



# Plymouth City Commission

## Regular Meeting Agenda

Tuesday, July 5, 2022 7:00 p.m.  
Hough Park – Maple & Evergreen

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

1. **CALL TO ORDER**
  - a. Pledge of Allegiance
  - b. Roll Call
2. **APPROVAL OF MINUTES**
  - a. June 20, 2022 Regular Meeting
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
5. **CITIZEN COMMENTS**
6. **COMMISSION COMMENTS**
7. **PUBLIC HEARING**
  - a. Liquor License Transfer - Sidecar
  - b. Liquor License Transfer - Elks
8. **OLD BUSINESS**
9. **NEW BUSINESS**
  - a. Employee Manual Updates
  - b. Financial Software Upgrades
  - c. Authorize Expenditure Wayne County Park Millage Funds
  - d. Rezoning of 110 W. Ann Arbor Trail – First Reading
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, 35<sup>th</sup> 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



## City of Plymouth City Commission Regular Meeting Minutes Monday, June 20, 2022 7:00 p.m. Lions Club Park – Burroughs and Harding

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### 1. CALL TO ORDER

a. Pledge of Allegiance

b. Roll Call

Present: Mayor Nick Moroz, Mayor Pro Tem Tony Sebastian, Commissioners, Linda Filipczak and Kelly O'Donnell

Excused: Commissioners Suzi Deal, Jennifer Kehoe, and Alanna Maguire

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

### 2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by O'Donnell, to approve the minutes of the June 6, 2022 meeting.

MOTION PASSED 4-0

### 3. APPROVAL OF THE AGENDA

Filipczak offered a motion, seconded by O'Donnell, to approve the agenda for Monday, June 20, 2022.

MOTION PASSED 4-0

### 4. ENACTMENT OF THE CONSENT AGENDA

a. Approval of May 2022 Bills

b. Special Event: Bumpers, Bikes & Bands- Sunday, July 17, 2022

c. Special Event: Inside-Out Sales- Friday-Saturday, July 29-30, 2022

MOTION PASSED 4-0

### 5. CITIZEN COMMENTS

Ellen Elliott, 404 Irvin, thanked the administration and staff for their response to a police situation last week.

### 6. COMMISSION COMMENTS

Filipczak, O'Donnell, Sebastian, and Moroz all commended the police department and the staff for exemplary work during a recent police incident, noting that extensive police training proved valuable in this instance.

Filipczak asked Moroz whether the 14% salary increase for 35<sup>th</sup> District Court personnel was a budgeted expense. Moroz said the \$30,000 expense was not in the budget that passed in December of 2021.

Moroz thanked the administration and staff for the First Responders Open House, the concerts at Kellogg Park, and for keeping the City clean.

#### **PUBLIC HEARING**

a. Noxious Weeds Ordinance Amendment Final Reading

Moroz opened the public hearing at 7:14 p.m. Hearing no public comments, he closed the hearing at 7:15 p.m.

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

#### RESOLUTION 2022-41

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; and

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 second and final reading of the amendments to the Noxious Weeds ordinance.

#### **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”

**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

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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, I~~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. Further the costs of such mowing shall be charged in addition to the fines. 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.

MOTION PASSED 4-0

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**7. OLD BUSINESS**

There was no old business.

**8. NEW BUSINESS**

a. Recreation Class Instructor Policy Update

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

RESOLUTION 2022-42

WHEREAS The City of Plymouth operates a Parks and 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 policies of the Recreation Department.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Recreation Department Policy Handbook as updated on 06-20-22. The adopted policies shall have immediate effect.

MOTION PASSED 4-0

b. Property and Liability Insurance Coverage Renewal 2022-23

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

RESOLUTION 2022-43

WHEREAS The City of Plymouth operates a number of vehicles and buildings and there is a need to insure the operations of the City in order to protect the public health, safety and welfare; and

WHEREAS HUB International has been providing excellent service and very competitive liability insurance coverage premiums for the City through Trident Insurance since 2009-10; and

WHEREAS The annual property and liability insurance renewal will soon be due and the expected total premiums quoted by HUB International (excluding any changes through the upcoming the year) is \$234,133.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize payment of the Commercial Property and Liability Insurance Package annual premiums to HUB International Midwest in an amount not to exceed \$234,133. Funding for these premiums are authorized from the various funds as determined by the City's budget.

c. Water and Sewer- Rate Card #25

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

RESOLUTION 2022-44

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

WHEREAS The Great Lakes Water Authority has imposed rate adjustments for wholesale water and sewer service charges to the City of Plymouth effective July 1, 2022; and

WHEREAS Other operating and capital costs for both water and sewer operating systems have changed from the prior fiscal year; and

WHEREAS Total estimated costs for operations and capital needs for fiscal year 2022-23 have remained stable from those for fiscal year 2021-22.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt Water and Sewer Rate Card #25 (attached to this resolution) to be effective for all services beginning on July 1, 2022 establishing a water rate of \$6.10 per 1,000 gallons consumed and a sewer rate of \$7.81 per 1,000 of gallons of water consumed for fiscal year 2022-23.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to publish Water and Sewer Rate Card #25 to inform the residents of the newly established rate structure.

*Effective July 1, 2022*

<b>City of Plymouth Water and Sewer Rate Card # 25</b>					
<u>Water Rate</u>		<u>Sewer Rate</u>		Minimum Billing: 4,000 Gallons	
<i>Per 1000 Gallons</i>		\$6.10      \$7.81			
Ready to Serve Charges Quarterly Fees		Water Tap Fees Plus Time and Material for City Inspections, Supervisors and Crew		Sanitary Sewer Tap Fees/ Storm Sewer Tap Fees Plus Time and Material for City Inspections, Supervisors and Crew	
<i>Meter Size</i>	<i>Charge</i>	<i>Tap Size</i>	<i>Charge</i>	<i>Tap Size</i>	<i>Charge</i>
		Up to and including 1" Tap	\$3,530.00	Up to and including 6" Tap	\$10,000.00
5/8"	\$11.56	1.5" Tap	\$3,750.00	8" Tap	\$25,000.00
3/4"	\$13.00	2" Tap	\$6,515.00	10" Tap	\$40,000.00
1"	\$19.76	3" Tap	\$11,410.00	12" Tap	\$65,000.00
1.5"	\$39.65	4" Tap	\$19,274.00	14" Tap	\$70,000.00
2"	\$62.92	6" Tap	\$38,792.00		
3"	\$117.96	8" Tap	\$50,000.00		
4"	\$185.22				
6"	\$389.20	<i>For Sizes Not Listed Multiply Tap Diameter By \$81.25.00</i>			

- > Commercial Sewer Surcharge-Fees are Billed as Mandated on a One-for-One Basis
- > Non-Residential Customers are Billed Monthly
- > There Will Be a Maximum of 20 Days From Water Billing Date to Due Date
- > New Water Service Meter Fee = Installation Time and Material plus 15%
- > There is a \$90.00 Fee for "After Hours" Water Turn on/off

**ADDITIONAL SEWER FEES**

Property owner is responsible for all sewer leads, pipes, and taps up to and including the connection to the City's mains. Property owner is responsible for the repair and/or replacement of any publicly owned property including, but not limited to grass, sod, top soil, trees, curb, gutter, street pavement and base material.

**CONSTRUCTION PURPOSES**

For building or construction purposes, the daily charges shall be made for the use of water from the time of installation of the service pipe until meter installation:

<u>Service Pipe Size</u>	<u>Charge</u>
3/4" .....	\$50.00
1" .....	\$60.00
1.5" .....	\$85.00
2" .....	\$115.00
3" .....	\$165.00
4" .....	\$195.00
6" .....	\$385.00
8" .....	\$750.00

All connections to the water supply system or the sewer disposal system shall be made by and at the expense of the property owner or user so connecting, subject to any rules or regulations therefore now or hereafter established by the city, and subject to inspection and approval prior to use. A permit for such connection shall be obtained in advance from the city, and the property owner or user making such connection shall pay all inspection charges now or hereafter established by the city prior to the use thereof.

Property owner is responsible for TAP compliance with ALL Federal, State or Local Rules, Regulations, or Laws.

**TAPS RESTRICTED**

The term "tap" as used herein shall include any opening or outlet heretofore or hereafter made in the water system, for the purpose of withdrawing water therefrom for any use, public or private, either commercial or domestic, excepting fire hydrants. No taps shall be made to the system unless authorized by the proper city authorities.

>> Non-Payment Penalty - 15% Added To Total Bill For All Bills Paid After The Due Date <<

MOTION PASSED 4-0



d. Authorization to Purchase Special Services Vehicles

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

RESOLUTION 2022-45

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

WHEREAS From time-to-time vehicles used by the various Departments need to be replaced; and

WHEREAS There is a need to replace two special service Chevrolet Tahoe units; and

WHEREAS The City of Plymouth received a proposal from Berger Chevrolet using the Oakland County Purchasing Plan to purchase two (2) Special Services Vehicles.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth City Commission authorize the purchase of two (2) new Special Services Chevrolet Tahoes in the amount of \$38,679 each for a total expenditure of \$78,358. Further, funding for this purchase is authorized from the Equipment Fund in the 2022 – 23 Budget Year.

MOTION PASSED 4-0

e. Lexipol Policy Subscription Service Renewal 2022-23

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

RESOLUTION 2022-46

WHEREAS The City of Plymouth operates a Police Department to help protect the public health, safety, and welfare; and

WHEREAS There is a need to ensure that the Department's policies are current and in line with current law and best practices; and

WHEREAS The City Administration has requested the use of the Lexipol Subscription Service to assist with the review of Department policies and procedures and this expense has been budgeted by the City Commission.

NOW THEREFORE BE IT RESOLVED That the City Commission of the City of Plymouth does hereby authorize the purchase of the Lexipol Subscription Service in the amount of 8,873.76 for the City of Plymouth Police Department. Lexipol Subscription Service is a sole vendor and is recommended by the City Administration. Funding for this purchase is from the General Fund.

MOTION PASSED 4-0

f. Cemetery Rates and Rules

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

RESOLUTION 2022-47

WHEREAS The City of Plymouth operates two municipally owned cemeteries and has a Cemetery Board of Trustees appointed to make recommendations to the City Commission; and

WHEREAS The Cemetery Board of Trustees did meet in May of this year for the purpose of reviewing rules, regulations, and operations of the cemeteries; and

WHEREAS At this meeting the Cemetery Board of Trustees did review the pricing structure for services, lots, and other services at Riverside Cemetery; and

WHEREAS The Cemetery Board of Trustees also reviewed the cemetery rules; and

WHEREAS After the review the Cemetery Board of Trustees did recommend to the City Commission changes in the current rate structure and that the cemetery rules be updated.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the recommendation of the Cemetery Board of Trustees related to the various rate structures for the Cemetery and does hereby adopt the proposed rate structure as proposed by the Cemetery Board of Trustees and that minor adjustments cemetery rules be made as outlined by the Cemetery Board of Trustees.

### Riverside Cemetery Rates and Fees

A **resident** is any property tax paying person residing within the corporate limits of the City of Plymouth.  
A **non-resident** is any person living outside the corporate limits of the City of Plymouth and a person residing within the corporate limits of the City of Plymouth, but who does not pay property taxes to the City of Plymouth.

#### Grave Prices

	Resident - Current	Resident - Proposed	Non-Res - Current	Non-Res - Proposed
Single Grave (Block K or O)	\$900.00	\$1,000.00	\$1,750.00	\$1,900.00
Single Grave (Other Blocks)	\$1,100.00	\$1,200.00	\$1,950.00	\$2,100.00
Two Plot Graves (Block M)	\$1,800.00	\$2,000.00	\$3,500.00	\$3,800.00
Family Plot (6 Graves)	\$5,400.00	\$6,000.00	\$10,500.00	\$11,400.00
Family Plot (10 Graves)	\$9,000.00	\$10,000.00	\$17,500.00	\$19,000.00
Infant Grave (Block G)	\$100.00	\$200.00	\$150.00	\$300.00

Grave buy backs are at the discretion of the City Sexton. One single adult grave may be sold back to the City at \$500.00.

#### Opening and Closing Costs - Graves

The cost to open and close a grave, niche, or crypt is due upon burial and cannot be pre-paid. Opening and closing costs depend on the day and time of interment. Monday through Friday rates are between 8:00 a.m. and 2:00 p.m. Saturday and OT rates apply to interments scheduled after 2:00 p.m. Monday through Friday and anytime on Saturdays. A winter surcharge fee will apply to all burials scheduled between November 15 and April 14.

	Resident - Current	Resident - Proposed	Non-Res - Current	Non-Res - Proposed
Cremains (Monday through Friday)	\$250.00	\$400.00	\$400.00	\$550.00
Cremains (Saturday & OT)	\$300.00	\$500.00	\$500.00	\$650.00
Cremains (Sunday and Holiday)	\$350.00	\$550.00	\$550.00	\$700.00
Cremains (Winter surcharge)	\$50.00	\$100.00	\$100.00	\$200.00
Adult Full Body (Monday through Friday)	\$950.00	\$1,000.00	\$1,500.00	\$1,600.00
Adult Full Body (Saturday & OT)	\$1,100.00	\$1,200.00	\$1,650.00	\$1,800.00
Adult Full Body (Sunday and Holiday)	\$1,200.00	\$1,400.00	\$1,750.00	\$2,000.00
Adult Full Body (Winter surcharge)	\$250.00	\$300.00	\$350.00	\$400.00
Child Full Body	\$210.00	\$250.00	\$310.00	\$350.00
Child Full Body (Saturday & OT)	\$245.00	\$325.00	\$365.00	\$425.00
Child Full Body (Sunday and Holiday)	\$335.00	\$400.00	\$455.00	\$500.00
Child Full Body (Winter surcharge)	\$75.00	\$100.00	\$100.00	\$150.00
Infant Full Body	\$100.00	\$100.00	\$130.00	\$150.00
Infant Full Body (Saturday & OT)	\$125.00	\$175.00	\$185.00	\$225.00
Infant Full Body (Sunday and Holiday)	\$215.00	\$250.00	\$275.00	\$300.00
Infant Full Body (Winter surcharge)	\$25.00	\$50.00	\$50.00	\$100.00
Disinterment (4-hour minimum)	Applicable interment fee plus 50%	\$4,500.00	Applicable interment fee plus 50%	\$5,000.00

Adult full body accommodates a burial box of 4-feet or greater in length.

Child full body accommodates a burial box between 3-feet and 4-feet in length.

Infant full body accommodates a burial box of up to 3-feet in length

### Crypt and Niche Prices

	Resident - Current	Resident - Proposed	Non-Res - Current	Non-Res - Proposed
Niche (Lower Two Rows)	\$1,050.00	\$1,050.00	\$1,100.00	\$1,100.00
Niche (Middle Two Rows)	\$1,450.00	\$1,450.00	\$1,500.00	\$1,500.00
Niche (Upper Two Rows)	\$1,250.00	\$1,250.00	\$1,300.00	\$1,300.00
Single Crypt (Lower Level)	\$3,450.00	\$3,450.00	\$3,550.00	\$3,550.00
Single Crypt (Eye Level)	\$3,850.00	\$3,850.00	\$3,950.00	\$3,950.00
Single Crypt (Upper Level)	\$3,650.00	\$3,650.00	\$3,750.00	\$3,750.00
Double Crypt (Lower Level)	\$5,750.00	\$5,750.00	\$5,850.00	\$5,850.00
Double Crypt (Eye Level)	\$6,550.00	\$6,550.00	\$6,650.00	\$6,650.00
Double Crypt (Upper Level)	\$6,150.00	\$6,150.00	\$6,250.00	\$6,250.00

### Opening and Closing Costs - Niches and Crypts

	Resident - Current	Resident - Proposed	Non-Res - Current	Non-Res - Proposed
Niche entombment (Monday through <b>Friday</b> )	Included	Included	Included	Included
Niche entombment ( <b>Saturday</b> and OT)	Included	\$300.00	Included	\$400.00
Niche entombment (Sunday and Holiday)	\$300.00	\$400.00	\$500.00	\$600.00
Second niche entombment (Monday through <b>Friday</b> )	\$200.00	\$250.00	\$300.00	\$350.00
Second niche entombment ( <b>Saturday</b> and OT)	Included	\$300.00	Included	\$400.00
Second niche entombment (Sunday and Holiday)	\$350.00	\$400.00	\$500.00	\$600.00
Single crypt entombment (Monday through <b>Friday</b> )	Included	Included	Included	Included
Single crypt entombment ( <b>Saturday</b> and OT)	Included	\$400.00	Included	\$600.00
Single crypt entombment (Sunday and Holiday)	\$700.00	\$700.00	\$900.00	\$900.00
Double crypt entombment (Monday through <b>Friday</b> )	Included	Included	Included	Included
Double crypt entombment ( <b>Saturday</b> and OT)	Included	\$400.00	Included	\$600.00
Double crypt entombment (Sunday and Holiday)	\$700.00	\$700.00	\$900.00	\$900.00
Second double crypt entombment (Monday through <b>Friday</b> )	Included	Included	Included	Included
Second double crypt entombment ( <b>Saturday</b> and OT)	Included	\$400.00	Included	\$600.00
Second double crypt entombment (Sunday and Holiday)	\$700.00	\$700.00	\$900.00	\$900.00

### Mausoleum Installation Costs

Nameplate	Included
Second or replacement nameplate	Market value plus shipping
Niche vase	\$350.00
Crypt vase	\$400.00

**Foundation/Marker/Monument Sizes**

Foundations are required for all grave marker that are not a flush marker. The installation cost depends on the size of the grave marker/monument.

Stone Size	Installation Cost - Current	Installation Cost - Proposed
16" x 8"	\$175.00	\$200.00
20" x 10"	\$175.00	\$200.00
24" x 10"	\$190.00	\$215.00
24" x 12"	\$190.00	\$215.00
32" x 12"	\$210.00	\$235.00
32" x 14"	\$210.00	\$235.00
36" x 10"	\$210.00	\$235.00
36" x 12"	\$210.00	\$235.00
36" x 18" (maximum size for single grave)	\$210.00	\$235.00
42" x 10"	\$250.00	\$275.00
42" x 12"	\$250.00	\$275.00
46" x 12"	\$250.00	\$275.00
46 x 14"	\$250.00	\$275.00
52" x 12"	\$275.00	\$300.00
52" x 14"	\$275.00	\$300.00
58" x 18" (maximum size for two-grave marker)	\$275.00	\$300.00
Greater than 58" x 18" (approval required by Cemetery Board)	\$0.50 per square inch	\$0.50 per square inch

Setting Markers	Installation Cost - Current	Installation Cost - Proposed
Flush marker - no foundation (up to 36" x 18")	\$150.00	\$175.00
Flush marker - no foundation (greater than 36" x 18")	\$200.00	\$225.00
Veteran stone (bronze, granite, or marble)	\$190.00	\$215.00

A single adult grave measures 40" wide by 10' long.

**Foundation/Marker/Monument Installation Costs**

Foundations are required for all grave marker that are not a flush marker. The installation cost depends on the size of the grave marker/monument.

Foundation Size	Installation Cost - Current	Installation Cost - Proposed
24" x 12"	\$175.00	\$200.00
30" x 16"	\$190.00	\$215.00
40" x 16"	\$210.00	\$235.00
42" x 18"	\$210.00	\$235.00
52" x 18"	\$250.00	\$275.00
58" x 18"	\$275.00	\$300.00

Setting Markers	Installation Cost - Current	Installation Cost - Proposed
Flush marker - no foundation (up to 36" x 18")	\$150.00	\$175.00
Flush marker - no foundation (greater than 36" x 18")	\$200.00	\$225.00
Veteran stone (bronze marker set on foundation)	\$190.00	\$215.00
Veteran stone (flat granite flush installation, no foundation)	\$150.00	\$175.00
Veteran stone (upright marble set on foundation)	\$190.00	\$215.00

A single adult grave measures 40" wide by 10' long.

# CITY OF PLYMOUTH

## RIVERSIDE CEMETERY RULES

Adopted ~~May 2021~~ May 23, 2022 by Cemetery Board of Trustees  
Approved June ~~2021-2022~~ by Plymouth City Commission  
Effective July 1, ~~2021~~2022

Riverside Cemetery is a public cemetery, owned and operated by the City of Plymouth, Department of Municipal Services. The Cemetery Office is located at 1231 Goldsmith, Plymouth, MI 48170. The physical address of the cemetery is 680 Plymouth Rd, Plymouth, MI 48170. Phone number: 734.453.7737 office, 734.455.1666 fax, email: [dms@plymouthmi.gov](mailto:dms@plymouthmi.gov).

Riverside Cemetery offers cemetery lots, mausoleum crypts and niches. Services are offered on a pre-need or immediate need basis and arrangements should be made through the Cemetery Office. These rules are subject to change as deemed necessary and are interpreted at the discretion of the superintendent.

In addition to cemetery operations by the City of Plymouth Department of Municipal Services, Riverside Cemetery also has a Board of Trustees who are residents of the City. The purpose of the Board of Trustees is to review and make recommendations to the City Commission for the proper control, maintenance, and improvement of the Cemetery. ~~For current price listing, contact the cemetery at the numbers listed above.~~

### SALE OF LOTS AND INTERMENT ARRANGEMENTS

1. All arrangements for burials shall be made at the City of Plymouth Department of Municipal Services, 1231 Goldsmith, either by the undertaker or by a representative of the family of the deceased. Burial fees and charges must be paid prior to the completion of services.
2. No lot rights may be transferred, purchased, or sold for speculative purposes.

### DEFINITIONS

1. Block: A division of land as shown on the cemetery plot, which is determined by existing roadways and structures.
2. Lot: Numbered divisions as shown on the cemetery plot that consist of two or more graves.
3. Grave: A space of sufficient size to accommodate one adult interment.
4. Interment: The permanent disposition of the remains of a deceased person by burial.
5. Entombment: The permanent disposition of the remains of the deceased person in a tomb (mausoleum).
6. Memorial Marker: Shall include head or footstones for family or individual use that are flush with the ground.
7. Monument: Shall include a tombstone or memorial marker of a recognized durable granite/marble or standard bronze, which shall extend above the surface of the ground.
8. Lot Marker: Refers to any means used by the cemetery to locate corners of the lot or grave.
9. Mausoleum: Shall be a structure used for the individual entombment of multiple human remains.
10. Adult Burial: Shall be any burial that involves a burial box greater than ~~five~~four feet in length.
11. Child Burial: Shall be any burial box over 3 feet but less than 4 feet in length.
12. Infant Burial: Shall be any burial of child under 1 year of age, and burial box is less than 3 feet in length.
13. Cremains burial: Shall be the burial of the ashes of a cremated body.
14. Oversize Burial: Any burial over 90 inches in length or over 34 inches in width.

15. Perpetual Care: Shall consist of mowing, seeding, trimming trees and shrubbery, removing dead flowers, and general upkeep of the lot.
16. Superintendent: Shall be the City Manager or his representative.
17. Sexton: Shall be the Director of the Municipal Services Department or his representative.
18. Mourning Period: Shall be the 60 days following the interment.

#### INTERMENTS OR DISINTERMENTS

1. The depth of a grave for an adult burial shall be at least five feet deep. The depth of a grave for a child shall be at least four feet deep. Infant burials shall be at a depth of 3 feet and cremation burials at 2 feet.
2. Burials permitted in a single adult grave are as follows: one (1) full body burial and up to two (2) cremation burials OR up to four (4) cremation burials without a full body burial, unless permission is otherwise granted by the cemetery superintendent. The full body burial of two or more persons in a single grave is prohibited except for a parent and baby if buried at the same time. Cremations must be placed in a metal, stone, or plastic urn; glass, cardboard and wood boxes are prohibited.
3. Entombments permitted for in the Garden Mausoleum are as follows: niches accommodate two (2) cremations, single crypts accommodate one (1) full body entombment and one (1) cremation or two (2) cremations, and double crypts accommodate two (2) full body entombments or two (2) cremations.
- ~~3.4.~~ The City assumes no responsibility for errors in opening graves when such errors are caused by others. Orders from undertakers will be accepted by the City as orders from the owners.
- ~~4.5.~~ No grave will be opened, or body disinterred except by order of husband, wife, father, mother, son, or daughter of the deceased and then only for good cause, and the city reserves the right to refuse any such request. A body will only be released to a professional licensed in mortuary science. This provision does not apply when disinterment is ordered by a duly authorized public official.
- ~~5.6.~~ Plastic full-size burial vaults for adult caskets are strictly prohibited.
- ~~6.1.~~ Entombments permitted for in the Garden Mausoleum are as follows: niches accommodate two (2) cremations, single crypts accommodate one (1) full body entombment and one (1) cremation or two (2) cremations, and double crypts accommodate two (2) full body entombments or two (2) cremations.

#### MEMORIAL MARKERS, MONUMENTS AND MAUSOLEUMS

1. No mausoleum shall be erected without the specific approval of the Cemetery Board.
2. No monument or memorial marker shall be installed without the specific approval of the Cemetery Board, unless the proposed monument meets the following requirements:
  - a. The maximum number of monuments or memorial markers on any grave is up to one (1) upright and up to four (4) flat markers.
  - b. No matter the type of monument and/or memorial marker(s), the total area covered shall not exceed 15 square feet.
  - c. The memorial marker or monument shall be located at the head or foot of the lot, and parallel to the head or foot lot line.
  - d. The height of the monument for a single grave cannot exceed forty-eight (48) inches, the depth of the monument cannot exceed eighteen (18) inches, and the length of the monument cannot exceed thirty-six (36) inches. The height of a monument for a two-grave plot cannot exceed 48", the depth cannot exceed 18", and the length cannot exceed 58". Custom monuments require express written permission of the cemetery superintendent.
  - e. Specific rules governing markers for Blocks K, L, M and O supersede these requirements

- f. Flat markers must be installed flush with the ground. Flat markers shall be no larger than 60" by 36", this includes veteran's markers.
3. Monuments and memorial markers shall not be allowed to be installed on lots that have not been ~~fully paid for~~ paid in full.
4. All foundation work for monuments and memorial markers will be placed by the employees of Riverside Cemetery at the established rates.
5. The material used in the construction of mausoleums, vaults monuments, memorial markers and permanent corner posts must be of a recognized durable granite/marble or standard bronze. Each monument or memorial marker shall consist of one part or piece only, provided that this rule will not apply to lots on which it is desired to put in monuments or memorial markers to match others already existing on the lot.
6. No vertical joints will be allowed in monument work.

#### LOT MAINTENANCE REGULATIONS

1. During the 60-day Mourning Period flowers, plants, planters, and similar objects shall be restricted to a thirty-six (36) inch border around the base of the monument or memorial marker. Such items shall not exceed three (3) feet in height.
2. Flowers, plants, and planters shall be restricted to an eight (8) inch border along ~~one~~ long side of the base of the monument or marker and the ~~two~~ short sides. Such items shall not exceed two (2) feet in height above the ground. At no time shall any items be allowed to extend onto another lot or into a path. All items exceeding these height and border standards shall be removed by the City.
3. Fresh or silk flowers shall be allowed on any grave all year around and will be monitored by the City for unsightliness, seasonal flowers included. ~~All plastic~~ plastic flowers are ~~always~~ prohibited. Items in violation of this regulation will be removed by the City. The City shall not be responsible for the upkeep and cannot be responsible for any damage caused by vandalism or natural causes.
4. All plastic, cement, fiberglass, metal, glass, ceramic and wood decorations or objects, except recognized American Veteran Flags, are prohibited. Wrought iron or metal shepherd hooks are prohibited. All items in violation of the regulation will be removed by the City.
5. The use of landscape stones, decorative stones, artificial stones, or landscape blocks for decorative purposes shall be prohibited. Such stones shall be removed by the City.
6. Grave blankets and wreaths will be allowed from November 15th until April 1st of each year. The City shall dispose of blankets and wreaths that remain after April 1st.
7. Flowers, ~~u~~Urns, ~~b~~Benches and ~~f~~Flags will be removed from graves if such items become unsightly. The City assumes no responsibility for their return to lot owners. Such items will also be removed if they have been placed in violation of these rules.
8. At any time when a monument, private vault or mausoleum becomes unsafe in the opinion of the superintendent, a notice of such condition will be mailed to the last known or recorded address of the owner and the structure(s) removed or repaired at expense of the owner(s).
9. Any seat, urn or similar object placed on a lot by permission of the superintendent shall be kept painted white and in good condition.
10. When a lot is uncared for and becomes unsightly or a nuisance or detrimental to other lots, notice shall be mailed to the last known or recorded address of the owner. By order of the Board of Trustees, the superintendent and employees shall enter such lot and clean up and make same presentable and the cost shall be collected from the owner or made a lien on such a lot.

#### CEMETERY CARE

1. Cemetery care shall include only seeding, top dressing, cutting and trimming grass, shrubs, trees and the general upkeep of the cemetery. Cemetery care shall not include the

- maintenance of a memorial marker. The City shall not be responsible for the upkeep and cannot be responsible for any damage caused by vandalism or natural causes.
2. Contractors and workers engaged within the cemetery on any class of work whatsoever will be held responsible for the damage done by them to any cemetery properties.
  3. Material for any class of work will not be permitted on the grounds unless accompanied by workmen to erect same, except by special arrangement with the cemetery superintendent.
  4. Roadways must be satisfactorily protected against damage from heavily loaded vehicles.
  5. The rolling or moving of stones across any section of lots must be done under the supervision and orders of the superintendent. In all cases, planks must be provided by persons furnishing stones or monuments to properly protect the lawns.
  6. All unsightly material or debris accumulating from any class of work must be removed at once and upon the completion of the work all equipment, tools, etc., must be removed immediately, and the ground left in as good a condition as found by the contractor.
  7. No stonework shall be brought into the cemetery on ~~Saturday after twelve o'clock noon~~ Friday after 5:00 p.m. and no work shall be commenced on any day that cannot be finished on that day and the dirt and debris entirely removed before dark.
  8. No person shall remove any object from any place in the cemetery or make any excavation without the consent of the superintendent of the cemetery.
  9. No equipment other than the equipment of ~~the~~ Riverside Cemetery shall be used at interments except by permission of the superintendent.
  10. Watering: The water station is located at the southern tip of Block G between Blocks G and J. No personal hoses are to be attached to the water station. Please be courteous to all patrons using the water station. If any authorized body institutes outdoor watering restrictions, then the cemetery must abide by them.

#### OTHER REGULATIONS

1. No firearms will be allowed in the cemetery, except in the cases of military funerals or ceremonies by official veteran's organizations on federal holidays, without written permission of the superintendent of the cemetery.
2. No person shall obstruct any drive, walk, or alley.
3. No person shall, in any way injure, deface, or destroy any grave, vault, tombstone, monument, mausoleum, enclosure, building, fence, basin, fountain, bridge, seat, flower, tree, shrub, vine, lot or any other thing in Riverside Cemetery.
4. Block L of Riverside Cemetery shall be known as the extended family section of the cemetery, with family plots of six (6) or ten (10) graves to be sold in a group.
5. Block K and O of Riverside Cemetery shall be known as the Memorial Section of the cemetery, with only flat memorial markers allowed. No foundation required except in the case of veteran's markers. Markers can be made of bronze or granite. No above ground markers permitted in this section.
6. Block M of Riverside Cemetery: All lots in Block M consist of 2 graves and will be sold together as one lot. Additional Marker Regulations: ~~Upright; o~~ Only upright, slant granite markers set on a granite base (2-person companion marker or 1-person non-companion marker) are permitted. Contact the ~~cemetery~~ Cemetery office-Office for the exact description. ~~Any flat markers Flat;~~ must meet regulations listed in Memorial Markers, Monuments and Mausoleums ~~section of these rules-Item #1d.~~
7. Urns for flower planting must be made of cement or metal only. Urns shall not exceed 26 inches in height and will be limited to one urn per gravesite. When an urn is uncared for or becomes unsightly, it will be removed by the City. The City shall not be responsible for the upkeep of the urns and cannot be responsible for any damage caused by vandalism or natural causes. The City recommends covering urns during the winter months, to help protect from the elements.
8. Benches: If a family requests the installation of a bench on a lot, the request must first be made to the cemetery superintendent. The superintendent will determine if it is feasible to



place a bench in the requested location without interference with other lots. Then the request will be sent to the Cemetery Board for approval. All benches will be of a standard size and shape and will be constructed of granite or marble and will require a foundation to be placed by the cemetery staff.

9. Filming and photography for use in a movie, book, newspaper, magazine, television news, paranormal research, Internet, or other electronic media are not permitted on Cemetery grounds. The exception to this would be for genealogy research.

#### CRYPT AND NICHE FRONT DECORATIONS

1. During the 60-day Mourning Period, flowers, plants, and similar objects may be placed on the sidewalk in front of the crypt or niche. Such items shall not exceed three (3) feet in height and will be removed by the Cemetery Superintendent should they become unsightly prior to the expiration of the 60-day Mourning Period.
2. Decorations on crypt and niche fronts shall be limited to flowers placed in a single City-approved bronze vase, or a seasonal wreath attached to the crypt or niche front with a City-approved hanger.
3. Wreaths shall not overlap onto adjacent crypt or niche fronts and shall be limited to 12 inches in diameter for crypt fronts and 6 inches in diameter for niche fronts. Wreaths will be removed by the Cemetery Superintendent should they become unsightly.
4. Plastic, self-adhesive, clear suction-type hooks and/or hangers shall be prohibited on all crypt and niche fronts. All plastic, cement, fiberglass, metal, and wood objects, including stuffed animals, hanging planters, flags, stickers, and other similar items shall be prohibited on crypt and niche fronts.

Fresh flowers or silk flowers are allowed in City-approved vases. ~~All plastic~~ flowers are **always** prohibited. Flowers will be removed if they become unsightly. City-approved bronze vases can be purchased at the Cemetery Office. Vases are installed by Riverside Cemetery employees. The City of Plymouth and Riverside Cemetery assume no responsibility for vases and other items that are stolen, damaged, or vandalized.

#### MOTION PASSED 4-0

##### g. Community Development Fee Schedule

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

#### RESOLUTION 2022-48

- WHEREAS The City Commission of the City of Plymouth has reviewed the proposed fee schedule amendments; and
- WHEREAS The City of Plymouth Community Development Department monitors and suggests fee changes as necessary; and
- WHEREAS The suggested amendments will allow staff to cover costs related to the operation of the building department and planning and zoning projects; and
- WHEREAS Staff recommends that the City Commission review these fee schedules annually as part of the City budget process.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby adopt the attached fee schedule.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the proposed and amended fee schedule as attached will go into effect for all plan reviews completed and permits applied for and issued on or after July 1, 2022.

CITY OF PLYMOUTH COMMUNITY DEVELOPMENT DEPARTMENT  
 FEE SCHEDULE  
 201 S. Main Street Plymouth, MI 48170 Ph. 734-453-1234 ext. 232  
 Effective Date: July 1, 2022 Last Updated: June 16, 2022

The fee schedule is reviewed annually during June and on an as needed basis.

**BUILDING PERMIT FEES**

No refunds for expired permits. Plan review fees are not refundable.

Each permit includes two inspections unless otherwise clarified with the Community Development Department.

Minimum permit fee is \$50.00 unless stated otherwise. A \$15.00 administrative fee will be added to every permit.

Penalty for starting work before obtaining permit is double permit fees.

Registration fees and inspection/reinspection fees are not subject to the minimum permit fee or administrative fee.

PLAN REVIEW	Current Fee	Proposed Fee
Residential New Single, Two-Family	\$300.00	\$350.00
Residential New, Multiple (per unit)	\$50 per unit, \$300 min.	\$50 per unit, \$350 min.
Residential Addition, Remodel, Interior Finish ≥ \$100,000	\$200.00	\$250.00
Residential Addition, Remodel, Interior Finish < \$100,000	\$75.00	\$100.00
Accessory Structure	\$75.00	\$100.00
Approach/Driveway/Parking Lot with Stormwater Impact	\$75.00	\$100.00
Commercial/Industrial New Building	\$.15 per SF, \$100 min.	\$.15 per SF, \$350 min.
Commercial/Industrial Addition, Remodel, Interior Finish ≥ \$100,000	\$.15 per SF, \$100 min.	\$.15 per SF, \$250 min.
Commercial/Industrial Addition, Remodel, Interior Finish < \$100,000	\$.15 per SF, \$100 min.	\$.15 per SF, \$100 min.
Cell Tower: New, Addition	\$.15 per SF, \$100 min.	\$.15 per SF, \$250 min.
Fence/Wall	\$15.00	\$25.00

**NEW CONSTRUCTION, ADDITIONS, ALTERATIONS**

Residential Dwelling, New Build, Addition, Remodel, Interior Finish	\$100.00 plus \$12/\$1,000 of construction cost	\$100.00 plus \$15/\$1,000 of construction cost
Commercial/Industrial New Building, Addition, Remodel, Interior Finish	\$100.00 plus \$15/\$1,000 of construction cost	\$100.00 plus \$17/\$1,000 of construction cost
Cell Tower: New, Addition	\$100.00 plus \$15/\$1,000 of construction cost	\$100.00 plus \$17/\$1,000 of construction cost

The Building Official has the right to base fees off the current IOC Building Valuation Data.

**ITEMIZED BUILDING FEES**

Accessory Structure* (see full list below)	\$100.00	\$125.00
Approach/Driveway/Parking Lot (adjacent to City storm sewer)	\$90.00	\$100.00
Approach/Driveway/Parking Lot (adjacent or draining into crack)*	\$90.00 + engineering fee if applicable	\$100.00 + engineering fee if applicable

Approach/Driveway/Parking Lot (adjacent or draining into Wayne County right-of-way or county drain)*	\$100.00 + engineering fee if applicable	\$125.00 + engineering fee if applicable
Awning or Canopy without Signage	\$50.00	\$75.00
Basement Waterproofing	\$100.00	\$125.00
City Sidewalk/Service Sidewalk Replacement	\$50.00	\$75.00
Concrete Patio, Garage Floor	\$90.00	\$100.00
Fence/Wall*	\$60.00	\$75.00
Fiber Optics, Cable, Utility Work (Gas Line) (May Require a Bond)	\$100.00	\$125.00
Foundation Only*	\$100.00	\$125.00
Geo-thermal System, Monitoring Well*	\$100.00	\$125.00
Insulation	\$100.00	\$125.00
Porch Cap	\$50.00	\$75.00
Ramp or Handicapped Ramp	\$90.00	\$100.00
Roof, Windows, Door/Doorwall, Siding	\$100.00	\$125.00
Shed less than 200 square feet	\$100.00	\$125.00
Stairways, Steps*	\$100.00	\$125.00

\*Plan review fees apply

An accessory structure includes but is not limited to carport, porte cochere, pergola, outdoor fireplace, gazebo, garage (attached or detached), hot tub, swimming pool, storage shed greater than 200 square feet, solar panels, private wind conservation system, deck, and porch.

**SIGN FEES**

Awning or Canopy with Signage	\$100.00	\$125.00
Ground Sign	\$100.00	\$125.00
Hanging Sign	\$50.00	\$75.00
Wall Sign	\$100.00	\$125.00

**CLOSURE FEES (Permit expires after 90 days)**

Dumpster in R-O-W	\$75.00	\$100.00
Sidewalk Closure	\$125.00	\$150.00
Both Dumpster in R-O-W and Sidewalk Closure	\$175.00	\$200.00
Dumpster in R-O-W Renewal	\$150.00	\$175.00
Sidewalk Closure Renewal	\$175.00	\$200.00
Both Dumpster in R-O-W and Sidewalk Closure Renewal	\$275.00	\$300.00

**DEMOLITION**

Single Family Residential (Requires Bond*)	\$500.00	\$400.00
Accessory Structure	\$75.00	\$100.00
Residential Interior	\$100.00	\$150.00
Commercial/Industrial Interior	\$150.00	\$200.00
Commercial/Industrial, Multi-Family (Requires Bond*)	\$.10 per SF, \$400 Min.	\$.12 per SF, \$500 min.

Bond for Residential, Commercial, Industrial, or work in Public R-O-W*	\$2,000.00	\$2,500.00
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\*Must be Cash, Certified Check or Money Order

#### ADMINISTRATIVE FEES

Bond for Residential, Commercial, Industrial, or work in Public R-O-W*	\$2,000.00	\$2,500.00
Address Assignment	\$25.00 per new address	\$50.00 per new address
Permit Renewal (6 month extension)	\$100.00	50% of the original permit cost, \$100 min.
Temporary Certificate of Occupancy	\$250.00	\$300.00
Certificate of Occupancy for Existing Building or Addition	\$100.00	\$150.00
Alley, street, or easement vacation petition	\$500.00	\$1,000.00
Moving structure within or through City of Plymouth (Requires Bond*)	\$2,000.00	\$3,000.00
Moving structure into the City of Plymouth (Requires Bond*)	\$5,000.00	\$6,000.00
Service charge retained for refunded (active only) Building Permits	\$75.00	\$100.00

\*Must be Cash, Certified Check or Money Order

#### INSPECTION FEES

Additional or special inspections of items not listed (per inspection)	\$60.00	\$80.00
Inspection/re-inspection after two disapproved/failed inspections	\$60.00	\$80.00
Overtime or Holiday inspection, per 1/2 hour or fraction thereof	\$100.00	\$125.00
Sewer or water daily inspection fee	\$600.00	\$600.00
V.A and FHA Inspections	\$400.00	\$500.00

#### ELECTRICAL PERMIT FEES

No refunds for expired permits. Plan review fees are not refundable.

Each permit includes two inspections unless otherwise clarified with the Community Development Department.

Minimum permit fee is \$50.00 unless stated otherwise. A \$15.00 administrative fee will be added to every permit.

Penalty for starting work before obtaining permit is double permit fees.

Registration fees and inspection/reinspection fees are not subject to the minimum permit fee.

SERVICE	Current Fee	Proposed Fee
Service, up to 200 Amp	\$51.00	\$60.00
Service, over 200 Amp through 599 Amp	\$100.00	\$110.00
Service, over 600 Amp	\$150.00	\$160.00
Temporary service	\$50.00	\$60.00
5th panels	\$15.00	\$20.00

#### CIRCUITS

Circuits	\$10.00 each	\$15.00
Sign circuit	\$50.00	\$60.00
Data/Telecommunications, per device	\$5.00 each, min. \$20	\$6.00 each, \$25 min.
Furnace, central air conditioning circuit	\$15.00 each	\$20.00
Smoke Detector, per system	\$20.00	\$25.00

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Fire Alarm System, per device	\$5.00 each, min. \$50	\$5.00 each, \$60 min.
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#### FIXTURES

Fixtures (lights and plugs), per 25	\$14.00	\$20.00
Pole lights in parking lots	\$15.00 each	\$15 per light

#### MOTORS/GENERATORS

Up to 20 HP or KW	\$25.00	\$30.00
More than 20 HP or KW to 40 HP or KW	\$35.00	\$40.00
More than 40 HP or KW to 60 HP or KW	\$45.00	\$50.00
More than 60 HP or KW	\$30.00	\$55.00

#### FEEDERS

Feeders, bus ducts, etc.	\$10.00 per 50 feet	\$20 per 50 feet
Conduit only	\$50.00	\$60.00

#### EQUIPMENT

Swimming pools or hot tubs	\$50.00	\$60.00
Car chargers	\$50.00	\$60.00
Solar panels, per panel	\$15.00	\$20.00
Power outlets (ranges, dryers, etc.)	\$10.00	\$15.00

#### ADMINISTRATIVE FEES

Service charge retained for refunded (active only) electrical permits	\$75.00	\$100.00
Plan review fees for commercial/industrial project	\$50.00 per hour	\$60.00 per hour
Fire alarm review fee	\$150.00 min., \$75/addl. Hour	\$200 min., \$75 for each addl. hour over 1
Permit Renewal (6 month extension)	\$100.00	50% of the original permit cost, \$100 min.

#### INSPECTION FEES

Additional or special inspections of items not listed (per inspection)	\$50.00	\$75.00
Inspection/re-inspection after two disapproved/failed inspections	\$50.00	\$75.00
Overtime or Holiday inspection, per 1/2 hour or fraction thereof	\$100.00	\$125.00

#### PLUMBING PERMIT FEES

No refunds for expired permits. Plan review fees are not refundable.

Each permit includes two inspections unless otherwise clarified with the Community Development Department.

Minimum permit fee is \$40.00 unless stated otherwise. A \$35.00 application fee will be added to every permit.

Penalty for starting work before obtaining permit is double permit fees.

Registration fees and inspection/reinspection fees are not subject to the minimum permit fee.

ITEMIZED FEES	Current Fee	Proposed Fee
Fixtures, floor drains, special drains, and water connected appliances (see full list below)	\$12.00 each	\$15.00 each
Stacks (soil, waste, vent and conductor)	\$12.00 each	\$15.00 each
Sewage ejectors, sump pumps	\$12.00 each	\$15.00 each

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Backflow preventer	\$85.00	\$100.00
Water heater, new	\$25.00	\$30.00
Water heater, replacement	\$40.00	\$45.00
Water piping/water distribution (per unit)	\$30.00	\$35.00
Gas piping, commercial or industrial	\$50.00	\$55.00
Gas piping, residential	\$40.00	\$45.00
Gas pressure test	\$40.00	\$45.00
Additional gas pressure test	\$3.00	\$4.00
Storm sewer interior work only - new, repair, replacement	\$150.00	\$175.00
Sanitary sewer interior work only - new, repair, replacement	\$150.00	\$175.00
Water service interior work only - new, repair, replacement	\$150.00	\$175.00

Fixtures, Floor Drains, Special Drains and Water Connected Appliances Include: Water Closets, Sink (any description), Slop Sink, Drinking Fountain, Floor Drain, Water Outlet or Connection to any Make-up Water Tank, Bathtub, Emergency Eye Wash, Bidet, Condensate Drain, Roof Drain, Water Outlet or Connection to Heating System, Lavatories, Emergency Shower, Urinal, Washing Machine, Grease Trap, Water Outlet or Connection to Filters, Shower Stall, Garbage Grinder, Dishwasher, Acid Waste Drain, Starch Trap, Connection to Sprinkler System (Irrigation), Laundry Tray, Water Outlet Cooler, Refrigerator, Embalming Table, Plaster Trap, Water Connected Sterilizer, Urinal, Ice Making Machine, Bed Pan Washer, Water Softener, Water Connected Dental Chair, Autopsy, Water Connected Still, Oil Separator, Sand Trap, Water Connection to Carbonated Beverage Dispensers, Plus Any Other Fixture, Drain or Water Connected Appliance Not Specifically Listed.

#### ADMINISTRATIVE FEES

Service charge retained for refunded (active only) plumbing permits	\$75.00	\$100.00
Plan review fees for commercial/industrial project	\$50.00 per hour	\$60 per hour
Permit Renewal (6 month extension)	\$100.00	10% of the original permit cost, \$100 min.

#### INSPECTION FEES

Additional or special inspections of items not listed (per inspection)	\$75.00	\$75.00
Inspection/re-inspection after two disapproved/failed inspections	\$50.00	\$75.00
Overtime or Holiday inspection, per 1/2 hour or fraction thereof	\$100.00	\$125.00

#### SANITARY/STORM/WATER TAP FEES

##### DEPARTMENT OF MUNICIPAL SERVICES FEES

No refunds for expired permits. Plan review fees are not refundable.

Each permit includes one inspection unless otherwise clarified with the Community Development Department.

Minimum permit fee is \$50.00 unless stated otherwise. A \$15.00 administrative fee will be added to every permit.

Penalty for starting work before obtaining permit is double permit fees.

Registration fees and inspection/reinspection fees are not subject to the minimum permit fee.

##### SANITARY TAP FEES

	Current Fee	Proposed Fee
Up to and including 6 inches	\$10,000.00	\$10,000.00
8 inch	\$25,000.00	\$25,000.00
10 inch	\$40,000.00	\$40,000.00

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12 inch	\$55,000.00	\$55,000.00
14 inch	\$70,000.00	\$70,000.00

##### STORM SEWER TAP FEES

Residential connection from sump pump to storm sewer line	\$250.00	\$300.00
Up to and including 6 inches	\$10,000.00	\$10,000.00
8 inch	\$25,000.00	\$25,000.00
10 inch	\$40,000.00	\$40,000.00
12 inch	\$55,000.00	\$55,000.00
14 inch	\$70,000.00	\$70,000.00

##### WATER TAP FEES

Up to and including 1 inch tap	\$3,350.00	\$3,350.00
1.5 inch	\$3,750.00	\$3,750.00
2 inch	\$6,515.00	\$6,515.00
3 inch	\$11,410.00	\$11,410.00
4 inch	\$19,274.00	\$19,274.00
6 inch	\$38,792.00	\$38,792.00
8 inch	\$50,000.00	\$50,000.00

##### EXTERIOR WORK ONLY

Add or extend curb cut		\$150.00
Repair or replace storm sewer	\$150.00	\$200.00
Repair or replace sanitary sewer	\$150.00	\$200.00
Repair or replace water service	\$150.00	\$200.00
Fire hydrant usage	\$85.00 plus charge for water	\$100 plus charge for water
Manholes, catch basins	\$150.00	\$200.00

##### ADMINISTRATIVE FEES

Trench maintenance fee (paved surfaces)	\$500.00	Cost of work, \$500 min.
New construction meter install (template) and trip	\$90.00	\$150.00
Water service disconnect fee	\$150.00	\$200 min. for 2 hours, \$100 per hour over 2

##### INSPECTION FEES

Additional or special inspections (per inspection)	\$50.00	\$75.00
Overtime or Holiday inspection, per 1/2 hour or fraction thereof	\$100.00	\$150.00

##### MECHANICAL PERMIT FEES

No refunds for expired permits. Plan review fees are not refundable.

Each permit includes two inspections unless otherwise clarified with the Community Development Department.

Minimum permit fee is \$40.00 unless stated otherwise. A \$35.00 application fee will be added to every permit.

Penalty for starting work before obtaining permit is double permit fees.

Registration fees and inspection/reinspection fees are not subject to the minimum permit fee.

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ITEMIZED FEES	Current Fee	Proposed Fee
Air Conditioning (including split systems)	\$50.00	\$60.00
Bath fan with ventilation	\$12.00	\$15.00
Boilers	\$70.00	\$80.00
Chimney Liner	\$30.00	\$40.00
Curt (heat/cool)	\$30.00	\$60.00
Complete distribution system	\$80.00	\$90.00
Damper (control, back draft, barometric, or fire/smoke)	\$40.00	\$50.00
Dryer and kitchen exhaust	\$12.00	\$15.00
Duct alteration or addition onto existing system	\$50.00	\$60.00
Gas/oil burning equipment (furnace, roof top units, generators)	\$50.00	\$60.00
Gas burning fireplace (including pre-fab, gas log)	\$75.00	\$85.00
Gas piping, commercial or industrial	\$50.00	\$60.00
Gas piping, residential	\$40.00	\$50.00
Gas pressure test	\$40.00	\$50.00
Additional gas pressure test	\$35.00	\$45.00
Heat pumps	\$80.00	\$90.00
Humidifier/Air Cleaner	\$40.00	\$50.00
Make up air units	\$70.00	\$80.00
Refrigeration (split system)	\$50.00	\$60.00
Solid fuel equipment (includes chimney)	\$70.00	\$80.00
Unit heaters	\$30.00	\$60.00
Water heater, new	\$25.00	\$30.00
Water heater, replacement	\$40.00	\$50.00
Fire suppression system	\$60.00	\$60.00
Each sprinkler head/nozzle	\$1.00	\$2.00
<b>ADMINISTRATIVE FEES</b>		
Service charge retained for refunded (active only) mechanical permit	\$75.00	\$100.00
Plan review fees for commercial/industrial project	\$50.00 per hour	\$60 per hour
Fire suppression review fee	\$150.00 min., \$75/addl. Hour	\$200 min., \$75 for each addl. hour over 1
Permit Renewal (6 month extension)	\$100.00	50% of the original permit cost, \$100 min.
<b>INSPECTION FEES</b>		
Additional or special inspections (per inspection)	\$75.00	\$75.00
Inspection/re-inspection after two disapproved/failed inspections	\$50.00	\$75.00
Overtime or Holiday inspection, per 1/2 hour or fraction thereof	\$100.00	\$125.00

**PLANNING AND ZONING FEES**

All consultant fees that exceed the below fees will be invoiced to the applicant directly. The city reserves the right to add a \$75 administrative fee if necessary.

Itemized Fees	Current Fee	Proposed Fee
Pre-application Meeting with Planning Consultant and Planning Director	\$325.00	\$350.00
Pre-application Meeting with Building Official	\$100.00	\$125.00
Site Plan Review (initial review only)	\$1,500.00	\$1,000.00
Site Plan Review per acre	\$50.00	\$75.00
Subsequent Site Plan review/revision (each)	\$750.00	\$800.00
Condominium application, review (in addition to site plan review/PUD fee)		\$300.00
Minor Site Plan Review	\$300.00	\$350.00
Ann Arbor Road Corridor Sign Review	\$400.00 per sign	\$400.00 per sign
Planned Unit Development (PUD) preliminary plan (initial review only)	\$2,000.00	\$1,500.00
Planned Unit Development (PUD) per acre	\$50.00	\$75.00
Planned Unit Development (PUD) final plan	\$1,750.00	\$1,100.00
Subsequent Planned Unit Development (PUD) review/revision (each)	\$750.00	\$1,000.00
Extension of PUD Approval		\$850.00
Amendment to Approved PUD		\$850.00
Special Land Use Approval (in addition to site plan review fee)	\$600.00	\$700.00
Special Planning Commission Meeting (in addition to application fee)	\$800.00	\$900.00
Rezoning	\$750.00	\$800.00
Zoning Ordinance Text Amendment	\$700.00	\$750.00
Zoning Board of Appeals Application (Single Family Residential)	\$250.00	\$300.00
Zoning Board of Appeals Application (Multi-family and Non-Residential)	\$300.00	\$350.00
Special Zoning Board of Appeals Meeting (in addition to application fee)	\$250.00	\$300.00
Zoning Verification Letter	\$40.00	\$75.00
Final Site Verification (Single Family Residential)	\$150.00	\$75.00 per acre, \$150 min.
Final Site Verification (Multi-family and Non-Residential)	\$50.00 per acre, \$200 min.	\$100.00 per acre, \$200 min.
Lot Split, Land Division, or Land Recombination	\$100.00 per parcel	\$150.00 per involved parcel
Payment-In-Lieu of Parking	\$10,000 per parking spot	\$10,000 per parking spot
Building Board of Appeals Application	\$250.00	\$300.00

**ENGINEERING FEES**

All consultant fees that exceed the below fees will be invoiced to the applicant directly. The city reserves the right to add a \$75 administrative fee if necessary.

Itemized Fees	Current Fee	Proposed Fee
3% of the total underground/infrastructure project cost	Paid as an upfront deposit	Paid as an upfront deposit

**MOTION PASSED 4-0**

**h. Authorization to Hire**

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

**RESOLUTION 2022-49**

**WHEREAS** The City of Plymouth has a hiring policy which prohibits the hiring of any relative of a current City employee; and

WHEREAS The Municipal Services Department has recommended the hiring of Brandon Tesner and he is the brother-in-law of Mike Brindley.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby specifically authorize the hiring of Brandon Tesner as a full-time employee at the Department of Municipal Services.

MOTION PASSED 4-0

i. Water Meters

RESOLUTION 2022-50

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

WHEREAS The water system in the City of Plymouth is an enterprise system and the City sells water to businesses and residential settings; and

WHEREAS There is a need to charge users of the water system for the service of providing clean safe drinking water to the community; and

WHEREAS The City uses water meters to determine charges for water services and from time to time those meters need to be replaced; and

WHEREAS The licensed water system operators at the City Department of Municipal Services have researched various water meter systems and have recommended a proposal from HydroCorp Meter Sales.

NOW THEREFORE BE IT RESOLVED THAT THE City Commission of the City of Plymouth does hereby authorize a contract with HydroCorp Meter Sales in accordance with their proposal of May 16, 2022. Further, the City Commission authorizes HydroCorp to complete the required State of Michigan water line inventory and Residential Cross Connection Control Program at the same time that they are installing the new water meters. Funding in the amount of \$1,754,294 is hereby authorized for this project from Water and Sewer Capital Improvement Fund.

Moroz noted that these meters will provide an additional service for our residents in that they can view their water usage online in real time. Department of Municipal Services Director Chris Porman said he expects the project to be done in about 18 months.

MOTION PASSED 4-0

j. 4<sup>th</sup> Quarter Budget Amendments

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

RESOLUTION 2022-51

WHEREAS Actual patterns of departmental expenditures occur 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 4th 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 necessary to comply with the Budget Amendments Summary effective June 20, 2022.

**BUDGET ADJUSTMENT SUMMARY  
FOURTH 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
<b>GENERAL FUND REVENUE:</b>							
Property Taxes	6,591,420	-	-	-	-	-	6,591,420
Licenses & Permits	3,700	-	-	-	-	-	3,700
Federal/State Grants	460,000	-	-	-	(250,000)	(250,000)	210,000
State-Shared Revenues	1,067,951	-	21,597	-	75,000	96,597	1,164,548
Charges for Services	946,968	7,000	850	-	5,400	13,250	960,218
Cemetery Revenues	157,500	-	13,300	35,200	11,375	60,875	218,375
Parking Revenues	85,200	-	-	5,000	225	5,225	90,425
Other Operating Revenues	649,640	10,000	21,900	10,125	15,170	57,195	706,835
Appropriation of Surplus	150,000	-	-	224,397	267,245	491,642	641,642
<b>Total Operating Revenues</b>	<b>9,992,971</b>	<b>17,000</b>	<b>57,547</b>	<b>275,722</b>	<b>126,415</b>	<b>474,784</b>	<b>10,467,155</b>
Transfers In From Other Sources	10,000	-	-	-	-	-	10,000
<b>Total Revenue-All Classes</b>	<b>9,992,971</b>	<b>17,000</b>	<b>57,547</b>	<b>275,722</b>	<b>126,415</b>	<b>474,784</b>	<b>10,467,155</b>
<b>GENERAL FUND EXP:</b>							
City Commission	116,100	75	10,250	9,250	1,900	22,075	138,475
City Manager	327,925	-	575	5,170	2,525	8,270	336,295
Legal Services	192,500	-	-	-	(12,000)	(12,000)	180,500
Finance Department	475,560	450	9,465	15,466	(19,100)	330	475,680
City Clerk	164,823	-	400	-	8,500	9,900	174,723
City Assessor	56,780	-	-	-	(11,300)	(11,300)	45,480
Management Information Services	292,925	-	500	150	600	1,350	294,275
Electric Services	101,550	-	1,100	-	1,050	2,150	103,700
City Library	154,470	30	800	795	836	2,160	157,630
Police Department	4,189,870	25,000	2,980	31,000	16,899	75,779	4,265,649
Fire Department	1,685,950	4,140	-	59,600	80,255	134,995	1,820,945
MSD Administration	325,020	-	475	400	150	1,210	326,230
City Hall Maintenance	135,015	-	900	110	550	1,560	136,575
Parks & Public Property	209,990	-	-	-	(5,000)	(5,000)	204,990
MSD Yard Maintenance	81,335	-	1,520	70	1,380	3,170	84,505
Street Lighting	163,000	-	-	-	12,000	12,000	175,000
Miscellaneous MSD Services	1,970	-	100	86	65	251	2,121
Building Maintenance Expense	-	80	1,229	500	-	1,809	1,889
Special Events	176,210	-	-	2,050	(29,695)	(27,645)	148,565
Parking System	50,460	-	-	-	(7,450)	(7,450)	43,010
MSD Services - DDA	172,990	-	1,500	32,500	14,900	49,900	222,890
Other Functions	199,300	-	170	9,400	14,775	24,345	223,815
Capital Outlay	911,500	49,000	8,500	65,000	700	123,200	1,034,700
Debt Service	31,234	-	-	-	-	-	31,234
<b>Total Gen'l Operating Expenditures</b>	<b>8,852,554</b>	<b>78,940</b>	<b>33,980</b>	<b>223,816</b>	<b>74,418</b>	<b>411,154</b>	<b>9,363,805</b>
Transfers Out to Other Funds	838,550	-	-	955,000	50,000	1,843,550	2,637,100
Contingency	971,357	(61,840)	23,557	(595,094)	-	(737,387)	233,970
<b>Total Expenditures</b>	<b>9,992,971</b>	<b>17,000</b>	<b>57,547</b>	<b>275,722</b>	<b>126,415</b>	<b>474,784</b>	<b>10,467,155</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>MAJOR ST FUND REV:</b>							
Gas & Weight Taxes	721,543	-	-	-	-	-	721,543
Contrib & Other	5,000	-	-	-	(4,000)	(4,000)	1,000
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>726,543</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>722,543</b>
<b>MAJOR ST FUND EXP:</b>							
Administration/Dept	24,850	1,000	2,745	8,475	-	12,220	37,070
Routine Maintenance	147,980	-	225	-	-	225	148,205
Stormwater System Maintenance	1,000	-	-	1,000	-	1,000	2,000
Traffic Signal Maintenance	64,250	1,300	775	1,550	555	4,180	68,430
Snow & Ice Control	75,470	-	10	-	(4,155)	(4,145)	71,325
Road Construction	30,000	-	-	1,100	-	1,100	31,100
Transfers Out to Other Funds	560,772	-	-	-	-	-	560,772
Contingency	22,751	(2,300)	(3,755)	(12,125)	(400)	(18,580)	4,211
<b>TOTAL EXPENDITURES</b>	<b>726,543</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>722,543</b>



**BUDGET ADJUSTMENT SUMMARY**  
**FOURTH 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
<b>LOCAL ST FUND REV:</b> #203							
Gas & Weight taxes	289,845	-	-	-	-	-	289,845
Grants & Other	371,282	-	3,500	-	10,000	13,500	384,782
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>661,047</b>	<b>-</b>	<b>3,500</b>	<b>-</b>	<b>10,000</b>	<b>13,500</b>	<b>674,547</b>
<b>LOCAL ST FUND EXP:</b> #203							
Administration/Debt	26,250	2,000	14,955	14,950	-	31,905	57,155
Routine Maintenance	166,320	-	10	-	-	10	166,330
Stormwater System Maintenance	1,000	-	-	-	-	-	1,000
Traffic Signal Maintenance	47,850	-	-	-	-	-	47,850
Snow & Ice Control	37,100	-	60	-	-	60	37,160
Road Construction	45,000	-	1,500	-	-	1,500	46,500
Contingency	339,027	(2,000)	(13,025)	(14,950)	10,000	(19,975)	319,052
<b>TOTAL EXPENDITURES</b>	<b>661,047</b>	<b>-</b>	<b>3,500</b>	<b>-</b>	<b>10,000</b>	<b>13,500</b>	<b>674,547</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
<b>RECREATION FUND REV:</b> #208							
Cultural Center Revenues	531,800	-	-	-	25,000	25,000	556,800
Transfer from General Fund	600,000	-	-	-	-	-	600,000
Administrative Charges	1,000	-	-	-	-	-	1,000
Program Fees & Charges	302,600	-	-	2,000	2,500	4,500	307,100
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,334,600</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>27,500</b>	<b>29,500</b>	<b>1,364,100</b>
<b>RECREATION FUND EXP:</b> #208							
Cultural Center & Administration	962,010	8,500	18,900	4,350	69,550	99,900	1,061,810
Basic Skills	7,785	-	-	-	(7,785)	(7,785)	-
Recreation Venicing	-	-	-	-	-	-	-
Recreation Services	21,805	-	-	-	-	-	21,805
Adult Athletics	-	-	-	-	-	-	-
Youth Athletics	4,800	-	-	-	2,005	2,805	6,605
Middle League	9,100	-	-	-	-	-	9,100
PCHA	17,000	-	-	-	(17,000)	(17,000)	-
PCHA - Mini Mitts	4,775	100	5	-	3,250	3,355	8,130
NISO Services	4,900	910	1,050	587	745	3,292	7,752
Soccer	89,795	-	-	10,700	8,540	19,240	109,035
Liquor	3,640	-	-	2,000	500	2,500	6,140
Classes & Special Events	9,150	-	-	-	-	-	9,150
Therapeutic Program	1,000	-	-	-	-	-	1,000
Senior Programs-Classes	5,025	-	-	-	-	-	5,025
Plymouth Canton Stealers	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Contingency	194,675	(7,510)	(18,955)	(15,637)	(32,655)	(75,757)	118,918
<b>TOTAL EXPENDITURES</b>	<b>1,334,600</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>27,500</b>	<b>29,500</b>	<b>1,364,100</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
<b>SOLID WASTE FUND REV:</b> #226							
Property Taxes	1,095,770	-	9,210	-	38,500	47,710	1,143,480
Sales of Service	440,600	1,600	1,880	7,060	2,300	12,730	453,380
Transfer from General Fund	10,340	-	-	-	-	-	10,340
Appropriation of Surplus	59,000	-	-	-	-	-	59,000
<b>TOTAL REVENUE</b>	<b>1,596,710</b>	<b>1,500</b>	<b>11,090</b>	<b>7,060</b>	<b>40,800</b>	<b>60,440</b>	<b>1,657,150</b>
<b>SOLID WASTE FUND EXP:</b> #226							
Operating Expenses	1,570,068	500	7,750	14,640	20,800	43,690	1,613,758
Landfill Closure	9,142	1,000	-	-	-	1,000	10,142
Contingency	17,500	-	3,340	(7,590)	20,000	15,750	33,250
Transfers Out to Other Funds	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,596,710</b>	<b>1,500</b>	<b>11,090</b>	<b>7,050</b>	<b>40,800</b>	<b>60,440</b>	<b>1,657,150</b>

**BUDGET ADJUSTMENT SUMMARY  
FOURTH 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
<b>PARKING FUND REV:</b> #232							
Miscellaneous	10	-	-	60,000	-	60,000	60,010
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>-</b>	<b>60,000</b>	<b>60,010</b>
<b>PARKING FUND EXP:</b> #232							
Contingency	10	-	-	60,000	-	60,000	60,010
Construction	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>-</b>	<b>60,000</b>	<b>60,010</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>DDA OPER FUND REV:</b> #249							
Property Taxes-Non School	1,073,870	-	-	-	21,850	21,850	1,095,720
Program Fees & Other	61,550	-	-	-	4,800	4,800	66,350
Appropriation of Surplus	-	169,710	-	-	(18,720)	150,990	150,990
<b>TOTAL REVENUES</b>	<b>1,135,420</b>	<b>169,710</b>	<b>-</b>	<b>-</b>	<b>7,930</b>	<b>177,640</b>	<b>1,313,060</b>
<b>DDA OPER FUND EXP:</b> #249							
Administration	320,030	1,890	-	-	4,525	6,775	326,805
Police Services	33,250	-	-	-	5	5	33,255
Parking System	43,920	4,900	-	-	2,950	7,350	51,270
Sadon Parking Facility	-	1,650	-	-	-	1,650	1,650
DDA Marketing	88,700	-	-	-	-	-	88,700
Streetscape Maintenance	284,070	2,450	-	-	100	2,250	286,320
Contrib to DDA Debt Funds	223,518	-	-	-	50	50	223,568
Contrib to DDA Capital Fund	25,000	276,600	-	-	-	276,600	301,500
Contingency	116,848	(116,840)	-	-	-	(116,840)	-
<b>TOTAL EXPENDITURES</b>	<b>1,135,420</b>	<b>169,710</b>	<b>-</b>	<b>-</b>	<b>7,930</b>	<b>177,640</b>	<b>1,313,060</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>BLDG &amp; ENGINEERING FD REV:</b> #249							
Permit Fees	684,850	1,700	1,725	10,950	3,420	17,795	702,645
Contrib. & Other	40,000	(1,600)	-	-	50,000	48,500	88,500
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>604,850</b>	<b>200</b>	<b>1,725</b>	<b>10,950</b>	<b>53,420</b>	<b>68,295</b>	<b>671,145</b>
<b>BLDG &amp; ENGINEERING FD EXP:</b> #249							
Engineering/Inspections	587,960	200	765	9,850	25,435	36,250	624,210
Capital Outlay	-	-	-	-	-	-	-
Contingency	17,290	-	960	1,100	27,985	30,045	47,335
<b>TOTAL EXPENDITURES</b>	<b>604,850</b>	<b>200</b>	<b>1,725</b>	<b>10,950</b>	<b>53,420</b>	<b>68,295</b>	<b>671,145</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>NBHD SERVICES FUND REV:</b> #252							
Miscellaneous	19,720	-	-	26,626	(10,730)	15,896	35,616
Transfer from General Fund	73,010	-	-	-	-	-	73,010
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>92,730</b>	<b>-</b>	<b>-</b>	<b>26,626</b>	<b>(10,730)</b>	<b>15,896</b>	<b>108,626</b>
<b>NBHD SERVICES FUND EXP:</b> #252							
Administration	500	-	-	-	-	-	500
CVDA Community Center	2,000	-	-	-	800	300	2,900
Senior Transportation	86,550	220	-	-	-	220	86,770
Contingency	3,680	(220)	-	26,526	(11,030)	15,376	19,056
<b>TOTAL EXPENDITURES</b>	<b>92,730</b>	<b>-</b>	<b>-</b>	<b>26,626</b>	<b>(10,730)</b>	<b>15,896</b>	<b>108,626</b>

**BUDGET ADJUSTMENT SUMMARY  
FOURTH 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
<b>BROWNFIELD OPER FUND REV:</b> #254							
Property Taxes	167,840	-	-	-	(1,917)	(1,917)	165,923
Contrib. & Other	210	-	-	-	1,674	1,674	1,884
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>168,050</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(243)</b>	<b>(243)</b>	<b>167,807</b>
<b>BROWNFIELD OPER FUND EXP:</b> #254							
Administration	16,780	-	-	-	(187)	(187)	16,593
Site Remediation	151,060	-	-	-	(1,729)	(1,729)	149,331
Contrib. & Other	-	-	-	-	-	-	-
Contingency	210	-	-	-	1,673	1,673	1,883
<b>TOTAL EXPENDITURES</b>	<b>168,050</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(343)</b>	<b>(243)</b>	<b>167,807</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>BROWNFIELD SITE REM FUND REV:</b> #255							
Federal/State Grants	353,720	-	-	-	(255,764)	(255,764)	97,956
Contrib. & Other	50	-	-	-	-	-	50
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>353,770</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(255,764)</b>	<b>-</b>	<b>98,006</b>
<b>BROWNFIELD SITE REM FUND REV:</b> #256							
Capital Improvements	353,720	-	-	-	(255,764)	(255,764)	97,956
Miscellaneous	50	-	-	-	-	-	50
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>353,770</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(255,764)</b>	<b>(255,764)</b>	<b>98,006</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>BUDGET STABILIZATION FUND REV:</b> #257							
Transfer from General Fund	385,000	-	-	385,000	-	385,000	440,000
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>385,000</b>	<b>-</b>	<b>-</b>	<b>385,000</b>	<b>-</b>	<b>385,000</b>	<b>440,000</b>
<b>BUDGET STABILIZATION FUND REV:</b> #257							
Contingency	385,000	-	-	385,000	-	385,000	440,000
<b>TOTAL EXPENDITURES</b>	<b>385,000</b>	<b>-</b>	<b>-</b>	<b>385,000</b>	<b>-</b>	<b>385,000</b>	<b>440,000</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>REC CAP IMP FUND REV:</b> #402							
Contrib. & Other	19,000	-	-	-	388,750	388,750	407,750
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>19,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>388,750</b>	<b>388,750</b>	<b>407,750</b>
<b>REC CAP IMP FUND EXP:</b> #402							
Capital Improvements	15,000	-	-	-	153,000	168,000	168,000
Contingency	4,000	-	-	-	235,750	239,750	239,750
<b>TOTAL EXPENDITURES</b>	<b>19,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>388,750</b>	<b>388,750</b>	<b>407,750</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>DDA CAP IMP FUND REV:</b> #405							
Contrib. & Other	25,050	275,500	-	-	-	275,500	301,550
Appropriation of Surplus	-	1,585	-	-	-	1,585	1,585
<b>TOTAL REVENUES</b>	<b>25,050</b>	<b>278,085</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>278,085</b>	<b>303,135</b>
<b>DDA CAP IMP FUND EXP:</b> #405							
Capital Improvements	25,050	278,085	-	-	-	278,085	303,135
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>25,050</b>	<b>278,085</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>278,085</b>	<b>303,135</b>

**BUDGET ADJUSTMENT SUMMARY  
FOURTH 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
<b>2020 GO CAP IMP BD CONST FD REV:</b> #436							
Contrib. & Other	1,811,875	-	-	-	155,000	155,000	1,966,875
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>1,811,875</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>155,000</b>	<b>155,000</b>	<b>1,966,875</b>
<b>2020 GO CAP IMP BD CONST FD EXP:</b> #435							
Capital Outlay	1,811,750	-	-	-	125,000	155,000	1,986,750
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,811,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000</b>	<b>155,000</b>	<b>1,986,750</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>WATER/SEWER CAP IMP FUND REV:</b> #690							
Contrib. & Other	600,000	-	-	-	-	-	600,000
Appropriation of Surplus	-	-	-	-	120,600	120,600	120,600
<b>TOTAL REVENUES</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>120,600</b>	<b>120,600</b>	<b>720,600</b>
<b>DDA CAP IMP FUND EXP:</b> #690							
Capital Improvements	600,000	-	-	-	120,600	120,600	720,600
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>120,600</b>	<b>120,600</b>	<b>720,600</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>WATER/SEWER OPER FUND REV:</b> #692							
Sales & Service Charges	4,517,005	-	198,680	-	-	198,680	4,715,685
Sale of Bonds	-	-	-	-	-	-	-
Appropriation of Surplus	-	-	315,076	-44,420	-	270,656	270,656
<b>TOTAL REVENUES</b>	<b>4,517,005</b>	<b>-</b>	<b>513,756</b>	<b>-44,420</b>	<b>-</b>	<b>559,166</b>	<b>5,075,161</b>
<b>WATER/SEWER OPER FUND EXP:</b> #692							
Administration	3,602,718	3,200	635,350	15,125	4,710	658,385	4,261,100
Truck & Lateral	214,650	-	300	22,050	10,455	32,805	247,455
Mains Maintenance	230,880	1,295	975	5,035	(4,130)	3,175	234,280
Meter Maintenance	149,791	30	450	1,550	(4,800)	(2,870)	147,241
Service Maintenance	41,850	550	2,825	60	1,025	4,460	45,810
Hydrant Maintenance	45,420	-	-	-	(7,500)	(7,500)	37,920
Capital Outlay	-	-	-	-	-	-	-
Contingency	391,229	(5,065)	(326,184)	-	-	(331,249)	50,000
<b>TOTAL EXPENDITURES</b>	<b>4,617,005</b>	<b>-</b>	<b>913,736</b>	<b>44,420</b>	<b>-</b>	<b>559,166</b>	<b>5,075,161</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>EQUIPMENT FUND REV:</b> #661							
Miscellaneous	809,210	-	6,650	40,628	34,000	81,278	890,488
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>809,210</b>	<b>-</b>	<b>6,650</b>	<b>40,628</b>	<b>34,000</b>	<b>81,278</b>	<b>890,488</b>
<b>EQUIPMENT FUND EXP:</b> #661							
Miscellaneous	762,620	-	6,650	6,401	850	15,901	778,421
Contingency	46,630	-	-	32,228	33,150	65,378	112,008
<b>TOTAL EXPENDITURES</b>	<b>809,210</b>	<b>-</b>	<b>6,650</b>	<b>40,628</b>	<b>34,000</b>	<b>81,278</b>	<b>890,489</b>

MOTION PASSED 4-0

**9. REPORTS AND CORRESPONDENCE**

a. Liaison Reports

O'Donnell said the Planning Commission would be discussing phase two of the Pulte project at their meeting on July 6, after preliminary conversations at their June meeting.

Moroz said the DDA expressed a desire to have a decision on paid parking made this year, and that he planned to schedule a joint meeting with them in the fall.

b. Appointments

There were no appointments

**10. ADJOURNMENT**

A motion to adjourn was offered by Filipczak and seconded by O'Donnell at 7:48 p.m.

MOTION PASSED 4-0

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NICK MOROZ  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK



## Administrative Recommendation

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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 - Liquor License Transfer Sidecar Plymouth 07-05-22.docx  
Date: June 28, 2022  
RE: Liquor License Transfer into the City of Plymouth – Sidecar Plymouth

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### Background

The City Commission may have been aware that we have been working closely with a business known as the Sidecar Plymouth, LLC and they are planning on opening a restaurant at 340 N. Main, the location of the former Plymouth Landing in the Markham Building near the railroad tracks. They are seeking to transfer their Liquor License from AJ's on Six Mile in Northville Township into the City of Plymouth at 340 N. Main. There is room under the City's Liquor Management Ordinance Cap for two establishments outside of the DDA. This would fill one of those slots.

The Sidecar Plymouth, LLC has completed all of the necessary documentation with the City. Our Economic Development team has been working with the building owners and establishment owners to get all of the paperwork in order for the transfer.

The plan is to operate as a full-service family restaurant serving lunch and dinner. The total indoor capacity would be 146. They are also planning outdoor seasonal seating on private property. At this time we do not see any reason to deny the transfer.

The LLRC did meet in advance of the City Commission to make a recommendation to the entire City Commission related to this transfer. We assume they are recommending the approval of the transfer.

### **RECOMMENDATION:**

The LLRC recommends that the City Commission make a recommendation to approve the transfer of the liquor license into the City. It will be necessary for the City Commission to open and hold a Public Hearing as posted.

There are really three options at this point for the City Commission to take at this point. The City Commission could recommend approval of the transfer or recommend against the transfer. They could also take no action, and the State would most likely just approve the transfer. We have prepared a proposed Resolution for the City Commission that would approve the transfer of the existing license as proposed.



STATE OF MICHIGAN

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

Monday, May 16, 2022

Kelly Allen / Laura Peters, Attorney / Legal Assistant  
C/O Sidecar Plymouth LLC  
[kallen@anafirm.com](mailto:kallen@anafirm.com) / [lpeters@anafirm.com](mailto:lpeters@anafirm.com)

**RID #** RQ-2204-03280      **Reference/Transaction:** Transfer ownership escrowed 2022 Class C license with Sunday Sales permit (AM), Sunday Sales permit (PM) and Outdoor Service (1 Area) from AJ's 6 Mile LLC; Transfer location from 39715 6 Mile Rd, Northville to 340 N Main St, Suite 107, Plymouth; Transfer governmental unit under MCL 436.1531(1) from Northville Twp to Plymouth City; New SDM license in conjunction, issued under MCL 436.1533(5)(a), non-transferable; New Add Bar permit, for a total of (2) bars; New Sunday Sales permit (PM) for the SDM license – Mixed Spirit Drink; Cancel existing Outdoor Service Area; New Outdoor Service Area

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

**Applicant/Licensee:** Sidecar Plymouth LLC

**Business address and phone number:** 340 N Main St Suite 107, Plymouth, MI 48170

**Home address and phone number of partner(s)/subordinates:**

Stephen Simon, Bloomfield Hills, MI 48304,  
Scot Pelc, Allen Park, MI 48101,

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

**Southfield District Office (313) 456-1170**

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION  
Retail Licensing Division  
(866) 813-0011

SR

cc: Sidecar Plymouth LLC: [stevesimon1114@gmail.com](mailto:stevesimon1114@gmail.com)

MICHIGAN LIQUOR CONTROL COMMISSION  
PAT GAGLIARDI, CHAIR  
525 W. Allegan St. • P.O. BOX 30005 • LANSING, MICHIGAN 48909  
[www.michigan.gov/lcc](http://www.michigan.gov/lcc) • 866-813-0011

**CITY OF PLYMOUTH  
LIQUOR LICENSE REVIEW COMMITTEE  
APPLICATION**

Name of Applicant: SIDECAR Plymouth LLC

Address of Applicant: 340 Main Suite 107  
Plymouth MI 48170

Phone Number of Applicant: 248-376-9550

Fax Number of Applicant: \_\_\_\_\_

Email Address of Applicant: \_\_\_\_\_

Please List Name, Address and type of license as it appears on current Liquor License:

AJ'S 6 MILE LLC Class C

39715 6 Mile Rd Northville, MI 48168-2367

List All Persons Listed on Liquor License (Partners):

ART & JAKES HOLDINGS LLC

Please list type of license that you are requesting (new, permit, transfer of ownership, transfer into the City, etc.):

Transfer ownership and location of a Class C Liquor License with Sunday Sales (AM/PM), Outdoor Service Area Permit and a new Additional bar and new SDM license.

Please list Name, Address and type of license as it is proposed (If change approved):

SIDECAR Plymouth LLC 340 Main Suite 107 Plymouth, Class C and SDM

Please list all persons listed on proposed Liquor License (Partners):

Stephen Simon and Scot Pelc



Fee Schedule:

<b>Liquor License Investigations</b>	
<b>Class C or Private Club License:</b>	
New license or transfer of ownership	\$600.00
Amend stockholders	\$300.00
Relocation of existing license (per person named on request)	\$300.00
Dance or entertainment permit	\$200.00
<b>SDD/SDM:</b>	
New license or transfer of ownership	\$400.00
Relocation of existing license (per person named on request)	\$300.00
Add or drop space on license	\$100.00
Special license and one-day permits	\$100.00

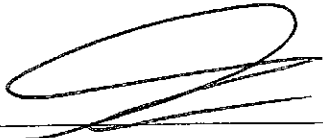
Please submit plan of operation (if required, see Section #4 of Ordinance):

CITY OF PLYMOUTH  
 201 S MAIN  
 PLYMOUTH, MI 48170  
 Phone : 734-453-1234  
 WWW.CI.PLYMOUTH.MI.US

Received From:  
 Date: 05/16/2022  
 Receipt: 406041  
 Cashier: SAC  
 Time: 3:01:13 PM

ITEM REFERENCE	AMOUNT
PDREV POLICE DEPARTMENT REVENUE	\$1,000.00
SIDECAR RESTAURANT	
<b>TOTAL</b>	<b>\$1,000.00</b>
CHECK 5689	\$1,000.00
Total Tendered:	\$1,000.00
Change:	\$0.00

Signature of Applicant: \_\_\_\_\_



Date: 3/29/22

**CITY OF PLYMOUTH  
CLASS C LIQUOR LICENSE LICENSED BUSINESS  
PLAN OF OPERATION**

Sidecar Plymouth, LLC  
Business Name

Sidecar Slider Bar  
Doing Business As

340 Main, Suite 107, Plymouth  
Street Address

**Preamble:** We have received copies of Plymouth Ordinances 2003-2004, an Ordinance to Establish a General Policy for Liquor Licenses and Permits, understand its provisions, and will be governed by them. The following Plan of Operation is developed in keeping with the spirit and intent of this Ordinance.

- I. **HOURS OF OPERATION:** Sidecar Plymouth, LLC's Hours of operation will be 7 days a week from 11:00 A.M. – 2:00 A.M. Last call will be thirty (30) minutes before closing and last service twenty (20) minutes before closing.
- II. **FORMAT:** Sidecar Plymouth, LLC will do business as Sidecar Slider Bar ("Sidecar"). Sidecar Slider Bar will operate as a full-service family restaurant serving lunch and dinner. The menu offers shared plates, soups, salads, traditional and specialty sliders, and specialty hot dogs. The interior capacity is 146 of which 19 are bar seats located at two bars. Sidecar has two outdoor patios on private property, which are enclosed, defined, and clearly marked, area 1 with dimensions of 10' x 53' will have seating for 30 patrons and area 2 with dimensions of 20' x 75' will have seating for 36 patrons. The total square footage of the interior of the establishment is 5,351.

The ratio of food sales to alcohol sales is anticipated to be 65/35.

- III. **CODE COMPLIANCE:** Sidecar will comply with all applicable health, safety, building, sanitation, electrical, plumbing, and fire codes, as well as zoning requirements.
- IV. **PLAN OF OPERATION:** It is acknowledged that under Ordinance 2003-04, the business shall be operated in accordance with an approved Plan of Operation. Changing the operation of the business in any manner inconsistent with the approved Plan of Operation is a violation of the ordinance and the rules of the Liquor Control Commission. Any change to the Plan of Operation must be approved by the City Commission prior to it being placed into effect on the business premises.
- V. **SECURITY:** Security for the customers, building, and community is the priority for Sidecar. We will undertake whatever measures are necessary to maintain, secure, and supervise our customers and premises.
- VI. **PARKING:** Parking shall be provided as follows:
  - 105 owned spaces onsite.
- VII. **ALCOHOL MANAGEMENT:** Sidecar will strictly obey all rules and regulations promulgated by the City of Plymouth and the State of Michigan Liquor Control Commission. There will be neither service to nor consumption of alcoholic beverages by minors at any time. No alcohol will be sold, or permitted to be sold, on a commission basis by any person.

The following policies will be enforced on the establishment:

1. No alcoholic beverages will be allowed on the premises, other than what is dispensed by the establishment.
2. All staff will pay attention and be alert to observable clues displayed by an intoxicated individual, such as: impaired reflexes, impaired coordination, reduced judgment and inhibitions, impaired vision, etc.
3. All staff will be alert to potential problems at their respective areas at the facility.
4. All staff will be polite and courteous to the intoxicated individual(s) and will be knowledgeable as to when to request assistance from additional facility staff.
5. Patrons who appear to be **30 years of age or younger** will be asked to show proper identification. Signage will be posted at serving locations. Patrons **must** produce proper identification.
  - 5.1 All patrons under 21 years of age, service will be refused.
  - 5.2 Check "State Seal" and other markings. Check for damage or alterations to identification card.
  - 5.3 Do not return falsified identification cards. Call management immediately.
6. If a patron shows signs of intoxication, staff is to refuse service, politely explain policy, suggest non-alcohol purchase, and/or call for management, if necessary.
7. If a patron is purchasing on behalf of someone else who appears **less than 30 years old**, staff is to request to see identification of recipient or contact supervisory personnel who will seek patron(s) out. Staff will refuse service to minors and will inform all parties involved that policy allows for ejection from premises if illegal activity has occurred.
8. Alcohol dispensing may be restricted by one of the following practices or any combination thereof:
  - No sales to intoxicated persons.
  - No sales without proper identification.
  - Limited alcoholic choices, if necessary.
  - When in doubt, do not serve. Call supervisor.
9. Observe all patrons leaving the property. No alcoholic beverages are allowed to leave the facility or property.
10. Staff is to approach any person appearing to be impaired and leaving the establishment to determine if they are driving. If so, staff is to attempt to persuade them not to drive and request a non-impaired companion to drive. If unable, staff will refer patron(s) to bus, taxi, Uber, or Lyft service.

11. Supervisory and management personnel will complete documentation on any alcohol-related incidents at end of event. Information will be disseminated accordingly.
12. Sidecar shall provide non-alcoholic beverages to all designated drivers either free or at reduced prices.
13. The establishment fully participates in the Techniques in Alcohol Management Program and will continue such participation in that program or a similarly recognized program approved by the Plymouth Police Chief. TIPS/TAM certification cards for all employees shall be provided to the Chief of Police within 35 days after the date of hire.

**VIII. REFUSE DISPOSAL:** The establishment will dispose of refuse in on-site, enclosed dumpster(s). Pickup will be a minimum of 3 times per week. A water line with spigot will be provided to clean dumpster enclosure as necessary.

**IX. GENERAL:** Every effort will be made to maintain positive relationships with adjacent and nearby businesses, as well as cooperation with all City departments. Every effort will be made to solve any problems with may arise.

**X. EMERGENCY CONTACTS:**

Steve Simon )  
 Scot Pelc -

**XI. REFERENCE TO VALET SERVICE:** No Valet Service

Sidecar Plymouth, LLC  
 d/b/a Sidecar Slider Bar

By: \_\_\_\_\_ Date \_\_\_\_\_  
 Stephen Simon  
 Member

By: \_\_\_\_\_ Date \_\_\_\_\_  
 Scot Pelc  
 Member



LAW OFFICES

**ADKISON, NEED, ALLEN, & RENTROP**

PROFESSIONAL LIMITED LIABILITY COMPANY

KELLY A. ALLEN  
JESSICA A. HALLMARK  
JOHN W. KUMMER  
GREGORY K. NEED  
G. HANS RENTROP

39572 Woodward, Suite 222  
Bloomfield Hills, Michigan 48304  
Telephone (248) 540-7400  
Facsimile (248) 540-7401  
www.ANAfirm.com

OF COUNSEL:  
PHILLIP G. ADKISON  
KEVIN M. CHUDLER  
KATHERINE A. TOMASIK

March 31, 2022

VIA OVERNIGHT MAIL

Chief Al Cox  
Director of Public Safety  
Plymouth Police Department  
201 S. Main  
Plymouth, Michigan 48170

**Re: Sidecar Plymouth, LLC  
340 Main, Ste 107, Plymouth**

Dear Chief Cox:

We represent Sidecar Plymouth, LLC, which will do business as Sidecar Slider Bar ("Sidecar"). Sidecar is applying to transfer ownership and location of the Class C License from AJ's 6 Mile, LLC, which formerly operated in Northville. The members of Sidecar are Stephen Simon and Scot Pelc. In addition to the Class C liquor license, Sidecar is requesting the additional permits: SDM license (beer and wine to go), Sunday Sales AM/PM Permit, one Additional Bar Permit, and two Outdoor Service Area Permits.

Sidecar Slider Bar will operate as a full-service family restaurant serving lunch and dinner. The menu offers shared plates, soups, salads, traditional and specialty sliders, and specialty hot dogs. The proposed interior capacity is 146, which includes a total of 19 seats at the two bars. There are two outdoor seating areas which will provide seasonal seating. Area #1 has seating for 30 patrons and area #2 has seating for 36 patrons. The interior square footage of Sidecar is 5,351. The hours of operation of Sidecar will be seven days a week from 11:00 a.m. to 2:00 a.m. Sidecar will adjust their hours based on customer demand.

The outdoor service areas are both located on private property. The dimensions of the patios are 10' x 53' and 20' x 75'. Since the outdoor service areas will be completely on private property, we do not believe it requires an Outdoor Café Permit from the City. Please let us know if this permit is required.

Mr. Simon currently has owned and operated a Sidecar restaurant in Birmingham since 2018. Mr. Pelc has owned and operated a Sidecar restaurant in Farmington since 2019. Mr. Simon and Mr. Pelc opened a Sidecar location in Lansing in 2021. The Sidecar in Farmington was cited early on in the operations in 2019 for an NSF check to the MLCC and for failure to provide server training to the MLCC. The MLCC printouts of the licenses have been attached for your review.

Enclosed for your investigation are the following:


- City of Plymouth Liquor License Review Committee Application;
- Proposed Plan of Operation;
- Floor plan of the building and outdoor service area; and
- Proposed menu.

Enclosed is a check payable to the City of Plymouth for \$1,000.00 for the city application fees (\$600.00 for the transfer of the Class C license and \$400.00 for the SDM license).

Upon approval of the application and proposed Plan of Operation from the Plymouth City Council, the owners of Sidecar will execute the Plan of Operation. If you have any questions or need any further information, please do not hesitate to contact me or my legal assistant, Laura Peters.

Very truly yours,

**ADKISON, NEED, ALLEN, & RENTROP, PLLC**

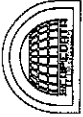


Kelly A. Allen

/lbp  
Enclosures

cc: Steve Simon





KUMARAYA INC.  
 ARCHITECTS  
 1000 WEST 10TH AVENUE  
 SUITE 200  
 DENVER, CO 80202  
 TEL: 303.733.1111  
 FAX: 303.733.1112  
 WWW.KUMARAYA.COM

PROJECT:  
 SCHOOL OF ENGINEERING

ADDRESS:  
 1700 SOUTH  
 UNIVERSITY AVENUE  
 DENVER, CO 80202

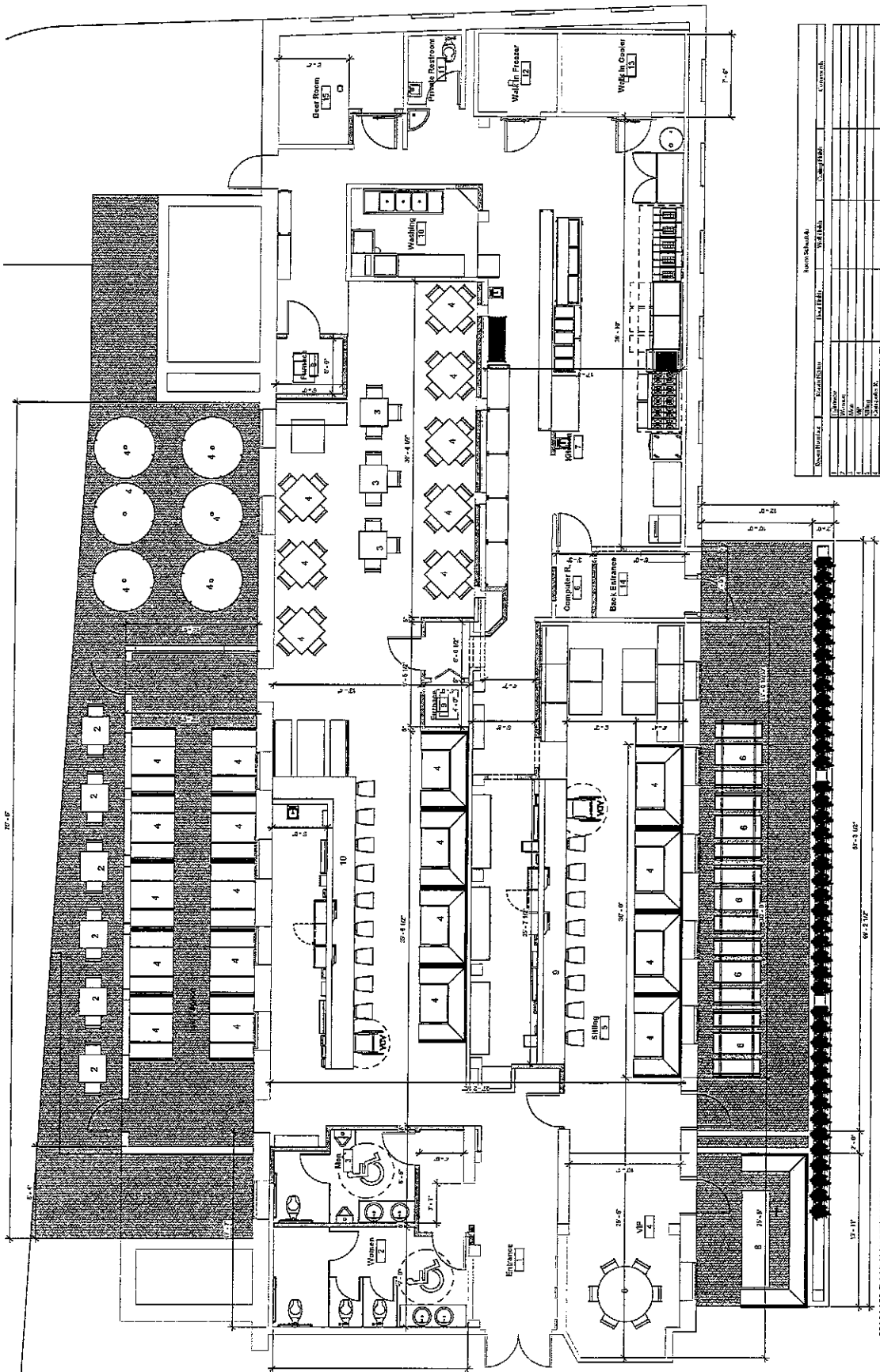
OWNER:  
 UNIVERSITY OF DENVER

SUBMITTAL:  
 FLOOR PLAN

REVISIONS:  
 01 - 01/15/2010

DRAWING NO.:  
 1700S-01

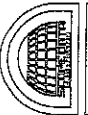
SHEET #  
 A1



Room No.	Room Name	Area (sq. ft.)	Notes
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7	Classroom	100	
8	Classroom	100	
9	Classroom	100	
10	Classroom	100	
11	Computer Rm.	100	
12	Book Entrance	100	
13	Washroom	100	
14	Weight Room	100	
15	Entrance	100	
16	Men's Restroom	100	
17	Women's Restroom	100	
18	Corridor	100	
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29	Corridor	100	
30	Corridor	100	

PROPOSED FLOOR PLAN PRELIMINARY  
 1/4" = 1'-0"





**STUBBS & ASSOCIATES**  
 ARCHITECTS  
 1000 UNIVERSITY AVENUE  
 SUITE 1000  
 ANN ARBOR, MI 48106  
 TEL: 734.763.4400  
 FAX: 734.763.4401  
 WWW.STUBBSARCHITECTS.COM

**PROJECT:**  
 RENOVATION OF THE SOUTH

**ADDRESS:**  
 1000 UNIVERSITY AVENUE  
 ANN ARBOR, MI 48106

**OWNER:**  
 UNIVERSITY OF MICHIGAN

**ARCHITECT:**  
 STUBBS & ASSOCIATES

**DATE:**  
 10/20/10

**PROJECT NO.:**  
 1000-10

**ARCHITECT:**  
 STUBBS & ASSOCIATES

**DATE:**  
 10/20/10

**SCALE:**  
 AS SHOWN

**DATE PLOTTED:**  
 10/20/10

**SCALE:**  
 AS SHOWN

**DATE PLOTTED:**  
 10/20/10

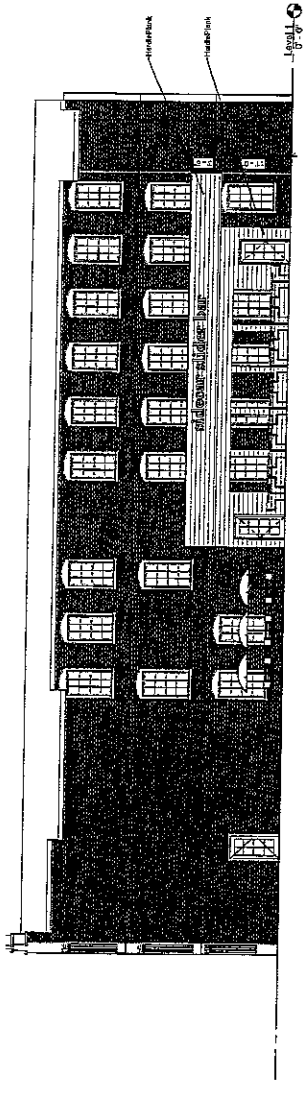
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 1000-10

**DATE:**  
 10/20/10

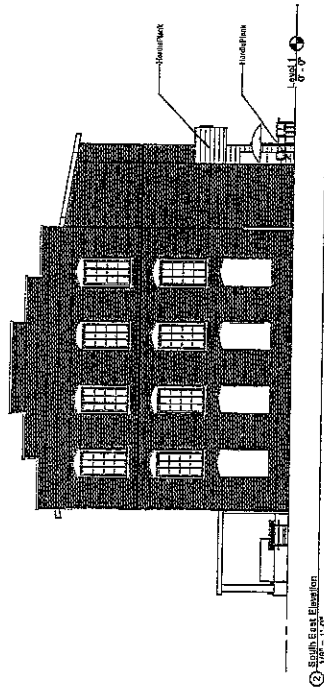
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**DATE PLOTTED:**  
 10/20/10

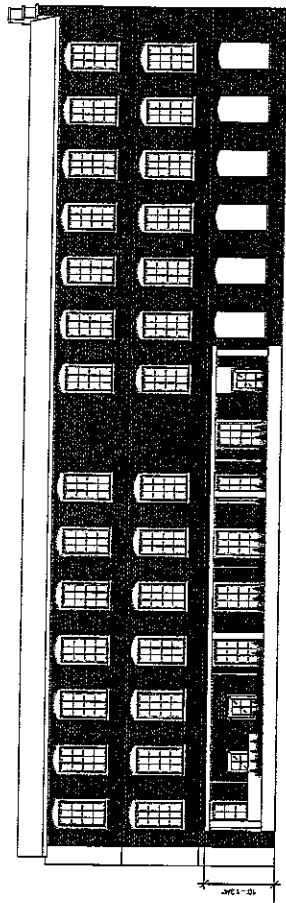
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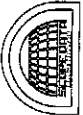
① North East Elevation  
 1/8" = 1'-0"



② South East Elevation  
 1/8" = 1'-0"



③ South West Elevation  
 1/8" = 1'-0"



UNIVERSITY OF CALIFORNIA  
 ARCHITECTURAL  
 DIVISION OF ARCHITECTURE  
 100 UNIVERSITY AVENUE  
 SAN DIEGO, CALIFORNIA 92161  
 (619) 594-1000

PROJECT  
 NAME OF PROJECT

ARCHITECT  
 THE NAME OF  
 ARCHITECTURE FIRM

OWNER  
 NAME

DATE

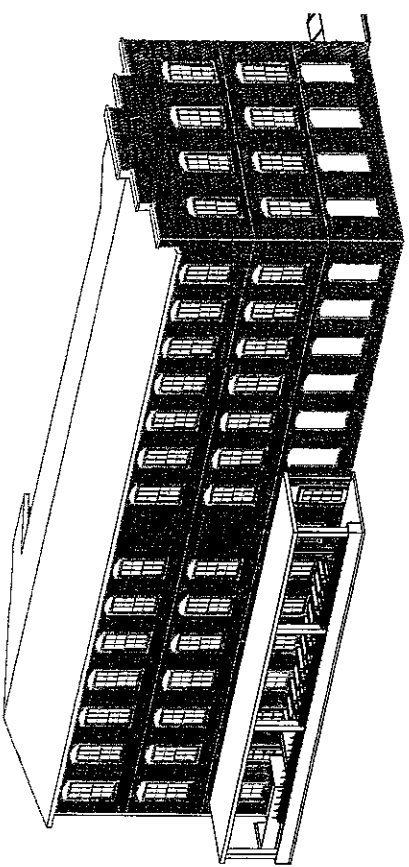
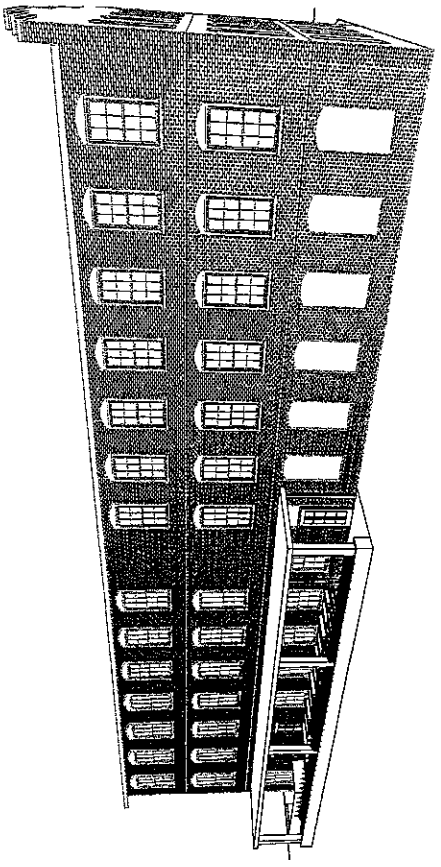
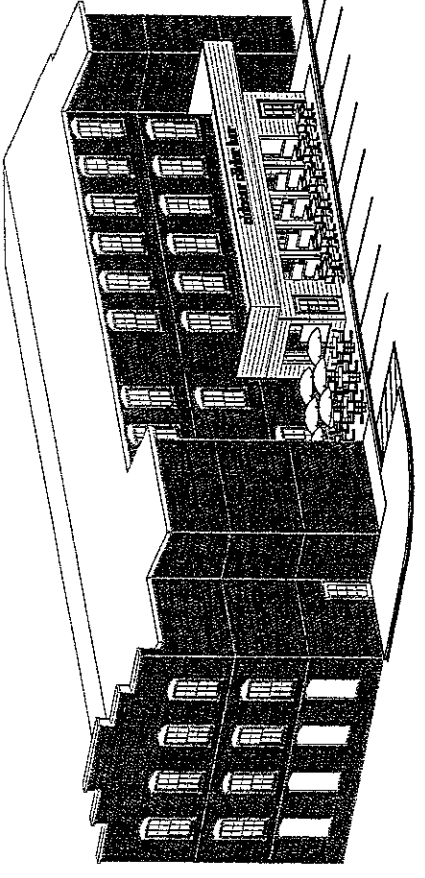
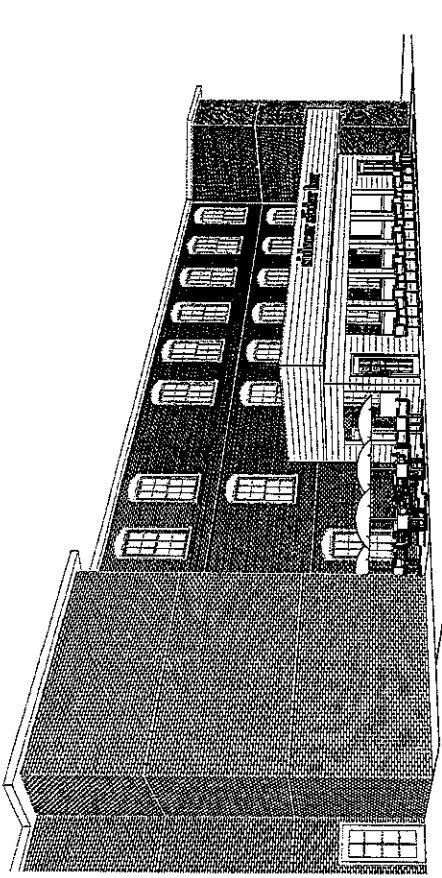
REVISIONS

NO. DESCRIPTION

REVISIONS

NO. DESCRIPTION

SHEET #  
 A3



AMELIA STREET (50' R.O.W.)

MAIN STREET (75' R.O.W.)

EXISTING RESIDENTIAL AREA

EXISTING RESIDENTIAL AREA

EXTERIOR SITTING AREA

LOWER TOWN HALL

INTERIOR SITTING AREA (COVERED)

EXTERIOR SITTING AREA

EXIST. INDUSTRIAL BUILDING

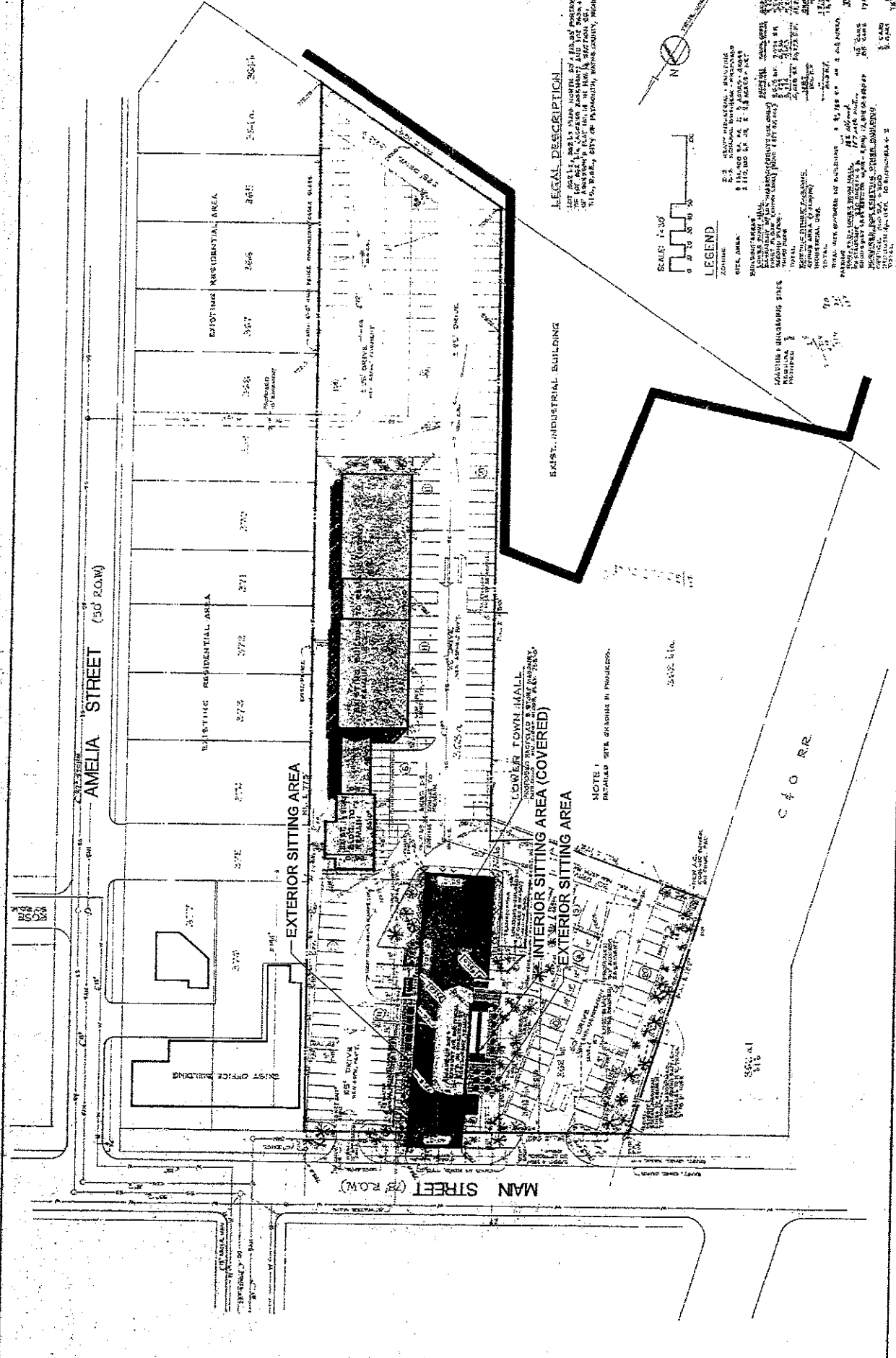
LEGAL DESCRIPTION

LET APPLICANT BEAR BURDEN OF PROOF THAT THE SITE IS NOT A PUBLIC PLACE OR A PLACE OF BUSINESS OR A PLACE OF PUBLIC USE OR A PLACE OF PUBLIC CONCERN.

SCALE: 1" = 30'

LEGEND

- ZONING: E-2 RESIDENTIAL, EXCEPT SINGLE-FAMILY DWELLINGS
- SETBACKS: 15' FRONT, 10' SIDE, 10' REAR
- MAXIMUM BUILDING HEIGHT: 35' TO TOP OF ROOF
- MINIMUM LOT AREA: 5,000 SQ. FT.
- MINIMUM FRONT YARD SETBACK: 15'
- MINIMUM SIDE YARD SETBACK: 10'
- MINIMUM REAR YARD SETBACK: 10'
- MINIMUM FRONT PORCH DEPTH: 5'
- MINIMUM FRONT PORCH WIDTH: 5'
- MINIMUM FRONT PORCH SETBACK: 5'
- MINIMUM FRONT PORCH HEIGHT: 4'
- MINIMUM FRONT PORCH FINISH: 1"
- MINIMUM FRONT PORCH FLOOR FINISH: 1"
- MINIMUM FRONT PORCH WALL FINISH: 1"
- MINIMUM FRONT PORCH ROOF FINISH: 1"
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- MINIMUM FRONT PORCH DRIVE DRIVE DRIVE DRIVE FINISH: 1"



NOTE: SITE GRASSES IN PROGRESS.

C & O R.R.

500' x 115'

500' x 115'



UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE  
 ARCHITECTURAL SERVICES  
 100 UNIVERSITY CITY CENTER  
 CHARLOTTE, NC 28223  
 TEL: 704/770-1000  
 FAX: 704/770-1000  
 WWW.UNC-CHARLOTTE.EDU

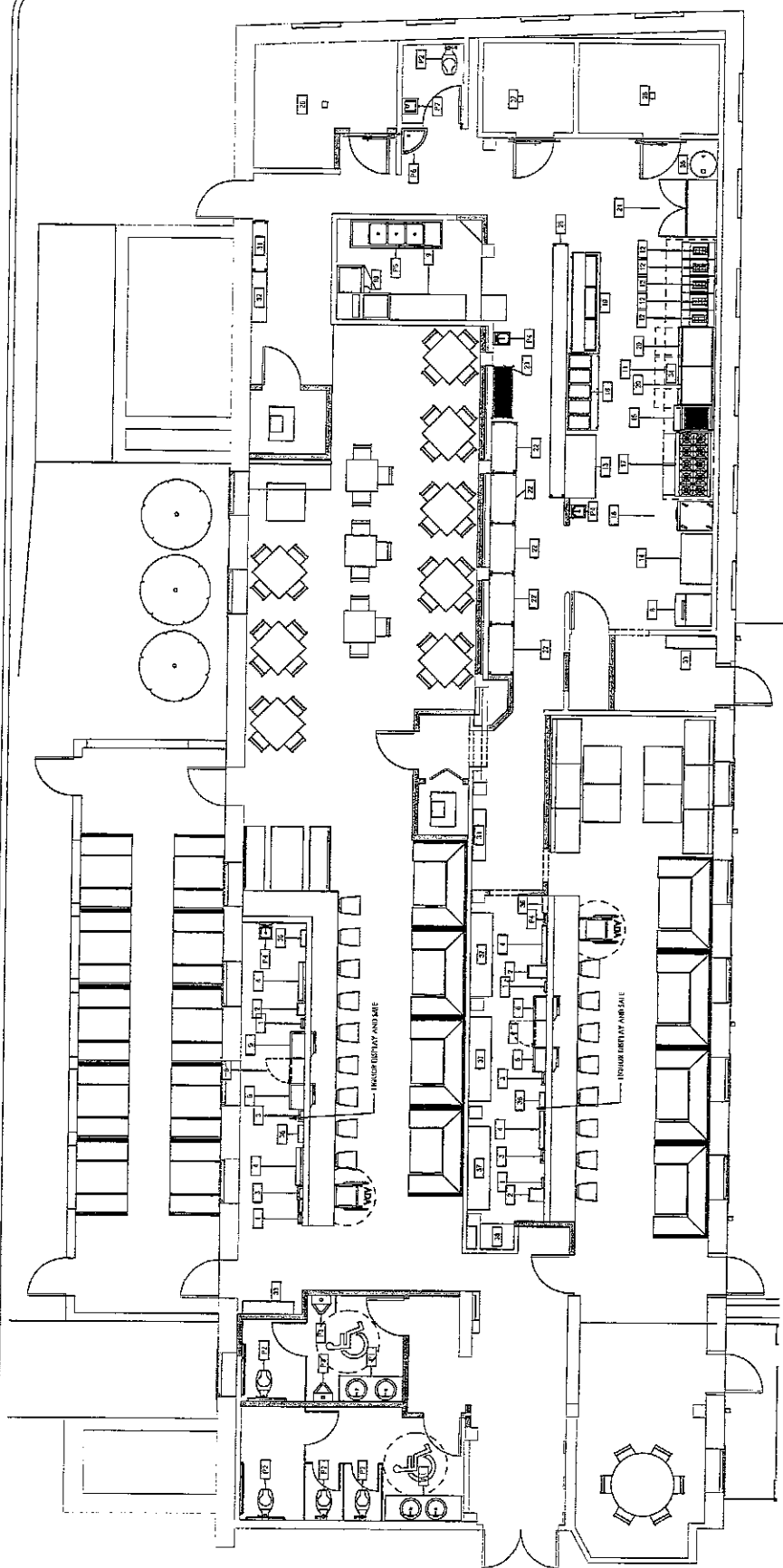
PROJECT: **UNIVERSITY CITY CENTER**  
 ADDRESS: **300 N. S. PARKWAY**  
 PROJECT NO: **10000**  
 OWNER: **UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**  
 CONTRACT NO: **10000**

REVISIONS:

DATE: **10/10/00**

PROJECT NO: **10000**  
 DRAWING NO: **10000**  
 SHEET NO: **10000**  
 SUBMITTER: **UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**

SHEET # **A5**



UNIVERSITY CITY CENTER

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EQUIPMENT PLAN

NO.	DESCRIPTION	DATE
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100	REVISIONS	

① EQUIPMENT PLAN  
 1/4" = 1'-0"

## Shareables

### COCONUT SHRIMP

spicy mango sauce 13.25

### LOADED TOTS

chili, bacon, cheese, sour cream, green onion, jalapeños 11.25

### PIEROGIS

cheese filled, caramelized onions, bacon, spicy sour cream 11.25

### SMOKED WINGS

dry rub, house sauces 11.25

### BRUSSEL SPROUTS

balsamic reduction, bleu cheese, bacon 11.25

### PHILLY CHEESESTEAK

EGG ROLLS  
shaved ribeye, provolone, peppers, onions, cheese whiz 10.25

### CHICKEN TENDERS

house breaded, choice of ranch, bbq or buffalo 10.25

### PRETZEL BITES

cajun seasoning, house sauces 10.25

### DUCK STRIPS

almond battered, teriyaki glaze, spicy slaw 11.25

## Soup & Salad

chopped and tossed, unless otherwise specified

### SOUP OF THE DAY'S

**CHILI** ground beef, steak, cheese, sour cream, onion 7.25

**GREEK SALAD** romaine & iceberg, grilled chicken, tomato, cucumber, black olives, banana peppers, beets, onion, feta, greek dressing 14.25

**BBQ COBB SALAD** romaine & iceberg, bbq grilled chicken, tomato, bacon, egg, avocado, green onion, tortilla strips, bleu cheese, bleu cheese dressing 14.25

**TRAVERSE CITY SALAD** romaine & iceberg, grilled chicken, dried cherries, apples, candied pecans, goat cheese, raspberry mustard vinaigrette 14.25

**AHI TUNA SALAD** romaine, mixed greens, tortilla strips, tomato, red onion, apple, japanese citrus dressing 16.25

## beef sliders

Pretzel bun or lettuce wrap available upon request  
veggie patty or chicken breast available upon request

### SPECIAL SLIDER

ask your server/bartender

**ZAM** caramelized onions, dill pickle, mustard, ketchup 4.25

**DRIVE-THRU** american cheese, lettuce, pickle, special sauce 4.25

**9-1-1** blackened patty, pepper jack cheese, habanero popper, habanero aioli 5.25

**B-HAM** bacon, bleu cheese, arugula, tomato, zip aioli 5.25

**SMOKEHOUSE** onion ring, jalapeño, pepper jack cheese, bourbon bbq sauce 5.25

**LITTLE HAVANA** smoked ham, pickle, swiss cheese, dijon 5.25

**MAC** fried mac wedge, bourbon bbq, ranch 5.25

**BREAKFAST** fried egg, bacon, american cheese, bacon-onion jam 5.25

**PB JAMMIN** american cheese, bacon, peanut butter, jelly 4.25

**MUSH & SWISS** mushrooms, caramelized onions, swiss, zip aioli 5.25

## best of the rest sliders

Pretzel bun or lettuce wrap available upon request  
veggie patty or chicken breast available upon request

**AHI TUNA** greens, avocado, sriracha, wasabi-cucumber ranch 7.25

**FRIED CHICKEN** hot sauce, maple syrup, lettuce, pickle 5.25

**SALMON** cucumber, jalapeño tartar sauce 6.25

**FRIED PERCH** lettuce, tomato, pickle, chipotle aioli 5.25

**PULLED PORK** bourbon bbq sauce, creamy slaw 5.25

**PORTABELLA** fried goat cheese, tomato, arugula, balsamic reduction 5.25

**TURKEY** deli sliced, avocado, tomato, pepper jack cheese, honey mustard 5.25

**THE IMPOSSIBLE** impossible veggie patty, lettuce, tomato, caramelized onion, special sauce 5.25

**THE DIRTY BIRD** fried chicken, lettuce, pickle, herbed mayo 5.25

## sidecars

small / large

**FRIES** 4.25/7.25

**WAFFLE FRIES** 5.25/8.25

**CHEESE CURDS** 6.25/10.25

**CHILI CHEESE FRIES** 5.25/8.25

**TOTS** 4.25/7.25

**COLESLAW** 4.25/7.25

**SWEET POTATO FRIES** 5.25/8.25

**ONION RINGS** 6.25/10.25

**FRIED PICKLES** 5.25/8.25

## dogs

brioche bun or lettuce wrap

**O.G.** relish, onion, mustard 5.25

**CAROLINA** pulled pork, slaw, chipotle aioli 6.25

**CHILI** chili, mustard, onion 6.25

**NOSFERATU** fried pickles, caramelized onion, garlic aioli 6.25

**RIPPER** bacon wrapped, deep fried, cheese filled, ipa mustard 6.25

\*Ask your server about menu items that are cooked to order or served raw. Notice: consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.

## INEBRIANTS

### Barrel Aged Cocktails 11

aged in french oak barrels for 8 to 12 weeks

#### MANHATTAN

Larceny, Punt e Mes, Dolin Rouge, Angostura

#### OLD FASHIONED

Larceny, Angostura, cinnamon sugar

### Craft Cocktails 11

#### 75 SOUTH

Liberator, Campari, lemon, prosecco

#### AGAVE BLOOM

Milagro Anejo, strawberry, lemon, Angostura, agave nectar, ginger beer

#### BARRELED MONKEY

Monkey Shoulder, Fernet Branca, Aperol, Dolin Rouge

#### MICHIGAN MULE

Valentine, lime, ginger beer

#### DR. NISMO

Larceny, Aperol, lemon, agave nectar

#### GENESIS

Hendrick's, blueberry acai syrup, lemon, soda

#### HEAD WOUND

Larceny and Elijah Craig Rye, Averna Amaro Siciliano, Dolin Dry, St. Germain

#### RAVEN

Deep Eddy Ruby Red, lime, lemon, blackberry, mint

#### MONTHLY COCKTAIL

Ask your server/bartender

## WINE

### House Wines

\$7 BY THE GLASS

Chardonnay • White Zinfandel • Cabernet Sauvignon

### White Wine

Prosecco, Italy	(split) 9	
Pinot Grigio, Lunardi, Italy	9	35
Sauvignon Blanc, Kim Crawford	12	45
Chardonnay, Four Vines, CA	9	35
Chardonnay, Sea Sun, CA	12	45
Riesling, Chateau Grand Traverse, MI	10	40
Moscato, Terra d' Oro, CA	9	35

### Rose

Chateau de Campuget	9	35
---------------------	---	----

### Red Wine

Pinot Noir, Murphy Goode, CA	9	35
Pinot Noir, Meomi, CA	12	45
Merlot, Velvet Devil, WA	9	35
Malbec, La Flor, Mendoza	10	40
Cabernet, Bonanza, CA	10	40
Cabernet, Decoy, CA	13	49

## KNOB CREEK

handpicked by us, for you

**TASTING NOTES:** Creamy, rich caramel nose, wooded vanilla taste. Toasted, salted caramel aftertaste.

#### ENJOY IT :

Neat  
12

Old Fashioned  
13

Manhattan  
13

## Happy Hour

Everyday • 3-6pm

\$4 Drafts

\$5 Wines & Cocktails

\$6 Shareables

sidecarsliderbar.com

f/sidecarsliderbar

BIRMINGHAM | FARMINGTON | LANSING | COMING SOON - BRIGHTON & PLYMOUTH

# Alcohol Information Management System <sup>(v)</sup>

Michigan Liquor Control Commission

## Search Active/Escrowed Licensees

### Licensee Details

**Licensee Name**

S-THREE RESTAURANT LLC  
 Doing Business As (DBA)  
 SLICE PIZZERIA, SHIFT COCKTAIL BAR AND SIDECAR SLIDER BAR

**Business ID**

0266190  
 Local Governmental Unit (LGU)  
 BIRMINGHAM CITY

**Status**

Active  
 County  
 OAKLAND

**Address**

117 Willits St Birmingham, MI 48009-3317  
 Phone

Go Back

### Insurance / Financial Responsibility

Show  entries Copy CSV Excel Print

Name	Type	Insurance Provider	Effective Date (From)	Status
IN-534177	Liquor Liability Insurance	HOME-OWNERS INSURANCE COMPANY	7/15/2020	Active

Showing 1 to 1 of 1 entries Previous  Next

### Subordinates

Show  entries Copy CSV Excel Print

Name	Relationship To Business	Status
STEPHEN SIMON	Member	Active

Showing 1 to 1 of 1 entries Previous  Next

### Licenses

To view details of a license, please click the button to expand the license details.

Show  entries Copy CSV Excel Print


License #	Group	Type	Subtype	Status	Issue Date	Expiration Date	Statute	Statute: Location Transferable	Under Transfer Process
-----------	-------	------	---------	--------	------------	-----------------	---------	--------------------------------	------------------------

License #	Group	Type	Subtype	Status	Issue Date	Expiration Date	Statute	Statute: Location Transferable	Under Transfer Process
L-000425963	Retail - On Premises	Class C	Regular	Active	7/1/2020	4/30/2022	N/A	Yes	
L-000425964	Retail - Off Premises	Specially Designated Merchant	N/A	Active	7/1/2020	4/30/2022	N/A	Yes	

Showing 1 to 2 of 2 entries

Previous 1 Next

### Permits

To view details of a permit or permission, please click the  button to expand the permit or permission details.

Show 10 entries Copy CSV Excel Print

Permit #	Type	Specific Purpose	Status	Issue Date	Expiration Date	CI
+ 19-5356	Sunday Sales (AM)		Issued	7/1/2020	4/30/2022	N
+ 19-5357	Sunday Sales (PM)		Issued	7/1/2020	4/30/2022	N
+ 19-5359	Outdoor Service Area		Issued	7/1/2020	4/30/2022	N
+ 19-5360	Additional Bar		Issued	7/1/2020	4/30/2022	N

Showing 1 to 4 of 4 entries

Previous 1 Next

### Historical Sales Record

Show 10 entries Copy CSV Excel Print

Year	Month	License	Sales Amount
2020		L-000425963	\$79,774.06
2021	01	L-000425963	\$8,994.50
2021	02	L-000425963	\$11,995.23
2021	03	L-000425963	\$29,796.80
2021	04	L-000425963	\$64,018.04
2021	05	L-000425963	\$19,028.67
2021	06	L-000425963	\$26,381.82
2021	07	L-000425963	\$19,577.81
2021	08	L-000425963	\$27,361.06
2021	09	L-000425963	\$23,287.51

Showing 1 to 10 of 15 entries

Previous 1 2 Next



# Alcohol Information Management System

Michigan Liquor Control Commission

## Search Active/Escrowed Licensees

### Licensee Details

**Licensee Name**

SIDECAR FARMINGTON LLC  
Doing Business As (DBA)  
SIDECAR SLIDER BAR

**Business ID**

0259924  
Local Governmental Unit (LGU)  
FARMINGTON CITY

**Status**

Active  
County  
OAKLAND

**Address**

32720 Grand River Ave Farmington, MI 48336-3182  
Phone  
(248) 536-2907

Go Back

### Insurance / Financial Responsibility

Show 10 entries

Name	Type	Insurance Provider	Effective Date (From)	Status
IN-549213	Liquor Liability Insurance	HOME-OWNERS INSURANCE COMPANY	3/14/2022	Active

Showing 1 to 1 of 1 entries

Previous  Next

### Subordinates


Show 10 entries

Name	Relationship To Business	Status
SCOT PELC	Member	Active

Showing 1 to 1 of 1 entries

Previous  Next

### Licenses

To view details of a license, please click the  button to expand the license details.

Show 10 entries

License #	Group	Type	Subtype	Status	Issue Date	Expiration Date	Statute	Statute: Location Transferable	Under Transfer Process
-----------	-------	------	---------	--------	------------	-----------------	---------	--------------------------------	------------------------

License #	Group	Type	Subtype	Status	Issue Date	Expiration Date	Statute	Statute: Location Transferable	Under Transfer Process
L-000404832	Retail - On Premises	Class C	DDA	Active	1/14/2019	4/30/2022	MCL 436.1521A(1)B	No	

Showing 1 to 1 of 1 entries

Previous 1 Next

### Permits

To view details of a permit or permission, please click the  button to expand the permit or permission details.

Show 10 entries Copy CSV Excel Print

Permit #	Type	Specific Purpose	Status	Issue Date	Expiration Date	CI
+ 18-1719	Sunday Sales (AM)		Issued	1/14/2019	4/30/2022	N
+ 18-1720	Sunday Sales (PM)		Issued	1/14/2019	4/30/2022	N
+ 18-1721	Outdoor Service Area		Issued	1/14/2019	4/30/2022	N
+ 18-1722	Dance-Entertainment		Issued	1/14/2019	4/30/2022	N
+ 20-4883	Outdoor Service Area		Issued	11/12/2020	4/30/2022	N
+ 20-5630	Social District		Issued	1/5/2021	4/30/2022	N

Showing 1 to 6 of 6 entries

Previous 1 Next

### Historical Sales Record

Show 10 entries Copy CSV Excel Print

Year	Month	License	Sales Amount
2019		L-000404832	\$40,301.01
2020		L-000404832	\$22,425.87
2021	01	L-000404832	\$1,125.13
2021	02	L-000404832	\$1,810.95
2021	03	L-000404832	\$4,803.75
2021	04	L-000404832	\$2,631.18
2021	05	L-000404832	\$3,133.44
2021	06	L-000404832	\$2,885.47
2021	07	L-000404832	\$3,962.07
2021	08	L-000404832	\$5,048.84

Showing 1 to 10 of 16 entries

Previous 1 2 Next

### Violations

Show 10 entries Copy CSV Excel Print

Violation #	Date Violation Occured	Status	Violation Description	Event/Decision
-------------	------------------------	--------	-----------------------	----------------

Violation #	Date Violation Occured	Status	Violation Description	Event/Decision
CV-504107	1/14/2019	Closed	NSF (\$23,000.00) **NSF PD 4/9/19**	6/6/2019 Lic-Ack Clemente 7/12/2019 Therefore, the Commissioner Orders a penalty fine of \$100 for the charge in this matter. The Commissioner further Orders the Licensee to serve a suspension of five (5) continuous days, to run consecutively and not concurrently with any other suspension Ordered by the MLCC, if the fine is not paid within forty-five (45) days from the mailing date of this Order.
CV-505406	7/14/2019	Closed	Failed, refused, or neglected to obey a written order of the Commission dated November 14, 2018, by failing to provide proof of successful completion of an alcohol server training program approved by the Commission within 180 days of the issuance of the license, January 14, 2019 contrary to Rule 436.1029.	9/9/2019 LIC-ACK 9/25/2019 Therefore, the Commissioner Orders a fine of \$300.00 for the charge in this matter. The Commissioner further Orders the Licensee to serve a suspension of fifteen (15) continuous days, to run consecutively and not concurrently with any other suspension Ordered by the MLCC, if the fine is not paid within forty-five (45) days from the mailing of this order. As additional penalty, the Commissioner Orders all licenses and permits issued by the MLCC to this Licensee at the above noted address, be suspended 45 days from the mailing date of this Order if documentary proof of server training has not been provided in accordance with the provisions of the Administrative Commissioners' November 14, 2018 Order. This suspension shall remain in effect until satisfactory documentary proof of server training is received by the MLCC, or the licenses and permits are terminated.

Showing 1 to 2 of 2 entries

Previous  Next[MI.gov \(http://www.michigan.gov\)](http://www.michigan.gov)[Home \(/\)](#)[About \(http://www.michigan.gov/lcc\)](http://www.michigan.gov/lcc)[Contact](#)[Policies \(http://www.michigan.gov/policies\)](http://www.michigan.gov/policies)[Back to Top](#)

# Alcohol Information Management System <sup>(f)</sup>

Michigan Liquor Control Commission

## Search Active/Escrowed Licensees

### Licensee Details

**Licensee Name**

SIDECAR LANSING LLC

**Doing Business As (DBA)**

SIDECAR

**Business ID**

0270576

**Local Governmental Unit (LGU)**

LANSING CITY

**Status**

Active

**County**

INGHAM

**Address**

Stadium District Development 500 E Michigan Ave Ste 100 Lansing, MI 48912-1186

**Phone**

Go Back

### Insurance / Financial Responsibility

Show  entries Copy CSV Excel Print

Name	Type	Insurance Provider	Effective Date (From)	Status
IN-540443	Liquor Liability Insurance	PROPERTY-OWNERS INSURANCE COMPANY	11/17/2021	Active

Showing 1 to 1 of 1 entries

Previous 1 Next

### Subordinates

Show  entries Copy CSV Excel Print

Name	Relationship To Business	Status
SCOT PELC	Member	Active
STEPHEN SIMON	Member	Active

Showing 1 to 2 of 2 entries

Previous 1 Next

### Licenses

To view details of a license, please click the button to expand the license details.


Show  entries Copy CSV Excel Print

License #	Group	Type	Subtype	Status	Issue Date	Expiration Date	Statute	Statute: Location Transferable	Under Transfer Process
L-000437449	Retail - On Premises	Class C	Regular	Active	11/17/2021	4/30/2022	N/A	Yes	
L-000437450	Retail - Off Premises	Specially Designated Merchant	N/A	Active	11/17/2021	4/30/2022	MCL 436.1533(5)(a)	No	

Showing 1 to 2 of 2 entries

Previous  Next

### Permits

To view details of a permit or permission, please click the  button to expand the permit or permission details.

Show  entries

Permit #	Type	Specific Purpose	Status	Issue Date	Expiration Date	CI
+ 20-4375	Sunday Sales (AM)		Issued	11/17/2021	4/30/2022	N
+ 20-4376	Sunday Sales (PM)		Issued	11/17/2021	4/30/2022	N
+ 20-4970	Outdoor Service Area		Issued	11/17/2021	4/30/2022	N

Showing 1 to 3 of 3 entries

Previous  Next

### Historical Sales Record

Show  entries

Year	Month	License	Sales Amount
2021	11	L-000437449	\$1,389.44
2021	12	L-000437449	\$6,551.94
2022	01	L-000437449	\$6,456.28
2022	02	L-000437449	\$4,280.13

Showing 1 to 4 of 4 entries

Previous  Next

RESOLUTION

The following Resolution was offered by \_\_\_\_\_ and seconded by.

\_\_\_\_\_.

WHEREAS There has been a request for a transfer of a Liquor into the City of  
Plymouth from Northville Township, and

WHEREAS The Local Liquor License Review Committee did review the application  
From Sidecar Plymouth, LLC.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby recommend to the Michigan Liquor Control Commission to authorize the transfer of the Liquor License and related permits for Sidecar Plymouth, LLC.

BE IT FURTHER RESOLVED THAT should the State of Michigan Liquor Control Commission ultimately grant the transfer of license the City Police Department shall make regular inspections of this establishment as it does all liquor serving establishments in the City to ensure compliance with Local Ordinances and State Law.



## 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 - Liquor License Transfer Plymouth Elks 07-05-22.docx*  
Date: June 28, 2022  
RE: Liquor License Transfer Plymouth Ann Arbor Elks

---

### Background

The City Commission may have been aware that Plymouth Elks is seeking to transfer their Liquor License from their former location on Ann Arbor Road to their new location at the old BOC Air Gas Building on Ann Arbor Trail at Mill Street. There is room under the City's Liquor Management Ordinance Cap for two establishments outside of the DDA. This would fill one of those slots.

The Benevolent and Protective Order of the Elks has completed all of the necessary documentation with the City. We are familiar with the organization and their history in Plymouth Township as it relates to a Liquor License. We have attached their plan of operations and other information. They will have to apply for additional permits from the State to offer and dance or outdoor service.

The plan is to provide a lite menu of food and a full service for their members. They will also host occasional banquets for weddings, showers, business meetings, and so on. The City Administration see no reason to deny the transfer.

The LLRC did meet in advance of the City Commission meeting to make a recommendation to the entire City Commission and their recommendation is anticipated to be for approval.

### **RECOMMENDATION:**

The LLRC is to make a recommendation on the transfer of ownership. It will be necessary for the City Commission to open and hold a Public Hearing as posted.

There are really three options at this point for the City Commission based on the recommendation of the LLRC. The City Commission could recommend approval of the transfer or recommend against the transfer, or the City Commission could recommend no action be taken at this time. In any case the State will most likely approve the transfer. We have prepared a proposed Resolution for the City Commission that would approve the transfer of the existing license as proposed.

## **NOTICE OF PUBLIC HEARING**

### **CITY OF PLYMOUTH CITY COMMISSION WILL HOLD A PUBLIC HEARING IN ACCORDANCE WITH LIQUOR MANAGEMENT ORDINANCE**

PLEASE TAKE NOTICE THAT a public hearing shall be held before the City Commission of the City of Plymouth on **Tuesday, July 5, 2022 at 7:00 p.m.** at the regular meeting of the Plymouth City Commission the meeting will be held at Hough Park – Maple & Evergreen Streets. The Public Hearing will consider the following:

- 1) Application for Transfer of Liquor License from Plymouth Township into the City of Plymouth for the Plymouth – Ann Arbor Lodge 325 of the Elks at 110 W. Ann Arbor Trail.**
- 2) Application for Transfer of Liquor License from Northville Township into the City of Plymouth for Sidecar Plymouth, LLC at 340 N. Main.**

This is a public meeting and any interested person is invited to attend at the place and time stated.

**THERE WILL BE A MEETING OF THE LOCAL LIQUOR LICENSE REVIEW COMMITTEE (LLRC) PRIOR TO THE PUBLIC HEARING TO MAKE A RECOMMENDATION TO THE CITY COMMISSION. The LLRC meeting will also take place at Hough Park at 6:15 p.m.**

Maureen Brodie, CMC  
City Clerk

Posted: City Hall  
Cultural Center  
Public Library





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

Tuesday, June 21, 2022

Kenneth Hines, Applicant  
C/O Plymouth-Ann Arbor MI Lodge No. 325 Benevolent and Protective Order of Elks

**RID #** RQ-2204-03274      **Reference/Transaction:** Transfer location of 2022 Club licensed business from 41700 Ann Arbor Rd, Plymouth to 110 W Ann Arbor Trail, Plymouth; Transfer governmental unit from Plymouth Township to Plymouth City

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

**Applicant/Licensee:** Plymouth-Ann Arbor MI Lodge No. 325 Benevolent and Protective Order of Elks

**Business address and phone number:** 41700 Ann Arbor Rd, Plymouth, MI 48170

**Home address and phone number of partner(s)/subordinates:**  
Kenneth Hines, 110 W Ann Arbor Trail, Plymouth, MI 48170,

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

**Southfield District Office (313) 456-1170**

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION  
Retail Licensing Division  
(866) 813-0011

SR

cc: Plymouth City: [cityclerk@ci.plymouth.mi.us](mailto:cityclerk@ci.plymouth.mi.us)

**CITY OF PLYMOUTH  
LIQUOR LICENSE REVIEW COMMITTEE  
APPLICATION**

Name of Applicant: Kenneth Hines

Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_

Fax Number of Applicant: \_\_\_\_\_

Email Address of Applicant: \_\_\_\_\_

Please List Name, Address and type of license as it appears on current Liquor License:

Plymouth Ann Arbor MI Lodge No. 325 Benevolent and Protective Order of Elks

41700 Ann Arbor Rd. Plymouth, MI 48170

CLUB

List All Persons Listed on Liquor License (Partners):

No partners

Please list type of license that you are requesting (new, permit, transfer of ownership, transfer into the City, etc.): Transfer existing Club license from the township to the city

Please list Name, Address and type of license as it is proposed (If change approved):

Plymouth Ann Arbor MI Lodge No. 325 Benevolent and Protective Order of Elks

Club License 110 W Ann Arbor Trail, Plymouth, MI 48170

Please list all persons listed on proposed Liquor License (Partners):

Plymouth Ann Arbor MI Lodge No. 325 Benevolent and Protective Order of Elks

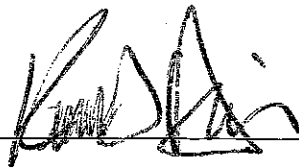
There are no partners listed

Fee Schedule:

<b>Liquor License Investigations</b>	
<b>Class C or Private Club License:</b>	
New license or transfer of ownership	\$600.00
Amend stockholders	\$300.00
Relocation of existing license (per person named on request)	\$300.00
Dance or entertainment permit	\$200.00
<b>SDD/SDM:</b>	
New license or transfer of ownership	\$400.00
Relocation of existing license (per person named on request)	\$300.00
Add or drop space on license	\$100.00
Special license and one-day permits	\$100.00

Please submit plan of operation (*if required, see Section #4 of Ordinance*):

Signature of Applicant: \_\_\_\_\_



Date: \_\_\_\_\_

6/24/2022

**CITY OF PLYMOUTH**  
**CLASS C LIQUOR LICENSE OR TAVERN LICENSED**  
**BUSINESSPLAN OF OPERATION**

<u>Plymouth-Ann Arbor Elks 325</u>	<u>Same</u>	<u>110W Ann Arbor Trail</u>
Business Name	Doing Business As	Street Address

**Preamble:** I/we have received copies of Plymouth City Ordinance 2003-04, An Ordinance to Establish a General Policy for the management of Liquor Licenses and Permits, understand its provisions and will be governed by them. The following Plan of Operation is developed in keeping with the spirit and intent of this Ordinance.

- I. **HOURS OF OPERATION:** At present, our planned hours of operation will be 12 pm to 10 pm Wednesday - Sunday. Events will be competed approx 30 min before close to provide time for clean up and close
- II. **FORMAT:** The premises will be primarily operated as a Fraternal Club offering a lite menu of Food and full service bar for its members. Occasional live entertainment, the 2nd and 4th Tuesday evenings of each month, Jazz and Blues and occasional banquets for wedding, showers, business meetings, bereavement will be available We agree to adhere to the provisions of the **Entertainment Agreement**, which has been signed. It is agreed that we will not change the format or type of business without written approval of the City Commission. The ratio of food sales to alcohol sales is anticipated to be: 30%
- III. **CODE COMPLIANCE:** The premises when remodeled/completed will fully comply with all applicable health, safety, building, sanitation, electrical, plumbing and fire codes as well as zoning requirements.
- IV. **PLAN OF OPERATION:** It is acknowledged that under Ordinance 2003-04, the business shall be operated in accordance with an approved plan of operation. Changing the operation of the business in any manner inconsistent with the approved plan of operation is a violation of the ordinance and the rules of the Liquor Control Commission. Any change to the plan of operation must be approved by the City Commission prior to it being placed into effect on the business premises.
- V. **SECURITY:** Security for the customer, building, and community is the first priority for the corporation, and as such, we will undertake whatever measures are necessary to maintain and supervise the expected level.

**VI. PARKING:** Parking shall be provided as follows: (Number of Spaces)

- 72 spaces on site
- 0 public parking spaces
- 0 spaces leased from the following businesses:
- NA - valet parking (if applicable)

Employees will park at: Designated area at the rear of the property

**VII. ALCOHOL MANAGEMENT:** The establishment will strictly obey all rules and regulations promulgated by the City of Plymouth and the State of Michigan Liquor Control Commission. There will be neither service to nor consumption of alcoholic beverages by minors at any time. No alcohol will be sold, or permitted to be sold, on a commission basis by any person.

The following policies will be enforced at the establishment:

1. No alcoholic beverages will be allowed on the premises, other than what is dispensed by the establishment.
2. All Staff will pay attention and be alert to observable clues displayed by an intoxicated individual such as: impaired reflexes, impaired coordination, reduced judgment and inhibitions, impaired vision, etc.
3. All staff will be alert to potential problems at their respective areas at the facility.
4. Be polite and courteous to the intoxicated individual(s). Be knowledgeable as to when to request assistance from additional facility staff.
5. Patrons who appear to be 30 years of age or younger will be asked to show proper Michigan identification. Signage will be posted at serving locations. Patrons must produce proper identification.
  - 5.1 All patrons under 21 years of age, service will be refused.
  - 5.2 Check "State Seal" and other markings. Check for damage or alterations to identification card.
  - 5.3 Do not return falsified identification cards. Call management immediately.
6. If a patron shows signs of intoxication, then refuse service, politely explain policy, suggest non-alcohol purchase, and/or call for management if necessary.
7. If a patron is purchasing on behalf of someone else who appears **less than 30 years old or younger**, then request to see identification of recipient or contact supervisory personnel

whom will seek patron(s) out. Refuse service to minors. Inform all parties involved that policy allows for ejection off of premises if illegal activity has occurred.

8. Alcohol dispensing may be restricted to one of the following practices or any combination thereof:
  - No sales to intoxicated persons
  - No sales without proper identification
  - Limited alcoholic choices if necessary
  - When in doubt, do not serve, call supervisor
9. Observe all patrons leaving the property. No alcoholic beverages are allowed to leave the facility or property.
10. Approach any patron appearing to be impaired and leaving the event. Determine if they are driving. If so, attempt to persuade them not to drive and request a non-impaired companion to drive. If unable, refer patron(s) to bus or taxi service.
11. Supervisory and management personnel will complete documentation of any alcoholic related incidents at end of event. Information will be disseminated accordingly.
12. We shall provide free and/or at reduced prices non-alcoholic beverages to all designated drivers.
13. The establishment fully participates in the Techniques in Alcohol Management Program and will continue such participation in that program or a similarly recognized program approved by the Plymouth Police Chief. TIPS/TAM certification for all employees shall be provided to the Chief of Police within 35 days of date of hire.

**VIII. REFUSE DISPOSAL:** The establishment will dispose of refuse in enclosed dumpster/s, with locked lids. Pickup will be a minimum of 1 times per week. A water line with spigot will be provided to clean dumpster enclosure as necessary.

**IX. GENERAL:** Every effort will be made to maintain positive relationships with adjacent and nearby businesses as well as cooperation with all city departments. Every effort will be made to solve any problems which may arise.

**X. EMERGENCY CONTACTS:** Kenneth Hines Chairman of the Board

**XI. REFERENCE TO VALET SERVICE:** No Service

Date: 06/24/2022

DBA Plymouth Ann Arbor Elks 325  
Corporate Name/Doing Business As

By: Kenneth Hines Chairman of the Board of Trustees  
Name/Title

\_\_\_\_\_  
Name/Title

USE ADDITIONAL PAPER AS NEEDED



Plymouth-Ann Arbor Elks 325, 110 w Ann arbor trail, Plymouth, MI 48170, 734-453-1780

Items to be Addressed:

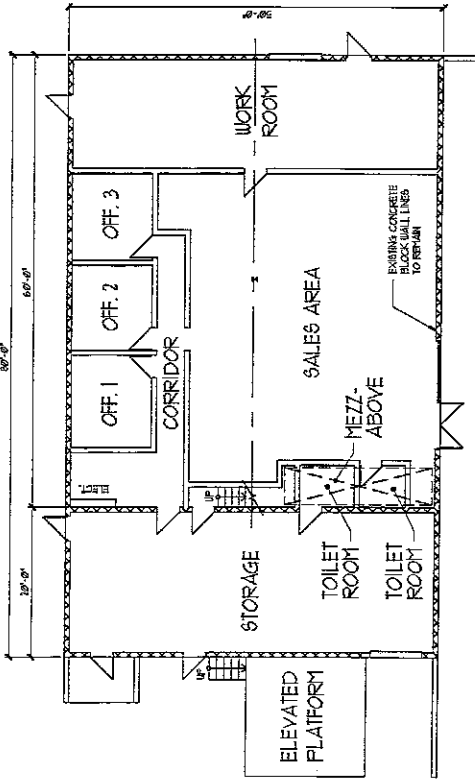
June 8, 2022

- A. Special Land Use: Applicant to provide in writing:
- a. Number of Club members. 314 as of 5/31/2022, 50 active members
  - b. Proposed hours/days of operation. Typical Hrs. 12pm to 10pm, Wednesday - Sunday
  - c. Description/number per year or month of expected Club activities, and number of participants at each.
    - 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month, membership meetings, (25) participants
    - Various Elk activities, Flag Day (30), Community Recognition (30), Elk Memorial (30), Mother's Day (70), Americanism Night (50), Veterans Luncheon (70), Special needs Pumpkin Patch (50) and Trunk or Treat. These are afternoon events
    - Typical nonevent days are office, clerical, and planning. Members socializing and enjoying the day. (10)
  - d. Number per year or month of expected/desired "rental" activities.
    - Community organizations lunch meetings 2-4 per month
    - Bereavement luncheons 6-10 per year
    - Graduation Parties 6 per year
    - Local Fire and Police recognition Dinners 2 per year
    - Educators Dinner 1 per year
    - Showers 8 per year
    - Weddings 8 per year

Events have to be concluded by 9:30pm to facilitate clean up and close by 10pm

- e. Could the building accommodate and/or is it desired that more than one (1) event occur at a time? If yes, please describe. Yes, the overhead fire doors can be closed to make to rooms with a max capacity of seventy-five guests for meetings or showers, etc.
- f. Describe the purpose of overhead doors on west facade and how/when they will be used. Also describe if outdoor activities will occur, and if so, what type of activities, how often, and the proposed hours. The glass overhead doors provide natural lighting and air if opened in the spring, summer and fall for the building hall. The Elks family Picnic and Youth Activities can be accessed and seating for these events can be provided. Our members Burger Nights and Special dinners can also enjoy a day with seating outdoors.
- g. Describe how events are hosted, whether there is some type of facilities manager overseeing the event, and other information to describe management of events when the space is rented to non-member parties.

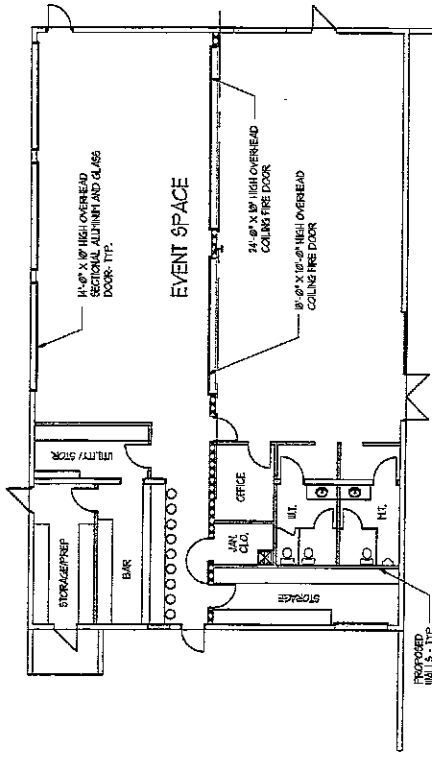
The Plymouth-Ann Arbor Lodge 325 will employ a site manager and paid staff professionally trained and are Tips and Serve Safe certified. These employees will report to the Lodge House Committee. The Lodge House Committee is responsible for these events. They need to conform to our rules of the Order and our MMLC license restrictions.
- h. Confirm that a standing area for alcohol service is not proposed. There are no standing areas for alcohol service.
- i. Discuss how dancing will be accommodated for weddings or other events. If dancing is required, capacity would be limited to provide area in the building for dancing and music.



CONCEPTUAL DESIGN!  
 DRAWINGS PREPARED / ISSUED AT THIS TIME ARE CONCEPTUAL IN NATURE. FINISHES, MATERIALS, AND CODE REQUIREMENTS HAVE NOT BEEN THOROUGHLY REVERSED. THE PURPOSE OF THIS DRAWING IS TO CONVEY TO THE CLIENT OR BIDDING FIRM POTENTIALLY BE POSSIBLE ON THIS SITE / WITHIN THE BUILDING.



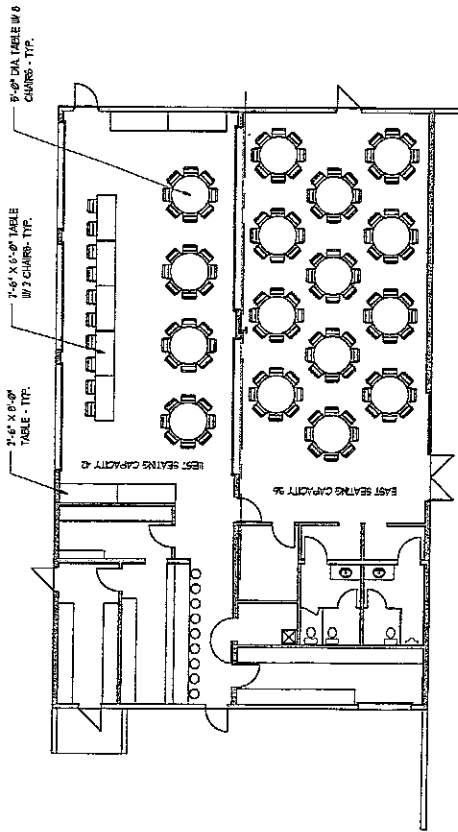
PROPOSED FLOOR PLAN  
 1/4" = 1'-0" SCALE 1/8" = 1'-0"  
 NORTH



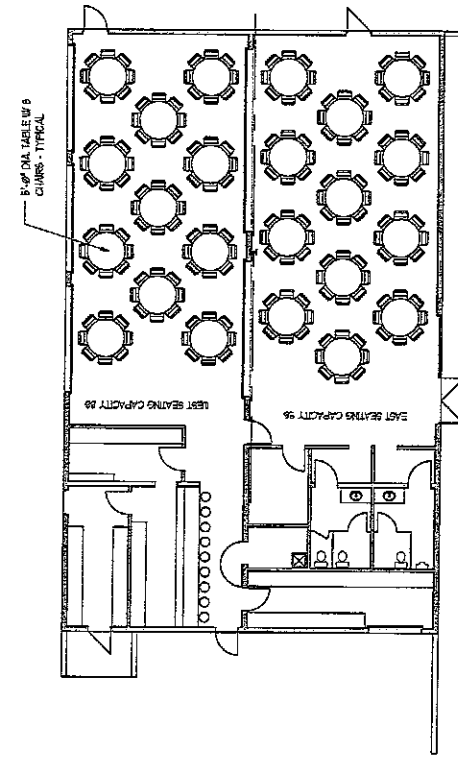
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PROPOSED FLOOR PLAN  
 1/4" = 1'-0" SCALE 1/8" = 1'-0"  
 NORTH



EVENT PLAN - OPTION A (CAPACITY 138)  
 1/4" = 1'-0" SCALE 1/8" = 1'-0"  
 NORTH



EVENT PLAN - OPTION B (CAPACITY 184)  
 1/4" = 1'-0" SCALE 1/8" = 1'-0"  
 NORTH



RESOLUTION

The following Resolution was offered by Comm. \_\_\_\_\_ and seconded by Comm. \_\_\_\_\_.

WHEREAS There has been a request for a transfer of a Liquor License from the Plymouth Ann Arbor, MI Lodge 325 of the Benevolent & Protective Order Of the Elks from 41700 Ann Arbor Road in Plymouth Township, to the Same organization at their new address of 110 W. Ann Arbor Trail, Plymouth.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby recommend to the State of Michigan Liquor Control Commission that the State Liquor License, for the Plymouth Ann Arbor, MI Benevolent & Protective Order of the Elks be approved.

BE IT FURTHER RESOLVED THAT should the State of Michigan Liquor Control Commission ultimately grant the transfer of license the City Police Department shall make regular inspections of this establishment as it does all liquor serving establishments in the City to ensure compliance with Local Ordinances and State Law.



## Administrative Recommendation

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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 - Employee Manual Update 07-05-22.docx  
Date: June 30, 2022  
RE: Employee Manual Updates

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### Background

The City Commission may be aware that from time to time we need to update our employee manual in order to comply with changes in the law at the State and Federal levels and to update our documents to comply with our current operations. This update is also a result of the City Commission's Strategic Plan related to recruitment/retention, creating the five-year staffing model, flexible scheduling and potential departmental collaborations.

The City's Labor Attorney from Plunkett Cooney has had significant input into these updates. In addition, our Insurance Carrier has also weighed in on the various changes and updates.

We have attached a memorandum from Tom Alexandris which gives a very detailed outline of the proposed changes and new amendments. Some of these policies have already been adopted, but we want to include them in the Employee Manual update. He has provided the updates showing the proposed changes. We have also attached the current City Organizational chart as a reference to show some of the changes that have been made as a result of the Commission's Strategic Plan.

Some of the re-alignments and changes in our administration that have either taken place already or will take place at the new fiscal year include the following:

- Adam Gerlach – Title & Responsibility changes as Assistant Municipal Services Director
- Dave Cirilli – Promoted to Municipal Services Foreman
- Aubrey Stutzman – Promoted to Staff Accountant
- John Buzuvis – Title & Responsibility changes to Economic Development Director
- Sam Plymale – Promoted to DDA Director
- Greta Bolhuis – Promotion to Planning and Community Development Director

Recent New Hires Include –

- Brandon Szachta – Recreation Supervisor
- Brandon Tesner – DMS Operations Technician
- Dennis Cox – DMS Laborer
- Alexandra Grabowski – Recreation/DMS Seasonal Laborer
- Kunal Kale – Recreation Seasonal Laborer

## Recommendation

The City Administration recommends that the City Commission adopt the changes highlighted for the updated employee manual. The changes have been reviewed by both the City Attorney's Office and the City's Insurance Carrier. Some of the changes are in accordance with the City Commission's Strategic Plan as it relates to staff development, retention and recruitment.

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 either Tom or myself.



# CITY OF PLYMOUTH

[www.plymouthmi.gov](http://www.plymouthmi.gov)

201 S. Main  
Plymouth, Michigan 48170-1637

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

TO: Paul Sincock  
City Manager

June 30, 2022

FROM: Tom Alexandris

SUBJECT: Employee Manual Updates

To comply with law changes in the State of Michigan as well as at the federal level, we periodically do updates to specific sections as warranted in the City of Plymouth Employee Manual.

We have reviewed the document along with assistance from the City's Attorneys, City Insurance Agents and City Staff. Several policies being revised, added, or removed are based on direct input by the City's labor counsel, Plunkett Cooney. They have been instrumental in providing the expertise to ensure we are following the various laws at the state and federal levels.

Employees will be provided an updated electronic copy of the revised employee manual. In addition, we require an acknowledgement by the employee that they have received the revised Employee Manual.

## Changes

- Education/Tuition Policy
- Health Care Savings Plan (HCSP) Vesting Period
- Retention Bonus Scale
- Bereavement Leave
- Certification Compensation – Water License, Certified Playground Safety Inspector
- Meal Compensation Rate Adjustment
- Corrected Organizational chart
- Eliminate Position Classifications
- Correct other minor clerical errors, formatting issues and table of contents

## New Amendments

- Payouts
- Volunteer Hours
- Educational Allowance
- Remote Work Policy

All negotiated contracts with the three bargaining units (POAM/COAM/TPOAM) supersede the employee manual.

If you need any further information, please do not hesitate to contact me.

THE CITY OF HOMES

[twitter.com/PlymouthMIgov](https://twitter.com/PlymouthMIgov)

[facebook.com/CityofPlymouthMI](https://facebook.com/CityofPlymouthMI)

### **Meal Compensation:**

Employees required to work more than ten (10) consecutive hours in one workday shall receive compensation for one meal. Compensation will be up to a maximum of \$15.00 per meal. Receipts will be required to receive reimbursement. This rate will also apply to all expenses incurred at conferences and conventions unless receipts are provided and approved by the department head.

### **Proposed Change – Increase meal allowance from \$8 to \$15**

### **Retention:**

Retention shall be paid in accordance with the following:

- A. Retention is available to all full-time employees and year-round part-time employees. It is not available to seasonal or temporary employees.
- B. Once an employee has attained five (5) complete years of employment; he/she shall be paid fifty dollars (\$50) for each year of seniority.
- C. Retention shall be computed to the anniversary date prior to December 1<sup>st</sup>.
- D. Retention shall be paid annually, one time on the pay day nearest December 1<sup>st</sup>.
- E. Pay-off for retention upon resignation or retirement will be pro-rated for the months served since the last anniversary date. If an employee has reached his/her anniversary date prior to resignation or retirement, he/she will receive the full retention payment earned for that year. To be eligible, the employee must be leaving voluntarily and have provided at least 2 weeks' written notice in advance of their last day of work.

### **Proposed Change - Already adopted and formally adding to employee manual.**

Change name to ***Retention Pay***. Seniority pay rate remains the same with the following exceptions (year-round part-time employees receive pro-rated amounts)

- **Year 5 (first retention payment made) = \$500**  
Years 6-9 continue the traditional rate (\$300, \$350, \$400, \$450)
- **Year 10-\$750**  
Years 11-14 follow traditional rate
- **Year 15-\$1000**  
Years 16-19 follow traditional rate
- **Year 20-\$1250**  
Years 21-24 follow traditional rate
- **Year 25-\$1500**  
All years beyond 25 would follow pattern

### **Paid Time Off (PTO):**

Designated Part- or 3/4-Time employees after completing one year of employment with the City are eligible for Paid Time Off (PTO). Employee(s) receiving PTO is at the sole discretion of the City.

- Employees would receive PTO based on the number of hours worked in a given pay period:
  - Under 1 Year – 0%
  - 1 Year to 4.99 Years – 6%
  - 5 Years to 9.99 Years – 7%
  - 10 Years or Greater – 9%
- Part-Time Employees will no longer receive paid holidays.

- Part-Time Employees can use this time in ½ hour increments.
- The use of PTO cannot exceed 7.5/8.0 hours per day.
- Total hours (including PTO and regular) in a given pay period cannot exceed 29 hours for Part-Time and 35 hours for 3/4-Time Employees. There are exceptions to this rule due to office coverage issues, elections, Board of Review, tax season, etc.
- Part-Time Employees cannot utilize PTO and work Overtime in the same day.
- 40 hours will be allowed to be carried over every fiscal year. Any hours above 40 hours not used by June 30 will be lost.

Any Part- or 3/4-Time Employee that resigns or is terminated will not be compensated for any unused PTO

**Proposed Change – Begin earning PTO upon hire.**

- Hire Date to 4.99 Years – 6%
- 5 Years to 9.99 Years – 7%
- 10 Years or Greater – 9%

**Water Distribution License:**

All employees maintaining the State of Michigan Water Distribution License shall receive a once per year bonus in the flat rate amount listed below. The bonus will be paid out during the second pay period in July each year. The City will only pay for the cost to take each successive level of water license test twice, after which the employee will be required to pay for each subsequent attempt.

- S-4 Certification: \$300
- S-3 Certification: \$600
- S-2 Certification: \$1200
- S-1 Certification: \$1500

**Proposed Change – Increase water distribution license bonus to match other bargaining groups:**

- S-4 Certification: \$500
- S-3 Certification: \$800
- S-2 Certification: \$1,500
- S-1 Certification: \$1,850

**Certified Playground Safety Inspector:**

Employees earning or maintaining a Certified Playground Safety Inspector (CPSI) certification from the National Recreation and Parks Association shall receive a once a year bonus in the flat rate of \$250 per year. The bonus will be paid out during the second pay period in July each year.

**Proposed Change – Increase certified playground safety inspector certification to \$450 to match other bargaining groups.**

**Bereavement Leave:**

Full-Time Employees shall be allowed the following leaves of absence, with pay, as bereavement leave:

- Five days for the death of a spouse or child.
- Four days for the death of a parent.

- Three days for the death of a sister, brother, mother-in-law, father-in-law, stepchildren, grandchildren.
- Two days for the death of stepparents.
- One day for grandparents, brother-in-law, sister-in-law, or member of the employee's immediate household.

Any additional time taken must then be deducted from the employee's accumulated Vacation, Personal or Compensatory leave.

Bereavement leave will not be deducted from the employee's accumulated paid leave time. If an employee is currently utilizing vacation, sick, personal or compensatory time and Bereavement Leave is needed, the employee may request to modify their paid time usage.

#### Proposed Change -

- Five days for the death of a spouse, child or stepchild
- Four days for the death of a parent or stepparent
- Three days for the death of a sister, brother, mother-in-law, father-in-law, grandchildren.
- One day for grandparents, brother-in-law, sister-in-law, or member of the employee's immediate household.

#### **Maternity Leave:**

A maximum of one (1) year maternity leave of absence will be granted to full-time employees. Leave is to commence when the doctor declares the employee to be unable to continue her employment and to expire when the patient obtains a doctor's release and is declared capable of returning to work. As soon as notification has been received from the employee's doctor that she will be able to return to work at a given date, the employee must notify her supervisor to confirm that she will be returning to her position and, at this time, the temporary employee hired in the interim (or temporarily transferred to this position) will be notified of the date the full-time employee will return.

Any employee eligible under the terms of the disability insurance policy, will receive disability benefits during the time of disability in accordance with the terms of the policy underwritten by the City's insurance carrier whether or not said employee is declared to be full-time (thereby being guaranteed the return of her position upon the end of disability).

Proposed Change – Any employee (full-time or part-time) will be granted 4 weeks of paid maternity/paternity leave in the event of the birth of their child or adoption of their child. Leave must be taken at one time and cannot be taken in shorter segments.

#### **Retiree Health Care/Retirement**

All new hires effective July 1, 2014 shall be eligible to receive a MERS Health Care Savings Program Account (HCSP) in lieu of full medical benefits upon retirement. The HCSP shall be 5% of base wages retroactive to hire date. It shall be paid per pay period and managed by the employee. It will be based on the following vesting period:

- 5 Years – 15%

- 10 Years – 25%
- 15 Years – 50%
- 20 Years – 75%
- 25 Years – 100%

Proposed Change – Alter the vesting period to provide the following vesting schedule:

- 5 Years – 75%
- 7 Years – 100%

### **New Sections:**

#### **Payouts:**

When a vacation payout is offered, members of the bargaining unit may elect to have that payout put into their HCSP or City sponsored retirement account. Further, the sick time payout may also be placed into their HCSP or City sponsored retirement account.

#### **Volunteer Hours:**

8 hours of paid time (straight rate of pay) for volunteering with a local charity or school in the City of Plymouth, Plymouth Township or Plymouth Canton School District.

#### **Educational Allowance:**

The City agrees to provide up to \$1,500 education allowance per fiscal year to be used for educational purposes leading towards an Associate's, Bachelor's or Master's degree including standalone courses work in the field related to their current position in the organization. In addition, EMT courses provided by Emergent Health will also be allowed should the employee also work for the City's Fire/Medical service provider, City of Northville.

Said Educational Allowance shall be available via a bank accessed within the current payroll program beginning on the first full pay period in July of each fiscal year. Unused educational allowance may be carried over from year to year, to a maximum amount of \$3,000.

Educational expenses eligible for reimbursement are tuition and books. Other expenses such as parking fees, mileage, school fees, etc. are not eligible for reimbursement.

Employees will attend courses on their own time and without additional compensation from the City. No course work will be scheduled during normal employee working hours.

Employees can submit proof of payment and copy of the transcripts showing successful completion of class/course for reimbursement. Successful completion shall be defined as a 'C' average or a certificate of completion.

Employees must have prior approval for the course to receive reimbursement. If course is taken without approval from the City Manager/Assistant City Manager, it will not be reimbursed.

Educational institution must be recognized, approved, or accredited by an appropriate agency such as



North Central, State Board of Education, United State Department of Education or other nationally recognized approval agency.

Payment for course will not be made directly to any institution and will be reimbursed after successful course completion. Successful completion shall be defined as a 'C' average or a certificate of completion.

Should an employee voluntarily terminate his/her employment, the employee will reimburse the City for all costs (tuition/books) incurred in taking any course during the previous two-year period. Upon separation from the City there is no payout for the education allowance.

The final decision on any reimbursement shall be at the sole discretion of the City Manager/Assistant City Manager.

## **Remote Work Policy:**

### **Overview**

This policy outlines guidelines for employees who work from a location other than our offices. We want to ensure that both employees and residents of the City of Plymouth will benefit from these arrangements. All remote work arrangements must receive prior approval from the department director and city manager. The city manager has the authority to change any provisions of this policy or an employee's individual arrangement if they deem it to be in the best interest of the City.

Department directors may authorize voluntary temporary or intermittent flexible work arrangements, including combined worksite and remote work schedules under special circumstances, such as to complete a special work assignment, to alleviate transportation disruptions, or to balance work with family care responsibilities. The employee will initiate a request for remote work arrangements with a department manager, who can immediately authorize remote work on an ad hoc basis during a single workweek.

### **Statement of Policy**

The City of Plymouth recognizes that flexible work arrangements and reduced commutes can benefit the employee and the department by making more efficient use of staff time. Remote work policies and requirements that pertain to emergency situations take precedence over the policies outlined in this document and will be communicated separately if enacted. Remote work is a management option, not an entitlement. The agreement may be revoked or modified by the department and/or City at any time for any reason.

### **Not all positions are appropriate or feasible for remote work.**

Working remotely may be appropriate for some employees, depending on the nature and role of the position. Working from home is not an entitlement, it is not a citywide benefit, and it in no way changes the terms and conditions of employment with The City of Plymouth. As municipal government employees, our first priority is to anticipate the needs of our residents and serve them with excellence. It is important that we meet the expectations of residents regarding access to staff while balancing the needs of our team members. As such, the remote work policy provides flexibility but does not allow a permanent work from home schedule. Staff are expected to be available during work hours if the need arises to appear in person.

There are times when remote work authorization can be granted by department supervisors for a short-duration such as one to three days. This is to allow additional flexibility to handle unique situations such as weather (i.e. snowstorm) or onsite contractors (i.e. need to be present in home). These are merely examples but not an exhaustive list.

Remote work does not change the terms and conditions of an employee's employment with the City of Plymouth, nor does this policy modify the terms and conditions of any agreement with any bargaining unit. Current bargaining units do not have any positions eligible for remote work at this time.

Directors and staff will determine long-term and short-term goals for remote work. Directors have discretion to set departmental expectations with remote work and may adjust staff schedules to require a certain number of hours/workdays in person per week. Remote work schedules should be determined on a per case basis depending on the needs of the department, the needs of the City and the requirements of the position.

**Remote Working that Works** To ensure that employee performance will not suffer in remote work arrangements, we suggest the following for our remote employees:

- Choose a quiet and distraction-free working space
- Have an internet connection that's adequate for their job (employee expense)
- Dedicate their full attention to their job duties during working hours
- Adhere to all meal and rest break and attendance schedules agreed upon with their manager and in compliance with state law and/or collective bargaining agreements

Employees need to ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively on those days. Employees must be available during their department's normal work hours while working remotely. However, directors may allow an employee to deviate from their schedule for a period during their day to attend to other business with pre-approval.

The employee is responsible for establishing an appropriate work environment within his or her home for work purposes. The City will not be responsible for costs associated with the setup of the employee's home office, such as internet connectivity, remodeling, furniture or lighting, or for repairs or modifications to the home office space.

The City will determine the equipment needs for each employee on a case-by-case basis. Equipment may be supplied by the City and is to be used for City business purposes only. All City property must be returned when the employee is no longer working remotely and upon termination of employment. Employees are expected to maintain their home workspace free of safety hazards. Injuries sustained by the employee in a home office location while performing regular work duties are normally covered by workers' compensation. Employees are responsible for notifying management and Human Resources of such injuries as soon as possible. The employee is liable for any injuries sustained by visitors to their home worksite.

Consistent with the City's policies and expectations of information privacy and security in the workplace, employees working remotely are expected to ensure the protection of protected personal information (PPI), Protected Health Information (PHI) and any other private or confidential information accessible from their home office.

### **Compliance with Policies**

It is expected that when an employee works from home, they are not taking on additional personal responsibilities that distract them from their job. Our employees must follow all City policies in the

office and while working remotely. Examples of policies that all employees are required to abide by include, but are not limited to, the following:

- Attendance
- Social media
- Confidentiality
- Data protection
- Employee Code of Conduct
- Racial Equity/Anti-Harassment /Equal Opportunity
- Safety
- Dress code when meeting in person or by video with residents, partners, or other outside contacts

### **Productivity and Effectiveness**

Hourly employees will be required to submit a remote work log when they work from a remote location. As department supervisors often work additional hours, they are not required to provide a work log, but their productivity will be measured by the city manager. If at any time, an employee's director determines that an employee is not as productive or as effective in their job as they need to be working remotely, the director, at their discretion, can alter or eliminate the employee's ability to work remotely. All time reporting procedures currently in process remain in process while working remotely.

### **Equipment**

We will provide our employees with equipment that is essential to their job duties, like laptops and remote phone access. We will install VPN and City-required software when employees receive their equipment. Employees should not use their personal equipment to access work information. The City is not responsible for furnishing adequate remote internet connections and will not subsidize employees for use of their private internet services or other household utilities.

Equipment that we provide is City property. The City retains control over the property and reserves the right to monitor City property even when used at your remote location. Employees must keep it safe and avoid any misuse. Equipment supplied by the City is to be used for business purposes only. Only the employee assigned said equipment is authorized to use the equipment. An inventory of all City property received will be kept and the employee agrees to take appropriate action to protect the items from damage or theft. Employees must take proper measures to secure City information, assets, and systems.

Specifically, employees must:

- Keep their equipment password protected
- Store equipment in a safe and clean space when not in use
- Follow all data encryption, protection standards and settings
- Refrain from visiting untrustworthy or suspicious sites
- Only download authorized software with prior approval
- Keep confidential information in locked file cabinets and desks

Upon termination of remote work or separation of employment, all City property must be returned to the City.

### **Confidentiality/Security**

The same security practices required at work regarding City data applied to the employee's designated work space. Employees often work with confidential and/or critical information, and employees must exercise due diligence to ensure that City data and systems are protected, and not left available for intentional or inadvertent access by others. Employees are to follow all laws and City and departmental policies and procedures including technology security, privacy, and confidentiality policies and guidelines as when working in the office.

The employee must follow secure practices to protect equipment, City data and systems. This includes, but is not limited to:

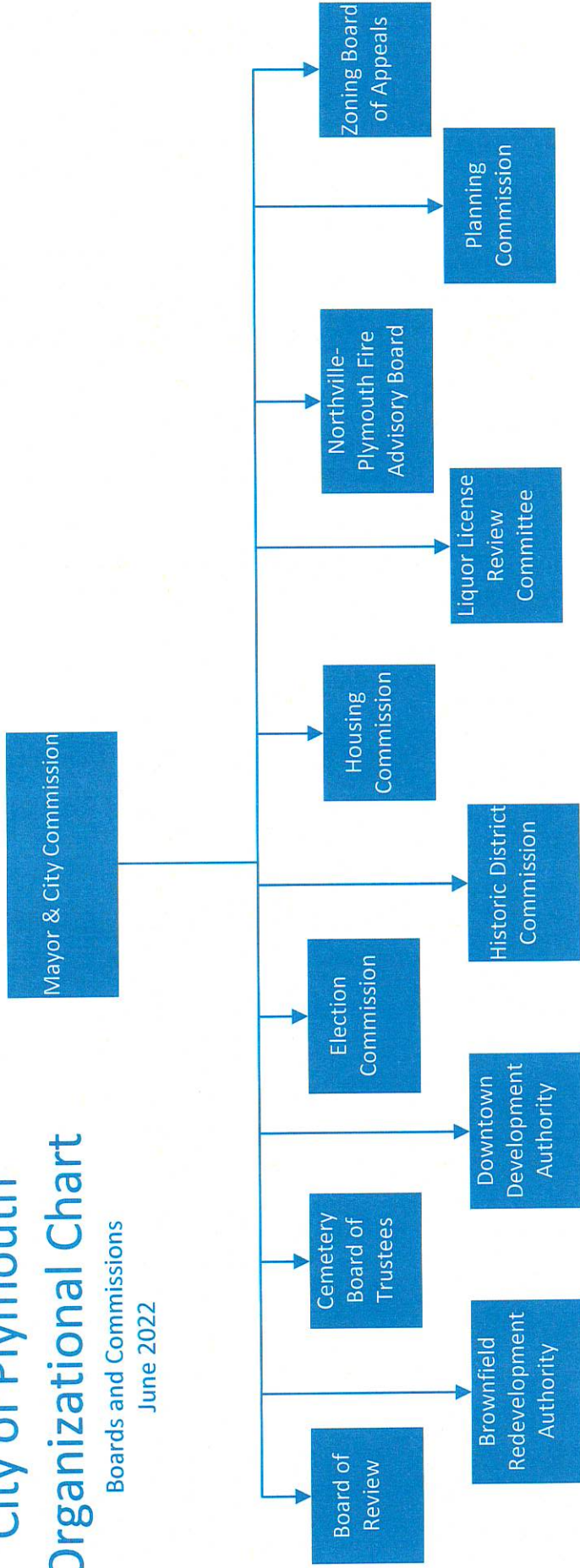
- Employee will not take confidential information home (either on a laptop, flash drive, CD, paper copy, or other medium) without the prior approval from the supervisor. Such an agreement will be for a specific task and time duration.
- Provide secure workspace for protection of City equipment, City data and City systems, particularly confidential data including what is covered under HIPAA regulations.
- Properly use City applications, systems, and network, including use of strong passwords, and logging out of applications when not in use.
- Remote worker will always keep all City equipment and documents in a safe and secure space.
- Due to the nature of some documents, there are documents not available to be removed from City facilities for remote work.
- Return documents containing sensitive information to the Department for proper storage, shredding or disposal and do not discard in a household receptacle.

### **Termination of Remote Work Arrangements**

Failure to comply with the above policy provisions may result in the immediate termination of the remote work arrangement. Unless identified in a written agreement, employees should not assume any specified period of time for remote work arrangements. The City reserves the right to require employees to return to regular, in-office work at any time, with reasonable notice whenever feasible.

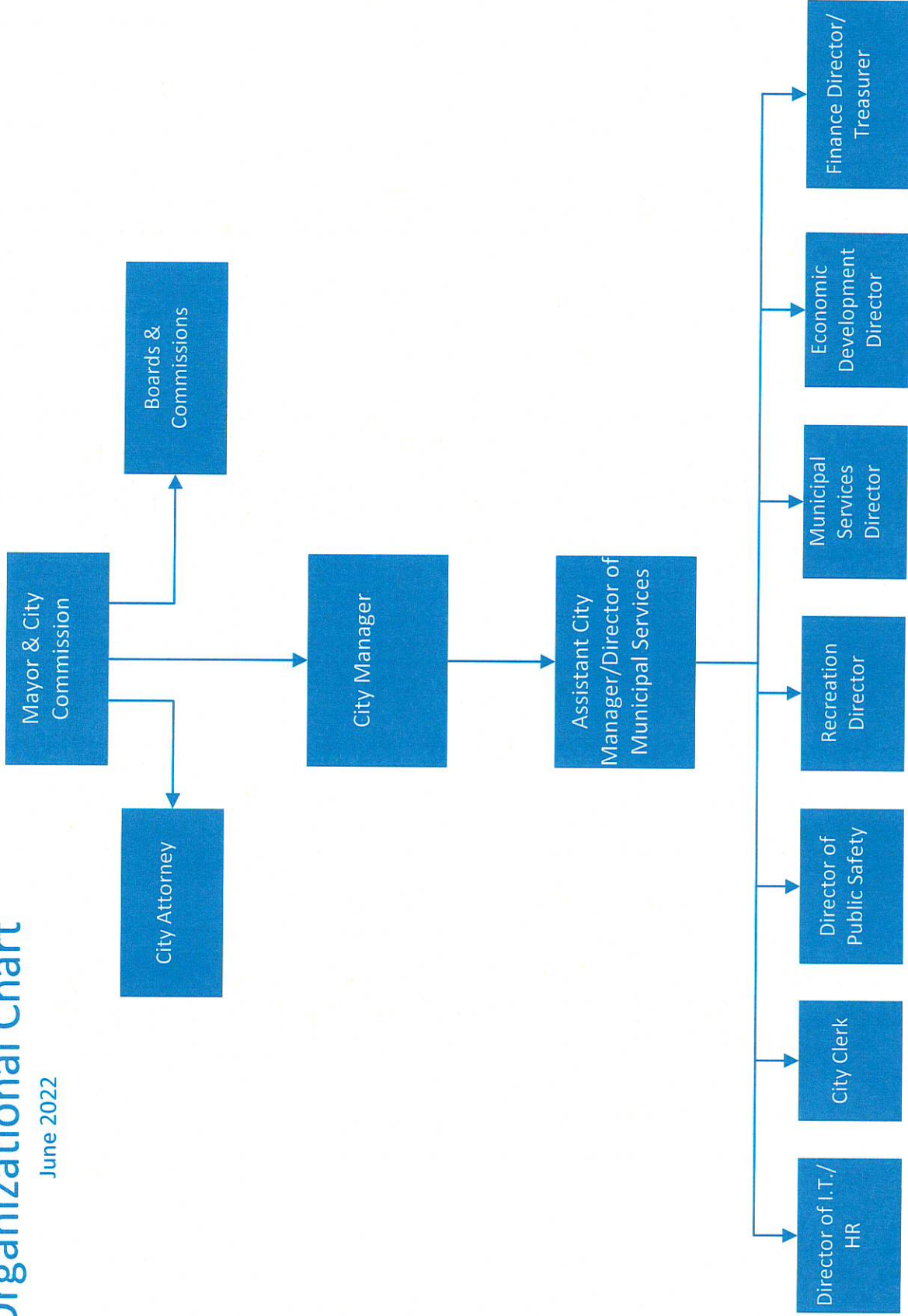
# City of Plymouth Organizational Chart

Boards and Commissions  
June 2022



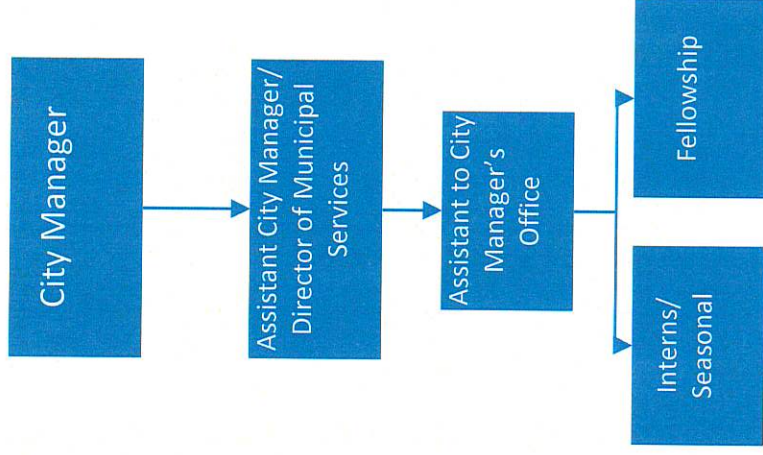
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June 2022



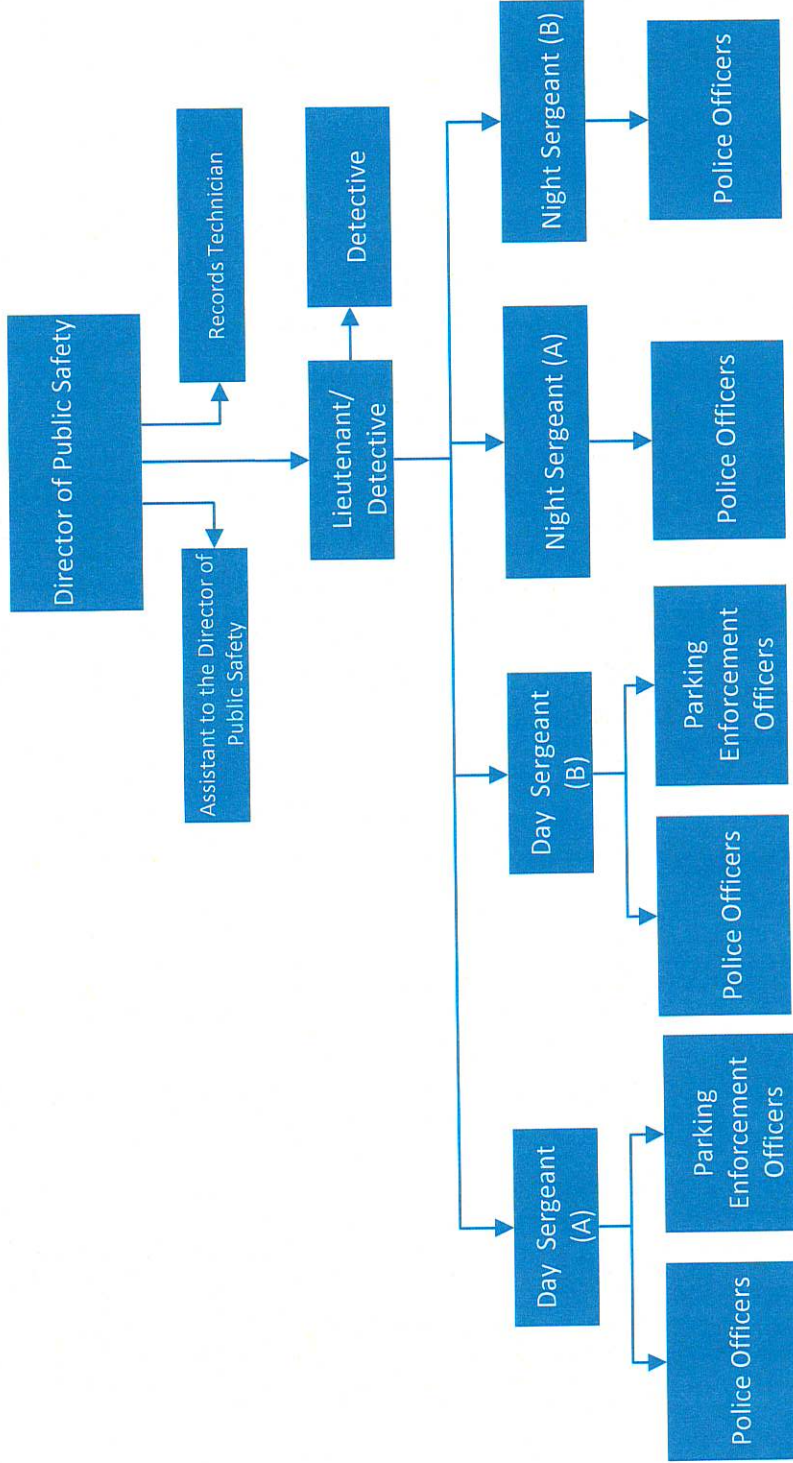
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June 2022



# City of Plymouth Organizational Chart

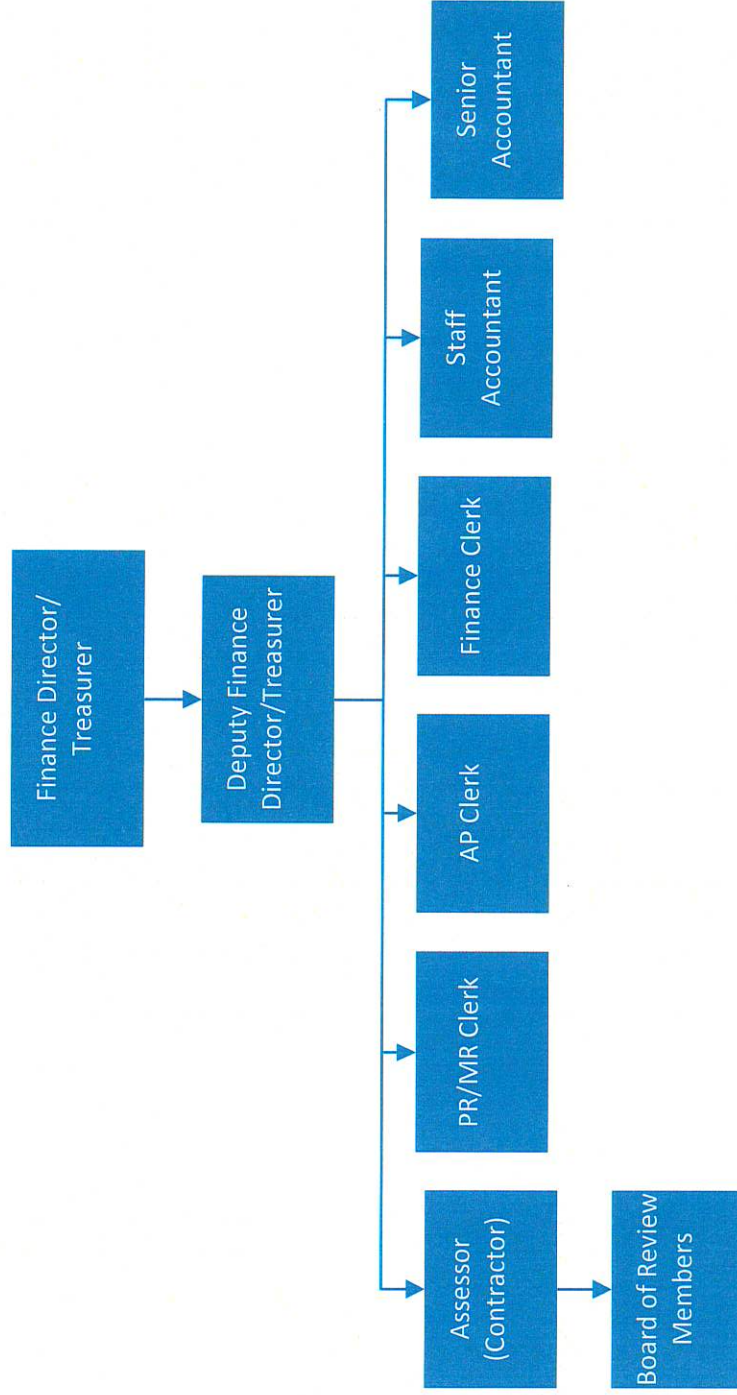
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# City of Plymouth Organizational Chart

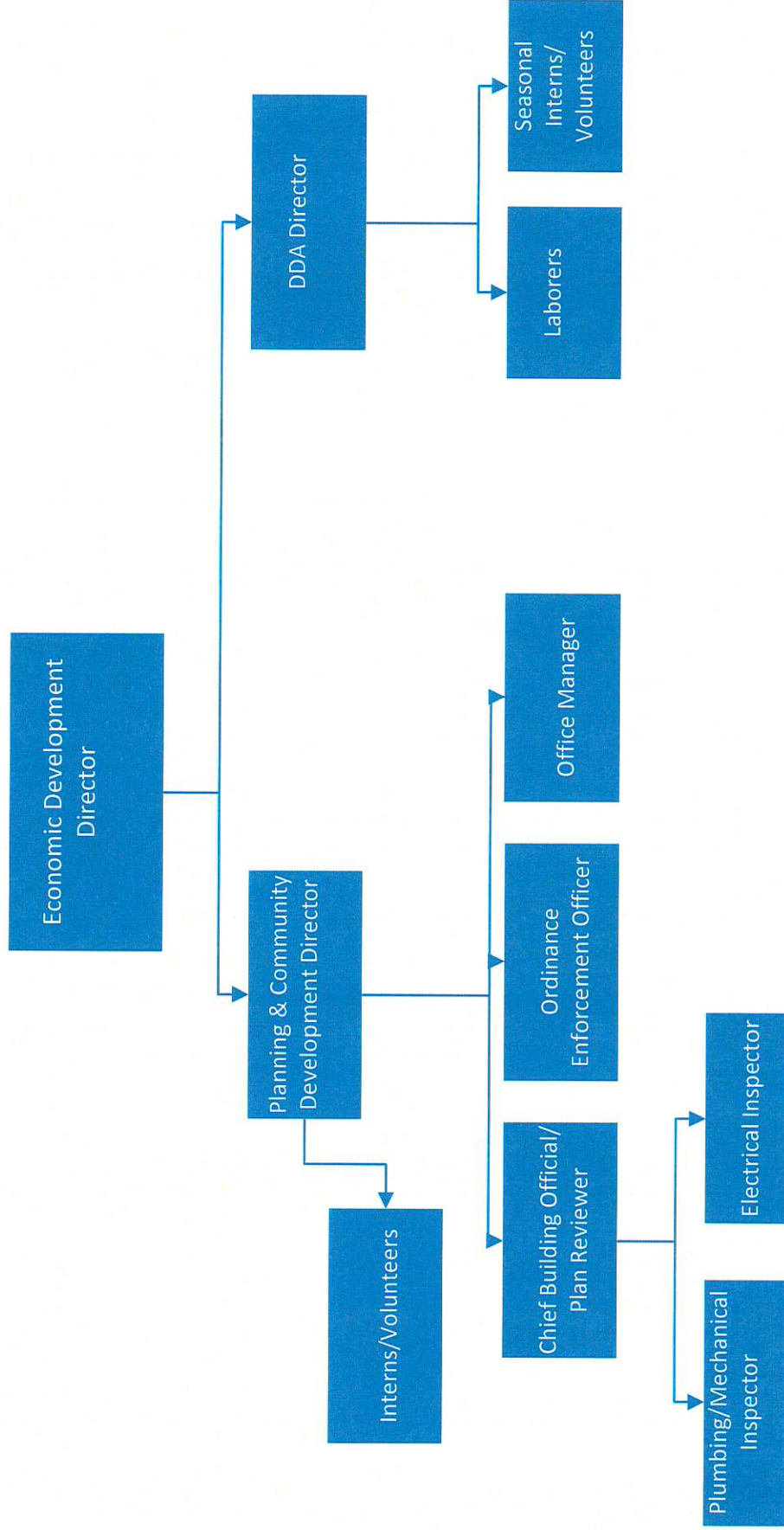
June 2022



# City of Plymouth Organizational Chart

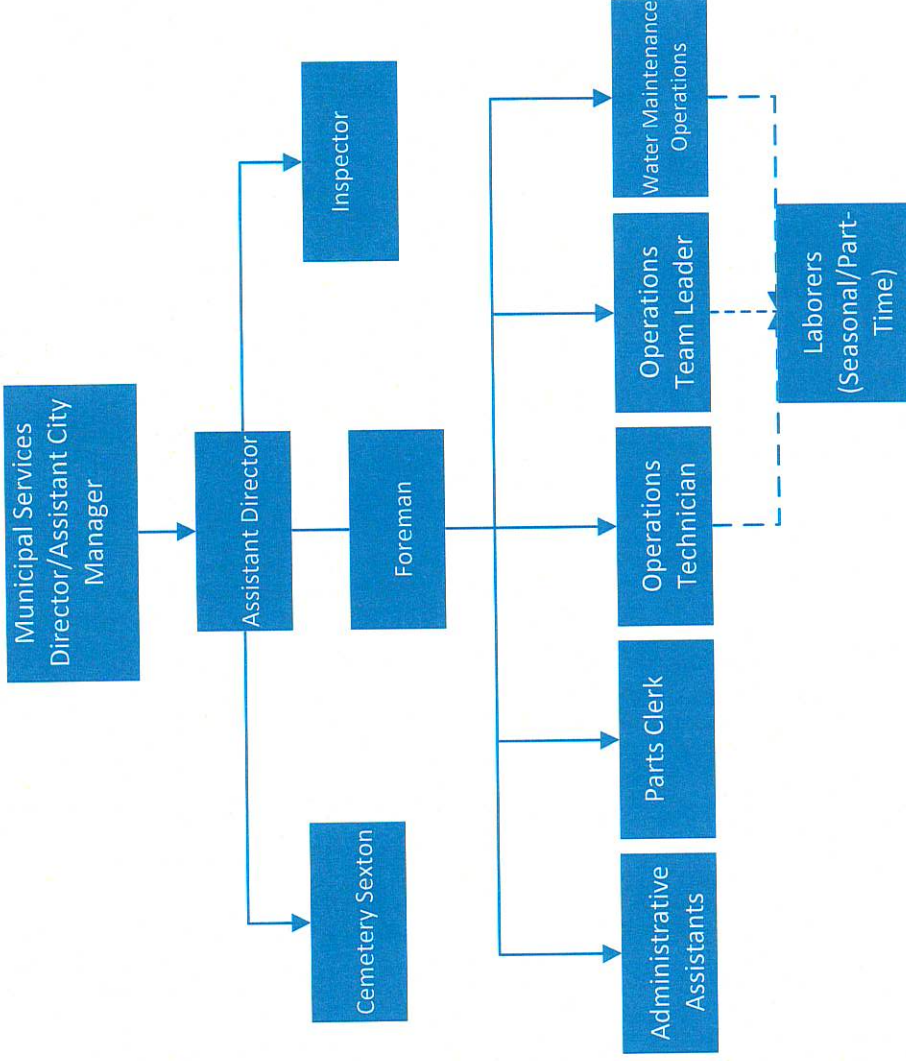
## Economic Development Department

June 2022



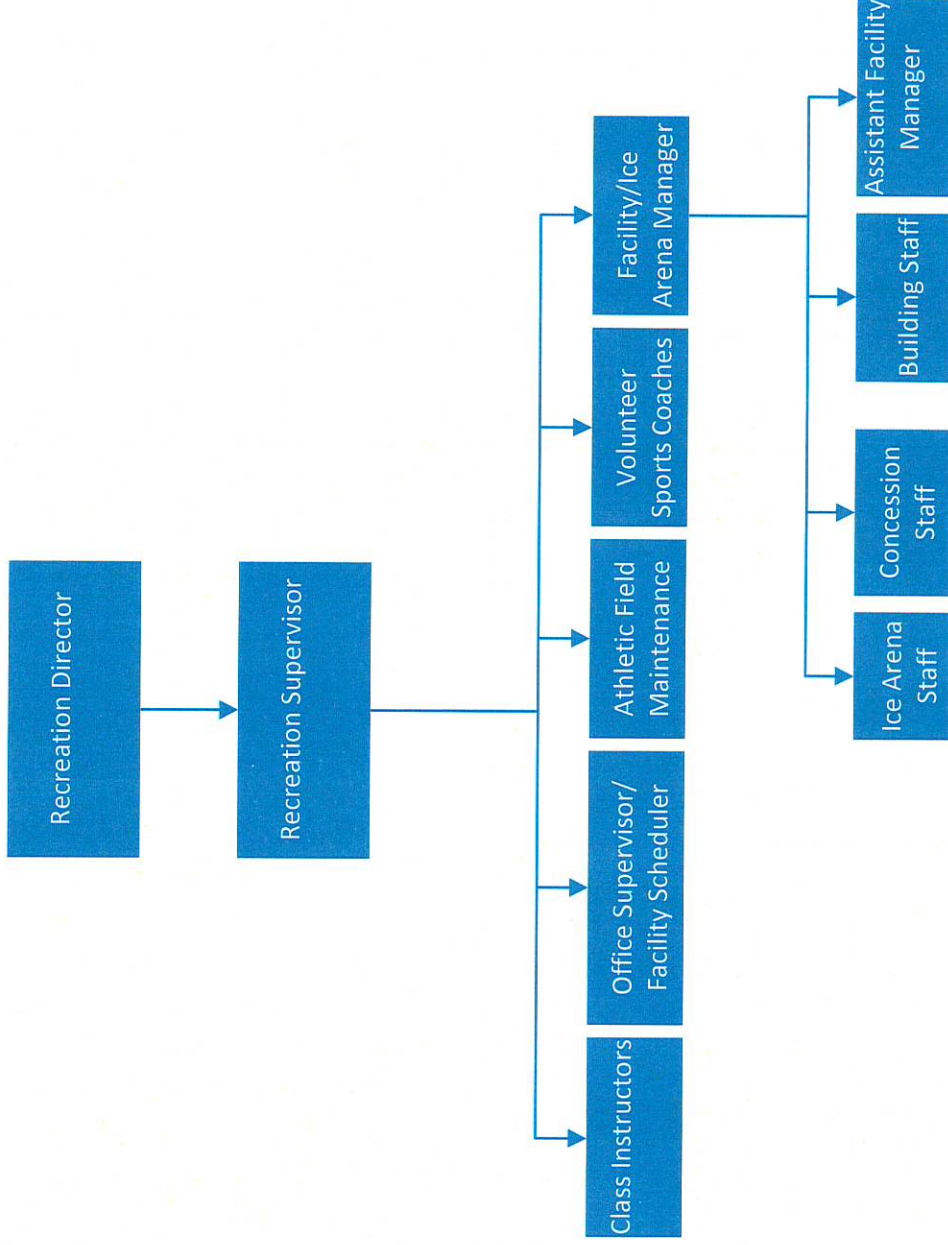
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June 2022



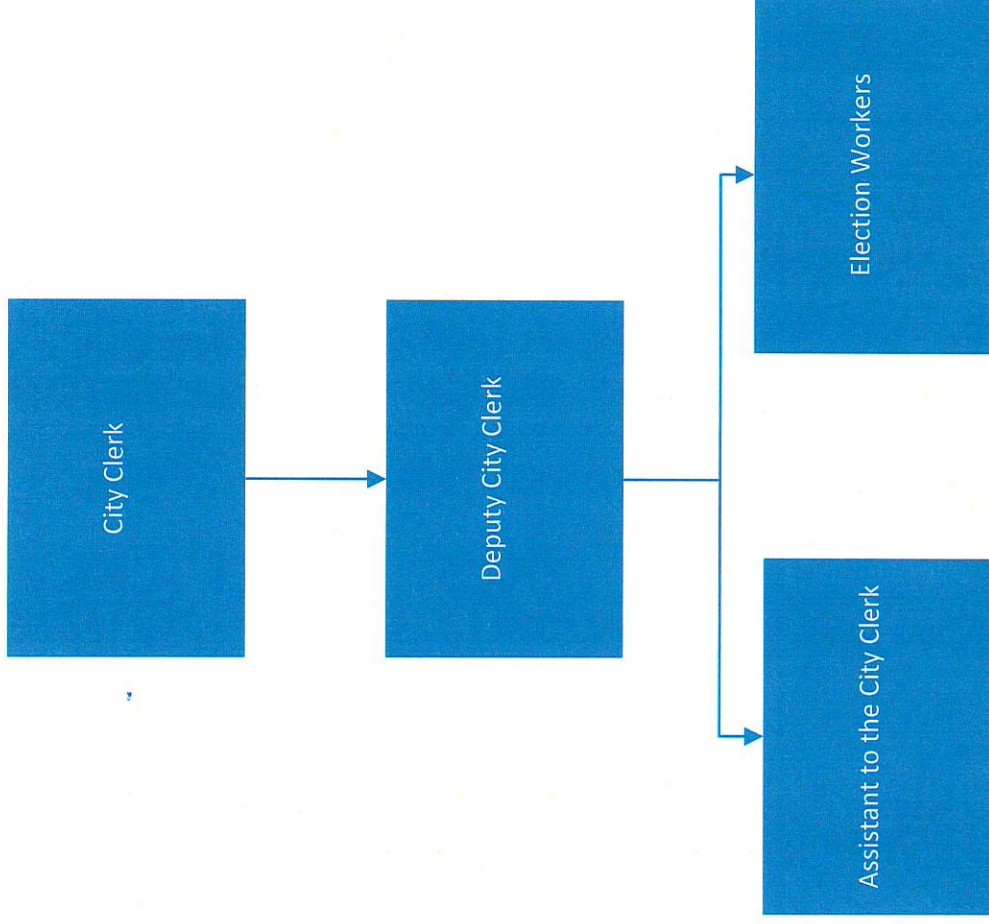
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June 2022



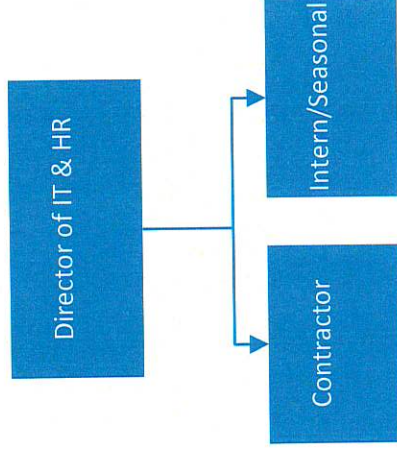
# City of Plymouth Organizational Chart

June 2022



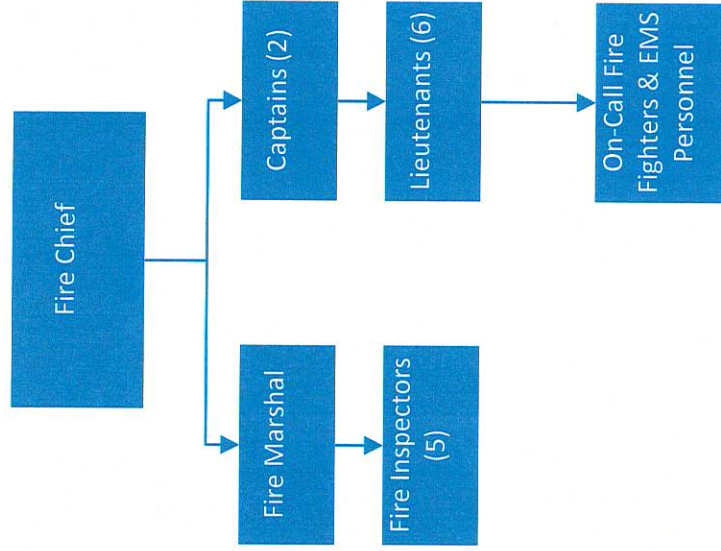
# City of Plymouth Organizational Chart

June 2022



# City of Plymouth Organizational Chart

June 2022



**PLYMOUTH CITY COMMISSION**  
**RESOLUTION OF ADOPTION**  
Employee Manual Updates

WHEREAS, the City of Plymouth maintains an employee manual for its employees covering a variety of topics;

WHEREAS, the policy manual requires updates periodically as changes are made to ensure compliance with any legal statutes at the local, state and federal levels of government;

WHEREAS, the City staff has researched and proposed the latest changes in conjunction with labor counsel;

NOW THEREFORE BE IT RESOLVED, that the City of Plymouth adopts the recommendations from the City Administration regarding the updates to the sections of the employee manual including Education/Tuition Policy, Health Care Savings Plan (HCSP) Vesting Period, Retention Bonus Scale, Bereavement Leave, Certification Compensation, Meal Compensation Rate Adjustment, Corrected Organizational chart, Eliminate Position Classifications and new sections for Leave Balance Payouts, Volunteer Hours, Educational Allowance, Remote Work Policy.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_





## Administrative Recommendation

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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 - Software Cloud Based Services - BS&A - 07-05-22.docx*  
Date: June 30, 2022  
RE: Software Cloud Based Services – BS&A Cloud Upgrade

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### Background

The City Commission may be aware of the fact that we have been moving to what is called the Software as a Service (SaaS) model. This is different than the traditional on-premises location for software and servers. This is a cloud-based system. Using this system would allow us to be able to conduct business with a computer and an internet connection. The SaaS model allows the city more flexibility, especially in the case of some type of incident which would require us to implement our disaster recovery plan.

The best way that I can look at a real example locally is to use the 35<sup>th</sup> District Court. You may recall that the Court suffered a disastrous fire many years ago. It just so happened, that there was a back up copy of everything at the court that was off site when the fire struck. That back up tape and the fact that the city had the same type of servers and back-room equipment, allowed the court to continue to operations without missing a beat.

The proposed SaaS system will allow us to have off site back ups stored in the Cloud. No need to have and maintain expensive and hard to obtain (supply chain issues) servers in City Hall. We currently use the SaaS model for the Recreation Department, Police Department, City Clerk's functions, and more. This is the next step, and it will be moving our financial software to the SaaS model over the next year and half.

We have attached a memorandum from Tom Alexandris which gives significantly more detail on this project. Again, this is a multi-fiscal year project that will have funding in several different funds.

## **Recommendation**

The City Administration recommends that the City Commission adopt the proposed SaaS model for our BS&A software packages. 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 either Tom or myself.



# CITY OF PLYMOUTH

www.plymouthmi.gov

201 S. Main  
Plymouth, Michigan 48170-1637

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

TO: Paul Sincock  
City Manager

June 30, 2022

FROM: Tom Alexandris,  
Director of IT/HR

SUBJECT: Software & Services for BS&A Cloud Upgrades

## Background

Over the last few years, the City has been moving towards a Software as a Service (SaaS) model vs the traditional on premise environment as it relates to the various pieces of software that are used. It has also been referred to Cloud-Based software. In a SaaS model, there is no application software onsite in any facility and is provided to end users over the internet.

With the SaaS model, if you have an internet connection you have access to the application from anywhere in the world. There is no equipment needed other than what allows you to access the internet.

In the event of an incident in which we would have to implement our disaster recovery plan, the SaaS model has a distinct advantage. If something were to occur, where our computer systems become unavailable, we can relocate to another location that has Internet access. From there accessing our various applications is as simple as opening a web browser.

The City currently operates a number of applications using the SaaS model.

- Recreation – RecTrac (Activity Registration)
- Police – CLEMIS (Police Management/Report System)
- Police – Utility Body Worn (Body Cam System)
- Clerk – QVF (Qualified Voter File)
- Administration – Microsoft Office 365 (Office Applications)
- Fire – Fire House (Fire Management/Report System)

## BS&A Software

The City of Plymouth utilizes BS&A software of Bath, MI for the following applications: General Ledger, Accounts Payable, Cash Receipting, Miscellaneous Receivables, Fixed Assets, Purchase Order, Utility Billing, Payroll, Human Resources, Timesheets, Building Department, Assessing,

THE CITY OF HOMES

[twitter.com/PlymouthMIgov](https://twitter.com/PlymouthMIgov)

[facebook.com/CityofPlymouthMI](https://facebook.com/CityofPlymouthMI)

Tax, Delinquent Personal Property, Special Assessment, Animal Licensing, Field Inspections, Inventory Management, Work Orders.

The City's relationship with BS&A software began in 1994 with the purchase of the Assessing software. Over the years, we have added numerous applications. BS&A specializes in governmental software and the leading provider in this sector.

To continue to provide software availability to our employees, residents, business owners, property owners and others, we want to upgrade our existing on-premise BS&A software and move to the SaaS/Cloud-Based software model.

While there are upfront costs, the long-term maintenance and administration of the software and associated hardware is dramatically reduced (discussed below). We would be able to eliminate several locally maintained pieces of software and hardware. The hardware reduction (elimination of 3 application/database servers) alone would allow us.

Below are some highlights of the upgrade to the BS&A Software SaaS/Cloud-Based software model from BS&A.

#### Cloud-Based ERP Software

Simply put, Cloud computing is the full-range delivery of computing services over the internet. Servers, storage, databases, software, and analytics in the Cloud environment result in flexible resources, remote access, and economies of scale. Prior to the Cloud, municipal customers accessed applications from software downloaded on a physical server in their building. Cloud computing offers access to web-based applications through the internet, allowing users to work at any time and from any location.

BS&A's Cloud-Based ERP software was designed from the ground up to address the challenges of remote work, 24-hour availability, and ease of use. We have completely rewritten our software to take advantage of web-based technology designed for use in Microsoft Azure data centers. This allows you to focus on providing services to your community, rather than relying on I.T. administration.

#### Rapid, Hassle-free Updates

BS&A manages all Cloud-Based ERP system updates on an ongoing basis. This allows you to keep up with the evolving needs of your municipality and ensures that you are using the most up-to-date technology and functionality. With BS&A's Cloud-Based ERP, updates take a minimal amount of time, and usually occur during off hours to prevent business disruptions.

### Software as a Service

BS&A's Cloud-Based ERP is Software as a Service (SaaS). A single version of our ERP software and its associated infrastructure services multiple municipalities. However, while each municipality uses the same software and is hosted on the same Microsoft servers, each organization has its own separate SQL database, and is inaccessible to others. BS&A's product is a true Cloud-Based ERP system.

### Accessibility

BS&A's Cloud-Based ERP users can access business information in real time, from anywhere, and on any device. This ensures staff members across the municipality are working with the same data no matter the location and can make decisions faster and more confidently.

### Scalability

Without the challenges of adding more servers for more users, BS&A's Cloud-Based ERP solution makes scaling your municipality easier. As your municipality grows, our Cloud-Based ERP grows as well.

### Security, Compliance, and Disaster Recovery

In partnership with Microsoft Azure and Microsoft data centers, BS&A's Cloud-Based ERP offers industry-leading security and compliance for our municipal customers.

### Storage Resilience and Access

If on-premises hardware fails, our municipal customers could spend a considerable amount of time and money transferring data to a newly purchased storage system. With BS&A's Cloud-Based ERP, data is housed in Microsoft data centers, where these tasks are automatically managed.

### BS&A Cloud ERP

BS&A's Cloud-Based ERP was built from the ground up for the Cloud and is designed specifically for local government. It offers real-time insights, allows you to provide better constituent service, and integrates essential financial and operational functions. For over 30 years, our complete focus has been to provide outstanding software and unparalleled service to our public sector clients. It's who we are and it's what we do.

Our recent transition to Invoice Cloud is fully compatible with proposed BS&A Cloud upgrade.

### Costs

Upgrade Cloud Modules - \$35,115 (avg \$2,341/application)

The applications to be upgraded are as follows:

Financial Management – General Ledger, Accounts Payable, Cash Receipting,

Accounts Receivables, Fixed Assets, Purchase Order, Utility Billing  
Personnel Management – Payroll, Human Resources, Timesheets  
Community Development – Building Department  
Property – Assessing, Tax, Delinquent Personal Property, Special Assessment

Project Management/Implementation Planning - \$27,250

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

Implementation & Training – \$49,000 (estimated/billed for actual time)

Total implementation and training is estimated to be approximately 49 days:

Software Setup	Days:12	\$12,000
Financial Management Modules	Days:16	\$16,000
Personnel Management Modules	Days:10	\$10,000
Community Development Modules	Days:8	\$8,000
Property Modules	Days:3	\$3,000

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Installation is roughly 10-12 months away which allows time for planning for a smooth transition. We are looking at a 2<sup>nd</sup> quarter of 2023 installation time frame.

### Recommendation

In summary, looking long-term, moving to a SaaS/Cloud-Based delivery model of the City's accounting software system is in the best interest of the City for the following reasons:

Lower overhead costs, elimination of hardware (i.e. servers and equipment) reduction in day to day administration, reduction in hardware costs, greater software security, seamless data backups, greater accessibility, improved disaster recovery and consistent with overall direction of technology for the City

The attached resolution if approved authorizes the City to proceed with upgrading the current BS&A ERP software to an SaaS model.

**PLYMOUTH CITY COMMISSION  
RESOLUTION OF ADOPTION**

**Software & Services for BS&A Cloud Upgrades**

WHEREAS, the City of Plymouth utilizes software to provide financial services, personnel management, community development and property software;

WHEREAS, the current software, BS&A software, being used since 1994, is based on using on-premise hardware and software, resulting in greater day-to-day management of said software and hardware;

WHEREAS, the City has recommended upgrading the current software to a SaaS model (cloud based) to allow for reducing overhead costs, elimination of hardware (i.e. servers and equipment), reduction in day to day administration, reduction in hardware costs, greater software security, seamless data backups, greater accessibility, improved disaster recovery and consistent with overall direction of technology for the City.

NOW THEREFORE BE IT RESOLVED, that the City of Plymouth contracts with BS&A Software to upgrade to a SaaS/Cloud-Based software delivery for Financial Management (General Ledger, Accounts Payable, Cash Receipting, Accounts Receivables, Fixed Assets, Purchase Order, Utility Billing) Personnel Management (Payroll, Human Resources, Timesheets), Community Development (Building Department) and Property (Assessing, Tax, Delinquent Personal Property, Special Assessment). The funds will be drawn from multiple accounts across multiple funds including the General Fund, Building Fund, Water Fund, Street Funds, Cemetery Fund and Waste/Recycling Fund across multiple fiscal years.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_





## Administrative Recommendation

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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 - Purchase of LED Light Fixtures for Cultural Center - Wayne County Grant 07-05-22.docx  
Date: June 24, 2022  
RE: Authorize Expenditure Wayne County Park Millage Funds

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### Background

The City Commission is aware that a small portion of the Wayne County Parks Millage is returned to the City each for improvements to our parks and recreation facilities. This year the intergovernmental agreement with the County is to use the funding for safety lighting at the Plymouth Cultural Center. This would add new lighting to the front of the Cultural Center. This would allow the traffic lane in front of the building to have proper lighting to help with safety of children crossing the traffic in the pickup and drop off zone.

The Recreation Department has gone out for bids for the fixtures and poles of the new lights. There was only one bid that came in and that was for an alternate device. Obviously, supply chain issues are affecting our ability to obtain light fixtures. We have a similar case with lighting fixtures on the Harvey Street construction project. The vendor is Shaw Construction of Livonia, and the fixtures are from RAB Lighting. The lights are what are called "Dark Sky Conformance" fixtures, which means no light above the fixture into the sky. They are also energy efficient LED Lights and use green technology.

The Recreation Department has reviewed the alternate submitted by Shaw Construction and finds it as an acceptable alternative product. We have attached a memorandum from Steve Anderson as additional background information.

### Recommendation

The City Administration recommends that the City Commission authorize the purchase of six (6) ALED5578N/D10 light fixtures in accordance with the bid submitted by Shaw Construction in the amount of \$7,975.00 for the PCC Safety Lighting Project.

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 contact Steve Anderson or myself.



# CITY OF PLYMOUTH

www.plymouthmi.gov

Recreation Department  
Plymouth Cultural Center  
525 Farmer  
Plymouth, MI 48170

Phone 734-455-6620

## Memo

To: Paul Sincock, City Manager  
From: Steve Anderson, Recreation Director   
CC:  
Date: 6/23/2022  
Re: Purchase of LED Fixtures and Poles for PCC Safety Lighting Project

As you are aware, Wayne County has again returned some of the Wayne County Parks Millage funds back to the local communities to specifically fund recreational capital improvements. The City of Plymouth's share of these funds for this budget year is \$20,146.00. This year, we would like to use our millage allocation to improve the lighting in front of the Cultural Center for increased pedestrian safety.

The Cultural Center has a north and south entry / walkway that allows access to the Community Center / Ice Arena from a 250-car parking lot. In the process of getting to and from the parking lot, the pedestrians must also cross a main driveway or "drop-off" area as well. The current lighting for these pedestrian walkways is minimal at best and should be enhanced for the drivers to properly see the families crossing this driveway / drop off area.

We held a public bid opening for the proposed lighting fixtures and poles in the City Manager's Office at 10:30am on June 2, 2022 with me, Sue Campbell and Maureen Brodie in attendance.

In our bid packet for the LED fixtures and poles, we specified a product from LightMart.com. Ironically, after e-mailing the bid packet to the LightMart.com Sales Rep., as well as speaking to him twice on follow up phone calls to verify they were going to bid, LightMart.com failed to send in a bid for their very own product.

Thankfully, we did have one other contractor submit a bid on another product that is a very acceptable alternative for this project. Additionally, the alternate fixtures came in \$695.00 less than the originally budgeted amount for the specified fixtures.

The vendor for the alternate fixtures is Shaw Construction of Livonia, Mi. The supplier is RAB Lighting that has an office located on Rhonda Dr. in Canton Township. (please see attachments for fixture cut sheets).

We would like to recommend the purchase of six (6) of the attached LED light fixtures and poles from Shaw Construction of Livonia Michigan in the total amount of \$7,975.00 for the PCC Safety Lighting Project.

Please feel free to contact me at anytime with any additional information that you may need.

THE CITY OF HOMES

twitter.com/plymouthmigov facebook.com/cityofplymouthrecreation



**CONSTRUCTION &  
MANAGEMENT CO.**

COMMERCIAL & INDUSTRIAL  
GENERAL CONTRACTORS

June 2, 2022

Ms. Maureen Brodie  
City Clerk  
City of Plymouth  
201 S. Main St.  
Plymouth, MI

Campus Series LED Light Pole Kit 100 Watt Bid

Ms. Brodie,

In response to your request for bid;

References:

1. City of Plymouth- Multiple Projects- Chris Porman 734.453.737
2. CFCU- Replace all site lighting- Bill Leon 734.634.8120
3. Wyandotte Schools- Multiple Projects, Bernie Bowers 734.759.6017

Alternate Prices:



Alternate 1: \$7,975.00- (6)RAB LED 5S78 Fixture with Pole- see cut sheets

Alternate 2- \$6,532.00- (6) RAB LED 5T52N Fixture with Pole- see cut sheets

Sincerely yours,

Shaw Construction & Management Co.

Theodore V. Barker, President

**AFFIDAVIT OF NONCOLLUSION**

STATE OF MICHIGAN COUNTY OF WAYNE

THEODORE V. BARKER (name), being first duly sworn deposes and says

that he is PRESIDENT (title) of SHAW CONSTRUCTION AND MANAGEMENT (corporation)

who submits herewith to the City of Plymouth a proposal for **Purchase of Item #PKCAMP100AB Exterior Lighting** for the City of Plymouth and certifies:

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such proposal is genuine and not collusive or sham;

That said bidder has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Plymouth, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

1. Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
2. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his bid;
3. Did not in any manner, either directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else or to raise or fix any overhead, profit, cost element of his proposal price or of that of anyone else;
4. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the content thereof, or divulge information relative thereof, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in this business.

SHAW CONSTRUCTION AND MANAGEMENT

Firm Name  
6/2/2022

Date:

  
Signature of Bidder



High output LED pole top area light with IES type V square distribution. Wide and uniform 360 degree pattern ideal for large outdoor areas such as parking lots, corporate parks, and retail settings.

Color: Bronze

Weight: 33.1 lbs

Project:

Type:

Prepared By:

Date:

**Driver Info**

Type	Constant Current
120V	0.56A
208V	0.34A
240V	0.33A
277V	0.26A
Input Watts	65W

**LED Info**

Watts	78W
Color Temp	4000K (Neutral)
Color Accuracy	73 CRI
L70 Lifespan	100,000 Hours
Lumens	9,587
Efficacy	147.5 lm/W

**Technical Specifications**

**Compliance**

**UL Listed:**

Suitable for wet locations

**IESNA LM-79 & LM-80 Testing:**

RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80.

**Dark Sky Conformance:**

Conforms to (allows for conformance to) the IDA's fully shielding requirement, emitting no light above 90 degrees (with the exclusion of incidental light reflecting from fixture housing, mounts, and pole).

**DLC Listed:**

This product is listed by Design Lights Consortium (DLC) as an ultra-efficient premium product that qualifies for the highest tier of rebates from DLC Member Utilities. Designed to meet DLC 5.1 requirements.

DLC Product Code: P9KFA9GA

**LED Characteristics**

**LEDs:**

Long-life, high-efficacy, surface-mount LEDs

**Color Consistency:**

7-step MacAdam Ellipse binning to achieve consistent fixture-to-fixture color

**Color Stability:**

LED color temperature is warranted to shift no more than 200K in color temperature over a 5-year period

**Color Uniformity:**

RAB's range of Correlated Color Temperature follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2017.

**Performance**

**Lifespan:**

100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

**Optical**

**BUG Rating:**

B3 U1 G2

**Optics:**

Square, Type V distribution

**Construction**

**Cold Weather Starting:**

The minimum starting temperature is -40°C (-40°F)

**Maximum Ambient Temperature:**

Suitable for use in up to 40°C (104°F)

**Thermal Management:**

Superior thermal management with external air-flow fins

**Technical Specifications (continued)**

**Construction**

**Effective Projected Area:**

EPA = 0.7

**Lens:**

Clear polycarbonate

**Reflector:**

Vacuum-metallized polycarbonate

**Gaskets:**

High-temperature silicone

**Mounting:**

Tenon for 2 3/8" or 3" OD post or pole-top adaptor

**Finish:**

Formulated for high durability and long-lasting color

**Green Technology:**

Mercury and UV free. RoHS-compliant components.

**Electrical**

**Driver:**

Constant Current, Class 2 with 4kV surge protection, 120-277VAC, 50/60 Hz, 120V: 0.56A, 208V: 0.34A, 240V: 0.33A, 277V: 0.26A

**THD:**

5.96% at 120V, 9.27% at 277V

**Power Factor:**

99.5% at 120V, 91.6% at 277V

**ALED5S78 with Dimmable Drive:**

Driver includes dimming control for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Dims down to 10%.

**Other**

**Patents:**

The designs of the ALED5S are protected by patents pending in US, Canada, China, Taiwan and Mexico

**BAA Compliance:**

Click [here](#) for BAA compliance.

**Warranty:**

RAB warrants that our LED products will be free from defects in materials and workmanship for a period of five (5) years from the date of delivery to the end user, including coverage of light output, color stability, driver performance and fixture finish. RAB's warranty is subject to all terms and conditions found at [rablighting.com/warranty](http://rablighting.com/warranty).

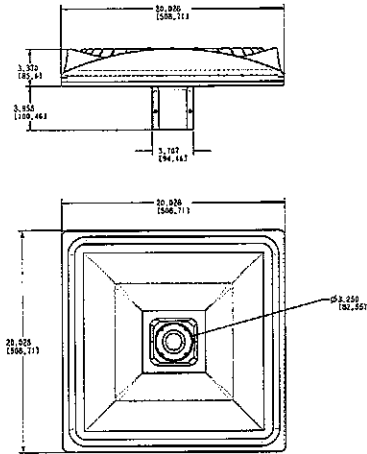
**Equivalency:**

Equivalent to 250W Metal Halide

**Buy American Act Compliance:**

RAB values USA manufacturing! Upon request, RAB may be able to manufacture this product to be compliant with the Buy American Act (BAA). Please contact customer service to request a quote for the product to be made BAA compliant.

**Dimensions**



**Features**

- Precision optics deliver uniform, optimal light distribution
- Perfect for parking lots and pathways
- 100,000-Hour LED lifespan



**Project:**

**Type:**

**Prepared By:**

**Date:**

Square steel poles with welded tenon included for use with floodlights. Designed for ground mounting. Poles are stocked nationwide for quick shipment. Protective packaging ensures poles arrive at the job site good as new.

Color: Bronze

Weight: 83.0 lbs

**Technical Specifications**

**Compliance**

**CSA Listed:**

Suitable for wet locations

**Construction**

**Shaft:**

46,000 p.s.i. minimum yield.

**Hand Holes:**

Reinforced with grounding lug and removable cover

**Base Plates:**

Slotted base plates 36,000 p.s.i.

**Shipping Protection:**

All poles are shipped in individual corrugated cartons to prevent finish damage

**Color:**

Bronze powder coating

**Tenon:**

Welded 2 3/8" tenon included

**Height:**

10 FT

**Gauge:**

11

**Wall Thickness:**

1/8"

**Shaft Size:**

4"

**Hand Hole Dimensions:**

3" x 5"

**Bolt Circle:**

8 1/2"

**Base Dimension:**

8"

**Technical Specifications (continued)**

**Construction**

**Weight:**

101 lbs

**Anchor Bolt:**

Galvanized anchor bolts and galvanized hardware and anchor bolt template. All bolts have a 3" hook.

**Anchor Bolt Templates:**

WARNING Template must be printed on 11" x 17" sheet for actual size. CHECK SCALE BEFORE USING. Templates shipped with anchor bolts and available [online](#).

**Pre-Shipped Anchor Bolts:**

Bolts can be pre-shipped upon request for additional freight charge

**Max EPA's/Max Weights:**

- 70MPH 28.8 ft./800 lb.
- 80MPH 21.6 ft./510lb.
- 90MPH 16.5 ft./510 lb.
- 100MPH 12.9 ft./510 lb.
- 110MPH 10.3 ft./500 lb.
- 120MPH 8.3 ft./495lb.
- 130MPH 6.7 ft./495 lb.
- 140MPH 5.5 ft./485 lb.
- 150MPH 4.5 ft./480 lb

**Buy American Act Compliance:**

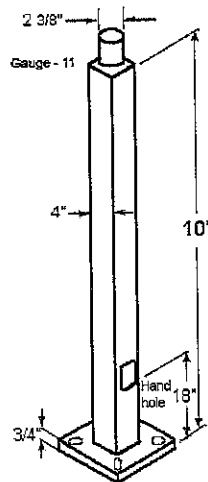
RAB values USA manufacturing! Upon request, RAB may be able to manufacture this product to be compliant with the Buy American Act (BAA). Please contact customer service to request a quote for the product to be made BAA compliant.

**Other**

**Terms of Sale:**

Pole Terms of Sale is available [online](#).

**Dimensions**



**Features**

- Designed for ground mounting
- Heavy duty TGIC polyester coating
- Reinforced hand holes with grounding lug and removable cover for easy wiring access
- Pole caps, base covers & bolts are sold separately
- Custom manufactured for each application





Color: Bronze

Weight: 67.5 lbs

Project:

Type:

Prepared By:

Date:

**Technical Specifications**

**Compliance**

**CSA Listed:**

Suitable for wet locations

**Construction**

**Description:**

Steel pole 4" round 11 gauge 10 foot welded tenon square base

**Shaft:**

46,000 p.s.i. minimum yield.

**Hand Holes:**

Reinforced with grounding lug and removable cover

**Base Plates:**

Slotted base plates 36,000 p.s.i.

**Color:**

Bronze powder coating

**Tenon:**

Welded 2 3/8" tenon included

**Height:**

10 FT

**Gauge:**

11

**Wall Thickness:**

1/8"

**Shaft Size:**

4"

**Anchor Bolt Templates:**

WARNING Template must be printed on 11" x 17" sheet for actual size. CHECK SCALE BEFORE USING. Templates shipped with anchor bolts and available [online](#).

**Max EPA's/Max Weights:**

- 70MPH 19.1 ft./700 lb.
- 80MPH 14.4 ft./620 lb.
- 90MPH 11.1 ft./585 lb.
- 100MPH 8.7 ft./445 lb.
- 110MPH 7.0 ft./370 lb.
- 120MPH 5.7 ft./335lb.
- 130MPH 4.6 ft./300 lb.
- 140MPH 3.8 ft./265 lb.
- 150MPH 3.1 ft./180 lb

**Accessories:**

Base/Cap: [BASE-R4](#)

Anchor Bolts: [BOLT4/11](#)

**Technical Specifications (continued)**

**Other**

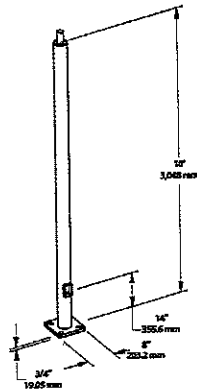
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**Dimensions**

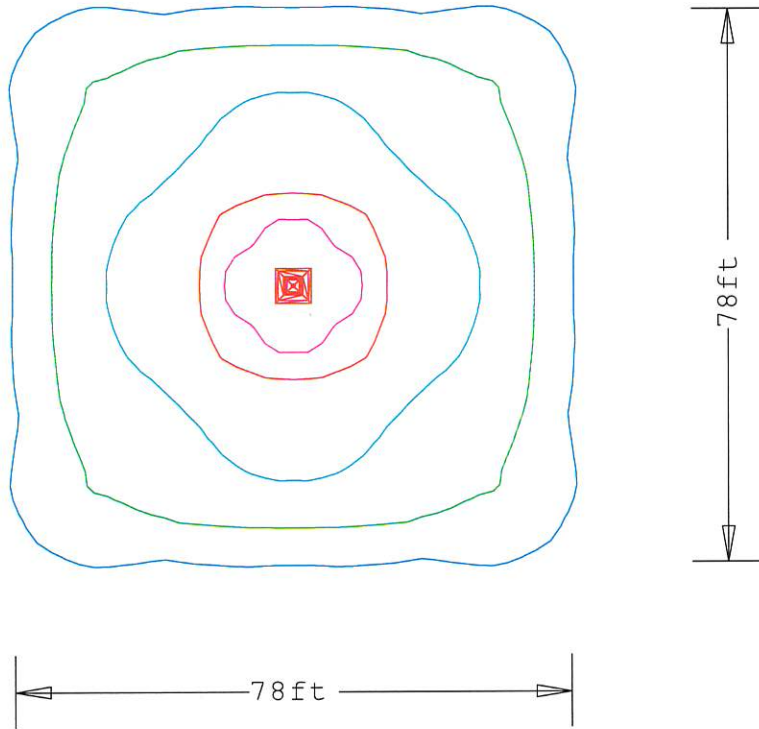


**Features**

- Designed for ground mounting
- Heavy duty TGIC polyester coating
- Reinforced hand holes with grounding lug and removable cover for easy wiring access
- Pole caps, base covers & bolts are sold separately
- Custom manufactured for each application

**Ordering Matrix**

Family	Shape	Size	Gauge	Height	Drilled/Welded Tenon
P	R	4	11	10	WT
	R = Round	4 = 4"	7 = 7	10 = 10'	D2 = Drilled
	TR = Taped Round	5 = 5"	11 = 11	15 = 15'	WT = Welded Tenon
		6 = 6"		20 = 20'	
		7 = 7"		25 = 25'	
		8 = 8"		30 = 30'	



Prepared For:  
Ted Barker  
Shaw Construction

Job Name:  
City of Plymouth

Scale: as noted

Date: 5/22/2022

Filename:

Drawn By: Craig Lozo

Lighting Design Disclaimer

The Lighting Analysis, eLayout, Energy Analysis and/or Visual Simulation ("Lighting Design") provided by "YOUR COMPANY" represents an anticipated prediction of lighting system performance based upon design parameters and information supplied by others. These design parameters and information provided by others have not been field verified by "YOUR COMPANY" and therefore results may vary from the actual field conditions. "YOUR COMPANY" recommends that design parameters and other information be field verified to reduce variation. "YOUR COMPANY" neither implies, or is liable with regard to actual measured light levels or energy consumption levels as compared to those illustrated by the Lighting Design. "YOUR COMPANY" neither represents, or states, nor represents the appropriateness, completeness or suitability of the Lighting Design as compliant with any applicable regulatory code requirements with the exception of those drawings created and submitted by "YOUR COMPANY". The Lighting design is issued, in whole or in part, as advisory documents for informational purposes and is not intended for construction or permit's construction documentation package.

Filename:

RESOLUTION

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS The City of Plymouth operates recreation facilities, including the Plymouth Cultural Center to help provide for the public health and safety, and

WHEREAS The City of Plymouth is a party to an Intergovernmental Agreement with Wayne For the purchase and installation of safety lighting fixtures for the Plymouth Cultural Center, and

WHEREAS The City did accept bids for the purchase of lighting fixtures and the low bid with An acceptable alternative fixture is from Shaw Construction and Management, and

WHEREAS The City Administration is recommending the purchase of six (6) ALED5578N/D10 light fixtures in accordance with the bid submitted by Shaw Construction in the amount of \$7,975.00 for the PCC Safety Lighting Project, and

WHEREAS Funding for this project is from the Wayne County Parks Millage in accordance with The agreement between the City and Wayne County.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of six (6) ALED5578N/D10 light fixtures in accordance with the bid submitted by Shaw Construction in the amount of \$7,975.00 for the PCC Safety Lighting Project. Funding for this project will be supplied by Wayne County in accordance with the Intergovernmental Agreement between the City and the County.



## Administrative Recommendation

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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 - Rezoning 110 W. Ann Arbor Trail - Elks Club - 1st Reading 07-05-22.docx  
Date: June 30, 2022  
RE: Rezoning 110 W. Ann Arbor Trail – Elks Club – First Reading

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### Background

The proposed rezoning of 110 W. Ann Arbor Trail from the current zoning of Heavy Industrial (I-2) to Local Business (B-1) has been reviewed by the Planning Commission. In addition, the Planning Commission has already held a public hearing on this request and the meeting minutes are attached.

The Planning Commission and the Planning Consultant are recommending that the Zoning change. This proposed Zoning change will bring this property into alignment with the Future Land Use Map as adopted by the City in 2018.

The owner of the property is planning on operating the Plymouth – Ann Arbor Elks Lodge #325. You may recall that the Elks previously had a facility on Ann Arbor Road. That property is currently being proposed as a future residential property development.

The Planning Commission indicated that they are not recommending a sidewalk from Ann Arbor Trail to the site, even though the address of the building is an Ann Arbor Trail address. The reasoning behind the no sidewalk into the site from the Planning Commission perspective is that the use and function of the building has not changed.

### RECOMMENDATION:

The City Administration is recommending that the City Commission adopt the B-1 Zoning for 110 W. Ann Arbor Trail at the First Reading.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. This is a first reading and it will require a second reading before final adoption.

Should you have any questions in advance of the meeting please feel free to contact either Greta Bolhuis or myself.

## **ADMINISTRATIVE RECOMMENDATION**

To: Paul Sincock, City Manager  
From: Greta Bolhuis, Planning & Community Development Director  
Date: June 22, 2022  
Re: 110 W. Ann Arbor Trail Rezoning First Reading

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### **BACKGROUND:**

The Planning Commission held a public hearing on June 8, 2022 to consider the rezoning of 110 W. Ann Arbor Trail from I-2, Heavy Industrial to B-1, Local Business. The proposed rezoning aligns the property with the Future Land Use Map adopted in the 2018 City Master Plan. The property has recently been purchased by the Plymouth-Ann Arbor Elks Lodge #325. The proposed private club and lodge hall use is permitted in the B-1 district. The Planning Commission approved the proposed site plan with conditions and recommended the rezoning be forwarded to the City Commission for consideration.

This will be the first of two readings for the City Commission's consideration of the proposed rezoning. If the rezoning is approved, it will result in an amendment to the City's Zoning Map.

Attached are the meeting minutes from the Planning Commission and a copy of the proposed Zoning Map showing the rezoning.

### **RECOMMENDATION:**

The administration recommends that the City Commission review and approve the proposed rezoning for 110 W. Ann Arbor Trail from I-2, Heavy Industrial to B-1, Local Business. The administration further recommends that the City Commission schedule a second reading for the proposed rezoning and amendment to the zoning map.

If you have any questions, please contact me directly.

- b. RZ22-01 and SP22-03: 110 W. Ann Arbor Trail, Plymouth/Ann Arbor Elks 325, Rezoning request of I-2, Heavy Industrial District to B-1, Local Business District and Special land use and site plan review for a liquor-serving establishment

Ken Hines of the Ann Arbor/Plymouth Elks 325 gave an overview of the organization. Architect Joe Phillips described the project and answered questions in the Carlisle Wortman report.

Sisolak opened the public hearing at 8:06 p.m.

Ellen Elliott, 404 Irvin, spoke in support of the project.

Sisolak closed the public hearing at 8:08 p.m.

Silvers offered a motion, seconded by Hawthorne, to approve RZ22-01 for rezoning from I-2 to B-1.

***Findings of Fact***

The project meets the intent of the master plan, and it is complementary to neighboring properties.

There was a roll call vote.

Yes: Adams, Hawthorne, Mariucci, Silvers, Stalter, Sisolak

MOTION PASSED 7-0

There was a discussion about noise, lighting, a sidewalk, and emergency access.

Silvers offered a motion, seconded by Stalter, to approve SP22-03 for site plan approval.

***Findings of Fact***

Changes to the site are minimal.

***Conditions***

Fire and police officials must review for access to the rear of the building.

There must be a dumpster enclosure.

Lighting is to be brought down to specifications for the B-1 lighting ordinance.

Add required landscaping.

There was a discussion about a sidewalk from Ann Arbor Trail to the building.

Silvers amended his motion with the following finding of fact:

The proposed site plan does not substantially change the use or function of the structure so a sidewalk from Ann Arbor Trail is not warranted.

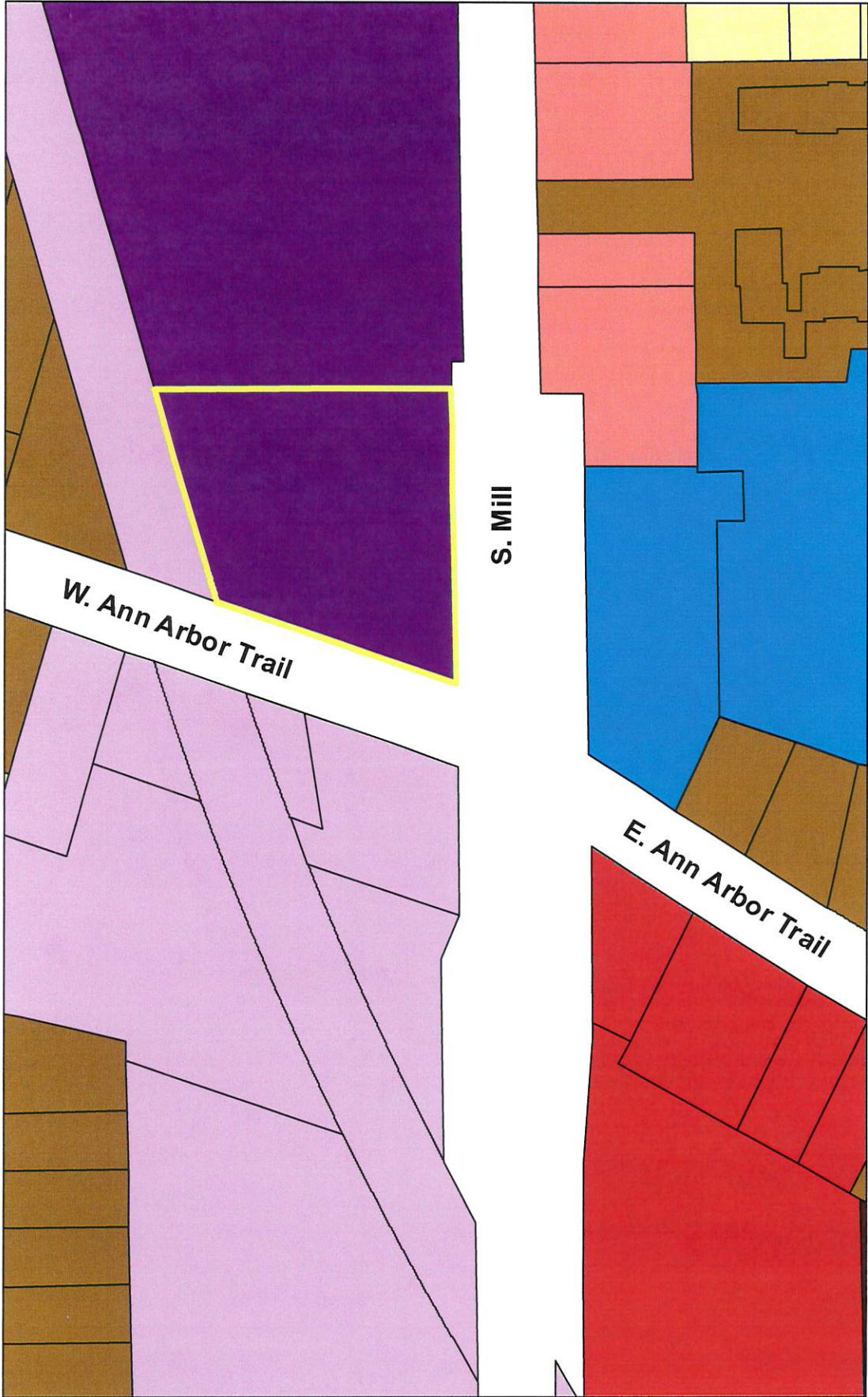
Stalter agreed to the amendment.

There was a roll call vote.

Yes: Adams, Hawthorne, Mariucci, Silvers, Stalter, Sisolak




MOTION PASSED 7-0

Existing Zoning  
110 W. Ann Arbor Trail Rezoning Request  
July 5, 2022



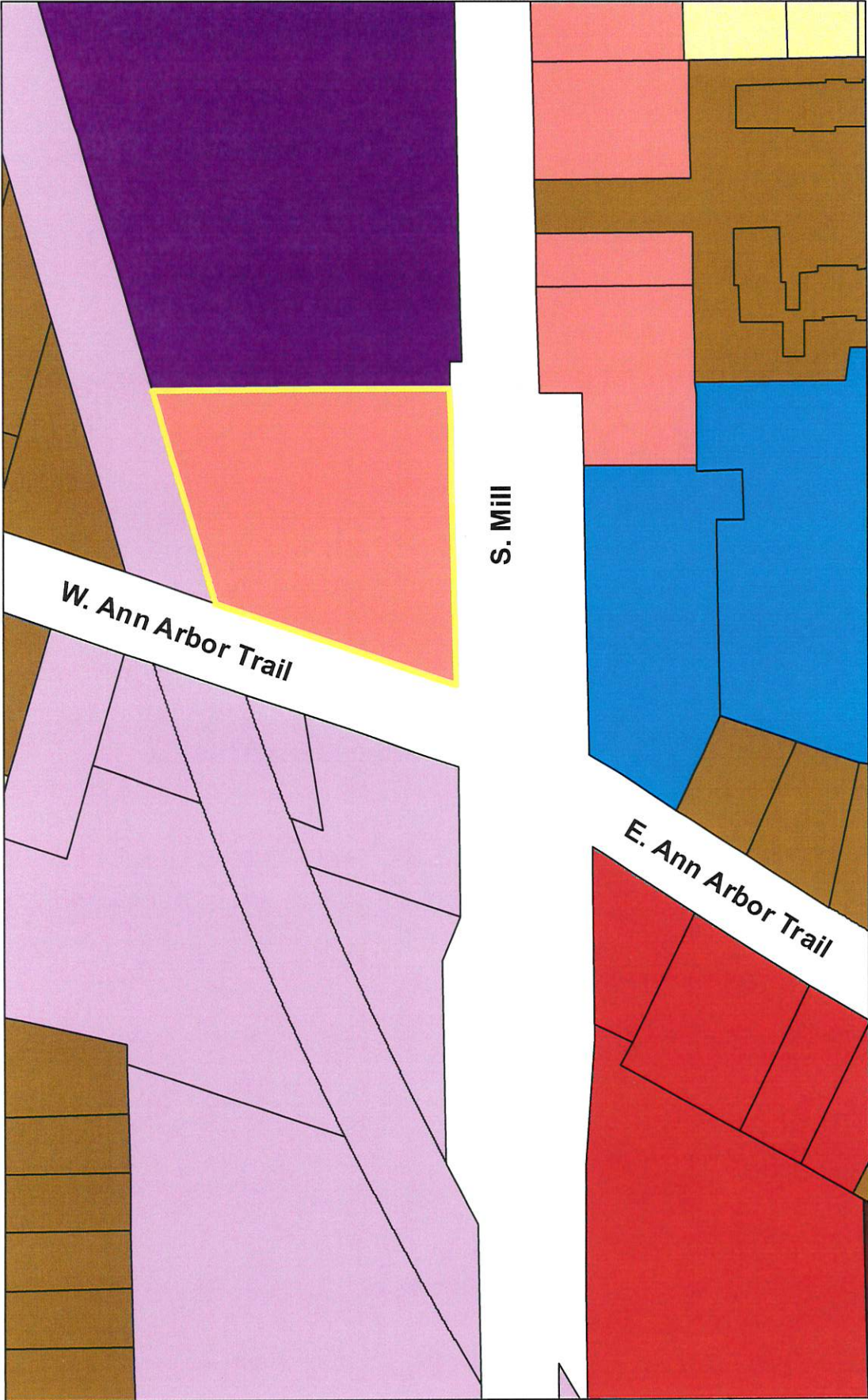
**Legend**

**Zoning**

-  110 W. Ann Arbor Trl.
-  B-1
-  B-3
-  I-1
-  I-2
-  PUD
-  R-1
-  RM-1



Proposed Zoning  
110 W. Ann Arbor Trail Rezoning Request  
July 5, 2022



**Legend**

**Zoning**

- 110 W. Ann Arbor Trl.
- B-1
- B-3
- I-1
- I-2
- PUD
- R-1
- RM-1

**RESOLUTION**

The following Resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

WHEREAS The City Commission of the City of Plymouth held a first reading of the proposed rezoning of 110 W. Ann Arbor Trail from I-2, Heavy Industrial to B-1, Local Business, and

WHEREAS The Planning Commission of the City of Plymouth held a public hearing on the rezoning request on June 8, 2022 and approved and recommended the City Commission review and approve the same, and

WHEREAS The proposed rezoning at 110 W. Ann Arbor Trail from I-2, Heavy Industrial to B-1, Local Business is supported by the City's Master Plan.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby accept the proposed rezoning of 110 W. Ann Arbor Trail from I-2, Heavy Industrial to B-1, Local Business and amendment of the City's Zoning Map after the first reading.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the City Commission schedules a second reading for the proposed rezoning for the next regularly scheduled meeting.