



# Plymouth City Commission

## Regular Meeting Agenda

Tuesday, September 6, 2022 7:00 p.m.  
Plymouth City Hall & Online Zoom Webinar

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

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

Join Zoom Webinar: <https://us02web.zoom.us/j/84267900430>

Passcode: 224385

Webinar ID: 842 6790 0430

**1. CALL TO ORDER**

- a. Pledge of Allegiance
- b. Roll Call

**2. APPROVAL OF MINUTES**

- a. August 2, 2022 Strategic Plan Study Session Minutes
- b. August 15, 2022 City Commission Regular Meeting Minutes

**3. APPROVAL OF THE AGENDA**

**4. ENACTMENT OF THE CONSENT AGENDA**

- a. Special Event: Heroes on Hines 5K Run/Walk- Saturday, September 34, 2022
- b. Special Event: Main Street Boulevard Tree Lighting/Salvation Army Red Kettle Kickoff- Friday, November 11, 2022
- c. Special Event: Ladies' Holiday Shopping Night- Thursday, November 17, 2022
- d. Special Event: Holiday Greens Market- Saturday, November 26, 2022
- e. Special Event: World Cup in the Park- Tuesday, November 29, 2022

**5. CITIZEN COMMENTS**

**6. COMMISSION COMMENTS**

**7. OLD BUSINESS**

**8. NEW BUSINESS**

- a. MML Annual Meeting
- b. MERS Resolution – Authorized Signatories
- c. Capital Improvement Equipment – 26' Scissor Lift Purchase

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

### GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

#### OBJECTIVES

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

### GOAL AREA THREE - COMMUNITY CONNECTIVITY

#### OBJECTIVES

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

### GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

#### OBJECTIVES

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



## Plymouth City Commission Strategic Planning Study Session

August 2, 2022 5:00 p.m.

Hilton Garden Inn 14500 Sheldon, Plymouth, MI 48170

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

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

### 1. CALL TO ORDER

Mayor Moroz called the meeting to order at 5:08 p.m.

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

ALSO PRESENT: City Manager Paul Sincock, Assistant City Manager Chris Porman, and Attorney Bob Marzano

### 2. DR. LEW BENDER

After an introduction by facilitator, Dr. Lew Bender, the City Commission and city staff discussed team building as it relates to the group in November 2021 and now (August 2022). In addition, the group discussed conducting Committee of the Whole meetings, as well as possible task groups for various projects and initiatives.

In anticipation of the next strategic planning session, it was suggested for staff and commissioners to share possible one- year tasks in advance of that meeting.

### 3. ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

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NICK MOROZ  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK



## City of Plymouth City Commission Regular Meeting Minutes Monday, August 15, 2022, 7:00 p.m. Kiwanis Park – Auburn and Junction

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

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

### 1. CALL TO ORDER

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 Moroz, Jennifer Kehoe, Alanna Maguire and Kelly O'Donnell

Excused: Mayor Pro Tem Tony Sebastian, Commissioners, Suzi Deal, Linda Filipczak,

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

### 2. APPROVAL OF MINUTES

Kehoe offered a motion, seconded by Maguire, to approve the minutes of the August 1, 2022 City Commission Regular Meeting Minutes.

MOTION PASSED 4-0

### 3. APPROVAL OF THE AGENDA

Kehoe offered a motion, seconded by Maguire, to approve the agenda for Monday, August 15, 2022.

MOTION PASSED 4-0

### 4. ENACTMENT OF THE CONSENT AGENDA

Kehoe offered a motion, seconded by O'Donnell, to approve the Consent Agenda for Monday, August 15, 2022.

a. Approval of July 2022 Bills

MOTION PASSED 4-0

### 5. CITIZEN COMMENTS

There were no citizen comments

### 6. COMMISSION COMMENTS

Maguire thanked all who worked on the August election.

Kehoe thanked those who cleaned up after a recent storm and vandalism at the fountain.

Moroz also thanked workers who cleaned up after the storm and the fire fighters who worked on a recent house fire.

### 7. OLD BUSINESS

b. Installation Authorization for Downtown RRFB

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

RESOLUTION 2022-63

WHEREAS The City operates a set of roads and pedestrian walkways and the City Commission has established in their five-year strategic plan that they want to make Plymouth an attractable, livable community and to be aware of changing vehicle habits; and

WHEREAS As the City develops to a more walkable environment, there is a need to provide for enhanced pedestrian safety; and

WHEREAS One strategy that the City is using is to install Rapid Rectangular Flashing Beacon (RRFB) at key crossings in the City in an effort to alert drivers who may be otherwise distracted that a pedestrian may be in the crosswalk and to use caution; and

WHEREAS The City Commission directed the City administration to seek prior approval before installing RRFB in the core downtown area.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct the City Administration to install RRFB in the downtown as follows:

- Ann Arbor Trail at Forest – East Leg
- Main Street – Mid-Block between Ann Arbor Trail and Penniman

Karen Sisolak, 939 Penniman, said she liked the crossing lights at Harvey and Penniman and she didn't like the push-button lights at Main and Ann Arbor Trail.

MOTION PASSED 4-0

**8. NEW BUSINESS**

a. Extended Dining Platforms 2023 Season

RESOLUTION 2022-64

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

WHEREAS The City of Plymouth has established Quality of Life as a priority for the community; and

WHEREAS As a part of the quality of life the city has allowed restaurants to use the public sidewalks, rights of way and alleys for outdoor dining in the summer season, which runs April to the end of October; and

WHEREAS The City Commission has allowed restaurants to use on-street parking areas for additional outdoor seating areas; and

WHEREAS The City Commission will again allow the use of parking spaces for outdoor dining areas in 2023.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the 2023 Patio Extension Program Outdoor Dining Platform Guidelines as presented. Further, any costs/fees related to the inspection of parking space deck areas shall be paid by the affected restaurants. In addition, fees for lane marking delineators, curb stops, or other traffic control device shall be paid by the affected restaurants.



Ellen Elliott, 404 Irvin, said the DDA Board recommended a two-year commitment due to the expense the restaurant owners incur, and to the maintenance cost the City would bear with a permanent system. Warren Stobbe, 383 Blunk, asked for more information about the program.

Dan Johnson, owner of Ironwood Grill, asked the Commission to consider extending the program for two years to give business owners more time to recoup the cost of the parklets. He also spoke about state and federal money for permanent parklets in the future.

Commission members discussed the DDA's recommendation to extend the program for two years. They spoke of the need to maintain flexibility while also working on the sidewalk patio policy and studying the feasibility of a streetscape that includes permanent parklets.

Dan Johnson asked if the City Commission would put this on its agenda in the first quarter of 2023 to give business owners more time to get Michigan Liquor Licensing Commission approval.

Karen Sisolak, 939 Penniman, said she would like to see the parklet and patio seating ordinances align as soon as possible.

#### MOTION PASSED 4-0

##### b. Authorization for Electrical Generator Study – Cultural Center

The following resolution was offered by Maguire and seconded by Kehoe.

##### RESOLUTION 2022-65

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

WHEREAS In times of emergency or lack of electrical power from the "grid" it is necessary for City facilities to have a backup power source to continue the day-to-day business of the City, as well as provide for the emergency needs of our residents; and

WHEREAS The City Commission has established a goal of evaluating City facilities and technology to assess necessary upgrades and emergency preparedness needs.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a professional services contract with Peter Basso & Associates in an amount not to exceed \$9,300.00 to evaluate the current and future electrical needs of the Plymouth Cultural Center and to size a generator and associated transfer equipment to back the facility up in the event of a power failure. In addition, the report will provide input related to backup power for future EV chargers for vehicles. Funding for this authorization is from the Capital Improvement Fund.

Commissioners noted that the system, which would power the ice arena, the entire building and car charging stations, would help prepare the City's infrastructure for a more sustainable fleet.

#### MOTION PASSED 4-0

##### c. Authorization for a Zoning Audit

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

##### RESOLUTION 2022-66

WHEREAS The City Commission of the City of Plymouth adopted a Strategic Plan on January 18, 2022; and

- WHEREAS The City Commission of the City of Plymouth adopted a key objective to “Modernize and update zoning ordinance to reflect community vision”; and
- WHEREAS The City Commission of the City of Plymouth adopted a one-year task to, “Audit current zoning ordinance and identify the approach for updating ordinance;” and
- WHEREAS The Planning Commission reviewed the scope of work at their May 19, 2022 meeting; and
- WHEREAS The Administration has reviewed the workplan and recommends that the City Commission allocate funds in an amount not to exceed \$21,477 for Carlisle-Wortman Associates to provide assistance and technical expertise for a zoning audit and form base codes amendment.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby authorize the expenditure of up to \$21,477 from account 101-101-818.000 to Carlisle-Wortman Associates for completion of a zoning audit and form-based codes amendment.

There was a discussion about Wayne County funding that had been expected for this project but hadn't yet been allocated. Planning Commission Chair Karen Sisolak said there would be Redevelopment Ready Communities funds for implementation. She asked that a subcommittee of the Planning Commission be included in the audit process.

MOTION PASSED 4-0

## 9. REPORTS AND CORRESPONDENCE

### a. Liaison Reports

O'Donnell said the Pulte project was going well, and that the Planning Commission was working on an impervious surface ordinance.

Kehoe said the Zoning Board of Appeals approved banners for Westborn Market and that they approved another variance request for a corner house with two front yards.

Maguire said the Library Board was scheduled to meet on Tuesday, August 16.

Moroz reminded the group of the Old Village Vibes event, scheduled for August 20.

### b. Appointments

There were no appointments

## 10. ADJOURNMENT

A motion to adjourn was offered by O'Donnell and seconded by Kehoe at 7:53 p.m.

MOTION PASSED 4-0

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NICK MOROZ  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK



# Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name Friends of Wayne County Parks

Ph# 734-261-1990 Fax# \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

Address 33175 Ann Arbor Trail City Westland State MI Zip 48185

Sponsoring Organization's Agent's Name Alicia Bradford Title Parks Director

Ph# 7342611990 Fax# \_\_\_\_\_ Email abradford@waynecouty.com Cell# \_\_\_\_\_

Address 33175 Ann Arbor Trail City Westland State MI Zip 48150

Event Name Heroes on Hines 5K Run/Walk

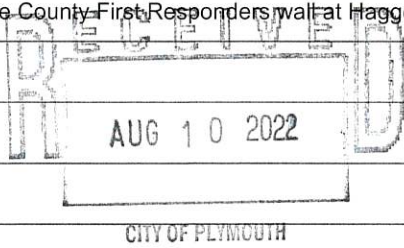
Event Purpose All proceeds to benefit the upkeep and maintenance of the Wayne County First Responders wall at Haggerty Park.

Event Date(s) Saturday, September 24, 2022

Event Times 8:00 am-12:00 pm

Event Location Haggerty Park Area

What Kind Of Activities? 5K Run



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

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

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)  
Friends of Wayne County Parks will host their annual Hereos on Hines 5K Run/Walk held on Saturday, September 24, 2022 at Haggerty Park First Responders Memorial located at Haggerty Rd. and Hines Drive. The 5k will only take place on Hines Drive.



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)

No City Services required. Parks maintenance, Wayne County Sheriff, and volunteers will be used for staffing for this event.

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.

8-1-2022

Date



Signature of Sponsoring Organization's Agent

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


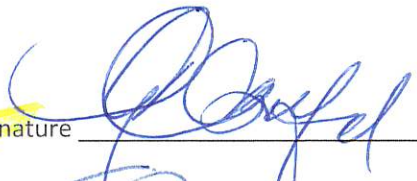

Manager's Office  
City Hall  
201 S. Main Street  
Plymouth MI 48170

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

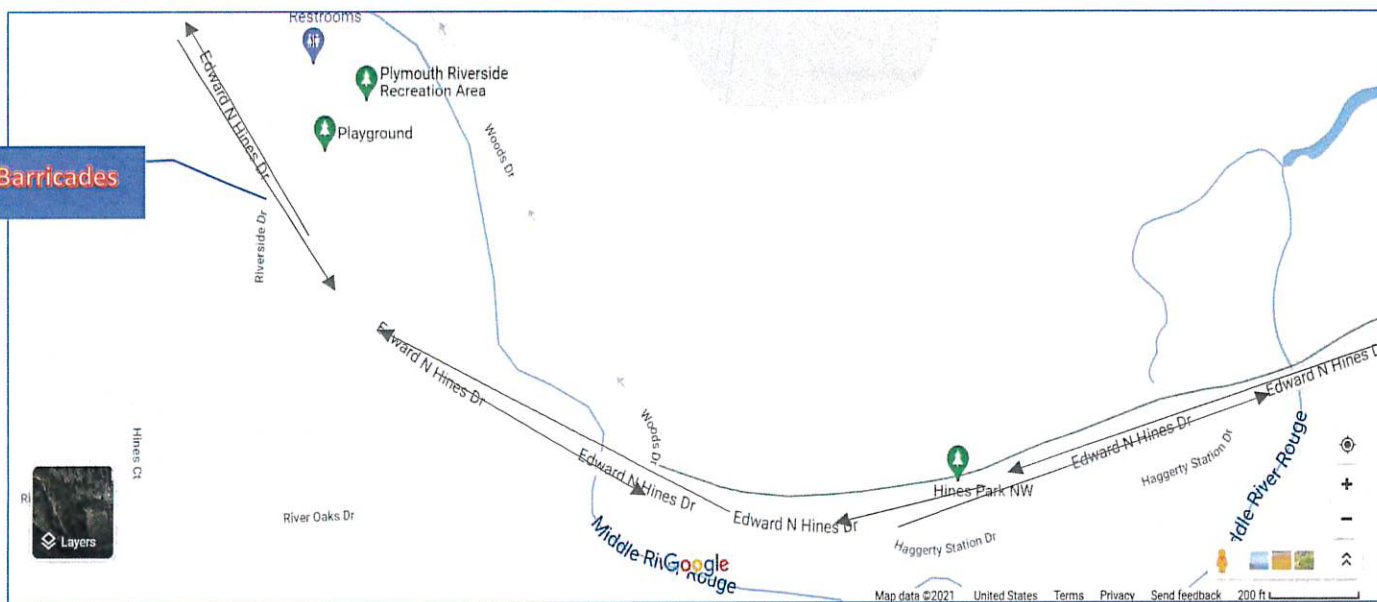
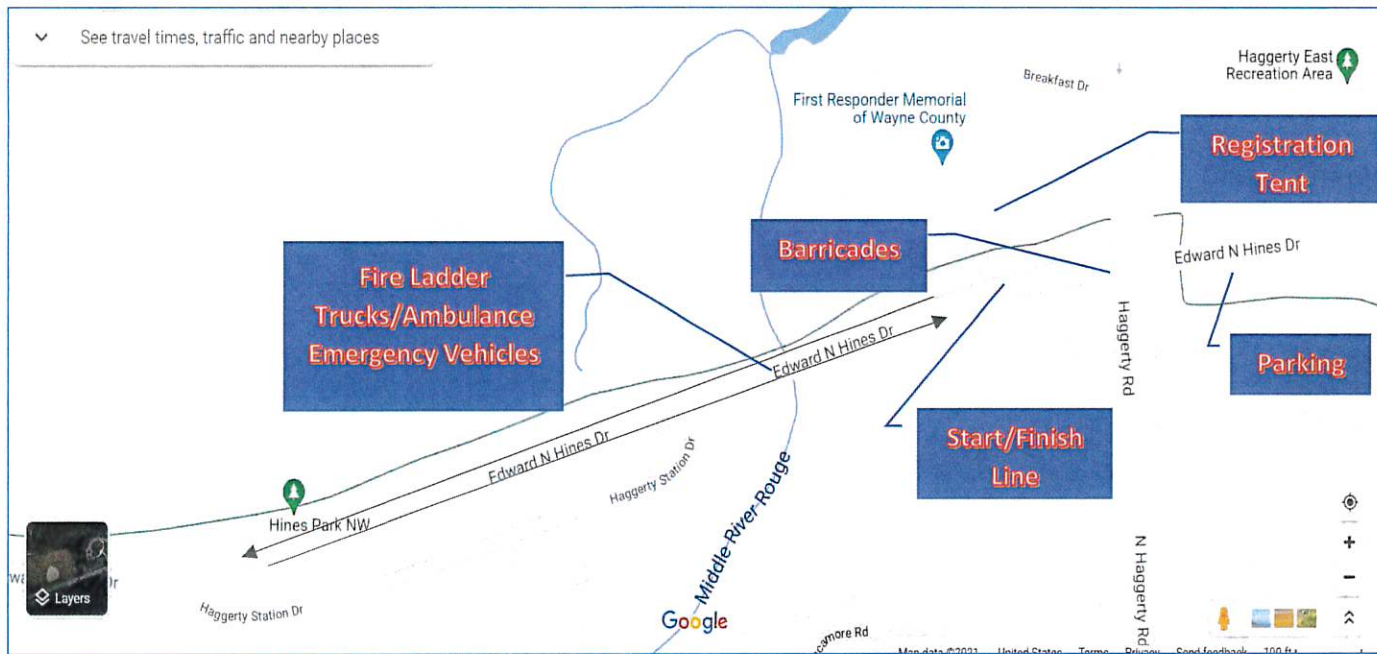
INDEMNIFICATION AGREEMENT

The Friends of Wayne County Parks (*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 Heroes on Hines 5K Run/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   
Witness 

Date 8/9/22  
Date 9-9-22

# HEROES ON HINES 5K





### EVENT REVIEW FORM

EVENT NAME: \_\_\_\_\_ TOTAL ESTIMATED FEE: \_\_\_\_\_

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

<b>MUNICIPAL SERVICES:</b>	<b>Approved</b>	Denied	(list reason for denial)	Initial	<i>CP</i>
<i>NO SERVICES NEEDED</i>					
\$250 Bathroom Cleaning Fee Per Day of Event? <b>YES</b> <span style="float: right;"><b>NO</b></span>					
Labor Costs:	\$	Equipment Costs:	\$	Materials Costs	\$
<b>POLICE:</b>	<b>Approved</b>	Denied	(list reason for denial)	Initial	<i>guc</i>
<i>No services needed</i>					
Labor Costs	\$	Equipment Costs	\$	Materials Costs	\$
<b>FIRE:</b>	<b>Approved</b>	Denied	(list reason for denial)	Initial	<i>AS</i>
<i>NO SERVICES NEEDED</i>					
Labor Costs	\$	Equipment Costs	\$	Materials Costs	\$
<b>HVA:</b>	<b>Approved</b>	Denied	(list reason for denial)	Initial	
<b>DDA:</b>	<b>Approved</b>	Denied	(list reason for denial)	Initial	<i>SBP</i>
Labor Costs	\$	Equipment Costs	\$	Materials Costs	\$
<b>RISK MANAGEMENT:</b>	<b>Approved</b>	Denied	(list reason for denial)	Initial	<i>MS</i>
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

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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 Downtown Development Authority

Ph# 734-455-1453 Fax# \_\_\_\_\_ Email dda@plymouthmi.gov Website downtownplymouth.org

Address 831 Penniman City Plymouth State MI Zip 48170

**Sponsoring Organization's Agent's Name** Sam Plymale Title Director

Ph# 734-455-1453 ext 3 Fax# \_\_\_\_\_ Email splymale@plymouthmi.gov Cell# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Event Name** Main Street Boulevard Tree Lighting and Salvation Army Red Kettle Kick Off

**Event Purpose** To kick off the holiday season in DTP and spotlight the Salvation Army Red local Red Kettle Campaign

**Event Date(s)** November 11 2022

**Event Times** 6-7 p.m. (set up to begin at 5 p.m.)

**Event Location** Main Street side of Kellogg Park

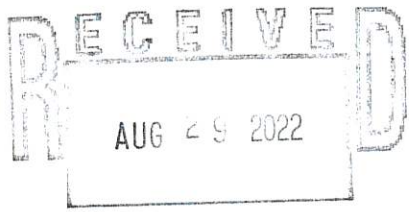
**What Kind Of Activities?** Music, street tree lighting, holiday giving, light refreshments

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

**Coordinating With Another Event?** YES  NO  If Yes, Event Name: \_\_\_\_\_

**Event Details:** (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)  
We will have the PCEP choir and Salvation Army brass band play holiday music as the Salvation Army kicks off their local Red Kettle Campaign. Hot chocolate and cookies will be provided.

*BURGLAR SPOT TRUCK*



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): 2nd Friday in November

Next year's specific dates: November 10

\*\*\*See section 12.13 for license & insurance requirements for vendors\*\*\*

*BULLDOG SPOT TRUCK*

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 will provide the switch and help with lighting activities

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

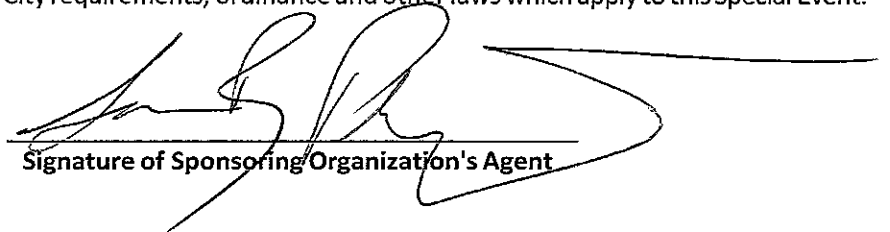
If Yes, list the lots or locations where/why this is requested:

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).
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  - 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.

8/29/2022

Date

  
Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

**EVENT REVIEW FORM**

EVENT NAME: Tree Lighting TOTAL ESTIMATED FEE: \_\_\_\_\_

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

<b>MUNICIPAL SERVICES:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>CP</u>
<u>2 FTE TO STAFF</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> <b>YES</b> <input type="radio"/> <b>NO</b>				
Labor Costs: \$	<u>500</u>	Equipment Costs: \$	<u>120</u>	Materials Costs \$
<b>POLICE:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>gpc</u>
<u>No SERVICES NEEDED</u>				
Labor Costs \$		Equipment Costs \$	<u>0</u>	Materials Costs \$
<b>FIRE:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>JA</u>
<u>No Service Needed</u>				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
<b>HVA:</b>	<input type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial
<b>DDA:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
<b>RISK MANAGEMENT:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>MR</u>
Class I – Low Hazard				
<input checked="" type="radio"/> <b>Class II – Moderate Hazard</b> 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 mary@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 Holiday Shopping Night

Event Purpose To promote Christmas Holiday shopping in Downtown Plymouth

Event Date(s) Thursday, November 17, 2022

Event Times 4-8 pm

Event Location Downtown Plymouth

What Kind Of Activities? Christmas Shopping

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

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

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

An evening for local residents to spend time shopping and dining in Plymouth and to celebrate a quaint, old-fashion Christmas.

AUG 17 2022



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

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

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

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

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)

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 event lasts more than the 2-3 hour parking limit.  
\_\_\_\_\_  
\_\_\_\_\_

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.

August 17, 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) 453-1234 ext. 203

11. **INDEMNIFICATION AGREEMENT**

**INDEMNIFICATION AGREEMENT**

Plymouth Community

The 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 Holiday Shopping Night (*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 August 17, 2022

Witness Wanda Clouston

Date August 17, 2022

**EVENT REVIEW FORM**

EVENT NAME: Holiday Shopping TOTAL ESTIMATED FEE: \_\_\_\_\_

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

<b>MUNICIPAL SERVICES:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>CP</u>
<u>NO SERVICES NEEDED</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? <b>YES</b> <span style="float:right"><b>NO</b></span>				
Labor Costs:	\$	Equipment Costs:	\$	Materials Costs \$
<b>POLICE:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>gpc</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$		Equipment Costs \$	<u>0</u>	Materials Costs \$
<b>FIRE:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>AS</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
<b>HVA:</b>	<input type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial
<b>DDA:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
<b>RISK MANAGEMENT:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>MB</u>
<input checked="" type="radio"/> <b>Class I – Low Hazard</b> <input type="radio"/> <b>Class II – Moderate Hazard</b> Event Sponsors must provide current Certificate of Insurance naming City <input type="radio"/> <b>Class III – High Hazard</b> of Plymouth as ‘Additional Insured’ including in the Description Box/Area. <input type="radio"/> <b>Class IV – Severe Hazard</b>				
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 mary@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 Holiday Greens Market

Event Purpose Selling of Holiday Greens at the Farmers Market

Event Date(s) Saturday, November 26, 2022

Event Times 9 a.m. to 4 p.m.

Event Location Downtown Plymouth in The Gathering and outside The Gathering on Penniman Avenue

What Kind Of Activities? Holiday Greens Market

What is the Highest Number of People You Expect in Attendance at Any One Time? 60

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

Event Details: This event provides an opportunity for Farmers Market vendors to sell holiday greens for the Christmas Season. The people who come to the market are mainly local Plymouth residents and and people from the surrounding communities.

AUG 17 2022



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. Early in the month of Dec. \_\_\_\_\_)

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)

Close off Penniman Avenue between Jimmy Johns and Union.  
\_\_\_\_\_  
\_\_\_\_\_

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 .

08/17/2022  
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) 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 Greens Market (*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 08/17/2022

Witness Wanda Clouston Date 08/17/2022

**EVENT REVIEW FORM**

EVENT NAME: Greens Mkt

TOTAL ESTIMATED FEE: \_\_\_\_\_

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

<b>MUNICIPAL SERVICES:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>CP</u>
<u>BARRICADES FOR ROAD CLOSURES</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> <b>YES</b> <input type="radio"/> <b>NO</b>				
Labor Costs: \$	<u>60</u>	Equipment Costs: \$	<u>20</u>	Materials Costs \$ <u>—</u>
<b>POLICE:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>jee</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$		Equipment Costs \$	<u>0</u>	Materials Costs \$
<b>FIRE:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>RS</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
<b>HVA:</b>	<input type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial
<b>DDA:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
<b>RISK MANAGEMENT:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <u>MB</u>
<input checked="" type="radio"/> <b>Class I – Low Hazard</b> <input type="radio"/> <b>Class II – Moderate Hazard</b> Event Sponsors must provide current Certificate of Insurance naming City <input type="radio"/> <b>Class III – High Hazard</b> of Plymouth as 'Additional Insured' including in the Description Box/Area. <input type="radio"/> <b>Class IV – Severe Hazard</b>				
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 Sam Vida (additional sponsors tbd)

Ph# 2487670037 Fax# \_\_\_\_\_ Email samvida@rockethomes.com Website \_\_\_\_\_

Address 12801 Pebble Creek Dr. City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name \_\_\_\_\_ Title \_\_\_\_\_

Ph# \_\_\_\_\_ Fax# \_\_\_\_\_ Email \_\_\_\_\_ Cell# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event Name World Cup in the Park

Event Purpose To activate the community by supporting the U.S. Mens National Soccer Team in the 2022 FIFA World Cup game vs. England

Event Date(s) Tuesday, November 29

Event Times 2pm to 6pm

Event Location Kellogg Parke

What Kind Of Activities? Viewing a live soccer game on video screen

What is the Highest Number of People You Expect in Attendance at Any One Time? Likely similar to Music at the Park audience size.

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

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



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)*

(Included in my attachment)  
\_\_\_\_\_  
\_\_\_\_\_

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:

I will need to discuss this with officials in greater detail. I'm not certain whether unlimited parking is needed however would like to consult with the City of Plymouth officials.  
\_\_\_\_\_  
\_\_\_\_\_

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.

4/5/2022

Date

Sam Vida

Digitally signed by Sam Vida  
Date: 2022.09.02 13:27:22  
-04'00'

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 Sam Vida (*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 World Cup at 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 Sam Vida Digitally signed by Sam Vida  
Date: 2022.09.02 13:27:55  
-04'00'

Date 9/2/2022

Witness \_\_\_\_\_

Date \_\_\_\_\_

## Campbell, Susan

---

**From:** Vida, Sam <SamVida@rockethomes.com>  
**Sent:** Monday, August 22, 2022 11:05 AM  
**To:** Campbell, Susan  
**Cc:** Vida, Sam  
**Subject:** RE: [External] event  
**Attachments:** Special Event Application - World Cup at the Park.pdf; image004.jpg

Hi Sue and Team,

My name is Sam Vida and I've been a resident of the Plymouth for over 15 years.

As an avid resident and soccer fan, I've always had a dream of helping the city of Plymouth host a World Cup soccer event inside of Kellogg Park.

Last week the United States Men's soccer team officially qualified for the 2022 World Cup which is a big deal since we did not qualify for the last World Cup in 2018.

### Why I'm reaching out:

- 1) The U.S. team is schedule to play against rivals **England** on **Friday, Nov 25<sup>th</sup> at 2:30pm E.T.**
- 2) I'd like to propose and help execute the first ever "**World Cup in the Park**" in our very own Downtown Plymouth
- 3) I've included a picture of a similar event in another city just to get a feel for what this event looks like

### Considerations:

- 1) **Application** - I've completed the event application document knowing that some of the questions being asked require a conversation/consultation with City of Plymouth officials. I believe that this even will be most similar to how our Music in the Park events are managed/operated
- 2) **Video Screen** - One key exception would be the need to have a large video screen solution with access to either the internet/cable tv.
- 3) **Viewing License** - FIFA, the governing body of the World Cup, requires a "Public Viewing License" for legal access to the game. I'm already in discussions with FIFA about this as we speak but need more details about the event first.
- 4) **Santa Event** – There is an event to welcome Santa in the evening on the same day of the event. How, if at all, does that impact what we are going to do here?



5) **Everything Else** – I know I'm leaving out other details but my goal is to set up a meeting or phone call with the right officials in the City of Plymouth to discuss this further and help fill in the gaps together as nobody knows what it takes to operate a successful event in Kellogg Park like you...so I'm seeking your counsel on much of this.

I believe you would agree that our community would gravitate strongly to something like this seeing how deep soccer runs throughout our residents of all ages.

Obviously, there are a lot of considerations making something like this happen but as I've said, I'm willing to help lead the effort in order to make this a one of a kind experience in our very own City of Plymouth.

With all of that said...I'm reaching out to engage in a dialogue with the right people to further explore this concept and discuss its viability.

As the President/Founder of a national company (Rocket Homes, sister company to Rocket Mortgage) I'm very familiar with the pragmatic complexities that come with making this or anything great happen...I'm also confident that we can overcome them together if we are crystal clear on the requirements.

Looking forward to hearing back.



**Sam Vida**  
**Chief Product Officer & President**

O 313-373-7500  
C 248-767-0037

**ROCKET Homes**

**From:** Campbell, Susan <scampbell@plymouthmi.gov>  
**Sent:** Monday, August 22, 2022 11:03 AM  
**To:** Vida, Sam <samvida@rockethomes.com>  
**Subject:** [External] event

Hi Sam,

You can reply to this email with the application.



**Sue Campbell**  
**Assistant to the City Manager**



[scampbell@plymouthmi.gov](mailto:scampbell@plymouthmi.gov)

Phone 734-453-1234 extension 203  
201 S Main, Plymouth, MI 48170





**EVENT REVIEW FORM**

EVENT NAME: World Cup TOTAL ESTIMATED FEE: \_\_\_\_\_

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

<b>MUNICIPAL SERVICES:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b> (list reason for denial)	<b>Initial</b> <u>GP</u>
<u>1 FTE TO STAFF</u> <u>APPROX 4 HR</u>			
<b>\$250 Bathroom Cleaning Fee Per Day of Event:</b> <input checked="" type="radio"/> <b>YES</b> <input type="radio"/> <b>NO</b>			
Labor Costs: \$ <u>250</u>	Equipment Costs: \$ <u>60</u>	Materials Costs: \$	
<b>POLICE:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b> (list reason for denial)	<b>Initial</b> <u>Jec</u>
<u>1 - OFFICER @ 4 HRS</u>			
Labor Costs \$	Equipment Costs \$ <u>304 -</u>	Materials Costs \$	
<b>FIRE:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b> (list reason for denial)	<b>Initial</b> <u>JD</u>
<u>NO SERVICE NEEDED</u>			
Labor Costs \$	Equipment Costs \$	Materials Costs \$	
<b>HVA:</b>	<input type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b> (list reason for denial)	<b>Initial</b>
<b>DDA:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b> (list reason for denial)	<b>Initial</b> <u>SBP</u>
Labor Costs \$ <u>0</u>	Equipment Costs \$	Materials Costs \$	
<b>RISK MANAGEMENT:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b> (list reason for denial)	<b>Initial</b> <u>MB</u>
Class I – Low Hazard	<u>AS presented - but dependent on currently unknown activities</u> <div style="background-color: yellow; padding: 2px;">Event Sponsors must provide current Certificate of Insurance naming City of Plymouth as 'Additional Insured' including in the Description Box/Area.</div> <u>PRIOR TO EVENT</u>		
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 _____			





## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - MML Annual Meeting 2022.docx*  
Date: August 23, 2022  
RE: MML Annual Meeting

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### Background

Each year the Michigan Municipal League hosts their annual meeting and the City has the opportunity to send a voting delegate to the convention. Generally, a member of the City Commission is the voting delegate and the City Manager is the alternate. Occasionally, another member of the staff has filled the alternate slot.

This year the convention will be in Muskegon, MI October 19-21, 2022. We have attached a copy of a letter that we have received from the Michigan Municipal League related to this matter.

### Recommendation

The City Administration recommends that the City Commission appoint a voting delegate and alternate to the Annual Business meeting of the Michigan Municipal League. We would suggest that the City Commission designate a member of the City Commission who may be attending the event as the delegate and either another member of the City Commission or the City Manager as the Alternate.

July 18, 2022

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Muskegon, October 19-21, 2022. The League's "Annual Meeting" is scheduled for 4:30 pm on Wednesday, October 19 in Section D meeting room at the VanDyk Mortgage Convention Center. The meeting will be held for the following purposes:

1. Policy. A) To vote on the Core Legislative Principles document.

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax or email, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #1 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by September 18, 2022.

2. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than September 18, 2022.

We love where you live.



2. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Wednesday, October 19 at 4:30 pm in the Delta Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Barbara Ziarko  
President  
City Council, Sterling Heights



Daniel P. Gilmartin Executive  
Director & CEO



**RESOLUTION**

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

WHEREAS Each year the Michigan Municipal League hosts an annual business meeting to discuss matters and to form policy related to local government; and

WHEREAS The City of Plymouth has an opportunity to designate a voting delegate and alternate for the annual business meeting.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby designate \_\_\_\_\_ as the voting delegate to the Michigan Municipal League Annual Convention Meeting.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby designate \_\_\_\_\_ as the voting alternate to the Michigan Municipal league Annual Convention Meeting.





## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - MERS Authorized Signatures 09-06-22.docx*  
Date: August 30, 2022  
RE: Resolution for MERS Authorized Signatories

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### Background

The City Commission may be aware that we use the Municipal Employee's Retirement System (MERS) for our various retirement benefit programs, most notably the 401K type retirement that all of our current employees are on. We still have a number of former employees who are on the old defined benefit retirement program, which is also administered by MERS.

In order to make changes to any of the MERS programs, we need to pass a Resolution of the City Commission as well as execute the various documents. Recently, the Commission authorized some changes to the vesting periods, and this brought this issue forward. In order to make the changes, we need to sign various documents with MERS. We would like to suggest we update our records with MERS that would authorize the Mayor, or the Finance Director or the City Clerk to execute documents with MERS in accordance with the Resolution of the City Commission. This resolution would allow us to expedite authorized changes with a certified copy of the Resolution of the City Commission and the signatures of any of the three people authorized by the City Commission.

### Recommendation

Currently, all changes in the MERS plans have to have a certified Resolution of the City Commission as well as signed documents related to the changes highlighted in the Resolution. We would suggest that the Commission authorize the Mayor, Finance Director, or the City Clerk to execute documents on behalf of the City.

MERS has prepared a proposed Resolution of the City Commission for potential action. If you have any questions, in advance of the meeting please feel free to contact me.



# CITY OF PLYMOUTH

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

201 S. Main  
Plymouth, Michigan 48170-1637

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

TO: Paul Sincock  
City Manager

August 16, 2022

FROM: Tom Alexandris,  
Director of IT/HR

SUBJECT: MERS Resolution Authorized Signatories

The City of Plymouth provides retirement options for its employees through the Michigan Employees' Retirement System (MERS) for eligible employees. The City of Plymouth was one of the original member municipalities dating back to 1946.

All documents must be signed by the mayor on behalf of the City of Plymouth. MERS provides by resolution the option to allow other positions besides the chief elected official, the mayor, to sign documents.

All program changes, amendments, new plans, etc must still be brought to the city commission for approval by resolution. This specific resolution merely provides other positions the ability to sign documents after city commission approval if the mayor is not available.

The signatories in order by position are as follows:

- 1) Mayor
- 2) City Clerk
- 3) Finance Director

The attached resolution is not a change of plans, requirements, or eligibility. This is merely allowing other members of the administration to sign documents in the absence of the mayor. All new plans, changes, amendments, etc. still require formal resolutions by the city commission.

THE CITY OF HOMES

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

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

# Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution is being adopted by the governing body of the participating entity and applies to all reporting units of said participating entity.

**WHEREAS**, \_\_\_\_\_ ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

**WHEREAS**, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

**WHEREAS**, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

**WHEREAS**, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. \_\_\_\_\_

Optional additional job positions:

2. \_\_\_\_\_

3. \_\_\_\_\_

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on \_\_\_\_\_, 20\_\_\_\_\_.

Authorized signature (must be currently in a position named above): \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Witness signature: \_\_\_\_\_

Witness name: \_\_\_\_\_

Witness title: \_\_\_\_\_



## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Authorization to purchase scissor lift 09-06-22.docx  
Date: September 2, 2022  
RE: Authorization to Purchase – 26' Scissor Lift

---

### Background

As a part of the budget the City Commission authorized the purchase of a piece of equipment called a scissor lift. This is the unit that would be used to change the lights in the Ice Arena or at the Municipal Services garage. Basically, any location in the city that would need access that our bucket truck or the fire department ladder truck could not be used. This unit would most routinely be used in an indoor setting. Currently, we have to rent a unit every time we need one, to include delivery and pick up. This also means that we have to wait for delivery to begin a project or make a repair.

These are very technical units and there are a number of safety requirements on the units. We looked at Sourcewell, which is the national bidding group that we belong to in order to review any options that they have in their program. You will recall that we have used Sourcewell for a number of purchases including fire trucks, and more recently the Vactor and street sweeper. Being a part of these national groups is highly advantageous to the city, since we are not spending time and money on doing our own single bid process. Using Sourcewell allow us to join other municipalities of all sizes across the country to use their bid process for unique pieces of equipment and supplies.

The purchase price for the new unit is \$23,752.93, which includes delivery and set up. There is also a significant supply chain delay in the delivery of the new unit. With the pricing being slightly over our budget for this project, and that can be anticipated with the large increase in inflation experienced over the last year as well as increases in labor and materials. The estimated lead time for the unit is 40 weeks, which we would anticipate that will be reduced once the company is back at full staffing and manufacturing. The parent company website indicates delivery in approximately 4 weeks.

We did look at a possible alternative which was a reconditioned rental unit of a different brand. While that may be something to look at, we determined that our best option would be for the new unit. Our staff has seen too many cases of these types of rental units being used for things that it was not designed to do, which increases the wear and tear on the unit. In addition, the warranty on a

refurbished unit would only be for parts and for only 30 days, which causes us to question the quality of the refurbishment.

### **Recommendation**

The City Administration recommends that the City Commission authorize the purchase of a Genie GS-2632 26' scissor lift through Sourcewell Governmental pricing in an amount of \$23,752.93. Despite the anticipated delay in delivery, the new unit will have a full warranty and meet all current safety standards that are in effect at the time of manufacture and delivery.

While this is slightly over budget, we feel that we can absorb the additional costs within the overall budget. We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions please feel free to contact me.





# CITY OF PLYMOUTH

www.plymouthmi.gov

Phone 734-455-6620

Recreation Department  
Plymouth Cultural Center  
525 Farmer  
Plymouth, MI 48170

## Memo

**To:** Paul Sincock, City Manager  
Chris Porman, Asst. City Manager / DMS Director

**From:** Steve Anderson, Recreation Director *SA*

**Date:** 9/2/2022

**Re:** Capital Improvement Equipment – 26' Scissor lift Purchase

---

As you are aware, the City has allocated funding in the capital improvement budget to purchase a two-man scissor lift to be able to quickly and effectively reach valving, plumbing and electrical work in our multiple high bay municipal facilities, during construction projects and for work in the Central Parking Structure.

The initial lift we were looking at was a Genie GS-2632. This is a 26' lift height, 32' working height, two-man platform, 3' extension deck, Scissor Lift. (see attached spec sheets)

The amount allocated for the purchase in the capital improvement budget is \$20,000.00. However, the per unit cost has gone up a bit from the price estimates set eighteen months ago. In addition, the ordering lead time for a new unit has also gone up significantly.

This specified unit thru the Sourcewell Government pricing (with shipping) from Crown Lift Trucks in Plymouth Twp, is \$23,752.93 (see quote). However, estimated lead time on building the unit is up to forty weeks.

After seeing the up to forty-week lead time, we asked the Crown sales rep (Nathan Rice) about some alternatives. One of the most common alternatives to buying new is purchasing a reconditioned or "used" lift. Reconditioned lifts include a new paint job, tires and batteries with a 30-day parts only warranty. However, just like with a used car, one ever really knows the how the lift has been treated by the previous owner.

Weighing the alternatives in this never ending "Supply Chain Issue", my recommendation would be to purchase the Genie GS-2632 thru the Sourcewell Governmental purchasing system for \$23,752.93 and wait the forty weeks to ensure a quality piece of equipment for the safety of the City Staff.



Crown Lift Trucks  
 43696 Plymouth Oaks Blvd  
 Plymouth, MI 48170  
 crown.com

Quotation  
 Thursday, July 21, 2022  
 Quote #  
 City of Plymouth Recreation  
 Layout #

To: City of Plymouth Recreation  
 25 Farmer  
 Plymouth, MI 48170  
 Steve Anderson  
 734-455-6620  
 sanderson@plymouthmi.gov

Project Description: Genie GS-2632 Scissor Lift

**Materials:**

Part #	Qty	Description	Color	Wt. Total	Unit Sale	Total Sale	Est. Lead-time
GS-2632	1	Hydraulic Drive & Standard Specs		0	\$21,056.43	\$21,056.43	40 Weeks
	1	Surcharge		0	\$1,425.07	\$1,425.07	
	1	Freight		0	\$1,271.43	\$1,271.43	
<b>Materials Subtotal</b>				<b>0</b>		<b>\$23,752.93</b>	

**Project Summary:**

Description	Wt. Total	Total Sale
Total Order Quoted	0	\$23,752.93
Estimated Sales Tax		Not Quoted
<b>Total Project</b>		<b>\$23,752.93</b>
<b>Options Subtotal</b>		<b>Not Quoted</b>

Any purchases made by you of the items referred to on this quotation shall be subject to the terms and conditions printed on the reverse, which form a part of this quotation. This quotation is subject to acceptance by Buyer and Crown within 10 days from the date of this quotation.

Prices quoted above are based upon quantities specified above.  
 Above prices subject to all state and local taxes.

All orders are subject to acceptance by Crown.  
 FOB: Factory

Accepted By: \_\_\_\_\_

Date: 7/21/2022 (quote valid for 10 days from this date)

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

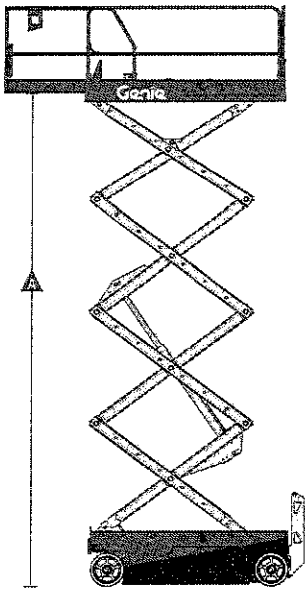
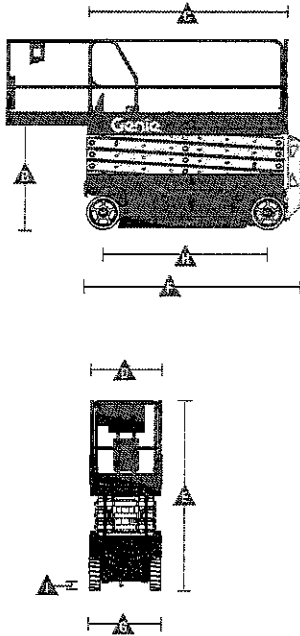
By: Nathan Rice / Account Representative / 248-444-2458



# Self-Propelled Scissor Lifts

## GS™-2032, GS-2632 & GS-3232

### Specifications



Models	GS-2032		GS-2632		GS-3232	
Measurements	US	Metric	US	Metric	US	Metric
Working height maximum - indoor <sup>1</sup>	26 ft 1 in	8.13 m	32 ft 1 in	9.96 m	38 ft 1 in	11.78 m
- outdoor <sup>1</sup>	22 ft	6.88 m	25 ft	7.79 m	24 ft	7.49 m
▲ Platform height maximum - indoor	20 ft 1 in	6.13 m	26 ft 1 in	7.96 m	32 ft 1 in	9.78 m
- outdoor	16 ft	4.88 m	19 ft	5.79 m	18 ft	5.49 m
▲ Platform height stowed	3 ft 6 in	1.07 m	3 ft 11 in	1.20 m	4 ft 4 in	1.32 m
▲ Platform length - outside	7 ft 5 in	2.27 m	7 ft 5 in	2.27 m	7 ft 5 in	2.27 m
extended	10 ft 5 in	3.18 m	10 ft 5 in	3.18 m	10 ft 5 in	3.18 m
Roll-out platform extension deck	3 ft	0.91 m	3 ft	0.91 m	3 ft	0.91 m
▲ Platform width - outside	2 ft 8 in	0.81 m	2 ft 8 in	0.81 m	2 ft 8 in	0.81 m
Guardrail height	3 ft 7 in	1.1 m	3 ft 7 in	1.1 m	3 ft 7 in	1.1 m
Toeboard height	6 in	15 cm	6 in	15 cm	6 in	15 cm
▲ Height-stowed: folding rails	7 ft 2 in	2.17 m	7 ft 7 in	2.32 m	8 ft	2.44 m
rails folded	5 ft 11 in	1.8 m	6 ft 4 in	1.94 m	6 ft 10 in	2.07 m
▲ Length - stowed	8 ft	2.44 m	8 ft	2.44 m	8 ft	2.44 m
Length - extended	10 ft 11 in	3.33 m	10 ft 11 in	3.33 m	10 ft 11 in	3.33 m
▲ Width	2 ft 8 in	0.81 m	2 ft 8 in	0.81 m	2 ft 8 in	0.81 m
▲ Wheelbase	6 ft 1 in	1.85 m	6 ft 1 in	1.85 m	6 ft 1 in	1.85 m
▲ Ground clearance - center	5 in	12 cm	5 in	12 cm	5 in	12 cm
- with pothole guards deployed	0.9 in	2.3 cm	0.9 in	2.3 cm	0.9 in	2.3 cm

### Productivity

Maximum platform occupancy (in/out)	2/1		2/1		2/1	
Lift capacity	800 lbs	363 kg	500 lbs	227 kg	500 lbs	227 kg
Extension deck capacity	250 lbs	113 kg	250 lbs	113 kg	250 lbs	113 kg
Drive height	full height		full height		22 ft	6.71 m
Drive speed - stowed	2.0 mph	3.2 km/h	2.0 mph	3.2 km/h	2.0 mph	3.2 km/h
Drive speed - raised	0.5 mph	0.8 km/h	0.5 mph	0.8 km/h	0.5 mph	0.8 km/h
Gradeability - stowed <sup>2</sup>	25%		25%		25%	
Maximum outrigger leveling:						
front to back	—		—		3°	
Maximum outrigger leveling:						
side to side	—		—		5°	
Turning radius - inside	zero		zero		zero	
Turning radius - outside	7 ft	2.13 m	7 ft	2.13 m	7 ft	2.13 m
Raise / lower speed	41 / 33 sec		43 / 33 sec		58 / 32 sec	
Tilt sensor activation - front to back	3°		3°		3°	
- side to side	1.5°		1.5°		1.5°	
Controls	proportional		proportional		proportional	
Drive			Hydraulic drive: dual hydraulic, front wheel E-drive: dual AC electric drive, front wheel			
Brakes			Hydraulic drive: dual hydraulic, rear wheel E-drive: dual AC electric drive, front wheel			
Tires - solid non-marking	15 x 5 in	38 x 13 cm	15 x 5 in	38 x 13 cm	15 x 5 in	38 x 13 cm
Power						
Power source	24 V DC (four 6V batteries)		24 V DC (four 6V batteries)		24 V DC (four 6V batteries)	
Hydraulic system capacity			Hydraulic drive: 4.5 gal / 17 L E-drive: 4.0 gal / 15.1 L			

### Weight<sup>3</sup> / Floor Loading<sup>4</sup>

Weight - ANSI, CSA, CE	4,038 lbs	1,832 kg	4,729 lbs	2,146 kg	5,367 lbs	2,434 kg
Tire load, maximum	1,692 lbs	767 kg	1,820 lbs	826 kg	1,909 lbs	866 kg
Tire contact pressure	111 psi	766 kPa	119 psi	824 kPa	125 psi	864 kPa
Occupied floor pressure	247 psf	11.82 kPa	270 psf	12.91 kPa	307 psf	14.72 kPa

### Standards Compliance ANSI A92.20, CSA B354.6, CE EN280, AS 1418.10

<sup>1</sup> The metric equivalent of working height adds 2 m to platform height. U.S. adds 6 ft to platform height.

<sup>2</sup> Gradeability applies to driving on slopes, see operator's manual for details regarding slope ratings.

<sup>3</sup> Weight will vary depending on options and/or country standards.

<sup>4</sup> Note: Floor loading information is approximate and does not incorporate different option configurations. It should be used only with adequate safety factors.

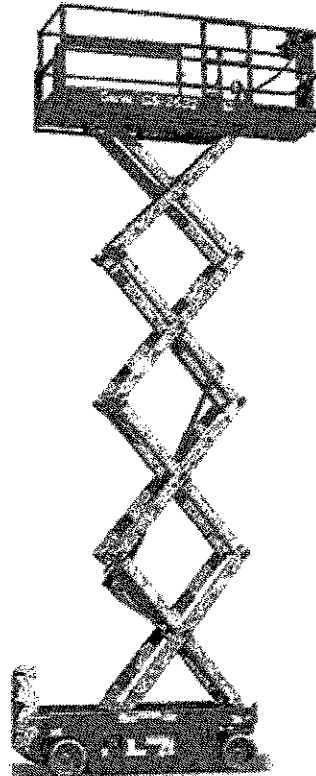
# Self-Propelled Scissor Lifts

## GS™-2032, GS-2632 & GS-3232

### Features

Standard Features	Standard Features	Options & Accessories
<p><b>Measurements</b></p> <p><b>GS-2032</b></p> <ul style="list-style-type: none"> <li>• 26 ft 1 in (8.13 m) working height</li> <li>• Up to 800 lbs (363 kg) lift capacity</li> </ul> <p><b>GS-2632</b></p> <ul style="list-style-type: none"> <li>• 32 ft 1 in (9.96 m) working height</li> <li>• Up to 500 lbs (227 kg) lift capacity</li> </ul> <p><b>GS-3232</b></p> <ul style="list-style-type: none"> <li>• 38 ft 1 in (11.78 m) working height</li> <li>• Up to 500 lbs (227 kg) lift capacity</li> </ul>	<p><b>Productivity (continued)</b></p> <ul style="list-style-type: none"> <li>• Side &amp; rear forklift pockets</li> <li>• Maintenance free steel diamond plate platform</li> <li>• Dual flashing LED beacons</li> <li>• Descent alarm</li> <li>• Electronic horn</li> <li>• Hour meter</li> <li>• Motion alarm</li> <li>• Tech Pro™ Link compatible</li> </ul> <p><b>Power</b></p> <ul style="list-style-type: none"> <li>• 24 V DC (four 6 V batteries)</li> </ul>	<p><b>Productivity Options</b></p> <ul style="list-style-type: none"> <li>• Air line to platform</li> <li>• Automotive horn*</li> <li>• Biodegradable hydraulic fluid</li> <li>• Lift Tools™ Pipe Cradle</li> <li>• Lift Tools Panel Cradle</li> <li>• Lift Tools Work Tray</li> <li>• Lift Guard™ Contact Alarm</li> <li>• Lift Connect™ Telematics</li> </ul> <p><b>Power Options</b></p> <ul style="list-style-type: none"> <li>• E-drive (AC electric drive system) (standard on GS-3232)</li> <li>• Power Inverter (120 V/60 Hz)<sup>1</sup></li> <li>• EE rating</li> <li>• AGM maintenance-free batteries</li> <li>• Drive cutout while charging</li> </ul>

- Productivity**
- 89 x 32 in (2.26 x .81 m) steel platform
  - 3 ft (.91 m) extension deck
  - Folding rails with half-height swing gate
  - Automatic leveling outriggers (GS™-3232 only)
  - Dual front wheel drive
  - Universal 27A smart charger
  - Rear recessed charger receptacle
  - SmartLink™ - dual zone control
  - Proportional lift and drive
  - Platform load sense system
  - Platform control guard
  - Platform control with battery charge indicator and diagnostic display
  - On-board diagnostic system
  - AC power to platform
  - Lanyard attachment points
  - Manual platform lowering valve
  - Emergency stop at both platform and ground controls
  - Rear wheel multiple disc brakes
  - Front wheel hydraulic dynamic braking
  - Manual hydraulic brake release
  - Swing-out component trays
  - Solid non-marking tires
  - Pothole guards
  - Tilt level sensor with audible alarm



<sup>1</sup> Not available with EE rating

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#### Distributed By:



Effective Date: October, 2020. Product specifications and prices are subject to change without notice or obligation. The photographs and/or drawings in this document are for illustrative purposes only. Refer to the appropriate Operator's Manual for instructions on the proper use of this equipment. Failure to follow the appropriate Operator's Manual when using our equipment or to otherwise act irresponsibly may result in serious injury or death. The only warranty applicable to our equipment is the standard written warranty applicable to the particular product and sale and we make no other warranty, express or implied. Products and services listed may be trademarks, service marks or trade names of Terex Corporation and/or their subsidiaries in the USA and many other countries. Terex, Genie and AWP are registered trademarks of Terex Corporation or its subsidiaries. © 2020 Terex Corporation.

RESOLUTION

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

WHEREAS The City of Plymouth uses a variety of equipment to maintain and operate its facilities  
And there is a need to purchase a 26' scissor lift unit, and

WHEREAS The City Commission did include the purchase of this equipment in the Fiscal 22 – 23  
Budget, and

WHEREAS The City Administration has researched these units and finds that the Genie GS-2632  
Meets the needs of the city and it is available for ordering on the Sourcewell Governmental  
Purchasing platform.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby  
authorize the purchase of a Genie GS-2632 26' scissor lift in the amount of \$23,752.93. Funding for this  
purchase shall be designed to be from the Capital Improvement Fund.