



Plymouth City Commission

Regular Meeting Agenda

Monday, August 1, 2022 7:00 p.m.
K of C / Firehouse Playground – Spring & N. Holbrook

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

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

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Proclamation – Constitution Week
- d. Presentation – Ruth Huston Whipple Award

2. APPROVAL OF MINUTES

- a. July 18, 2022 Regular Meeting

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

- a. Special Event: Plymouth Community Fall Festival- Friday-Sunday September 9-11, 2022
- b. Special Event: Ladies' Night Out Shopping Event- Thursday September 15, 2022
- c. Special Event: Scarecrows in the Park- September 23-November 2, 2022
- d. Special Event: K of C Annual M.I./Tootsie Roll Drive- Friday-Saturday October 7-8, 2022
- e. Special Event: Plymouth Ghosts Cemetery Walk- Saturday October 22, 2022
- f. Special Event: Pumpkin Palooza- Sunday October 23, 2022
- g. Special Event: Sun& Snow Ski and Snowboard Swap, Saturday-Sunday November 5-6 and December 10-11, 2022
- h. Christmas in Plymouth/Mistletoe Market- Thursday December 1, 2022

5. CITIZEN COMMENTS

6. COMMISSION COMMENTS

7. OLD BUSINESS

8. NEW BUSINESS

- a. Plymouth Canton Little League – Bingo at Fall Festival
- b. Ann Arbor Trail Retaining Wall
- c. North Territorial Pathway

9. REPORTS AND CORRESPONDENCE

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

10. ADJOURNMENT

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

Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m.-4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations. *Consent Agenda*- The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case that item will then be placed on the regular agenda.

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

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

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

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

GOAL AREA THREE - COMMUNITY CONNECTIVITY

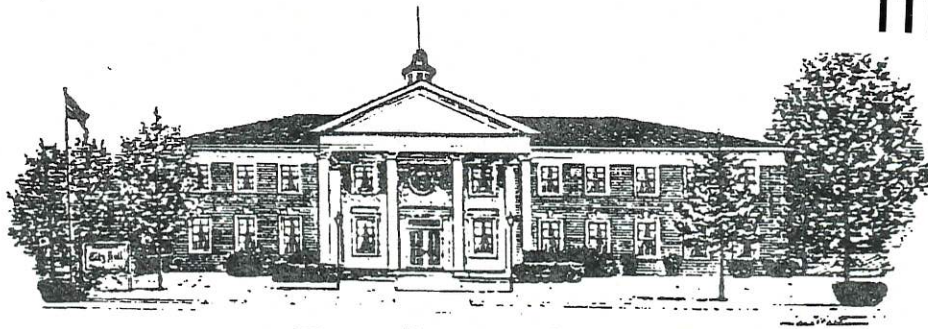
OBJECTIVES

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

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

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



Proclamation

Whereas, The Constitution of the United States of America secures liberty for all Americans and embodies the principles of limited government in a Republic dedicated to rule by law; and,

Whereas, September 17, 2022, marks the two hundred, thirty-fifth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and,

Whereas, it is fitting and proper to officially recognize this magnificent document and the memorable anniversary of its creation; and,

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and,

Whereas, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States designating September 17 through 23 as Constitution Week;

Now, therefore, I, Nick Moroz, Mayor of the City of Plymouth, do hereby proclaim September 17 through 23, 2022, to be

Constitution Week

in the City of Plymouth and ask our citizens to reaffirm the ideals the framers of the Constitution had in 1787.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto this first day of August of the Year Two-Thousand Twenty-Two, and of the Independence Two Hundred Forty-Six.



*Nick Moroz, Mayor
City of Plymouth, Michigan*



City of Plymouth
City Commission Regular Meeting Minutes
Monday, July 18, 2022, 7:00 p.m.
Rotary Park – Herald and Wing

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

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

1. CALL TO ORDER

Mayor Moroz called the meeting to order at 7:00p.m. and led the Pledge of Allegiance.

a. Pledge of Allegiance

b. Roll Call

Present: Mayor Pro Tem Tony Sebastian (arrived at 7:05), Commissioners, Suzi Deal, Linda Filipczak, Jennifer Kehoe, Alanna Maguire and Kelly O'Donnell

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

c. Proclamation

Mayor Moroz read a proclamation recognizing the 50th Anniversary of the Plymouth-Canton Civitan Club.

2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by O'Donnell, to approve the minutes of the July 5, 2022 City Commission Regular Meeting Minutes.

MOTION PASSED 6-0

3. APPROVAL OF THE AGENDA

Filipczak offered a motion, seconded by Maguire, to approve the agenda for Monday, July 18, 2022.

MOTION PASSED 6-0

4. ENACTMENT OF THE CONSENT AGENDA

Filipczak offered a motion, seconded by O'Donnell, to approve the Consent Agenda for Monday, July 18, 2022.

a. Approval of June 2022 Bills

MOTION PASSED 6-0

5. CITIZEN COMMENTS

Penny Joy, 663 S. Evergreen and Rotary Club president, welcomed everyone to Rotary Park and spoke about the history of Rotary and what they do.

Scott Silvers, 883 Sutherland, spoke about no parking signs stapled to trees.

Marques Thomey, 802 Coolidge, commented that the Fairground Park Association is working with Municipal Services on basketball court expansion at Fairground Park and their contribution of \$20,000 to assist with the expenses. He also commented that he supports the Commission meetings in the parks tours and the purchasing of new police Tahoes.

Peggy Cramer, 636 Jener, spoke about an abandoned car parked on her street for several weeks [it has now been towed] and requested additional police patrols. She also brought attention to construction material in the street with no cones or barriers.

Peter Mundt, 643 N. Harvey, asked when the Public Accuracy testing for voting machines would be rescheduled for as it was delayed due to a programming issue. Mayor Moroz commented that the test has been rescheduled and is on the City calendar. It has also been posted and published.

6. COMMISSION COMMENTS

Deal thanked Penny Joy and the Rotary Club for all they do. He also thanked Marques Thomey and the Fairground Park Association for their contributions at Fairground Park.

Filipczak congratulated Miss Michigan 2022 Aria Hutchinson and thanked her for representing in the July 4th parade and Art in the Park.

Kehoe thanked city staff and sponsors for their work on the Bumpers, Bike and Bands event on Sunday.

Sebastian thanked Penny Joy and the Rotary Club for all they do. He also thanked Marques Thomey and the Fairground Park Association for their contributions at Fairground Park.

7. OLD BUSINESS

a. Rezoning of 110 W. Ann Arbor Trail – Elk’s Club Final Reading
The following resolution was offered by Kehoe and seconded by O’Donnell.

RESOLUTION 2022-58

WHEREAS The City Commission of the City of Plymouth held a first reading and second 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 direct the administration to publish the approved rezoning as required by the Michigan Zoning Enabling Act.

MOTION PASSED 7-0

8. NEW BUSINESS

a. Approval of Traffic Control Order No. 22-1
The following resolution was offered by Filipczak and seconded by O’Donnell.

RESOLUTION 2022-59

WHEREAS The City operates several streets and roads which need Traffic Control Orders; and

WHEREAS A Temporary Traffic Control order has been in place to establish several 15-minute parking zones in the downtown area.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt Traffic Control Order number 22-1 establishment of several 15-minute parking zones in the downtown area.

BE IT FURTHER RESOLVED THAT the City Clerk shall make Traffic Control Order 22-1 a part of the official meeting minutes of this City Commission Meeting.

Maguire commented that the portable bases for the parking signs is good.

Warren Stobbe, from Bella Mia, asked if the 15 minutes signs are permanent.

MOTION PASSED 7-0



Traffic Control Order

Traffic Control Order No. 22-1

TO: Maureen Brodie CMC
City Clerk

FROM: Chris S. Porman
Street Administrator

RE: Traffic Control Order

DATE: May 5, 2022

Pursuant to the authority provided by Section 28.11.53 of the Uniform Traffic Code of the City of Plymouth, the following parking regulatory signs are directed to be installed.

Ann Arbor Trail, Harvey to Elizabeth:

On Ann Arbor Trail adjacent to 600 W. Ann Arbor Trail, reinstall one (1) 15 Min parking Curbside Pick Up sign on new portable pole base.

On Ann Arbor Trail adjacent to 777 W. Ann Arbor Trail, reinstall one (1) 15 Min parking Curbside Pick Up signs on new portable pole base. In addition, remove one (1) 15 Min parking Curbside Pick Up sign and existing portable pole base.

On Ann Arbor Trail adjacent to 805 W. Ann Arbor Trail, reinstall two (2) 15 Min parking Curbside Pick Up signs on new portable pole bases.

On Ann Arbor Trail adjacent to 990 W. Ann Arbor Trail, reinstall one (1) 15 Min parking Curbside Pick Up sign on new portable pole base.

Fralick, Harvey to Main:

On Fralick St adjacent to 860 Fralick, remove two (2) 15 Min parking Curbside Pick Up signs and portable pole bases. There are no replacement signs granting permission or restricting permissions to be installed at this time.

Penniman, Harvey to S. Union:

On Penniman adjacent to 865 Penniman, reinstall two (2) 15 Min parking Curbside Pick Up signs on new portable pole bases.

On Penniman adjacent to 849 Penniman, reinstall one (1) 15 Min parking Curbside Pick Up sign on new portable pole base.

On Penniman adjacent to 843 Penniman, reinstall two (2) 15 Min parking Curbside Pick Up signs on new portable pole bases.

On Penniman adjacent to 298 S Main St, reinstall one (1) 15 Min parking Curbside Pick Up sign on new portable pole base. In addition, remove one (1) 15 Min parking Curbside Pick Up sign and existing portable pole base.

On Penniman adjacent to 770 Penniman, reinstall one (1) 15 Min parking Curbside Pick Up sign on new portable pole base.

Forest, Ann Arbor Trail to Wing:

On Forest adjacent to 447 Forest, remove two (2) 15 Min parking Curbside Pick Up signs and portable pole bases.

On Forest adjacent to 437 Forest, install two (2) 15 Min parking Curbside Pick Up signs on portable pole bases.

On Forest adjacent to 550 Forest Ste. 8, reinstall one (1) 15 Min parking Curbside Pick Up sign on new portable pole base. In addition, remove one (1) 15 Min parking Curbside Pick Up sign and existing portable pole base.

On Forest adjacent to 575 Forest, reinstall two (2) 15 Min parking Curbside Pick Up signs on new portable pole bases. In addition, remove one (1) 15 Min parking Curbside Pick Up sign and existing portable pole base.

Wing, Main to Deer:

On Wing adjacent to 744 Wing, reinstall one (1) 15 Min parking Curbside Pick Up sign on new portable pole base.

Main, Penniman to Ann Arbor Trail

On Main adjacent to 340 S. Main, install one (1) 15 Min parking Curbside Pick Up sign on portable pole base.

East Central Parking Lot:

In the East Central public parking lot adjacent to the Plymouth District Library, remove one (1) 15 Min parking Curbside Pick Up, Plymouth District Library sign and portable pole base. There are no replacement signs granting permission or restricting permissions to be installed at this time.

Wing/Harvey Parking Lot:

In the Wing/Harvey public parking lot adjacent to 580 Forest Ste. 5A, remove one (1) 15 Min parking Curbside Pick Up signs and portable pole base. There are no replacement signs granting permission or restricting permissions to be installed at this time.

Parking restrictions other than those listed above exist and are unaffected by this TCO.

Traffic Control Order No. 22-1 replaces Traffic Control Order No. 21-1 and is deemed temporary until the City Commission takes action to make this order permanent.

This emplacement is ordered temporary subject to review in seventy (70) days with reports and recommendations to the City Manager prior to the expiration of the 90-day test period.

cc: Paul J. Sincock, City Manager
Al Cox, Director of Public Safety
Tony Bruscato, DDA Operations Director
Sam Plymale, DDA Communications/Marketing Director

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Kehoe reported on the Zoning Board of Appeals meetings from 7/7/22 and 7/13/22. Items on the agendas included Non-use variance requests at 717 McKinley and 647 Maple for generator location.

Maguire commented that the next Library Board meeting is July 19th at 7:30 p.m.

O'Donnell reported on the Planning Commission from 7/13/22. Items on the agenda included Impervious surface edits and Discussion only for B-2 Central Business Districts ordinance amendment.

b. Appointments

There were no appointments

10. ADJOURNMENT

A motion to adjourn was offered by Filipczak and seconded by O'Donnell at 7:31 p.m.

MOTION PASSED 7-0

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Special Event Application

ITEM 3.a

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

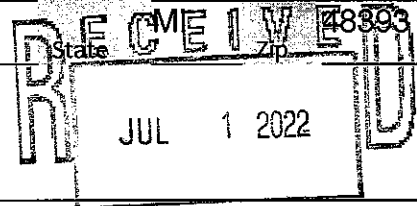
www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

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

FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Plymouth Community Fall Festival

Sponsoring Organization's Legal Name		Plymouth Community Fall Festival	
Ph#	734-355-0199	Email	info@plymouthfallfestiva.com
Address		City	Website
PO Box 6177		Plymouth	Plymouthfallfestival.com
State		Zip	
MI		48170	
Sponsoring Organization's Agent's Name		James Gietzen	
Ph#	248-817-8836	Email	James@myagententainmnet.com
Address		City	Title
127 N. Wixom		Wixom	Manager
State		Zip	Cell#
MI		48393	248-863-7043



Event Name	Plymouth Community Fall Festival
Event Purpose	Fundraising oppertunity for local non-profits groups
Event Date(s)	September 9th-11th
Event Times	Sep 9th 3pm - 10pm, Sep 10th 7am -10pm, Sunday September 11th 11am to 6pm
Event Location	Kellogg park and all surrounding streets
What Kind Of Activities?	Carnival with rides, food vendors, Craft fair, car show, Live music, Pet show.

What is the Highest Number of People You Expect in Attendance at Any One Time? 20,000

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

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

Since 1956 the Plymouth Fall Festival has been the flagship festival in the Plymouth Community. Food booths operated by local non-profit community groups. A carnival with rides, car and craft shows, family entertainment for all. Included in this years event is the Optimist R U OK walk for mental health. Map is attached.

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

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

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

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

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

Weekend after Labor day

Next year's specific dates:

September 8th - 10th

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

DMS, Police, Fire, HVA

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

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

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

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

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

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

YES NO

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

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

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

May 19, 2022
Date

Pamela M. Batch
Signature of Sponsoring Organization's Agent

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

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

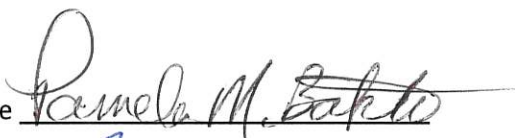
Phone: (734) 453-1234 ext. 203

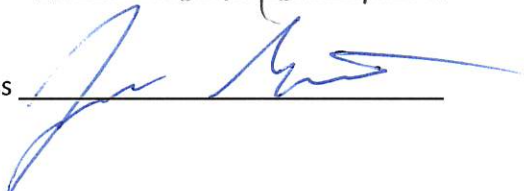
11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

Plymouth Community fall Festival

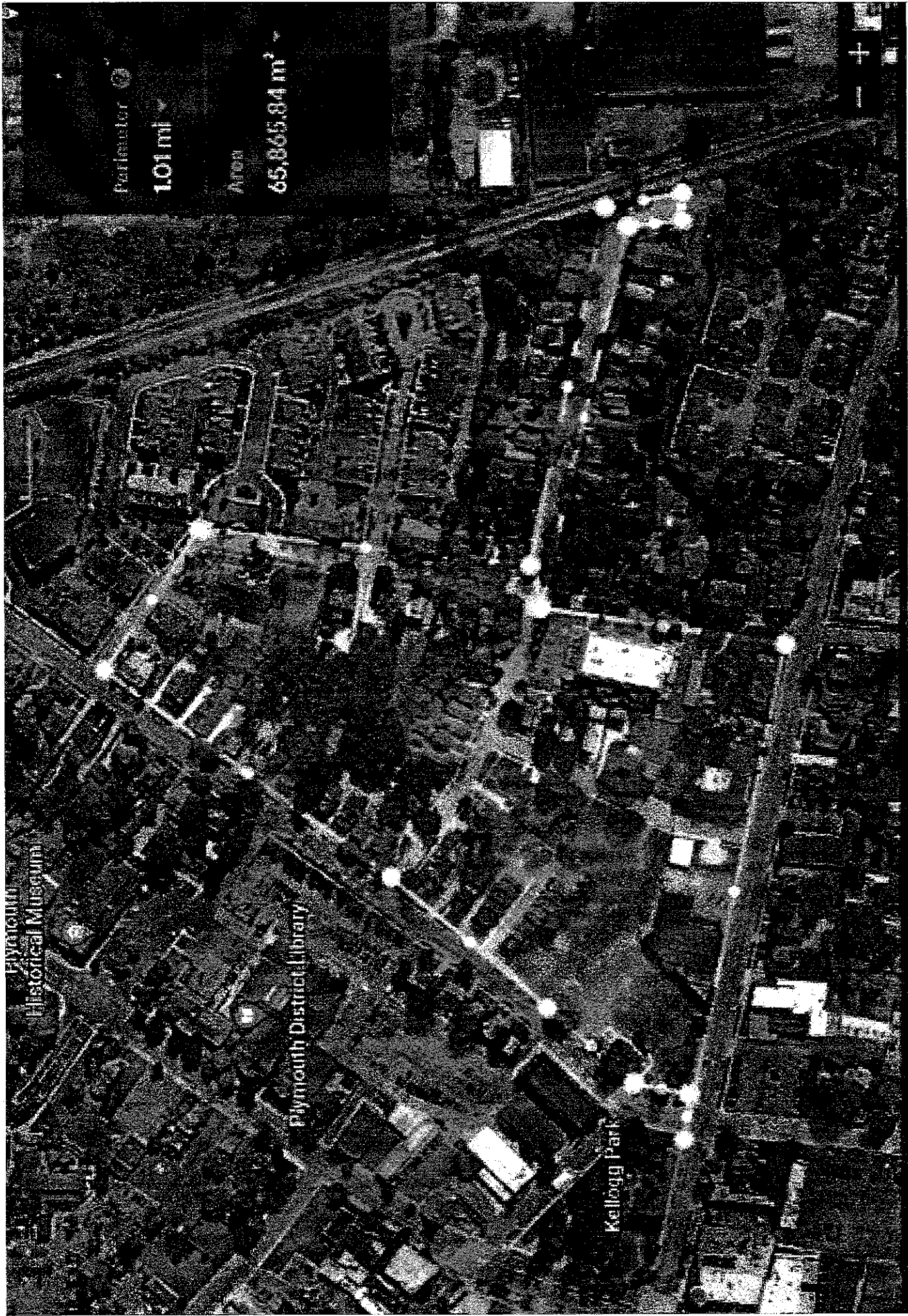
The _____ (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Plymouth Fall Festival (*event name*) by reason of any damage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

Signature 

Witness 

Date May 17, 2022

Date 5-17-22



Perimeter

1.01 mi

Area

65,865.84 m²

Plymouth
Historical Museum

Plymouth District Library

Kellogg Park

EVENT REVIEW FORM

EVENT NAME: Fall Festival TOTAL ESTIMATED FEE: _____

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

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>CP</u>
<u>BARRICADES, SINK, PORT-A-JOHN</u>				
<u>ROAD CLOSURES, LIGHT TOWERS</u>				
<u>STAFFING</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO				
Labor Costs:	\$ <u>16,000</u>	Equipment Costs:	\$ <u>6,000</u>	Materials Costs \$ <u>10,000</u>
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>gpc</u>
<u>2 PATROL @ 27 HRS - \$ 4104</u>				
<u>1 COMMAND @ 27 HRS - \$ 2322</u>				
<u>WACO RESERVES - \$ 500</u>				
Labor Costs \$		Equipment Costs \$	<u>6926</u>	Materials Costs \$
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>RS</u>
<u>6 FF Gen 3 DAYS</u>				
Labor Costs \$	<u>4,800.00</u>	Equipment Costs \$		Materials Costs \$
HVA:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	<u>2,500</u>	Equipment Costs \$		Materials Costs \$
<u>PUMP WAS ITING</u>				
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>NB</u>
Class I – Low Hazard				
Class II – Moderate Hazard Event Sponsors must provide current Certificate of Insurance naming City				
Class III – High Hazard of Plymouth as 'Additional Insured' including in the Description Box/Area.				
Class IV – Severe Hazard <u>CG 2026 or Equivalent. Also cost of insurance from food and</u>				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ <u>higher risk vendor's same as above + addition of</u>				
<u>Umbrella coverage</u>				
APPROVED _____	NOT APPROVED _____	DATE _____		

City of Plymouth
SPECIAL EVENT APPLICATION

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

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

Sponsoring Organization's Legal Name Plymouth Community Chamber of Commerce

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

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

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

Ph# same Fax# same Email same Cell#

Address same City State Zip

Event Name Ladies Night Out

Event Purpose Ladies Shopping Event

Event Date(s) Thursday, September 15, 2022

Event Times 5 p.m. to 9 p.m.

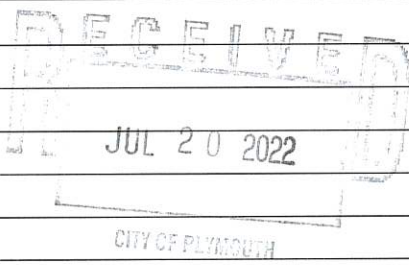
Event Location Downtown Plymouth

What Kind Of Activities? Shopping

What is the Highest Number of People You Expect in Attendance at Any One Time? 200

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

Event Details: A special shopping day just for women with special sales, treats, give-a-ways & door prizes. Restaurants will have specials for ladies only.



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

City Operated Cosponsored Event Other NonProfit Other ForProfit Political or Ballot Issue

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

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

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

Next year's specific dates: _____

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO
at restaurants

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

None

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

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

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

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

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

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

YES NO

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

The length of the event is over the 2-3 hour time limit in public parking areas

10. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that

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

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

7/20/2022
Date

Mary Nyhus
Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 4531234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature Mary Nyhus Date 7/20/2022

Witness Wanda Clouston Date 7/20/2022

EVENT REVIEW FORM

EVENT NAME: Ladies Night Out TOTAL ESTIMATED FEE: _____

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

MUNICIPAL SERVICES:	Approved	Denied	(list reason for denial)	Initial
<i>No SERVICES NEEDED</i>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES NO				
Labor Costs: \$		Equipment Costs: \$		Materials Costs \$
POLICE:	Approved	Denied	(list reason for denial)	Initial <i>guc</i>
<i>No SERVICES NEEDED</i>				
Labor Costs \$		Equipment Costs \$	<i>0</i>	Materials Costs \$
FIRE:	Approved	Denied	(list reason for denial)	Initial <i>RS</i>
<i>NO SERVICES REQUIRED</i>				
Labor Costs \$	<i>0</i>	Equipment Costs \$		Materials Costs \$
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	Approved	Denied	(list reason for denial)	Initial <i>MB</i>
<i>No Services Required.</i>				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	Approved	Denied	(list reason for denial)	Initial <i>MB</i>
<i>Class I - Low Hazard</i>				
Class II – Moderate Hazard Event Sponsors must provide current Certificate of Insurance naming City				
Class III – High Hazard of Plymouth as ‘Additional Insured’ including in the Description Box/Area.				
Class IV – Severe Hazard				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				

City of Plymouth SPECIAL EVENT APPLICATION

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

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

Sponsoring Organization's Legal Name Plymouth Community Chamber of Commerce

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

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

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

Ph# same Fax# same Email same Cell# _____

Address same City _____ State _____ Zip _____

Event Name Scarecrows in the Park

Event Purpose To promote the community

Event Date(s) September 23 through November 2, 2022

Event Times 24/7

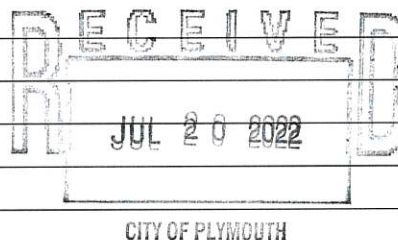
Event Location Kellogg Park

What Kind Of Activities? Local groups create a scarecrow to be viewed by visitors in Downtown Plymouth

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

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

Event Details: Local businesses, clubs, groups and residents create scarecrows. There will be 100 scarecrow spaces available in Kellogg Park along Main Street, Ann Arbor Tr., Penniman, and along the sidewalks in the interior of the park.



1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*
City Operated Cosponsored Event Other NonProfit Other ForProfit Political or Ballot Issue

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

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

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

Next year's specific dates: _____

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** _____ YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

We will need 100 poles sunk into the ground in Kellogg Park spaced along Main Street, Ann Arbor Tr. and Penniman Ave., and along the sidewalks through the interior of the park, to be removed after November 2.

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

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

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

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

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

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?
YES NO

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

10. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that

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

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

7/20/2022
Date

Mary Nyhus
Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 4531234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature Mary Nyhus

7/20/2022

Witness Tom Young

Date 7/20/2022

EVENT REVIEW FORM

EVENT NAME: Scarecrows in the Park TOTAL ESTIMATED FEE: _____

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

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>CP</u>
<u>SET UP & TAKE DOWN</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="radio"/> NO <input checked="" type="radio"/>				
Labor Costs:	\$ <u>1200⁰⁰</u>	Equipment Costs:	\$	Materials Costs \$
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>gpc</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$		Equipment Costs \$	<u>0</u>	Materials Costs \$
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>MS</u>
<u>NO SERVICES REQUESTED</u>				
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
HVA:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial
DDA:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>RPD</u>
<u>No Services Required</u>				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>MP</u>
<u>Class I – Low Hazard</u>				
Class II – Moderate Hazard		Event Sponsors must provide current Certificate of Insurance naming City		
Class III – High Hazard		of Plymouth as 'Additional Insured' including in the Description Box/Area.		
Class IV – Severe Hazard				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



Special Event Application

ITEM 3.d

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

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

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

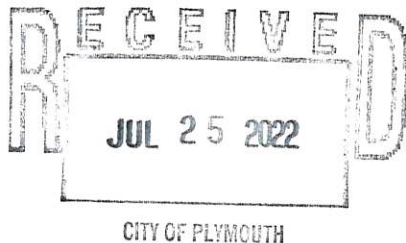
FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Plymouth Knights of Columbus Council 3292

Sponsoring Organization's Legal Name _____
 (734) 453-3966 Ph# _____ Fax# _____ Email GK3292 @ mikofc.org Website _____
 Address 150 Fair St City Plymouth State Mi Zip 48170
 Sponsoring Organization's Agent's Name Paul Gelinias Title M.I. Director
 (734) 414-7698 Ph# _____ Fax# _____ Email paulgelinas @ wolway.com Cell# 734-629-7585
 Address 7656 Holly Dr City Canton State MI Zip 48187

Event Name M.I./Tootsie Roll Drive
 Event Purpose Raise funds for intellectually impaired children
 Event Date(s) Oct 7 & 8, 2022
 Event Times 9 am - 5 pm
 Event Location Main & Penniman, Main & Ann Arbor Trail
 What Kind Of Activities? Give away Tootsie Rolls & accept any donations offered
 What is the Highest Number of People You Expect in Attendance at Any One Time? 3
 Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
Knights stand on the corner, holding Tootsie Rolls, give them to anyone who wants one, and accept any donations offered (NO DONATION IS REQUIRED).



EVENT REVIEW FORM

EVENT NAME: Tootsie Roll Drive TOTAL ESTIMATED FEE: _____

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

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
<u>NO SERVICES NEEDED</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES NO				
Labor Costs: \$	Equipment Costs: \$	Materials Costs	\$	
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>guc</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>ms</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>JWB</u>
<u>NO SERVICES REQUIRED</u>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MB</u>
<u>Class I – Low Hazard</u>	<u>CANNOT BE IN STREETS</u>			
Class II – Moderate Hazard	Event Sponsors must provide current Certificate of Insurance naming City			
Class III – High Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.			
Class IV – Severe Hazard				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



Special Event Application

ITEM 3.e

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

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

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

FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Sponsoring Organization's Legal Name Plymouth Historical Society

Ph# 734-455-8940^{x9} Fax# 734-455-7797 Email director@plymouthhistory.org Website plymouthhistory.org

Address 155 S. Main St. City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Elizabeth Kerstens Title Executive Director

Ph# 734-455-8940^{x9} Fax# _____ Email director@plymouthhistory.org Cell# 734-502-0760

Address _____ City _____ State _____ Zip _____

Event Name Plymouth Ghosts Cemetery Walk

Event Purpose Fundraiser

Event Date(s) Saturday, October 22, 2022

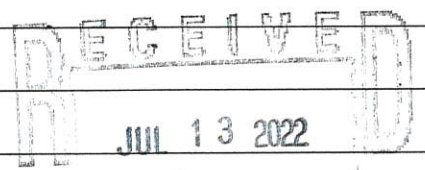
Event Times 4-9 pm

Event Location Riverside Cemetery

What Kind Of Activities? Groups escorted to 8 gravesites where there are reenactors

What is the Highest Number of People You Expect in Attendance at Any One Time? 120

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



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

8 actors are positioned at selected gravesites. We put up a large tent near the mausoleum. Groups of 25 people are escorted to grave sites every 15 minutes. We try to leave the cemetery better than we found it.

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

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

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

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

Next year's specific dates:

Oct 21 or 28, 2023

See section 12.13 for license & insurance requirements for vendors

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

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services. (see Attachment B)

We need 12 traffic cones to block certain streets

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

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

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

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

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?
YES NO
If Yes, list the lots or locations where/why this is requested:

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

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

7/13/22
Date

Elyabeth N. Neutens
Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

This is a fundraiser. Please don't charge us anything.

11. **INDEMNIFICATION AGREEMENT**

INDEMNIFICATION AGREEMENT

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

Signature Elyabeth H. Neutens Date 7/13/22
Witness Glavissa Warren Date 7/13/22

EVENT REVIEW FORM

EVENT NAME: Cemetery Walk TOTAL ESTIMATED FEE: _____

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

MUNICIPAL SERVICES:	Approved	Denied	(list reason for denial)	Initial
				CP
NO SERVICES NEEDED				
\$250 Bathroom Cleaning Fee Per Day of Event? YES NO				
Labor Costs: \$		Equipment Costs: \$		Materials Costs \$
POLICE:	Approved	Denied	(list reason for denial)	Initial
				JCC
NO SERVICES NEEDED				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
FIRE:	Approved	Denied	(list reason for denial)	Initial
				RS
NO SERVICES NEEDED				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	Approved	Denied	(list reason for denial)	Initial
				SBP
Labor Costs \$		Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	Approved	Denied	(list reason for denial)	Initial
				MB
Class I – Low Hazard Class II – Moderate Hazard Event Sponsors must provide current Certificate of Insurance naming City Class III – High Hazard of Plymouth as 'Additional Insured' including in the Description Box/Area. Class IV – Severe Hazard				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				

City of Plymouth
SPECIAL EVENT APPLICATION

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

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

Sponsoring Organization's Legal Name Plymouth Community Chamber of Commerce

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

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

Sponsoring Organization's Agent's Name Tom Young Title Event Manager

Ph# same Fax# same Email same Cell# _____

Address same City _____ State _____ Zip _____

Event Name Pumpkin Palooza 2022

Event Purpose Children's Halloween Event

Event Date(s) Sunday, October 23, 2022

Event Times Noon to 2:30 p.m.

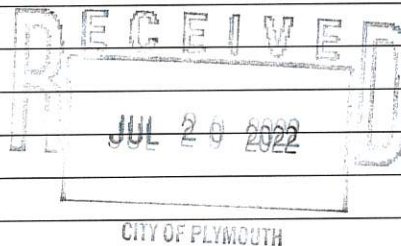
Event Location Downtown Plymouth

What Kind Of Activities? Games, activites, entertainment, costume contests and trick-or-treating at vendor booths.

What is the Highest Number of People You Expect in Attendance at Any One Time? ~7000

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

Event Details: This is a family designed event to give children a hands-on Halloween experience with games, activities, entertainment, costume contests, trick-or-treating and more...



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

City Operated Cosponsored Event Other NonProfit Other ForProfit Political or Ballot Issue

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

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

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

Next year's specific dates: _____

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services. (see Attachment B)

Yes, the streets will need to closed by 10:00 a.m. for setting up tents and tables and reopened at 3:00 pm.
We will need trash containers throughout the closed streets.

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

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

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

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

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

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)? YES NO

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

The length of the event is over the 2-3 hour time limit in public parking areas

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that

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

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

7/20/2022
Date

Tom Young
Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

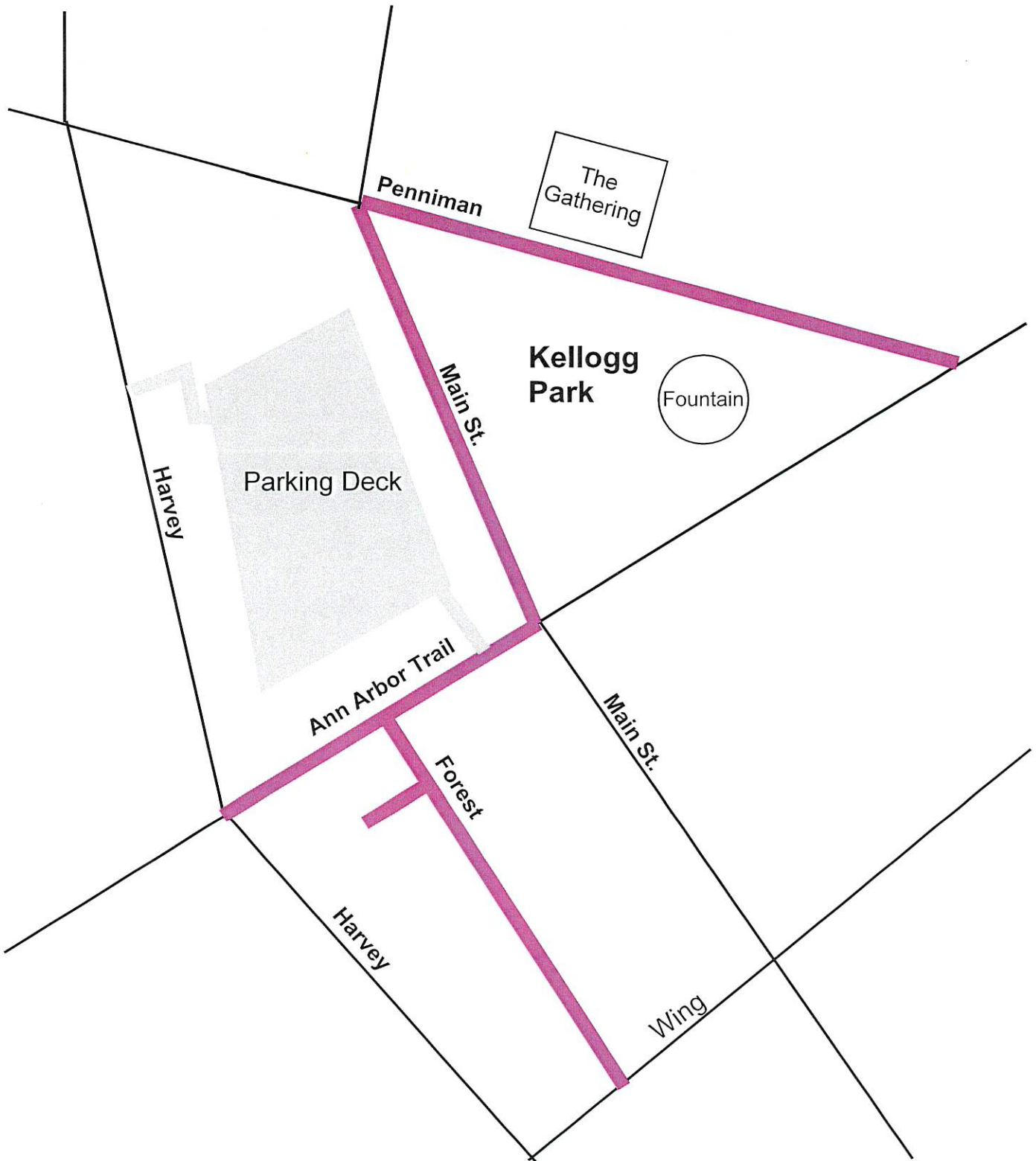
Signature Tom Young

Date 7/20/2022

Witness Mary Nyhus

Date 7/20/2022

2021 Pumpkin Palooza



Streets Closed 

EVENT REVIEW FORM

EVENT NAME: Pumpkin Palooza TOTAL ESTIMATED FEE: _____
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	Approved	Denied	(list reason for denial)	Initial
			3 FTE STREET CLOSURES PA SYSTEM	
\$250 Bathroom Cleaning Fee Per Day of Event? YES		NO		
Labor Costs: \$	1500	Equipment Costs: \$	300	Materials Costs \$ 100
POLICE:	Approved	Denied	(list reason for denial)	Initial <u>gcu</u>
			2 - OFFICERS @ 3 HRS	
Labor Costs \$		Equipment Costs \$	450-	Materials Costs \$
FIRE:	Approved	Denied	(list reason for denial)	Initial <u>ES</u>
			4 FF	
Labor Costs \$	250	Equipment Costs \$		Materials Costs \$
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	Approved	Denied	(list reason for denial)	Initial <u>[Signature]</u>
			No services Required	
Labor Costs \$		Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	Approved	Denied	(list reason for denial)	Initial <u>MB</u>
Class I – Low Hazard				
Class II – Moderate Hazard				
Class III – High Hazard				
Class IV – Severe Hazard				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



Special Event Application

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

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

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

FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Sponsoring Organization's Legal Name Sun & Snow Sports, Inc.

Ph# 7346639515 Fax# _____ Email heidi@sunandsnow.com Website sunandsnow.com

Address 388 S. Main Street City Plymouth State mi Zip 48170

Sponsoring Organization's Agent's Name _____ Title _____

Ph# _____ Fax# _____ Email _____ Cell# _____

Address _____ City _____ State _____ Zip _____

Event Name Sun & Snow Ski and Snowboard Swap

Event Purpose To sell new and used customers equipment

Event Date(s) November 5-6 December 10-11

Event Times Saturday 9am-6pm, Sunday 10am-5pm

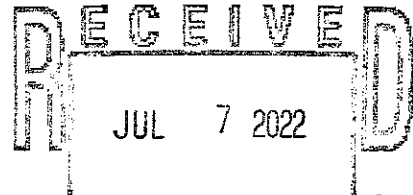
Event Location The Gathering

What Kind Of Activities? Sale of new and used ski and snowboard equipment

What is the Highest Number of People You Expect in Attendance at Any One Time? 50-75

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

Event Details: *(Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)*
We will set up to sell our new and used equipment under the gathering
Saturday and Sunday. We need to reserve the space starting on Thursday prior to
Set up Tents and equipment



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

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

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

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

Next year's specific dates: _____

See section 12.13 for license & insurance requirements for vendors

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

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

Gathering closed Thursday-Sunday

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

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

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

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

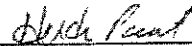
9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?
YES NO
If Yes, list the lots or locations where/why this is requested:

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

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

7/6/22

Date



Signature of Sponsoring Organization's Agent

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


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

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature 

Date 7/6/22

Witness 

Date 7/6/22

EVENT REVIEW FORM

EVENT NAME: Ski & Snowboard Swap TOTAL ESTIMATED FEE: _____

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

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>GP</u>
<u>Close off GATHERING EACH WEEKEND</u>				
<u>X 2 DAYS PER EVENT</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO				
Labor Costs: \$	<u>60 PER EVENT</u>	Equipment Costs: \$	<u>20 PER EVENT</u>	Materials Costs \$
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>JIC</u>
<u>No SERVICES NEEDED</u>				
Labor Costs \$		Equipment Costs \$	<u>0</u>	Materials Costs \$
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>MS</u>
<u>NO SERVICES REQ</u>				
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
HVA:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>JBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>MB</u>
<u>Class I - Low Hazard</u>				
Class II - Moderate Hazard Event Sponsors must provide current Certificate of Insurance naming City				
Class III - High Hazard of Plymouth as 'Additional Insured' including in the Description Box/Area.				
Class IV - Severe Hazard				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



Special Event Application

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

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

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

FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Sponsoring Organization's Legal Name Sun & Snow Sports, Inc

Ph# 7346639515 Fax# _____ Email heidl@sunandsnow.com Website sunandsnow.com

Address 388 S. Main Street City plymouth State mi Zip 48170

Sponsoring Organization's Agent's Name Downtown Plymouth Events Title _____

Ph# 7348456092 Fax# _____ Email _____ Cell# 7342338848

Address 388 S. Main Street City Plymouth State mi Zip 48170

Event Name Christmas In Plymouth/Mistletoe Market

Event Purpose To celebrate the season with shopping and entertainment

Event Date(s) Thursday December 1st

Event Times Market 12p-9pm, CIP 5p-9p

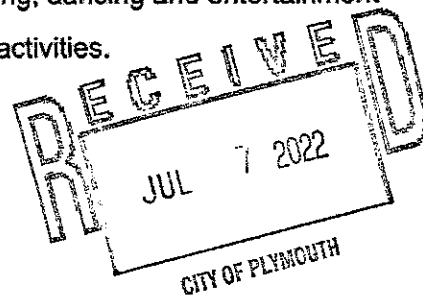
Event Location The Gathering and throughout downtown

What Kind Of Activities? horse and carriage rides, market at the gathering, music, dancers

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

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

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
Horse and carriage rides, market in the gathering, dancing and entertainment on the sidewalks, santa visiting, carolers, kids activities.



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

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

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

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

First Thursday in December

Next year's specific dates:

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

Gathering closed and Penniman in front of gathering, risers brought in for entertainment viewing on Penniman. Same set up as previous years.

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

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

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

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

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?
YES NO
If Yes, list the lots or locations where/why this is requested:

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

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

7/6/22

Date

Hadi Parvizi

Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature Heidi Paust

Date 7/6/22

Witness [Signature]

Date 7/6/22

EVENT REVIEW FORM

EVENT NAME: Christmas in Plymouth TOTAL ESTIMATED FEE: _____

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

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
<u>Block off GATHERING</u>				
<u>1 FTE TO STAFF DURING EVENT</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> NO				
Labor Costs: \$	<u>500</u>	Equipment Costs: \$	<u>100</u>	Materials Costs \$
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>gpc</u>
<u>No SERVICES NEEDED</u>				
Labor Costs \$		Equipment Costs \$	<u>0</u>	Materials Costs \$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>AS</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
HVA:	<u>Approved</u>	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>JWB</u>
<u>No services needed</u>				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>WB</u>
<u>Class I – Low Hazard</u>				
Class II – Moderate Hazard	Event Sponsors must provide current Certificate of Insurance naming City			
Class III – High Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.			
Class IV – Severe Hazard				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock – City Manager
CC: *S:\Manager\Sincock Files\Memorandum - Plymouth Canton Little League Bingo Fall Fest 8-1-22.doc*
Date: 7/21/2022
Re: Plymouth Canton Little League - Bingo at Fall Festival

BACKGROUND:

We have received a request from Plymouth Canton Little League related to using the Gathering as a part of the Fall Festival for Bingo Games. The Plymouth Canton Little League is coordinating Bingo Games during the Festival on September 9, 2022. Due to the fact that the Gathering Pavilion is a public facility, the Little League Group is asking that the City Commission authorize them to use the facility for the Bingo during the Festival.

Since this activity has been a part of the Fall Festival for many, many years this is a normal request and the Little League has already received their license from the State of Michigan for this activity.

RECOMMENDATION:

The organization has requested that the City Commission recognize the Plymouth Canton Little League as being authorized to use the Gathering Pavilion for Bingo Games during the Fall Festival. The request merely recognizes the group as the group authorized and licensed by the State of Michigan to host Bingo during the Fall Festival. The Resolution makes no endorsement of their proposed activity or organization, just that they are located here in the City.

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

MICHIGAN



LOTTERY

License Number V10312

Organization ID 133762

STATE OF MICHIGAN
BUREAU OF STATE LOTTERY
CHARITABLE GAMING DIVISION
SPECIAL BINGO LICENSE

is hereby issued to

PLYMOUTH CANTON LITTLE LEAGUE

to conduct the game of bingo at

THE GATHERING
736 PENNIMAN AVE
PLYMOUTH, MI 48170

in accordance with Act 382 of the Public Acts of 1972, as amended, charitable gaming rules, terms of probation, directives of the bureau, public policy of the State of Michigan, and any other local, state, and federal laws and regulations.

Authorized Date(s) and Time(s)

09/09/22 06:00 PM - 09:00 PM

A handwritten signature in cursive script that reads "Brian Neill".

Brian Neill, Commissioner

This license is the property of the State of Michigan and must be prominently displayed at the location where the game of bingo is conducted and is valid only on the date(s) and time(s) authorized.



STATE OF MICHIGAN
BUREAU OF STATE LOTTERY
LANSING

GRETCHEN WHITMER
GOVERNOR

BRIAN O. NEILL
COMMISSIONER

Dear Licensee,

We have received and processed your recent application for a charitable gaming license. We are pleased to inform you that your issued license is enclosed. The issuance of this license and your acceptance imparts certain responsibilities to your organization as the licensee.

As the licensee, you must ensure compliance with public policy of the State of Michigan, and any other local, state, federal law, or regulation contained within the Michigan Administrative Code, R432.21103. Issuance of a license by the Bureau of State Lottery is discretionary but is not a legal determination.

Please contact our office at (517) 335-5780 with any questions. We wish you well in your fundraising efforts.

Sincerely,

Charitable Gaming Division

The Michigan Lottery supports K-12 public education.

101 E. HILLSDALE • P.O. BOX 30023 • LANSING, MICHIGAN 48909
www.michiganlottery.com • (517) 335-5600

RESOLUTION

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

WHEREAS The City of Plymouth is host to the annual Plymouth Fall Festival which is held in the City's Downtown Area, Kellogg Park and the Gathering Pavilion; and

WHEREAS Bingo Games have been a part of the Festival for many years; and

WHEREAS The Plymouth Fall Festival is held the weekend after Labor Day each year; and

WHEREAS The Plymouth Fall Festival Board has indicated that the Plymouth Canton Little League is authorized to run the Bingo Games at the Fall Festival and they have a duly authorized license from the State of Michigan Bureau of the State Lottery to host the Bingo Games.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the Plymouth Canton Little League to use the Gathering Pavilion for Bingo Games during the 2022 Plymouth Fall Festival.



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 - Ann Arbor Trail Retaining Wall 08-01-22.docx*
Date: July 28, 2022
RE: Ann Arbor Trail Retaining Wall Infrastructure Improvement

Background

The City Commission is aware that they selected the Ann Arbor Trail Retaining Wall near Jener Place as part of this year's infrastructure improvement projects. The Department of Municipal Services has been working with the contractors and most importantly, residents. These mutual conversations have helped to develop a program that will allow the city to make ADA improvements to this section of the sidewalk, as well as to reduce the size of the wall at street level.

The project scope includes the removal of the existing block retaining wall, replacing approximately 434 face feet of High Grand Ledge Wall. We will also need to remove three existing trees and sidewalks and we will replace the trees as well as add additional plants in this area. The new sidewalk will be lowered to reduce the slope of the sidewalk from Jener Place. We are also going to convert Jener Place into a one-way street northbound from Maple Street to Ann Arbor Trail. The street is only fifteen feet wide and does not meet the standards for a two-way street. Again, we have had conversations with the affected residents.

The project costs are a worst-case scenario as we do not anticipate a need for a construction inspector for all 30 days. In addition, the Department of Municipal Services will be providing barricading and other project supervision and services. The project is expected to start after Labor Day, providing all of the materials for the project can be obtained.

Funding for this project is from the 2022 Infrastructure Program and it does not affect the General Fund. We have attached a letter from the City Engineer, as well as drawings as to what the new layout will look like when completed. Again, the affect residents on Ann Arbor Trail have been supplied all of this information in advance of Monday's Meeting.

Recommendation

The City Administration recommends that the City Commission authorize the proposed 2022 Infrastructure Improvements to what is commonly known as the Ann Arbor Trail retaining wall, located near Jener Place. Further, that the City Commission authorize the one-way street on Jener place, northbound from Maple to Ann Arbor Trail.

The project is funded as a part of the 2022 Infrastructure Improvement Program and does not affect the General Fund. Further, the project will help meet ADA standards for this section of sidewalk. The total authorization is up to \$192,516, in accordance with the City Engineer's letter of July 27, 2022.

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 Chris Porman or myself.



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

July 27, 2022

City of Plymouth
201 South Main Street
Plymouth, MI 48170

Attention: Mr. Chris Porman
Director of Municipal Services

Re: City of Plymouth
2022 Infrastructure Improvement Program
Proposed Construction Phase Recommendation for Ann Arbor Trail Retaining Wall Replacement

Dear Mr. Porman:

On January 18, 2022, the City Commission authorized Wade Trim and the City staff to begin work on the preliminary design phase of the 2022 Infrastructure Improvement Program. One of the projects authorized by the City Commission is the replacement of the existing retaining wall on Ann Arbor Trail between Harvey and Jener Place. We have worked closely with the City and Old Village Landscaping to evaluate various options for the wall replacement. We have also met individually and jointly with the two residents that live adjacent to the existing retaining wall. Both residents are supportive of the improvements. To help illustrate the proposed improvements, Wade Trim prepared three renderings to help show the proposed retaining wall, the proposed landscaping, and the impacts to the adjacent properties. To date, both residents have been very cooperative and City staff have done a very good job communicating directly with them.

This letter provides a description of the proposed retaining wall improvements, a summary of anticipated construction and contingency costs, and provides a recommendation to the City Commission to initiate the construction phase activity to replace the retaining wall.

Proposed Retaining Wall Replacement

The existing segmented block retaining wall will be removed and replaced by Old Village landscaping with approximately 432 face feet (ff) of new High Format Grand Ledge Wall. The new wall will have real stone textures and is created with wet cast concrete. Our research indicates that it is very salt resistant, and it should last for several decades. The limestone look is shown in the first rendering that is included as an attachment to this letter. Old Village's design calls for four rows of the 12-inch-tall blocks, which range in length from three to six feet long to provide some variation along the length of the wall. One of the goals of this project is to lower the height of the wall. By lowering the height of the wall, the city can improve the slope of the sidewalk coming from Jener Place. The design also calls for the installation of new plants and trees that will serve as a visual and physical barrier along the edge of the new wall.

All three existing trees and the existing sidewalk above the wall will be removed and replaced. The trees are in poor health and have been on the city's list for removal for some time. In total approximately 240 linear feet of 5-foot-wide sidewalk will be replaced with ADA improvements planned at the crosswalk at Jener Street (both sides). GM & Sons will be providing construction services for the replacement of the new sidewalk.

Since the retaining wall is going to be approximately 10-inches lower along the entire length, the proposed project will add one new decorative step in front of each residents home. The design has been proposed to match the existing Brussels steps and ledgerstone at 1107 Ann Arbor Trail. At 1113 Ann Arbor Trail, the design will also match the existing Brussels steps and include some Lake Shore steps to help balance out the steepness of the transition from the new sidewalk into the front yard. This is illustrated on the third rendering. All restoration will be completed with new sod. A sprinkler system repair allowance is included in Old Village Landscaping's bid proposal.

The City of Plymouth will be assisting with barricades and construction signage for this project. The city may also self-perform the tree removal portion of the work to save a few dollars. This will be coordinated as the project progresses.

Jener Place Conversion to One-Way

During the conversations regarding this project, one of the ideas that has been proposed is to make Jener Place a one-way street (northbound) from Maple to Ann Arbor Trail. The asphalt portion of the existing street is a little over 15 feet wide between the mountable concrete curb on each side of Jener Street. If Jener were converted to a one-way street, a small bump out in the curb alignment would be added to the project to provide even more opportunity to improve the slope of the sidewalk along Ann Arbor Trail. The city has met individually with all residents along Jener Place as well as those that abut that street and support of this idea is unanimously supportive.

Resident Meeting

While we were discussing and evaluating options for the new retaining wall, we met the residents that live at 1107 and 1113 Ann Arbor Trail. From the initial on-site meetings, both residents have been very supportive of the project. They offered their cooperation immediately and have been good partners during the discussions of options. The residents understand that the three existing trees, which are not in good health, will be removed as part of the project and that new trees will be planted by the city.

Anticipated Project Schedule

Once the City approves the project, Old Village will confirm their order of the new Grand Ledge Wall and the other materials. Old Village has been working closely with Christiansen's Plant Center for the procurement of the Grand Ledge Wall material, and as of the date of this letter, there is plenty of this material available for use. The availability of the remaining materials will more definitively define the schedule. Work is anticipated to start after the Labor Day holiday. Old Village anticipates approximately 5 to 6 weeks of time to complete the work.

Proposed Ann Arbor Trail Construction Program Summary

The direct bid received from Old Village Landscaping has been provided as an attachment to this letter. Their letter provides additional details regarding the anticipated work. The bid presented below for the new concrete sidewalk repairs is based on GM & Sons pricing for their street and sidewalk work on the 2022 Program.

With the above information in mind, we have prepared an anticipated preliminary project cost estimate using the direct bids received from Old Village Landscaping and GM & Sons, along with anticipated contingencies to present the total anticipated construction phase cost:

Old Village Construction Bid	\$131,816.00
GM & Sons Sidewalk/Curb Replacement Allowance	\$15,000.00
Construction Bid Received	\$146,816.00
Allowance for Const. Administration (+/- 6.5%)	\$9,500.00
Allowance for Const. Inspection (30 days at \$800/day)	\$24,000.00
Allowance for QA/QC and Materials Testing (+/- 1.5%)	<u>\$2,200.00</u>

Engineering Allowance	\$35,700.00
Recommended Construction Contingency (+/- 5%)	<u>\$10,000.00</u>
Proposed Construction Phase – Total	\$192,516.00

Recommendation

Based on the above information, we recommend the City award the Ann Arbor Trail retaining wall replacement project to Old Village Landscaping and GM & Sons for a total contract value of \$146,816. In addition, we recommend the city approve the total estimated construction phase cost of \$192,516, including construction engineering, inspection, and a small construction contingency for the Ann Arbor Trail Retaining Wall replacement.

Wade Trim Construction Phase Services

Wade Trim will continue to assist the City DMS team and provide contract administration, construction engineering, staking and layout (as required), and quality control and materials testing (using SME as our subconsultant) during the project. The contractor has estimated a total of 30 inspection days (8-hour days) to complete the work in the three project areas. The city may decide to perform some of this inspection work with their own team. The allowance is included here in case assistance from Wade Trim is requested.

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

We hope this letter is helpful to the City Administration and City Commission. If anyone has any questions in advance of the meeting, please do not hesitate to call me on my cell at 313.363.1434 at any time. I would be happy to discuss any portion of this letter or the proposed program.

We appreciate the opportunity to help the city with the 2022 Infrastructure Improvement Program and look forward to working with your team again on the construction phase of the retaining wall replacement project.

Very truly yours,

Wade Trim Associates, Inc.



Shawn W. Keough, PE
Senior Vice President

SWK:at
PLY 2127-01T

AA Trail Retaining Wall LTR OF RECOMMENDATION

Enclosure (Old Village Bid Forms dated July 26, 2022 and three project renderings)

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



ESTIMATE

The Old Village Landscaper, Inc.

890 York St.
 Plymouth, MI 48170
 Phone: (734) 453-4607 Fax: (734) 453-6146
 ovlandscaper@sbcglobal.net

ESTIMATE NO: 3188
 DATE: July 26, 2022

TO: City of Plymouth
 201 S Main Street
 Plymouth, MI 48170

JOB: Ann Arbor Trail

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
24.00	pallets High Format Grand Ledge wall (432 ff) \$78.00 ff		33,696.00
	Corner for step up and down (40 ff) \$78.00 ff		3,120.00
200.00	ft. drain tile with sock and 15 yds clean stone backfill		2,500.00
1000.00	sq ft concrete removal, existing wall removal, tree stumps and roots and new 2AA for new side walk		44,500.00
	Tree removal		3,800.00
	1107 Ann Arbor Trail		-
2.00	Brussels steps to match 10 ft wide		2,900.00
	Approx. 100 ff Brussels wall with Ledge stone coping		7,000.00
	Paver work		800.00
	* Restoration estimate		-
	Repair irrigation, replace sod or plants, mulch and trees		12,600.00

SUBTOTAL	110,916.00
LESS DEPOSIT	
TOTAL	\$ 110,916.00

THANK YOU FOR YOUR BUSINESS!



ESTIMATE

The Old Village Landscaper, Inc.

890 York St.
 Plymouth, MI 48170
 Phone: (734) 453-4607 Fax: (734) 453-6146
 ovlandscaper@sbcglobal.net

ESTIMATE NO: 3188
 DATE: July 26, 2022

TO: City of Plymouth
 201 S Main Street
 Plymouth, MI 48170

JOB: Ann Arbor Trail

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	1113 Ann Arbor Trail		-
2.00	Brussels steps to match 15 ft wide		2,900.00
	paver work		1,200.00
	Work in front yard		-
	Sod removal		-
10.00	yds Topsoil		-
12.00	ton Lake Shore wall stone		-
	irrigation work		-
	plants and mulch		-
			-
	Estimate		16,800.00
			-
			-

PAGE 1 SUBTOTAL	\$	110,916.00
PAGE 2 SUBTOTAL	\$	20,900.00
LESS DEPOSIT		
TOTAL	\$	131,816.00

THANK YOU FOR YOUR BUSINESS!

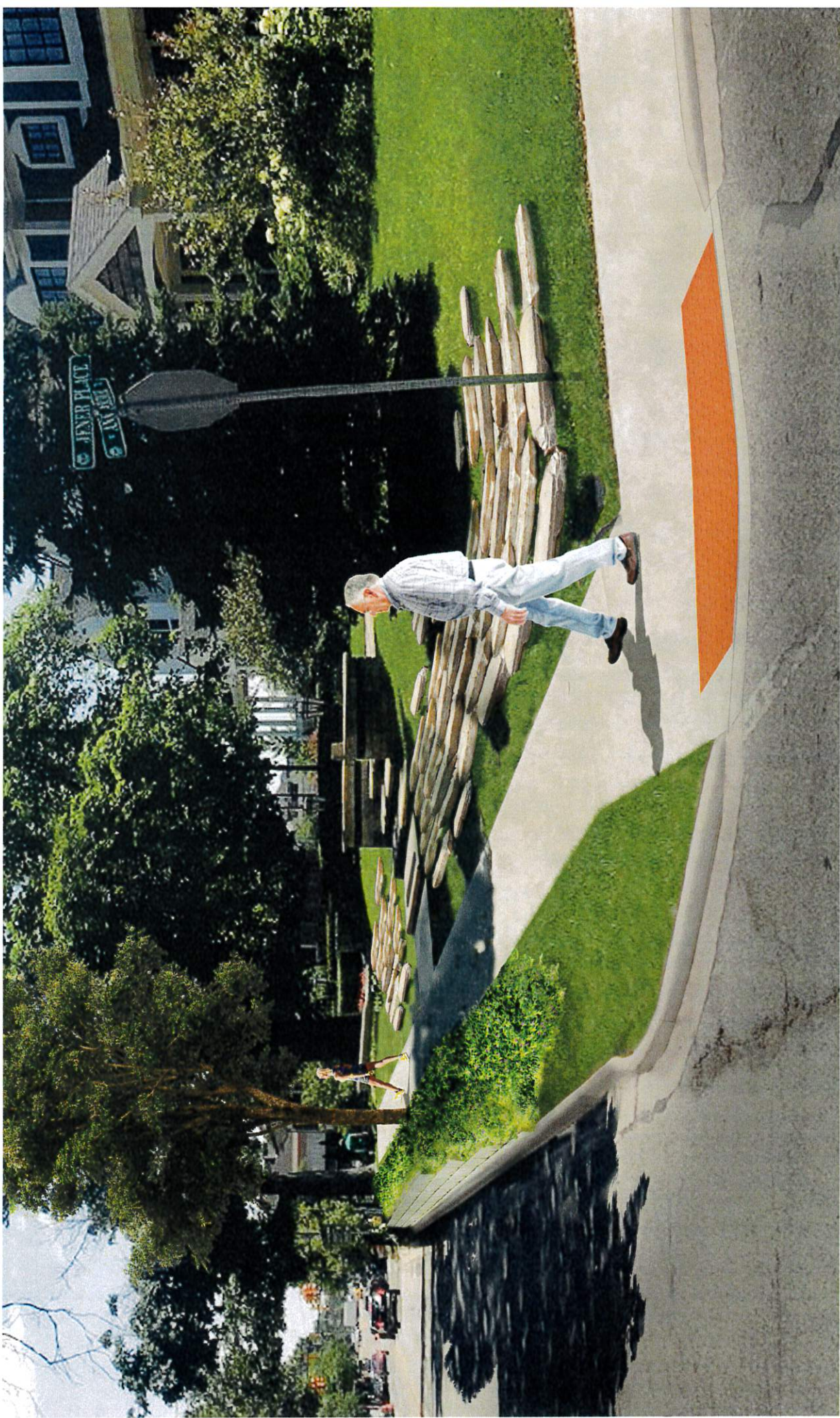
THANK YOU FOR YOUR BUSINESS!



ANN ARBOR TRAIL RETAINING WALL PERSPECTIVE 1 | PLYMOUTH, MI | JULY 2022



ANN ARBOR TRAIL RETAINING WALL PERSPECTIVE 2 | PLYMOUTH, MI | JULY 2022



ANN ARBOR TRAIL RETAINING WALL PERSPECTIVE 3 | PLYMOUTH, MI | JULY 2022



ANN ARBOR TRAIL RETAINING WALL PERSPECTIVES | PLYMOUTH, MI | JULY 2022

RESOLUTION

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

WHEREAS The City Commission has authorized the 2022 Infrastructure Repair Program and this Includes the replacement of the retaining wall on Ann Arbor Trail near Jener Place, and Certain improvements to existing sidewalks to reduce the slopes of the sidewalks, and

WHEREAS The City Department of Municipal Services has been working with the affected residents Near the existing wall and along with the City Engineer they have cooperatively created a Plan to make improvements to the street infrastructure to reduce the height wall at Street level and to improve the slopes of the sidewalks,

WHEREAS The City Engineer has made a recommendation to make certain improvements and This information has been supplied to the residents.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the 2022 Infrastructure Improvement Program for what is commonly know as the Ann Arbor Trail retaining wall, near Jener Place in accordance with the City Engineer's letter of July 27, 2022. This program is authorized at an amount not to exceed \$192,516.00. Further, the City Commission authorizes Jener Place to be one-way northbound from Maple Street to Ann Arbor Trail. Funding for this Improvement Program is authorized from the 2022 Infrastructure Improvement Programs and does not affect the General Fund.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - North Territorial Non-Motorized Pathway 08-01-22.docx*
Date: July 28, 2022
RE: North Territorial Non-Motorized Pathway – Connection to Plymouth Township

Background

In January, the City Commission authorized the design phase of the North Territorial Non-Motorized Seasonal Pathway connection to Plymouth Township. There is approximately 870 linear feet of new pathway (sidewalks) that will be installed. This will be the connection to the pathway that was previously installed in Plymouth Township. This new pathway will provide a direct connection to an area east of Beck Road all the way into the City. This project has been delayed as we waited for a Wayne County Permit, as this will be in the County right of way.

The final construction of the project has not been scheduled at this point, but we anticipate a fall project sometime after Labor Day. It is anticipated that the total project time should be about 10 days. The proposed construction phase of the project will be \$141,925.

This project is on the City Commission's Strategic Plan in Goal Area #4 to construct the multi-modal pathway to connect the City and Township. This project achieves that goal. We have attached a letter from the City Engineer which further outlines the scope of this project.

Recommendation

The City Administration recommends that the City Commission authorize the construction phase of the North Territorial Non-Motorized Pathway in an amount not to exceed \$141,925.00. This project meets the goal of the City Commission to create this connection to Plymouth Township.

This would be a part of the 2022 Infrastructure project and that would be the funding source for the new pathway. The attached letter from the City Engineer provides additional background information on the total project scope. We have also attached a proposed Resolution for the City Commission to consider regarding this matter. If you have any questions on this project in advance of the meeting, please contact Chris Porman or myself.



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

July 28, 2022

City of Plymouth
201 South Main Street
Plymouth, MI 48170

Attention: Mr. Chris Porman
Director of Municipal Services

Re: City of Plymouth
2022 Infrastructure Improvement Program
Proposed Construction Phase Recommendation for North Territorial Non-Motorized Pathway

Dear Mr. Porman:

On January 18, 2022, the City Commission authorized Wade Trim and the City staff to begin work on the preliminary design phase of the 2022 Infrastructure Improvement Program. The North Territorial Non-Motorized pathway project was one of the projects authorized for design. We have prepared plans and specifications for approximately 870 linear feet of new 5-foot-wide non-motorized pathway (i.e., concrete sidewalk) that will fill the gap along North Territorial from the City/Township Boundary (on the west) across Scituate to the existing sidewalk to the east of the New England Village Subdivision.

This letter provides a brief description of the proposed pathway improvements, a summary of the anticipated construction and contingency costs, and provides a recommendation to the City Commission to initiate the construction phase of the North Territorial Non-Motorized Pathway project.

North Territorial Multi-Modal Pathway Improvements

The project consists of approximately 870 linear feet of new 5-foot-wide non-motorized pathway (i.e., concrete sidewalk) that will fill the gap along the north side of North Territorial. For most of the gap, the new pathway will be constructed approximately 1 to 2 feet inside the North Territorial right-of-way. North Territorial is under the jurisdiction of the Wayne County Department of Public Services, and as such we submitted plans to Wayne County to obtain a permit for the city to construct this project. After some considerable delays, on July 21, 2022, Wayne County issued an approval letter to construct the new pathway.

There is an existing set of guy anchors supporting a DTE utility pole at the west end of the project that need to be relocated or adjusted. We are still coordinating this utility conflict with DTE and have included a slightly larger contingency in our recommendation to account for the possible cost associated with having DTE reset these guy anchors.

Anticipated Project Schedule

The construction schedule for this project has not yet been determined but is anticipated to happen sometime this fall after the Labor Day holiday. Proline Asphalt and GM & Sons have estimated a total of 10 working days to complete the project.

Permit Status

As mentioned above, Wade Trim applied and submitted an application and plans for a permit to the Wayne County Department of Public Services on March 28, 2022. An approval letter for the project was issued on July 21, 2022 (WC Plan Review #R22-0162). We will be coordinating the final submittal of signed and sealed plans over the next week or so to Wayne County and should have the official permit in hand in a week or so.

Proposed North Territorial Pathway Construction Program Summary

The direct bid received from Pro-Line is attached to this letter and covers all specific items of work identified on the plans prepared by our office, including installation of the new pathway, ADA ramps across Scituate, the relocation of the stop sign, some minor tree removal and restoration along the pathway alignment.

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

North Territorial Pathway Construction Bid	\$111,425.00
Inspection Bid (10 Days at \$800/day)	<u>\$8,000.00</u>
Construction Bid Received	\$119,425.00
Allowance for Construction Administration (+/- 6.5%)	\$7,500.00
Allowance for QA/QC and Materials Testing (+/- 3%)	<u>\$3,000.00</u>
Engineering Allowance	\$10,500.00
Recommended Construction Contingency (+/- 10%)	<u>\$12,000.00</u>
Proposed Construction Phase – Total	\$141,925.00

Recommendation

Based on the above information, we recommend the City award the 2022 Infrastructure Improvement project to Pro-Line Asphalt for a total contract value of \$119,425 and authorize the preparation of a change order for the same amount to add to the 2020 Infrastructure Improvement contract. This is a unit price contract, and the final amount will be based on the actual amount of work completed at the unit prices received in the direct bid. In addition, we recommend the city approve the total estimated construction phase cost of \$141,925, including construction engineering, inspection, and a ten percent construction contingency for the North Territorial Pathway Improvements.

Next Steps

Following the anticipated City Commission approval, a change order will be prepared to add the project to the existing 2020 Contract that the City has expanded with Pro-Line Asphalt again in 2022. Once the contract documents are signed and the appropriate bonds and insurance certificates are in place, a pre-construction meeting will be held to kick off the project. We anticipate a pre-construction meeting will occur in late August/early September, and that construction will begin as soon as possible.

Wade Trim Construction Phase Services

Wade Trim will continue to assist the City DMS team and provide contract administration, construction engineering, staking and layout (as required), and quality control and materials testing (using SME as our subconsultant) during the project. The contractor has estimated a total of 10 inspection days (8-hour days) to complete the work.

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

We hope this letter is helpful to the City Administration and City Commission. If anyone has any questions in advance of the meeting, please do not hesitate to call me on my cell at 313.363.1434 at any time.

We appreciate the opportunity to help the city with the 2022 Infrastructure Improvement Program and look forward to working with your team again on the construction phase of this project.

Very truly yours,

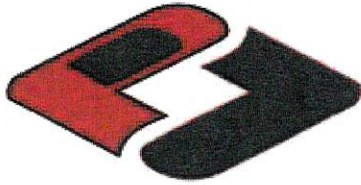
Wade Trim Associates, Inc.



Shawn W. Keough, PE
Senior Vice President

SWK:efa
PLY 2127-01T
20220728_PORMAN_North Territorial LTR OF RECOMMENDATION
Enclosure (Proline Bid Form dated July 27, 2022)

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



PRO-LINE ASPHALT

Pro-Line Asphalt Paving Corp.

**11797 29 Mile Road
 Washington Twp. MI 48095
 Phone: (586) 752-7730
 Fax: (586) 752-9745**

To: City Of Plymouth	Contact: Shawn Keough
Address: Plymouth, MI	Phone:
	Fax:
Project Name: 2022 North Territorial Non-Motorized Pathway - Plymouth	Bid Number:
Project Location: North Territorial Road West Of Sheldon Road, Plymouth, MI	Bid Date: 7/27/2022

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1		Earth Excavation	80.00	CY	\$110.00	\$8,800.00
2		Sand Subbase, CIP, 4 Inch	90.00	TON	\$85.00	\$7,650.00
3		Remove Concrete Curb And Gutter	20.00	LF	\$50.00	\$1,000.00
4		Inlet Filtler	5.00	EACH	\$100.00	\$500.00
5		Curb And Gutter, Concrete, Match Existing Intergral Curb	20.00	LF	\$60.00	\$1,200.00
6		Sidewalk, Concrete, 4 Inch	4,500.00	SF	\$7.50	\$33,750.00
7		Sidewalk Ramp, Concrete, 6 Inch	100.00	SF	\$25.00	\$2,500.00
8		Restoration With 3 Inches Topsoil And Nursery Sod	600.00	SY	\$16.00	\$9,600.00
9		Sign, Type B, Temp, Prismatic, Furn	4.00	SF	\$25.00	\$100.00
10		Sign, Type B, Temp, Prismatic, Oper	4.00	SF	\$1.00	\$4.00
11		Plastic Drum, High Intensity, Lighted, Furn	20.00	EACH	\$50.00	\$1,000.00
12		Plastic Drum, High Intensity, Lighted, Oper	20.00	EACH	\$1.00	\$20.00
13		Pedestrian Type II Barricade, Temp, Furn	1.00	EACH	\$300.00	\$300.00
14		Pedestrian Type II Barricade, Temp, Oper	1.00	EACH	\$1.00	\$1.00
15		Minor Traf Devices	1.00	LS	\$10,000.00	\$10,000.00
16		Inspector Crew Days	10.00	CDAY	\$800.00	\$8,000.00
17		Traffic Maintenance And Control	1.00	LS	\$25,000.00	\$25,000.00
18		Mobilization, 5% Max	1.00	LS	\$5,000.00	\$5,000.00
19		Misc Tree Removal, 12 Inch Dia	2.00	EACH	\$2,500.00	\$5,000.00

Total Bid Price: \$119,425.00

Notes:

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

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Pro-Line Asphalt Paving Corp.</p> <p>Authorized Signature: _____</p> <p>Estimator: _____</p>
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R E S O L U T I O N

The following Resolution was offered by _____seconded by

WHEREAS The City Commission has previously authorized the design phase
Of the North Territorial Non-Motorized Pathway to connect the
City and Plymouth Township pathways, and

WHEREAS The City has received a proposal to enter the construction phase
Of this project to complete a seasonal pathway, and

WHEREAS This project is a part of the City Commission's Strategic Plan to
The City a more attractive and livable community.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of
Plymouth does hereby authorize the Construction Phase of the North Territorial
Non-motorized seasonal pathway as presented by the City Engineer as a part of
the 2022 Infrastructure Project. This phase of the project is authorized at an
amount not to exceed \$141,925 and it shall be encumbered against the 2022
Infrastructure Program.