurred (see current fee structure). This will be at the discretion of the Facility Manager. Fees will be deducted from the security deposit for carpet cleaning or repair and replacement, kitchen cleaning, wall repair, fixture repair and replacements, and or equipment / furniture repair or replacement.
5. Security deposits will be refunded by check or credit card only. Check requests will take a minimum of 7 to 10 working days to process. Security deposits paid using a credit card will be refunded within three business day using the same credit card. Security deposits paid by credit card will not be refunded by check.
6. Permittee agrees not to assign or in any manner transfer this agreement without the prior written consent of management.
7. Admission fees or collections may be made only with arrangement with the management of the Recreation Dept.

8. The City of Plymouth Cultural Center has a Class C liquor license, and all liquor and bartenders must be purchased through the Cultural Center. NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO OR TAKEN OUT OF THE CULTURAL CENTER. CONSUMPTION OF ALCOHOLIC BEVERAGES IS LIMITED TO DESIGNATED AREAS OF THE BUILDING. Orders must be placed three weeks prior to event.

9. THE CULTURAL CENTER IS A NON-SMOKING BUILDING. NO SMOKING IS ALLOWED IN ANY PART OF THE BUILDING. NO SMOKING IN THE ALLEYWAY LOCATED OFF OF FARMER STREET.

10. Permittee agrees to abide by all Recreation Department policies as well as, City, State, and Federal Ordinances and Laws and will see that users via this permit do likewise.

11. Keeping building exits clear and outdoor fire lanes open is the responsibility of the renter. The alleyway off Farmer Street is for loading and unloading only, parking is not permitted. Vehicles parked in the alleyway will be towed at the owner's expense.

12. Candles are permitted providing they are enclosed in hurricane candle holders. Base room rental fees do not include linens, decorations, mats, or religious items for events.

13. Nails, screws, staples, tape, etc., in/on walls and woodwork are prohibited and shall be subject to loss of security deposit.

14. No Silly String, Glitter, Confetti or "Party Poppers" that distribute confetti and/or sparkles are allowed on the Plymouth Cultural Center property. Use of any of these items will automatically forfeit the Renters Security Deposit Fee."

15. Use of unrequested materials or equipment located in adjacent rooms requires permission from the management. Use of additional equipment, i.e., extension cords, sound equipment, food dispensers, etc., is prohibited without an arrangement with management.

16. Department staff assigned authority for building supervision has the authority to act in the best interest of the group using the facility, as well as the City of Plymouth Recreation Department.

17. PLEASE NOTE: Room must be vacated at the time specified on the contract. There will be an additional charge for each additional hour of use. All tables must be cleared, and all decorations must be removed.

18. Weekend Rentals held in the Reception Room that are contracted to begin at 4:00pm or later, shall pay a \$1,000.00 Security Deposit.

- a. If the rental, as listed above, occupies the Reception Room one hour beyond their contracted use, they shall be charged a \$500.00 fee, to be deducted from the Security Deposit.
- b. If the rental, as listed above, occupies the Reception Room a second hour beyond their contracted use, they shall incur a second \$500.00 fee, to be deducted from the Security Deposit.
- c. If the rental has vacated the Reception Room within their contracted time, no fees shall be incurred.

19. ANY EVENT THAT MISREPRESENTS ITS INTENT, PURPOSE OR THE AGE DEMOGRAPHIC THAT IS ATTENDING, SHALL HAVE THEIR EVENT CANCELLED, SHALL VOID THIS CONTRACT AND ALL FEES SHALL BE FORFEITED.

20. No "by ticket" concert or dance events shall be allowed unless approved by the City of Plymouth Recreation Department Administration. Failure to do so, will cancel the event, void this contract and all fees forfeited.

21. Events advertised by on-line web sites or by flyers posted on High School or College property shall be prohibited unless approved by the City Recreation Department Administration at the time of signing this contract. Violation of this policy shall automatically cancel the event, void this contract and renter will forfeit all paid fees.

22. All Youth events (under 23 years old) are required to have a 10 to 1 ratio of adult chaperones and the adult coordinator is to meet with the Recreation Department Administration prior to signing of this contract. Failure to do so shall automatically cancel the event, void this contract and renter will forfeit all paid fees.

23. Violation of the Cultural Center Liquor policy will result in forfeiture of rental security deposit and possible legal action or ticketing by the City of Plymouth Police Department.

24. Renter is permitted ONE change of date. If renter fails to keep the changed date, the event will be cancelled, and renter forfeits fifty percent of the room rental fee.

25. The fireplace area is not available for rent. Although this is not a rentable space damage/extra cleaning required to this area as a result of your event will be deducted from your damage security deposit.

- One free room usage per month shall be granted to Long Term Ice Contractors or City Affiliated and Civic Organizations. The time, day and length of that room usage shall require approval from Recreation Department Staff **PRIOR TO USE**. Any additional usage will be subject to normal room rental rate.
- The City Manager or Recreation Department Representative shall set the Cultural Center use fees. See current fee structure listing.

Priority of Room Use is based upon the following ranking:

1. City emergencies or essential civic events as determined by the City Manager.
2. City of Plymouth Recreation Department Programs and Events.
3. Contracted / Regular renters of the building renewing consistent days or times.
4. New or one-time renters.



The City of Plymouth - Recreation Department
Plymouth Cultural Center

The place for business meetings, civic clubs, wedding receptions, showers, and other special events. Contact the Recreation Office at (734) 455-6620 x304 for complete reservation details.

Large Reception Room

Accommodates up to 160 people and includes a stage and 24' x 18' laminate dance floor. The room features 6' round tables that can seat up to 10 per table. The Reception Room can be divided in half to accommodate up to 80 people banquet style or 40 classroom style seating.

Meeting Rooms

The 30' x 30' size rooms are the right size for smaller meetings and seminars. The rooms comfortably seat up to 50 people banquet style or 30 classroom style seating. The meeting rooms afford the flexibility of theater, classroom, or round table seating.

Room Rates: as of 05-2-2022

All room rental fees must be paid in full at time of reservation. Rentals include set up time, use of tables, chairs, and podlums.

Large Reception Room Fees:

Full Room: \$90.00 per hour rate Monday - Thursday

Half Room: \$50.00 per hour rate Monday - Thursday

Full Room: \$165.00 per hour weekend rate - Friday - Sunday

Half Room: \$95.00 per hour weekend rate Friday - Sunday

Kitchen Use: \$100.00 Flat Rate - Renters are required to clean kitchen at end of event. We do not provide Dishes, Cups, Glasses, Utensils or Food Serving Equipment with rentals. These items are the responsibility of the renter.

Meeting Room Fees:

\$40.00 per hour Monday - Thursday

\$65.00 per hour Friday - Sunday

Fitness/Dance Room Fees:

\$40 per hour Monday - Thursday

\$60 per hour Friday - Sunday

Security / Damage Deposits are required for all one-time rentals: Security/Damage Deposit shall be \$250 for Meeting/Fitness/Reception room except for weekend reception room rentals. Security/Damage Deposit for reception room weekend rentals that are contracted to begin at 4:00pm or later, shall be \$1,000. All security/damage deposits are refunded in full as long as there is no damage, clean up by facility staff, and over contracted hours.

Discounts: 10% discount given to all 501c3 organizations (proof of exempt status required). 10% discount given to all long-term rentals over one year.

The Plymouth Cultural Center holds a State of Michigan Class C Liquor License.

State law requires that no alcoholic beverages may be present in this facility unless they are supplied by the Plymouth Cultural Center / City of Plymouth Recreation Department.

**Wixom Community Center
Wixom, MI 48393**

Phone: (248) 624-2850

E-mail: Melissa Harrison / mharrison@wixomgov.org

Operational Policies

The City of Wixom shall have preference on use of all Community Center facilities. The City reserves the right to refuse the use of the building to any person or organization that the City has reason to believe may cause damage to the Community Center or the City of Wixom. The City reserves the right to cancel or deny use with or without notice and to limit the frequency of the building use by an organization, under any circumstances.

Rental Bookings

A **50% NON-REFUNDABLE** partial payment is required to reserve a room at the Community Center. The balance of the rental fee must be paid in full three (3) weeks prior to your event. If payments are made prior to the (3) week deadline, these payments will also be non-refundable.

To ensure proper staffing at our facility, rental bookings need to be made six weeks in advance of the actual event. Phone reservations not accepted.

Security Deposit

All lessees for Friday/Saturday/Sunday Ballroom rentals are required to issue a security deposit payable to the City of Wixom by credit card for \$1000. After the event, if there is no damage to the facility or excessive cleanup needed your deposit will be returned. If there is damage to the facility or additional cleanup required, the costs will be deducted from the \$1000 security deposit. Please see Facility Closing Checklist & Security Deposit Fees on the last page for charges.

Applicant Requirements

Applicants must be 21 years of age or older to rent the facility and accept responsibility for their guests.

Applicants must guarantee the following:

- * Orderly behavior. No profanity or excessive noise will be tolerated.
- * Supervision of all children. If staff is required to give notification to the renter that children are unsupervised—this will result in the loss of the entire security deposit.
- * Responsiveness to the directives of City staff, which includes clearing of the building.
- * That the program is of a suitable nature for presentation in a public building.
- * That the activity is lawful and conforms with City, State, and Federal laws and regulations.
- * That they will not remove, change, rearrange, or revise anything in the building.

Food/Catering Policy

The City of Wixom does not provide food service.

Caterers License/Temporary Food permit: The City of Wixom's kitchen facility is not a licensed kitchen, therefore your caterer must prepare all food and beverage services that you are to receive for your rental at the licensed caterers facility site. If you are preparing food on site at the City of Wixom kitchen facility you will need a temporary food permit that can be obtained through Oakland County Health Department.

Alcohol Policy

Beer, wine, and liquor may be served. Alcohol may not be sold. No one under 21 years of age may consume alcohol on the premises. **Any group requesting the use of alcohol for their engagement must hire a bartender from a private company or caterer to serve alcohol during the engagement. This must be done at the lessee's expense. You must provide a copy of the bartender's license to the Community Center 3 weeks before your rental.**

Decorations

- ◆ No confetti/sparkles will be allowed.
- ◆ There are no ladders on site for your use.
- ◆ All candles must be placed in hurricane globes. No exposed flames.
- ◆ No decorations are to be taped, tacked or stapled to any walls.
- ◆ No chalk allowed.

Setup & Facility Usage

Setup may take place only on the day and time of the rental contract. You may not gain access to the building prior to your rental time for set-up.

Rental groups must only use the area that they have reserved. Use of the other rooms in the facility without paid rental will not be permitted, including the Senior Lounge.

Dancing is permitted on the dance floor area only. No dancing is permitted on the stage.

Clean Up

All clean up shall be performed by the lessee before they leave the facility. Normal Clean up includes:

- ◆ Removal of all materials brought in, including decorations
- ◆ Proper clean up of kitchen area, if utilized.
- ◆ Removal of all garbage to the dumpster.
- ◆ Proper clean-up of portable bar.
- ◆ **Removal of all rented items.** Please notify your rental company or caterer that their items must be removed from the facility the night of your facility rental. The City of Wixom is not responsible for any items left behind.

Please see Facility Closing Checklist & Security Deposit Fees on the last page for charges.

Late Charges

All Lessees must remove all material no later than 12:00 am. If the facility is not completely vacated by 12:00 am, the following charges late charges will assessed and be deducted from your security deposit:

- ◆ ½ hour = \$ 250
- ◆ 1 hour = \$ 500
- ◆ Longer than 1 Hour = ENTIRE SECURITY DEPOSIT

If the Police are called to the Community Center for altercations that occur during your event, YOUR ENTIRE SECURITY DEPOSIT WILL BE FORFEITED – NO EXCEPTIONS!

No Smoking Policy

The Wixom Community Center is a **NON-SMOKING** Facility. Any violations may cause forfeiture of your rental security deposit. Smoking is permitted outside 25 feet away from the front of the facility only and all cigarette butts must be deposited in provided containers.

Injury/Lost Articles

The City of Wixom assumes no responsibility for accidents, injuries, and lost or damaged articles while attending a meeting of a rental group.

Fire Regulations

- ◆ Use of open flames is prohibited. Candles in hurricane globes are acceptable.
- ◆ Electrical extensions and decorations must be flameproof.
- ◆ Exits, corridors, and hallways must be free of obstructions at all times.
- ◆ Persons may never stand in aisles of exits
- ◆ Maximum capacity numbers in rooms must be observed.

Emergency Contact

If you arrived at the Community Center at your contracted time and no one is there to let you in the facility, please contact the Wixom Police at 624-6114.

There was a roll call vote.

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

MOTION PASSED 6-0

b. Authorization to Hire – Recreation Department

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

RESOLUTION 2022-26

WHEREAS The City Commission did enact an Employment Ordinance on August 7, 2000, which requires that the City Administration seek prior and express approval of any hiring of a full-time position in the City; and

WHEREAS There is a budgeted full time opening in the Recreation Department and the critical needs of the Department require a replacement for this position; and

WHEREAS The City Administration has requested prior and express approval of a hiring of a Recreation Department employee.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby authorize the prior and express approval of the hiring of one full-time Assistant Facility Manager employee for the Recreation Department to replace a position that is currently being vacated.

There was a roll call vote.

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

MOTION PASSED 6-0

c. 2022 Rectangular Rapid Flashing Beacon Improvements

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

RESOLUTION 2022-27

WHEREAS The City of Plymouth has adopted a Strategic Plan and a City Master Plan that calls for improvements to the quality of life for the residents and improvements in the walkability of the City; and

WHEREAS The City Commission has previously authorized design work and the City Engineer has completed design work for Rectangular Rapid Flashing Beacon (RRFB) lights to improve cross walks at five locations in the City; and

WHEREAS The City Commission has previously authorized the purchase of Rectangular Rapid Flashing Beacon components in order to avoid supply chain issues; and

WHEREAS The City Commission has reviewed the proposal from the City Engineer to perform Design Phase Services.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize up to \$186,401 for sidewalk concrete work at five intersections in the City. Funding for this construction phase of the project is authorized from the City's Major Streets construction funds.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize up to \$15,000 for construction contingency for the sidewalk concrete work and installation of the rectangular rapid flashing beacons.

NOW THEREFORE BE IT STILL FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize up to \$47,500 for construction inspection and contract administration for the sidewalk concrete work and installation of the rectangular rapid flashing beacons.

Some members questioned installing all five of the RRFBs at the same time, stating a preference for starting with three, then adding the final two at a later date. There was also a discussion about how the lights are activated and that traffic should not stop when a pedestrian is waiting to cross, but rather when a pedestrian is already in the crosswalk. In addition, it was stated that pedestrians need to wait until traffic is clear before entering the crosswalk. Sincok said signs to this effect will be posted, and signals near the schools won't be installed until summer break begins.

d. Third Quarter Budget Amendments

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

RESOLUTION 2022-28

WHEREAS Actual patterns of departmental expenditures occurred differently than originally projected in the 2021-2022 City Budget as adopted in June of 2021; and

WHEREAS Overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

WHEREAS The City Budget amendments require the approval of the City Commission for changes between activity departments and between funds of the City;

NOW, THEREFORE BE IT RESOLVED, that the 2021-2022 City Budget is hereby amended as indicated in the 3rd quarter amendments column of the attached Budget Amendments Summary, which is made a part of this resolution.

BE IT FURTHER RESOLVED, that the City Finance Director is authorized to change the budgetary appropriations as indicated in the Budget Amendments Summary effective May 2, 2022.

NINE

**CITY OF PLYMOUTH
REVENUES, EXPENDITURES & CHANGES IN FUND EQUITY
UNAUDITED - YEAR ENDED JUNE 30, 2022
MARCH, 2022**

FUND #	FUND NAME	FUND BALANCE 6/30/2021	FY 21-22		% EXP	21-22 AMENDED BUDGET	FUND BALANCE THRU 3/31/22
			REVENUES THRU 3/31/22	EXPENDITURES THRU 3/31/22			
101	GENERAL FUND	3,663,582	8,542,171	6,749,321	67.94%	10,067,018	5,456,432
202	MAJOR STREETS FUND	1,154,288	428,508	459,660	63.27%	726,543	1,123,137
203	LOCAL STREETS FUND	582,680	456,948	164,864	24.81%	664,547	874,764
208	RECREATION FUND	13,861	968,164	779,323	58.99%	1,334,600	202,701
226	WASTE/RECYCLING FUND	1,278,122	1,418,880	981,608	61.62%	1,609,300	1,705,394
248	DDA OPERATING FUND	519,144	1,154,779	568,210	49.54%	1,305,130	1,105,713
249	BUILDING FUND	33,899	389,115	456,886	75.30%	606,775	(33,872)
282	NEIGHBORHOOD SERVICES FUND	51,570	90,344	57,963	82.51%	92,730	83,951
592	WATER/SEWER FUND	4,654,565	3,625,285	4,023,369	79.98%	5,030,741	4,256,491
661	EQUIPMENT FUND	714,416	529,443	512,704	62.94%	815,860	815,860
	TOTALS	12,666,127	17,603,636	14,763,896	66.84%	22,253,244	15,590,570

NINE

CITY OF PLYMOUTH									
REVENUES, EXPENDITURES & CHANGES IN FUND EQUITY									
UNAUDITED - YEAR ENDED JUNE 30, 2021									
MARCH, 2021									
FUND #	FUND NAME	FUND BALANCE 6/30/2020	FY 20-21		EXPENDITURES THRU 3/31/21	% EXP	20-21 AMENDED BUDGET	FUND BALANCE THRU 3/31/21	
			REVENUES THRU 3/31/21	EXPENDITURES THRU 3/31/21					
101	GENERAL FUND	2,966,548	8,117,407	6,146,741	65.15%	9,434,354	4,937,214		
202	MAJOR STREETS FUND	1,031,652	392,663	420,199	61.09%	687,870	1,004,117		
203	LOCAL STREETS FUND	148,489	420,184	163,312	25.88%	635,967	405,361		
208	RECREATION FUND	28,119	638,509	640,297	59.59%	1,074,469	26,331		
226	WASTE/RECYCLING FUND	1,103,441	1,363,729	917,254	60.66%	1,512,050	1,549,917		
248	DDA OPERATING FUND	453,357	1,009,399	751,434	65.36%	1,149,760	711,321		
249	BUILDING FUND	55,479	291,540	386,071	60.72%	634,150	(38,052)		
252	NEIGHBORHOOD SERVICES FUND	52,426	54,758	48,046	51.81%	92,730	59,138		
592	WATER/SEWER FUND	5,409,951	3,592,021	3,988,395	91.31%	4,367,755	5,013,577		
661	EQUIPMENT FUND	806,320	549,280	509,170	62.46%	815,250	846,430		
	TOTALS	12,055,782	16,429,488	13,969,918	68.47%	20,404,366	14,515,352		

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

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
GENERAL FUND REVENUE: #101							
Property Taxes	6,581,420	-	-	-	-	-	6,581,420
Licenses & Permits	3,700	-	-	-	-	-	3,700
Fee/Grant/State Grants	450,000	-	-	-	-	-	450,000
State-Shared Revenues	1,007,951	-	21,597	-	-	21,597	1,069,548
Charges for Services	848,990	7,000	890	-	-	7,890	854,810
Cometel Revenue	167,500	-	13,500	36,200	-	49,700	207,000
Parking Revenues	85,200	-	-	5,000	-	5,000	70,200
Other Operating Revenues	648,840	10,000	21,900	10,125	-	42,025	691,665
Appropriation of Surplus	150,000	-	-	224,397	-	224,397	374,397
Total Operating Revenue	9,882,371	17,000	57,647	275,722	-	350,369	10,332,740
Transfers In From Other Sources	10,000	-	-	-	-	-	10,000
Total Revenue All Classes	9,892,371	17,000	57,647	275,722	-	350,369	10,342,740
GENERAL FUND EXP: #101							
City Commission	116,100	75	10,250	9,850	-	20,175	136,275
City Manager	327,025	-	575	5,170	-	5,745	332,770
Legal Services	152,500	-	-	-	-	-	152,500
Finance Department	475,580	460	3,485	15,480	-	19,425	494,500
City Clerk	104,820	-	400	-	-	400	105,220
City Assessor	88,780	-	-	-	-	-	88,780
Management Information Services	282,826	-	500	150	-	650	283,476
Electron Services	101,890	-	1,100	-	-	1,100	102,990
Cometel	354,470	90	800	795	-	1,685	356,155
Police Department	4,192,870	25,000	2,380	31,500	-	56,880	4,241,750
Fire Department	1,095,920	4,140	-	80,800	-	84,940	1,120,960
MSD Administration	326,020	185	475	400	-	1,060	327,080
City Hall Maintenance	328,015	-	900	110	-	1,010	329,025
Parks & Public Property	200,680	-	-	-	-	-	200,680
MSD Yard Maintenance	81,325	-	1,520	70	-	1,600	82,925
Street Lighting	163,000	-	-	-	-	-	163,000
Miscellaneous MSD Services	1,570	-	100	38	-	138	1,708
Bothey Maintenance/Exposures	-	80	1,225	660	-	1,965	1,835
Special Events	178,310	-	-	2,050	-	2,050	178,360
Parking System	50,480	-	-	-	-	-	50,480
MSD Services - DDA	173,350	-	1,600	32,650	-	34,250	207,200
Other Functions	189,300	-	170	9,408	-	9,578	208,978
Capital Outlay	311,600	48,000	8,500	35,000	-	91,500	403,100
Debt Service	31,234	-	-	-	-	-	31,234
Tot. Gen'l Operating Expenditures	9,982,854	78,940	33,900	223,918	-	336,758	10,319,350
Transfers Out to Other Funds	938,350	-	-	385,000	-	385,000	1,023,350
Contingency	371,367	(61,840)	23,687	(333,094)	-	(371,367)	-
Total Expenditures	9,982,371	17,000	57,647	275,722	-	350,369	10,342,740

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
MAJOR ST FUND REVE: #202							
Gas & Weight Taxes	721,543	-	-	-	-	-	721,543
Contrib & Other	5,000	-	-	-	-	-	5,000
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUE	726,543	-	-	-	-	-	726,543
MAJOR ST FUND EXP: #202							
Administration/Debt	24,860	1,000	2,745	8,476	-	12,221	37,077
Routine Maintenance	147,380	-	228	-	-	228	147,608
Stormwater System Maintenance	1,000	-	-	1,000	-	1,000	2,000
Traffic Signal Maintenance	84,280	1,300	775	1,550	-	3,625	87,905
Signs & Post Control	76,470	-	10	-	-	10	79,480
Road Construction	80,000	-	-	1,100	-	1,100	81,100
Transfers Out to Other Funds	360,772	-	-	-	-	-	360,772
Contingency	22,791	(2,300)	(3,755)	(12,120)	-	(18,175)	4,616
TOTAL EXPENDITURES	726,543	-	-	-	-	-	726,543

BUDGET ADJUSTMENT SUMMARY
THIRD QUARTER - FY 21-22

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
LOCAL ST FUND REV: #203							
Gas & Weight taxes	289,845	-	-	-	-	-	289,845
Contrib & Other	373,202	-	3,600	-	-	3,600	374,702
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUE	663,047	-	3,600	-	-	3,600	664,647
LOCAL ST FUND EXP: #203							
Administration/Debt	25,250	2,000	14,000	14,950	-	-31,900	57,156
Routine Maintenance	166,320	-	10	-	-	10	166,330
Stormwater System Maintenance	1,000	-	-	-	-	-	1,000
Traffic Signal Maintenance	47,950	-	-	-	-	-	47,950
Snow & Ice Control	97,100	-	80	-	-	80	97,180
Road Construction	35,000	-	1,500	-	-	1,500	46,500
Contingency	339,027	(2,000)	(13,025)	(14,950)	-	(29,975)	309,052
TOTAL EXPENDITURES	663,047	-	3,500	-	-	3,600	664,647

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
RECREATION FUND REV: #209							
Cultural Center Revenues	631,000	-	-	-	-	-	631,000
Transfer from General Fund	600,000	-	-	-	-	-	600,000
Administrative Charges	1,000	-	-	-	-	-	1,000
Program Fees & Charges	302,600	-	-	2,000	-	2,000	304,600
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUE	1,534,600	-	-	2,000	-	2,000	1,536,600
RECREATION FUND EXP: #209							
Cultural Center & Administration	862,010	9,600	18,000	4,350	-	22,750	881,760
Basic Skills	7,785	-	-	-	-	-	7,785
Recreation Vending	-	-	-	-	-	-	-
Recreation Services	21,805	-	-	-	-	-	21,805
Adult Athletics	-	-	-	-	-	-	-
Youth Athletics	4,600	-	-	-	-	-	4,600
Miracle League	9,100	-	-	-	-	-	9,100
POCHA	17,000	-	-	-	-	-	17,000
POCHA - Mini Milks	4,778	100	5	-	-	105	4,883
MSO Services	4,500	910	1,050	657	-	2,517	7,017
Soccer	88,735	-	-	10,700	-	10,700	100,435
Liquor	5,540	-	-	2,000	-	2,000	5,540
Courses & Special Events	9,150	-	-	-	-	-	9,150
Therapeutic Program	1,000	-	-	-	-	-	1,000
Senior Programs-Classes	5,025	-	-	-	-	-	5,025
Plymouth-Carroll Streets	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Contingency	181,675	(7,510)	(18,950)	(15,637)	-	(42,107)	181,473
TOTAL EXPENDITURES	1,534,600	-	-	2,000	-	2,000	1,536,600

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
SOLID WASTE FUND REV: #226							
Property Taxes	1,068,720	-	6,210	-	-	6,210	1,104,930
Sales of Service	340,600	1,500	1,880	7,050	-	10,430	451,030
Transfer from General Fund	10,340	-	-	-	-	-	10,340
Appropriation of Surplus	50,000	-	-	-	-	-	50,000
TOTAL REVENUE	1,599,710	1,500	11,090	7,050	-	19,640	1,616,350
SOLID WASTE FUND EXP: #226							
Operating Expenses	1,570,668	500	7,750	14,640	-	22,890	1,592,958
Landfill Closure	9,142	1,000	-	-	-	1,000	10,142
Contingency	17,000	-	3,340	(7,590)	-	(4,250)	13,250
Transfer Out to Other Funds	-	-	-	-	-	-	-
TOTAL EXPENDITURES	1,696,710	1,500	11,090	7,050	-	19,640	1,696,350

BUDGET ADJUSTMENT SUMMARY
THIRD QUARTER - FY 21-22

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
PARKING FUND REV: #232							
Miscellaneous	10	-	-	60,000	-	60,000	60,010
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUE:	10	-	-	60,000	-	60,000	60,010
PARKING FUND EXP: #232							
Contingency	10	-	-	60,000	-	60,000	60,010
Construction	-	-	-	-	-	-	-
TOTAL EXPENDITURES	10	-	-	60,000	-	60,000	60,010

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA OPER FUND REV: #249							
Property Taxes-Non School	1,073,870	-	-	-	-	-	1,073,870
Program Fees & Other	61,550	-	-	-	-	-	61,550
Appropriation of Surplus	-	169,710	-	-	-	169,710	169,710
TOTAL REVENUES	1,135,420	169,710	-	-	-	169,710	1,305,130
DDA OPER FUND EXP: #248							
Administration	320,030	1,850	-	-	-	1,850	321,880
Police Services	33,250	-	-	-	-	-	33,250
Parking System	43,820	4,500	-	-	-	4,500	48,320
Saxton Parking Facility	-	1,650	-	-	-	1,650	1,650
DDA Marketing	88,700	-	-	-	-	-	88,700
Streetscape Maintenance	264,070	2,160	-	-	-	2,160	266,230
Contrib to DDA Debt Funds	223,510	-	-	-	-	-	223,510
Contrib to DDA Cap Imp Fund	35,000	278,500	-	-	-	278,500	301,500
Contingency	116,940	(116,940)	-	-	-	(116,940)	-
TOTAL EXPENDITURES	1,135,420	169,710	-	-	-	169,710	1,305,130

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
BLDG & ENGINEERING FD REV: #249							
Permit Fees	664,850	1,200	1,725	10,950	-	14,375	679,225
Contrib. & Other	40,000	(1,500)	-	-	-	(1,500)	38,500
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	604,850	200	1,725	10,950	-	12,975	617,725
BLDG & ENGINEERING FD EXP: #249							
Eng/Arch/Inspection	507,590	200	765	9,850	-	10,815	598,375
Capital Outlay	-	-	-	-	-	-	-
Contingency	17,260	-	900	1,100	-	2,000	19,260
TOTAL EXPENDITURES	604,850	200	1,725	10,950	-	12,975	617,725

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
NBHD SERVICES FUND REV: #252							
Miscellaneous	19,720	-	-	26,626	-	26,626	46,346
Transfer from General Fund	73,010	-	-	-	-	-	73,010
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	92,730	-	-	26,626	-	26,626	119,356
NBHD SERVICES FUND EXP: #252							
Administration	500	-	-	-	-	-	500
CYDA Community Center	2,000	-	-	-	-	-	2,000
Senior Transportation	86,283	220	-	-	-	220	86,770
Contingency	3,550	(220)	-	20,626	-	20,406	30,086
TOTAL EXPENDITURES	92,730	-	-	26,626	-	26,626	119,356

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

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
BUDGET STABILIZATION FUND REV:	#257						
Transfer from General Fund	55,000	-	-	305,000	-	360,000	440,000
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	55,000	-	-	305,000	-	360,000	440,000
BUDGET STABILIZATION FUND REV:	#257						
Contingency	55,000	-	-	305,000	-	360,000	440,000
TOTAL EXPENDITURES	55,000	-	-	305,000	-	360,000	440,000

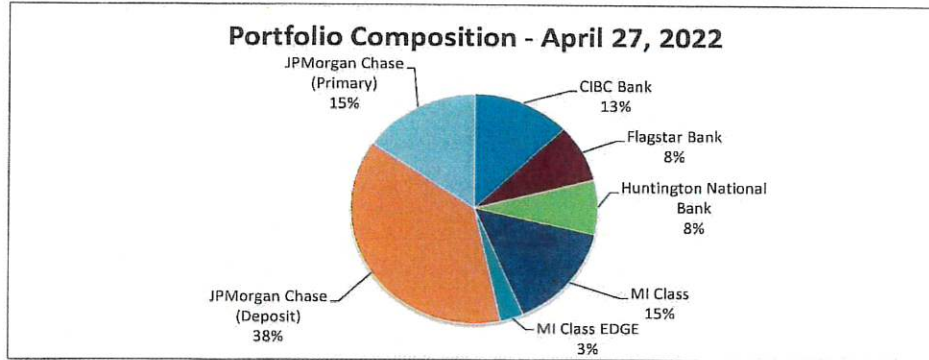
FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
DDA CAP IMP FUND REV:	#405						
Contrib. & Other	25,050	278,500	-	-	-	278,500	303,150
Appropriation of Surplus	-	1,585	-	-	-	1,585	1,585
TOTAL REVENUES	25,050	278,085	-	-	-	278,085	303,135
DDA CAP IMP FUND EXP:	#405						
Capital Improvements	25,050	278,085	-	-	-	278,085	303,135
Contingency	-	-	-	-	-	-	-
TOTAL EXPENDITURES	25,050	278,085	-	-	-	278,085	303,135

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
WATER/SEWER OPER FUND REV:	#52						
Sales & Service Charges	4,517,005	-	198,660	-	-	198,660	4,715,665
Sale of Bonds	-	-	-	-	-	-	-
Appropriation of Surplus	-	-	313,978	44,420	-	359,498	359,498
TOTAL REVENUES	4,517,005	-	513,738	44,420	-	558,158	5,075,163
WATER/SEWER OPER FUND EXP:	#52						
Administration	3,503,716	3,200	836,369	15,125	-	855,676	4,359,391
Trunk & Lateral	214,850	-	800	22,050	-	23,850	237,000
Mainline Maintenance	230,080	1,265	876	6,838	-	7,876	238,725
Water Maintenance	149,781	50	450	1,650	-	2,050	151,841
Service Maintenance	41,360	860	2,825	50	-	3,436	44,795
Hydrant Maintenance	46,420	-	-	-	-	-	46,420
Capital Outlay	-	-	-	-	-	-	-
Contingency	381,220	(6,069)	(328,164)	-	-	(331,223)	-
TOTAL EXPENDITURES	4,517,005	-	513,738	44,420	-	558,158	5,075,163

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
EQUIPMENT FUND REV:	#61						
Miscellaneous	809,210	-	8,650	40,828	-	47,278	856,488
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	809,210	-	8,650	40,828	-	47,278	856,488
EQUIPMENT FUND EXP:	#61						
Miscellaneous	702,020	-	8,650	6,401	-	15,051	777,571
Contingency	40,680	-	-	32,228	-	32,228	78,818
TOTAL EXPENDITURES	809,210	-	8,650	40,828	-	47,278	856,488

City of Plymouth
 Summary - Cash, Securities & CD's
 April 27, 2022

Institution	Bauer Rating	Inv. Type	% Invested	Amount
CIBC Bank	5	CD	13%	\$ 2,500,000.00
Flagstar Bank	5	CD	8%	\$ 1,600,000.00
Huntington National Bank	5	CD	8%	\$ 1,500,000.00
MI Class	AAAm	Inv. Pool	15%	\$ 2,900,000.00
MI Class EDGE	AAAf/S1	Inv. Pool	3%	\$ 600,000.00
JPMorgan Chase (Deposit)	5	Cash	38%	\$ 7,417,728.26
JPMorgan Chase (Primary)	5	Cash	15%	\$ 3,028,792.63
			<u>100%</u>	<u>\$ 19,546,520.89</u>



**This report is in compliance with Public Act 20 quarterly investment reporting*

There was a roll call vote.

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

MOTION PASSED 6-0

e. Approval of April 18, 2022 City Commission Regular Meeting Minutes

Moroz offered a motion, seconded by Kehoe, to allow O'Donnell to abstain from voting for on the approval of minutes of the April 18, 2022 meeting.

There was a roll call vote.

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

MOTION PASSED 6-0

Maguire offered a motion, seconded by Kehoe, to approve the minutes of the April 18, 2022 meeting.

There was a roll call vote.

Yes: Deal, Filipczak, Kehoe, Maguire, Moroz

Abstain: O'Donnell

MOTION PASSED 5-0

7. REPORTS AND CORRESPONDENCE

f. Liaison Reports

Maguire said the Plymouth District Library Board of Trustees was scheduled to meet on May 17.

O'Donnell said the Planning Commission was scheduled to meet on May 11.

Filipczak said the Riverside Cemetery Board was scheduled to meet on May 23.

Moroz said the 35th District Court board met and approved expenditures to allow Canton Township to administer the indigent defense fund.

8. ADJOURNMENT

A motion to adjourn was offered by O'Donnell and seconded by Kehoe at 8:08 p.m.

There was a roll call vote.

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

MOTION PASSED 6-0

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



City of Plymouth
City Commission Regular Meeting Minutes
Monday, May 16, 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

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

c. Proclamations

Moroz read the following proclamations.

- i. Employee Memoriam – DDA Director Tony Bruscato
- ii. Public Works Week
- iii. Police Week

2. APPROVAL OF MINUTES

Moroz offered a motion, seconded by Sebastian, to table approving the minutes of the May 2, 2022 meeting until the next meeting.

There was a roll call vote.

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

MOTION PASSED 7-0

3. APPROVAL OF THE AGENDA

Filipczak offered a motion, seconded by O'Donnell, to approve the agenda for Monday, May 16, 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

- a. Approval of April 2022 Bills
- b. Authorization to Hire – Part Time Staff
- c. Special Event: Memorial Day Procession May 30, 2022
- d. Special Event: Fund Run 5K August 21, 2022

Filipczak offered a motion, seconded by O'Donnell, 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. CITIZEN COMMENTS

Laurie Mayers, 1361 Sheridan, read a letter she sent to Chief of Police Al Cox regarding information on the Police Department’s transparency dashboard and then asked for additional information to be provided.

Mark Kiesow, 800 McKinley, asked about enforcement of the tree ordinance.

Ellen Elliott, 404 Irvin, thanked the City Commission for the proclamation in memory of Tony Bruscato and said the Downtown Development Authority Board is working on something to honor him in the downtown. She also thanked the Department of Municipal Services and the Police Department for their work and asked the City Commission to investigate a policy allowing remote participation for board and commission members.

6. COMMISSION COMMENTS

O’Donnell said the City should continue to look at ways to monitor the tree ordinance and that residents who don’t replace heritage trees are required to pay into the tree fund. She said she feels confident in the City of Plymouth Police Department and that continued diligence is needed.

Deal said Bruscato would be missed, and she thanked the Lions Club for continuing to sponsor the Memorial Day Procession.

Maguire said she would like to see a policy that would allow remote participation for board and commission members. She offered condolences to residents of Buffalo for the recent mass shooting.

Kehoe said she would also be in support of a remote participation policy to help keep everyone safe from COVID-19.

Sebastian expressed sadness over the passing of Bruscato.

Moroz said the City engages in continuous improvement. He noted thanked those involved in getting the Farmer’s Market running last weekend and the DMS for their work on Spring Cleanup.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a. Designated Depositories

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

RESOLUTION 2022-29

WHEREAS Section 8.9 of the City Charter of the City of Plymouth provides for the designation of depositories; and

WHEREAS The City administration has reviewed and compiled a list of depository institutions and brokerage firms which are compliant with the City of Plymouth Investment Policy and Public Act 20, and which firms the City of Plymouth may wish to conduct business as regards the deposit and investment of City of Plymouth funds.

NOW THEREFORE BE IT RESOLVED THAT upon the recommendation of the City administration, the City Commission of the City of Plymouth does hereby authorize the following financial institutions as City of Plymouth depository institutions for the purpose of depositing or otherwise investing City of Plymouth

funds pursuant to the City of Plymouth Investment Policy and Public Act 20: JP Morgan Chase Bank, Bank of America, Bank of Ann Arbor, CIBC Bank, Citizens Bank, Comerica Bank, Community Financial, DFCU Financial, Fifth Third Bank, First Merchant Bank, Flagstar, Bank, GovMIC, Huntington Bank, Lake Trust Credit Union, Michigan Class, Michigan Insured Cash Holdings, and PNC Bank during fiscal year 2022-23.

BE IT FURTHER RESOLVED THAT upon recommendation of the City administration, the City Commission of the City of Plymouth does hereby authorize utilization of the following brokerage firms: RW Baird & Co., Inc., Edward Jones Investments, Raymond James & Associates, Inc., UBS Financial Services, Inc., PFM Asset Management, LLC, Robinson Capital and Multi-Bank Securities for the purpose of brokering Certificates of Deposit and/or purchasing certain other investments eligible under the City of Plymouth Investment Policy and Public Act 20.

BE IT FURTHER RESOLVED THAT when considering any type or form of investment the City Administration shall provide all necessary due diligence which shall include, but not be limited to and appropriate comparative cost/yield analysis in the decision-making process.

There was a roll call vote.

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

MOTION PASSED 7-0

b. Waste and Recycling Rates

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

RESOLUTION 2022-30

WHEREAS The City of Plymouth operates a solid waste and recycling program to help protect the public health, safety, and welfare; and

WHEREAS The City Commission of the City of Plymouth reviews rates for the Solid Waste and Recycling Program as a part of the budget review process; and

WHEREAS The City Commission did conduct a review of the program as a part of their Budget Document; and

WHEREAS Public Act 298 of 1917 authorizes an operating levy of up to 3.00 mills for waste disposal and recycling, subject to the restriction of the Headlee Amendment to the Michigan Constitution; and

WHEREAS The City Commission, after reviewing the financial condition of the Waste & Recycling Fund concluded that the operating millage rate for Fiscal 2022 - 23 can be maintained at 1.82 mills without causing significant adverse financial impact to the fund.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the current rate of \$10.25 per month for trash cart service and \$3.00 per trash bag for solid waste disposal and that this rate shall be effective on July 1, 2022.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth hereby establishes a rate of 1.82 mills to be used to provide tax support for operations of the Waste & Recycling Fund for the 2022 - 23 Fiscal Year and that such millage rate be incorporated into the City's Annual Budget.

There was a roll call vote.

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

MOTION PASSED 7-0

c. Focus Group Facilitation Proposal

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

RESOLUTION 2022-31

WHEREAS The City Commission has identified the creation of focus group(s) to discuss paid parking and parklets as one-year tasks under the Sustainable Infrastructure and Attractive, Livable Community goal areas in the Commission's Five-Year Strategic Plan; and

WHEREAS The City has, in partnership with Eastern Michigan University, completed survey work in the recent past to gauge residents' preferences related to parking and expanded dining options that utilize existing parking; and

WHEREAS The City Commission, Downtown Development Authority, and other stakeholder groups have previously discussed paid parking and the concept of parklets as a means to provide additional outdoor pedestrian-friendly dining and event spaces; and

WHEREAS The administration has requested the enclosed proposal for the facilitation of focus group(s) to gain a better understanding of the preferences of community stakeholders on the matter of paid parking and parklets.

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Plymouth approves the proposal from Double Haul Solutions, LLC. for Focus Group Facilitation services in an amount not to exceed \$14,700 paid from account 101.101.818.000.

NOW THEREFORE BE IT FURTHER RESOLVED that the City Commission of the City of Plymouth authorizes the mayor to sign the notice to proceed on behalf of the City of Plymouth authorizing the project to move forward.

Commission Comments

A discussion ensued about the selection of the facilitator and the cost of the project. Some suggested drafting an RFP to seek out the best firm to provide facilitation services. It was noted that the EMU survey had been done less than a year ago and that these survey results should be considered.

Citizen Comments

Karen Sisolak, 939 Penniman, questioned how focus group participants would be selected. She said the Planning Commission sometimes struggles with parking requirements and suggested that be part of the larger discussion. She also suggested consulting the Michigan Economic Development Corporation for their Redevelopment Ready Communities focus group best practices and their recommended facilitators.

Ellen Elliott, 404 Irvin, said informal gatherings to hear from all interested parties would provide more feedback than a small focus group.

Commission Comments

The discussion continued and there was consensus that further study about finding the right facilitator, the cost, and the scale was needed before making a decision.

O'Donnell withdrew her motion and Sebastian withdrew his second.

9. REPORTS AND CORRESPONDENCE

a. Appointments – none

b. Liaison Reports

Maguire said the Plymouth District Library Board was scheduled to meet on May 17.

Filipczak said the Cemetery Board was scheduled to meet at the end of the month.

O'Donnell said the Planning Commission meeting was rescheduled for May 18.

Deal said the Historic District Commission did not meet in May.

10. ADJOURNMENT

A motion to adjourn was offered by Sebastian and seconded by O'Donnell at 8:09 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

DRAFT



Plymouth City Commission Study Session

May 25, 2022 6:00 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

1. CALL TO ORDER

Mayor Moroz called the meeting to order at 6:03 p.m.

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, Assistant City Manager Chris Porman, and other City Department Heads.

2. FOCUS GROUP RFPs

The group discussed parklets and agreed that no RFP was necessary at this time and that a pilot program with three existing locations would provide valuable information for the future. The City Commission directed the administration to bring a design proposal to a future meeting.

There was a discussion about the potential cost of a parking management system, which includes installation, operating fees, maintenance, WiFi, etc. Commission members stressed that listening to the community through a survey, focus groups and community listening sessions would be helpful in making a decision. There was also discussion about resident, non-resident, and business classifications.

3. PUBLIC SAFETY

Sincock reviewed a presentation on delivering emergency services.

4. ADJOURNMENT

The meeting was adjourned at 8:11 p.m.

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.

Functional HIIT Fitness LLC (F45 Training North Livonia)

Sponsoring Organization's Legal Name _____
 2489160000

Ph# _____ Fax# _____ Email _____ Website _____

Address 19716 Haggerty Rd City Livonia State MI Zip 48168
Management F45 Training North Livonia

Sponsoring Organization's Agent's Name Stefanie Adelchi/Jaymie Ziegler Title _____
 2489160000

Ph# _____ Fax# _____ Email sadelchi@f45training.com/ jziegler@f45training.com Cell# _____

Address _____ City _____ State _____ Zip _____

Event Name Glow Yoga

Event Purpose Provide Movement to our community

Event Date(s) September 22, 2022

Event Times 530pm - 9pm

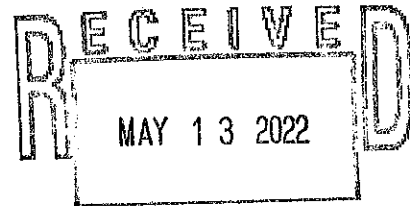
Event Location Kellogg Park

What Kind Of Activities? Yoga and health vendors

What is the Highest Number of People You Expect in Attendance at Any One Time? 300

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.)



CITY OF PLYMOUTH

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

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

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

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

Next year's specific dates: _____

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO
4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO
5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO
6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.

(see Attachment B)

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

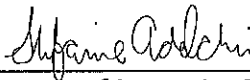
If Yes, list the lots or locations where/why this is requested:

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.

05/12/2022

Date



Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

11. **INDEMNIFICATION AGREEMENT**

INDEMNIFICATION AGREEMENT

The **Functional HIIT Fitness**
The LLC (organization name) agree(s) to defend, indemnify, and hold harmless the City of
Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed
or recovered against or from the Glow Yoga (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 Stephanie Addechi

05/12/2022
Date _____

Witness _____

Date _____

EVENT REVIEW FORM

EVENT NAME: Flow Yoga 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
				CP
<i>NO SERVICES NEEDED</i>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES NO				
Labor Costs: \$	Equipment Costs: \$	Materials Costs	\$	
POLICE:	Approved	Denied	(list reason for denial)	Initial
				JEC
<i>NO SERVICES NEEDED</i>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
				0
FIRE:	Approved	Denied	(list reason for denial)	Initial
				RS
<i>NO SERVICES NEEDED</i>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	Approved	Denied	(list reason for denial)	Initial
				SBP
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
RISK MANAGEMENT:	Approved	Denied	(list reason for denial)	Initial
				MB
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 _____				

City of Plymouth
SPECIAL EVENT APPLICATION

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

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

Sponsoring Organization's Legal Name Plymouth Canton Community Schools

Ph# 734-478-9703 Fax# 734-416-7819 Email Kathleen.grodus@pccsk12.com Website WWW.PCCSK12.COM

Address 454 S. Harvey St. City Plymouth State Mi. Zip 48170

Sponsoring Organization's Agent's Name Kathy Grodus / Julie Weedhams Title Psychologist / Consultant

Ph# 734-478-9703 Fax# 734-416-7819 Email Kathleen.grodus@pccsk12.com Cell# 734-478-9703

Address 454 S. Harvey St. City Plymouth State Mi Zip 48170

Event Name PCCS Mental Health and Wellness Fair

Event Purpose To provide Mental Health Resources / Awareness for Families / Community

Event Date(s) Saturday, April 29, 2023

Event Times 10:00 a.m. - 2:00 p.m.

Event Location The Gathering - Kellogg Park

What Kind Of Activities? Expo style Event - Tables, Demonstrations,

What is the Highest Number of People You Expect in Attendance at Any One Time? 300

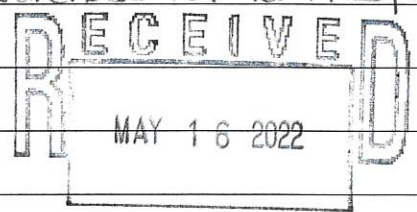
Coordinating With Another Event? YES NO If Yes, Event Name: _____

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 exhibits / tables local Mental Health Agencies + Community Wellness businesses Demonstrations / Speaker on stage. Mental Health / Wellness in a tents outside Gathering. Wellness will use park area for demonstrations (ex: yoga / zumba). Tent for Mental Health activities in park.

City Police / Fire will have resource table.

(Same set up as the Mental Health and Wellness Fair - from April 30th 2022)



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 Saturday in April
Next year's specific dates: April 29, 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)

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 of Gathering

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.

5-10-2022
Date

Kathleen Miodus
Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

EVENT REVIEW Mental Health Day **EVENT NAME:** _____
 (note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>CP</u>			
<u>BAWDSHELL SET UP / TEAR DOWN</u> <u>1 FTE DURING EVENT</u> <u>LABOR @ 1,000</u>			
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	<u>300</u>
POLICE: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>gpc</u>			
<u>1 - OFFICER FOR 4 HOURS</u>			
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	<u>304-</u>
FIRE: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>AS</u>			
<u>NO SERVICES REQUESTED</u>			
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
HVA: Approved <input type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial			
DDA: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>SBP</u>			
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
RISK MANAGEMENT: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>MB</u>			
Class I – Low Hazard	<input checked="" type="checkbox"/>	<u>Cert of Ins. Needed re: mental health</u> <u>City of Plymouth as additional insured</u>	
Class II – Moderate Hazard	<input type="checkbox"/>		
Class III – High Hazard	<input type="checkbox"/>		
Class IV – Severe Hazard	<input type="checkbox"/>		

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 - Public Hearing & Adoption of the 2022 - 23 Budget - 06-06-22.docx
Date: May 27, 2022
RE: Public Hearing & Adoption of the 2022 - 23 Budget

Background

The City Commission has reviewed the proposed budget since it was publicly presented at the first Commission Meeting in April. The City Commission held a Budget Study Session after the proposed budget was presented. The proposed budget has also been posted on our web site since April.

In addition, separate units of Government such as the Downtown Development Authority and the Brownfield Redevelopment Authority have their Fiscal 22 - 23 Budgets documents included in the City's overall Budget. It should be noted that both the DDA and the Brownfield Redevelopment Authority have their own tax revenues and under relatively new state law the City Commission has financial control over the DDA Budget and the City Commission adopts a budget for the DDA and incorporates it into the overall City budget. The Brownfield Board is still fully an independent Board, but the City Commission incorporates their approved budget into the City's overall budget document for ease and informational purposes.

The result of the City Commission deliberations is the proposed budget that has the following highlights:

- Reduced General City Operating Millage Rate -- Down .1182 mills
 - 8th Year in a row that we have dropped the General City Operating Millage Rate
- Slight increase in Bond Debt Millage of .1600 mills to meet bond payment schedule
 - Voters approved millage rates that would match payment schedule
- Maintains current city service levels
- All operating funds are balanced though Community Development, Recreation & Senior Transportation will receive operating subsidies from General Fund
- Impact of FEMA & ARP funding for Covid-19 expenses is not complete awaiting final rules and numbers from the Federal Government.

The new budget will require that we continually monitor our revenue sources, including those from State of Michigan. We also must be vigilant related to the cost of the 35th District Court. The expenses for the three-judge system at the court has become a cost center as their volume of work has continued to significantly decrease.

Approximately 20 years ago we moved all our employees from the old government pension program to a 401K style retirement. We currently have no employees on the old-style government pension plan, known as defined

benefit. All our current employees are on the 401K style retirement, but we still have significant costs for those who previously retired and are covered by the old defined benefit program and we are working to make extra payments towards those costs.

We have attached a memorandum from Finance Director John Scanlon which will provide additional background information on the budget adoption.

Recommendation

The City Administration recommends that the City Commission open a Public Hearing on the Budget and hear any additional citizen comments on the proposed budget. After consideration of the public comments we would recommend that the City Commission adopt the attached proposed Resolution related to the 2022 - 23 Fiscal Year Budget.

The budget has been reviewed by the City Commission through open public meetings. The official notice has been published in the local newspaper.

We have prepared a proposed Resolution for the City Commission to consider regarding this matter. Once approved it will be placed on our website. If you have any questions in advance of the meeting, please feel free to contact me.



CITY OF PLYMOUTH

www.plymouthmi.gov

201 S. Main
Plymouth, Michigan 48170-1637

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

MEMORANDUM

Date: June 1, 2022
To: Paul Sincock, City Manager
From: John Scanlon, Finance Director
Subject: Budget Hearing

Issue: Resolution of Adoption – 2022-23 Proposed City Budget

Analysis: The budget reflects what the City Commission has approved after meeting on April 12, 2022, as well as adjustments made due to more reliable data provided from numerous sources since that time. As presented for the June 6, 2022 hearing, the proposed budget includes a increase in the total millage rate of .0418 mills from 15.0692 mills to 15.1110 mills, comprised of a reduction in the general operating millage of .1182 mills, a increase in GO bond debt retirement millage of .1600 mills and no change in the solid waste and recycling millage rate. The resolution also provides for the formal adoption of a 1% property tax administration fee which the City Commission originally approved by a 5-2 vote at the City budget session held on April 25, 2016.

All the major operating funds of the City are balanced although the Recreation Fund and Neighborhood Services Fund will receive operating subsidies from the General Fund for the 2022-23 fiscal year. It should be noted that no future deficits are currently indicated over the four future years of budget projections.

The proposed 2022-23 City budget includes capital expenditures of \$1,257,300 in the General Fund, \$800,050 in the Water & Sewer Capital Improvement related funds primarily for utility replacements, \$1,796,875 for road reconstruction improvements out of the 2020 GO Bond Construction Fund, \$30,000 from the Waste and Recycling Fund, \$1,000 from Police Forfeiture Funds and \$781,439 of acquisitions and replacements in the Equipment Fund.

The proposed General Fund budget for the new fiscal year is \$11,161,184, an increase of \$1,168,813 over the prior year. However, \$50,000 of that amount is reserved for contingencies, which means actual expenditures are increasing by \$1,118,813. This is due to an increase in capital expenditures.

It should be noted that cities are still in the process of implanting the new uniform charts of accounts, however the budget reflects that update. This process has been delayed twice by the Michigan Department of Treasury. The Budget Stabilization Fund and Cemetery Trust Fund have been renumbered in the 100-fund sequence due to

THE CITY OF HOMES

twitter.com/PlymouthMIgov

facebook.com/CityofPlymouthMI

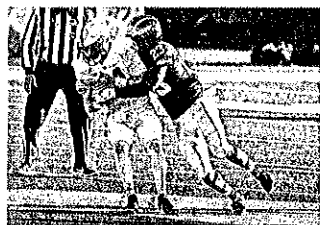
their link with General Fund operations. Most of the special revenue funds numbered in the 200 sequence have retained the same numbers and none of the debt fund numbers in the 300 sequence have changed at all. The Brownfield Redevelopment Authority Fund and the Brownfield Site Remediation Fund have also been renumbered. The state-mandated changes also include some departmental category numbers and many actual account numbers for both revenues and expenditures. The finance staff will be working with BS&A, our accounting programmers, this year to finalize the conversions.

Adoption of the budget as proposed will address funding issues for the next year and four additional projected years based on facts known presently. However, the unpredictability of revenue sources more than two years into the future and the uncertainty of legacy costs in the next few years means that future projections must be viewed cautiously.

Attached is the budget adoption resolution for the 2022-23 City budget and the notice which appeared in the paper on May 12, 2022. It is recommended that the City Commission pass the attached **Resolution of Adoption** for the 2022-23 City Budget and associated millage rates for the fiscal year beginning July 1, 2022.

Requested Action: Approve 2022-23 Budget Resolution

Attachment(s): Budget Resolution



Michigan linebacker Michael Barrett tackles Penn State quarterback Sean Clifford in 2020. DFP FILE

Recruiting

Continued from Page 3B

Edge rusher

Potential losses: Mike Morris (senior); Taylor Upshaw (graduate)

There's a reason former U-M outside linebacker David Ojabo only slipped to the middle of the second round in the NFL draft despite suffering an Achilles tendon tear that might sideline him for the 2022 season: Aside from good quarterback play, high-level pass rushing is the most coveted skill in football.

With Ojabo and fellow edge rusher Aidan Hutchinson gone, the landscape has been cleared for some of the lesser-known names in the outside linebacker room. The hulking 6-foot-5, 275-pound Morris is expected to anchor the group with assistance from veterans Upshaw, Jaylen Harrell and Braiden McGregor. True freshman Darrek Moore, the only edge rusher in Michigan's 2022 class, should carve out a role as well. But Morris is the only returning outside linebacker who played a steady role last season. His 209 pass-rush snaps in 2021 exceed the combined totals of Upshaw (119), Harrell (36) and McGregor (28), according to Pro Football Focus.

With so many unproven players on the edge, the Wolverines are pushing for several high-end pass rushers in the 2023 recruiting class. Michigan is reportedly in the mix for five-star speedster Nykolus Harbor (6-5, 225 pounds), three-star prospect Joseph Mupoy (6-5, 210 pounds) and four-star prospect Jason Moore (6-6, 255 pounds), among others.



Once the teams pass the finish line, they row to the docks, where they take the boat out of the water. SOPHIA LADA/LIVINGSTON DAILY

Rowing

Continued from Page 3B

Each team has a coxswain, who keeps the boat heading straight and issues commands to keep the rowers in sync.

In any given race, there are one to nine people in the boat.

The races are divided by gender and by varsity, junior varsity or freshman level teams.

Bennett also works with the Washtenaw Rowing Center in Ann Arbor, which played a large role in putting the race course together. The center received a federal Small Business Administration loan, which helped to speed up fundraising.

Bennett said it cost about \$20,000 to put the course together. Costs include buying a series of buoys and cable placed in the lake each year, as well as engineering fees for the design work. Expenses include an office trailer at the finish line and safety launches at the starting line.

Based on research, Bennett estimates economic impact on the surrounding local businesses, hotels, restaurants, etc. could be \$3 million to \$4 million for the five races hosted this year.

What rowing is all about

Matthew Sept is a captain on the Skyline varsity rowing team. He decided to start rowing because his mom convinced him. Once he started, he liked that it was all about teamwork; everyone is important and needs to work well together to make the boat go quickly, he said.

His team practices 12 hours per week. The 65-member Skyline team is trying to create a community in which anyone can come and row with them, according to Sept.

Now, they get to extend that passion to the Kensington Metropark race course.

"I think just the feeling of hosting regattas is pretty cool," he said.

At the end of the day, Sept said, rowing is really all about perseverance and deep friendships.

"We all depend on each other to perform well," he said.

To learn more about the Kathryn Bennett Race Course or spring regattas, visit MidwestScholasticRowing.com.

City of Plymouth NOTICE OF PUBLIC HEARING 2022 - 2023 PROPOSED CITY BUDGET

Notice is hereby given that a public hearing will be held on Monday, June 6, 2022, at 7:00 P.M. in the Commission Chambers of City Hall at 201 South Main, for the purpose of discussing and receiving public comments on the proposed 2022 - 2023 City Budget.

Proposed 2022 City Millage Rates

The property tax millage rates proposed to be levied to support the proposed budget will be a subject of this hearing. The following statements are provided concerning the 2022 proposed millage levies for the City of Plymouth:

The 2022 tax rate for City operating millage is proposed to be 10.8410 mills, which is .1182 mills less than the 2021 operating tax rate. The City Commission has the authority under the City Charter to set the operating millage rate, within the maximum allowed rate of 10.8410 mills, as adjusted by the Headlee millage roll-back formula.

The 2022 tax rate for debt service millage to fund debt service requirements for the 2012 and 2020 General Obligation and Limited Tax General Obligation refunding bond issues is proposed to be 2.9500 mills, which is .1600 mills more than the 2021 tax rate.

The 2022 tax rate for City solid waste and recycling millage is proposed to be 1.8200 mills which is the same as the 2021 tax rate.

The total City millage for all purposes is proposed to be 15.1110 mills for 2022, which is .0418 mills less than the 2021 total City tax rate.

Property Tax Administration Fee

Pursuant to Section 211.44(3) of the General Property Tax Law a property tax administration fee of 1% is proposed to be levied on the total of all property taxes levied, both real and personal, on both the Summer Levy due July 1, 2022 and the Winter Levy due December 1, 2022 as authorized by a 5 - 2 vote of the City Commission at a scheduled budget meeting held on April 25, 2016.

Equalization Factors

Wayne County established tentative 2022 equalization factors of 1.0668 for the residential class of property, 1.0175 for the commercial class of property and 1.0362 for the industrial class of property. Since the City has adjusted assessments for all property classes for 2022 by the proposed factors, all 2022 equalization factors will be set at 1.0000.

2022 - 2023 Proposed City Budgets

The budgets for the various funds of the City of Plymouth are proposed for 2022/23 as follows:

Revenues	GENERAL FUND	Expenditures	
Property taxes	\$6,769,220	Administration	\$2,273,386
Licenses & Permits	3,700	Buildings & Grounds	200,450
Federal Grants	479,100	Police Department	4,413,260
State-shared Revenue	1,169,887	Fire Department	1,226,125
Sales of Service	890,430	Public Works Dept	934,955
Cemetery Revenue	157,500	Recreation & Culture	387,085
Parking Revenue	65,200	Capital Outlay	1,257,300
Other Revenue	650,540	Debt Service	32,565
Transfers-In	978,107	Transfers-Out	437,058
REVENUE TOTAL	\$11,161,184	EXPENDITURE TOTAL	\$11,161,184

MAJOR STREET FUND

Gas & Weight Tax	\$774,382		
Contrib & Other	17,507		
REVENUE TOTAL	\$791,889	EXPENDITURE TOTAL	\$791,889

LOCAL STREET FUND

Gas & Weight Tax	\$258,127		
Contrib & Other	411,710		
REVENUE TOTAL	\$669,837	EXPENDITURE TOTAL	\$669,837

RECREATION FUND

Contrib. From G/F	\$250,000		
Prog. Fees & Other	895,500		
REVENUE TOTAL	\$1,146,500	EXPENDITURE TOTAL	\$1,146,500

WASTE & RECYCLING FUND

Property Taxes	\$1,124,210		
Sales of Service & Other	635,205		
REVENUE TOTAL	\$1,669,415	EXPENDITURE TOTAL	\$1,669,415

OTHER CITY FUNDS	Revenues	Expenditures
Budget Stabilization Fund	\$ 55,000	\$ 55,000
Cemetery Trust Fund	\$ 25,000	\$ 25,000
Parking Fund	\$ 60,010	\$ 60,010
Brownfield Re-Development Authority Fund	\$ 365,690	\$ 365,690
DDA Operating Fund	\$ 1,211,660	\$ 1,211,660
Building Fund	\$ 622,950	\$ 622,950
Neighborhood Services Fund	\$ 92,730	\$ 92,730
Drug Law Enforcement Fund	\$ 2,310	\$ 2,310
OWI Forfeiture Fund	\$ 8,060	\$ 8,060
Omnibus Forfeiture Fund	\$ 1,100	\$ 1,100
2012 GO Bond & 2002 Refunding Bond Debt Fund	\$ 1,071,100	\$ 1,071,100
2012 W/S Refunding Bond Debt Fund	\$ 72,600	\$ 72,600
2015 LTGO Cap Imp Bond Debt Fund - DDA	\$ 223,610	\$ 223,610
2016 LTGO Cap Imp Bond Debt Fund - W/S	\$ 226,690	\$ 226,690
2020 GO Debt Fund	\$ 826,450	\$ 826,450
Public Improvement Fund	\$ 50	\$ 50
Recreation Capital Improvement Fund	\$ 165,000	\$ 165,000
2015 LTGO Cap Imp Bond Construction Fund - DDA	\$ 825,800	\$ 825,800
DDA Capital Improvement Fund	\$ 25,050	\$ 25,050
2020 GO Bond Construction Fund	\$ 1,796,875	\$ 1,796,875
Water / Sewer Capital Improvement Fund	\$ 800,050	\$ 800,050
Water / Sewer Operating & Maintenance Fund	\$ 5,139,085	\$ 5,139,085
Brownfield Site Remediation Fund	\$ 50	\$ 50
Equipment Fund	\$ 813,340	\$ 813,340

Transfers between Appropriations

As provided in State law, the general appropriations resolution is proposed to allow the City Manager to transfer up to ten percent (10%) of each appropriation to any other appropriation within each fund, but not from Reserve Accounts nor between funds.

Copies of Proposed Budget Available

A complete copy of the 2022 - 2023 City Budget is available for public inspection at the City Clerk's office during regular business hours and also at the Plymouth District Library during its regular hours of operation.

Maureen A. Brodie, CMC
City Clerk

RESOLUTION

2022-2023 CITY BUDGET HEARING

The following resolution was offered by Commissioner _____ and Seconded by Commissioner _____.

WHEREAS, the 2022-2023 City Budget was presented to the City Commission by the City Manager on April 4, 2022, and was reviewed by the City Commission with the Administration during a budget study session held on April 12, 2022; and

WHEREAS, various modifications have been made to the proposed budget based on a review of projected revenues and expenditures and the City's priorities for various programs and projects; and

WHEREAS, a public hearing was held on June 6, 2022, as required by the City Charter and Act 43 P.A. 1963, as amended; and

WHEREAS, the maximum operating tax levies for general purposed and refuse removal have been amended as required by Section 211.34 of the General Property Tax Law; and

WHEREAS, the City Commission acted on a 5 – 2 vote at the City Budget session held on April 25, 2016 to authorize the levy of a property tax administration fee of 1% on all property taxes for the July 1 and December 1 tax levies as authorized under Section 211.44(3) of the General Property Tax Law;

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of Plymouth does hereby set the City's 2019 millage levy as follows:

General Fund Operating: 10.3410
2012/2020 GO & Refunding Bond Debt: 2.9500
Solid Waste & Recycling Operating: 1.8200

GRAND TOTAL LEVY 15.1110

BE IT FURTHER RESOLVED, that the 2022-23 City Budget is hereby adopted by the City Commission as presented at the June 6, 2022 Regular City Commission meeting as follows:

Revenues		Expenditures	
GENERAL FUND			
Property taxes	\$ 6,769,220	Administration	\$ 2,273,386
Licenses & Permits	3,700	Buildings & Grounds	200,450
Federal Grants	479,100	Police Department	4,413,260
State-shared Revenue	1,169,387	Fire Department	1,225,125
Sales of Service	890,430	Public Works Dept	934,955
Cemetery Revenue	157,500	Recreation & Culture	387,085
Parking Revenue	65,200	Capital Outlay	1,257,300

Other Revenue	1,626,647	Debt Service	32,565
Transfers-In	0	Transfers-Out	437,058
REVENUE TOTAL	\$ 11,161,184	EXPENDITURE TOTAL	\$ 11,161,184

MAJOR STREET FUND

Gas & Weight Tax	\$ 774,382		
Contrib & Other	17,507		
REVENUE TOTAL	\$ 791,889	EXPENDITURE TOTAL	\$ 791,889

LOCAL STREET FUND

Gas & Weight Tax	\$ 258,127		
Contrib & Other	411,710		
REVENUE TOTAL	\$ 669,837	EXPENDITURE TOTAL	\$ 669,837

RECREATION FUND

Contrib. From G/F	\$ 250,000		
Prog. Fees & Other	896,500		
REVENUE TOTAL	\$ 1,146,500	EXPENDITURE TOTAL	\$ 1,146,500

WASTE & RECYCLING FUND

Property Taxes	\$ 1,124,210		
Sales of Service & Other	535,205		
REVENUE TOTAL	\$ 1,659,415	EXPENDITURE TOTAL	\$ 1,659,415

	<u>Revenues</u>	<u>Expenditures</u>
--	-----------------	---------------------

OTHER CITY FUNDS

Budget Stabilization Fund	\$ 55,000	\$ 55,000
Cemetery Trust Fund	\$ 25,000	\$ 25,000
Parking Fund	\$ 60,010	\$ 60,010
Brownfield Re-Development Authority Fund	\$ 365,690	\$ 365,690
DDA Operating Fund	\$ 1,211,660	\$ 1,211,660
Building Fund	\$ 622,950	\$ 622,950
Neighborhood Services Fund	\$ 92,730	\$ 92,730
Drug Law Enforcement Fund	\$ 2,310	\$ 2,310
OWI Forfeiture Fund	\$ 8,060	\$ 8,060
Omnibus Forfeiture Fund	\$ 1,100	\$ 1,100
2012 GO Bond & 2002 Refunding Bond Debt Fund	\$ 1,071,100	\$ 1,071,100
2012 W/S Refunding Bond Debt Fund	\$ 72,600	\$ 72,600
2015 LTGO Cap Imp Bond Debt Fund - DDA	\$ 223,610	\$ 223,610
2015 LTGO Cap Imp Bond Debt Fund - W/S	\$ 226,690	\$ 226,690
2020 GO Debt Fund	\$ 826,450	\$ 826,450
Public Improvement Fund	\$ 50	\$ 50

Recreation Capital Improvement Fund	\$	165,000	\$	165,000
2015 LTGO Cap Imp Bond Construction Fund - DDA	\$	825,800	\$	825,800
DDA Capital Improvement Fund	\$	25,050	\$	25,050
2020 GO Bond Construction Fund	\$	1,796,875	\$	1,796,875
Water / Sewer Capital Improvement Fund	\$	800,050	\$	800,050
Water / Sewer Operating & Maintenance Fund	\$	5,139,085	\$	5,139,085
Brownfield Site Remediation Fund	\$	50	\$	50
Equipment Fund	\$	813,340	\$	813,340

BE IT STILL FURTHER RESOLVED, that pursuant to State Law, the City Manager is hereby authorized to transfer up to ten percent (10%) of each appropriation to any other appropriation within each Fund, but not from Reserve Accounts not between Funds.



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 - Summer Concert Tour 2022 - 06-06-22.docx
Date: May 27, 2022
RE: City Commission Meetings in the Parks

Background

During the past 21 summers the City Commission held several regular meetings in the neighborhood parks, called the "Summer Concert Tour."

We are proposing to move the meetings for late June, July and August to our neighborhood parks. Once we move back to in-person at City Hall. We will not be able to have Zoom or Facebook live broadcasts of the summer meetings, it is just really too difficult to properly provide sound and a decent video in a remote setting without incurring significant costs.

In the event of bad weather, we would move the meeting back to City Hall.

RECOMMENDATION:

The City Administration recommends that the City Commission establish a Limited Engagement Summer Concert Tour or meeting in the neighborhood parks:

Monday, June 20, 2022	Lions Park – Burroughs & Harding
Tuesday, July 5, 2022	Hough Park – Maple & Evergreen
Monday, July 18, 2022	Rotary Park – Herald & Wing Streets
Monday, August 1, 2022	K of C/Firehouse Playground – Spring & N. Holbrook
Monday, August 15, 2022	Kiwanis Park – Auburn & Junction

RESOLUTION

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

WHEREAS The City Commission has indicated a desire to move the summer City Commission Meetings from City Hall to the neighborhood parks, and

WHEREAS This moving of the summer meetings has been called the "Summer Concert Tour" of The City Commission, and

WHEREAS The Commission found this program to be successful during the summers each year Since 2001, and

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby schedule the following meetings at 7:00 p.m. at various neighborhood parks the City Commission "Summer Concert Tour."

- | | |
|-------------------------|--|
| Monday, June 20, 2022 | Lions Park – Burroughs & Harding |
| Tuesday, July 5, 2022 | Hough Park – Maple & Evergreen |
| Monday, July 18, 2022 | Rotary Park – Herald & Wing Streets |
| Monday, August 1, 2022 | K of C/Firehouse Playground – Spring & N. Holbrook |
| Monday, August 15, 2022 | Kiwanis Park – Auburn & Junction |

The Significant Rain Location for these meeting will be Plymouth City Hall, 201 S. Main, Plymouth.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth hereby directs the City Clerk to post a notice of the changed meeting locations as appropriate and as quickly as possible.



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 - Confirmation of Emergency Repairs City Hall A-C - 06-06-22.docx
Date: May 31, 2022
RE: Confirmation of Emergency Repairs to City Hall Air Conditioning

Background

In mid-May of this year City Administration informed the City Commission that we were having difficulty with the air conditioning in the offices and meeting room area. A review of the situation showed that there was significant deterioration in the cool water piping system.

After diagnosis, we found that there were several pipes that are in need of immediate replacement in order to get the a/c system up and running. We notified the City Commission that we had authorized the City's mechanical contractor to make repairs to the pipes.

As a result of all of these actions we are requesting the final confirmation of emergency repairs to the City Hall mechanical systems in an amount of \$21,775.50.

We have attached a copy of the email to the City Commission and photos of the pipes which provides additional background on this matter.

RECOMMENDATION:

The City Administration recommends that the City Commission confirm the emergency repairs to the refrigeration system at the City Hall in the amount of \$21,775.50.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. If you have any further questions, please feel free to contact me.

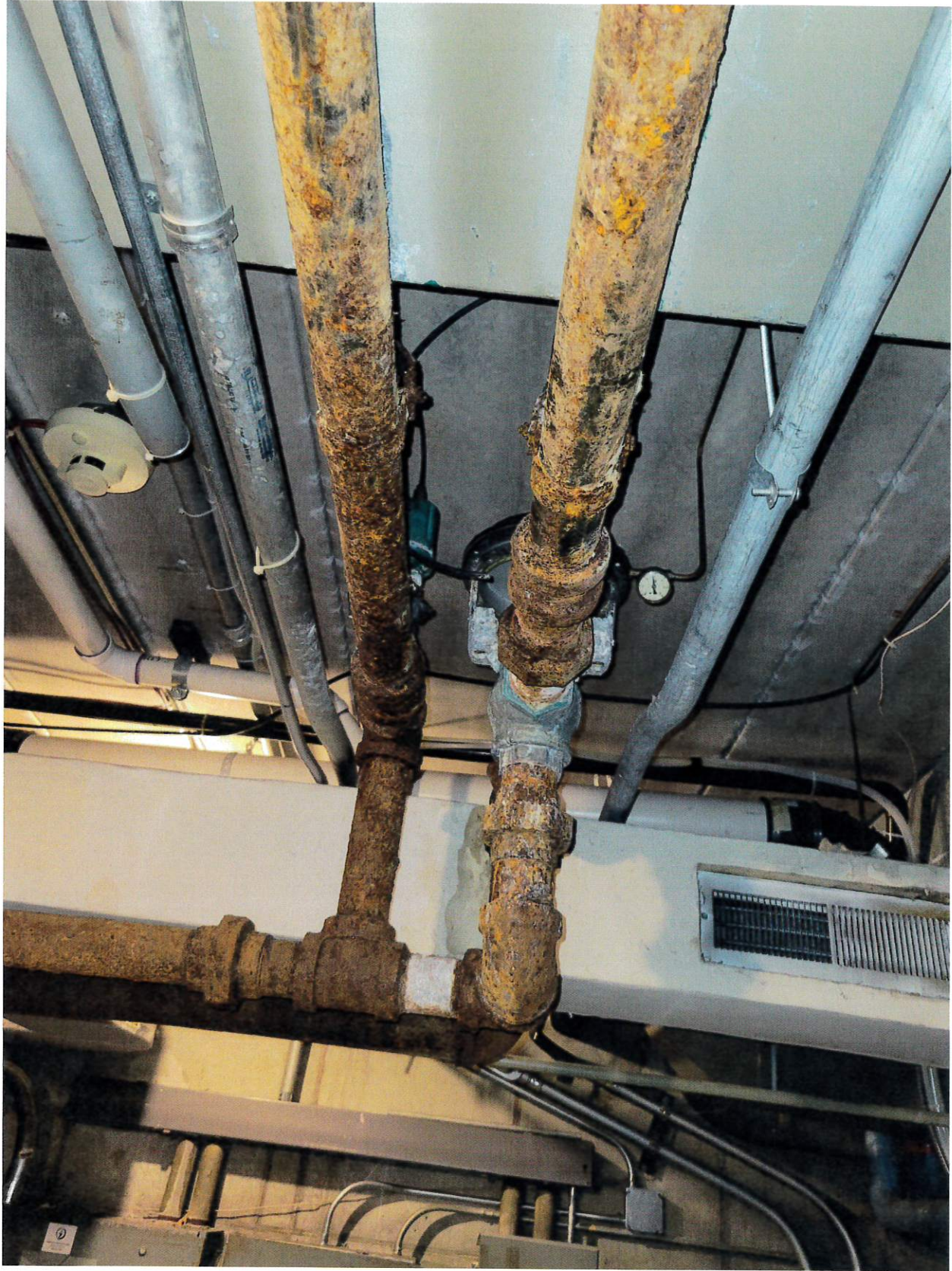
Sincock, Paul

From: Sincock, Paul
Sent: Tuesday, May 17, 2022 3:44 PM
To: Group - Commission
Subject: Emergency Repairs to City Hall Air Conditioning
Attachments: Miller Boldt.pdf

The City's Mechanical Contractor was on-site to get the Air Conditioning up and running for the season and the system is leaking. We have been delaying major upgrades to the system for several years as the mostly original 1963 equipment has been running to a level that mostly works. However, the situation with the chilled water supply going to air handler one in the basement is leaking and the leaks are getting bigger. To avoid a catastrophic line break, I have authorized an emergency repair to the system in the amount \$21,775.50. We have police locker rooms as well as significant document storage located near this air handling unit and flooding would cause significant damage. I have attached photos of the pipe and you can readily see where water has already been leaking. This item will appear on your next City Commission for confirmation.

If you have any questions or concerns, please feel free to contact me.

PJS









21481 Carlo Dr. Clinton Township, MI 48038

Phone (586) 997-3300 Fax (586) 997-3306

City of Plymouth
201 S Main Street
Plymouth, MI 48170
Attn: Chris Helinski

Regarding AHU 1 Chilled water piping

Chris

The chilled water piping supply and return are badly corroded and pitted, we have had several leaks in this piping and its only a matter of time before there is a catastrophic leak. This will not only result in the entire cooling system going down, but there is also a potential of the basement flooding and damaging other equipment.

We also have had a number of leaks develop on the 3 way valve we have addressed them as best we can, but the valve continues to leak and needs to be replaced this valve has also had a couple of failures to function which further indicates it should be replaced.

I was out to site and reviewed the piping with Chris I honestly was surprised at how bad the corrosion is in some areas it appears to be .125 or 1/8" deep which is a lot considering the pipe brand new only has a wall thickness .153937.

We are also concerned by the corrosion on the coil headers in the act of replacing the pipe the stress may be to much for the header to withstand and if the header breaks due to the condition of the coil it will not be repairable.

I have attached some pictures to demonstrate the severity of the corrosion

Respectfully Submitted

Paul Cornett
Miller-Boldt Inc



21481 Carlo Drive
Clinton Township, MI 48038
586.997.3300
586.997.3306 fax

PROPOSAL

Quote # SP22309R

4/29/2022

City of Plymouth
201 S. Main Street
Plymouth, MI 48170
Attn: Chris Helinski

RE: AHU Chilled Water Supply and Return Piping Replacement

We propose to supply all material, labor, and equipment necessary to complete the mechanical work as described below:

Re-pipe supply and return headers for chilled water on AHU Replace piping from mains to coil.

- All Necessary Piping approximately 100' of 2" schedule 40 black pipe
- All Necessary fittings 90's Tee's, 45's TOL, isolation valves, caps Etc.
- (1) 3 way 2" control valve with pneumatic actuator
- (2) Pressure gauges
- (2) Thermometers
- (1) Chilled water Coil for AHU Supplied and Installed
- Pipe pressure testing
- Draining of system, flushing piping and refill system
- Provide insulation on new and effected piping
- Check system operation
- 1 Year parts and labor warranty

For the Sum of \$ 21,775.00

Respectfully submitted,

Paul Cornett

Miller-Boldt Inc.

Purchaser Printed Name

Purchaser Acceptance Signature

_____ Date Accepted _____

Any alteration or deviation from above plans and specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. This proposal does not constitute an agreement. No agreement will be entered into without all the items listed in includes and excludes as stated above listed in the sub-contract. Price quoted is good for 30 days. Quote is based on 30 day payment terms.

RESOLUTION

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

WHEREAS The City of Plymouth maintains a variety of buildings and from time to time the buildings are in need of repairs or upgrades, and

WHEREAS The Plymouth City Hall has some pipe works that are in need of immediate replacement, and

WHEREAS This failure of pipes required the did not allow the City Hall air conditioning to be turned on at the start of the season, and

WHEREAS The City Administration authorized the emergency repairs and actions and Notified the City Commission of the emergency situation and the actions that were taken.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby confirm the emergency replacement of pipes within the air conditioning systems at City Hall. This authorization is in the amount of \$21,775.50 for repairs made by Miller Boldt funding is authorized from the Capital Improvement Fund.



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 Services and Cost Estimating 6-6-22.docx
Date: June 2, 2022
RE: Saxton's Parking Lot – Design Services & Cost Estimating

Background

The Commission will recall that in February 2020, the City Attorney provided several options and the Commission at the time requested a property survey and appraisal of the of the privately owned portion of property located next to the city owned property on what is commonly referred to as the "Old Saxton's parking lot." The appraisal showed a value of \$340,000.

The Commission will also recall that in January 2022, City Attorney Dennis Cowan presented several options for consideration related to obtaining the privately owned portion in the parking lot. The Commission directed the attorney to work on a purchase of said property. The City Attorney has tried working with the owner's multiple attorneys and has been unsuccessful in reaching an agreement on the purchase of the privately owned section of that property.

In April 2022, the City Commission authorized 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 Engineer has provided that design services and cost estimating proposal for your consideration.

The proposal presented by the City Engineer for design services and cost estimating is the next step in constructing a parking lot on the Old Saxton's site. Should the Commission approve the design phase authorization, it is anticipated that the City Engineer would provide concept plans and cost estimates approximately 90 to 120 days out with any planned construction to take place beginning in 2023.

The proposal submitted by the City Engineer is at an amount not to exceed \$32,800. This covers the project management, coordinating with DTE, evaluation of EV charging stations, storm water management, etc. In addition, there is an allowance range of \$20-30,000 for final design elements. The reason for the range is in case the project limits change or design elements increase (i.e.-city owned portion, right of way, proximity/transition to Jewell Maple development, final number and location of EV charging stations, etc.). Should the project limit stay the same, the final design fee allowance will be

closer to the lower end of the range. Should the project limit increase, the potential exists of the final design fee allowance being closer to the higher end of the range.

Recommendation

The City Administration recommends that the City Commission accept the proposal from the City Engineer in an amount not to exceed \$32,800 for the design services and cost estimating for the city owned portion of the Old Saxton's parking lot site. In addition, the City Administration recommends accepting the final design fee allowance (like having a contingency on infrastructure projects) in an amount not to exceed \$30,000.

Adoption of the proposed Resolution will be the next 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.



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

June 2, 2022

City of Plymouth
201 South Main Street
Plymouth, MI 48170

Attention: Mr. Paul Sincock, City Manager

Re: Proposal for Saxton's Parking Lot Reconfiguration
Preliminary Design Services & Cost Estimating

Dear Mr. Sincock:

Thank you for the opportunity to provide this proposal for preliminary design services associated with a new public parking lot at the old Saxton's property, at the Southeast corner of Ann Arbor Trail and Deer, in the City of Plymouth. We have prepared a brief description of the existing conditions at the project site, our proposed Scope of Services, Schedule, and Fee. We have included a discussion of several design elements. This is presented as a draft proposal for your review at this time.

Existing Project Site Conditions

The existing parking lot at the Southeast corner of Ann Arbor Trail and Deer is currently the remnants of the parking area that served the previous property owner and prior business, Saxton's Garden Center. In 2014, the City of Plymouth DDA acquired the property as part of a larger group of properties. Redevelopment of the surrounding properties is underway with the recently completed renovation of the Jewell-Blaich Building to the East, and the start of construction of 10 new luxury condominiums to the South (Jewell Maple).

Control of Wira Property

One complicating element of this project is the fact that the City of Plymouth does not own the westerly portion of the existing parking lot area. If the property remains private, there will be additional design and coordination required to ensure the City's improvements blend well with the private property that will not be public parking. Should the property become under the control of the City, there would need to be adjustments to the design to incorporate the additional property.

Scope of Services

The design scope for this project entails 7 preliminary design steps, which lead into the final design as proposed below:

1. Project Management and Project Meetings
2. Topographic Survey
3. Coordination with DTE and Evaluation of Electric Vehicle Charging Station & Lighting Options
4. Evaluation of Storm Water Management Options
5. Concept Plan Development
6. Cost Estimating
7. Coordination with Contractors/QA/QC
8. Final Design

For the purposes of this proposal, we have prepared a more detailed description of each anticipated work task.

Project Management and Project Meetings

This task represents our project communication effort both internally and with the City administration. We anticipate regular communication and meetings throughout the project to discuss details, review the schedule and review concept plans and estimates.

Topographic Survey Collection

We have some topographic survey information of the property from prior years; however, there have been improvements to the East at the Jewell-Blaich building, and work is progressing on the condominium development. We will use the previously collected information and only need to collect current topographic data for use in the concept plan development and will refine this data later in the project to make sure we are blending our designs into the improvements to the South.

Coordination with DTE and Evaluation of Electric Vehicle Charging Station & Lighting Options

One of the design elements that has been suggested for inclusion in this new parking lot area is electric vehicle charging stations. Electric Vehicles (EVs) are trending up and appear to be a more popular choice. Wade Trim intends to utilize Peter Basso Associates, Inc (PBA) as a subconsultant to assist in the planning and design of potential EV charging stations. Wade Trim and PBA's services for this task will be the following:

- Meet with the City of Plymouth to discuss goals and options for EV Charging.
- Visit site and confirm existing conditions/electrical services.
- Initiate preliminary conversations with electrical utility company (DTE) to confirm what services are available and if there are any limitations.
- Draft a study and cost estimate based on findings from above.
- Final review meeting of study and cost estimate with City of Plymouth.

The evaluation will help determine the viability of power to plan for the appropriate and desired charging level.

PBA will also provide a study for the parking lot lighting if needed/desired. For the study we would provide a full photometric plan as well as a cost estimate based on conversations with the City. The parking lot lighting would meet any City ordinances. We also will need to discuss whether the lighting is overhead or matches the City's more decorative lighting scheme in the downtown area.

Storm Water Management Options

Since the parking lot is being reconstructed, it is required to have stormwater improvements. We will look at storm water management options to help reduce the peak runoff rate. We will evaluate the use of all green initiatives and discuss how the various options blend with the City's desire to maximize the number of parking spaces. Below ground storage of storm water is likely to maximize the number of spaces, but several other options will be included in the evaluation (i.e., rain gardens, porous pavement, etc.).

Concept Plan Development

Wade Trim previously prepared several concepts showing parking orientations for perpendicular and angled parking. We envision that there will be only one access into the parking lot from each street. As part of the concept plan development, we will review the best locations and desired number of potential EV charging stations, potential bicycle parking, site lighting and any informational signage that may be needed. The parking lot concept will blend into the existing parking on the west side of the Jewell-Blaich building as well as the Southern retaining wall abutting the new condominium development. Per the City's PUD Agreement with the condominium development, the City parking lot also serves as the entry and exit point to the condominium parking area. Green space will be incorporated to meet the City's parking lot ordinances, but we envision an effort to minimize the green space to maximize the number of parking spaces. We intend to review all these design constraints as part of the concept plan development task.

Preliminary Cost Estimating

One of the primary goals of the preliminary design services will be to prepare a detailed preliminary cost estimate. The preliminary cost estimate will cover all the proposed items of work identified on each of the concept plans. The cost estimate will include preliminary quantities, pay items and our estimate of unit cost for each work item, along with a description of any assumptions and items requiring more research as well as a project contingency. This estimate will give the City an expectation of the anticipated construction cost associated with the preliminary concept plan and site element options. The number of

EV charging stations and decision on final storm water management option will be an important variable in preparing the cost estimate.

Coordination with Contractors & QA/QC

We will share our concept plans and preliminary quantities with the City’s local contractors to verify the cost estimate, discuss any constructability issues and get a quality control review of the proposed project.

Final Design

Final Design will proceed upon confirmation by the City of the preliminary design and confirmation of the number and location of the various site elements desired as part of the final plan. We will incorporate any comments received from the City and the City’s contracting team from the final review and acceptance of the preliminary design into the final design plans. The final design plans will likely include a removal plan, storm water management plan, soil erosion and sedimentation control plan, proposed pavement cross-sections, a final layout, dimension and grading plan for the parking lot and entrance driveways, detail sheets for parking elements such as site lighting (amount to be determined), EV charging stations (number and location to be determined), and a landscape plan. The plans will show how the new City parking lot blends into the existing conditions along Ann Arbor Trail and Deer Street as well as into the Jewell Maple project that is currently under construction.

Tentative Project Schedule

We are prepared to begin work immediately following your authorization to proceed. We anticipate that it will take approximately 30 days to set up a meeting with DTE to discuss the power needs at the site to support the EV charging stations. During the first month, we will update our topographic survey of the project site. We envision an overall 90-to-120-day schedule in 2022 to prepare various concept plans and project cost estimates that the City can discuss and use to determine how to move forward. The goal would be to start construction on the new parking lot in Spring 2023 (based on status of Jewell Maple Project at Southern border of parking lot).

Design Services Fee

We propose to complete the preliminary design services, as outlined in this proposal, on an hourly basis for a Not to Exceed Fee, estimated at **\$32,800**. We have also provided a Final Design Fee Allowance range of **\$20,000 to \$30,000** which will be confirmed once the preliminary design has been solidified.

Project Management	\$3,000
Project Meetings	\$3,600
Topographic Survey	\$3,200
Coordination with DTE	\$2,000
Evaluation of EV Charging Station/Lighting Options	\$7,500
Storm Water Management Options	\$3,500
Concept Planning Design Services	\$5,600
Preliminary Cost Estimating	\$2,000
<u>Coordination with Contractors & QA/QC</u>	<u>\$2,400</u>
Total Preliminary Design Services Fee Estimate	\$32,800
Final Design Fee Allowance	\$20,000 to \$30,000

We are prepared to proceed with the preliminary design services following your authorization. Final Design and the final design fee will be confirmed based on confirmation of the preliminary design and selection of options by the City.

Invoicing and Project Accounting

As always, we will invoice monthly for effort completed during the period. All effort will be invoiced in accordance with our current Rate Schedule. If additional services are required, we will notify the City Manager immediately to discuss the potential additional work.

We appreciate the opportunity to provide this draft proposal for your review. Lets' get together and review it to make sure we are covering all the angles and proposing a process that helps answer all the City's questions. Please feel free to contact me directly, anytime at 313.363.1434.

Very truly yours,

Wade Trim Associates, Inc.

A handwritten signature in blue ink that reads "Shawn W. Keough". The signature is fluid and cursive, with the first name being the most prominent.

Shawn W. Keough, PE
Senior Vice President

SWK;vhe
PLY 1010-21T
20220602_saxtons_Sincock-Ltr.docx

cc: Mr. Chris Porman, Director of Municipal Services, City of Plymouth
Mr. Adam Gerlach, Assistant Director of Utilities, City of Plymouth

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 One "Sustainable Infrastructure" and one-year task it lists, design a parking lot on what is currently known as the Old Saxton's parking lot, and

WHEREAS The City Commission has previously directed the City Administration to seek a design cost Proposal from the City Engineer

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 accept the Design Cost Proposal from the City Engineer and Wade-Trim in an amount not to exceed \$32,800.00 for the city owned Old Saxton's parking lot and adjacent city right-of-way.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the Final Design Fee Allowance in an amount not to exceed \$30,000 for final design elements. It is understood that changes to the size of the project limit will impact the final design fee.



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 Infrastructure Program Byron Carol Evergreen Union 6-6-22.docx*
Date: June 1, 2022
RE: 2022 Infrastructure Program – Byron, Carol, S. Evergreen, and Union Streets

Background

The City Commission will recall that they had previously authorized the design and coordination phase for the proposed improvements on parts of Byron, S. Evergreen, Carol, and Union Streets. This authorization was approved by the City Commission in January of this year and is in keeping with the City Commission's Strategic Plan for Sustainable Infrastructure Improvement.

As of this date, plans have been completed for Byron between Main and Harvey, S. Evergreen between Beech and Carol, Carol between S. Evergreen and McKinley and Union between Penniman and Church. We are still waiting approval from Wayne County on the project along N. Territorial and will need to bring that back for City Commission consideration later. In addition, we are finalizing plans for the walls on Penniman and Ann Arbor Trail and setting up meetings with the residents before bringing that back to the City Commission for consideration.

The City Engineer put our infrastructure projects out to bid in 2020 and we were pleased to have four firms that bid on our projects. The low bid at that time was once again from Pro-Line Asphalt Paving Corporation. Pro-Line has been the low bidder on our projects for many years. In 2021, the contract was extended to include Jener, Hartsough, and Harvey Streets. At our direction, the Engineer has requested updated pricing from Pro-Line for the above listed projects for the 2022 year. We have been extremely pleased with the work that Pro-Line and their sub-contractors have provided the city for many years.

The pricing for Byron, Union, Carol, and S. Evergreen as outlined is \$2,866,084.00. If we authorize this project to proceed as a change order to add the work to our 2020 contract, we will save several thousands of dollars on the bidding process as well as save some significant time with the supply chain issues still impacting construction work in this country. It is anticipated that if approved, work would begin on Byron first, as the ordering of water main has the longest lead time.

The Engineer has reviewed the total scope of the proposed projects and he is recommending that we accept the proposal from Pro-Line Asphalt to complete the work as proposed for the Infrastructure Improvement Program on Byron, Carol, S. Evergreen, and Union. We are all familiar with the work and the efforts that Pro-Line Asphalt puts into jobs here in the City.

The City Engineer has provided an outline of each phase of the project, and he is recommending a total authorization for the construction phase of \$3,228,084.00. This amount will include a construction contingency of \$140,000, which is approximately 5% of the construction bid. The amount also provides for all project inspections, construction administration, construction survey staking, quality control/materials testing and the as built drawings of the project.

The Commission should remember that our infrastructure projects are what are called "unit-based contracts," which means we only pay for what we used on the project, rather than just a project price. Funding for these projects will come from the voter approved Road Bond Issue as well as the Water and Sewer Funds.

The City Engineer has provided a detailed letter explaining the entire project as additional background information. If the City Commission authorizes to proceed with Pro-Line Asphalt, then we will schedule a resident's meeting to allow the residents in the area to meet the project team and to provide them with a complete schedule of activity. We would anticipate that construction could start in July.

Recommendation:

The City Administration recommends that the City Commission authorize a construction phase unit-based contract to Pro-Line Asphalt in the amount of \$2,866,084.00 plus an additional amount for construction administration, inspection, construction staking, materials testing and as built drawings in the amount of \$222,000.00, as well as \$140,000.00 for a construction contingency for the 2022 Infrastructure Improvement Program.

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

RESOLUTION



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

June 2, 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 Construction Phase Recommendation for Byron, Carol, S. Evergreen and Union

Dear Mr. Porman:

On January 18, 2022, the City Commission authorized Wade Trim and the City staff to begin work on the preliminary design phase of the 2022 Infrastructure Improvement Program. We have completed our design on a portion of the work that was authorized, and received contractor pricing to complete the work. The initial construction phase of the 2022 Program presented in this letter includes the following three street/utility improvement projects:

- Byron Reconstruction with storm sewer upgrades, Main to Harvey
- Carol/S. Evergreen Reconstruction with new water main, McKinley to Beech
- Union Rehabilitation with full storm sewer upgrades, Penniman to Church

Additional design work and coordination with permitting agencies (i.e., for N. Territorial Non-Motorized pathway) and contractors to get construction estimates (i.e., retaining walls) is ongoing and will be presented in the future.

This letter provides a description of the proposed improvements in each area, a summary of anticipated construction and contingency costs, and provides a recommendation to the City Commission to initiate the construction phase on Byron, Carol, S. Evergreen, and Union.

Byron Street Reconstruction and Storm Sewer Improvements

Byron Street is approximately 680 feet long and will be reconstructed with a new asphalt pavement section and new curb and gutter. The parking area located on the south side of Byron near Main Street will also be reconstructed as part of the project. New concrete drive approaches will be provided within the right-of-way. Sidewalk improvements will be made as necessary throughout the corridor. There are two small sections of storm sewer that direct storm water runoff from the area to the Byron Creek south of Byron Street. Both of the storm outfalls and a portion of the storm sewer will be reconstructed to eliminate deficiencies found during the video inspection. Additional small diameter storm sewer is being added to the project to collect storm water runoff from sump pumps at the apartments on the north side of Byron.

Carol & South Evergreen Reconstruction and Water System Improvements

Carol Street from McKinley to the curve at South Evergreen and South Evergreen from Carol to Beech will be reconstructed with a new concrete pavement section. The length of these two streets is approximately 1,500 linear feet. New concrete drive approaches will be provided for each home within the project area. New 8-inch ductile iron water main is proposed throughout the project area

to replace the existing cast iron water main that has had 9 water main breaks over the past decade of service to this area of the city. Each residence will receive a new 1-inch copper water service. Minor storm sewer repairs are planned in the area. The City's project has been coordinated with Consumer's Energy to allow them to make gas service improvements on Carol and S. Evergreen prior to the City project. Sidewalk and sidewalk ramp upgrades will be included as part of the project to improve ADA compliance.

Union Street Pavement Rehabilitation and Storm Sewer Improvements

A portion of Union Street from Penniman to Church Street will be rehabilitated with extensive storm sewer replacement. The video televising showed significant deterioration along the majority of the small storm sewer that runs under the south bound lanes of Union Street. The proposed improvements include full replacement of the storm sewer in this area, which means the west half of the roadway will need to be rebuilt. The majority of the existing curb and gutter is in good condition, and we will try to preserve as much of it as possible. The eastern half of the roadway will receive a two-inch milling and resurfacing with some base repair in more heavily deteriorated areas.

Public Information Meeting

We will be scheduling public information meetings in the areas of the 3 projects to inform the business community and residents of the anticipated detours and project schedule. Those meetings will occur once we have confirmed the sequence of construction and the timing of each project at the pre-construction meeting.

Anticipated Project Schedule

The construction schedule is not as certain as in past years. The industry is facing significant supply chain delays for materials and deliveries. Trucking costs and anything associated with fuel or petroleum (i.e., asphalt) has increased in cost. Ironically, there are also labor shortages despite lots of interest in improving infrastructure. At this time, we envision that work will be starting on Byron just after the July 4th holiday. This will give our team the month of June to get the contract documents executed by both parties and public information meetings scheduled and completed. We anticipate that the Carol/S. Evergreen project will start in August following the completion of the gas main improvements planned by Consumer's Energy. Union Street will also likely follow Byron Street and may work better as an early fall project to avoid disrupting downtown Plymouth during the event season.

The ductile iron water main is the material with the most uncertainty in its delivery date. Proline's team was pro-active and ordered the water main pipe based on our preliminary drawings approximately 30 days ago, however, the delivery date for this material is likely a couple of months out.

As we mentioned above, we intend to share a preliminary schedule with the City and the residents at the public information meeting as soon as it becomes clearer.

Similar to past projects, the final restoration of the work along these three streets will likely occur in the spring of 2023.

Permit Status

We applied and submitted an application and plans for a Water System permit for the proposed new water main on Carol and South Evergreen on March 14, 2022. The water system permit, to install the new public water main was issued by the State of Michigan (#W224128) on May 16, 2022.

Proposed 2022 Construction Program Summary

The direct bid received from Pro-Line, covers all specific items of work identified on the plans prepared by our office, including installation of new water main, some minor sanitary sewer repairs, new storm sewer, and street reconstruction work on Byron, Carol, S. Evergreen, and Union.

With the above information in mind, we have prepared an anticipated preliminary project cost estimate using the direct bid received from Proline, along with anticipated contingencies to present the total anticipated construction phase cost:

Byron Street Construction Bid	\$416,897.00
Carol/S. Evergreen Construction Bid	\$1,343,665.00
Union Street Construction Bid	\$539,522.00
Traffic Control	\$265,000.00
Mobilization Bid Item	\$140,000.00
Misc. Landscaping/Sprinkler Repair Bid Items	\$45,000.00
Pavement Marking Bid Item	\$20,000.00
Inspection Bid (120 Days at \$800/day)	<u>\$96,000.00</u>
Construction Bid Received	\$2,866,084.00
Allowance for Construction Administration (+/- 6.5%)	\$180,000.00
Allowance for QA/QC and Materials Testing (+/- 1.5%)	<u>\$42,000.00</u>
Engineering Allowance	\$222,000.00
Recommended Construction Contingency (+/- 5%)	<u>\$140,000.00</u>
Proposed Construction Phase – Total	\$3,228,084.00

Recommendation

Based on the above information, we recommend the City award the 2022 Infrastructure Improvement project to Pro-Line Asphalt for a total contract value of **\$2,866,084** and authorize the preparation of a change order for the same amount to add to the 2020 Infrastructure Improvement contract. This is a unit price contract, and the final amount will be based on the actual amount of work completed at the unit prices received in the direct bid. In addition, we recommend the City approve the total estimated construction phase cost of **\$3,228,084**, including construction engineering, inspection, and a five percent construction contingency for the 2022 Infrastructure Improvement Program.

Pro-Line Asphalt's Team

Following the anticipated City Commission approval, a change order will be prepared to add the 2022 Infrastructure Program to the existing 2020 Contract that the City has with Pro-Line Asphalt. Once the contract documents are signed and the appropriate bonds and insurance certificates are in place, a pre-construction meeting will be held to kick off the project. We anticipate a pre-construction meeting will occur in mid-June, and that construction will begin as soon as materials are available.

Pro-Line Asphalt will be using the same core team of subcontractors to complete the majority of the water main, storm sewer, and concrete work on the project. The underground water main, storm sewer, and sanitary repairs will be completed by CI Contracting, Inc. The concrete flatwork and curb and gutter will be completed by GM & Sons. GM & Sons have performed quality work for the City on many of the City's Infrastructure Improvement Programs. Old Village Landscaping will be completing the restoration and brick-paver work. We are pleased that Pro-Line has been able to bring a consistent talented team together again for this year's program. Their crews recently completed the work on Dewey, Ross, and Farmer in 2020 and on Jener, Hartsough and Harvey in 2021. They perform quality work and show respect for the individual home areas adjacent to the work areas.

Wade Trim Construction Phase Services

Wade Trim will continue to assist the City DMS team and provide contract administration, construction engineering, staking and layout (as required), and quality control and materials testing (using SME as our subconsultant) during the project. The contractor has estimated a total of 120 inspection days (8-hour days) to complete the work in the three project areas.

As always, our team's actual effort will be billed monthly in accordance with the actual hours worked and our current 2022 Rate Schedule. If extra work is required beyond the scope of this proposal, we will notify the Director of Municipal Services and City Manager immediately and provide an estimate for any additional work at that time.

We hope this letter is helpful to the City Administration and City Commission. If anyone has any questions in advance, please do not hesitate to call me on my cell, anytime at 313.363.1434. 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 collaborating with your team again on the construction phase of this project.

Very truly yours,

Wade Trim Associates, Inc.



Shawn W. Keough, PE
Senior Vice President

SWK:vhe
PLY 2124-01T
PROLINE HARVEY LTR OF RECOMMENDATION
Enclosure (Proline Bid Form dated June 1, 2022)

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



Pro-Line Asphalt Paving Corp.

11797 29 Mile Road

Washington Twp. MI 48095

Phone: (586) 752-7730

Fax: (586) 752-9745

PRO-LINE ASPHALT

To: City Of Plymouth	Contact: Shawn Keough
Address: Plymouth, MI	Phone:
	Fax:
Project Name: Plymouth 2022 Infrastructure Improvement Program	Bid Number:
Project Location: Byron St, Carol Ave, Evergreen St, Union St, Plymouth, MI	Bid Date: 6/1/2022

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	1	Pavement Excavation	4,200.00	CY	\$50.00	\$210,000.00
2	2	Pavement Excavation for Bituminous Pavement	0.00	CY	\$0.00	\$0.00
3	3	Remove Concrete Curb and Gutter	0.00	LF	\$0.00	\$0.00
4	4	Drainage Structure, Remove	9.00	EACH	\$1,000.00	\$9,000.00
5	5	Cold Milling Bituminous Pavement, 2 inch	2,000.00	SY	\$7.00	\$14,000.00
6	6	Concrete Drives And Sidewalks, Remove	11,100.00	SF	\$3.00	\$33,300.00
7	7	Brick Paver Remove	0.00	SF	\$0.00	\$0.00
8	8	Storm Sewer, Remove	1,022.00	LF	\$20.00	\$20,440.00
9	9	Remove Sanitary Sewer	0.00	LF	\$0.00	\$0.00
10	10	Remove Water Main, 8-inch	230.00	LF	\$20.00	\$4,600.00
11	11	Gate Valve and Well, Remove	0.00	EACH	\$0.00	\$0.00
12	12	Abandon Existing Gate Valve and Well	0.00	EACH	\$0.00	\$0.00
13	13	Gate Valve and Box, Remove	0.00	EACH	\$0.00	\$0.00
14	14	Fire Hydrant, Rem	2.00	EACH	\$1,000.00	\$2,000.00
15	15	Earth Excavation for Area Under Proposed Stamped Concrete	0.00	CY	\$0.00	\$0.00
16	16	Inlet Filter	32.00	EACH	\$100.00	\$3,200.00
17	17	Temporary Gravel Construction Entrance/Exit	6.00	EACH	\$1,500.00	\$9,000.00
18	18	Water Main, 8-inch, D.I., Trench "B"	1,670.00	LF	\$140.00	\$233,800.00
19	19	Water Main, 6-inch, D.I., Trench "B"	38.00	LF	\$100.00	\$3,800.00
20	20	Water Main, Abandon with Flowable Fill	21.00	CY	\$400.00	\$8,400.00
21	21	Gate Valve and Well, 8-inch	7.00	EACH	\$5,500.00	\$38,500.00
22	22	Connect Exist. 6" Water Main w/ 8"x6" Reducer	0.00	EACH	\$0.00	\$0.00
23	23	Connect Exist. 8" Water Main	6.00	EACH	\$5,500.00	\$33,000.00
24	24	Connect Existing GV&W	0.00	EACH	\$0.00	\$0.00
25	25	Water Service, 1-inch, Type K Copper, Long	19.00	EACH	\$4,000.00	\$76,000.00
26	26	Water Service, 1-inch, Type K Copper, Short	17.00	EACH	\$2,500.00	\$42,500.00
27	27	Fire Hydrant Assembly	3.00	EACH	\$6,500.00	\$19,500.00
28	28	Curb Stop and Box, 1-Inch	36.00	EACH	\$500.00	\$18,000.00
29	29	Sanitary Sewer, 8-inch PVC Truss Pipe, trench B	0.00	LF	\$0.00	\$0.00
30	30	Remove and Replace 12-inch RCP Storm Sewer	0.00	LF	\$0.00	\$0.00
31	31	Adjust Structure	45.00	EACH	\$800.00	\$36,000.00
32	32	Reconstruct Structure	83.00	VF	\$300.00	\$24,900.00
33	33	Remove and Replace Frame and Cover	15,015.00	LB	\$3.00	\$45,045.00
34	34	Connect to Existing Storm Structure	1.00	EACH	\$2,000.00	\$2,000.00
35	35	12-Inch Storm Sewer, C-76. CI IV RCP, Trench B	959.00	LF	\$150.00	\$143,850.00
36	36	21-Inch Storm Sewer, C-76. CI IV RCP, Trench B	20.00	LF	\$200.00	\$4,000.00
37	37	30-Inch Storm Sewer, C-76. CI IV RCP, Trench	20.00	LF	\$250.00	\$5,000.00



Pro-Line Asphalt Paving Corp.

11797 29 Mile Road

Washington Twp. MI 48095

Phone: (586) 752-7730

Fax: (586) 752-9745

PRO-LINE ASPHALT

To: City Of Plymouth	Contact: Shawn Keough
Address: Plymouth, MI	Phone:
	Fax:
Project Name: Plymouth 2022 Infrastructure Improvement Program	Bid Number:
Project Location: Byron St, Carol Ave, Evergreen St, Union St, Plymouth, MI	Bid Date: 6/1/2022

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
		B				
38	38	Sump Pump Leads	50.00	LF	\$50.00	\$2,500.00
39	39	8-Inch Sump Pump Lead Header Pipe w/ Cleanouts	400.00	LF	\$100.00	\$40,000.00
40	40	Underdrain, 6-inch W/ Geotextile Fabric Wrap	4,700.00	LF	\$20.00	\$94,000.00
41	41	Standard Storm Catch Basin	1.00	EACH	\$5,000.00	\$5,000.00
42	42	Standard Storm Manhole	9.00	EACH	\$5,000.00	\$45,000.00
43	43	Subgrade Undercut and 21AA Aggregate Backfill	250.00	CY	\$50.00	\$12,500.00
44	44	Aggregate Base Course, 21AA	5,000.00	TON	\$40.00	\$200,000.00
45	45	Drive And Sidewalk, Concrete, 6-Inch	7,750.00	SF	\$7.50	\$58,125.00
46	46	Bitumous Pavement, Wearing Course, 1300T	730.00	TON	\$140.00	\$102,200.00
47	47	Bituminous Pavement, Leveling Course, 3C	1,010.00	TON	\$130.00	\$131,300.00
48	48	7" Plain Concrete W/ Integral Striaght Curb	6,000.00	SY	\$55.00	\$330,000.00
49	49	Butt Joints	150.00	SY	\$15.00	\$2,250.00
50	50	Pavement Marking	1.00	LS	\$20,000.00	\$20,000.00
51	51	Replace Brick Pavers	0.00	SF	\$0.00	\$0.00
52	52	Remove and Replace 10-inch NonReinf Concrete Pavement	0.00	SY	\$0.00	\$0.00
53	53	Remove and Replace 10-inch NonReinf Concrete Jt Repairs	0.00	SY	\$0.00	\$0.00
54	54	Epoxy Anchored Line Ties #5 Bar X 18" X30" OC	0.00	EACH	\$0.00	\$0.00
55	55	Epoxy Anchored Line Ties #5 Bar X 18" X30" OC	0.00	EACH	\$0.00	\$0.00
56	56	Clean and Seal w/hot Pour Rubber on Old Conc Joints	0.00	LF	\$0.00	\$0.00
57	57	Clean and Seal w/hot Pour Rubber on New Conc Joints	0.00	LF	\$0.00	\$0.00
58	58	Curb and Gutter, Concrete, Detail F4	1,700.00	LF	\$25.00	\$42,500.00
59	59	Sidewalk, Concrete, 4-inch	3,300.00	SF	\$6.50	\$21,450.00
60	60	Sidewalk, Concrete, 8-inch	0.00	SF	\$0.00	\$0.00
61	61	Sidewalk Ramp, Concrete, 6-inch	1,000.00	SF	\$18.00	\$18,000.00
62	62	Reinstall Salvaged Brick Paver	0.00	SF	\$0.00	\$0.00
63	63	Mountable Curb and Gutter	0.00	LF	\$0.00	\$0.00
64	64	Restoration with 3-inches Topsoil and Nursery Sod, and Mulch	4,200.00	SY	\$14.00	\$58,800.00
65	65	Embankment	800.00	CY	\$30.00	\$24,000.00
66	66	Sprinkler System Allowance	1.00	LS	\$15,000.00	\$15,000.00
67	67	Sign, Type B, Temp, Prismatic, Furn	1,150.00	SF	\$9.00	\$10,350.00
68	68	Sign, Type B, Temp, Prismatic, Oper	1,150.00	SF	\$1.00	\$1,150.00
69	69	Sign, Type B, Temp, Prismatic, Special, Furn	135.00	SF	\$19.00	\$2,565.00
70	70	Sign, Type B, Temp, Prismatic, Special, Oper	135.00	SF	\$1.00	\$135.00
71	71	Barricade, Type III, High Intensity, Lighted, Furn	14.00	EACH	\$135.00	\$1,890.00



Pro-Line Asphalt Paving Corp.

11797 29 Mile Road
Washington Twp. MI 48095

Phone: (586) 752-7730

Fax: (586) 752-9745

PRO-LINE ASPHALT

To: City Of Plymouth	Contact: Shawn Keough
Address: Plymouth, MI	Phone:
	Fax:
Project Name: Plymouth 2022 Infrastructure Improvement Program	Bid Number:
Project Location: Byron St, Carol Ave, Evergreen St, Union St, Plymouth, MI	Bid Date: 6/1/2022

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
72	72	Barricade, Type III, High Intensity, Lighted, Oper	14.00	EACH	\$1.00	\$14.00
73	73	Plastic Drum, High Intensity, Lighted, Furn	300.00	EACH	\$55.00	\$16,500.00
74	74	Plastic Drum, High Intensity, Lighted, Oper	300.00	EACH	\$1.00	\$300.00
75	75	Pedestrian Type II Barricade, Temp, Furn	20.00	EACH	\$235.00	\$4,700.00
76	76	Pedestrian Type II Barricade, Temp, Oper	20.00	EACH	\$1.00	\$20.00
77	77	Minor Traffic Devices	1.00	LS	\$15,000.00	\$15,000.00
78	78	Audio Video Route Survey	1.00	LS	\$5,000.00	\$5,000.00
79	79	Inspector Days	120.00	CDAY	\$800.00	\$96,000.00
80	80	Traffic Maintenance And Control	1.00	LS	\$250,000.00	\$250,000.00
81	81	Mobilization 5% Max	1.00	LS	\$140,000.00	\$140,000.00
82	82	Clean Up	1.00	LS	\$15,000.00	\$15,000.00
83	83	Misc Landscaping	1.00	LS	\$15,000.00	\$15,000.00
84	84	Traffic Control	1.00	LS	\$0.00	\$0.00
85	85	Concrete Curb Ramp Opening	250.00	LF	\$40.00	\$10,000.00
86	86	Maintenance Aggregate	500.00	TON	\$40.00	\$20,000.00

Total Bid Price: \$2,866,084.00

Notes:

- This quote does not include bonds, inspection, layout, testing, permits, prevailing wages, traffic control, or any other item not listed above.
- This quote includes 2 mobilizations. Any additional mobilizations will be \$2,500.00 each.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Pro-Line Asphalt Paving Corp.</p> <p>Authorized Signature: _____</p> <p>Estimator: _____</p>
---	--

The City Engineer has provided an outline of each phase of the project, and he is recommending a total authorization for the construction phase of \$3,228,084.00. This amount will include a construction contingency of \$140,000, which is approximately 5% of the construction bid. The amount also provides for all project inspections, construction administration, construction survey staking, quality control/materials testing and the as built drawings of the project.

The Commission should remember that our infrastructure projects are what are called "unit-based contracts," which means we only pay for what we used on the project, rather than just a project price. Funding for these projects will come from the voter approved Road Bond Issue as well as the Water and Sewer Funds.

The City Engineer has provided a detailed letter explaining the entire project as additional background information. If the City Commission authorizes to proceed with Pro-Line Asphalt, then we will schedule a resident's meeting to allow the residents in the area to meet the project team and to provide them with a complete schedule of activity. We would anticipate that construction could start in July.

Recommendation:

The City Administration recommends that the City Commission authorize a construction phase unit-based contract to Pro-Line Asphalt in the amount of \$2,866,084.00 plus an additional amount for construction administration, inspection, construction staking, materials testing and as built drawings in the amount of \$222,000.00, as well as \$140,000.00 for a construction contingency for the 2022 Infrastructure Improvement Program.

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

RESOLUTION

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

WHEREAS The City of Plymouth operates a roadway system to maintain the public health, safety and welfare; and

WHEREAS The City of Plymouth has adopted a Strategic Plan which calls for sustainable infrastructure improvement; and

WHEREAS The voters approved a road bond for the improvement of our streets; and

WHEREAS The City Commission has already approved the design phase of an Infrastructure Improvement program for Byron, Carol, S. Evergreen, and Union Streets, and certain improvements to the water and sewer systems.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a change order for the contract with Pro-Line Asphalt in the amount of \$2,866,084.00 for a unit-based contract for the 2022 Infrastructure Program for Byron, Carol, S. Evergreen, and Union based on the City Engineer's Recommendation Letter of June 2, 2022.

BE IT FURTHER RESOLVED THAT the City Commission does hereby authorize construction Engineering costs for administration, construction staking, materials testing costs and final as built drawing costs with Wade-Trim of up to \$222,000.00 for the 2022 Infrastructure Program.

BE IS STILL FURTHER RESPOLVED THAT the City Commission does hereby authorize construction contingency of \$140,000.00 for the 2022 Infrastructure Improvement Program.



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 - Sidewalk and Utility Patch Repair Contract 2022 - 06-06-22.docx
 Date: June 1, 2022
 RE: Sidewalk and Utility Patch Repair Contract 2022

BACKGROUND:

Each year one quarter of the city sidewalks are inspected for cracks, heaving, scaling and other potential hazards. Chris Porman and Mike Brindley of the City Municipal Services Department coordinate this sidewalk repair/replacement program. This year, the southeast section of the city or mainly the area south of Ann Arbor Trail and east of Main St. was inspected. The program also includes utility patch repairs.

This is a unit-based contract, meaning that the City only pays for units delivered. Our project is fairly small in scope, but we did have five companies express interest in the project. The five sealed bids received were as follows:

Dominic Gaglio Construction, Inc.	\$113,950.00
Olson Cement	\$119,062.50
Rotondo Construction	\$145,350.00
Luigi Ferdinandi & Son Cement	\$166,250.00
Great Lakes Contracting	\$178,800.00

Expenses for this project are covered in the Capital Improvements section of the Budget as well as the Water & Sewer Fund and the Major and Local Streets Funds depending on where the work actually takes place. The majority of the funding for this effort is paid for by the residents where the repairs are made.

We have attached a memorandum from Municipal Services Director Chris Porman which will provide additional background on this matter.

RECOMMENDATION:

The City Administration recommends that the City Commission authorize a unit-based contract with Dominic Gaglio Construction for the 2022 Sidewalk Repair Program in accordance with their bid documents. In addition, the City Administration recommends a 10% contingency to be based on the total bid price.

Further, the City Administration recommends that the City Commission adopt the criteria for repairs that we have outlined in the attached proposed Resolution. The criteria are the standards for sidewalk replacement in our area and have been approved by our insurance carrier.

We have attached a proposed Resolution for the City Commission to consider regarding the awarding of the continuation of the current contract and the establishment of the sidewalk repair criteria. Should you have any questions in advance of the meeting please feel free to contact me or Chris Porman.



Department of Municipal Services

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

Date: June 1, 2022
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Assistant City Manager/Director of Municipal Services
Re: 2022-23 Sidewalk and Street Repair Program

Background

Each year, the Department of Municipal Services coordinates a sidewalk and street repair program. Historically, 25% of the City is inspected annually; this includes both residential and commercial sections of the City. Over the course of the four-year cycle, each section of sidewalk is inspected for compliance; ie. raises, dips, excessive cracks, etc. This year, the area commonly referred to as Area D, or the area east of Main St. and south of Ann Arbor Trail has been inspected for compliance.

The city placed this program out to bid this Spring and we had five companies submit sealed bids on the program:

Dominic Gaglio Construction, Inc.	\$113,950.00
Olson Cement	\$119,062.50
Rotondo Construction	\$145,350.00
Luigi Ferdinandi & Son Cement	\$166,250.00
Great Lakes Contracting	\$178,800.00

Dominic Gaglio Construction, Inc. was the lowest complete bid at \$113,950.00. The city has experience working with members of this company as they worked on the city's sidewalk program some years ago. Wade Trim did conduct multiple reference checks and were satisfied with all the responses.

The sidewalk program would begin work this summer and finish by the end of fall. We, the city, would send out notices to the residents who were marked for repair and give them the option to fix it themselves, or the City's contractor would perform the work and the city would then bill for those services.

In addition to awarding the contract to for work to be performed, the criteria, which the City Commission has previously adopted, is included for reference. The sidewalk repair specification lists a number of measures by which a sidewalk may be listed as non-compliant. The most significant, in importance, as well as the most common issue seen during the inspections would be the settlement/heaving resulting in a rise or drop of approximately three-quarter (3/4) inch, which results in a potential trip hazard.

Recommendation

This is a unit price-based program, meaning that the city would only pay the contractor for actual quantities of work performed, which is verified by our Inspector/Foreman in the DMS. The Department of Municipal Services is recommending awarding the 2022/23 Sidewalk and Utility Repair Patch Program contract to Dominic Gaglio Construction, Inc of Southgate in an amount not to exceed \$113,950.00, as well as a contingency of \$11,000.00.

It should be noted that monies for this project come from fees charged for property owners to repair sections of their sidewalk based on the criteria enclosed. In addition, the water/sewer fund contributes for those repairs necessary as a result of a utility repair. The City staff is confident in the contractor's ability to perform the work in a safe and timely manner.

Should you have any questions, please feel free to contact myself or Mike Brindley, Inspector/Foreman of the Department of Municipal Services,



Tabulation of Bids
 2022 Sidewalk and Street Repair Program
 City of Plymouth
 May 19, 2022
 PLY 2098-06T

BID ITEMS

Item No.	Description	Unit	Quantity	Dominic Gaglio Const., Inc.		Olson Cement		Rotondo Construction	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Remove and Replace Concrete Sidewalk, 4 inch	Sft	7000	\$9.00	\$63,000.00	\$9.50	\$66,500.00	\$11.00	\$77,000.00
2	Remove and Replace Concrete Drives and Sidewalk, 6 inch	Sft	500	\$10.00	\$5,000.00	\$8.50	\$4,250.00	\$13.00	\$6,500.00
3	Remove and Replace Concrete Sidewalk Ramps, 6 inch, ADA	Sft	500	\$15.00	\$7,500.00	\$8.75	\$4,375.00	\$18.00	\$9,000.00
4	Remove and Replace Concrete Drives and Sidewalk, 8 inch	Sft	50	\$11.00	\$550.00	\$11.25	\$562.50	\$15.00	\$750.00
5	Remove and Replace Concrete Curb and Gutter Integral Curb, 8 inch	Lft	50	\$55.00	\$2,750.00	\$45.00	\$2,250.00	\$85.00	\$4,250.00
6	Remove and Replace Concrete Pavement with Epoxy Anchored Lane Tie Bars	Syd	300	\$85.00	\$25,500.00	\$101.25	\$30,375.00	\$115.00	\$34,500.00
7	Remove Bituminous Pavement/Cold Patch and Replace with 8 inch Concrete Pavement	Each	200	\$5.00	\$1,000.00	\$5.00	\$1,000.00	\$10.00	\$2,000.00
8	Adjust Structure	Syd	50	\$90.00	\$4,500.00	\$85.00	\$4,250.00	\$135.00	\$6,750.00
9	Replaster Existing Structure	Each	4	\$475.00	\$1,900.00	\$1,000.00	\$4,000.00	\$400.00	\$1,600.00
10	TOTAL BASE CONTRACT PRICE (Items 1 through 10)	Vft	10	\$225.00	\$2,250.00	\$150.00	\$1,500.00	\$300.00	\$3,000.00
					\$113,950.00		\$119,062.50		\$145,350.00



Tabulation of Bids
 2022 Sidewalk and Street Repair Program
 City of Plymouth
 May 19, 2022
 PLY 2098-06T

BID ITEMS

Item No.	Description	Unit	Quantity	Luigi Ferdinandi & Son		Great Lakes Contracting	
				Unit Price	Amount	Unit Price	Amount
1	Remove and Replace Concrete Sidewalk, 4 inch	Sft	7000	\$11.75	\$82,250.00	\$15.00	\$105,000.00
2	Remove and Replace Concrete Drives and Sidewalk, 6 inch	Sft	500	\$15.00	\$7,500.00	\$18.00	\$9,000.00
3	Remove and Replace Concrete Sidewalk Ramps, 6 inch, ADA	Sft	500	\$20.00	\$10,000.00	\$21.00	\$10,500.00
4	Remove and Replace Concrete Drives and Sidewalk, 8 inch	Sft	50	\$20.00	\$1,000.00	\$25.00	\$1,250.00
5	Remove and Replace Concrete Curb and Gutter	Lft	50	\$80.00	\$4,000.00	\$65.00	\$3,250.00
6	Remove and Replace Concrete Pavement with Integral Curb, 8 inch	Syd	300	\$150.00	\$45,000.00	\$110.00	\$33,000.00
7	Epoxy Anchored Lane Tie Bars	Each	200	\$15.00	\$3,000.00	\$15.00	\$3,000.00
8	Remove Bituminous Pavement/Cold Patch and Replace with 8 inch Concrete Pavement	Syd	50	\$200.00	\$10,000.00	\$110.00	\$5,500.00
9	Adjust Structure	Each	4	\$250.00	\$1,000.00	\$950.00	\$3,800.00
10	Replaster Existing Structure	Vft	10	\$250.00	\$2,500.00	\$450.00	\$4,500.00
TOTAL BASE CONTRACT PRICE					\$166,250.00		\$178,800.00
(Items 1 through 10)							

RESOLUTION

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

WHEREAS It is the goal of the City Commission to improve public spaces and the infrastructure of the City; and

WHEREAS There is a need to inspect sidewalks around the City to ensure that they are safe and the city shall inspect one-quarter of the City each year; and

WHEREAS There is a need to repair utility patches in the roadway or sidewalks that were a result of the city doing utility work.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a unit-based contract with Dominic Gaglio Construction in an amount not to exceed \$113,950.00 based on their bid submittal.

<i>* Remove and replace 4" concrete sidewalk</i>	<i>\$9.00 per S.F.</i>
<i>* Remove and replace 6" concrete sidewalk ramps (ADA)</i>	<i>\$15.00 per S.F.</i>
<i>* Remove and replace 6" concrete sidewalk and drives</i>	<i>\$10.00 per S.F.</i>
<i>* Remove and replace 8" concrete sidewalk and drives</i>	<i>\$11.00 per S.F.</i>
<i>* Remove and replace concrete curb and gutter</i>	<i>\$55.00 per L.F.</i>
<i>* Epoxy anchored lane tie bars</i>	<i>\$ 5.00 Each</i>
<i>* Remove and replace 8" concrete pavement and integral curb</i>	<i>\$85.00 per S.Y.</i>
<i>* Remove bituminous pavement/cold patch and replace with 8" concrete</i>	<i>\$90.00 per S.Y.</i>
<i>* Adjust structure</i>	<i>\$475.00 each</i>
<i>* Replaster existing structure</i>	<i>\$225.00 Vft</i>

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby establish a construction contingency in the amount of \$11,000.00 or approximately 10% of the total bid price.

BE IT STILL FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby establish the following criteria for sidewalk repairs.

- SETTLEMENT/HEAVING – A rise or drop of approximately ¾ of an inch or more between any two (2) sections of sidewalk.
- CRACKING – More than two (2) cracks of one-quarter (1/4) inch in width or more in any two (2) lineal feet of sidewalk section.

- SCALING – If, in any five (5) foot lineal section of sidewalk, more than twenty-five (25%) percent of the surface area has scaled off to a depth of one-quarter ($1/4$) inch or greater, that section of sidewalk shall be replaced.
- TOO FLAT – The concrete has dipped to allow water to pond to a depth of three-quarters ($3/4$) of an inch or more.
- CITY REPAIRS – The City of Plymouth shall be responsible for expenses related to the installation of new-handicapped ramps at the corners and for any sidewalk flags that have manhole covers in them. In addition, the City shall attempt to locate the responsible party for damage caused to sidewalks by utility dig ups. The City shall NOT be responsible for raised sidewalks due to tree roots and it remains the policy of the City NOT to remove live healthy trees.



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 - Authorization to Hire - DMS - 06-06-22.docx
Date: May 27, 2022
RE: Authorization to Hire DMS

Background

The City Commission adopted the Employment Ordinance on August 7, 2000 and it requires that the City Manager seek advance and express approval prior to filling any full-time position. The City Commission is aware that we recently had a resignation in the Department of Municipal Services which has left our crew short one position. As we enter our busy summer season, we need to have full staffing in order to address all of the issues that we have before us including our summer infrastructure program. This position is in the budget, and it does not expand our F.T.E. count.

The City Administration is seeking the approval of the City Commission at this time in order to move forward with the hiring procedure.

RECOMMENDATION:

The City Administration recommends that the City Commission authorize the filling of one position with the Department of Municipal Services at this time. We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions regarding this matter please feel free to contact me.

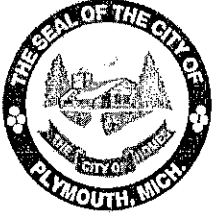
RESOLUTION

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

WHEREAS The City of Plymouth has an Ordinance which requires that the City Manager
Seek prior and express approval before filling any full-time employee position
Within the City staff, and

WHEREAS The City Administration is currently seeking prior and express approval to fill one
open position at the Department of Municipal Services at this time.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby grant prior and express approval for the hiring of one full time position at the Department of Municipal Services at this time.



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 - Delinquent Charges On The Tax Roll - 06-06-22.docx*
Date: June 1, 2022
RE: Delinquent Charges on the Tax Roll Summer 2022

Background

Each year the City Administration is required to present to the City Commission a listing of delinquent charges that have gone unpaid and are eligible to be placed on the tax rolls. This listing is for delinquent water bills and/or other payments that are eligible to be placed onto the tax roll.

As you will recall, City Commission policy indicates that we turn off only commercial accounts for non-payment in excess of 90 days, and we do not turn off residential accounts. The volume of our commercial delinquent accounts has gone down with the 90 day policy. It should also be noted that there is a 25% fee added when we place delinquent commercial or residential water bills on the tax roll.

This has also had a significant impact on reducing our delinquent accounts.

Recommendation

The City Administration recommends that the City Commission adopt the attached proposed Resolution which would allow the City to collect on delinquent accounts by rolling these over to the tax bills. The City is authorized through a variety of City Ordinances to complete this procedure.

Should you have any questions regarding this matter please feel free to contact me.



CITY OF PLYMOUTH

www.plymouthmi.gov

201 S. Main
Plymouth, Michigan 48170-1637

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

MEMORANDUM

Date: June 1, 2022
To: Paul Sincock, City Manager
From: John Scanlon, Finance Director/Treasurer
Subject: Delinquent Charges/Transfer to 2022 Summer Tax Roll

Issue: Delinquent Charges

Analysis: Attached are the delinquent charges that have been invoiced/billed that remain unpaid at this time. The City Charter and various ordinances provide the necessary vehicle to place these items on the tax roll to the property benefited.

The resolution for consideration by the City Commission is attached. This resolution facilitates the delinquent transfers to the 2022 summer tax roll.

Please feel free to contact me should additional information is needed.

Requested Action: Approve the resolution to transfer of the delinquent invoices to the 2022 Summer Tax Roll

Attachment(s): Resolution and list of outstanding invoices

THE CITY OF HOMES

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June 1, 2022

DELINQUENT CHARGES TO BE PLACED ON SUMMER 2022 TAX ROLL

Water Bills			<u>\$45,422.95</u>
	SECTION 1	\$14,275.37	
	SECTION 2	\$18,524.25	
	SECTION 3	\$9,749.09	
	SECTION 4	\$2,874.22	
Miscellaneous Charges			<u>\$5,195.62</u>
	FALSE ALARM	\$636.00	
	SIDEWALK	\$3,715.70	
	SNOW	\$621.05	
	WEEDS	\$222.87	
Grand Total			<u>\$50,618.57</u>

Maureen Brodie, City Clerk

John Scanlon, Finance Director/
Treasurer

DELINQUENT WATER TO TAXES 2022

Parcel Number	Location ID	Address	Delinquent Amount	Penalty	Total to Tax
002 01 0610 000	STAR-001069-0000-01	1069 STARKWEATHER	\$ 673.12	\$ 168.28	\$ 841.40
003 01 0545 000	HOLN-001059-0000-01	1059 N HOLBROOK	\$ 1,271.98	\$ 318.00	\$ 1,589.98
005 03 0048 000	LIBW-000173-0000-01	173 W LIBERTY	\$ 713.22	\$ 178.31	\$ 891.53
006 04 0026 002	UNIS-000183-0000-03	183 S UNION	\$ 293.41	\$ 73.35	\$ 366.76
006 07 0683 000	ARTW-000450-0000-01	450 W ANN ARBOR TRL	\$ 116.33	\$ 29.08	\$ 145.41
006 08 0007 000	ROES-000374-0000-02	374 ROE	\$ 277.06	\$ 69.27	\$ 346.33
006 08 0015 000	ROES-000302-0000-01	302 ROE	\$ 1,849.10	\$ 462.28	\$ 2,311.38
006 10 0770 002	MAPL-000655-0000-02	655 MAPLE	\$ 122.29	\$ 30.57	\$ 152.86
006 12 0801 000	MAPL-000523-0000-01	523 MAPLE	\$ 2,630.34	\$ 657.59	\$ 3,287.93
006 14 0009 000	JOYS-000203-0000-01	203 JOY	\$ 1,138.68	\$ 284.67	\$ 1,423.35
006 14 0013 000	FARG-000797-0000-01	797 FAIRGROUND	\$ 122.79	\$ 30.70	\$ 153.49
006 16 0024 000	DEES-000733-0000-02	733 DEER ST	\$ 288.86	\$ 72.22	\$ 361.08
007 03 0074 000	PARY-000765-0000-01	765 PARKVIEW	\$ 430.30	\$ 107.58	\$ 537.88
007-03-0089-000	PARY-000525-0000-02	525 PARKVIEW	\$ 330.30	\$ 82.58	\$ 412.88
011 03 0016 000	DEWE-001068-0000-01	1068 DEWEY	\$ 982.21	\$ 245.55	\$ 1,227.76
011 99 0005 000	FAIR-000259-0000-01	259 FAIR	\$ 180.30	\$ 45.08	\$ 225.38
TOTAL FOR SECTION 1			\$ 11,420.29	\$ 2,855.08	\$ 14,275.37
005 01 0369 000	AMEL-000163-0000-01	163 AMELIA	\$ 176.48	\$ 44.12	\$ 220.60
005 05 0016 002	DAVI-000771-0000-02	771 DAVIS	\$ 356.12	\$ 89.03	\$ 445.15
005 08 0009 301	KARM-000643-0000-02	643 KARMADA	\$ 1,484.08	\$ 371.02	\$ 1,855.10
005 08 0013 000	KARM-000703-0000-01	703 KARMADA	\$ 107.16	\$ 26.79	\$ 133.95
005 08 0029 000	KARM-000558-0000-02	558 KARMADA	\$ 136.42	\$ 34.11	\$ 170.53
008 03 0192 000	IRVI-000551-0000-02	551 IRVIN	\$ 412.79	\$ 103.20	\$ 515.99
008 03 0215 001	IRVI-000518-0000-02	518 IRVIN	\$ 2,045.93	\$ 511.48	\$ 2,557.41
008 04 0047 000	IRVI-000451-0000-02	451 IRVIN	\$ 1,219.15	\$ 304.79	\$ 1,523.94
008 04 0053 000	IRVI-000371-0000-03	371 IRVIN	\$ 18.37	\$ 4.59	\$ 22.96
008 04 0125 000	BLUN-000346-0000-01	346 BLUNK	\$ 341.21	\$ 85.30	\$ 426.51
008 04 0187 000	BLUN-000190-0000-01	190 BLUNK	\$ 412.79	\$ 103.20	\$ 515.99
009 03 0332 000	PENN-001011-0000-01	1011 PENNIMAN	\$ 1,418.53	\$ 354.63	\$ 1,773.16
009 03 0355 000	ARTW-001224-0000-01	1224 W ANN ARBOR TR	\$ 426.48	\$ 106.62	\$ 533.10
009 06 0275 000	ARTW-001279-0000-01	1279 W ANN ARBOR TR	\$ 574.35	\$ 143.59	\$ 717.94
009 06 0282 301	ARTW-001107-0000-01	1107 W ANN ARBOR TR	\$ 1,400.28	\$ 350.07	\$ 1,750.35
009 07 0137 000	HAYS-000638-0000-02	638 S HARVEY	\$ 107.16	\$ 26.79	\$ 133.95
009 07 0164 000	LIND-001051-0000-01	1051 LINDEN	\$ 961.80	\$ 240.45	\$ 1,202.25
010 02 0009 002	BEE5-001048-0000-01	1048 BEECH	\$ 784.32	\$ 196.08	\$ 980.40
010 03 0015 000	PALM-000906-0000-01	906 PALMER	\$ 385.10	\$ 96.28	\$ 481.38
010 03 0065 000	SUTH-001075-0000-01	1075 SUTHERLAND	\$ 107.16	\$ 26.79	\$ 133.95
010 04 0078 000	HATS-000934-0000-01	934 HARTSOUGH	\$ 36.23	\$ 9.06	\$ 45.29
010 05 0042 000	ROSS-000957-0000-02	957 ROSS	\$ 441.12	\$ 110.28	\$ 551.40
010 05 0064 004	SIMP-000956-0000-01	956 SIMPSON	\$ 60.61	\$ 15.15	\$ 75.76
010 05 0067 000	SIMP-000912-0000-02	912 SIMPSON	\$ 979.28	\$ 244.82	\$ 1,224.10
010 99 0012 000	CARO-001180-0000-02	1180 CAROL AVE	\$ 426.48	\$ 106.62	\$ 533.10
TOTAL FOR SECTION 2			\$ 14,819.40	\$ 3,704.85	\$ 18,524.25

008 02 0073 000	JUNC-001290-0000-01	1290 JUNCTION	\$	1,476.11	\$	369.03	\$	1,845.14
008 03 0079 000	AUBU-000650-0000-01	650 AUBURN	\$	1,388.41	\$	347.10	\$	1,735.51
008 12 0108 000	AUBU-000396-0000-04	396 AUBURN	\$	469.43	\$	117.36	\$	586.79
008 99 0005 000	PENN-001415-0000-01	1415 PENNIMAN	\$	161.11	\$	40.28	\$	201.39
008-03-0171-000	ATHU-000675-0000-02	675 ARTHUR	\$	754.62	\$	188.66	\$	943.28
009 02 0160 002	SHE5-000539-0000-02	539 S SHELDON	\$	1,034.62	\$	258.66	\$	1,293.28
009 07 0081 002	JENS-000616-0000-02	616 JENER	\$	798.10	\$	199.53	\$	997.63
009 09 0204 000	WOOD-001320-0000-01	1320 WOODLAND PL	\$	108.82	\$	27.21	\$	136.03
010 07 0008 000	MCKI-000840-0000-01	840 MCKINLEY	\$	983.88	\$	245.97	\$	1,229.85
010 07 0026 000	EVE5-000721-0000-02	721 S EVERGREEN	\$	124.96	\$	31.24	\$	156.20
012 02 0064 000	GLOU-001599-0000-01	1599 GLOUCESTER	\$	499.21	\$	124.80	\$	624.01
	TOTAL FOR SECTION 3		\$	7,799.27	\$	1,949.82	\$	9,749.09
005 07 0027 000	BLAN-000301-0005-03	301 BLANCHE #5	\$	132.90	\$	33.23	\$	166.13
005 07 0027 000	BLAN-000301-0016-03	301 BLANCHE #16	\$	42.70	\$	10.68	\$	53.38
008 01 0013 000	BLUN-000747-0000-01	747 BLUNK	\$	2,123.80	\$	530.95	\$	2,654.75
	TOTAL FOR SECTION 4		\$	2,299.40	\$	574.85	\$	2,874.25
	TOTAL		\$	36,338.36	\$	9,084.59	\$	45,422.95

10F2



City of Plymouth
201 S Main St
Plymouth, MI 48170
734-453-1234 x 219

March 15, 2022

Alarm ID: 1018

Enterprise Rent a Car
510 W Ann Arbor Rd
Plymouth, MI 48170

This is the **FINAL** alarm billing notice for the City of Plymouth. The charges reflect billing under Sec.54-47 of the Alarm Systems Ordinance 2000-14. Failure to respond can result in a suspension of alarm services provided by this agency along with additional involvement with the Treasurer's Office. See Sec 54-51 stated below.

			<u>Charges</u>	<u>Payments</u>	<u>Invoice No</u>
05/02/2021	11:08 PM	Police	\$50.00	\$0.00	21-1018-01
05/05/2021	03:12 AM	Police	\$100.00	\$0.00	21-1018-01

Fees and/or fines are due and payable upon receipt.

****PLEASE DETACH AND RETURN WITH YOUR PAYMENT****
TO ENSURE PROPER CREDIT

TO: Treasurer, City of Plymouth

Total Due: \$150.00

Amount Paid: _____

Invoice Number: 21-1018-01

Please return payment to: 201 S Main St, Plymouth, Mi 48170 or the drop boxes located at the Plymouth Library or City Hall Lobby.

Sec. 54-51. Failure to Pay

When the city has responded to a false alarm, the charges set forth herein of the premises and forwarded to such owners by the city, and said charges shall be due and payable upon receipt.

Where the false alarm charge is not paid by the owner(s) within 60 days after the billing for such false alarm as set forth herein, then the City Manager shall cause to be recorded in the Treasurer's Office, the date and premises responded to. The recording of such statement shall constitute a lien on the property and shall remain in full force and effect for the amount due in principal and interest until final payment has been made and shall be collected in the manner provided by law for collection of taxes. Such provisions hereof shall be notice to every person concerned that the amount of the statement, plus interest, constitute a charge against the premises described in the statement that the same is due.

2 of 2



City of Plymouth
201 S Main St
Plymouth, MI 48170
734-453-1234 x 219

March 15, 2022

Alarm ID: 1018

Enterprise Rent a Car
510 W Ann Arbor Rd
Plymouth, MI 48170

This is the **FINAL** alarm billing notice for the City of Plymouth. The charges reflect billing under Sec.54-47 of the Alarm Systems Ordinance 2000-14. Failure to respond can result in a suspension of alarm services provided by this agency along with additional involvement with the Treasurer's Office. See Sec 54-51 stated below.

	<u>Charges</u>	<u>Payments</u>	<u>Invoice No</u>
07/24/2021 12:43 AM Police	\$200.00	\$0.00	21-1018-02

Fees and/or fines are due and payable upon receipt.

*****PLEASE DETACH AND RETURN WITH YOUR PAYMENT*****
TO ENSURE PROPER CREDIT

TO: Treasurer, City of Plymouth

Total Due: \$200.00

Amount Paid: _____

Invoice Number: 21-1018-02

Please return payment to: 201 S Main St, Plymouth, Mi 48170 or the drop boxes located at the Plymouth Library or City Hall Lobby.

Sec. 54-51. Failure to Pay

When the city has responded to a false alarm, the charges set forth herein of the premises and forwarded to such owners by the city, and said charges shall be due and payable upon receipt.

Where the false alarm charge is not paid by the owner(s) within 60 days after the billing for such false alarm as set forth herein, then the City Manager shall cause to be recorded in the Treasurer's Office, the date and premises responded to. The recording of such statement shall constitute a lien on the property and shall remain in full force and effect for the amount due in principal and interest until final payment has been made and shall be collected in the manner provided by law for collection of taxes. Such provisions hereof shall be notice to every person concerned that the amount of the statement, plus interest, constitute a charge against the premises described in the statement that the same is due.



City of Plymouth
 201 S Main St
 Plymouth, MI 48170
 734-453-1234 x 219

March 15, 2022

Alarm ID: 705

Panera Bread
 400 S Main St
 Plymouth, MI 48170

This is the **FINAL** alarm billing notice for the City of Plymouth. The charges reflect billing under Sec.54-47 of the Alarm Systems Ordinance 2000-14. Failure to respond can result in a suspension of alarm services provided by this agency along with additional involvement with the Treasurer's Office. See Sec 54-51 stated below.

			<u>Charges</u>	<u>Payments</u>	<u>Invoice No</u>
02/23/2021	01:51 PM	Police	\$50.00	\$0.00	21-705-01

Fees and/or fines are due and payable upon receipt.

 ****PLEASE DETACH AND RETURN WITH YOUR PAYMENT****
 TO ENSURE PROPER CREDIT

TO: Treasurer, City of Plymouth

Total Due: \$50.00

Amount Paid: _____

Invoice Number: 21-705-01

Please return payment to: 201 S Main St, Plymouth, Mi 48170 or the drop boxes located at the Plymouth Library or City Hall Lobby.

Sec. 54-51. Failure to Pay

When the city has responded to a false alarm, the charges set forth herein of the premises and forwarded to such owners by the city, and said charges shall be due and payable upon receipt.

Where the false alarm charge is not paid by the owner(s) within 60 days after the billing for such false alarm as set forth herein, then the City Manager shall cause to be recorded in the Treasurer's Office, the date and premises responded to. The recording of such statement shall constitute a lien on the property and shall remain in full force and effect for the amount due in principal and interest until final payment has been made and shall be collected in the manner provided by law for collection of taxes. Such provisions hereof shall be notice to every person concerned that the amount of the statement, plus interest, constitute a charge against the premises described in the statement that the same is due.



City of Plymouth
201 S Main St
Plymouth, MI 48170
734-453-1234 x 219

April 19, 2022

Alarm ID: 165

Pilgrim Automotive
280 W Ann Arbor Rd
Plymouth, MI 48170

This is the **FINAL** alarm billing notice for the City of Plymouth. The charges reflect billing under Sec.54-47 of the Alarm Systems Ordinance 2000-14. Failure to respond can result in a suspension of alarm services provided by this agency along with additional involvement with the Treasurer's Office. See Sec 54-51 stated below.

	<u>Charges</u>	<u>Payments</u>	<u>Invoice No</u>
12/27/2021 10:37 PM Police	\$200.00	\$0.00	21-165-03

Fees and/or fines are due and payable upon receipt.

****PLEASE DETACH AND RETURN WITH YOUR PAYMENT****
TO ENSURE PROPER CREDIT

TO: Treasurer, City of Plymouth

Total Due: \$200.00

Amount Paid: _____

Invoice Number: 21-165-03

Please return payment to: 201 S Main St, Plymouth, Mi 48170 or the drop boxes located at the Plymouth Library or City Hall Lobby.

Sec. 54-51. Failure to Pay

When the city has responded to a false alarm, the charges set forth herein of the premises and forwarded to such owners by the city, and said charges shall be due and payable upon receipt.

Where the false alarm charge is not paid by the owner(s) within 60 days after the billing for such false alarm as set forth herein, then the City Manager shall cause to be recorded in the Treasurer's Office, the date and premises responded to. The recording of such statement shall constitute a lien on the property and shall remain in full force and effect for the amount due in principal and interest until final payment has been made and shall be collected in the manner provided by law for collection of taxes. Such provisions hereof shall be notice to every person concerned that the amount of the statement, plus interest, constitute a charge against the premises described in the statement that the same is due.

CUSTOMER # NAME	INVOICE #	DUE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
1121 SIMPSON ANTHONY & LINDA LUNA	0000021126	02/09/2022	0.00	0.00	0.00	178.50	0.00	178.50
1184 SUTHERLAND WILLIAMS, MATTHEW, BARBER, CHRISTINE	0000021133	02/09/2022	0.00	0.00	0.00	399.00	0.00	399.00
1231 LINDEN ARICO, ALAN & RENEE	0000021080	02/09/2022	0.00	0.00	0.00	525.00	0.00	525.00
1381 PALMER SULLIVAN, III, EDWARD	0000021112	02/09/2022	0.00	0.00	0.00	262.50	0.00	262.50
1405 MAPLE MERRIFIELD, CYNTHIA (TRUST)	0000021091	02/09/2022	0.00	0.00	0.00	249.38	0.00	249.38
444 PLYMOUTH FEMMEN LLC	0000005112	12/02/2021	0.00	0.00	0.00	0.00	210.25	210.25
638 S Harvey KNEELLY, MELLISSA	0000021057	02/09/2022	0.00	0.00	0.00	178.50	0.00	178.50
761 S HARVEY O'BRIEN, LAUREN	0000021060	02/09/2022	0.00	0.00	0.00	463.00	0.00	463.00
980 W ANN ARBOR RD BANK ONE	0000005278	04/07/2022	0.00	585.90	0.00	0.00	0.00	585.90
	0000021001	02/09/2022	0.00	0.00	0.00	787.50	0.00	787.50
			0.00	585.90	0.00	787.50	0.00	1,373.40
Wing Parking Lot DTE - Tyrone Hurst	0000021137	02/09/2022	0.00	0.00	0.00	462.00	0.00	462.00
GRAND TOTALS:			0.00	585.90	0.00	3,505.38	210.25	4,301.53

JOURNALIZED AMOUNTS ONLY: 4,301.53
NON-JOURNALIZED AMOUNTS ONLY: 0.00

BILLING ITEM BREAKDOWN

ITEM	AMOUNT
SIDE4	0.00
WED1	0.00
SIDE6	0.00
SNOW1	0.00
	0.00
	585.90
	0.00
	0.00
	0.00
	3,252.38
	0.00
	210.25
	0.00
	585.90

RESOLUTION

The following resolution was offered by Commissioner _____ and Seconded by Commissioner _____.

WHEREAS, the City Administration has reported delinquent water charges in the amount of \$45,422.95 and other miscellaneous charges in the amount of \$5,195.62

WHEREAS, these delinquent charges totaling \$50,618.57 have remained unpaid and are transferable by City Charter and applicable Ordinances to the summer taxes

NOW, THEREFORE BE IT RESOLVED that the delinquent charges described above be assessed against the property benefitted and placed on the 2022 summer tax roll.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincok, City Manager
CC: S:\Manager\Sincok Files\Memorandum - Noxious Weeds Ordinance Amendment First Reading 6-6-2022.docx
Date: June 3, 2022
RE: Noxious Weeds Ordinance Amendment First Reading 6-6-2022

Background

In discussions with local pollinator and watershed preservation groups, it was observed that our current noxious weeds ordinance is not reflective of current best practices of what is/is not allowed. Through continued discussions and additional research including State law, the staff at Municipal Services and Community Development have provided some updates to the noxious weeds section of the code of ordinances.

These changes aim to maintain/enhance the wildlife for pollinator species and others. We have attached a memorandum from staff at Municipal Services and Community Development related to this matter and it is clearly outlined with the proposed changes. This will be the first reading of the changes; a second reading will be required at a future meeting.

Recommendation

The City Administration recommends that the City Commission authorize the First Reading of Amendments to the Plymouth City Code related to noxious weeds. These changes will help bring our Local Ordinance in line with the State Law.

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



Department of Municipal Services

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

Date: June 2, 2022
To: Paul J. Sincock, City Manager
From: Greta Bolhuis, Director of Planning
Adam Gerlach, Assistant Director of Municipal Services
Chris Porman, Assistant City Manager/Director of Municipal Services
Re: Noxious Weed Ordinance Amendment

BACKGROUND:

As you are aware, the City Commission Strategic Plan under Goal Area One of Sustainable Infrastructure contains a key objective to “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.”

In conversations with the local pollinator group, our local watershed organization, as well as a review of our ordinance(s), it was discovered that our noxious weed section is outdated and does not meet current best practices. Specifically, goldenrod is listed as prohibited, and should be changed to be allowed. Goldenrod is a member of the daisy family and benefits pollinators due to its provision of nectar and pollen all season long. Goldenrod is often mistaken for ragweed, but their pollen is too heavy to be carried by the wind. Goldenrod is crucial to the winter survival of some honeybees and monarchs depend on their nectar to fuel their long migration.

The proposed amendments have been compared to applicable State and County laws (Noxious Weeds per Public Act 359 of 1941 as amended) and include all the defined noxious weeds as enacted. Additionally, reviewing the prohibited trees list in the city’s tree ordinance, the most aggressive growers (Siberian Elm, Tree of Heaven, Buckthorn, and Autumn and Russian Olive) have also been added as noxious weeds. This addition to the noxious weeds list will allow the city to actively prohibit the growth of “volunteer” seeds and saplings which may eventually turn into prohibited trees. Additional changes to the ordinances are administrative in nature and aim to make the ordinance more clearly understandable.

RECOMMENDATION:

Staff recommends that the City Commission complete a First Reading of the proposed Noxious Weeds ordinance language and approve the same. Staff further recommends the City Commission set the 2nd Reading of the proposed language at the next regular City Commission Meeting.

This also seems timely given the proclamation for National Pollinator Week read earlier in the meeting.

If you have any questions, please contact me directly.

Sec. 18-751. Definitions.

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

Noxious weeds includes Canada thistle (*Cirsium arvense*), dodders (any species of *Cuscuta*), mustards (Charlock, black mustard and Indian mustard; species of *Brassica*, or *Sinapis*), wild carrot (*Daucus carota*), bindweed (*Convolvulus arvensis*), perennial sowthistle (*Sonchus arvensis*), hoary alyssum (*Berteroa incana*), giant hogweed (*Heracleum mantegazzianum*), quack-grass (*Syropyron repens*), ~~erab-grass (*Digitaria sanguinalis*)~~, poison ivy (*Rhus toxicodendron*), poison sumac (~~*Toxicodendron vernix*~~*Rhus vernie*), ragweed (*Ambrosia elatior* L.), Siberian Elm (*Ulmus pumila*), Tree of Heaven (*Ailanthus altissima*), common buckthorn (*Rhamnus cathartica*), Glossy buckthorn (*frangula alnus* syn., *Rhamnus frangula*), Tatarian honeysuckle (*Lonicera tatarica*), Morrow's honeysuckle (*Lonicera morrowii*), Bell's honeysuckle (*Lonicera x bella*), Amur honeysuckle (*Lonicera maackii*), Autumn Olive (*Elaeagnus umbellata*), Russian olive (*Elaeagnus angustifolia*) ~~goldenrod, and all weeds or grasses over eight inches in height, on the average,~~ or other plants ~~or grasses~~ which, in the opinion of the city commission, shall be regarded as a common nuisance.

(Ord. No. 16-04, 8-1-16)

Sec. 18-752. Duty to cut.

It shall be the duty of every owner, occupant, or person having charge of any land within the city to cut down or cause to be cut down and destroyed all grass and/or noxious weeds ~~each year and to again destroy same~~ as often as may be necessary for the duration of each year to prevent same from going to seed or exceeding a height of eight inches, on the average.

(Ord. No. 16-04, 8-1-16)

Sec. 18-753. Cutting by city.

If any owner, occupant, or person having charge of any land within the city shall refuse or neglect to cut and destroy all grass and/or noxious weeds as provided in this division, then the city manager or his or her agent shall cause the land to be entered upon by city employees or a city contractor for the purpose of cutting and destroying such grass and/or weeds and such entering upon shall not be deemed a trespass.

(Ord. No. 16-04, 8-1-16)

Sec. 18-754. Costs.

The city manager or his or her agent shall keep an accurate account of expense incurred for each lot or parcel of land in carrying out the provisions of section 18-753 and such expense shall be charged against such lot or premises and collected by giving notice thereof to the owner of the premises. If such expense or charge shall not be paid the same shall be assessed against the premises and collected as provided by section 12.22 of the city Charter.

(Ord. No. 16-04, 8-1-16)

Sec. 18-755. Notice.

~~It shall be the duty of the city manager or his agent to post notices in not less than three conspicuous places within the city and to publish a copy of the notice issued under this division at least once in a newspaper of general circulation within the city each calendar year, prior to the growing season. In the alternative, T~~the city manager or his or her agent shall notify by first class mail or by posting notice in a conspicuous location on the property, the owner, agent, or occupant of any lands on which grass and/or noxious weeds are found growing in excess of eight inches on the average. Such notice shall require that the person having charge of such land cut down or cause to be cut down and destroyed all grass and/or noxious weeds in excess of eight inches on the average within 24 hours; and shall contain a summary of the provisions of this division. Failure of the city manager or his or her agent to give notice shall not, however, constitute a defense to any action to enforce the payment of any penalty provided for, or debt created under, the provisions of this division.

(Ord. No. 16-04, 8-1-16)

Sec. 18-756. Penalty.

Any owner, occupant, or person having charge of a lot or parcel of land, who shall refuse or neglect to cut down or cause to be cut down all grass and/or noxious weeds shall, upon conviction, be subject to a fine not to exceed \$100.00 for the first offense, \$150.00 for the second offense, and \$200.00 for the third and each subsequent offense in the given growing season. Such amounts as are paid to the city under the provisions of this division shall be deposited into a special purpose fund to be known as the Noxious Weed Control Fund.

(Ord. No. 16-04, 8-1-16)

Secs. 18-757—18-775. Reserved.

Cross reference(s)—Definitions generally, § 1-2.

RESOLUTION

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

WHEREAS The City Commission of the City of Plymouth hereby wants to amend the Plymouth City Code Chapter 18, Article XIV, Division 3 – Noxious Weeds

WHEREAS The City Commission in their Strategic Plan has adopted a key objective to prioritize native and pollinator-friendly plants, and

WHEREAS Goldenrod has been found to positively contribute to pollinator species, and

WHEREAS The State of Michigan enacted Public Act 359 of 1941 known as Noxious Weeds which the ordinance amendments are modeled upon.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby approve the first reading of the amendments to the Noxious Weeds ordinance and schedule a second reading and public hearing for the next regular City Commission meeting.

DELETE:

Sec. 18-751 “crab grass (*Digitaria sanguinalis*)” “*Rhus vernie*” “goldenrod, and all weeds or grasses over eight inches in height, on the average”

Sec. 18-752 “each year and to again destroy same”

Sec. 18-755 “It shall be the duty of the city manager or his agent to post notices in not less than three conspicuous places within the city and to publish a copy of the notice issued under this division at least once in a newspaper of general circulation within the city each calendar year, prior to the growing seasons. In the alternative”

ADD:

Sec. 18-751 “giant hogweed (*Heracleum mantegazzianum*)” “*Toxicodendron vernix*” “(*Ambrosia elatior* l.), Siberian Elm (*Ulmus pumila*), Tree of Heaven (*Ailanthus altissima*), common buckthorn (*Rhamnus cathartica*), Glossy buckthorn (*frangula alnus* syn., *Rhamnus frangula*), Tatarian honeysuckle (*Lonicera tatarica*), Morrow’s honeysuckle (*Lonicera morrowii*), Bell’s honeysuckle (*Lonicera x bella*), Amur honeysuckle (*Lonicera maackii*), Autumn Olive (*Elaeagnus umbellata*), Russian olive (*Elaeagnus angustifolia*)”

Sec. 18-752 “for the duration of each year”

Sec. 18-753 through 755 “or her”

Sec. 18-755 “in excess of eight inches on average”