



Plymouth City Commission

Regular Meeting Agenda

Monday, March 6, 2023 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/81774227495>

Passcode: 465426

Webinar ID: 817 7422 7495

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call

2. APPROVAL OF MINUTES

- a. February 21, 2023 City Commission Regular Meeting Minutes

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

- a. Special Event: Knights of Columbus Annual Tootsie Roll Drive- Friday March 31, 2023 & Saturday April 1, 2023
- b. Special Event: Plymouth Chamber Spring Fever in the Park- March 31, 2023 to May 8, 2023
- c. Special Event: Easter Egg Hunt in Kellogg Park- April 1, 2023
- d. Special Event: Plymouth Farmers Market- Saturday Mornings May 13, 2023 through October 21, 2023
- e. Special Event: Wednesday Night Workouts- Wednesday Evenings May 31, 2023 through August 30, 2023

5. CITIZEN COMMENTS

6. COMMISSION COMMENTS

7. OLD BUSINESS

8. NEW BUSINESS

- a. Employee Manual Updates
- b. Cultural Center Canopy Entrance Automatic Door Replacement
- c. Center for Public Safety Management – Fire Department Study

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
<p>OBJECTIVES</p> <ol style="list-style-type: none"> 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
<p>OBJECTIVES</p> <ol style="list-style-type: none"> 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
<p>OBJECTIVES</p> <ol style="list-style-type: none"> 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
<p>OBJECTIVES</p> <ol style="list-style-type: none"> 1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices 2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages 3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety 4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations 5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction 6. Modernize and update zoning ordinance to reflect community vision 7. Implement Kellogg Park master plan



City of Plymouth
City Commission Regular Meeting Minutes
Tuesday, February 21, 2023, 7:00 p.m.
Plymouth City Hall 201 S. Main St. Plymouth, MI

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

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

1. CALL TO ORDER

Mayor Moroz called the meeting to order and led the Pledge of Allegiance.

a. Roll Call

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

Excused: Commissioner Alanna Maguire

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

Mayor Moroz offered condolences to all those impacted by the recent shootings at Michigan State University, thanked those who helped the victims and worked to apprehend the shooter, and said local law enforcement agencies need to be supported in upholding laws.

2. PROCLAMATION – AARON MICEK, AMBASSADOR OF PLYMOUTH

3. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Thomey, to approve the minutes of the February 6, 2023 City Commission Study Session, the February 6, 2023 City Commission meeting, and the February 11, 2023 City Commission Study Session.

There was a voice vote.

MOTION PASSED

4. APPROVAL OF THE AGENDA

Filipczak offered a motion, seconded by O'Donnell, to approve the agenda for Tuesday, February 22, 2023.

There was a voice vote.

MOTION PASSED

5. ENACTMENT OF THE CONSENT AGENDA

Filipczak offered a motion, seconded by Kehoe, to approve the consent agenda.

1. Approval of January 2023 Bills
2. Special Event: Sand Volleyball, Thursdays, April 27 – September 28, 2023
3. Special Event: DDA Music in the Air, Fridays, May 26, June 2,9,16,23,30, July 14,21,28, August 4,11,18,25, September 1, 2023
4. Special Event: West Middle School 6th Grade Picnic, Friday, June 2, 2023
5. Special Event: An American Salute MI Philharmonic Patriotic Pops Concert, Saturday, July 1, 2023
6. Special Event: Glow Yoga, Thursday, September 21, 2023

There was a voice vote.

MOTION PASSED

6. CITIZEN COMMENTS

Ellen Elliott, 404 Irvin, thanked Micek for his actions at the Karl’s Cabin fire.

Kara Gavin, 312 Blunk, expressed concern about hazardous materials being transported on trains and trucks in and around the City of Plymouth. She asked for better emergency communications.

Ron Picard, 1373 Sheridan, said a garbage truck recently broke down in front of his home and the cleanup of leaking fluid was handled very well.

7. COMMISSION COMMENTS

Deal thanked Micek and thanked Moroz for his words about the Michigan State University shooting.

O’Donnell thanked Gavin for her remarks and said the City Commission has set a goal of instituting an SMS program this year.

Filipczak said members of her family were at Karl’s Cabin at the time of the fire, and she also thanked Micek for his actions.

Sincock acknowledged that hazardous materials are being transported on trains and trucks and said numerous policies and procedures are in place, both in the City of Plymouth and in the Wayne County Haz-Mat teams, to respond to any incidents.

Moroz also thanked Micek for his actions.

8. PUBLIC HEARING

a. Transfer of Stock Greek Islands – G.I. Poros

Moroz opened the public hearing at 7:22 p.m.

Hearing no public comment, Moroz closed the public hearing at 7:24 p.m.

A motion for the following resolution was offered by Deal and seconded by Thomey.

RESOLUTION 2023-11

WHEREAS The City of Plymouth has a Liquor License Management Ordinance, and this Ordinance requires that the Liquor License Control Committee (LLRC) review any stock transfer related to a Liquor License; and

WHEREAS The Plymouth City Commission feels that it is imperative that the local unit of government have input to all aspects of Liquor License Issues in the City of Plymouth; and

WHEREAS G.I. Poros, Inc. has requested that the city authorize a transfer of stock for this business; and

WHEREAS The City Commission has reviewed the request and found that it does meet the criteria established in the Liquor License Management Ordinance.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby recommend to the State of Michigan Liquor Control Commission that the request from G.I. Poros, Inc.

be granted to include the changes highlighted in the December 22, 2022 letter from the Michigan Liquor Control Commission to the City of Plymouth.

There was a voice vote.

MOTION PASSED

9. OLD BUSINESS

There was no old business.

10. NEW BUSINESS

a. Intergovernmental Agreement with Wayne County Park Millage Funds

A motion for the following resolution was offered by Filipczak and seconded by Deal.

RESOLUTION 2023-12

WHEREAS The City of Plymouth and the County of Wayne are two separate governmental units; and

WHEREAS They have chosen to enter into an Intergovernmental Agreement for improvements to City's recreational facilities at the Plymouth Cultural Center; and

WHEREAS Funding for this project is from the Wayne County Parks Tax Millage and the county is returning a small portion of the tax money generated by the City of Plymouth properties to the City for improvements to Parks and Recreation facilities.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby authorize the Mayor to execute the documents titled Agreement between the County of Wayne and the City of Plymouth for table and chair replacement at the Plymouth Cultural Center. This agreement is to have the County provide \$22,547.00 to assist the City with those improvements.

There was a voice vote.

MOTION PASSED

b. Grant Funded Purchase of Table & Chairs

A motion for the following resolution was offered by Filipczak and seconded by Kehoe.

RESOLUTION 2023-13

WHEREAS The City of Plymouth operates a recreation facility in order to help provide for the public health, safety and welfare; and

WHEREAS That facility uses a variety of tables and chairs for a number of activities and from time to time there is a need to purchase replacement units; and

WHEREAS Many of the units to be replaced are 15 or more years old; and

WHEREAS The City Administration has taken bids for the purchase of new units.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the bid from MightyLite, Inc. in the amount of \$28,818.76 and rejects all other bids. Funding for the majority of this purchase will be from grant funding, with additional funding coming from the Recreation Fund.

There was a voice vote.

MOTION PASSED

c. Brownfield Reimbursement Agreement

A motion for the following resolution was offered by Kehoe and seconded by Filipczak.

RESOLUTION 2023-14

WHEREAS The City Commission of the City of Plymouth did originally adopt the Brownfield Plan and agreement for the Starkweather School Property at 550 N. Holbrook, in February of 2016; and

WHEREAS The originally adopted Brownfield Reimbursement Agreement now requires an amendment to accommodate the developer; and

WHEREAS The Brownfield Redevelopment Authority of the City of Plymouth reviewed and approved the amended agreement at their meeting on January 20, 2023.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby approve the amended Brownfield Reimbursement Agreement for the Starkweather School Property as attached.

BE IT FURTHER RESOLVED THAT the City Commission hereby directs the City Administration to withhold any payments to the Developer until all payments due to the City are paid in full in order to comply with the City Charter requirements.

BE IT STILL FURTHER RESOLVED THAT the City Clerk is hereby directed to make a copy of the Amended Brownfield Agreement for the Starkweather School Property as a part of the official meeting minutes.

REIMBURSEMENT AGREEMENT

This Brownfield Reimbursement Agreement ("Agreement") is made as of _____, 2022, among the City of Plymouth Brownfield Redevelopment Authority (the "Authority"), a public body corporate with offices at 101 South Main Street, Plymouth, MI 48170; and Curtis-Plymouth LLC, the principal address of which is 990 Pierce Street, Birmingham, MI, 48009 (the "**Developer**").

RECITALS

- A. The Authority was created by the City of Plymouth ("City") pursuant to the Brownfield Redevelopment Financing Act, 1996 P.A. 381, as amended (the "Act"), and, pursuant to the Act, the Authority has prepared a Brownfield Plan to include the Property (as defined below) which was duly approved by the City Council on March 7, 2016 following a public hearing on March 7, 2016, a copy of which is attached as **Exhibit A** (the "**Brownfield Plan**").
- B. The Developer owns the Starkweather School Site in the City of Plymouth which is described on the attached Exhibit B (the "**Property**") and which, due to the presence on the Property of certain hazardous substances as described in the Brownfield Plan is a "facility" and "eligible property" and is therefore commonly referred to as a "brownfield."
- C. Provided it obtains any needed zoning and building approvals from the City and others, the Developer plans to develop the property (the "**Improvements**") into a multi-family apartment and single family residential development. This will increase the tax base for taxing jurisdictions, create new housing options, recreational activities, uplift property values, and enhance nearby neighborhoods.
- D. In order to make the Improvements on the Property, the Developer will incur costs to complete the Eligible Activities as more fully described in the Brownfield Plan ("**Eligible Costs**").
- E. In accordance with Act 381 and the Brownfield Plan, the parties desire to use the property tax revenues that are generated from an increase in the tax value of the Property resulting from its development ("**Tax Increment Revenues**") to reimburse the Developer for Eligible Costs it incurs in redeveloping the Property.
- F. The Brownfield Plan for the Property describes the activities and their attendant costs in summary form based upon the information provided by the Developer; sets out an estimate of the captured taxable value, an estimate of the tax increment revenues, an estimate of the reimbursement payment schedule, and an estimate of the impact of tax increment financing on the revenues of the taxing jurisdictions. The eligible activities costs in the Brownfield Plan are estimated budgeted amounts. Prior to initiation of eligible activities, the Developer shall submit an Implementation Plan to the Authority; and
- G. Accordingly, the purpose of this Agreement is to set out the obligations of the parties to this Agreement for reimbursement of the cost of the eligible activities as approved by the Authority and the City.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

1. Brownfield Plan. To the extent provisions of the Brownfield Plan conflict with this Agreement, the terms and conditions of the Brownfield Plan control. To the extent provisions of the Brownfield Plan or this Agreement conflict with Act 381, Act 381 controls. Changes or additions to the Brownfield Plan may be submitted in writing to the Authority and to the City for approval. If such changes or additions increase the total cost of the eligible activities to an amount greater than in the approved Brownfield Plan, an amended Brownfield Plan incorporating the cost of said changes or additions may be approved at the sole discretion of the Authority and the City.

2. Construction of Development. The Developer shall proceed with due care obligations to complete the Improvements and undertake and complete the eligible activities resulting in the Eligible Costs, all in accordance with this Agreement, the Brownfield Plan, and all applicable laws, rules, regulations, permits, orders, and directives of any official or agency of competent jurisdiction. The Developer shall undertake and achieve substantial completion of the Development as described above within a reasonable time after the Brownfield Plan is approved by the Authority and the City.

(a) The parties agree that this Agreement and the Tax Increment Revenues collected and distributed pursuant to the Brownfield Plan are intended to fund only the Eligible Costs that have been approved by the Authority.

(b) Prior to the payment of eligible activities, the Developer shall submit a detailed Implementation Plan that includes, as a minimum, applicable estimates of the following items related solely to eligible activities:

(i) Cost estimates and/or actual costs for project costs related to eligible activities; and

(ii) The Implementation Plan costs shall be provided in the same format as Attachment C to the Brownfield Plan for the Brownfield Plan costs approved by the Authority.

(c) The Developer shall comply fully with all local ordinances, state and federal laws, and all applicable local, state and federal rules and regulations. Nothing in this Agreement shall abrogate the effect of any local ordinance.

(d) This Agreement does not obligate the City to issue any permit required by law to implement the Development.

(e) Noncompliance with this Agreement or discovery of material irregularities at any time are regarded as material breaches of this Agreement. The Authority, in addition to any other remedy provided by law, may do one or more of the following:

(i) withhold future payments to the extent such reimbursed payments relate directly to the noncompliance with the Agreement;

(ii) recover reimbursement payments already disbursed to the extent such reimbursed payments relate directly to the noncompliance with the Agreement; or

(iii) terminate this Agreement.

3. Capture of Taxes. The City shall, during the term of this Agreement, collect all Tax Increment Revenues from the Property and transmit 100% of the eligible incremental local tax revenues (with the exception of the City Voted Debt millage and District Library Voted Debt Millage, the DIA and Detroit Zoo Operating Millages) generated from real and personal property to reimburse the Developer for the costs of eligible activities. Such reimbursement shall not be more than the tax increment revenues captured during the duration of the Brownfield Plan from the taxable improvements located on the Property, including both real property and personal property. Nor shall the total amount of reimbursement be for more than the reasonable and necessary cost of the eligible activities approved by the Authority or otherwise permitted by the Act.

4. Submission of Costs. Before requesting any reimbursement, the Developer shall pay and submit an affidavit of payment for the reasonable and necessary costs of the eligible activities that have been approved by the Authority. For those Eligible Costs for which the Developer seeks reimbursement from

the Authority, the Developer shall submit to the Authority such of the following as may be required by Authority representatives:

- (a) a written statement detailing the costs,
- (b) a written explanation as to why reimbursement is appropriate under the Plan and this Agreement,
- (c) copies of invoices from the consultants, contractors, engineers, attorneys or others who provided such services,
- (d) copies of Full Unconditional Lien Waiver(s) from the vendor(s) documenting that the invoice was actually paid;
- (e) if, not already submitted, copies of the contract with the contractor or supplier providing the services or supplies for which reimbursement is sought;
- (f) a statement from the engineer and project manager overseeing the work recommending payment; and
- (g) any other documentation reasonably requested by the Authority, in a format and on such forms approved by the Authority, with the Developer's request for reimbursement to assist the Authority in determining whether the work was performed as approved..

The Authority in its sole discretion may accept copies of cancelled checks and a Full Unconditional Lien Waiver in satisfaction of Paragraphs (c) through (e) above if the Developer submits a written explanation as to why an invoice and/or contract is not available along with copies of cancelled checks and a Full Unconditional Lien Waiver. All documentation related to the request for reimbursement shall be submitted after the completion of each approved eligible activity. Prior to reimbursement payments being initiated, the Developer shall submit to the Authority a report of the results of the eligible activities performed. Such results shall include, without limitation, any abatement reports, demolition and disposal documentation, supplemental environmental investigation reports, and response activity reports. In addition, the Developer shall submit construction lien waivers from the contractors and subcontractors for the approved eligible activities prior to any payments being initiated. The Developer may submit a reimbursement request including such information whenever it is available even though Tax Increment Revenues for the reimbursement may not be available for many years thereafter. The Developer and Authority agree that no reimbursement requests will be accepted by the Authority after December 31, 2026.

5, Payments. Payments to the Developer shall be made as follows:

- (a) Within 60 days of its receipt of the materials identified in paragraph 4 above, the Authority shall decide whether the payment request is for Eligible Costs and whether such costs are accurate. The Authority will determine the amount to be reimbursed, based upon the reasonable and necessary costs of the eligible activities approved by the Authority and the State or otherwise permitted by the Act in light of the actual costs presented in the Developer's submitted documentation. Such amount shall not exceed the amounts set forth in Section 5(i), subject to such amendments as may have been approved by the Authority, nor shall such costs be reduced by the Authority without good cause shown, such approvals not to be withheld unreasonably. If the Authority determines all or a portion of the requested payment is for Eligible Costs and is accurate, it shall see that the portion of the payment request that is for Eligible Costs and is accurate is processed as provided in subparagraph (b) below. If the Authority disputes the accuracy of any portion of any payment request or that any portion of any payment is for Eligible Costs, it shall notify the Developer in writing of its determination and the reasons for its determination. The Developer shall have 28 days to address the reasons given by the Authority and shall have an opportunity to meet with the Authority's representatives or, if the Authority

Board consents, to meet with the Authority's Board to discuss and resolve any remaining dispute. In doing so, the Developer shall provide the Authority a written response to the Authority's decision and the reasons given by the Authority. If the parties do not resolve the dispute in such a manner, it shall be resolved as provided in paragraph 6 below.

(b) Once it approves any request for payment as Eligible Costs and approves the accuracy of such costs, the Authority shall pay to the Developer the amounts for which submissions have been made pursuant to paragraph 4 of this Agreement as the Authority receives Tax Increment Revenues as directed by the Brownfield Plan, until all of the amounts for which submissions have been made have been fully paid to the Developer, or the repayment obligation expires, whichever occurs first.

(c) The repayment obligation under this Agreement shall expire upon the payment by the Authority to the Developer of all amounts due to the Developer under this Agreement or on December 31, 2026, whichever occurs first.

(d) The amount to be reimbursed under this Agreement shall:

(1) The BRA will use captured taxes as referred to in (3) to reimburse the Developer for Eligible Costs total amount not to exceed \$ 1,045,000,

(2) The amount of Eligible Costs to be reimbursed with the capture of taxes levied for school operating purposes ("School Taxes") is estimated to be \$0.

(3) The amount of Eligible Costs to be reimbursed with the capture of taxes not levied for school operating purposes ("Local Taxes") is estimated to be \$ 1,045,000.

(4) Upon payment to Developer of total reimbursements as outlined above being met, or expiration of the Plan, reimbursements to Developer shall cease.

(e) The sole source for any reimbursement shall be such Tax Increment Revenues. To the extent permitted by law, such reimbursements, once approved by the Authority under subparagraph (b) above shall be and remain valid and binding obligations of the Authority until paid or until expiration of the time for payment as provided in subparagraphs (c) and (d) above. However, the Developer shall bear any risk of a change in law prohibiting reimbursement at the time Tax Increment Revenues are available for reimbursement to the Developer for costs that were Eligible Costs at the time the Authority approved them. In no event shall the Developer be reimbursed for any approved eligible costs that have been or will be reimbursed or credited against other obligations by any other governmental entity.

(f) If any of the Property is substantially destroyed by fire or natural events or causes as determined by the Building and Engineering Department Director of the City, this Agreement shall terminate unless reconstruction occurs at an equal or greater taxable value within twelve (12) months of the date of the loss. No payments shall be made during the period of reconstruction. Payments shall resume when the reconstruction is substantially complete as determined by the Building and Engineering Department Director of the City.

(g) In addition to any other remedies provided in this Agreement, if any payment made by the Authority is determined to be improper or outside of the scope of its obligations under this Agreement, or in the event of the Developer's breach or default of this Agreement, the Developer shall, at the request of the Authority, repay or return any monies paid by the Authority that are directly related to said breach, default or improper payment.

6. Dispute As To Eligible Costs. If there is a dispute over whether a cost submitted by the Developer is an "Eligible Cost," the dispute shall be resolved by an independent qualified professional chosen by mutual agreement of the parties. If the parties are unable to agree upon a professional, then each party (the City, the Authority, and the Developer) shall appoint an

independent qualified professional to review the Authority's decision, provided that each party chooses a professional that has not been directly employed by or provided services to that party for a period of two (2) years before the date of proposed appointment. If and to the extent that two of the three qualified professionals so selected agree that costs submitted are eligible pursuant to the Brownfield Plan and was previously approved by the Authority, this shall constitute an award, and the Developer shall be reimbursed those costs in accordance with this Agreement. In addition, any such award may be used as the basis for the Wayne County Circuit Court rendering judgment that such award constitutes a final decision under statutory arbitration.

7. Assignment of Future Reimbursement Revenue. The Developer may assign its reimbursement rights under this Agreement via a written instrument, a copy of which must be provided to the Authority no later than thirty (30) days prior to such assignment. However, any such right to reimbursement shall always remain contingent upon material compliance with all aspects of this Agreement on the part of the Developer and any of its assigns, successors, transferees, and heirs. This Agreement shall run with the land constituting the Property and shall be binding upon and inure to the benefit of the Developer and the Authority as well as their respective assigns, successors, transferees, and heirs.

8. Adjustments. If, due to an appeal of any tax assessment or reassessment or any other reason, the Authority is required to reimburse any Tax Increment Revenues, the Authority may deduct the amount of any such reimbursement from any amounts due and owing the Developer or, if all amounts due the Developer under this Agreement have been fully paid, the Authority may invoice the Developer for the amount of such reimbursement and the Developer shall pay the Authority such invoiced amount within 30 days of the Developer's receipt of the invoice from the Authority. Nothing in this agreement shall limit the right of the Developer to appeal any tax assessment.

9. Obligation to Fund Eligible Activities. The Developer shall pay for the Eligible Costs with its own funds and receive reimbursement from the Authority by available Tax Increment Revenues. It is anticipated that there will be sufficient available Tax Increment Revenues to pay for all Eligible Costs under this Agreement. However, if for any reason increased Tax Increment Revenues from the Development do not result in sufficient revenues to satisfy such obligations, the Developer agrees and understands that it will have no claim or further recourse of any kind or nature against the City or the Authority and the Developer shall assume full responsibility for any such loss or costs.

10. Access for Inspection. Employees and agents of the Authority and the City are authorized to enter upon the Property following a minimum of one (1) business day notice to the Developer for the purpose of inspecting the work related to the authorized eligible activities and making determinations that such work is being performed in accordance with the Brownfield Plan in a workmanlike manner.

11. Indemnification. The Developer shall defend, indemnify, and hold the City and the Authority, and their agents, representatives, and employees (hereinafter "Indemnified Persons") harmless from any loss, expense (including reasonable legal counsel fees) or liability of any nature due to any and all suits, actions, legal or administrative proceedings, or claims arising from or on account of the acts or omissions of the Developer, its officers, employees, agents or any persons acting on its behalf or under its control, in implementing the eligible activities described in the approved work plans or arising in any way from this Agreement, including but not limited to, claims for damages, reimbursement or set-off arising from, or on account of, any contract, agreement or arrangement between the Developer and any person for the performance of eligible activities or the terms of this Agreement, including claims on account of construction delays.

12. Insurance. During construction, the Developer and any contractor or subcontractor shall provide and maintain comprehensive general liability insurance with limits of one million dollars (\$1,000,000) combined single limit, for claims which may arise from the Developer's operations under this Agreement, naming the Authority and the City as additionally named insureds. Proof of such insurance

shall be provided to the Authority in care of the Authority's Administrator prior to initiating any redevelopment activities.

13. Termination. This Agreement shall terminate on the earlier to occur of: (a) the date on which the Authority is no longer authorized to capture tax increment revenues; (b) on the date the Brownfield Plan expires; (c) the date when the amount due under the Agreement has been paid; or (d) upon default of this Agreement by the Developer, including, without limitation, if the Development is not completed within sixty (60) months from the effective date of this Agreement; or (e) upon such other conditions as set forth in this Agreement.

14. Payment of Taxes. Developer or any of its successors or assignees of the Development shall pay all real and personal property taxes levied on any portion of the Development on or before the date the same are payable, before any additional interest penalty for late payment is applied.-

15. Miscellaneous.

(a) This is the entire agreement between the parties as to its subject. All previous negotiations, statements and preliminary instruments of the parties or their representatives are merged in this Agreement. It shall not be amended or modified except in writing signed by all the parties. It shall not be affected by any course of dealing and the waiver of any breach shall not constitute a waiver of any subsequent breach of the same or any other provision. Any revision of this Agreement shall not be effective until the provision of a thirty (30) day notice by the City and the Authority to the other parties hereto so that this Agreement remains in full compliance with any applicable Federal, State or Local law or regulation.

(b) This Agreement and the rights and obligations under this Agreement except as previously noted, are up-assignable and non-transferable without the consent of the other parties. It shall, however, be binding upon any successors or permitted assigns of the parties.

(c) This Agreement shall become effective when approved and executed by the Authority and the Developer.

(d) All parties had input into the drafting of this Agreement and all had the advice of legal counsel before entering into this Agreement. In the event any ambiguity of any language in this Agreement arises, such ambiguity shall not be construed against any party.

(e) Except as otherwise provided in this Agreement, all representations, warranties, covenants and agreements of the parties contained or made pursuant to this Agreement shall survive the execution of this Agreement.

(f) Notices shall be complete when delivered by personal delivery, by courier or delivery service (such as UPS, FedEx or other service) or by certified mail, return receipt requested to the addresses first written above. If any party refuses to accept delivery when presented, delivery shall be deemed to have occurred at the time of such refusal. Any such notice and communication shall be addressed as follows:

If to Authority: City of Plymouth Brownfield Redevelopment Authority
201 S. Main Street
Plymouth, MI 48170
Attn: John Scanlon, City Finance Director
(734) 453-1234

If to Developer: Curtis-Plymouth, LLC
990 Pierce Street
Birmingham, MI 48009
Attn: Mark Menuck
(248) 730-0300

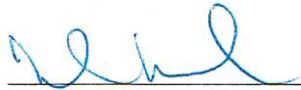
(g) This Agreement shall be governed by the laws of the state of Michigan. To the extent permitted by law, the jurisdiction and venue for any action brought pursuant to, arising from or to enforce any provision of this Agreement shall be solely in the state courts in Wayne County, Michigan.

By signing below, all parties represent and warrant their authority to enter into this agreement on behalf of their respective organizations. The parties have signed this Agreement as of the date first written above.

CURTIS-PLYMOUTH LLC

CITY OF PLYMOUTH BROWNFIELD
REDEVELOPMENT AUTHORITY

By: _____



By: _____

Open.09992.68912.30176632-1

There was a voice vote.
MOTION PASSED

d. Adoption of 2023 One-Year Tasks for Strategic Plan
A motion for the following motion was offered by Filipczak and seconded by Deal.

RESOLUTION 2023-15

WHEREAS The City Commission of the City of Plymouth did hold a study session to develop one-year tasks for the Strategic Plan; and

WHEREAS This session was facilitated by Dr. Lew Bender and the group developed the 2023 One Year Tasks; and

WHEREAS After review, a finalized draft of the plan and tasks was developed and provided to the City Commission for additional comments.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby endorse and Adopt the 2023 One-Year Tasks for the City's Strategic Plan.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to include a complete copy of the adopted 2023 One-Year Tasks as a part of the Meeting Minutes for this meeting.

CITY OF PLYMOUTH STRATEGIC PLAN 2022-2026
With 2023 One-Year Tasks Status

Goal Area One – Sustainable Infrastructure

Key Objectives

- Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety.
- 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

- Partner with or become members of additional environmentally aware organizations
- Increase technology infrastructure into city assets, services, and policies
- Continue sustainable infrastructure improvement for utilities, facilities, and fleet.
- Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

One Year Tasks from 2-11-23

Seek government funding for prioritized projects.

Prioritize capital and fleet list and funding opportunities.

Explore and identify community legacy funding opportunities.

Participate in MML Green Communities challenge.

Promote private organic food waste composting program.

Finalize fire contract with City of Northville

Finalize decision on pilot program for parklets.

Finalize decision on implementation of paid parking plan.

Continue road infrastructure improvement projects.

Continue and implement Penniman wall task.

Finalize decision on Saxton's Parking Lot Development

Formalize policy on City's unassigned General Fund balance for future bond rating.

Determine Direction for Old Village T.I.F. District

Determine funding source for city share of 35th District Court budget deficit.

Goal Area Two – Staff Development, Training, and Succession

Key Objectives

- Create policies and programs that support staff recruitment/retention, including a coordinated recruitment program, flexible scheduling, and an internship program.

- Increase staff levels to appropriately support city services and departments.
- Provide staff/board/volunteer trainings and programming with a focus on improving understanding on issues of diversity, equity, and inclusion and emphasizing working with and serving diverse communities.

One Year Tasks from 2-11-23

Continue staff development and succession planning.

Benchmark training and retention against other communities

Maintain Staffing levels.

Continue retention bonus program.

Review fire department staffing models.

Be responsive to Clerk's election needs.

Update five-year staffing projection.

Goal Area Three – Community Connectivity

Key Objectives

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

One Year Tasks from 2-11-23

Continue to RRC 2.0

Obtain & review form-based code test case.

Continue Coffee with the Commissioners

Develop and implement Police Community Outreach programs.

Provide for the development of additional employee – city service videos.

Continue/expand use of social media platforms.

Develop and implement updated SMS messaging and email blast systems.

Provide for a Citizen Academy twice per year.

Provide for staff to participate in multi-governmental programs through various associations and professional organizations (i.e., MML, MACP, APWA, MParks, NRPA, MME, SEMCOG, MCA, MTA, etc.).

Goal Area Four – Attractive, Livable Community

Key Objectives

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

One Year Tasks from 2-11-23

Determine direction for Recreation Master Plan 2024 – 28

Review Park sponsorship program

Identify green space for Recreation Department

Explore approach to connecting multi-modal to Hines Dr.

Continue noise ordinance review.

Update ordinance to support residential generator locations – Address issue for ZBA.

Develop and implement a program for right of way obstruction including sidewalks.

Prioritize Kellogg Park and DDA Master Plan improvements.

Review and Update Master Plan as needed.

Citizen surveys for Recreation and Master Plans

Explore dog park.

Provide for Committee of the Whole on Recreation and Planning Master Plans

Commission members thanked administration for the substantial accomplishments in 2022 and pointed out that a list of the tasks and progress toward meeting them is on the City's website.

There was a voice vote.

MOTION PASSED

11. REPORTS AND CORRESPONDENCE

a. Liaison Reports

O'Donnell said the Planning Commission approved the site plan for the Saxton's lot.

Kehoe said there would be a meeting about the Wilcox and Phoenix Lake restoration projects on March 1. The Old Village Association Facebook page has RSVP information.

12. ADJOURNMENT

A motion to adjourn was offered by Thomey and seconded by Filipczak at 7:33 p.m.

There was a voice vote.

MOTION PASSED

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Special Event Application

ITEM 4.a

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

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

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

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

Sponsoring Organization's Legal Name KNIGHTS OF COLUMBUS RENAUD COUNCIL #3292

Ph# 734-453-3966 Fax# NA Email gk3292@mikoc.org Website www.plymouthkocf.org

Address 150 FAIR ST. City PLYMOUTH State MI Zip 48170

Sponsoring Organization's Agent's Name MIKE DRISCOLL Title GRAND KNIGHT

Ph# 734-968-8700 Fax# NA Email GK3292@MIKOC.ORG Cell# 7349688700

Address 150 FAIR ST. City PLYMOUTH State MI Zip 48170

Event Name Knights of Columbus Tootsie Roll Drive

Event Purpose Raise funds for the Mentally Impaired

Event Date(s) Friday 3/31/23 & Saturday 4/1/23

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

Event Location Main St. & Ann Arbor Trail, Main St. & Penniman Ave.

What Kind Of Activities? Giving out tootsie rolls and accepting free will donations to support the Mentally Impaired

What is the Highest Number of People You Expect in Attendance at Any One Time? 2 each time slot per location (2 hour slots)

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.)
Giving out tootsie rolls and accepting free will donations to support the Mentally Impaired. We will be wearing our yellow K of C aprons.

RECEIVED
MAR 01 2023
City of Plymouth

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

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

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

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

Next year's specific dates: _____

See section 12.13 for license & insurance requirements for vendors

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

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

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

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

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

No.

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.

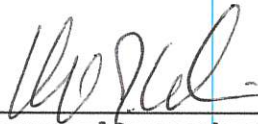
9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?
YES NO
If Yes, list the lots or locations where/why this is requested:

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.

2/27/23

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

Knights of Columbus Renaud Council #3292

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

Signature 

Date 3/1/23

Witness _____

Date _____

EVENT REVIEW FORM

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

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>GP</u>
<u>NO SERVICES NEEDED</u>					
\$250 Bathroom Cleaning Fee Per Day of Event? YES					
Labor Costs: \$	—	Equipment Costs: \$	<u>NO</u>	Materials Costs \$	—
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>gpc</u>
<u>No SERVICES NEEDED</u>					
Labor Costs \$		Equipment Costs \$	<u>8</u>	Materials Costs \$	
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>JO</u>
<u>No Services Required</u>					
Labor Costs \$		Equipment Costs \$		Materials Costs \$	
HVA:	Approved	Denied	(list reason for denial)	Initial	
DDA:	Approved	Denied	(list reason for denial)	Initial	
Labor Costs \$		Equipment Costs \$		Materials Costs \$	
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>MB</u>
<u>Class I – Low Hazard</u>					
Class II – Moderate Hazard		Event Sponsors must provide current Certificate of Insurance naming City			
Class III – High Hazard		of Plymouth as 'Additional Insured' including in the Description Box/Area.			
Class IV – Severe Hazard		<u>Cannot be in streets</u>			
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 Plymouth Community Chamber of Commerce

Ph# 734-453-1540 Fax# 734-404-6062 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 Coordinator

Ph# same Fax# same Email same Cell# _____

Address same City _____ State _____ Zip _____

Event Name Spring Fever in the Park

Event Purpose To promote and enhance the community.

Event Date(s) March 31 to May 8, 2023

Event Times 24/7

Event Location Kellogg Park

What Kind Of Activities? Local businesses/groups create a Spring Fever creation to be viewed by visitors in DTP.

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

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

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
Local businesses, clubs, groups and residents create Spring Creations. There will be 50 Spring Creations spaces available in Kellogg Park along Main Street and Trail for the community to enjoy upon completion.

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)

We will need 50 poles sunk into the ground in Kellogg Park spaced mostly along Main Street and a few along Ann Arbor Trail and Penniman.

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.

02/09/2023

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 Plymouth 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 Spring Fever in the Park (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature 
Witness 

Date 02/09/2023

Date 02/09/2023

EVENT REVIEW FORM

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

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	<u>CP</u>
<u>2 FTE APPROX 6HRS SETUP/TEAR DOWN</u>					
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO					
Labor Costs: \$	<u>800</u>	Equipment Costs: \$	<u>125</u>	Materials Costs \$	
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	<u>guc</u>
<u>NO SERVICES NEEDED</u>					
Labor Costs \$		Equipment Costs \$	<u>0</u>	Materials Costs \$	
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	<u>JR</u>
<u>NO SERVICES REQUIRED</u>					
Labor Costs \$		Equipment Costs \$		Materials Costs \$	
HVA:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	<u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$	
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	<u>WFB</u>
<input checked="" type="radio"/> Class I – Low Hazard <input type="radio"/> Class II – Moderate Hazard Event Sponsors must provide current Certificate of Insurance naming City <input type="radio"/> Class III – High Hazard of Plymouth as 'Additional Insured' including in the Description Box/Area. <input type="radio"/> Class IV – Severe Hazard					
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____					
APPROVED _____ NOT APPROVED _____ DATE _____					



Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name Gloverr Agency

Ph# 2487195292 Fax# _____ Email taylor@liveunreal.com Website housesoldname.com

Address 459 S Main City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name _____ Title _____

Ph# 2489825569 Fax# _____ Email jeff@kwglover.com Cell# 2489825569

Address 459 S Main St City Plymouth State MI Zip 48170

Event Name Easter Egg Hunt

Event Purpose Open to Past Clients & Community

Event Date(s) April 1st 2023

Event Times 11-1pm

Event Location Kellogg Park

What Kind Of Activities? Easter Egg Hunt, Face Painting, Games, Crafts, Etc

What is the Highest Number of People You Expect in Attendance at Any One Time? 600

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.)
Repeat event from last year.



CITY OF PLYMOUTH

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

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

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

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

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

Week before or week of Easter

Next year's specific dates:

See section 12.13 for license & insurance requirements for vendors

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

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

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

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

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

Electricity - stage preferred if available

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)?

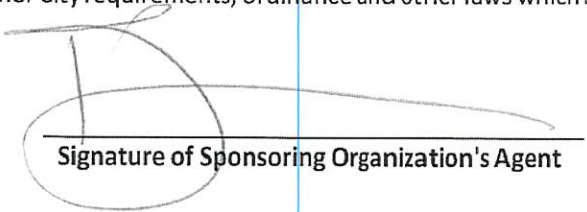
YES NO

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.

2/10/28
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

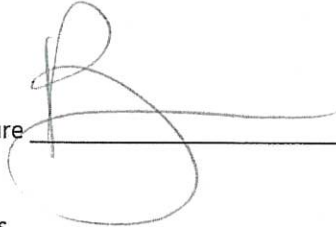
Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170

Phone: (734) 453-1234 ext. 203

11. **INDEMNIFICATION AGREEMENT**

INDEMNIFICATION AGREEMENT

The Glover Agency (*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 Easter Egg Hunt (*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 2/16/27 _____
Date _____

EVENT REVIEW FORM

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

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>CP</u>
<u>1 FTE APPROX 3 HRS</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO				
Labor Costs: \$	<u>200</u>	Equipment Costs: \$	<u>65</u>	Materials Costs \$ <u>—</u>
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>JLC</u>
<u>1 - OFFICER @ 2 HOURS</u>				
Labor Costs \$		Equipment Costs \$	<u>152-</u>	Materials Costs \$
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>JW</u>
<u>No Services Required</u>				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
HVA:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	<u>SBP</u>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>WR</u>
Class I – Low Hazard <input checked="" type="radio"/> Class II – Moderate Hazard Event Sponsors must provide current Certificate of Insurance naming City Class III – High Hazard of Plymouth as ‘Additional Insured’ including in the Description Box/Area. Class IV – Severe Hazard				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE-\$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				

RECEIVED FEB 21 2023

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 Plymouth Farmers Market

Event Purpose To promote and enhance the community

Event Date(s) Saturday mornings only from May 13, 2023 through October 21, 2023

Event Times 8 a.m. to 12:30 p.m.

Event Location DPT in The Gathering, on Penniman in front of the Gathering, and along the Park sidewalk on Penniman.

What Kind Of Activities? Vendors will be selling produce, plants, flowers, foods, candles, soaps, and various art and crafts.

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: Local farmers and other vendors will sell their goods to the public. Most food items will be Michigan grown and/or made with several cottage industry food items (i.e. bake goods, jams, sauces etc.) The people who will come to the market are mainly local Plymouth residents and people from surrounding areas.

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.

Second Saturday in May through third Saturday in

Next year's specific dates:

October

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)

Penniman will be closed just past the drive thru at Citizens Bank to Union Street.

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 .

2/7/2023

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) 4534234 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 Farmers 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 2/7/2023

Witness Wanda Colustron

Date 2/7/2023

EVENT REVIEW FORM

EVENT NAME: Farmers Market TOTAL ESTIMATED FEE: _____

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

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

City of Plymouth SPECIAL EVENT APPLICATION

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

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

Sponsoring Organization's Legal Name		Sun & Snow					
Ph#	734-927-0007	Fax#	734-663-9539	Email	events@sunandsnow.com	Website	sunandsnow.com
Address	388 S. Main Street			City	Plymouth	State	MI Zip 48170
Sponsoring Organization's Agent's Name		Robert Parent				Title	
						Co-Owner	
Ph#	734-927-0007	Fax#		Email	rob@sunandsnow.com	Cell#	734-845-6092
Address	45828 Primrose Ct			City	Plymouth	State	MI Zip 48170

Event Name Wednesday Night Workouts & FitKids

Event Purpose To promote healthy activity and lifestyles in our community

Event Date(s) Every Wednesday evening from Memorial Day through Labor Day

Event Times 5:30pm-8:00pm

Event Location Kellogg Park

What Kind Of Activities? Free community workouts led by professional Plymouth studio instructors

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.)

Wednesday Night Workouts are free workout sessions provided to the community in an effort to promote fitness activity and healthy lifestyles.

These classes are organized and operated by Sun & Snow, in partnership with the City of Plymouth Recreation Department. Classes are led by top instructors from downtown Plymouth studios.

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): Each Wednesday evening between Memorial Day and Labor Day

Next year's specific dates:

2024 will have the same dates as 2023.

See section 12.13 for license & insurance requirements for vendors

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

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

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

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** We need one 120v/20a circuit YES NO

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

No city services required

Only need "No parking after 1:00pm" signs put up in spots along Main/Kellogg

Park (Same as this past season)

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:

Need 4 spots along Western edge of Kellogg Park (on Main Street) for set up & teardown.

Setup starts at 1:30pm

- 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.

02/15/2023



Date

Signature of Sponsoring Organization's Agent

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


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

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature 

Date 02/15/2023

Witness 

Date 02/15/2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/18/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kleinschmidt Agency, Inc. 450 South Maple Road Ann Arbor MI 48103	CONTACT NAME: Lori Wilson	PHONE (A/C, No, Ext): 734-881-9917	FAX (A/C, No): 248-603-8420
	E-MAIL ADDRESS: lori.wilson@meadowbrook.com		
License#: PC779010 SUN&SNO-01	INSURER(S) AFFORDING COVERAGE INSURER A : Cincinnati Insurance Company	NAIC # 10677	
INSURED Sun & Snow Sports Inc 462 Jackson Plaza Ann Arbor MI 48103	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 1720066071

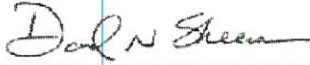
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			ECP 0327038	5/1/2021	5/1/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			EBA 0327038	5/1/2021	5/1/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ECP 0327038	5/1/2021	5/1/2024	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City of Plymouth is considered additional insured.

CERTIFICATE HOLDER**CANCELLATION**

City of Plymouth 201 S. Main Plymouth MI 48170	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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EVENT REVIEW FORM

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

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



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - Employee Manual Update 03-06-23.docx*
Date: March 1, 2023
RE: Employee Manual Updates

Background

The City Commission may be aware that from time to time we need to update our employee manual in order to comply with changes in the law at the State and Federal levels and to update our documents to comply with our current operations. This update is also a result of the City Commission's Strategic Plan related to recruitment/retention. The last time we updated the Employee Manual was June of 2022.

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

We have attached a memorandum from Tom Alexandris which gives a very detailed outline of the proposed changes and new amendments. Some of these policies have already been adopted, but we want to include them in the Employee Manual update. He has provided a list of updates showing the proposed changes.

Recommendation

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

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




CITY OF PLYMOUTH

www.plymouthmi.gov

201 S. Main
Plymouth, Michigan 48170-1637

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

TO: Paul Sincock
City Manager

FROM: Tom Alexandris 

SUBJECT: Employee Manual Updates 2023

February 27, 2023

In a continuing effort to review our policies to ensure we are complying with various laws at the state and federal levels, we look at them every year and sometimes more. In addition, as part of our overall retention and recruitment efforts, we are constantly looking to ensure that the City of Plymouth is a place people want to come to work here and those that are here wanting to remain. We have implemented programs/policies recently such as educational reimbursement, remote work policy, modified the existing retention program and reducing vesting periods for retirement accounts.

As part of the recently adopted 2023 One-Year Tasks for the strategic plan, in goal area two - Staff Development, Training and Succession, it states one of the key objectives is 'Create policies and programs that support staff recruitment/retention, including a coordinated recruitment program, flexible scheduling and an internship program'. The one-year tasks include continuing the retention program and benchmarking retention programs with other communities. Updating specific policies directly meets this objective and the 1-year task.

- Retention Policy
 - Begins after 3 years of service vs 5 years of service.
 - Begins at original hire date to account for part-time service for full-time employees.
- Vacation Leave Policy
 - Begins after 6 months of service vs 1 year of service.
- Lactation Accommodation
 - Clarifies that any employee on break under the lactation policy is paid.
- Jury Duty
 - Include year-round part-time employees to jury duty policy.
- Health Insurance
 - Begins on 1st day of service/appointment vs after 30 days of service/appointment.
- Stepsibling
 - Add stepsibling to various sections such as hiring policy and bereavement leave policy.
- DEI Wording
 - Replacing husband/wife with employee/spouse.
 - Correct his/her/he/she to their/they/them.

THE CITY OF HOMES

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facebook.com/CityofPlymouthMI

- Certification Program
 - Provides additional stipend for certain accreditations such as Notary Agent and Passport Acceptance Agent.
- Credit Card Policy
 - Update listing of authorized individuals/departments.
- Reporting Requirements
 - Update volunteer coaches and manager background check policy to follow guidelines set forth by the U.S. Center for Safe Sport.
- Corrected Organizational Charts
 - Updated Economic Development and Recreation Departments organizational charts.
- Correct other minor clerical errors, formatting issues and table of contents.

All negotiated contracts with POAM/COAM/TPOAM supersede the employee manual, will not impact members of those bargaining units. When those respective contracts are up for renewal, we will revisit some of these issues for inclusion into the agreements.

Employees will be provided an updated electronic copy of the revised employee manual.

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

**PLYMOUTH CITY COMMISSION
RESOLUTION OF ADOPTION
Employee Manual Updates 2023**

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

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

WHEREAS, the policy manual is being updated to update current employee recruitment and retention initiatives;

WHEREAS, the City staff has researched and proposed the latest changes;

NOW THEREFORE BE IT RESOLVED, that the City of Plymouth adopts the recommendations from the City Administration regarding the updates to the sections of the employee manual including Credit Card policy, Organizational Charts, Reporting Requirements/Background Checks, Vacation Leave, Retention, Lactation, Jury Duty, Health Insurance, and Certification Program.

AYES: _____

NAYS: _____



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 - Automatic ADA Door Banquet Entrance Plymouth Cultural Center 03-06-23.docx
Date: March 1, 2023
RE: Cultural Center Banquet Entrance Door Replacement

Background

The City Commission will recall that we replaced the Plymouth Cultural Center's front doors and arena doors with new automatic doors. Those units had surpassed their anticipated life cycle and parts were no longer available. We are now facing a similar situation with the banquet entrance door on the north side of the building. Now that the banquet end of the building is being used on a regular basis, we have found that the current automatic door has also surpassed its anticipated life cycle. The banquet entrance door was installed fifteen years ago, and parts are extremely limited or non-existent.

The estimated cost of repairs is \$7,821.89, while a new door with installation is \$12,121.00. Based on the age of the door and high volume usage, it seems reasonable that we replace it with modern equipment. If we make repairs, I am afraid that we will quickly be back into a service call situation for another part of the door.

Recreation Director Steve Anderson has provided a memorandum which further outlines this project.

Recommendation

The City Administration recommends that the City Commission authorize the replacement of the banquet entrance automatic door at the Plymouth Cultural Center with a Stanley Dura-Glide 5300SS automatic sliding door in the amount of \$12,121.00. The current door is in need of significant repairs and replacement and is fifteen years old, which is beyond the service life of the door systems.

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 either Steve or myself.




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
From: Steve Anderson, Recreation Director 
CC:
Date: 2/9/2021
Re: Cultural Center Canopy Entrance Automatic Door Replacement

As you are aware, the automatic doors at the Cultural Center serve a very important function to meet ADA compliance for our very diverse user groups. In addition, over the past fifteen years, the value of the automatic doors on the canopy entrance is very apparent during our large elections, special events, medical clinics, senior citizen events and so much more.

The current Cultural Center exterior canopy entrance automatic doors were installed in 2008. At the time, this was a huge improvement from the huge steel and glass doors that were original to the building. These original 1972 doors made entering the building difficult for those individuals with physical challenges, as well as those carrying various types of event supplies into the venue.

After fifteen years of use, we have reached a point where the doors have met their expected service life. The current door sensor system has been malfunctioning for a year or so and is progressively getting worse. The door, when not used for 20 minutes will open for someone to go thru but will not close until a full minute and a half reset period has elapsed. The door will only return to a normal cycle when three consecutive activations occur. Additionally, the door automatically opens on its own if it senses heavy rain, snow or if multiple leaves blow by the door's entrance.

We have contacted Stanley Door for a repair estimate. With the door being fifteen years old, the sensors and other replacement parts either no longer exist or are extremely expensive due to their limited availability. The quote for replacement parts and labor is \$7,821.89. With this being the case, we have gone back to Stanley Door for a quote for a whole new door system.

THE CITY OF HOMES

twitter.com/plymouthmigov facebook.com/cityofplymouthrecreation

We went back to Stanley Door exclusively, only for the fact that they are one of the few options available for this type of service. Additionally, we know that if we use Stanley again, we will not have to restructure the existing entryway, brick work or electrical wiring to accommodate a different brand manufacturer. Any alteration of current building structure would surely increase the cost and time needed to complete this proposed project.

Please find attached the service proposal to repair to the existing automatic door as well as the quote for the following new automatic door:

- 1 - Stanley Dura-Glide DG5300SS Automatic / Sliding Door w/ Transom Package, Dark Bronze Anodized Aluminum Finish. Install, Labor, Demo and Removal of Old Door: \$12,121.00

The new door would take approximately 12 to 14 weeks of lead time for production and then a few weeks to schedule the actual installation. The door replacement project would be billed to the Rec. Capital Improvement Fund (402-900-976.751) with a corresponding reimbursement from ARP Funding.

We would recommend that the City Commission accept the quote for a new automatic door from Stanley Access Technologies of Wixom, Michigan.

Please contact me anytime regarding any questions or any needed additional information.

STANLEY[®]

Access Technologies

Custom Quote

Quote Number: Q-100857

Plymouth Cultural Center- Banquet Room

Created For

PLYMOUTH CULTURAL CENTER

2/14/2023

PLYMOUTH CULTURAL CENTER
525 FARMER ST
PLYMOUTH, MI 48170-1392
Phone: 734-453-1234
Attn: Steve Anderson
Email: sanderson@plymouthmi.gov

Robert Hunter
Territory Manager

Quotation: Q-100857
Plymouth Cultural Center- Banquet
Room

Detroit Branch
47930 West Rd
Wixom, MI 48393
Phone: 248-789-7723
Mobile: 248-789-7723
Email: robert.hunter@sbdinc.com

14 February, 2023

Allegion Access Technologies LLC is pleased to provide you a quotation to Furnish and Install the following:

Product Summary:

1 ea. Stanley Dura-Glide 5300SS Automatic/ Sliding Door w/Transom Package, Dark Bronze Anodize Aluminum Finish
1 ea. Lot – Glass/Glazing/Caulking/Break Metal (1/4" Glass Infills)
1 ea. Lot – Demo/Removal/Disposal/Rough Open Prep

Net Price: USD 12,121.00

Scope of Work

Demo/Remove/Dispose Of The Existing Automatic Sliding Door System

(1) Stanley DG5300SS Automatic Single Sliding 3-Panel/Telescopic Door w/Transom Packages In A Dark Bronze Anodize Aluminum Finishes At The Plymouth Cultural Center in Plymouth MI.

Sliding Door Package Include (1 Thus): 3-Panel/Telescopic Single Sliding Door (RH-Acting Slider), Dark Bronze Anodize Aluminum Finish, Frame Dimensions = 77.25"W x 117"H (Header Top @ 92"), Stanley X-Zone Motion/Presence Sensor System, Narrow Stiles, 5" Top Rails, 10" Bottom Rails, 8" Double Beveled Continuous Threshold, 2-Point Mechanical Locking (Keyed Exterior/Thumbturn Interior Lock Cylinders), Panic Breakout Of All Panels (SX-SX-SO / RH-Acting) And 1/4" Clear Tempered Glass Infills, Break metal Trim, And Perimeter Caulking.

Note: Customer responsible for removing security devices, maglock systems with exit buttons and sensor prior to installation.

Reconnection Of 120V Power/Wiring To Be Furnished By Stanley

Lead Time: Current equipment lead time is 8-12 weeks from receipt of order and approved shop drawings. Equipment is furnished and installed during normal business hours (8:00 AM - 4:30 PM, Mon - Fri).

If you would like to pay by Credit Card, please contact us at 1(800) 722-2377 Ext. 4.
We accept the following Credit Cards:

PLYMOUTH CULTURAL CENTER
525 FARMER ST
PLYMOUTH, MI 48170-1392
Phone: 734-453-1234
Attn: Steve Anderson
Email: sanderson@plymouthmi.gov

Robert Hunter
Territory Manager

Quotation: Q-100857
Plymouth Cultural Center- Banquet
Room

Detroit Branch
47930 West Rd
Wixom, MI 48393
Phone: 248-789-7723
Mobile: 248-789-7723
Email: robert.hunter@sbdinc.com

Warranty: 1 year parts and labor. During normal business hours Mon - Fri 8:00 AM - 4:30 PM

Inclusions

Prevailing Wage and/or Certified Payroll.
ANSI 156.10
Door package installation.
Glass & Glazing
Caulking
Break metal
Demolition of existing storefront.

Exclusions

Delegated Design
Structural Review (no seismic review)
120 volts AC to inside auto door header 5 amp min.
Cleaning and protection of installed material.
Permits & Inspections by others.
Perimeter structural support / wood blocking for sliding door packages.
Painting, patching & flooring work.
After hours premium labor

If you would like to pay by Credit Card, please contact us at 1(800) 722-2377 Ext. 4.
We accept the following Credit Cards:

PLYMOUTH CULTURAL CENTER
525 FARMER ST
PLYMOUTH, MI 48170-1392
Phone: 734-453-1234
Attn: Steve Anderson
Email: sanderson@plymouthmi.gov

Robert Hunter
Territory Manager

Quotation: Q-100857
Plymouth Cultural Center- Banquet
Room

Detroit Branch
47930 West Rd
Wixom, MI 48393
Phone: 248-789-7723
Mobile: 248-789-7723
Email: robert.hunter@sbdinc.com

Conditions:

Acceptance of this quotation / proposal by the purchasing unit shall constitute an order and is a contract for the purchase of the articles and services described therein on the terms outlined herein. Additional or different terms applicable to a sale may be specified in the body of a Allegrion Access Technologies LLC (hereinafter " Company ") document or agreed to in writing by the parties.

- 1 Payment by purchaser to the Company shall be Net 30 days from date of invoice, subject only to contract termination by the Company in the event of an adverse credit decision by the Company's Credit Department. Late payments are subject to a charge equal to 1.5% per month of the amount outstanding or the maximum allowed by law, whichever is less.
- 2 Payment is not contingent upon purchaser's receipt of moneys from owner or any other source.
- 3 The following shall represent events of default by purchaser in the terms of this contract: non-payment in accordance with the terms set out herein, cancellation of this order by purchaser or refusal by purchaser or its agent to accept delivery of goods from the Company.
- 4 In the event of default by purchaser, purchaser agrees to pay the Company the contract price for all work completed by the Company to the date of default or cancellation as well as all of the Company's costs and expenses incurred in enforcing the terms of this contract including, but not limited to a reasonable attorney's fee, collection and court costs.
- 5 Except for purchaser's payment obligations, neither party shall be liable for any failure under this agreement due to acts of nature, earthquake or storm; failure of public utilities or common carriers; or any other causes beyond the reasonable control of the affected party.
- 6 Unless accepted by purchaser, this quotation shall expire ninety days from the date hereof.
- 7 Sales tax, if applicable, is not included in this Quotation.
- 8 The Warranty as outlined in the Quotation will not apply if the products: (1) have been altered, except by the Company; (2) have not been installed, operated, repaired, or maintained in accordance with instructions supplied by the Company; or (3) have been subjected to abnormal physical or electrical stress, misuse, negligence, accident, or catastrophe.
- 9 Any dispute, controversy or claim arising out of or relating to this Agreement or the breach, termination, or invalidity of it shall be submitted to final and binding arbitration as the sole and exclusive remedy for such controversy or dispute, provided, however that the Company may commence action against you in a court of law for infringement of the Company's intellectual property rights or default in any payment obligation. This Contract will be governed in accordance with the laws of the state where the premises at which the Company performs the Work or provides Services is located, without regard to choice of law principles.

This document is a contract. I affirm that I have the authority to sign this contract and this is my acceptance of this Quotation as well as my authorization to proceed with the above stated work at the price of \$ _____, plus applicable sales tax.

Signature: _____ **Title:** _____

Name (Print): _____ **Date:** _____

Ref#: _____

If you would like to pay by Credit Card, please contact us at 1(800) 722-2377 Ext. 4.
We accept the following Credit Cards:

Service Proposal

Page 1 of 2

Attention :
Proposal # : 20923826
Date : 01/31/2023
Valid to : 00/00/0000

Service Address:
PLYMOUTH CULTURAL CENTER
525 FARMER ST
PLYMOUTH, MI 48170-1392
Customer: 10110732 PO# STEVE

Bill to Address:
PLYMOUTH CULTURAL CENTER
525 FARMER ST
PLYMOUTH, MI 48170-1392
Customer: 10110732

Phone: 734-453-1234 **Fax:** **E-Mail:**

Scope of Work:

Customer Requirement: Please advise if you approve this work by issuing a purchase order or returning the approved quote to sender. Thank you for letting us serve you.

Lead time: 3 working days from Date of Approval

Additional Work Recommended:

Includes: 1-Year Parts and Labor Warranty on Stanley Parts; 30 day on service labor and travel, 90-Day Parts Warranty on Rebuilt Stanley Equipment and Competitor Parts

Excludes:

Terms: Within 30 Days without Deduction

Qty	UoM	Part#	Part Description	Unit Price	Extended Price
1.0	HR	STDLABOR	Standard Service Labor (Initial)	\$120.00	\$120.00
1.0	HR	TRVLABOR	Travel Labor (Initial)	\$120.00	\$120.00
12.0	HR	STDLABOR	Standard Service Labor (Return) 2 Techs	\$120.00	\$1,440.00
2.0	HR	TRVLABOR	Travel Labor (Return) 2 Techs	\$120.00	\$240.00
0.000			Banquet Door 5300	\$0.00	\$0.00
1	EA	314328	KIT-MOTOR & GEAR BOX-D/G-IQ-RPC	\$1,610.00	\$1,610.00
1	EA	314321	KIT-CONTROLLER-IQ-DUAL-RPC	\$700.00	\$700.00
2	EA	517211	PHOTOBEAM-PRO	\$132.00	\$264.00
8	EA	412498	LOAD WHEEL ASSY-D/G1000	\$132.00	\$1,056.00
2	EA	516669	SENSOR, MICROWAVE MOTION	\$480.00	\$960.00
1	EA	934312965	STANGUARD SENSOR PKG	\$476.00	\$476.00
Sub Total				\$	6,986.00
Transportation & Handling				\$	835.89
Tax				\$	0.00
Total Service Proposal Price				\$	7,821.89

Page 2 of 2

Attention :
Proposal # : 20923826
Date : 01/31/2023
Valid to : 00/00/0000

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Printed Name: _____ Date: _____
Signature: _____ PO#(if needed): _____

Customer will be invoiced for work already performed, including travel and labor at (1) hour minimums, if quote is not approved with in 30 days.

Thank you for Letting Us Serve You

RESOLUTION

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

WHEREAS The City of Plymouth owns and operates the Plymouth Cultural Center recreational Facility, to promote the public health and welfare, and

WHEREAS The banquet entrance automatic door is in need of replacement as the current door Needs significant repairs and it is fifteen years old.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the replacement of the automatic ADA compliant door at the banquet entrance of the Plymouth Cultural Center in the amount of \$12,121.00. The door is to be a Stanley Dura-Glide 5300SS in accordance with the proposal from Stanley Access Technologies of Wixom.



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 - ICMA Study of Fire Department 03-06-23.docx
Date: March 1, 2023
RE: ICMA – Center for Public Safety Management Fire Department Study

Background

The City Commission is aware that we have been working on a new contract with the City of Northville related to a fire services contract. The Commission will recall that a couple of months ago the City renewed our contract with Huron Valley Ambulance for another long-term agreement. We anticipate that we will be able to bring the fire agreement to the City Commission in the next 30 days.

The interim City Manager in Northville and I have had several discussions related to the fire department and their operations. As a part of the contract renewal process we felt that it would be helpful for the long term health of the organization to have an “outside” look at fire department operations. The ICMA – Center for Public Safety Management is familiar with the department, and we sought a proposal from them to complete a comprehensive analysis of the Fire/EMS services being delivered in the cities of Plymouth and Northville.

The proposal indicates that the primary team assigned to this project includes people who have been to Plymouth and Northville during previous studies. The study will provide an extensive review of policy, procedures, interviews with the Chief, Command Staff, line fire fighters and the City Managers from each city. The consultant will provide recommendations, guidance and input to the fire chief and the command staff as well as the operations.

We would be cost-sharing the cost of this study with the City of Northville, and this will be the first time that we have shared those costs. The other three studies that were completed were paid for entirely by the City of Plymouth. The total cost of the study is proposed at \$23,760, plus travel expenses and we would split the costs with Northville.

Recommendation

The City Administration recommends that the City Commission adopt a resolution to jointly contract with ICMA – Center for Public Safety Management to complete a comprehensive analysis of Fire/EMS services in the Cities of Plymouth and Northville.

PROPOSAL FOR

COMPREHENSIVE ANALYSIS OF FIRE/EMS SERVICE

Plymouth and Northville,
Michigan



CPSM[®]

CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC
475 K STREET NW, SUITE 702 • WASHINGTON, DC 20001
WWW.CPSM.US • 616-813-3782

IGMA

Exclusive Provider of Public Safety Technical Services for
International City/County Management Association



Center for Public Safety Management, LLC

February 16, 2023

Mark Wollenweber, Interim Manager
City of Northville
and
Paul Sincoc, City Manager
City of Plymouth
201 S Main
Plymouth, MI 48170

Dear Mr. Wollenweber and Mr. Sincoc:

The *Center for Public Safety Management, LLC, (CPSM)* as the exclusive provider of public safety technical assistance for the International City/County Management Association, is pleased to submit this proposal to the cities of Northville and Plymouth, Michigan.

CPSM has enjoyed a long relationship with both of your cities and it was a pleasure to discuss the upcoming renewal of a joint service agreement. For purposes of how we will proceed with our review, I wanted to memorialize what has transpired in the past which will serve as a launching point for this future work.

Prior to 2012, the City of Plymouth received fire services from Plymouth Township. The city also received no subsidy ambulance service from Huron Valley whose headquarters was located in Plymouth. The Township, at the time, wanted to move towards fire based EMS that would likely have required a significant contribution from the City.

Since 2012, the City of Plymouth has partnered with the City of Northville to share a single fire department which operates under one command structure, reducing costs for both. There are fire stations and apparatus in each city. There are two different dispatch centers, that field calls for service and dispatch responders.

The fire department enjoys a cooperative agreement with Huron Valley Ambulance, which responds to all calls for EMS service in the City of Plymouth. Huron Valley is the primary ALS provider. Plymouth also receives an ambulance from the ambulance service to for potential BLS transport in the event an ALS unit is not available. The department has done more "fill-in" transports during the past two years due to Covid-19 and the struggle to fill available EMS positions. The city has no interest in competing or replacing the private EMS transport provider.

Personnel are assigned to staff stations in each city and respond to calls from their assigned station. In the case of major events, such as structure fires, personnel from both stations respond. The fire department uses a paid-on-call staffing model, in which part-time, paid-on-call personnel respond to calls for service. When dispatched, personnel respond to the station, collect the necessary equipment, and respond in department apparatus.

The department has more than 50 personnel, which also means that it can quickly assemble large teams when the need arises. During the daytime, personnel are normally working in the stations which will be regularly staffed for severe weather events, festivals, runs and other events in the vibrant downtown areas of each city.

For this project, the cities are requesting an extensive review of policy, procedures, interviews with the Chief, Command Staff, line fire fighters and City Managers. The results of the interviews will guide the potential renewal of the Joint Operating Agreement.

Additionally, CPSM will:

- Review current policies and procedures, staffing models, command and control models and discuss potential changes with the two city managers.
- Provide consultation to the two city managers as they negotiate the terms and conditions of a long-term contract between the two cities for fire services.

CPSM estimates the work will require a two- or three-day site visit along with uploading of the various policies, procedures, and other documents from the department. CPSM does not believe a forensic data analysis will be required for this project but will, instead, utilize past data trends and the current reporting from the department. CPSM understands the need and utilization of data has been ingrained in the operations since its formation.

CPSM will also meet with a newly appointed fire chief to provide guidance and input both during the visit as well as giving mentoring assistance to the chief and command staff to the department. The mentoring service for the future would be at a time and material basis.

This proposal is specifically designed to provide the local government with a thorough and unbiased analysis of emergency services in your community. The team assigned to the project will have hundreds of years of practical experience managing emergency service agencies, a record of research, academic, teaching and training, and professional publications, and extensive consulting experience from hundreds of projects completed for municipalities nationwide. The team we assemble for you will be true "subject matter experts" with hands-on emergency services experience, not research assistants or interns.

ICMA has provided direct services to local governments worldwide for almost 100 years, which has helped to improve the quality of life for millions of residents in the United States and abroad. My colleagues at CPSM and I greatly appreciate this opportunity and would be pleased to address any comments you may have. I can be reached at 616-813-3782 or via email at twieczorek@cpsm.us.

Sincerely,

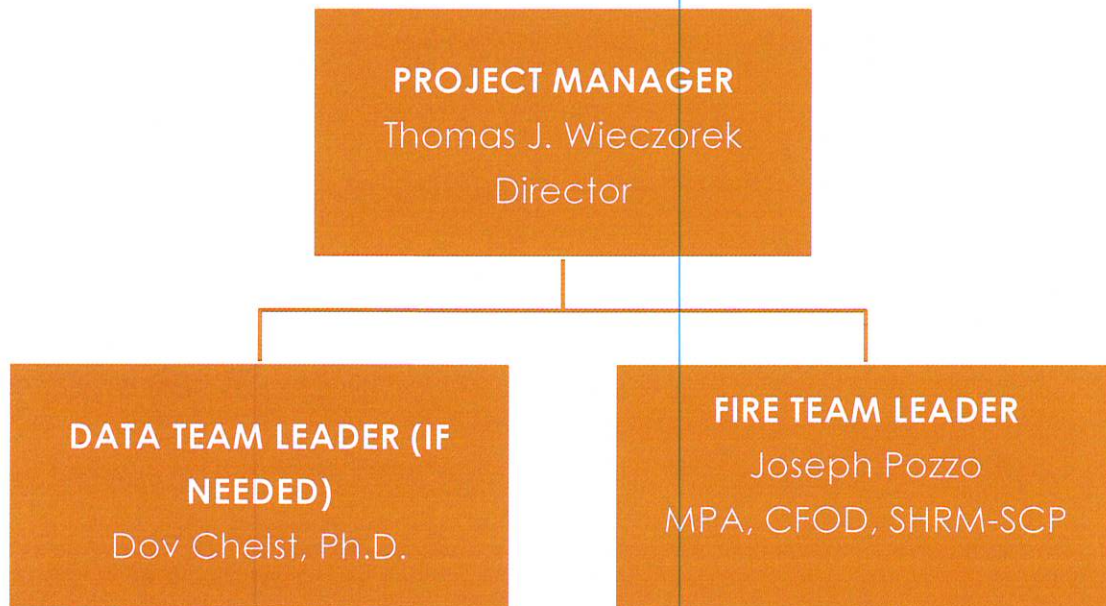


Thomas J. Wieczorek
Director
Center for Public Safety Management, LLC

MEET YOUR TEAM -- FIRE

For this project, CPSM will assemble a premier team of experts from a variety of disciplines from across the United States. The goal is to develop recommendations that will produce the outcomes necessary to provide critical emergency services consistent with the community's financial capabilities. The team will consist of a project manager, one Operations Leader and several senior public safety experts selected from our staff to meet the specific needs of the municipality.

The management organizational chart for the project includes the following key team members



PROJECT MANAGER

THOMAS WIECZOREK

Director, Center for Public Safety Management; retired City Manager Ionia, MI; former Executive Director Center for Public Safety Excellence



BACKGROUND

Thomas Wieczorek is an expert in fire and emergency medical services operations. He has served as a police officer, fire chief, director of public safety and city manager, and is former Executive Director of the Center for Public Safety Excellence (formerly the Commission on Fire Accreditation International, Inc.).

He has taught numerous programs for the International City-County Management Association, Grand Valley State University, the National Highway Traffic Safety Administration (NHTSA), State of Michigan's Transportation Asset Management Council, and Grand Rapids Community College. He often testified for the Michigan Municipal League before the legislature and in several courts as an expert in the field of accident reconstruction and fire department management. He is the past president of the Michigan Local Government Manager's Association (MLGMA, now MME); served as the vice-chairperson of the Commission on Fire Officer Designation; served as ICMA's representative on the International Accreditation Service (IAS), a wholly owned subsidiary of the International Code Council (ICC); and currently serves on the NFPA 1710 and 1730 committee.

He worked with the National League of Cities and the Department of Homeland Security to create and deliver a program on emergency management for local officials titled, "Crisis Leadership for Local Government Officials." It has been presented in 43 states and has been assigned a course number by the DHS. He represents ICMA on the Emergency Management Assistance Compact (EMAC) Board and other fire service participation areas. In 2022 he worked with ICMA to create a FEMA program on economic recovery from disasters for local government managers. It has been delivered via webinar and in person across the United States.

He received the Mark E. Keane "Award for Excellence" in 2000 from the ICMA, the Association's highest award and was honored as City Manager of the Year (1999) and Person of the Year (2003) by the Rural Water Association of Michigan, and distinguished service by the Michigan Municipal League in 2005.

OPERATIONS ASSESSMENT TEAM – FIRE AND EMS TEAM

SENIOR MANAGER: FIRE AND EMS

Retired Fire Chief, JOSEPH E. POZZO, MPA, CFOD, SHRM-SCP

Former Director of Public Protection for Volusia County, Florida; Former Assistant Director of Human Resources, Volusia County, FL; Former Deputy Director, Volusia County Department of Public Protection; former Director and Fire Chief, Volusia County, Florida, former Fire Chief, Loudoun County, Virginia, former Fire Chief Portsmouth, Virginia.



BACKGROUND

Joe has a forty (40) year career in public service, and most recently served as the Director of Public Protection for Volusia County, Florida where he provided executive leadership to the Fire, EMS, Emergency Management, Corrections, Animal Control, and Beach Safety divisions. The Public Protection Department is the largest department in Volusia County and includes 945+ employees, an EMS Division that handles over 50,000 transports per year and utilizes Florida's first ever Nurse Triage system in the 911 Center, an all-hazards Emergency Management Division that specializes in coastal storm preparation and response, and a Fire Division that responds to 23,000 calls/year utilizing ALS staffed apparatus.

From March 2015 to September of 2018, Joe served as the Assistant Director of Human Resources for Volusia County, Florida (3,200 employees), where he managed the employee relations, benefits administration, and occupational health services functions and teams, as well as assist in the management and negotiation of six collective bargaining agreements/units. Joe was also involved in developing and implementing the County's Diversity and Inclusion initiative.

Joe has also served as the Deputy Director of the Department of Public Protection Volusia County, Florida, where he was responsible for the day-to-day operations of Fire, EMS, Emergency Management, Medical Examiner, Beach Safety, Corrections, and Animal Services. He was formerly Fire Chief of Volusia County Fire Services, where he developed and implemented a service model designed to introduce EMS transport into the agency, incorporate fleet efficiencies, and enhance the wild land/urban interface efforts.

Prior to Chief Pozzo's appointment in Volusia County in 2010, he served as the Chief of the Loudoun County Department of Fire and Rescue. This agency is a combination fire and rescue system providing fire, rescue, and emergency management services in one of the fastest growing counties in the nation. The fire and rescue system during Chief Pozzo's tenure provided these services to over 275,000 permanent residents living in 520 square miles of diverse suburban and rural area located within the National Capital Region. Services were executed through 450+ career staff 1400+ volunteer members operating out of 19 stations.

Prior to his appointment with Loudoun County, Chief Pozzo served as Chief of the Portsmouth Fire, Rescue and Emergency Services Department. This agency is one of the oldest professional departments on the eastern seaboard and served over 100,000 residents during Chief Pozzo's tenure. Chief Pozzo also served in the City of Virginia Beach, Va. Fire Department for 19 years, reaching the level of Deputy Fire Marshal and then Battalion Chief prior to embarking on his career as a Fire Chief/Director.

Joe holds a Master of Public Administration degree from Troy University, a B.A. in Public Administration from Saint Leo University, and numerous public safety technical certifications. He holds the **Chief Fire Officer Designation** from the Center for Public Safety Excellence and is a **Senior Certified Professional in Human Resources** through the Society of Human Resource Management (SHRM).

MANAGING PARTNER

LEONARD A. MATARESE, MPA, ICMA-CM, IPMA-CP

Director of Research and Project Development, Center for Public Safety Management



BACKGROUND

Mr. Matarese is a specialist in public sector administration with expertise in public safety issues. He has 44 years' experience as a law enforcement officer, police chief, public safety director, city manager and major city Human Resources Commissioner. He was one of the original advisory board members and trainer for the first NIJ/ICMA Community Oriented Policing Project which has subsequently trained thousands of municipal practitioners on the techniques of the community policing philosophy over the past 18 years. He has managed several hundred studies of emergency services agencies with attention to matching staffing issues with calls for service workload.

Recognized as an innovator by his law enforcement colleagues, he served as the Chairman of the SE Quadrant, Florida, Blue Lightning Strike Force, a 71 agency, U.S. Customs Service anti-terrorist and narcotics task force and as president of the Miami-Dade County Police Chief's Association – one of America's largest regional police associations. He represents ICMA on national projects involving the United States Department of Homeland Security, The Department of Justice, Office of Community Policing and the Department of Justice, Office Bureau of Justice Assistance. He has also served as a project reviewer for the National Institute of Justice and is the subject matter expert on several ICMA / USAID police projects in Central America. As a public safety director, he has managed fire / EMS systems including ALS transport. He was an early proponent of public access and police response with AEDs.

Mr. Matarese has presented before most major public administration organizations at annual conferences on numerous occasions and was a keynote speaker at the 2011 annual PERF conference. He was a plenary speaker at the 2011 TAMSEC Homeland security conference in Linköping, Sweden and at the 2010 UN Habitat PPUD Conference in Barcelona, Spain.

He has a master's degree in Public Administration and a bachelor's degree in Political Science. He is a member of two national honor societies and has served as an adjunct faculty member for several universities. He holds the ICMA Credentialed Manager designation, as well as Certified Professional designation from the International Public Management Association-Human Resources. He also has extensive experience in labor management issues, particularly in police and fire departments. Mr. Matarese is a life member of the International Association of Chiefs of Police and of ICMA.

DATA ASSESSMENT TEAM – PROJECT LEADER

DOV CHELST, PH.D.

Director of Quantitative Analysis



BACKGROUND

Dr. Chelst is an expert in analyzing public safety department's workload and deployment. He manages the analysis of all public safety data for the Center. He is involved in all phases of The Center's studies from initial data collection, on-site review, large-scale dataset processing, statistical analysis, and designing data reports. To date, he has managed over 140 data analysis projects for city and county agencies ranging in population size from 8,000 to 800,000.

Dr. Chelst has a Ph.D. Mathematics from Rutgers University and a B.A. Magna Cum Laude in Mathematics and Physics from Yeshiva University. He has taught mathematics, physics, and statistics, at the university level for 9 years. He has conducted research in complex analysis, mathematical physics, and wireless communication networks and has presented his academic research at local, national, and international conferences, and participated in workshops across the country.

PUBLIC SAFETY DATA ANALYST

XIANFENG LI, PH.D.



BACKGROUND

Dr. Xianfeng Li is a professional computational scientist and certified SAS programmer with a wealth of knowledge and research experience in Complex System Modeling, Data Analysis, and Statistical Physics. He is highly qualified in various coding programs and has earned numerous data science certifications. He previously worked as a Research Associate and Postdoctoral Fellow. Dr. Li earned his Ph.D. and master's degree in Polymer Science within the Institute of Chemistry from the Chinese Academy of Sciences in Beijing. He earned his bachelor's degree in Chemistry at Jilin University in Changchun.

SENIOR PUBLIC SAFETY SUBJECT MATTER EXPERT -- GIS

DAVID MARTIN, PH.D.

Senior Researcher in the Center for Urban Studies, Wayne State University



BACKGROUND

Dr. Martin specializes in public policy analysis and program evaluation. He has worked with several police departments to develop crime mapping and statistical analysis tools. In these projects, he has developed automated crime analysis tools and real-time, dashboard-style performance indicator systems for police executive and command staff. Dr. Martin teaches statistics at Wayne State University. He is also the program evaluator for four Department of Justice Weed and Seed sites. He is an expert in the use of mapping technology to analyze calls for service workload and deployments.

PUBLIC SAFETY DATA ANALYST-GIS

Monique Lee, MS, BS

BACKGROUND

Ms. Lee has extensive experience in the areas of data and geospatial analysis, hydrographic data processing, mapping platforms, and project management. She has worked as a GIS consultant, and with the U.S. Army Corps of Engineers where she received a U.S. Army commendation, and the United States Geological Survey, Grand Canyon Monitoring and Research Center. Ms. Lee has a Master of Science in Geographic Information Science & Technology.

PROPOSED FEES

The quotation of fees and compensation shall remain firm for a period of 90 days from this proposal submission.

CPSM will conduct the analysis of the fire/EMS department for \$23,760 exclusive of travel. The project would be billed in two installments: 40% upon contract signing; 60% with delivery of the draft fire report. We would provide mentoring for 30 days following the final report at no additional charge. Additional mentoring would be developed on a time and material basis.

Because of the possibility of Covid restrictions, CPSM will bill travel expenses at actual cost with no overhead or administrative fees applied. Should travel be restricted, CPSM has found work can be done using web-based platforms if necessary, but that charrettes and focus groups lose some of the robust participation developed through in-person interaction.

Deliverables

Draft reports will be provided for department review in electronic format.

To be ecologically friendly, CPSM will deliver the final report in computer readable material either by email, CD or both. The final reports will incorporate the operational findings. Should the municipality(ies) desire additional copies of the report, CPSM will produce and deliver whatever number of copies is requested, which will be invoiced at cost.

Should the local government desire additional support or in-person presentation of findings, CPSM will assign staff for such meetings at a cost of \$2,500 per day/per person plus travel expenses.

CONCLUSION

Part of ICMA's mission is to assist local governments in achieving excellence through information and assistance. Following this mission, Center for Public Safety Management, LLC acts as a trusted advisor, assisting local governments in an objective manner. CPSM's experience in dealing with public safety issues combined with its background in performance measurement, achievement of efficiencies, and genuine community engagement, makes CPSM a unique and beneficial partner in dealing with issues such as those being presented in this proposal. We look forward to working with you.

PAST & CURRENT ENGAGEMENTS

LOCALITY	ST	PROJECT DESCRIPTION
Edmonton	AB	Comprehensive Analysis of Fire Services.
Leduc	AB	Fire Consolidation Plan
Leduc	AB	Comprehensive Analysis of Fire Services.
Kenai	AK	Comprehensive Analysis of Fire Services
Anniston	AL	Comprehensive Analysis of Police Services
Auburn	AL	Comprehensive Analysis of Fire Services
Auburn	AL	Comprehensive Analysis of Police Services
Dothan	AL	Comprehensive Analysis of Police Services
Casa Grande	AZ	Comprehensive Analysis of Police Services
Florence	AZ	Comprehensive Analysis of Police Services
Lake Havasu City	AZ	Comprehensive Analysis of Police Services
Lake Havasu City	AZ	Comprehensive Analysis of Fire Services
Florence	AZ	Comprehensive Analysis of Police Services
Pinal County	AZ	Comprehensive Analysis of Sheriff's Office
Prescott	AZ	Comprehensive Analysis of Fire Services
Prescott	AZ	Comprehensive Analysis of Police Services
Queen Creek	AZ	Police Strategic Plan
Queen Creek	AZ	Comprehensive Analysis of Fire services
Scottsdale	AZ	Comprehensive Analysis of Police Services
Tucson	AZ	Comprehensive Analysis of Police Services
Youngtown	AZ	Comprehensive Analysis of Police Services
Alameda	CA	Comprehensive Analysis of Fire Services
Alameda	CA	Comprehensive Analysis of Police Services
Burbank	CA	Analysis of Investigations Workload / Staffing
Carlsbad	CA	Comprehensive Analysis of Police Services
El Centro	CA	Comprehensive Analysis of Police Services
Fairfield	CA	Comprehensive Analysis of Police Services
Greenfield	CA	Comprehensive Analysis of Police Services
Hermosa Beach	CA	Comprehensive Analysis of Fire services
Hermosa Beach	CA	Comprehensive Analysis of Police Services
Laguna Woods	CA	Review of Sheriff's Office Service
Milpitas	CA	Comprehensive Analysis of Police Services
Morgan Hill	CA	Comprehensive Analysis of Police Services
Morgan Hill	CA	Comprehensive Analysis of Fire Services
Palm Desert	CA	Comprehensive Analysis of Fire Services
Palo Alto	CA	Comprehensive Analysis of Fire Services

Placentia	CA	Comprehensive Analysis of Police Services
Rohnert Park	CA	Comprehensive Analysis of Police Services
San Diego County	CA	EMS Study
San Jose	CA	Fire Study Review
San Jose	CA	Police Study Review
San Mateo	CA	Dispatch Operations Review
Santa Ana	CA	Comprehensive Analysis of Police Services
Santa Clara	CA	Comprehensive Analysis of Police Services
Santa Cruz	CA	Comprehensive Analysis of Police Services
Santa Monica	CA	Police Chief Selection
Santa Rosa	CA	Performance Measurement Analysis
Stockton	CA	Comprehensive Analysis of Police Services
Stockton	CA	Comprehensive Analysis of Fire Services
Union City	CA	Comprehensive Analysis of Fire Services
Whittier	CA	Comprehensive Analysis of Police Services
Woodlands	CA	Police Chief Selection
Yuba City	CA	Comprehensive Analysis of Fire Services
Yuba City	CA	Comprehensive Analysis of Police Services
Federal Heights	CO	Comprehensive analysis of Police Services
Federal Heights	CO	Comprehensive analysis of Fire Services
Littleton	CO	Comprehensive Analysis of Fire Services
Steamboat Springs	CO	Comprehensive Analysis of Fire Services
Cheshire	CT	Police Management Review
Southington	CT	Comprehensive Analysis of Fire Services
Dover	DE	Comprehensive Analysis of Police Department
Dover	DE	Comprehensive Analysis of Fire Services
Alachua	FL	Expert Witness Law Enforcement Issues
Tamarac	FL	Analysis of Sheriff's Contract Services
Inverness	FL	Comprehensive Analysis of Fire Services
Delray Beach	FL	Comprehensive Analysis of Police Services
Delray Beach	FL	Comprehensive Analysis of Fire Services
Dunedin	FL	Police Consolidation Review
Hollywood	FL	Police Internal Affairs Review
Indian River Shores	FL	Public Safety Staffing Analysis
Indian River Shores	FL	Public Safety Study
Jacksonville Bch	FL	Police Chief Selection
Jupiter	FL	Police and Fire
Hobe Sound	FL	Public Safety Consolidation
Kenneth City	FL	Comprehensive Analysis of Police Services
Miami Beach	FL	Comprehensive analysis of Fire Services
Naples	FL	Presentation
North Port	FL	Comprehensive Analysis of Police Services

Orlando	FL	Expert Witness Law Enforcement Issues
Land O' Lakes	FL	Comprehensive analysis of Fire Services
New Port Richey	FL	Sheriff Budget Analysis
Pompano Beach	FL	Comprehensive Analysis of Police Services
Venice	FL	Comprehensive Analysis of Fire Services
Kingsland	GA	Comprehensive Analysis of Fire Services
Kingsland	GA	Fire Consolidation St Marys
Woodbine	GA	Police Consolidation Study
Garden City	GA	Preliminary Analysis Public Safety Merger
Johns Creek	GA	Analysis of Fire Services
Kingsland	GA	Fire Consolidation Study
Sandy Springs	GA	Comprehensive Analysis of Police Department
St. Marys	GA	Fire Consolidation Study
Boone	IA	Public Safety Consolidation
Boone	IA	Performance Measurement of Municipal
Hayden	ID	Comprehensive Analysis of Police Services
Jerome	ID	Analysis of Police Services
Algonquin	IL	Performance Measurement Analysis
Glenview	IL	Comprehensive Analysis of Police & Fire Services
Glenview	IL	Comprehensive Analysis of Police Services
Glenview	IL	Dispatch Operations Review
Highland	IL	Comprehensive Analysis of Fire Services
Highland Park	IL	Comprehensive Analysis of Fire Consolidation
Highwood	IL	Comprehensive Analysis of Fire Consolidation
Lake Bluff	IL	Analysis of Fire Consolidation
Lake Bluff	IL	Fire Data Review
Lake Forest	IL	Analysis of Fire Consolidation
Lake Zurich	IL	Comprehensive Analysis of fire services
Naperville	IL	Workload, Staffing & Schedule Design
Roseville	IL	Comprehensive Analysis of Police Services
Skokie	IL	Police Study
Western Springs	IL	Comprehensive Analysis of Police Services
Indianapolis	IN	Police Workload & Deployment Services
Plainfield	IN	Comprehensive Analysis of Police Services
Topeka	KS	Preliminary review of Fire Department
Northborough	MA	Comprehensive Analysis of Police Services
Northborough	MA	Comprehensive Analysis of Fire Services
Cambridge	MD	Performance Measurement Study
Annapolis	MD	Comprehensive Analysis of Police Services
Ocean City	MD	Dispatch Operations Review
Ann Arbor	MI	Comprehensive Analysis of Fire Services
Auburn Hills	MI	Comprehensive Analysis of Fire Services

Auburn Hills	MI	Comprehensive Analysis of Police Services
Benton Harbor	MI	Public Safety Consolidation
Chesterfield	MI	Comprehensive Analysis of Police Services
Lansing	MI	Comprehensive Analysis of Police Services
Lansing	MI	Comprehensive Analysis of Fire Services
Detroit	MI	Police Department Review
Douglas	MI	Comprehensive Analysis of Police Services
Flint	MI	Comprehensive Analysis of Fire Services
Flint	MI	Comprehensive Analysis of Police Services
Grand Rapids	MI	Comprehensive Analysis of Police Services
Grand Rapids	MI	Comprehensive Analysis of Fire Services
Kingsley	MI	Comprehensive Analysis of Fire Services
Interlochen	MI	Comprehensive Analysis of Fire Services
Grosse Pointe	MI	Public Safety Consolidation
Grosse Pointe	MI	Public Safety Consolidation
Hamtramck	MI	Police Study
Grand Rapids	MI	Comprehensive Analysis of Police & Fire Services
Grand Rapids	MI	Analysis of Police Services Consolidation
Kentwood	MI	Analysis of Fire Services Consolidation
Flint	MI	Comprehensive Analysis of Police Services
Flint	MI	Comprehensive analysis of Fire Services
Novi	MI	Comprehensive Analysis of Police Services
Novi	MI	Comprehensive analysis of Fire Services
Kalamazoo	MI	Police Workload / Contract for Services Analysis
Petoskey	MI	Public Safety Consolidation
Plymouth	MI	Fire Services Consolidation
Plymouth	MI	Fire Service Analysis
Royal Oak	MI	Comprehensive Analysis of Police Services
Royal Oak	MI	Comprehensive Analysis of Fire Services
Saginaw	MI	Comprehensive Analysis of Police Services
Saginaw	MI	Comprehensive Analysis of Fire Services
Vicksburg	MI	Financial Analysis of Fire Authority
Saint Joseph	MI	Public Safety Consolidation
Sturgis	MI	Public Safety Analysis
Troy	MI	Comprehensive Analysis of Police Services
Troy	MI	Review of Fire Administration and Inspections
Wyoming	MI	Comprehensive Analysis of Police Services 2012
Wyoming	MI	Comprehensive Analysis of Fire Services 2012
Wyoming	MI	Comprehensive Analysis of Police Services 2009
Wyoming	MI	Comprehensive Analysis of Fire Services 2009
Mankato	MN	Public Safety Study
Moorhead	MN	Comprehensive Analysis of Fire Services

Saint Cloud	MN	Police Strategic Planning Review
Saint Cloud	MN	Comprehensive Analysis of Police Services
Brentwood	MO	Comprehensive Analysis of Police Services
Saint Louis	MO	Comprehensive Analysis of Fire Services
Saint Louis	MO	Comprehensive Analysis of Police Services
Saint Louis	MO	Standard of Response / risk assessment
Bozeman	MT	Fire Protection Master Plan
Bald Head Island	NC	Public Safety Staffing Review
Bald Head Island	NC	Public Safety Consolidation
Chapel Hill	NC	Comprehensive Analysis of police services
Cornelius	NC	Fire Consolidation Study
Davidson	NC	Fire Consolidation Study
Greenville	NC	Comprehensive Analysis of Fire Services
Oxford	NC	Comprehensive Analysis of Fire Services
Oxford	NC	Comprehensive Analysis of Police Services
Rocky Mount	NC	AED Grant assistance
Rocky Mount	NC	Comprehensive Analysis of Police Services
Grand Island	NE	Comprehensive Analysis of Police Services
Grand Island	NE	Comprehensive Analysis of Fire Services
South Sioux City	NE	Fire Services Strategic Plan
East Brunswick	NJ	EMS Study
Oradell	NJ	Comprehensive Analysis of Police Services
Paterson	NJ	Comprehensive Analysis of Police Services
South Orange	NJ	Comprehensive Analysis of Police Services
Westwood	NJ	Comprehensive Analysis of Police Services
Bernalillo	NM	Comprehensive Analysis of Fire Services
Las Cruces	NM	Comprehensive Analysis of Fire Services
Las Cruces	NM	Comprehensive Analysis of Police Services
Ruidoso	NM	Comprehensive Analysis of Police Services
Boulder City	NV	Police Organizational Study
Henderson	NV	Comprehensive Analysis of Police Services
Las Vegas	NV	Comprehensive Analysis of Fire Services
North Las Vegas	NV	Fire Workload Analysis
Bria Cliff Manor	NY	Analysis of police consolidation
Garden City	NY	Comprehensive Analysis of Fire Services
Long Beach	NY	Comprehensive Analysis of Fire and EMS services
Armonk	NY	Comprehensive Analysis of Police Services
Oneonta	NY	Comprehensive Analysis of Fire and EMS services
Oneonta	NY	Fire Apparatus Review
Orchard Park	NY	Comprehensive Analysis of Police Services
Ossining	NY	Analysis of police consolidation
Ossining	NY	Analysis of police consolidation

Rye	NY	Police Chief Selection
Watertown	NY	Comprehensive Analysis of Fire Services
Cincinnati	OH	Police Dispatch Review
Dayton	OH	Police Internal Affairs Review
Huron	OH	Comprehensive Analysis of Police Services
Huron	OH	Comprehensive Analysis of Fire Services
Independence	OH	Comprehensive Analysis of Police Services
Independence	OH	Comprehensive Analysis of Fire Services
Sandusky	OH	Fire Study
Sandusky	OH	Police Study
Broken Arrow	OK	Comprehensive Analysis of Police Services
Broken Arrow	OK	Comprehensive Analysis of Fire Services
Edmond	OK	Comprehensive Analysis of Police Services
Jenks	OK	Comprehensive Analysis of Police Services
Jenks	OK	Comprehensive Analysis of Fire Services
Muskogee	OK	Comprehensive Analysis of Police Services
Tulsa	OK	Comprehensive Analysis of Fire Services
Bend	OR	Comprehensive Analysis of Police Services
Grants Pass	OR	Comprehensive Analysis of Fire Services
Grants Pass	OR	Comprehensive Analysis of Police Services
Grants Pass	OR	Public Safety Strategic Plan Development
Ontario	OR	Comprehensive Analysis of Police Services
Ontario	OR	Comprehensive Analysis of Fire Services
Mohnton	PA	Comprehensive Analysis of Police Services
Mohnton	PA	Police Chief Selection
Ephrata	PA	Comprehensive Analysis of Police Services
Farrell	PA	Comprehensive Analysis of Police Services
Jamestown	PA	Comprehensive Analysis of Police Services
Wrightsville	PA	Comprehensive Analysis of Police Services
Lancaster	PA	Police Study
Berwyn	PA	Comprehensive Analysis of Police Services
East Providence	RI	Comprehensive Analysis of Fire Services
East Providence	RI	Expert Witness Fire Issues
Beaufort	SC	Review of Fire Service Contract
Beaufort	SC	Comprehensive Analysis of Police Services
Beaufort	SC	Comprehensive Analysis of Fire Services
Walterboro	SC	Comprehensive Analysis of Public Safety Dept.
Rapid City	SD	Comprehensive Analysis of Fire Services
Germantown	TN	Comprehensive Analysis of Fire Services
Johnson City	TN	Comprehensive Analysis of Fire Services
Johnson City	TN	Comprehensive Analysis of Police Services
Smyrna	TN	Comprehensive Analysis of Police Services

Smyrna	TN	Comprehensive Analysis of Fire Services
Addison	TX	Comprehensive Analysis of Fire Services
Addison	TX	Comprehensive Analysis of Police Services
Baytown	TX	EMS Study
Belton	TX	Comprehensive Analysis of Police Services
Belton	TX	Comprehensive Analysis of Fire Services
Belton	TX	Police Chief Selection
Belton	TX	Fire Chief Selection
Buda	TX	Comprehensive Analysis of Police Services
Cedar Park	TX	Comprehensive Analysis of Police Services
Conroe	TX	Fire Services Analysis and Standard of Response
Frisco	TX	Comprehensive Analysis of Fire Services
Highland Village	TX	Fire Review
Hutto	TX	Comprehensive Analysis of Fire Services
Lucas	TX	Fire and EMS Analysis
New Braunfels	TX	Fire Study
New Braunfels	TX	Police Study
Prosper	TX	Comprehensive Analysis of Police Services
Round Rock	TX	Comprehensive Analysis of Fire Services
Sugarland	TX	Fire Department Overtime Analysis
Sugarland	TX	Comprehensive Analysis of Fire Services
Victoria	TX	Comprehensive Analysis of Police Services
Washington City	UT	Comprehensive Public Safety Analysis
Hampton	VA	Police Chief Selection
Leesburg	VA	Comprehensive Analysis of Sheriff Services
Leesburg	VA	Comprehensive Analysis of Fire Services
Bonney Lake	WA	Comprehensive Analysis of Police Services
Lacey	WA	Comprehensive Analysis of Fire Services
Snoqualmie	WA	Police Workload & Deployment Analysis
Spokane Valley	WA	Comprehensive Analysis of Police Services
Vancouver	WA	Comprehensive Analysis of Police Services
Vancouver	WA	Police Chief Selection
Menomonie	WI	Sheriff Office Study
Wauwatosa	WI	Comprehensive Analysis of Fire Services
Wauwatosa	WI	Comprehensive Analysis of Police Services
Jackson	WY	Police Consolidation Review
Laramie	WY	Comprehensive Analysis of Police Services
Jackson	WY	Police Consolidation Review

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth and the City of Northville have been involved in the operations of A joint Fire Department between the two cities, and

WHEREAS The two cities are currently working on an intergovernmental agreement to continue The fire department relationship between the two cities, and

WHEREAS There is a need to complete a comprehensive analysis of Fire/EMS services in both Cities, and

WHEREAS The ICMA Center for Public Safety Management has submitted a proposal to provide Analysis and mentoring of the fire department, the chief, and the command staff.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize cost sharing of a comprehensive analysis of Fire/EMS service in the City of Plymouth and the City of Northville. The study will be performed by ICMA – Center for Public Safety Management, LLC.