



Plymouth City Commission

Regular Meeting Agenda

Monday, December 5, 2022 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

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

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

Join Zoom Webinar: <https://us02web.zoom.us/j/86927576659> Passcode: 534970 Webinar ID: 869 2757 6659

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call

2. APPROVAL OF MINUTES

- a. November 21, 2022 Committee of the Whole Meeting Minutes
- b. November 21, 2022 City Commission Regular Meeting Minutes

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

5. CITIZEN COMMENTS

6. COMMISSION COMMENTS

7. OLD BUSINESS

8. NEW BUSINESS

- a. B2 Central Business District Ordinance Amendments
- b. Annual County Right of Way Maintenance Permits A-23064

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



Plymouth City Commission Committee of the Whole Parking Study Session November 21, 2022 5:00 p.m. Plymouth City Hall 201 S. Main Plymouth, MI 48170

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

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

1. CALL TO ORDER

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

CITY COMMISSION MEMBERS PRESENT: Mayor Moroz, Mayor Pro Tem Suzi Deal, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Kelly O'Donnell, Marques Thomey

DOWNTOWN DEVELOPMENT AUTHORITY MEMBERS PRESENT: Chair Kerri Pollard, Members Jack Ayoub, Ellen Elliott, Scott Foess, Brian Harris, Dan Johnson, Shannon Perry

ALSO PRESENT: City Manager Paul Sincock and Attorney Bob Marzano

2. PARKING DISCUSSION

Moroz opened the meeting by reading a statement about the need to raise revenue for maintenance, improvement, and expansion of parking in the City. He said a recent analysis predicted costs of \$3-5 million for parking maintenance over the next eight years, and that options for paying for it include a millage (residents paying for it), a special assessment (businesses paying for it), or paid parking (users paying for it). He then asked for public comment.

Joe White, 660 N. Sheldon, asked questions about parking fine revenue, maintenance on specific municipal lots, enforcement on private lots and privacy concerns with license plate readers.

Wes Graff, Plymouth Community Chamber of Commerce, said there is a need for additional parking revenue, but the City should only charge for premium spaces, which he defined as on-street parking and the parking deck.

Liz Kerstens, Plymouth Historical Museum, said she was concerned about the museum's staff and volunteers' ability to find and/or pay for parking.

Brent Rieli, 265 Blunk, said his business would suffer if his clients had to pay what he referred to as a 50% tax on his service in order to park.

Debra Kuptz, 997 Carol, asked whether the City had recently looked for the opportunity to purchase additional lots.

Karen Sisolak, 939 Penniman, said paid parking should be part of the revenue solution, but the City should take a measured approach on a small scale with minimal investment.

DDA Board members then spoke. Points included acknowledgement that a funding mechanism for parking was needed, that a millage could be more palatable than paid parking, that either all or none of the parking spaces in town must be paid, that restaurants still haven't completely recovered from Covid and could lose customers and staff if they have to pay to park, that paid parking would change the character of town, that there isn't demonstrated need for additional parking, and that a new study on parking turnover should be conducted.

Some City Commissioners advocated for a millage and the desire to find a different source of revenue because a return on the investment of a paid parking system isn't guaranteed. Some stated that charging user fees (paid parking) was in the best interest of the City and others had an opposing view. A concern about paid parking creating an equity issue was raised as well.

3. ADJOURNMENT

The meeting was adjourned at 6:46 p.m.

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



City of Plymouth
 City Commission Regular Meeting Minutes
 Monday, November 21, 2022, 7:00 p.m.
 Plymouth City Hall 201 S. Main St. Plymouth, MI

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

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

1. CALL TO ORDER

Mayor Moroz called the meeting to order at 7:00 p.m. Daisy Troop 40830 led the Pledge of Allegiance.

a. Roll Call

Present: Mayor Moroz, Mayor Pro Tem Suzi Deal, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Kelly O'Donnell, and Marques Thomey

Also present: City Manager Paul Sincock, Attorney Bob Marzano and various members of the City administration

2. APPROVAL OF MINUTES

Thomey offered a motion, seconded by Deal, to approve the minutes of the November 7, 2022, meeting as amended.

MOTION PASSED 7-0

3. APPROVAL OF THE AGENDA

O'Donnell offered a motion, seconded by Deal, to approve the agenda for Monday, November 21, 2022.

MOTION PASSED 7-0

4. ENACTMENT OF THE CONSENT AGENDA

Filipczak offered a motion, seconded by Maguire, to approve the consent agenda for Monday, November 21, 2022.

a. Approval of the October 2022 Bills

MOTION PASSED 7-0

5. CITIZEN COMMENTS

Todd Holgate requested an ADA accommodation to receive more than 3 minutes for his comments. He spoke for approximately 8.5 minutes about a variety of grievances against the City.

6. COMMISSION COMMENTS

Maguire extended condolences to the families of the Colorado Springs mass shooting. She asked that people stamp out homophobia and transphobia whenever they see it.

Moroz concurred, and said he was proud the City has and enforces an ethics ordinance.

7. OLD BUSINESS

a. Parking

The following motion, which was tabled at the November 7, 2022 meeting, was taken off the table.

- WHEREAS The City Commission of the City of Plymouth has reviewed the history of parking in the City and has taken public comment on the concept of paid parking in downtown; and
- WHEREAS The City Commission of the City of Plymouth has listed on their five-year strategic plan a one-year task of deciding on a direction for paid parking in the downtown; and
- WHEREAS The City Commission of the City of Plymouth reviewed estimates of equipment and installation costs as well as revenue projections for several potential paid parking programs.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby choose option two and directs the administration to develop a paid parking implementation plan for all municipally controlled parking in downtown with the exception of the Wing and Harvey parking lot.

A discussion ensued. Discussion points included the cost of maintaining the existing parking lots, the possibility of replacing the Central Parking Deck, and the lack of revenue to do so; a concern that return on investment is uncertain; a concern that charging for parking would hurt businesses, the Plymouth Historic Museum, and the Plymouth District Library; a desire to protect the City's assets and take care of the financial burden now instead of pushing it to future residents; and the idea that paid parking could be part of a broader revenue plan. It was also mentioned that charging for parking could be inequitable for some users, could cause congestion in residential neighborhoods, and put the City at a competitive disadvantage.

Debra Kuptz, 997 Carol, asked whether a final decision would be made at this meeting. Sincock explained that the City Commission would have to meet again to approve any expenditure to move a specific proposal forward.

Moroz offered a friendly amendment to instruct City administration to develop a paid parking plan that would include the surface lots and parking deck.

Thomey, who offered the motion at the November 7 meeting, accepted the friendly amendment.

Moroz retracted his friendly amendment, noting that his amendment contained the same parameters as option three of the suggested motions.

There was a voice vote.

MOTION FAILED 7-0

Moroz offered the following motion, seconded by Thomey.

- WHEREAS The City Commission of the City of Plymouth has reviewed the history of parking in the City and has taken public comment on the concept of paid parking in downtown; and
- WHEREAS The City Commission of the City of Plymouth has listed on their five-year strategic plan a one-year task of deciding on a direction for paid parking in the downtown; and

WHEREAS The City Commission of the City of Plymouth reviewed estimates of equipment and installation costs as well as revenue projections for several potential paid parking programs.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby choose option three and directs the administration to develop a paid parking implementation plan for the Central Parking Deck and all municipal surface parking lots in downtown with the exception of the Wing and Harvey parking lot.

Kehoe offered a friendly amendment to exclude the East Central (Library) Lot as well. Moroz and Thomey accepted the amendment.

Commissioners expressed concern that this could cause the East Central Lot to fill up first. It was suggested that charging for or decreasing time limits for on-street parking could be options. There was also a discussion about how to roll out a paid parking program.

A straw poll showed no support for this amendment.

Kehoe withdrew her friendly amendment.

Vicki Plagens, 372 Red Ryder, said the Commission shouldn't pick certain streets to include or exclude.

Ellen Elliott, 404 Irvin, said if the purpose of paid parking is to raise revenue, every spot, including those at the Plymouth Cultural Center lot should be included.

Scott Lorenz, 1310 Maple, said the administration should be asked to come up with a plan for paid parking or for another revenue source.

Wes Graff, Plymouth Chamber of Commerce, said if the decision was made to move forward with paid parking, the City should price everything out, then pare it down if necessary.

There was a voice vote.

MOTION FAILED 7-0

RESOLUTION 2022-81

Moroz offered the following motion and pointed out the motion includes the entire DDA. He added the requirement for the administration to research alternative and additional funding sources as well. Thomey seconded the motion.

WHEREAS The City Commission of the City of Plymouth has reviewed the history of parking in the City and has taken public comment on the concept of paid parking in downtown; and

WHEREAS The City Commission of the City of Plymouth has listed on their five-year strategic plan and one-year task of deciding on a direction for paid parking in the downtown; and

WHEREAS The City Commission of the City of Plymouth reviewed estimates of equipment and installation costs as well as revenue projections for several potential paid parking programs.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby choose option two and directs the administration to develop a paid parking implementation plan for all municipally controlled parking in downtown with the exception of the Wing and Harvey parking lot.

There was a roll call vote.

YES: Deal, Kehoe, O'Donnell, Thomey, Moroz

NO: Filipczak, Maguire

MOTION PASSED 5-2

b. Change Liquor License Cap – Final Reading

The following resolution was offered by Thomey and supported by Deal.

RESOLUTION 2022-82

WHEREAS The City of Plymouth has a Liquor Management Ordinance to help protect the public health, safety, and welfare. This ordinance limits the amount of state liquor licenses that are allowed in the City; and

WHEREAS The City Commission on October 17, 2022, did determine that they wanted to expand the number of liquor licenses allowed in the B-2 Zoning District by two; and

WHEREAS The City Commission did hold a public hearing notice in accordance with the Liquor Management Ordinance on November 7, 2022; and

WHEREAS The Local Liquor License Review Committee did review the proposed changes and has recommended to the City Commission that they adopt the following changes.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct that the Code of Ordinances of the City of Plymouth, Michigan, Section 6-33 is to be amended as follows at the second and final reading of the proposed changes.

6-33, subsection b – shall add two additional licenses and shall read as follows:

(b) Withing the B-2, central business district, as indicated on the city zoning map, the city shall have a cap or total of not more than 18 ~~(16)~~ state standalone liquor licenses of any type of on-premises retail licenses that would allow for the service of any alcohol (beer wind spirits) by the glass or for consumption on premises of any establishment. This section would not apply to non-stand-alone state licenses.

6-33, subsection d – shall add two additional licenses and shall read as follows:

(d) The city commission shall not recommend to the state liquor control commission the approval of any on-premises retail liquor license in excess of 18 ~~(16)~~ within the B-2 district as outlined here.

6-33, subsection f – shall add two additional licenses and shall read as follows:

(f) The city shall conduct an annual review of all 30 ~~(28)~~ premises retail liquor licenses within the B-1, B-2, B-3, and ARC zoning districts in accordance with the liquor management ordinance. This review shall be conducted by the local liquor license review committee and a recommendation shall be forwarded to the city commission.

There was a roll call vote

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

No: Filipczak

MOTION PASSED 6-1

8. NEW BUSINESS

a. Old Village TIF Option

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

RESOLUTION 2022-83

WHEREAS The City Commission of the City of Plymouth has indicated a one-year action item of identifying alternative funding models to improve the Old Village business district; and

WHEREAS The administration did a presentation of TIF options for the Old Village area at the Commission's October 3rd regular meeting; and

WHEREAS The administration is requesting direction from the City Commission on next steps related to the implementation of a TIF district in Old Village.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby choose option 2 and directs the administration to develop a complete project scope inclusive of estimated expenditures to implement a TIF district in Old Village and provide a report to the City Commission for review/approval and further direction on next steps related to the Old Village TIF district.

MOTION PASSED 7-0

b. Metro Act Permit Request – US Signal Company, LLC

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

RESOLUTION 2022-84

WHEREAS US Signal Company, L.L.C. has applied for a permit to use the City of Plymouth Rights of Way in accordance with the terms State of Michigan Metro Act; and

WHEREAS The City Attorney has determined that the request is complete; and

WHEREAS The State Legislature has not provided an opportunity for the local unit of government to negotiate or provide input into the application or contract process under the terms of the state Metro Act.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a permit under the terms of the METRO ACT in accordance with State Law for US Signal Company, L.L.C. The City Manager is hereby authorized to sign the permit extension agreement on behalf of the City of Plymouth.

MOTION PASSED 7-0

c. Authorization for Engineering for Budget for Pickleball Court

The following resolution was offered by Filipczak and seconded by Deal

RESOLUTION 2022-85

WHEREAS The City of Plymouth has a parks and recreation program and facilities in order to help provide for the public health and welfare; and

WHEREAS The development of a pickleball court at the Plymouth Cultural Center could be an opportunity to expand leisure time activities in the City; and

WHEREAS The City Administration has sought a proposal from the City engineer at Wade Trim to convert two shuffleboard courts to one pickleball court, with the appropriate demolition design, landscape, and construction documents.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a contract with Wade Trim in an amount not to exceed \$16,900 for design of plans and potential bidding of a conversion of shuffleboard courts to a pickleball court in accordance with their proposal dated November 2, 2002.

MOTION PASSED 7-0

d. First Quarter Budget Amendments

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

RESOLUTION 2022-86

WHEREAS Certain expenditures require allocations to departments differently than originally projected in the 2022-2023 City budget as adopted; and

WHEREAS Revenue forecasts and expenditure patterns require modifications to the original budgetary allocations as established in June 2022.

NOW THEREFORE BE IT RESOLVED that the 2022-2023 City budget is hereby amended as indicated in the 1st quarter amendments column of the attached Budget Adjustment Summary which is hereby made a part of this resolution.

BE IT FURTHER RESOLVED that the finance director is hereby authorized to make the line item changes necessary to implement these budgetary amendments.

BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 2023

FUND	Approved	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total	Approved
DEPT/ACTIVITY	Budget	Amendments	Amendments	Amendments	Amendments	Adjustments	Budget
GENERAL FUND REVENUE	-8001						
Property Taxes	4,788,220	-	-	-	-	-	4,788,220
Licenses & Permits	3,700	-	-	-	-	-	3,700
Administrative Fees	479,600	-	-	-	-	-	479,600
Public-Private Contracts	1,169,207	-	-	-	-	-	1,169,207
Charges For Services	885,420	-	-	-	-	-	885,420
Cemetery Revenues	132,200	-	-	-	-	-	132,200
Parking Revenues	63,300	-	-	-	-	-	63,300
Other Operating Revenues	950,240	13,075	-	-	-	13,075	963,315
Assessment of Status	788,907	2,000	-	-	-	2,000	790,907
Total Operating Revenue	11,287,384	7,410	-	-	-	7,410	11,294,794
Transfers In From Other Sources	10,000	-	-	-	-	-	10,000
Total Revenue All Classes	11,297,384	7,410	-	-	-	7,410	11,304,804
GENERAL FUND EXP.	-8101						
City Contribution	129,705	-	-	-	-	-	129,705
City Manager	351,150	-	-	-	-	-	351,150
Legal Services	148,600	3,000	-	-	-	3,000	151,600
Finance Department	602,000	-	-	-	-	-	602,000
City Clerk	176,000	300	-	-	-	300	176,300
City Assessor	86,300	-	-	-	-	-	86,300
Management Information Services	366,200	-	-	-	-	-	366,200
Waste Services	112,240	900	-	-	-	900	113,140
Cemetery	127,800	-	-	-	-	-	127,800
Police Department	4,413,200	-	-	-	-	-	4,413,200
Fire Department	1,225,120	60	-	-	-	60	1,225,180
MSD Administration	346,075	2,000	-	-	-	2,000	348,075
City Hall Maintenance	118,010	-	-	-	-	-	118,010
Parks & Public Property	212,200	-	-	-	-	-	212,200
MSD Yard Maintenance	83,645	-	-	-	-	-	83,645
Street Lighting	195,000	-	-	-	-	-	195,000
Miscellaneous MSD Services	2,976	-	-	-	-	-	2,976
Survey Maintenance Services	-	-	-	-	-	-	-
Special Events	181,116	-	-	-	-	-	181,116
Printing Services	62,710	900	-	-	-	900	63,610
MSD Services - DDA	174,725	-	-	-	-	-	174,725
Other Functions	297,748	-	-	-	-	-	297,748
Capital Outlay	1,237,800	-	-	-	-	-	1,237,800
Debt Service	22,988	-	-	-	-	-	22,988
Fac. Maint Operating Obligations	10,274,120	7,410	-	-	-	7,410	10,281,530
Transfers Out to Other Funds	387,066	-	-	-	-	-	387,066
Contingency	30,000	-	-	-	-	-	30,000
Total Expenditures	15,911,184	7,410	-	-	-	7,410	15,918,604

BUDGET ADJUSTMENT SUMMARY

FIRST QUARTER - FY 22-23

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
MAJOR ST FUND REV:							
Gas & Weight Taxes	786,889	-	-	-	-	-	786,889
Contrib & Other	5,000	-	-	-	-	-	5,000
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUE	791,889	-	-	-	-	-	791,889
MAJOR ST FUND EXP:							
Administration/Debt	56,499	-	-	-	-	-	56,499
Routine Maintenance	151,660	-	-	-	-	-	151,660
Stormwater System Maintenance	1,000	-	-	-	-	-	1,000
Traffic Signal Maintenance	84,710	-	-	-	-	-	84,710
Snow & Ice Control	74,375	-	-	-	-	-	74,375
Road Construction	30,000	-	-	-	-	-	30,000
Transfers Out to Other Funds	393,445	-	-	-	-	-	393,445
Contingency	-	-	-	-	-	-	-
TOTAL EXPENDITURES	791,889	-	-	-	-	-	791,889

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
LOCAL ST FUND REV:							
Gas & Weight taxes	269,152	-	-	-	-	-	269,152
Contrib & Other	406,685	-	-	-	-	-	406,685
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUE	689,837	-	-	-	-	-	689,837
LOCAL ST FUND EXP:							
Administration/Debt	26,775	-	-	-	-	-	26,775
Routine Maintenance	160,775	-	-	-	-	-	160,775
Stormwater System Maintenance	1,000	-	-	-	-	-	1,000
Traffic Signal Maintenance	51,625	-	-	-	-	-	51,625
Snow & Ice Control	32,450	-	-	-	-	-	32,450
Road Construction	30,000	-	-	-	-	-	30,000
Contingency	367,212	-	-	-	-	-	367,212
TOTAL EXPENDITURES	689,837	-	-	-	-	-	689,837

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
RECREATION FUND REV:							
Cultural Center Revenues	645,500	-	-	-	-	-	645,500
Transfer from General Fund	250,000	-	-	-	-	-	250,000
Administrative Charges	1,000	-	-	-	-	-	1,000
Program Fees & Charges	250,000	-	-	-	-	-	250,000
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUE	1,146,500	-	-	-	-	-	1,146,500
RECREATION FUND EXP:							
Cultural Center & Administration	994,345	-	-	-	-	-	994,345
Basic Skills	-	-	-	-	-	-	-
Recreation Vending	-	-	-	-	-	-	-
Recreation Services	13,850	-	-	-	-	-	13,850
Adult Athletics	-	-	-	-	-	-	-
Youth Athletics	5,400	-	-	-	-	-	5,400
Miracle League	10,000	-	-	-	-	-	10,000
PCHA	-	-	-	-	-	-	-
PCHA - Mini Miles	-	-	-	-	-	-	-
MSD Services	5,740	-	-	-	-	-	5,740
Soccer	98,650	-	-	-	-	-	98,650
Liquor	3,540	-	-	-	-	-	3,540
Classes & Special Events	7,950	-	-	-	-	-	7,950
Therapeutic Program	1,000	-	-	-	-	-	1,000
Senior Programs-Classes	5,025	-	-	-	-	-	5,025
Plymouth-Canton Stealers	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
TOTAL EXPENDITURES	1,146,500	-	-	-	-	-	1,146,500

BUDGET ADJUSTMENT SUMMARY

FIRST QUARTER - FY 22-23

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
SOLID WASTE FUND REV: #226							
Property Taxes	1,148,630	-				-	1,148,630
Sales of Service	440,600	9,825				9,825	450,525
Transfer from General Fund	9,048	-				-	9,048
Appropriation of Surplus	61,137	(9,825)				(9,825)	52,312
TOTAL REVENUE	1,659,415	1,100	-	-	-	1,100	1,660,515
SOLID WASTE FUND EXP: #226							
Operating Expenses	1,629,415	1,100				1,100	1,630,515
Capital Outlay	30,000	-				-	30,000
Contingency	-	-				-	-
Transfers Out to Other Funds	-	-				-	-
TOTAL EXPENDITURES	1,659,415	1,100	-	-	-	1,100	1,660,515

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA OPER FUND REV: #248							
Property Taxes-Non School	1,135,110	-				-	1,135,110
Program Fees & Other	76,550	8,200				8,200	84,750
Appropriation of Surplus	-	48,245				48,245	48,245
TOTAL REVENUES	1,211,660	56,445	-	-	-	56,445	1,268,105
DDA OPER FUND EXP: #248							
Administration	346,125	10,000				10,000	356,125
Police Services	34,990	-				-	34,990
Parking System	54,120	-				-	54,120
Sixton Parking Facility	-	-				-	-
DDA Marketing	100,700	-				-	100,700
Streetscape Maintenance	312,220	-				-	312,220
Contrib to DDA Debt Funds	223,560	-				-	223,560
Contrib to DDA Cap Imp Fund	25,000	161,390				161,390	186,390
Contingency	114,945	(114,945)				(114,945)	-
TOTAL EXPENDITURES	1,211,660	56,445	-	-	-	56,445	1,268,105

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
BLDG & ENGINEERING FD REV: #249							
Permit Fees	575,650	850				850	576,500
Contrib. & Other	41,100	-				-	41,100
Appropriation of Surplus	6,000	-				-	6,000
TOTAL REVENUES	622,750	850	-	-	-	850	623,600
BLDG & ENGINEERING FD EXP: #249							
Engineering/Inspections	622,750	850				850	623,600
Capital Outlay	-	-				-	-
Contingency	-	-				-	-
TOTAL EXPENDITURES	622,750	850	-	-	-	850	623,600

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
NBHD SERVICES FUND REV: #252							
Miscellaneous	19,720	-				-	19,720
Transfer from General Fund	73,010	-				-	73,010
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	92,730	-	-	-	-	-	92,730
NBHD SERVICES FUND EXP: #252							
Administration	500	-				-	500
OVDA Community Center	2,000	-				-	2,000
Senior Transportation	86,550	-				-	86,550
Contingency	3,680	-				-	3,680
TOTAL EXPENDITURES	92,730	-	-	-	-	-	92,730

BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 22-23

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
DDA CAP IMP FUND REV:							
Contrib. & Other	25,050	161,390				181,390	186,440
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	25,050	161,390	-	-	-	181,390	186,440
DDA CAP IMP FUND EXP:							
Capital improvements	25,000	161,390				161,390	186,390
Contingency	50	-				-	50
TOTAL EXPENDITURES	25,050	161,390	-	-	-	181,390	186,440

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
WATER/SEWER OPER FUND REV:							
Sales & Service Charges	4,865,105	-				-	4,865,105
Sale of Bonds	-	-				-	-
Appropriation of Surplus	273,980	13,100				13,100	287,080
TOTAL REVENUES	5,139,085	13,100	-	-	-	13,100	5,152,185
WATER/SEWER OPER FUND EXP:							
Administration	4,427,105	11,000				11,000	4,438,105
Trunk & Lateral	228,125	-				-	228,125
Mains Maintenance	223,945	100				100	224,045
Meter Maintenance	153,035	2,000				2,000	155,035
Service Maintenance	58,000	-				-	58,000
Hydrant Maintenance	50,875	-				-	50,875
Capital Outlay	-	-				-	-
Contingency	-	-				-	-
TOTAL EXPENDITURES	5,139,085	13,100	-	-	-	13,100	5,152,185

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
EQUIPMENT FUND REV:							
Miscellaneous	813,340	5,000				5,000	818,340
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	813,340	5,000	-	-	-	5,000	818,340
EQUIPMENT FUND EXP:							
Miscellaneous	778,575	400				400	778,975
Contingency	34,765	4,600				4,600	39,365
TOTAL EXPENDITURES	813,340	5,000	-	-	-	5,000	818,340

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Deal said the City Commission made a difficult decision today, and that she hopes the community will support it.

O'Donnell said the Planning Commission met last Wednesday and passed the second reading of the fence ordinance and the final part of the PUD amendment for the Pulte development on Mill St.

b. Appointments – if needed

There were no appointments.

10. ADJOURNMENT

A motion to adjourn was offered by Maguire and seconded by O'Donnell at 8:46 p.m.

MOTION PASSED 7-0

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MIPMC
CITY CLERK



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincok, City Manager
CC: *S:\Manager\Sincok Files\Memorandum - B-2 Central Business District Ordinance Amendments - Dental Office - 12-05-22.docx*
Date: December 1, 2022
RE: B-2, Central Business District Ordinance Amendments

Background

The Zoning Board of Appeals made a zoning interpretation at their June 2, 2002, meeting. Their ruling was that dental offices are considered a personal service establishment and a professional office. As a result of this ruling from the ZBA, it is necessary for the Planning Commission to update the City's Ordinances to match the interpretation.

This change will require changes in multiple areas of our Ordinances, and these are highlighted in the attached material. Changes will be required in the following sections:

- 78 - 21
- 78 -100
- 78 -101
- 78 -102

We have also attached a memorandum from Greta Bolhuis, our Planning and Community Development Director, which will provide additional background information on this matter. We have also attached a copy of the Meeting Minutes of the Planning Commission from September 14, 2022, where the public hearing on this issue was held.

RECOMMENDATION:

In order to bring our Ordinances in line with the interpretation made by the Zoning Board of Appeals the City Administration recommends that the City Commission adopt at the First Reading the changes in the Zoning Ordinance as recommended by the Planning Commission.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. If approved, a second and final reading will be scheduled for the second meeting in December.

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



Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

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

To: Paul J. Sincock, City Manager
From: Greta Bolhuis, AICP, Planning and Community Development Director
Date: November 30, 2022
Re: B-2, Central Business District Ordinance Amendments

Background:

The Zoning Board of Appeals made a zoning interpretation at their June 2, 2022 meeting that dental offices are considered a personal service establishment and a professional office. The Planning Commission was required to update the ordinance to match the interpretation of the Zoning Board of Appeals.

The proposed amendments to the B-2, Central Business District permit dental and medical offices by right as personal service establishments. A new definition for personal service establishment is proposed. In addition to the required amendment, staff reviewed the list of permitted and special land uses and determined that the list could be simplified. The proposed simplification is more in line with form-based codes, which is a type of zoning tool that regulates the form of a building more than the uses permitted inside of it. Additional amendments include removal of obsolete uses like newspaper offices and printing shops and simplifying the intent of the district.

The Planning Commission held a public hearing on this issue on September 14, 2022. The meeting minutes are attached for your reference.

The proposed changes have been reviewed by the City Attorney.

Should you have any questions, please don't hesitate to contact me directly.

MOTION PASSED 5-0

c. Text Amendments for B-2 Central Business Districts



Silvers opened the public hearing at 8:22 p.m. Hearing no comments, he closed the public hearing at 8:23 p.m.

Joy offered a motion, seconded by Stalter, to forward the amendments to the City Commission for approval as presented.

There was a roll call vote.

Yes: Joy, Medaugh, Saraswat, Stalter, Silvers

MOTION PASSED 5-0

7. OLD BUSINESS

There was no old business



8. NEW BUSINESS

a. SP22-05: 936 N. Sheldon, Site Plan Review

Project engineer Tim Stewart, representing Packaging Corporation of America (PCA) gave an overview of the which includes additions on the east side of the building.

Elmiger reviewed the Carlisle Wortman report and recommended clear signage on the most easterly driveway indicate the one-way path. She also noted that the plan was slightly deficient in plants for the screen, but she recommended accepting that due to additional trees being planted elsewhere on the site.

Saraswat said she received an email from City Commissioner Jennifer Kehoe stating that she had received comments about noise from PCA. Elmiger recommended the building official investigate any noise issues.

The group then reviewed a report from the City's engineering firm, Wade Trim, which recommended stormwater detention on the east side of the facility. Stewart asked for this recommendation to be waived, stating that the additions would not cause any additional runoff, that their plant had never had any stormwater issues, and that a requirement would be cost prohibitive. Elmiger stated the stormwater standards are set by Wayne County that the Planning Commission doesn't have the authority to overrule the county.

There was some discussion about postponing the site plan approval until the stormwater issue was resolved, but it was decided that waiting would stall the process excessively.

Motion

Silvers offered a motion, seconded by Stalter, to approve the site plan review of SP22-05 at 936 N. Sheldon.

Finding of Fact

The site plan meets ordinance requirements as referenced in the Carlisle Wortman report.

Conditions

The concerns addressed by Wade Trim regarding stormwater on site is to be worked out with the city's engineers. The building official is to investigate possible noise complaints.

Medaugh asked for a friendly amendment stating that items in the Carlisle Wortman report relating to lighting, site access and circulation be addressed with the city engineer. Silvers agreed to the friendly amendment.

There was a roll call vote.

Yes: Joy, Medaugh, Saraswat, Stalter, Silvers

MOTION PASSED 5-0

Planning Comm. MTG Minutes 09/14/22

PROPOSED EDITS:

Sec. 78-21. Definitions.

Personal service establishment means a facility used primarily for the provision of personal services to an individual which are related to care and appearance of the body, or the cleaning or repair of privately owned items normally worn or carried on the person.

Retail establishment means a commercial business facility that sells goods directly to consumers.

Sec. 78-100. Intent.

The B-2, central business district is designed to serve the entire municipal area by providing prime retail frontage for a variety of retail stores and personal service establishments. The B-2, central business district is designed to provide for office buildings and the great variety of large retail stores and related activities which occupy the prime retail frontage by serving the comparison, convenience and service needs of the entire municipal area as well as a substantial area of the adjacent and surrounding residential developments beyond the municipal limits. The district regulations are designed to promote convenient pedestrian shopping and the stability of retail development by encouraging a continuous retail frontage and by prohibiting automotive related services and non-retail uses which tend to break up such continuity.

(Ord. of 10-6-03)

Sec. 78-101. Principal uses permitted.

In a B-2, central business district, no building or land shall be used, and no building shall be erected except for one or more of the following specified uses, unless otherwise provided in this chapter.

Permitted uses:

- (1) Any generally recognized retail establishment business which supplies commodities on the premises within a completely enclosed building, ~~such as, but not limited to: foods, drugs, liquor, furniture, clothing, dry goods, notions, or hardware.~~
- (2) Any personal service establishment which performs services on the premises within a completely enclosed building, ~~such as, but not limited to: repair shops (watches, radio, television, shoe repair, and etc.), tailor shops, beauty parlors, barbershops, interior decorators, photographers, and dry cleaners.~~
- (3) Standard Restaurants and carry out restaurants not serving alcoholic beverages ~~including carry out restaurants where the patrons are served while seated within a building occupied by such establishment, and wherein such establishment does not extend as an integral part of, or accessory thereto, any service of a drive in, drive through, or open front store.~~
- (4) Hotels and motels.
- (5) Theaters or assembly halls when completely enclosed.
- (6) Offices and office buildings of an executive, administrative or professional nature.
- (7) Banks, credit unions, savings and loan associations, and other financial institutions including drive-through facilities, drive-through branches, and/or 24-hour automatic tellers.
- (8) Child care centers and nursery schools.
- (9) Municipal buildings and governmental offices.
- (10) Any service establishment of an office-showroom nature ~~Offices and showrooms of plumbers, electricians, decorator or similar trades, in connection with which not more than 25 percent of the floor area of the building or part of the building occupied by the establishment is used for making, assembling, remodeling, repairing, altering, finishing, or~~

refinishing its products or merchandise, and provided that the ground floor premises facing upon, and visible from any abutting street shall be used only for entrances, offices, or display. All storage of material on any land shall be within the confines of the building or part thereof occupied by the establishment.

(11) ~~An establishment at which instruction is given in a particular discipline. Business schools or private schools operated for profit. Examples of private schools permitted herein include, but are not limited to, dance schools, music and voice schools, and art studios.~~

~~(12) Newspaper offices and printing shops.~~

~~(123) Funeral homes.~~

(134) Storage facilities, when incidental to and physically connected with any principal use permitted, provided that such facility is within the confines of the building or part thereof occupied by such establishment.

(145) Parking facilities except private surface parking lots.

(156) Other uses which are similar to the above and subject to the following restrictions:

a. All businesses establishments shall be retail or service establishments dealing directly with consumers. All goods produced on the premises shall be sold at retail from the premises where produced.

b. All business, servicing, or processing except for off-street parking or loading, shall be conducted within completely enclosed buildings.

c. Outdoor storage of commodities shall be expressly prohibited.

(167) Residential uses shall be permitted provided such living units are located on the second floor or above.

~~(18) Accessory structures customarily incident to the above permitted uses.~~

(Ord. of 10-6-03; Ord. No. 2007-01, § 2, 5-21-07; Ord. No. 2011-04, § 1, 5-2-11; Ord. No. 2013-04, § 3, 10-7-13)

Sec. 78-102. Special land uses permitted after review and approval.

The following uses may be permitted by the planning commission subject to article XXIII, the review and approval of the site plan by the planning commission, and the imposition of special conditions which, in the opinion of the commission, are necessary to ensure that the land use or activity authorized is compatible with adjacent uses of land, the natural environment and the capacities of public services and facilities affected by the land use, and subject further to a public hearing held in accord with section 78-281:

(1) Public utility and service buildings and uses including telephone exchange buildings (without storage yards) when operating requirements necessitate the locating of such building within the district in order to serve the immediate vicinity.

(2) Bars and lounges or restaurants serving alcohol subject to the following:

a. No more than ten seats shall be allowed at the bar.

b. Alcohol shall be served only to seated patrons or persons standing in the designated standing area ~~adjacent to the bar as outlined in subsection 78-101(4)c [subsection 78-102(2)c].~~

c. The standing area adjacent to the bar shall not exceed 150 square feet.

d. No dance floor or dancing area, allowed.

- e. The bar, lounge, or restaurant serving alcohol shall be restricted to a specific size and square footage. Any increase in square footage or expansion of restaurant operations which serve alcoholic beverages shall be subject to a new or amended special use permit.
 - f. The community development director shall request a report from the city's director of public safety regarding the possible impacts of the establishment serving alcoholic beverages. The planning commission shall consider this report in their evaluation of the request for special land use approval.
- (3) Sale and service of food and drink out of doors provided such use is incidental to a similar principal use indoors and conducted adjacent to the principal use and subject further to street occupancy permits and all rules and regulations to control such street occupancy, provided the use does not interfere with pedestrian or vehicular traffic.
 - (4) Rooftop dining subject to section 78-297 and section 78-281, special uses, [subsection] (b)(1).

(Ord. of 10-6-03; Ord. No. 2013-04, § 3, 10-7-13; Ord. No. 2020-04 , 9-21-20)

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth has Zoning Ordinances which from time to time need to be Updated, and

WHEREAS recently, the Zoning Board of Appeals made an interpretation of a Zoning Ordinance Related to dental offices in the B-2, Central Business District, and

WHEREAS The Planning Commission held a Public Hearing on the proposed changes in the Ordinance on September 14, 2022.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct that the Code of Ordances of the City of Plymouth, Michigan, Section 78 is to be amended as attached at the First Reading of the proposed changes.

- Section 78-21 – Define Personal Service establishment and retail establishment
- Section 78-100 – Intent amend section by adding and deleting content
- Sections 78-101, sub-sections 1, 2, 3, 10, 11, deleting sub-section 12 & 18, renumbering sub-sections 13, 14, 15, 16, 17.
- Sections 78-102, amend sub-sections 2 & 4



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 - Annual County Right of Way Permits 2023 - 12-05-22.docx
Date: December 1, 2022
RE: Annual County Right of Way Maintenance Permits A-23064

Background

Each year the City is required to file a new permit for operations within the right of way of the County roadways, namely Sheldon Road, Plymouth Road and Mill Street. The City has water mains and sanitary sewers as well as sidewalks located in the right of way of those roads and our routine and emergency maintenance of those facilities requires that we obtain a permit to complete the work. This is an annual permit process. The County has continued to put all of our permits into a single Resolution, which saves a lot of paper and time for both the County and the City.

The County requires that we have a City Commission Resolution designating the persons authorized to make application to the County for a permit. For the past several years, this has been the City Manager, Municipal Services Supervisors and Police Chief.

We have attached a memorandum from DMS Director Chris Porman which further outlines this permit requirement.

RECOMMENDATION:

The City Administration recommends that the City Commission authorize the City Manager, Municipal Services Supervisors, and Police Chief to sign the Application and Permit for operations within the County right of way. This will allow the Administration to process the documentation with the County.

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



Department of Municipal Services

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

Date: December 1, 2022
To: Paul Sincock, City Manager
From: Chris S. Porman, Assistant City Manager/Director of Municipal Services
Re: 2023 Annual Wayne County Permit: A-23064

Background:

Wayne County has released their permit packages for the Wayne County Roads, which we apply for each year. Roads under the Wayne County system include Mill St, Plymouth Rd, Sheldon, Riverside Dr, & Wilcox. Ann Arbor Road although maintained by the County is under State of Michigan jurisdiction and we will be applying for that permit in a separate action by the Commission, once the permit application is released.

The last three years, Wayne County combined all three permits into one single application, and they are continuing that this year, meaning we only need to take action on one resolution and it will be used for all three permits.

The City is required to file a permit to occupy the right way of County Roads for maintenance purposes. Examples of activities covered under the maintenance permit include: sanitary sewer work, water main work, sidewalk repair/replacement, street sweeping, and salt applications.

While it is not common practice for the City to maintain the Wayne County roads which are within the City limits, it should be noted that we have water main and sanitary sewer mains running under the right of ways. We have had occurrences where we need to complete repair work. It should also be noted that during declared "snow emergency" our crews have applied snow and ice control measures on county roads.

The second part of the permit is pavement restoration, which would occur if needed to replace the road way due to any of our utility work as mentioned in the description of the maintenance permit. This permit also allows our contractors to work to replace sidewalk along the County right of way.

The third part of the permit is for special events which may require temporary closure of county roads. While, the City does not hold Special Events on County Roads, the permit allows for sign installation for Special Events and that may be prudent for us.

The County now requires that we have a City Commission Resolution designating the persons authorized to make application to the County for a permit. Historically, this has been the City Manager, Municipal Services Supervisors and the Director of Public Safety.

Recommendation:

It is my recommendation that this be brought forth to the City Commission for formal action to authorize the City Manager, Municipal Services Supervisors, and the Director of Public Safety to sign the Application and Permits for maintenance, pavement restoration, and special events within the County right of way. This will allow us to proceed with processing the documentation with the County.

Attached is a County prepared proposed Resolution for the Commission to consider regarding the matter. Should you or the Commission have any questions, please feel free to contact me.



Warren C. Evans
County Executive

Page 1 of 3

December 1, 2022

City of Plymouth
1231 Goldsmith
Plymouth, MI 48170-1637

RE: A-23064
2023 Annual Permit Package
Wayne County Department of Public Services
Engineering Division – Permit Office

Attention: Chris Porman

Enclosed is your Wayne County Annual Permit package. In an effort to expedite the process Wayne County DPS Engineering Division Permit Office is combining the Annual Maintenance Permit, Annual Pavement Restoration Permit, and Annual Special Events Permit into on single application.

1. **Annual Maintenance Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of inspection, repair and routine maintenance of the following facilities which are under its jurisdiction:
 - a. Sanitary sewer inspection, repair and routine maintenance;
 - b. Water main inspection, repair, routine maintenance and installation of residential and commercial water service connections (two-inch maximum diameter);
 - c. Other utilities (i.e. natural gas, electric or fiber optic);
 - d. Application of dust palliatives; and
 - e. Repair and replacement of existing sidewalks.
2. **Annual Pavement Restoration Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of pavement repair and restoration.
3. **Annual Permit for Special Events:** The annual permit grants preliminary authorization to a municipality to perform the following:
 - a. Temporarily close a county road for a reasonable length of time for a parade, marathon, festival or similar activity;
 - b. To use a county road as a detour for traffic around such activity taking place on a non-county road; and/or
 - c. Place a temporary banner within the County right-of-way.



In addition to the Annual Permit, this package also includes the applicable following attachments, which are incorporated by reference into the permit:

- A. Scope of Work and Conditions for Municipal Maintenance Permits, if applicable
- B. Annual Special Events Attachment for Municipalities, if applicable
- C. Banner Attachment for Municipalities, if applicable
- D. General Conditions and Limitations of Permits, if applicable
- E. Indemnity and Insurance Attachment, if applicable
- F. Model Community Resolution, if applicable

As a condition of the municipal annual permit, the County requires that the governing body pass a blanket resolution (sample with suggested language is included as an attachment) of approval which accomplishes the following:

- A. Agrees to fulfill all permit obligations and conditions
- B. To the extent allowed by law, hold harmless and defend Wayne County and its officials and employees against any and all damage claims, suits or judgments of any kind or nature arising as a result of the permitted activity
- C. Designates and authorizes an appropriate official of the requesting municipality to sign the permit on its behalf.

Additionally, the Permit Office requires that each municipality provide a written request on municipal letterhead at least (10) ten business days prior to the commencement of a road closure and/or banner placement. The written request should include all required information as specified in the appropriate attachments, "Annual Special Events for Municipalities" or "Annual Attachment for Banners". Upon approval, the permit office shall issue a permit authorizing the special event activities.

*****For all Annual Permits please review the insurance attachment carefully, since the insurance requirements have been recently updated.**

The WCDPS Permit Office has published its manual, *Rules, Specifications and Procedures for Permit Construction*. The manual is also incorporated by reference into this annual permit and is available online at:

http://www.waynecounty.com/dps/construction_permits.htm

Please return the original permit, signed and dated by the person authorized and designated by the resolution, along with a certified copy of the resolution and a copy of your certificate of insurance, consistent with the requirements transmitted in this package.

Type the name of the designated signer below the signature line and submit these documents to:

**Wayne County Department of Public Services
Permit Office
Attn: Ms. Randa Saghir
33809 Michigan Avenue
Wayne, MI 48184**



Once received, the Permit Coordinator will validate your permit and return an executed copy to you for your files.

The *Scope of Work and Conditions for Municipal Maintenance Permits* requires that the Permit Holder submit monthly reports of all work performed under this permit. These reports should be faxed to **(734) 595-6356**.

Once received, an executed copy will be returned to you for your files. If you have any questions regarding this Annual Permit, please contact me at **(734) 858-2774**

Respectfully Submitted,

Randa Saghir
Administration Management

C: file

Attachments: Annual Permit
Scope of Work and Conditions for Municipal Maintenance Permits
Annual Special Events Attachment for Municipalities
Banner Attachment for Municipalities
General Conditions and Limitations of Permits
Indemnity and Insurance Attachment
Model Community Resolution

PERMIT OFFICE
 33809 MICHIGAN AVE
 WAYNE, MI 48184,
 PHONE (734) 595-6504
 FAX (734) 595-6356

72 HOURS BEFORE ANY
 CONSTRUCTION, CALL
 Various Staff
 (734) 595-6504, Ext: 2009
 FOR INSPECTION



PERMIT No. A-23064	
ISSUE DATE 1/1/2023	EXPIRES 12/31/2023
REVIEW No.	WORK ORDER 79646

WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES
PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PROJECT NAME
 CITY OF PLYMOUTH - MAINTENANCE

LOCATION VARIOUS ROADS ()	CITY/TWP PLYMOUTH
-------------------------------	----------------------

PERMIT HOLDER CITY OF PLYMOUTH 1231 GOLDSMITH PLYMOUTH, MI 48170-1637	CONTRACTOR
CONTACT CHRIS PORMAN (734) 453-7737	CONTACT <BLANK>

DESCRIPTION OF PERMITTED ACTIVITY (72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

TO OCCUPY THE RIGHT-OF-WAY OF COUNTY ROADS FOR THE BELOW ACTIVITIES:

1. SANITARY SEWER INSPECTION, REPAIR AND ROUTINE MAINTENANCE.
2. WATERMAIN INSPECTION, REPAIR AND ROUTINE MAINTENANCE.
3. DUST PALLATIVE, CALCIUM & SALT APPLICATIONS.
4. SIDEWALK REPAIR AND REPLACEMENT.
5. TO PERFORM STREET SWEEPING OPERATIONS DURING DAYLIGHT HOURS ONLY.

ALL ACTUAL INSPECTION COSTS, INCLUDING OVERTIME, SUPERVISION, TESTING OF MATERIALS AND EMERGENCY WORK, IF REQUIRED, SHALL BE BILLED TO THE PERMIT HOLDER.
 REFER TO ATTACHMENTS REFERENCED BELOW FOR ANNUAL PERMIT REQUIREMENTS AND CONDITIONS.
 ALL ATTACHMENTS ARE INCORPORATED BY REFERENCE AS PART OF THIS PERMIT.

PAVEMENT REPAIRS REQUIRE A SEPARATE PERMIT AND ARE NOT TO BE COMPLETED UNDER THE TERMS OF THIS ANNUAL PERMIT.

PERMIT HOLDER AGREES TO SUBMIT MONTHLY REPORTS OF WORK PERFORMED VIA FAX (734.595.6356) UNDER THIS PERMIT.

ALL ACTUAL INSPECTION COSTS, INCLUDING OVERTIME, SUPERVISION, TESTING OF MATERIAL AND EMERGENCY WORK, IF REQUIRED, SHALL BE BILLED.

FINANCIAL SUMMARY	DEPOSITOR	APPROVED PLANS PREPARED BY
PERMIT FEE \$0.00	LETTER OF CREDIT DEPOSITOR	PLANS APPROVED BY
PLAN REVIEW FEE..... \$0.00		DATE PLANS APPROVED
PARK FEE..... \$0.00		1/1/2023
OTHER FEE..... \$0.00		REQUIRED ATTACHMENTS
BOND..... \$0.00		GENERAL CONDITIONS
INSPECTION DEPOSIT..... \$0.00		SCOPE OF WORK AND CONDITIONS FOR MUNICIPAL MAINTENANCE PERMITS
OTHER BOND..... \$0.00		INDEMNITY AND INSURANCE ATTACHMENT
TOTAL COSTS \$0.00		SAMPLE COMMUNITY RESOLUTION
TOTAL CHECK AMOUNT		RULES, SPECIFICATIONS AND PROCEDURES FOR PERMIT CONSTRUCTION - AVAILABLE ONLINE AT
\$0.00		www.waynecounty.com/dps_engineering_cpoffice.htm
CASHIER	DATE	(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)
	1/1/2023	

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES

CHRIS PORMAN PERMIT HOLDER / AUTHORIZED AGENT	DATE	PREPARED BY
<BLANK> CONTRACTOR / AUTHORIZED AGENT	DATE	VALIDATED BY
		DATE



**Wayne County Department of Public Services
Engineering Division – Permit Office
Indemnity and Insurance Attachment**

To the extent allowed by law, the Permit Holder shall defend and hold harmless Wayne County, the Department of Public Services, its officials and employees against any and all claims, suits and judgments to which Wayne County, the Departments, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including County property. The Permit Holder shall provide this indemnity for any incident arising out of any and all activities performed under the permit or in connection with work not authorized by the permit, or resulting from the failure to comply with the terms of the permit, or arising out of the continued existence of the work product that is subject to the permit.

Certificates of insurance shall be required for all construction permits, excluding residential driveway permits. Each certificate of insurance and any associated correspondence shall reference the plan review number of the project. General liability and automotive liability insurance coverage shall be in amounts detailed below:

The general liability insurance coverage shall be in amounts not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$1,000,000 for bodily injury each person, each occurrence and property damage liability \$1,000,000 each occurrence.

The certificate of insurance must be provided by a person, the corporation, or by authorized representatives who signed personally either the application or permit. Insurance shall remain in force until the permit is released by Wayne County.

The Wayne County Department of Public Services shall be a Certificate Holder on the policy of insurance. Wayne County, drainage district, and its officers, agents and employees shall be named as additional insured parties. It is also required that the annual permit numbers are included on each certificate of insurance.

The insurance shall cover a period not less than the term of the permit and shall provide that it cannot be cancelled or reduced without thirty (30) days advance written notice to Wayne County, by certified mail, first-class, return receipt requested. The thirty (30) days shall begin on the date when the County received the notice, as evidenced by the return receipt.

Such insurance shall provide by endorsement therein for the thirty (30) day notice by the insurer to the Permit Office prior to termination, cancellation or material alteration of the policy.

Licensee agrees to make application for renewal thereof at least sixty (60) days before the expiration date of the policy then in force and to file a certified copy of such renewed policy with the Permit Office.

The policy shall also provide by endorsement for the removal of the contractual exclusion.

Should insurance coverage be cancelled or reduced below acceptable limits, or allowed to expire, the authorization to continue work under the permit shall be suspended or revoked and shall not resume until new insurance is in force and accepted by Wayne County. Wayne County may, in such cases, take appropriate action to restore or protect the road and appurtenances. All costs incurred by this action shall be deducted from any remaining inspection deposit, bond and/or Letter of Credit and, if necessary, the Permit Holder may be billed to defray actual expenses.



**Wayne County Department of Public Services
Engineering Division – Permit Office
Conditions & Limitations of Permits**

Plan Approval and Specifications: All work performed under the permit shall be done in accordance with the approved plans, specifications, maps, statements and special conditions filed with the County and shall comply with Wayne County Specifications, as defined in the current *Wayne County Rules, Specifications and Procedures for Permit Construction*, included as an attachment to this permit, the *Wayne County Standard Plans for Permit Construction*, and the *MDEQ Standard Specifications For Construction*, as modified by WCDCPS Special Provisions, and other WCDCPS specifications. Any situation or problem which occurs as a result of the construction, operation, use and/or maintenance of the facility in the right-of-way and is not covered by the approved plans nor by the County's current Standards and Specifications shall be resolved by the Permit Holder as directed and approved by the Permit Office. Any significant change to the plans must be approved by the Permit Office and is authorized only when an approved addendum is obtained from the Permit Office.

Fees: The Permit Holder shall be responsible for all fees and costs incurred by the County in connection with the permit and shall deposit payment for fees and costs as determined by the County at the time the permit is issued.

Bond: The Permit Holder shall furnish a bond in cash or Certified check in an amount acceptable to the County to guarantee performance under the conditions of the permit. The County may use all or any portion of the bond which shall be necessary to cover any expense, including inspection costs or damage incurred by the County through the granting of the permit. Should the bond be insufficient to cover the expenses and damages incurred by the County, the Permit Holder shall pay such deficiency upon billing by the County. If the bond amount exceeds the expenses and damages incurred by the County, the excess portion will be returned to the Depositor. The excess performance bond provided for herein, when it cannot be returned, shall be deposited into the County Road Fund and become a part thereof, unless claimed by the Depositor within one year of the date of satisfactory completion of the construction authorized by the permit.

Insurance: The Permit Holder shall furnish proof of liability and property damage insurance in the form and amounts acceptable to the County with Wayne County named as an insured party. The Permit Holder shall maintain this insurance until the permit is released, revoked or cancelled by the County.

Indemnification / Hold Harmless: Sub-Section 1 herein applies to all Permit Holders except Municipalities. Sub-Section 2 herein applies to Municipalities only.

1. To the extent allowed by law, the Permit Holder shall indemnify, hold harmless and defend Wayne County, its Department of Public Services, its officials and employees against any and all claims, suits and judgments to which the County, the Department, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the County, whether due to negligence of the Permit Holder or to the joint negligence of the Permit Holder and the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of the work product that is the subject of the permit. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County.

2. To the extent allowed by law, the Municipality as Permit Holder shall hold harmless and defend Wayne County, its Department of Public Services, its officials and employees, for the Municipality's own negligence, tortious acts, errors, or omissions, and the acts, errors, or omissions of any of its employees, on account of injury to persons or damage to property, including property of the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of work product that is the subject of the permit. Sub-section 1 above applies to contractors, subcontractors, consultants, or agents of the Municipality. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County or the Municipality's, as provided by statute or modified by court decisions.

Permit on Site: The Permit Holder shall keep available a copy of the permit and any associated approved plans on site during permitted activities.

Notification for Start and Completion of Work: The permit shall not become operative until it has been fully executed by the County. The Permit Holder shall notify the County before starting construction and shall notify the County when work is completed. The Permit Holder or their representative shall have copies of the executed permit and approved plans in their possession on the job site at all times.

1. The Permit Holder shall provide at least three (3) days advanced notice, excluding Saturdays, Sundays and holidays, to the Permit Office prior to the commencement of any permitted activities by submitting a START OF WORK NOTIFICATION form by mail, fax or e-mail. In certain instances, additional notice may be required by the Permit Office. In the event that construction work ceases for a period of time, then the Permit Holder shall notify the Wayne County Inspector at least 24 hours prior to resuming work.

2. The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG", at (800) 482-7161, at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.

3. The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office at (734) 955-2154, at least 72 hours prior, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County.

Safety: The Permit Holder agrees that all work under the permit shall be performed in a safe manner and to keep the area affected by the permit in a safe condition until the work is completed and accepted by the County. The Permit Holder shall furnish, install and maintain all necessary traffic controls and protection which are in accordance with the current *Manual on Uniform Traffic Control Devices (MUTCD)*. The Permit Holder shall conduct all activities and maintain all facilities as set forth in the permit in a manner so as not to damage, impair, interfere with, or obstruct a public road or create a foreseeable risk of harm to the traveling public. The Permit Holder shall comply with all applicable OSHA and MIOSHA requirements.

Underground Utilities: The Permit Holder shall contact all utility owners regarding their facilities prior to starting work and shall comply with all applicable provisions of Act 53, Public Acts of 1974, as amended. Wayne County makes no warranty either expressed or implied as to the condition or suitability of subsurface conditions or any existing facility which may be encountered during an excavation. The presence or absence of utilities is based on the best information available and the County is not responsible for the accuracy of this information. The Permit Holder assumes all responsibility for the interruption and damage to underground utilities. The Permit Holder is responsible for proper disposal, in accordance with current regulations, of any material excavated from within the right-of-way. Such materials include, without limitation, soils or groundwater contaminated by petroleum products or other pollutants associated with sites identified by the MDEQ or reported on appropriate release forms for underground storage tanks.

Assignability: The permit is neither transferable nor assignable without the written consent of the County.

Limitation of Permit: The Applicant and the Permit Holder shall be responsible for obtaining and shall secure any permits or permission necessary or required by law from State, Federal or other local governmental agencies and jurisdictions, corporations or individuals. These include, without limitation, those pertaining to drains, inland lakes and streams, wetlands, woodlands, flood plains, filling, noise regulation and hours of operation. Issuance of a Wayne County permit does not authorize activities otherwise regulated by State, Federal or local agencies.

Access of Other Vehicles: The Permit Holder shall, at all times possible, maintain a minimum of one acceptable access to all abutting occupied properties, driveways and side streets unless otherwise specified on the approved plans. The Permit Holder shall notify all owners or occupants of properties whose access may be temporarily disrupted during the permitted work. The local police, fire or emergency service agencies shall define acceptable access. The Permit Holder shall provide signing and other improvements necessary to ensure adequate access until the roadway, driveway or side street is restored. The Permit Holder shall conduct all operations so as to minimize inconvenience to abutting property owners. Wayne County reserves the right to reasonably restrict the progress of work by the Permit Holder based on the rate of roadway and right-of-way restoration, including permanent or temporary pavement. Wayne County may require that work be suspended until satisfactory backfilling of open trenches or excavations has been completed and driveways, side streets and drainage restored.

Restoration: The Permit Holder agrees to restore the County road and road right-of-way, County drain easement or County park property to a condition equal to or better than its condition before work under the permit began. If the Permit Holder fails to satisfactorily restore the permitted work area, Wayne County may take all practical actions necessary to provide reasonably safe and convenient public travel, preservation of the roadway and drainage, prevention of soil erosion and sedimentation, and elimination of nuisance to abutting property owners caused by the permitted activity. Security in the form of cash, a certified check or surety bond shall be required to secure the cost of restoring the disturbed portion of the right-of-way to an acceptable safe condition. The amount of the security shall be determined by the Permit Office. In the event that a suspension of work will be protracted or that the work will not be completed by the Permit Holder, the Permit Holder shall restore the right-of-way to a condition similar to the condition that existed prior to issuance of the permit.

Acceptance: Acceptance by the County of work performed does not relieve the Permit Holder of full responsibility for work performed or the presence of the permitted facility. The Permit Holder acknowledges that the County has no liability for the presence of the Permit Holder's facility located within the County road right-of-way, County drain easement or County park property.

Permit Expiration and Extension of Time: All work authorized by the permit shall be completed to the satisfaction of the Permit Office on or before the expiration date specified in the permit. Any request for an extension of time for completion shall be on a completed County form and shall demonstrate good cause for granting the request. Additional requirements may be imposed as a condition of an extension of time due to seasonal limitations or other considerations. These additional requirements may include, without limitation, changes to materials or construction methods, reestablishment of fees, bonds, deposits and insurance requirements.

Responsibility: The design, construction, operation and maintenance of all work covered by the permit shall be at the Permit Holder's expense with the exception that the Permit Holder will not be responsible for maintaining road widenings or similar facilities which become part of the County roadway.

Revocation: The permit may be suspended or revoked at the will of the County. Upon order of the County, the Permit Holder shall surrender the permit, cease operations and remove, alter or relocate, at their expense, the facilities for which the permit was granted. The Permit Holder expressly waives any right to claim damages for compensation resulting from the revocation of the permit.

Violation: The County may declare the permit null and void if the Permit Holder violates the terms of the permit. The County may require immediate removal of the Permit Holder's facilities and restoration of the County property, or the County may remove the facilities and restore the County property at the Permit Holder's expense. The Permit Holder agrees that in the event of a violation of the terms of the permit or in the event the work authorized by the permit is not satisfactorily completed by the permit expiration date, the County may use all or any portion of the performance bond to restore the County road right-of-way, drain easement, wastewater facility or park property as necessary for reasonably safe and efficient operations and maintenance, or to establish extraordinary maintenance procedures as required to assure reasonably safe and efficient operation of the County facility.

Inspection and Testing of Materials: Wayne County reserves the right of inspection and the testing of materials by its authorized representatives of all permitted activities and/or activities within the road right-of-way, County owned property or within a County drain easement. All items identified by the final inspection shall be resolved prior to release of the permit. All materials and methods utilized during the course of the authorized permit work shall meet the requirements of the current MDEQ Standard Specifications For Construction as modified by Wayne County Special Provisions, Standard Plans for Permit Construction and this manual. The Permit Holder shall reimburse Wayne County for all required inspections and testing of materials.

Design: The Permit Holder is fully responsible for the design of the permitted facility, such that the design shall be consistent with all applicable County standards, specifications, guidelines, requirements and with good engineering practice. Any errors in the plans that become evident after the issuance of a permit, and which change the scope of permitted work, are subject to review and may be grounds for revocation of the permit. The Permit Office will not relieve the Permit Holder of the responsibility of correcting errors, deficiencies, or omissions due to oversight or unforeseen contingencies such as faulty drainage, poor subsoil conditions or the failure of the Permit Holder's engineer to show all the related or pertinent conditions inside or outside the plan area.

Drainage: Drainage shall not be altered to flow into the road right-of-way or road drainage system unless approved by Wayne County.

Permit Holder Compliance: The Permit Holder shall abide by the conditions and limitations contained on the permit and all other conditions listed within the WCDCPS Rules, Specifications and Procedures for Construction Permits. The application of any work undertaken under the permit shall constitute the Permit Holder's agreement to the Provision.

**MODEL COMMUNITY RESOLUTION
AUTHORIZING EXECUTION OF
WAYNE COUNTY PERMITS**

Resolution No. _____

At a Regular Meeting of the _____ (Name of
Community Governing Board) on _____ (date), the following
resolution was offered:

WHEREAS, the _____ (hereinafter the "Community")
periodically applies to the County of Wayne Department of Public Services, Engineering
Division Permit Office (hereinafter the "County") for permits to conduct emergency
repairs, annual maintenance work, and for other purposes on local and County roads
located entirely within the boundaries of the Community, as needed from time to time to
maintain the roads in a condition reasonably safe and convenient for public travel;

WHEREAS, pursuant to Act 51 of 1951, being MCL 247.651 *et seq.*, the County permits
and regulates such activities noted above and related temporary road closures;

NOW THEREFORE, BE IT RESOLVED, in consideration of the County granting such
permit (hereinafter the "Permit"), the Community agrees and resolves that:

Any work performed for the Community by a contractor or subcontractor will be solely as
a contractor for the Community and not as a contractor or agent of the County. Any
claims by any contractor or subcontractor will be the sole responsibility of the
Community. The County shall not be subject to any obligations or liabilities by vendors
and contractors of the Community, or their subcontractors.

The Community shall take no unlawful action or conduct, which arises either directly or
indirectly out of its obligations, responsibilities, and duties under the Permit which results
in claims being asserted against or judgment being imposed against the County, and all
officers, agents and employees thereof pursuant to a maintenance contract. In the event
that same occurs, for the purposes of the Permit, it will be considered a breach of the
Permit thereby giving the County a right to seek and obtain any necessary relief or
remedy, including, but not by way of limitation, a judgment for money damages.

With respect to any activities authorized by Permit, when the Community requires
insurance on its own or its contractor's behalf, it shall also require that such policy
include as named insured the County of Wayne and all officers, agents and employees
thereof.

The incorporation by the County of this Resolution as part of a permit does not prevent
the County from requiring additional performance security or insurance before issuance
of a Permit.

This Resolution stipulates that the requesting Community shall, at no expense to Wayne
County, provide necessary police supervision, establish detours and post all necessary

signs and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.

This Resolution stipulates that the requesting Community shall assume full responsibility for the cost of repairing damage done to the County road during the period of road closure or partial closure.

This Resolution shall continue in force from the date of execution until cancelled by the Community or the County with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the Community with regard to any Permit which has already been issued or activity which has already been undertaken.

The Community stipulates that it agrees to the terms of the County of Wayne permit at the time a permit is signed by the Community's authorized representative.

BE IT FURTHER RESOLVED, that the following individual(s) is/are authorized in their official capacity as the Community's authorized representative to sign and so bind the Community to the provisions of any and all permits applied for to the County of Wayne, Department of Public Services Engineering Division Permit Office for necessary permits from time to time to work within County road right-of-way or local roads on behalf of the Community.

Name			or	Title
_____	Chris Porman	Municipal Services Director	or	_____
	Dave Cirilli	Municipal Services	or	
	Adam Gerlach	Municipal Services	or	
	Steve Fairman	Municipal Services	or	
	Mike Brindley	Municipal Services	or	
	Al Cox	Director of Public Safety	or	
_____	Paul Sincock	City Manager	or	_____

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution adopted by the [Board of Trustees/City Council] of the _____ (name of Community), County of Wayne, Michigan, on _____.