



# Plymouth City Commission

## Regular Meeting Agenda

Monday, May 15, 2023 7:00 p.m.  
Plymouth City Hall & Online Zoom Webinar

---

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

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

Join Zoom Webinar: <https://us02web.zoom.us/j/87488781172>

Passcode: 711680 Webinar ID: 874 8878 1172

### 1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Proclamations
  - i. National Police Week
  - ii. National Public Works Week

### 2. CITIZENS ACADEMY GRADUATION

### 3. APPROVAL OF MINUTES

- a. May 1, 2023 City Commission Regular Meeting Minutes

### 4. APPROVAL OF THE AGENDA

### 5. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of April 2023 Bills

### 6. CITIZEN COMMENTS

### 7. COMMISSION COMMENTS

### 8. OLD BUSINESS

### 9. NEW BUSINESS

- a. Adoption of Fund Balance Policy
- b. Authorization to Apply for Pension Grant Program
- c. Authorization to Contract with Recreation Master Plan Consultant
- d. Contract for Professional Services – EPIC-MRA 2024 Community Survey
- e. Purchase of Snowplows for DMS Fleet Vehicles
- f. Authorization to Obtain Engineering Proposal for Removal of Patio Bump-outs
- g. Possible Recreational Space – Lumber Mart – Environmental Review Authorization
- h. Possible Additional Parking Spaces at Delta Diamond – Environmental Review
- i. Additional Parking Spaces on Church Street – Design Proposal
- j. Authorization for Purchase of Real Property – Wira

### 10. REPORTS AND CORRESPONDENCE

- a. Liaison Reports
- b. Appointments
  - i. Planning Commission

### 11. ADJOURNMENT

*Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues for items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item. Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m.-4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations. Consent Agenda- The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case that item will then be placed on the regular agenda.*

## City of Plymouth Strategic Plan 2022-2026

### GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

#### OBJECTIVES

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

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

#### OBJECTIVES

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

### GOAL AREA THREE - COMMUNITY CONNECTIVITY

#### OBJECTIVES

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

### GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

#### OBJECTIVES

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



## Proclamation

- Whereas** The Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police week; and
- Whereas** The members of the law enforcement agency of the City of Plymouth play an essential role in safeguarding the rights and freedoms of the City of Plymouth; and
- Whereas** It is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and
- Whereas** The men and women of the law enforcement agency of the City of Plymouth unceasingly provide a vital public service.

**NOW THEREFORE**, I, Nick Moroz, Mayor of the City of Plymouth, call upon all citizens of the City of Plymouth and upon all patriotic, civic, and educational organizations to observe the week of May 15, 2023, as

### National Police Week

with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.



*In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto this 15<sup>th</sup> Day of May of Two-Thousand Twenty-Three.*

*Nick Moroz, Mayor*  
*City of Plymouth, Michigan*



## Proclamation

WHEREAS Public works professionals focus on infrastructure, facilities, emergency management, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people of the City of Plymouth; and

WHEREAS These infrastructures, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are federally mandated first responders, and the engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS It is in the public interest for the citizens, civic leaders, and children in the City of Plymouth to gain knowledge and maintain ongoing interest and understanding of the importance of public works first responders and public works programs in our community; and

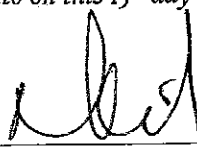
WHEREAS The year 2023 marks the 63<sup>rd</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

NOW THEREFORE, I, Nick Moroz, Mayor of the City of Plymouth, do hereby proclaim the week of May 21-27, 2023 as

### **National Public Works Week**

I urge all citizens to join with representatives of the American Public Works Association and government agencies to pay tribute to our public works professionals, and to recognize the substantial contributions they make to protect our health, safety, and quality of life.

*In witness whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto on this 15<sup>th</sup> day of May 2023.*

  
\_\_\_\_\_  
Nick Moroz, Mayor  
City of Plymouth, Michigan





## City of Plymouth City Commission Regular Meeting Minutes Monday, May 1, 2023, 7:00 p.m. Plymouth City Hall 201 S. Main St. Plymouth, MI

---

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

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

### 1. CALL TO ORDER

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

b. Roll Call

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

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

### 2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Kehoe, to approve the minutes of the April 17, 2023 Committee of the Whole meeting and the April 17, 2023 Regular City Commission meeting.

There was a voice vote.

MOTION PASSED

### 3. APPROVAL OF THE AGENDA

Thomey offered a motion, seconded by Deal, to approve the agenda for Monday, May 1, 2023.

There was a voice vote.

MOTION PASSED

### 4. ENACTMENT OF THE CONSENT AGENDA

a. Special Event: Plymouth Memorial Day Procession – Monday May 29, 2023

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

There was a voice vote.

MOTION PASSED

### 5. CITIZEN COMMENTS

Ellen Elliott, 760 Penniman, thanked those who planned the Artisan Market and the Mental Health Fair. She asked that the special event application be amended to address vendor trash and noted that the Penn Theatre hosted a Keep Plymouth Leafy event.

Lee Jasinski, 1380 Maple, thanked organizers and participants of the Keep Plymouth Leafy event.

### 6. PUBLIC HEARING

a. Liquor License Transfer within the City of Plymouth – Trackside Plymouth, LLC

Sincock reviewed the item and information from the LLRC.

Moroz opened the public hearing at 7:12 p.m.

Kehoe asked about dancing at the establishment and Economic Development Director John Buzuvis said that the City's ordinances only prohibit dancing at businesses within the DDA.

Hearing no further discussion, Moroz closed the hearing at 7:13 p.m.

Developer Don Soenen thanked the group for its support and said he planned to open the business in early 2024.

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

**RESOLUTION 2023-34**

WHEREAS There has been a request for a transfer of a liquor license within the City of Plymouth from Station 885, Inc. to Trackside Plymouth, LLC; and

WHEREAS The Local Liquor License Review Committee did review the application from Trackside Plymouth, LLC.

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

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

There was a voice vote.

MOTION PASSED

**7. COMMISSION COMMENTS**

Thomey suggested increased security at Kellogg Park to help prevent future vandalism at the fountain.

O'Donnell said the Farmer's Market would be opening on May 13.

Kehoe said the Artisan Market and the Mental Health Fair were successful events, and reminded the group that there would be a 5k fun run on May 7 to help support families who need medical financial help.

Moroz thanked the DDA and chamber for recent events, the P-CCS for the Mental Health Fair and the DMS for cleaning up the vandalism at the fountain. He also congratulated the Old Village Association for their successful trunk sale and the Plymouth District Library for their Gala. He offered gratitude to the following staff members for their work anniversaries: Paul Rakovitis – 4 years; Aubrey Stutzman – 6 years; Greta Bolhuis – 9 years; Adam Gerlach – 14 years; Chris Porman – 24 years; Sandy Coram – 25 years; Tom Alexandris – 31 years; Steve Faiman – 35 years; Paul Sincock – 45 years.

**8. OLD BUSINESS**

There was no old business.

**9. NEW BUSINESS**

a. Authorization to Hire Finance Staff

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

**RESOLUTION 2023-35**

WHEREAS The City Commission passed a hiring ordinance that requires that the city administration seek prior and express approval before any full time hiring; and

WHEREAS The City Administration has requested prior and express approval for the hiring of up to two full-time positions within the Finance Department.



NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby grant prior and express approval for the hiring of up to two full time positions for the Finance Department to replace positions that are being vacated in the next 60 days.

There was a voice vote.

MOTION PASSED

b. Authorization to Construct Saxton's Parking Lot

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

RESOLUTION 2023-36

WHEREAS The City maintains a parking system for the public good; and

WHEREAS The City Commission would like to move forward construction of what is commonly known as the Saxton's Parking Lot located on Ann Arbor Trail near Deer Street; and

WHEREAS Previously the City Commission authorized the City Engineer to design and seek approvals from the Planning Commission and Historic District Commission for this project.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize unit-based construction contracts for the development of what is currently known as the Saxton's Parking lot to the following:

- Pro-Line Asphalt - \$691,285
- Green Electrical Solutions - \$173,125
- Engineering, Inspection, Materials Testing - \$96,000
- Construction Contingency - \$86,000

There was a discussion about stormwater detention and the possibility of increasing the number of EV charging stations. There was also a discussion about competitive bids, and it was noted that bids were not requested for this project because the City has engaged in numerous projects with Pro-Line Asphalt and has been satisfied with their prices and their work.

There was a voice vote.

MOTION PASSED

c. Easement agreement for 770 Davis

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

RESOLUTION 2023-37

WHEREAS From time to time it is necessary for the city to enter into a Right-of-Way agreement in order to allow for the freedom of movement of pedestrians, or the parking of vehicles, or other regular use of the public Right-of-Way; and

WHEREAS The new property owner of what is commonly known as 770 Davis is interested in entering into an agreement with the city to expand the City's Right-of-Way, but also have the property owner pay to make improvements to the right of way in order to bring the property into compliance with ADA and to make certain public improvements.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the City of Plymouth General Easement and Right-of-Way Grant for Parcel/Lot & Subn. PT of lot 60 Assessor's Plymouth Plat No. 4, also lots 10, 11 and pt of lot 12 the Amelia Starkweather Addition to Plymouth Village Sidwell No. 49-005-03-0060-303, more commonly known as 770 Davis.

BE IT FURTHER RESOLVED THAT the City Clerk shall include a copy of the easement agreement with the official meeting minutes of this meeting.

DRAFT

CITY OF PLYMOUTH  
GENERAL EASEMENT AND RIGHT-OF-WAY GRANT

PARCEL/LOT & SUBN. PT OF LOT 60 ASSESSOR'S PLYMOUTH PLAT NO. 4 ALSO LOTS 10, 11  
AND PT OF LOT 12 THE AMELIA STARKWEATHER ADDITION TO PLYMOUTH VILLAGE  
SIDWELL NO. 49-005-03-0060-303  
Commonly known as: 770 Davis

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_  
between \_\_\_\_\_ party of the first part, and the City of Plymouth, 201 South Main Street,  
Plymouth, MI 48170-1688 a Municipal Corporation, of the County of Wayne, State of Michigan, party of  
the second part.

**WITNESSETH:** That the said parties of the first part, for and in consideration of the sum of One Dollar and other valuable consideration to them in hand paid by the said party of the second part, the receipt whereof is hereby confessed and acknowledged, do, by these presents, grant unto the said party of the second part, its successors, and assigns, an easement and right-of-way for highway purposes in which to construct, operate, maintain, repair and/or replace highways, drains, sidewalks and parking, as well as the purpose of access to install and maintain lines and connections and equipment therefor, in, unto, and upon that certain piece of land situated in the City of Plymouth, County of Wayne, and State of Michigan, to-wit:

Easement Description: EXHIBIT "A"  
Easement Shown: EXHIBIT "B"

**PROVIDED:** That the granting of the above easement does not vest in the party of the second part authority to use any portion of the said property for purposes other than herein designated. Provided, also, that this easement shall continue in perpetuity.

**IN WITNESS WHEREOF,** the said parties of the first part have hereunto set their hands and seals the day and year first above written.

CITY:

OWNER:

\_\_\_\_\_  
\_\_\_\_\_

STATE OF MICHIGAN            )  
  ) ss

COUNTY OF \_\_\_\_\_ )  
On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the subscriber, a Notary Public in and for said County,  
personally appeared: \_\_\_\_\_ and \_\_\_\_\_  
to me known to be the same persons described in and who executed the within instrument, and who have acknowledged the same to  
be their free act and deed.

**WHEN RECORDED RETURN TO:**  
City of Plymouth  
201 South Main Street  
Plymouth, MI 48170-1688  
Attention: Ms. Maureen Brodie, Clerk

This instrument is exempt from the Michigan transfer tax pursuant to Section 5(a), being MCLA 207.505 and Section 6(a), being MCLA 207.526.



DRAFT

AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_ by and between the City of Plymouth, 201 South Main Street, Plymouth, MI 48170-1688 a Municipal Corporation, of the County of Wayne, State of Michigan (hereinafter called CITY), and \_\_\_\_\_ owner of the property commonly known as: 770 Davis, (hereinafter called OWNER), further described as:

SIDWELL NO. 49-005-03-0060-303

THE S 37.21 FT OF W 60 FT OF LOT 60 ASSESSOR'S PLYMOUTH PLAT NO. 4 ALSO LOTS 10 AND 11 ALSO S 36.07 FT OF LOT 12 AMELIA STARKWEATHER ADDITION TO PLYMOUTH VILLAGE

WITNESSETH: Whereas the CITY, through its administration has received a request from the OWNER to improve the property commonly known as 770 Davis, which requires non-compliant sidewalk and parking conditions to be brought into compliance, and

WHEREAS, there has been established a permanent easement and right-of-way to provide public sidewalk and public parking along the frontage of 770 Davis, and

WHEREAS, the construction of the parking along the frontage of 770 Davis will directly inure to the benefit of the OWNER,

NOW, THEREFORE, IT IS MUTUALLY AGREED, as follows:

1. The CITY will allow the continuation of parking along the frontage of the property adjacent to the existing building.
2. The OWNER agrees to do all work necessary in the construction of said parking and sidewalk, including excavation, installation of concrete curb and gutter, placement of asphalt pavement, and installation of concrete sidewalk.
3. Said construction shall be made in a good, workmanlike manner and under the supervision of the City Engineer and City Inspectors, as well as, meet all current CITY engineering standards, State of Michigan specifications, and any other applicable regulations.
4. The OWNER further agrees to maintain said parking and sidewalk in a reasonable and good condition.
5. The OWNER further agrees to pay all costs related to the construction of the parking and sidewalk, as well as all costs related to the ongoing maintenance of the parking and sidewalk.
6. The OWNER will construct the parking and sidewalk in a timely manner, issuance of the Certificate of Occupancy will be contingent on the completion of construction of the parking and sidewalk.
7. The OWNER warrants that they are the sole and rightful title holder to the property hereinbefore described.

8. The OWNER hereby agrees to allow the recording of the AGREEMENT with the Wayne County Register of Deeds.
9. This AGREEMENT shall be binding on the parties hereto, their heirs, agents, assigns and all subsequent purchasers acquiring an interest in any of the properties subject to this Agreement.

IN WITNESS WHEREOF, the said parties of the first part have hereunto set their hands and seals the day and year first above written.

CITY: \_\_\_\_\_ OWNER: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

STATE OF MICHIGAN )  
 ) ss  
 COUNTY OF \_\_\_\_\_ )  
 On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the subscriber, a Notary Public in and for said County, personally appeared: \_\_\_\_\_ and \_\_\_\_\_  
 to me known to be the same persons described in and who executed the within instrument, and who have acknowledged the same to be their free act and deed.

**WHEN RECORDED RETURN TO:**  
 City of Plymouth  
 201 South Main Street  
 Plymouth, MI 48170-1688  
 Attention: Ms. Maureen Brodie, Clerk

This instrument is exempt from the Michigan transfer tax pursuant to Section 5(a), being MCLA 207.505 and Section 6(a), being MCLA 207.526.

There was a voice vote.  
**MOTION PASSED**

- d. Cultural Center Generator Engineer Report  
 The following resolution was offered by Deal and seconded by Kehoe.

**RESOLUTION 2023-38**

- WHEREAS The City of Plymouth operates the Plymouth Cultural Center as a multi-use facility for recreational activities, community group activities, elections, and community disaster response headquarters; and
- WHEREAS There is a need to ensure that the facility will be able to operate in the event of a power outage; and
- WHEREAS The City Commission contracted with the electrical engineering firm of Peter Basso Associates to calculate and design the requirements for a whole facility generator.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby authorize a Design Build Construction Management Contract with Shaw Construction Management Company in the amount of \$605,295.08 for the installation of a new 500kw natural gas, 3 phase generator and all related equipment to ensure that the Plymouth Cultural Center will have electrical power, in the event of a DTE Energy system failure, due to storm, equipment, maintenance, or other factor that would shut down the public power supply.

There was a voice vote.  
**MOTION PASSED**

e. Third Quarter Budget Amendments

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

**RESOLUTION 2023-39**

**WHEREAS** Actual patterns of departmental expenditures occurred differently than originally projected in the 2022-23 City budget as adopted in June of 2022; and

**WHEREAS** Overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

**WHEREAS** The City budget amendments require the approval of the City Commission for changes between activity departments and between funds of the City.

**NOW THEREFORE BE IT RESOLVED** that the 2022-23 City budget is hereby amended as indicated in the 3<sup>rd</sup> quarter amendments column of the attached Budget Amendments Summary, which is made a part of this resolution.

**BE IT FURTHER RESOLVED** that the City finance director is authorized to change the budgetary appropriations as indicated in the Budget Amendments Summary effective May 1, 2023.

There was a voice vote.

**MOTION PASSED**

**BUDGET ADJUSTMENT SUMMARY  
SECOND QUARTER - FY 22-23**

FUND/DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>GENERAL FUND REVENUE: #101</b>							
Property Taxes	6,769,220	-	-	-	-	-	6,769,220
Licenses & Permits	3,700	-	-	-	-	-	3,700
Federal/State Grants	479,100	-	-	-	-	-	479,100
State-Shared Revenues	1,169,387	-	-	-	-	-	1,169,387
Charges for Services	850,430	-	-	8,025	-	8,025	858,455
Cemetery Revenues	157,500	-	1,350	500	-	1,850	159,350
Parking Revenues	66,200	-	900	22,000	-	22,900	89,100
Other Operating Revenues	650,340	19,075	(790)	51,050	-	69,335	719,875
Appropriation of Surplus	965,707	(5,888)	35,465	-	-	29,577	965,807
Total Operating Revenue	11,151,184	7,410	36,925	81,575	-	125,910	11,277,094
Transfers In From Other Sources	10,000	-	-	-	-	-	10,000
<b>Total Revenue All Classes</b>	<b>11,161,184</b>	<b>7,410</b>	<b>36,925</b>	<b>81,575</b>	<b>-</b>	<b>125,910</b>	<b>11,287,094</b>
<b>GENERAL FUND EXP: #101</b>							
City Commission	139,725	-	4,350	1,700	-	6,050	139,775
City Manager	351,150	-	2,000	8,910	-	8,910	360,100
Legal Services	149,500	3,000	-	2,000	-	5,000	154,500
Finance Department	902,050	-	(38,125)	3,300	-	(34,825)	867,225
City Clerk	178,080	550	1,000	5,970	-	7,520	185,550
City Assessor	88,555	-	-	-	-	-	88,555
Management Information Services	365,300	-	-	3,250	-	3,250	368,550
Election Services	172,940	900	5,825	1,855	-	8,580	180,720
Cemetery	157,580	-	1,100	1,230	-	2,330	159,910
Police Department	4,413,260	-	(11,850)	290	-	(11,560)	4,401,700
Fire Department	1,225,125	50	-	4,100	-	4,150	1,229,275
MSD-Administration	348,075	2,000	5,230	6,025	-	13,255	359,330
City Hall Maintenance	116,505	-	-	29,150	-	29,150	145,655
Parks & Public Property	212,350	-	20	350	-	370	212,720
MSD Yard Maintenance	83,945	-	-	-	-	-	83,945
Street Lighting	185,000	-	-	-	-	-	185,000
Miscellaneous MSD Services	2,375	-	-	50	-	50	2,425
Bus/Maintenance Expense	-	-	1,000	-	-	1,000	1,000
Special Events	181,175	-	-	-	-	-	181,175
Parking System	82,750	800	9,700	30,000	-	40,500	123,250
MSD Services - IDDA	174,725	-	1,500	500	-	2,000	176,725
Other Functions	281,785	-	1,875	8,730	-	10,605	292,390
Capital Outlay	1,267,900	-	108,500	(71,855)	-	36,645	1,288,945
Debt Service	32,555	-	-	-	-	-	32,555
Tot. Gen'l Operating Expenditures	10,724,125	7,410	88,925	31,575	-	125,910	10,850,035
Transfers Out to Other Funds	367,035	-	-	50,000	-	50,000	417,035
Contingency	50,000	-	(50,000)	-	-	(50,000)	-
<b>Total Expenditures</b>	<b>11,161,184</b>	<b>7,410</b>	<b>36,925</b>	<b>81,575</b>	<b>-</b>	<b>125,910</b>	<b>11,287,094</b>

FUND/DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>MAJOR ST FUND REV: #202</b>							
Gas & Weight Taxes	786,889	-	-	-	-	-	786,889
Contib & Other	5,000	-	2,500	-	-	2,500	7,500
Appropriation of Surplus	-	-	40,891	5,650	-	46,541	47,631
<b>TOTAL REVENUE</b>	<b>791,889</b>	<b>-</b>	<b>43,391</b>	<b>5,650</b>	<b>-</b>	<b>50,131</b>	<b>842,020</b>
<b>MAJOR ST FUND EXP: #202</b>							
Administration/Debt	58,499	-	(27,894)	-	-	(27,894)	30,605
Routine Maintenance	151,860	-	350	5,000	-	5,350	157,210
Stormwater System Maintenance	1,000	-	-	1,000	-	1,000	2,000
Traffic Signal Maintenance	24,710	-	-	-	-	-	24,710
Snow & Ice Control	74,575	-	25	150	-	175	74,550
Road Construction	36,000	-	70,500	500	-	71,000	107,000
Transfers Out to Other Funds	393,445	-	-	-	-	-	393,445
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>791,889</b>	<b>-</b>	<b>43,391</b>	<b>5,650</b>	<b>-</b>	<b>50,131</b>	<b>842,020</b>

**BUDGET ADJUSTMENT SUMMARY**

**SECOND QUARTER - FY 22-23**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>LOCAL ST FUND REV: #203</b>							
Gas & Weight taxes	263,152	-	-	-	-	-	263,152
Contrib & Other	406,626	-	100	3,000	-	3,100	409,756
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>669,778</b>	<b>-</b>	<b>100</b>	<b>3,000</b>	<b>-</b>	<b>3,100</b>	<b>672,877</b>
<b>LOCAL ST FUND EXP: #203</b>							
Administration/Debt	26,775	-	-	-	-	-	26,775
Routine Maintenance	160,775	-	175	3,500	-	3,775	164,550
Stormwater System Maintenance	1,000	-	-	-	-	-	1,000
Traffic Signal Maintenance	51,625	-	-	-	-	-	51,625
Snow & Ice Control	32,450	-	150	3,000	-	3,150	35,600
Road Construction	30,000	-	-	5,000	-	5,000	35,000
Contingency	397,212	-	(225)	(5,500)	-	(5,725)	391,487
<b>TOTAL EXPENDITURES</b>	<b>669,837</b>	<b>-</b>	<b>100</b>	<b>3,000</b>	<b>-</b>	<b>3,100</b>	<b>672,937</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>RECREATION FUND REV: #206</b>							
Cultural Center Revenues	645,500	-	(2,075)	3,000	-	825	646,425
Transfer from General Fund	250,000	-	-	-	-	-	250,000
Administrative Charges	1,000	-	-	2,500	-	2,500	3,500
Program Fees & Charges	250,000	-	5,000	10,000	-	15,000	265,000
Appropriation of Surplus	-	-	-	38,080	-	38,080	38,080
<b>TOTAL REVENUE</b>	<b>1,146,500</b>	<b>-</b>	<b>2,925</b>	<b>51,580</b>	<b>-</b>	<b>54,505</b>	<b>1,201,005</b>
<b>RECREATION FUND EXP: #206</b>							
Cultural Center & Administration	984,845	-	50	36,500	-	36,550	1,020,895
Basic Skills	-	-	-	-	-	-	-
Recreation Vending	-	-	-	-	-	-	-
Recreation Services	13,550	-	800	530	-	1,330	15,180
Adult Athletics	-	-	-	-	-	-	-
Youth Athletics	5,400	-	-	-	-	-	5,400
Miracle League	10,000	-	-	-	-	-	10,000
PCMA	-	-	-	-	-	-	-
PCMA - Misc Items	-	-	125	300	-	425	425
MSD Services	6,740	-	650	50	-	700	7,440
Soccer	98,650	-	-	6,500	-	6,500	105,150
Liquor	3,546	-	1,300	3,800	-	5,100	8,946
Classes & Special Events	7,950	-	-	3,500	-	3,500	11,450
Therapeutic Program	1,000	-	-	-	-	-	1,000
Senior Programs-Classes	5,025	-	-	-	-	-	5,025
Plymouth-Canton Stealers	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,146,500</b>	<b>-</b>	<b>2,925</b>	<b>51,580</b>	<b>-</b>	<b>54,505</b>	<b>1,201,005</b>

**BUDGET ADJUSTMENT SUMMARY**  
**SECOND QUARTER - FY 22-23**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>SOLID WASTE FUND REV: #226</b>							
Property Taxes	1,148,830	-	7,800	-	-	7,800	1,156,130
Sales of Service	440,800	3,828	-	3,125	-	13,050	483,650
Transfer from General Fund	9,048	-	1,300	-	-	1,300	10,348
Appropriation of Surplus	61,137	(8,825)	70,718	11,325	-	73,218	134,355
<b>TOTAL REVENUE</b>	<b>1,659,415</b>	<b>1,100</b>	<b>79,818</b>	<b>14,450</b>	<b>-</b>	<b>95,068</b>	<b>1,754,483</b>
<b>SOLID WASTE FUND EXP: #226</b>							
Operating Expenses	1,629,415	1,100	105,518	14,450	-	125,068	1,754,483
Capital Outlay	30,000	-	(30,000)	-	-	(30,000)	-
Contingency	-	-	-	-	-	-	-
Transfers Out to Other Funds	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,659,415</b>	<b>1,100</b>	<b>75,518</b>	<b>14,450</b>	<b>-</b>	<b>95,068</b>	<b>1,754,483</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>DDA OPER FUND REV: #248</b>							
Property Taxes-Non School	1,125,110	-	-	26,400	-	26,400	1,161,510
Program Fees & Other	76,550	8,200	-	4,580	-	12,780	89,340
Appropriation of Surplus	-	48,245	-	(28,370)	-	19,875	19,875
<b>TOTAL REVENUES</b>	<b>1,211,660</b>	<b>56,445</b>	<b>-</b>	<b>2,610</b>	<b>-</b>	<b>59,095</b>	<b>1,270,725</b>
<b>DDA OPER FUND EXP: #248</b>							
Administration	846,125	10,000	-	2,800	-	12,800	858,725
Po/Rec Services	34,980	-	-	20	-	20	35,010
Parking System	54,120	-	-	-	-	-	54,120
Saxon Parking Facility	-	-	-	-	-	-	-
DDA Marketing	100,700	-	-	-	-	-	100,700
Streetscape Maintenance	312,220	-	-	-	-	-	312,220
Contrib to DDA Debt Funds	223,560	-	-	-	-	-	223,560
Contrib to DDA Cap Imp Fund	26,000	161,380	-	-	-	161,380	187,380
Contingency	114,945	(114,945)	-	-	-	(114,945)	-
<b>TOTAL EXPENDITURES</b>	<b>1,211,660</b>	<b>56,445</b>	<b>-</b>	<b>2,620</b>	<b>-</b>	<b>59,065</b>	<b>1,270,725</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>BLDG &amp; ENGINEERING FD REV: #249</b>							
Permit Fees	576,880	850	850	-	-	1,500	577,350
Contrib. & Other	41,100	-	-	50,800	-	50,800	91,100
Appropriation of Surplus	6,360	-	105	(8,105)	-	(8,000)	-
<b>TOTAL REVENUES</b>	<b>622,340</b>	<b>850</b>	<b>755</b>	<b>43,695</b>	<b>-</b>	<b>45,500</b>	<b>668,450</b>
<b>BLDG &amp; ENGINEERING FD EXP: #249</b>							
Engineering/Inspections	622,340	850	755	27,425	-	28,030	651,980
Capital Outlay	-	-	-	-	-	-	-
Contingency	-	-	-	16,470	-	16,470	16,470
<b>TOTAL EXPENDITURES</b>	<b>622,340</b>	<b>850</b>	<b>755</b>	<b>43,895</b>	<b>-</b>	<b>45,500</b>	<b>668,480</b>

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

**BUDGET ADJUSTMENT SUMMARY**

**SECOND QUARTER - FY 22-23**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
<b>DDA CAP IMP FUND REV: #405</b>							
Contrib. & Other	25,050	161,390	-	-	-	161,390	186,440
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>25,050</b>	<b>161,390</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>161,390</b>	<b>186,440</b>
<b>DDA CAP IMP FUND EXP: #405</b>							
Capital Improvements	25,000	161,380	-	-	-	161,380	186,380
Contingency	50	-	-	-	-	-	50
<b>TOTAL EXPENDITURES</b>	<b>25,050</b>	<b>161,390</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>161,390</b>	<b>186,440</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
<b>WATER/SEWER OPER FUND REV: #352</b>							
Sales & Service Charges	4,865,105	-	-	-	-	-	4,865,105
Sale of Bonds	-	-	-	-	-	-	-
Appropriation of Surplus	276,880	19,100	108,880	-	-	121,980	395,860
<b>TOTAL REVENUES</b>	<b>5,139,085</b>	<b>19,100</b>	<b>108,880</b>	<b>-</b>	<b>-</b>	<b>121,980</b>	<b>5,261,065</b>
<b>WATER/SEWER OPER FUND EXP: #352</b>							
Administration	4,427,105	11,000	1,775	(7,000)	-	5,775	4,432,880
Trunk & Lateral	225,125	-	106,880	3,700	-	110,580	336,155
Waters Maintenance	223,845	100	150	(19,500)	-	(19,500)	210,995
Meter Maintenance	153,055	2,000	800	27,900	-	30,500	183,555
Service Maintenance	58,000	-	25	(4,500)	-	(4,475)	53,525
Hydrant Maintenance	50,875	-	-	(6,500)	-	(6,500)	44,375
Capital Outlay	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>5,139,085</b>	<b>19,100</b>	<b>108,880</b>	<b>-</b>	<b>-</b>	<b>121,980</b>	<b>5,261,065</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
<b>EQUIPMENT FUND REV: #661</b>							
Miscellaneous	513,340	5,000	247,399	16,575	-	268,973	1,082,313
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>513,340</b>	<b>5,000</b>	<b>247,399</b>	<b>16,575</b>	<b>-</b>	<b>268,973</b>	<b>1,082,313</b>
<b>EQUIPMENT FUND EXP: #661</b>							
Miscellaneous	776,575	400	175	20,000	-	20,575	796,150
Contingency	34,766	4,800	247,223	(3,425)	-	248,398	283,153
<b>TOTAL EXPENDITURES</b>	<b>811,341</b>	<b>5,200</b>	<b>247,398</b>	<b>16,575</b>	<b>-</b>	<b>268,973</b>	<b>1,082,313</b>

## 10. REPORTS AND CORRESPONDENCE

### a. Liaison Reports

Kehoe said the ZBA would be meeting on May 3 and a Wilcox Lake cleanup was scheduled for May 20.

O'Donnell said the Planning Commission would be meeting on May 10.

Thomey said the Northville Plymouth Fire Advisory Board met and the new staffing model has reduced response times. Their next meeting will be on August 7.

### b. Appointments

There were no appointments.

## 11. ADJOURNMENT

A motion to adjourn was offered by O'Donnell and seconded by Thomey at 8:02 p.m.

There was a voice vote.

MOTION PASSED

---

NICK MOROZ  
MAYOR

---

MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK





## Administrative Recommendation

---

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - Adoption of Fund Balance Policy - 05-15-23.docx*  
Date: May 9, 2023  
RE: Adoption of Fund Balance Policy

---

### Background

The City Commission will recall when we had the Committee of the Whole presentation on Bonds and how the process works for selling bonds. The City's Financial Consultant Warren Creamer indicated that the City really needed to adopt a formal Fund Balance Policy in order to meet one of the criteria for the Bond Rating Agencies. In the past, we have always had an informal policy of maintaining a fund balance of at least 15%. Our financial consultants recommended that we formalize the policy through an official action of the City Commission.

City Finance Director John Scanlon has reviewed a number of policies through the various professional organizations and has developed the attached policy in accordance with the Governmental Accounting Standards Board (GASB) practices. Further, we have had the proposed policy reviewed by our City Auditor and our Financial Consultant.

### Recommendation

The City Administration recommends that the City Commission adopt the City Fund Balance Policy as attached. The proposed policy will help the City to provide sufficient cash flow for daily financial needs and help offset significant economic downturns or revenue shortfalls. This policy will also be used as a part of our presentation to the bond rating agencies to signal our commitment to sound financial practices.

This proposed policy has been reviewed by our financial consultant and our city auditor. 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 John Scanlon or myself.



# CITY OF PLYMOUTH

www.plymouthmi.gov

201 S. Main  
Plymouth, Michigan 48170-1637

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

## MEMORANDUM

Date: May 10, 2023  
To: Paul Sincock, City Manager  
From: John Scanlon, Finance Director  
Subject: Fund Balance Policy

**Issue:** Fund Balance Reserve Policy

**Analysis:** Please find attached the proposed fund balance policy. The purpose of the proposed fund balance policy is to establish adequate reserves in order to provide sufficient cash flow for daily financial needs, offset significant economic fluctuations and protect the city against unforeseen expenditures related to emergencies.

The proposed fund balance policy establishes both a maximum and minimum amount of unrestricted fund balance reserves. Additionally, the policy establishes restoration procedure in the event that the fund balance at the end of each fiscal year finishes in excess or below the required levels.

In addition to the fund balance policy, there is a resolution to approve the policy. If approved, the policy will be included in the City's General Rules and Regulations.

**Requested Action:** Approve the attached fund balance policy by resolution.

**Attachment(s):** Fund Balance Policy and Resolution to adopt the policy.

THE CITY OF HOMES

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

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

# City of Plymouth

## Fund Balance Policy

Developed for GASB 54

### ***Purpose***

The City Commission recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City and is fiscally advantageous for both the City and the taxpayers. This policy will ensure that the City maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs
- Secure and maintain investment grade bond ratings (if necessary)
- Offset significant economic downturns or revenue shortfalls
- Provide funds for unforeseen expenditures related to emergencies

### ***Definitions***

**Fund Balance** – A governmental fund's fund balance is the difference between its assets and deferred outflows and its liabilities and deferred inflows.

**Fund Balance Components** – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. Under GASB 54, these are broken up into five categories:

- 1) **Nonspendable fund balance** – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- 2) **Restricted fund balance** – Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and dedicated millages.
- 3) **Committed fund balance** – Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- 4) **Assigned fund balance** – Amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned fund balance** – The residual classification of the general fund which includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Unrestricted fund balance - Unrestricted fund balance includes committed, assigned and unassigned fund balance categories. Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

### ***Policy***

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance – The City Commission is the City's highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the City Commission.

Assigned Fund Balance – The City Commission has authorized the city manager and administration as officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

### ***Minimum Unassigned Fund Balance***

It is the goal of the City to achieve and maintain an unrestricted fund balance in the general fund be no less than two months (16%) and not more than (50%) of regular general fund operating revenues. If the unrestricted fund balance at fiscal year-end falls below the goal, the City shall develop a restoration plan to achieve and maintain the minimum fund balance. Should unassigned fund balance of the general fund ever exceed the maximum (50%) range, the City will consider such fund balance surplus for one-time expenditures that are non-recurring in nature, and which will not require additional expense outlays for maintenance, additional staffing or other recurring expenditures.

### ***Budget Stabilization Fund***

In addition to the general fund reserve, the City shall maintain a budget stabilization fund pursuant to Public Act 30 of 1978, as amended for the purpose of setting aside a reserve to meet unanticipated expenditure needs, unanticipated revenue shortfalls, or other emergencies. The unrestricted fund balance should be no less than \$550,000, but not more than the state statute maximum of 15% of general fund revenues.

### ***Fund Balance Restoration***

Should the fund balance reserve or budget stabilization fund need to be utilized, after the annual analysis calculation, administration will notify the City Commission and bring a plan within 90 days, should balances fall outside of policy limits. Incorporating into the multi-year budget is the goal to restore fund balance within three years for the general fund and ten years for the budget stabilization fund. Generally, restoration comes from excess revenues over expenditures but may also come from one-time revenue sources.

### ***Order of Expenditure of Funds***

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the City Commission, and unassigned fund balance), the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

RESOLUTION

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

WHEREAS The City of Plymouth operates with good financial practices and in order to formalize The City's practices as it relates to fund balances, it is necessary and essential to the Financial integrity of the City to adopt a formal Fund Balance Policy, and

WHEREAS the adoption of a formal Fund Balance Policy has been recommended by the City's Financial consultants from Michigan Financial Consulting Incorporated (MFCI), and

WHEREAS The proposed policy has been reviewed by the City's Auditor and the Financial Consultants From MFCI.

**NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby formally adopt the attached City of Plymouth Fund Balance Policy and said policy shall take immediate effect.**

**BE IT FURTHER RESOLVED THAT the City Commission hereby directs the City Clerk to make the adopted policy a part of the meeting minutes of this meeting.**



## Administrative Recommendation

---

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

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

To: Mayor & City Commission  
From: Paul J. Sincoc, City Manager  
CC: *S:\Manager\Sincoc Files\Memorandum - Authorization to apply for State Pension Grant Program - 05-15-23.docx*  
Date: May 11, 2023  
RE: Authorization to apply for Pension Grant Program

---

### Background

In 2022, the Michigan Legislature passed Public Act 166 of 2022, which is a program to put state funding into municipal pension programs to help ease the load on local municipalities. You will recall that the City of Plymouth closed the old-style government pension plan approximately 20 years ago. Everyone in the city is now on a 401K style defined contribution plan. Our outstanding liability in the old-style defined benefit plan is for employees who have previously retired and are still alive. Our biggest liabilities are generally for former police and fire employees as they tended to retire at an early age. We have been putting in extra payments to the Municipal Employee Retirement System (MERS) in order to try and lessen our outstanding liabilities for our former employees.

This grant is an opportunity for the state to place additional funds into our account to help with future liabilities. At this point, we are not sure how much the City might be eligible for, only that the state's funding will be prorated to the local governments "according to need." Hopefully, the state would require that any community receiving these funds would need to close their defined benefit program and move to a 401K style defined contribution plan.

### Recommendation

The City Administration recommends that the City Commission authorize us to complete an application for the pension grant award program as authorized by Public Act 166 of 2022. We have attached a memorandum from Finance Director John Scanlon which further outlines this program. We have also attached a proposed Resolution for the City Commission to consider regarding this program.

Should you have any questions in advance of the meeting, please feel free to contact either John Scanlon or myself.



# CITY OF PLYMOUTH

www.plymouthmi.gov

201 S. Main  
Plymouth, Michigan 48170-1637

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

## MEMORANDUM

Date: May 10, 2023  
To: Paul Sincock, City Manager  
From: John Scanlon, Finance Director  
Subject: Authorization to Apply for Pension Grant Program

**Issue:** Authorization to apply for Protecting MI Pension: Michigan Local Pension Grant Program

**Analysis:** In 2022, the Michigan Legislature passed, and the governor subsequently signed Public Act 166 of 2022 Protecting MI Pension: Michigan Local Pension Grant Program. The grant allows local municipalities that are under 60% funded, a standard set by Public Act 202 of 2017, as of December 31, 2021, in their pension fund to apply for grant dollars set aside in the 2022 – 23 state budget.

As of December 31, 2021, the City of Plymouth's pension funded status was 59.3% and therefore the City is eligible for the grant. The grant payments will be distributed based on a \$750 million budget appropriation and will be prorated to the local governments according to need.

Any grant dollars received will be directly deposited into the City's MERS (Municipal Employees' Retirement System) pension fund. The contribution will be reflected in the City's annual pension fund actuary report, which is reported and presented to the City Commission annually as a part of the Public Act 202 requirements.

**Requested Action:** Approve the resolution that authorizes the City Manager to file a claim for the pension grant award.

**Attachment(s):** Resolution authorizing the City Manager to apply for the pension grant award.

THE CITY OF HOMES

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

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



## **RESOLUTION**

The following resolution was offered by Commissioner \_\_\_\_\_ and  
Seconded by Commissioner \_\_\_\_\_.

WHEREAS, pursuant to Section 979(a)(2) of Public Act 166 of 2022, the Protecting MI Pension: Michigan Local Pension Grant Program was created to help Michigan underfunded municipal pension systems provide enrolled local government employee retirement benefits; and

WHEREAS, under the Fiscal Year 2022-23 State budget, the Michigan Department of Treasury was appropriated \$750 million to establish and operate a local unit municipal pension principal payment grant program for qualified retirement systems with a funded ration below 60%, as defined in the Protecting Local Government Retirement and Benefits Act, Public Act 202 of 2017; and

WHEREAS, the City Commission of the City of Plymouth is requesting to apply for the Protecting MI Pension: Michigan Local Pension Grant Program as the City's defined benefit pension plan is below 60% funded; and

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows: The City Commission of the City of Plymouth, Michigan, authorizes and directs the City Manager Paul Sincock (Chief Administrative Officer) to file a claim for the pension grant award and is authorized to sign any forms or documents required by the State of Michigan to apply for this grant.



## 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 - Authorization for professional services - Recreation Master Plan - 05-15-23.docx*  
Date: May 10, 2023  
RE: Authorization to Contract with Recreation Master Plan Consultant

---

### Background

The City Commission is aware that we are moving forward with the Recreation Master Plan and in order to meet the timelines required we will need to engage the services of a planner to assist with this process. We have used Leah Groya as our consultant in the past and she has worked for other companies and she is now the principal of L Groya Consulting, LLC. Leah is most familiar with our city and our recreation programs and facilities. We have used Leah on the last two Recreation Master Plans.

The proposal that we have received from L Groya Consulting is a total cost of \$14,300, which includes some optional small group outreach meetings. There is also a small allowance of \$300 for mileage, printing for meetings and supplies. In the past, we have had good success with the small group meetings for gathering public input in a "safe" environment.

We have attached a memorandum from Recreation Director Steve Anderson, which provides a wealth of information on the Master Planning process and the professional services proposal from L Groya Consulting, LLC.

### Recommendation

The City Administration recommends that the City Commission authorize a professional services contract with L Groya Consulting, LLC for a new Recreation Master Plan. We have prepared a proposed Resolution for the City Commission to consider regarding this matter.

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



## Memo

**To:** Paul Sincock, City Manager  
**From:** Steve Anderson, Recreation Director   
**Date:** 5/9/2023  
**Re:** Recommendation for Professional Services – 2024 Community Recreation Master Plan

---

As you are aware, we have reached the window to re-file our five-year Recreation Master Plan with the State of Michigan Department of Natural Resources (MI-DNR). As we discussed at the Committee of the Whole on April 17, a Recreation Master Plan is a five-year plan submitted to the MI-DNR to be eligible for recreational or land improvement grant funding from the State of Michigan.

This Master Plan requires multiple sections of community data to be eligible to be submitted to the Michigan DNR.

Those sections of data include:

- Community description including extensive demographic breakdown of the City of Plymouth.
- Six different aspects of the City Administrative Structure
- Six different aspects of the City's Recreational Inventory
- Description of the overall Master Plan Planning Process.
- Description and listing of the public input and process.
- Organizational and infrastructure goals and objectives for the community for the next five years.
- The action program during this new five-year period.

After the above information has been compiled for a "Public Draft Copy" of the plan, the following steps must be taken prior to submittal to the Michigan DNR:

- A thirty-day publicly posted review of the document prior to any adoption by the local Municipal Government.

- Master Plan approval and adoption by the City Commission by way of official resolution.
- Post Completion Self Certification Checklist.

And finally.... After all this information has been compiled, publicly reviewed, and adopted by the City Commission, it is then transmitted to the Michigan DNR and all County and Regional Planning Agencies.

Obviously, this is a very large data crunch that our limited staff would have a difficult time completing without assistance. With this being the case, I would like to recommend that the City contract the services of Leah Groya as a professional consultant on this project.

Leah Groya not only grew up in the Plymouth Community and graduated from the Plymouth Canton School District but also has extensive experience in the field of recreational and parks planning having worked with Wade Trim and The Living Lab of Detroit.

Additionally, Leah has been the primary consultant with the City on the last three Recreation Master Plans (2007, 2012, 2018). Leah is very familiar with the City properties, structure, and parks inventory. Hiring Leah's is key, so staff does not have pay a consultant to then train their usually new hire personnel on how to implement the MI-DNR process.

Please find attached the proposal from Leah Groya. She proposes a fee not to exceed \$13,600.00 with an additional \$1,000.00 if additional small group discussions are requested later in the process. To give some perspective on this proposed fee structure, for the 2017-18 Recreation Master Plan, Leah, then working in conjunction with The Living Lab, was the low bid in the RFP process with a total cost of \$17,800.00

We would like to make the recommendation to contract the services of Leah Groya as the City Planning Consultant for the 2024 Recreation Master Plan process in an amount not to exceed \$14,600.00 (including optional services). Please feel free to contact me at any time for any additional information.

# LEAH GROYA

— PLANNING + CONSULTATION —

To Steve Anderson  
Recreation Director  
City of Plymouth

April 10, 2023

Re **5 Year Parks and Recreation Master Plan (2024-2028)**

Per your request and our discussion earlier this week, Jason Macdonald (landscape architect) and I have developed a scope of work to update the City's 5 Year Parks and Recreation Master Plan for 2024-2028. The scope of work outlined in this letter will meet MDNR requirements and allow for continued eligibility for MDNR grant programs.

## SCOPE OF WORK

### PROJECT MANAGEMENT + COORDINATION + PROGRESS MEETINGS

Leah will work closely with the City staff throughout the project including communicate regularly to discuss issues, status, schedule, coordination, and guidance. In addition to email/phone communication, we will establish a standing virtual meeting twice/month with the Recreation Director to review status, upcoming work and any outstanding issues. We will utilize the City's current 5 Year Plan as a foundation for the 2024 Plan. In addition, we would like to coordinate with the City of Plymouth Strategic Plan as well as the City-wide Master Plan that is anticipated to begin this year.

## INVENTORY

As required by the MDNR, we will visit each public park within the City and complete an inventory of the City's existing parks, open space, and recreation facilities. We will also drive by each school and review aerials to confirm outdoor facilities on school properties. Inventory of school facilities is not as detailed as City parks, rather provides a general overview. The Inventory will also include a description of nearby, major state, county, or regional parks as well as any major private recreation facilities. The inventory will include:

- Updating/creating a map of the City public parks and facilities.
- A description and use of each park and the type and number of recreation facilities
- A description of any major private facilities that offer recreation opportunities to residents.
- Update on parks and recreation programs offered by the City.
- A general assessment of accessibility of each park to people with varying abilities (per DNR rating).
- Reviewing and updating status reports for all MDNR grant assisted Parks & Recreation Facilities. Including any Post-Completion Self-Inspection forms required by the MDNR as a part of all Master Plan approvals.

## OUTREACH + ENGAGEMENT

Community input and support for the 5 Year Plan is essential in moving toward implementation. There are a number of ways to gather input and engage stakeholders. At a minimum, the MDNR requires TWO forms of public input during the planning process, including the official public hearing prior to adoption. The results of the outreach efforts are used to develop goals and the Action Plan.

**EPIC MRA Survey**

As you've done in the past, we understand the City anticipates engaging with survey firm EPIC MRA to develop and conduct a public opinion survey to gather input on a variety of topics, including parks and recreation. While this will be lead and managed by EPIC MRA, we have included a handful of hours in our proposal to review the parks and recreation related questions and provide feedback prior to the survey being deployed. We will need to have the results of the survey in hand by mid-late summer 2023 in order to incorporate the results into the 5-Year Plan.

**Small Group Discussions (2) OPTIONAL**

We think it's important and beneficial to have a few small group targeted discussions with key stakeholders in order to gather information and insight about plans, interests, concerns, and desires. We have included effort in this proposal (optional) to gather together the various leagues and organizations that regularly utilize the City parks to make them aware of the 5-Year planning process and to discuss priorities for the next 5 years. We also suggest facilitating a brainstorming discussion with staff/leadership about the parks and recreation system and goals for the future. In the fee section of this proposal, we have listed our effort for this task as optional if you would like us to facilitate and attend these discussions. If not, we suggest these still take place with you/your staff facilitating so that the feedback can be incorporated into the Action Plan.

**PLAN DEVELOPMENT****Community Description**

Utilizing the City's existing Plan, we will update the Community Description portion of the plan as needed including the following information per DNR requirements:

- Regional Setting
- General Demographic Characteristics (needs to be updated to latest available)
- Jurisdiction of the Plan

**Administrative Structure**

We will update, as needed, an assessment of the current administrative structure of the City and how parks and recreation is governed and administered in Plymouth including roles of the staff, budget information for operations, maintenance and capital improvements, programming, current funding sources, role of volunteers and the relationships with public schools and athletic organizations. This will include development/updates for a graphic organizational chart highlighting the structure of the Department.

**Description of Planning Process**

We will summarize the Public Input process and the Planning Process as a part of the master plan documentation as required by the MDNR.

**Basis For Action (Trends, Comparison to Standards, Outreach Results)**

We will include updated existing national recreation trend data and also summarize the City's park and recreation resources to the most up to date national benchmarks (NRPA Agency Performance Review). This section will also include an analysis of public spaces available to residents within a 10-minute walk (half-mile) to illustrate any gaps in the community. Maps will be created to illustrate the latest available Census information related to population density, household size, and median age. Any influencing planning initiatives developed by the City, or other agencies will be summarized. This section will also include a more detailed summary of the results of the public outreach and engagement efforts.

**ACTION PLAN + CAPITAL IMPROVEMENTS PLAN**

We will work with staff to review the existing Goals, Objectives and CIP to determine what was completed and what might still be relevant for the upcoming 5+ years. This section of the plan will detail the over-arching goals and provide specific details as to the objectives necessary to reach your goals. The plan will document desired capital improvements to meet your goals and categorize them as short-, mid-, long-term, or on-going priorities

including magnitude of cost of the proposed capital improvements. We will also identify potential funding sources that might best align with the various capital projects.

The Action Plan (CIP) will be prepared as a separate section/chapter to be included in the final Parks and Recreation Master Plan. The Capital Improvement Priorities will be portrayed in table form and will include the following:

- Project description
- Magnitude of cost and potential funding sources
- Short-, mid-, or long-term priority

#### **PRESENTATIONS, PUBLIC HEARING + ADOPTION**

- Present the DRAFT PLAN at a Commission meeting for final review and refinement. Provide .pdf of the DRAFT PLAN prior to the meeting for review.
- Present plan at an official public hearing in front the Commission (same night as adoption).
- Develop draft Resolution of Adoption language.

#### **DEVELOPMENT + SUBMITTAL OF FINAL 5 YEAR PLAN**

After adoption, we will provide:

- Electronic version as a .PDF file suitable for distribution and uploading to your websites.
- Final WORD file, XCEL files, TIF files, GIS files
- Final Powerpoint presentation summarizing the process and recommendations
- Assistance to staff in submittal of the plan to meet the deadlines and format as required by the DNR including notification to the County, SEMCOG and via the MDNR MiGrants website.

#### **SCHEDULE**

We anticipate the 5-Year Plan Process to take approximately 8-10 months to complete as outlined below. This schedule allows for submittal of your new Plan to the MDNR prior to the February 1, 2024 deadline (in order to remain MDNR grant eligible).

<b>Project Setup + Inventory</b>	<b>May-June</b>
<b>Outreach + Engagement</b>	<b>June-July</b>
<b>Plan Development</b>	<b>June - October</b>
<b>Draft Plan Approved by Commission</b>	<b>November</b>
<b>Draft Plan Available for Public Review for 30 Days</b>	<b>December</b>
<b>Public Hearing + Commission Adoption</b>	<b>January 2024</b>
<b>Final Plan Submittal</b>	<b>January 2024</b>
Transmit to County + SEMCOG	
Upload to MiGrants (MDNR)	



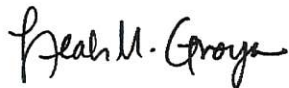
**FEE**

As detailed below, we can complete the 5-Year Parks and Recreation Master Plan for \$13,300 plus expenses not to exceed \$300 (mileage and at cost supplies and printing), plus \$1,000 if optional outreach meetings are desired. If the City would like hard copies of the final master plan printed, those can be printed at cost.

<b>5 YEAR MASTER PLAN</b>	<b>\$13,300</b>
Project Coordination	\$1,500
Inventory (Site Visits, Map, Text)	\$2,500
Outreach (input/coordination with EPIC MRA)	\$750
Plan Development	\$5,500
Action Plan	\$1,600
Presentations + Hearing + Adoption	\$1,000
Submittal (SEMCOG, County + MDNR MiGrants)	\$450
 <b>EXPENSES (mileage, supplies, printing for meetings)</b>	 <b>\$300</b>
 <b>OPTIONAL OUTREACH SMALL GROUP MEETINGS</b>	 <b>\$1,000</b>

Please reach out with any questions. We look forward to continuing to work together!

**PROPOSED BY :**



\_\_\_\_\_  
Leah M Groya, Professional Planner

Leah M Groya

\_\_\_\_\_  
Print Name

April 10, 2023

\_\_\_\_\_  
Date

**APPROVED BY :**

\_\_\_\_\_  
Client Signature

Steve Anderson

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## RESOLUTION

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

WHEREAS The City of Plymouth maintains a Recreation Department to help with the Public health and welfare, and

WHEREAS The State of Michigan requires that the city update their Recreation Master Plan Every five years in order to be eligible for grant funding from the state, and

WHEREAS In order to help put together the updated Master Plan the city needs to enter Into a professional services contract to complete the process.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a professional services contract with L Groya Consulting, LLC in an amount not to exceed \$14,600, including expenses in accordance with their proposal.



## 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 - Authorization for Citizen Survey - Epic-MRA - 05-15-23.docx*  
Date: May 9, 2023  
RE: Contract for Professional Services – EPIC-MRA 2024 Community Survey

---

### Background

The City Commission is aware that we have been discussing of completing a statistically accurate survey of our residents for our Recreation Master Plan update, as well as some other topics that the City Commission is interested in gathering data on. The other topics would be related to updating our City Master Plan, and perhaps some other subjects such as paid parking, millages, and marijuana retail sales. We have had discussions related to a survey of the city at an earlier Committee of the Whole Meeting with the City Commission.

The Recreation part of the survey is to be used as a starting point for the Recreation Master Plan. The State requires a regular update to our Recreation Master Plan and one of the elements is a survey of the community.

It is proposed by our Recreation Director that in order to prevent the "stuffing" of the survey box that we use a highly reputable firm and he has had multiple discussions with EPIC-MRA about their professional services. Steve has worked with the firm, and they have proposed a program for the city resident survey. We have attached a memorandum from Steve which further outlines the EPIC-MRA proposal for this work.

### RECOMMENDATION:

The City Administration recommends that the City Commission authorize a professional services contract with EPIC-MRA to perform professional survey services in our community.

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 me.



## Memo

**To:** Paul Sincock, City Manager  
**From:** Steve Anderson, Recreation Director   
**Date:** 5/9/2023  
**Re:** Recommendation for Professional Services – EPIC-MRA 2024 Community Survey

---

As you are aware, we have reached the window to re-file our five-year Recreation Master Plan with the State of Michigan Department of Natural Resources (MI-DNR). Part of this planning is a mandatory public input process.

There are multiple ways to receive input from the public, however gathering information that is statistically accurate has much more credibility than a process that would allow for an “open” survey system. The danger of relying on an open survey system is that special interest groups can greatly skew the data by submitting an overwhelming number of responses.

In 2017, as part of the Recreation Master Plan, we commissioned a statistically accurate survey from EPIC-MRA of Lansing, MI to measure the community opinion regarding recreational issues. We found the data gathering process to be very professional and gave the City scientifically based data to work from.

As this concept developed for the upcoming Recreation Master Plan, discussions between staff and commissioners seemed to spark an interested in expanding the survey to cover multiple topics that the City leadership has a great interest in.

After meeting with Paul and Greta, it seemed a good idea to include questions regarding the City Master Plan process. Additionally, we could incorporate some of the other “hot topic” issues like parking, marijuana retail sales and any possible millage votes led by a sub-committee of the City Commission.

Attached is the EPIC-MRA proposal. They pointed out that since the City has a lower population of 9,600, we could take a 250 sample size and still achieve an accuracy within 6.2 percentage points. Increasing the sample size of 300 is not a problem, but we only increase the accuracy by .5 percent. Additionally, going to a sample size of 400 only increases the accuracy another 1.3 percent. Conversely, we could save about \$1,250.00 if we went down to a sample size of 200 with a 6.9 accuracy.

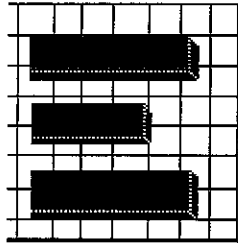
After some additional discussion between myself, Paul and Greta, we propose the following:

- A 250 sample size that gives us a margin of error of 6.2 percent
- Pricing that accommodates 28 questions, with up to a 12 minute interview
- The number of questions would be split as follows:
  - Recreation Master Plan - 12 questions
  - City Master Plan – 8 questions
  - Parking – 5 questions
  - Millage Ballots – 2 questions (including a follow up asking if person is a registered voter)
  - Marijuana – 1 question

Obviously, if the City Commissioners feel strongly about changing the question distribution, they may change it as they wish. However, keep in mind that the pricing increases if we go beyond 28 questions and 12 minutes per interview.

With this template, the cost would be \$13,750.00. It would require a six-week preparation period once they verify the submittal of valid, non-leading questions. This also includes stratification of the questions as well as complete demographic breakdowns and cross sections (please see proposal for additional details of the process).

In conclusion, we would like to recommend the City in hiring EPIC-MRA to conduct a statistically accurate survey for multiple community topics not to exceed \$13,750.00 based on a sample size of 250 persons with 22 to 28 questions with an interview time up to 12 minutes. If you need any additional information, please feel free to call me at any time.



**EPIC • MRA**

100 W. Saginaw Highway  
Suite 2C  
Plymouth, MI 48177  
517-886-0860  
517-886-9176  
517-449-4648  
[kelly@epicmra.com](mailto:kelly@epicmra.com)  
[www.epicmra.com](http://www.epicmra.com)

April 24, 2023

Steve Anderson, Recreation Director  
City of Plymouth  
525 Farmer  
Plymouth, MI 48170

Mr. Anderson:

Thank you for your most recent inquiry about our company and your request for further detail in regard to our survey research services. For well over two decades, as you know, municipalities such as the City of Plymouth have been using our firm's research services to assist in charting overall policy direction, as well as to give guidance for strategic planning, budgeting priorities, and public outreach and education efforts. Our constituent contact databases have also been widely used by clients to help advance their objectives as a proven effective and efficient means to communicate information gleaned from the research to the general public, whether simply educational in nature, or to communicate directly to and target voters in the event of an election issue.

As understood at this juncture, the City of Plymouth may wish to commission a statistically valid survey to gather resident opinions on a Parks and Recreation Master plan and/or further gather information on a potential Master plan for the City itself, as well as opinions regarding City policies, services, and potential future millage requests. Obviously, this broad understanding of the City's general interest would require further refinement in order to create a useful survey instrument. If we are fortunate enough to be selected to assist with this objective, the process would begin by conferring with designated representatives of the City in order to define more precisely the desired lines of inquiry and formulate specific questions that will address the topics of importance and generate data that would be used to guide and inform the City.

Educational  
Political  
Industrial  
Consumer

Market  
Research  
Analysis

Such a survey could also measure community perceptions of: the quality of services and recreational offerings provided by the authority; the level of taxes and funding earmarked for the same; the condition of facilities and grounds; views about financial management; reasons “why” respondents either support or oppose any given proposals or initiatives being tested; how respondents feel about the way prior initiatives were administered and implemented; and where respondents get the information that influences their opinions the most about the topics in question, among other things.

Further to that conversation, I write to offer an outline of the typical process for conducting a live-operator public opinion survey. First, some brief background information about our company.

## **COMPANY BACKGROUND**

EPIC • MRA is the assumed name for Michigan Researchers Associates, Inc., a for-profit corporation formed in 1991 with headquarters in Lansing, Michigan. It is the successor entity to the partnership, Michigan Research Associates, formed in 1985. The principal officers of EPIC • MRA have been active in governmental, political, marketing, business, and health issues at the state and national levels for over 40 years. Since its inception, the firm has provided services to a broad range of clients, including: public school districts, intermediate school districts, school boards; community colleges and universities; state, county, township and municipal legislative bodies and planning commissions; non-profit organizations; financial institutions; transportation authorities; public libraries and library boards; political and business leaders; professional associations; the legal and judicial communities; and members of the health care industry.

EPIC • MRA takes great pride in the accuracy of our survey research. Nate Silver’s 538 website has given us a B grade for the accuracy of our polling on statewide election races, which is a ranking and grading system for all polling firms that are recognized nationally. EPIC • MRA ranks higher than any other Michigan-based polling firm, and we also rank higher than but a handful of much larger national polling firms. In the recent November 2022 election, EPIC • MRA also held the distinction of being the most accurate polling firm in predicting the outcomes of the 2022 races for Governor, Attorney General, Secretary of State - and the three ballot proposals -in Michigan, on surveys conducted for our media clients.

Prominent among the methods EPIC • MRA intends to emphasize is guaranteeing a statistically valid sampling of residents, not only throughout the taxable boundaries of the municipality as a whole, but also within any desired sub-regions - such as by “jurisdiction” and/or Zip Code - as well as among several major demographic subgroups representative of the population, including race, gender, age, etc. In addition, should placement of a proposal on a future election ballot be



in question, survey participants can further be screened to include only respondents that are registered to vote within the municipality, and self-identify as being *at least* “likely” to cast a vote in a particular tested election. Consistent with the aim of providing a statistically valid result, EPIC • MRA’s *preference* is to utilize live operator telephone interviews as its exclusive methodology, in order to offer properly stratified and actionable data. ‘

We also do our best to stay ahead of the curve when it comes to keeping on top of the industry’s best practices in polling and market research. We always include a *minimum* of 50 percent cell phone only respondents in our polling samples - and often much higher percentages when the project requires - in order to make sure that all age groups, especially younger respondents, are appropriately represented in our sample frame; without the need to re-weight data once survey data collection is complete. In this way, residents that have forgone traditional land line usage in favor of the exclusive use of mobile devices are able to be reliably reached.

Because of its attention to sampling detail, its in-house capacity to generate customized telephone sample draws, and the incorporation of cell-only respondents, EPIC • MRA rarely finds it necessary to re-weight the results of its surveys. Post-data collection weighting usually involves replicating responses from a relative handful of target respondents in one or more demographic subsets in order to match those subsets’ proportion of the population tested – thus somewhat diminishing the influence of responses from the remaining subsets. While sparing use of this technique is appropriate in some circumstances, the practice carries the potential of producing findings that can be misleading, and at worst, wildly inaccurate; an outcome that becomes increasingly likely when multiple subsets are subject to even moderate post-data-collection weighting.

## **PROCEDURAL PROCESS**

Once a project has been commissioned, we begin with close consultation with the client to develop a survey instrument. The initial draft is then presented to the client for review and comment; with the review and re-draft process continuing until a questionnaire that is satisfactory to all parties is developed. Typically, this phase consumes the lion’s share of what is normally a *six-week* timeline for completion of the research, from initial consultation through presentation of the final deliverables. However, presuming the construction and finalization of the survey instrument to be used can be expedited, a more contracted timeline can certainly be accommodated.

The presentation of the draft questionnaire would include an estimate of the average interview length. As can be seen from the price chart that follows, interview length is one primary factor in determining the overall price of the research. Sample size, or the number of interviews to be completed, is the other main variable that drives the survey's cost.

Once a survey instrument is completed and approved by all parties, we set about conducting the interviews. Typically, for example, the interview administration for a 250 sample, 15-minute survey, takes approximately five-to-seven days to complete. As each shift's production is completed, data entry is performed so that by the end of the phoning, the data is ready to apply to our aggregation and tallying software.

The results of the tabulations are known as:

- Frequency results - the percentage of all respondents saying "yes, no, undecided, don't know/refused, etc." or all other responses to the survey questions; and,
- Cross tabulation tables - the tabulation of responses to individual questions by segment (that is, demographic subgroup) such as: parks and recreation users vs. non, parent status, gender, age, education level, race, geographic location, income, etc.

The frequency results are useful in gauging overall reaction to specific questions posed, and for garnering an understanding of what the attitudes of the population are as a whole. The cross tabulations are beneficial in getting a handle on how particular segments (e.g. lower-income residents, homeowners, men under age 50, etc.) of the population react to any given question in comparison to the entire sample. The comparison of frequency results with the cross tabulations is useful in analyzing the respective attitudes of subgroups toward various issue questions. Moreover, if the survey includes detailed questions about the rationale behind pursuing or not pursuing certain specific ventures, one is able to see what information, and even which messages, most resonate with the entire population, as well as within specific subgroups.

EPIC • MRA is well aware of the fact that the survey, its cost, and its results, are subject to the Freedom of Information Act when commissioned by a public entity, and thus, open to public scrutiny. However, our firm has great experience in taking on public entities as clients, and we pride ourselves on our ability to craft an unbiased survey instrument and present results in a manner that justifies the expenditure of public dollars. Moreover, our services include offering an oral presentation of results, if desired, which, more often than not, is delivered as part of a regularly scheduled board meeting; a feature that goes a long way toward calming any concerns that may arise in the community about the expenditure of tax dollars on a public opinion survey.

## SAMPLE FRAME

To generate a sample, EPIC • MRA maintains an in-house database of published telephone numbers, both landline and cell phone, and appends this database with Secretary of State's qualified voter file and Bureau of the Census information to generate the desired sample pool. For example, if the survey were to be conducted among registered voters *only*, then the telephone file is matched against the voter file to identify addresses denominated as being located within the individual geographic sub-areas chosen to be reported. From this resulting matched file, numbers are randomly pulled in a manner that ensures proper stratification (i.e., proportional to each subunit's contribution to the total) across the subject geography.

EPIC • MRA frequently recommends a N=400 sample (a margin of error of 4.9 points) taxable jurisdiction-wide sampling - but a sample size of *not more than* N=250 (a margin of error of 6.2 points) should be considered for the instant project given the City's population of just over 9,000 residents.

As for interview length, from our experience with similar prior work and what is known at this time, it is our expectation that the interview will necessarily be *at least* 12-minutes in order to accurately cover the topics under consideration. It is, however, quite conceivable that the interview length could range up to 18-minutes in order to adequately cover the myriad of potential topics of interest.

Obviously, there are many possible permutations of sampling frames that could ultimately be chosen, and the same is true for the yet-to-be-determined lines of inquiry to be pursued. Ultimately, settling on sample size and interview length is as much a balance between the realities of the available research budget as it is by informational needs.

With the foregoing given as a brief background primer, the following chart illustrates our firm's prices for live-operator, telephone survey research services:

<b>Survey Length</b> <i>(In minutes)</i>	<b>200 Samples</b> <i>(Margin of error 6.9 points)</i>	<b>250 Samples</b> <i>(Margin of error 6.2 points)</i>	<b>300 Samples</b> <i>(Margin of error 5.7 points)</i>	<b>400 Samples</b> <i>(Margin of error 4.9 points)</i>	<b>Approximate Number of Questions</b> <i>(Including screening and demographic questions)</i>
<b>Up to 12 Minute Interview</b>	\$12,500.00	\$13,750.00	\$15,250.00	\$18,000.00	22 to 28
<b>13 to 15 Minute Interview</b>	\$14,850.00	\$16,500.00	\$18,500.00	\$21,975.00	27 to 35
<b>16 to 18 Minute Interview</b>	\$17,750.00	\$19,500.00	\$21,750.00	\$26,000.00	32 to 42

The prices shown above reflect the fee for all survey-related services, including:

- Pre-survey client consultation
- Ongoing telephone consultation to develop the questionnaire
- Final survey instrument drafting and programming
- Telephone sample draw and stratification
- A minimum of fifty percent cell-phone-only respondents as part of the sampling
- Telephone interview administration and supervision
- Data entry of results
- Coding and grouping of any open-ended responses
- Frequency Report and Cross Tabulation tables
- Textual Executive Report
- PowerPoint Presentation of results; if desired
- Post-survey oral presentation of results; if desired

**PLEASE NOTE:** *The prices quoted above also include an electronic voter contact database, which includes the name and address of all registered voters within the taxable boundaries of the municipality, along with other designations, such as individual vote history and absentee-voter status, if desired.*

*Voter contact databases are also available for purchase as a stand-alone product if survey research services are NOT commissioned (starting at \$500). In addition, membership files, as well as commercially available telephone numbers (both landline and cell phone), can be appended to the voter contact database for an additional fee.*

It is hoped that the forgoing information is helpful, and on behalf of all of us at EPIC ▪ MRA, we appreciate the opportunity to offer our services to meet the research needs of The City of Plymouth, and your continued trust in our services. Of course, should you have any questions, the need for further detail, clarification, or require a list of prior client references, please do not hesitate to contact me at your convenience.

Yours truly,

Kelly Sullivan, Project Director  
EPIC ▪ MRA

RESOLUTION

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

WHEREAS The City of Plymouth operates a Recreation Department to help promote the public  
health, safety and welfare, and

WHEREAS From time to time it is necessary to update the City's Recreation Master Plan and  
to include public input into an updated Master Plan, and

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does  
hereby authorize a professional services contract with EPIC-MRA to provide for a city resident survey  
in an amount not to exceed \$13,750.00, with funding authorized from 101-101-818.



## 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 - Authorization for purchase of 3 snowplows for DMS - 10-15-23.docx*  
Date: May 11, 2023  
RE: Purchase of Snowplows for DMS Fleet Vehicles

---

### Background

Recently the City Commission purchased five vehicles for the Department of Municipal Services, four of those vehicles will be used for winter snowplow operations. However, only one of the four came with a plow, the trucks came with the snowplow package prep kit, just not the plows and related wiring. Now is the time to order and have the plows installed as we prepare for next winter.

We have been working with Truck and Trailer Specialties, Inc. for the installation of the snowplows as they have the state contract for heavy truck after-market "builds." However, if we use Truck and Trailer and use the City of Rochester Hills co-op our pricing is a little better. Sometimes, it is just a matter of timing when the agency went out to bid on things.

We need to purchase and have installed three Boss 9' 2" power-V DXT Red steel blade snowplows and wiring installations. Each plow has an installed price of \$9,495.00 or a total for three of \$28,485. Funding for this purchase will come from the Equipment Fund.

### Recommendation

The City Administration recommends that the City Commission authorize the purchase of three (3) Boss 9' 2" Power-V DXT Red steel blade snowplows including attachments and wiring as indicated in the proposal from Truck and Trailer, using the City of Rochester Hills co-op pricing.

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



## Department of Municipal Services

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

Date: May 11, 2023  
To: Paul J. Sincock, City Manager  
From: Chris Porman, Asst. City Manager  
Nick Johns, Operations Team Leader  
Re: Purchase of Snowplows for Fleet

### Background:

At the March 20, 2023, City Commission meeting, the City Commission authorized and confirmed the purchase of five vehicles, which we planned purchases during the current and next fiscal year(s). Of the five vehicles, four will be used for winter snowplow operations (hopefully not too often). The other vehicle is for use by the water meter operations of the city. While all the vehicles are prepped for snowplow packages, only one of the four vehicles came equipped with a snowplow, so there is need to purchase three additional snow plows for the other vehicles.

We have been working with Truck & Trailer Specialties, Inc on outfitting the vehicles for lights, etc., using operating supplies from the Equipment Fund; however, the snowplows carry a price tag which requires City Commission authorization. Working with Truck & Trailer, we were able to utilize the City of Rochester Hills RFP for competitive pricing on the snowplows.

We would be purchasing three Boss 9' 2" Power-V DXT Red Steel Blade snow plows and utilizing Truck & Trailer for the installation and final wiring of controls, etc. Each snow plow, wiring, installation is \$9,495.00 for a total of \$28,485. Funding for this would come from the Equipment Fund.

The new snowplows will be purchased through the City of Rochester Hills co-op RFP-RH-20-023. This allows us to work with another community to receive the best price on this equipment.

### Recommendation:

In summary, we would seek approval from the City Commission in the amount of **\$28,485** for the purchase of 3 Boss 9' 2" Power-V DXT Red Steel Blade Snowplow including the following: Painted Red steel, full-trip moldboard with trip-edge, Rubber snow deflector and blade guides, and in-cab SmartTouch2 controls & SmartLight3 LED lighting From Truck & Trailer Specialties in Howell, Michigan.

If you have any questions, please feel free to contact us.



# TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | [www.ttspec.com](http://www.ttspec.com) | ph: (517) 552-3855 | fx: (517) 552-3666

**May 2, 2023**

City of Plymouth  
1231 Goldsmith, Plymouth, MI 48170  
Attn: Nick Johns, ph: (734) 787-7576  
HQ0003634

## **Equipment Quotation**

**The following pricing will be based on City of Rochester Hills RFP-RH-20-023 contract awarded September 2020**

**Chassis information (Truck #22117):** 2022 Ford F-450, Reg Cab, 169" WB, diesel with steel 11' dump

**Install Boss 9' 2" Power-V DXT Red Steel Blade Snow Plow including the following:**

Painted Red steel, full-trip moldboard with trip-edge

Rubber snow deflector and blade guides

Truck under-carriage mount, wiring harnesses, in-cab SmartTouch2 controls & SmartLight3 LED lighting

**Above installed plow pricing:      3 at \$9,495.00 ea.  
Total \$28,485**

**Payment Terms:** Net 30 days. Pricing effective for 30 days.

**FOB:**                      City of Plymouth

**Thank you for the opportunity to quote.**

Respectfully submitted by,  
Jon Luea/Brian Bouwman



RESOLUTION

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

WHEREAS The City of Plymouth operates and maintains a fleet of vehicles to help protect the Public health, safety, and welfare, and

WHEREAS Michigan is subject to winter snow and ice conditions, and it is necessary to keep the Streets of the city clear of snow accumulations and having trucks ready to plow snow Is critical to the safety of the community.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase and installation of three (3) Boss 9' 2" Power-V DXT Red Steel blade snowplows and related accessories and wiring from Truck & Trailer Specialties, using the City of Rochester Hills co-op purchasing in an amount of \$9,495.00 each, or a total of \$28,485.00. Installation will be completed in accordance with the proposal dated May 2, 2023, from Truck & Trailer Specialties, Inc. Funding for this project shall be from the Equipment Fund.



## Administrative Recommendation

---

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

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

To: Mayor & City Commission  
 From: Paul J. Sincock, City Manager  
 CC: S:\Manager\Sincock Files\Memorandum - Authorization to obtain proposal for design services to remove bump outs - 05-15-23.docx  
 Date: May 11, 2022  
 RE: Authorization to obtain Engineering Proposal for removal of patio bump outs

---

### Background

There has been much discussion related to patio bump outs and this topic was discussed at a Committee of the Whole on April 3, 2023. At that meeting, the City Commission discussed the possibility of removing the existing bump outs in the downtown area and replacing them with fall/winter seasonal parking. The establishments currently using bumps outs would be allowed to install their own patio decks in the public parking spaces during the patio season. This action would put all the establishments on a level playing field and everyone would be allowed a patio, in compliance with the rules that the City Commission is expected to adopt during the month of June.

Work on the removal of the existing patios would not begin until after the current patio season. It will take some time to complete the engineering on the project. We have laid out a multiple step process to move this subject matter along. This process will allow the City Commission input and to stop the process at multiple points. We anticipate the process to go as follows:

- City Commission authorizes engineering proposal to design removal of current bump outs
- City Commission review proposal from Engineer & authorizes design
- City Engineer prepares plans in accordance with their proposal
- City Commission can review plans
- City Commission can authorize work to be given to existing contractors or to authorize bids
- If bidding, Engineer will develop bid book, advertise, hold pre-bid meeting, accept bids, recommend contractor to City Commission, and then they would authorize the work.

Again, this step in the process is only to solicit a proposal from the City Engineer related to removing the existing public bump outs on the public streets and to replace them with additional parking. We have attached a memorandum from Chris Porman which further outlines this process.

## **Recommendation**

If the City Commission desires to remove the existing public bump outs that are on the streets in two locations downtown, at what is commonly known as Penn Grill and Barrio. Both of those locations will be able to install temporary patios like Ironwood is currently doing in the summer of 2024. Further, the current bump outs would not be removed until the end of the current 2023 patio season.

This authorization is only for the City Engineer to submit a proposal to design the removal of the existing two public bump outs and re-establish those spaces as public parking. We have attached a proposed Resolution for the City Commission to consider regarding this matter.

Should you have any questions in advance of the meeting, please feel free to contact either Chris Porman or myself.



## Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: May 9, 2023  
To: Paul J. Sincock, City Manager  
From: Chris S. Porman, Assistant City Manager/Director of Municipal Services  
Re: Engineering Services for Patio Bump-Outs

### Background

This past winter, Wade-Trim, the city's Engineering Consultant provided cost estimates and potential designs for three patios/parklets. The three locations that were previously chosen for the "refresh" design/pilot program were on Penniman, Forest Ave and Starkweather. During the April 3, 2023, Committee of the Whole (COW) meeting, the City Commission and the Downtown Development Authority jointly met to discuss parklets, parking, patios, woonerfs, etc. There was discussion related to the city/DDA funding the potential improvements/additions of the parklets/patios vs. having the individual business pay for their own improvements based on the approved program/guidelines from the City Commission.

Another idea that was brought forward was the removal of the existing brick parklets/patios on Penniman and Forest. To accomplish this feat, we would need to have the Engineer Consultant submit a proposal to design the removals, put the curb back in its place, asphalt, striping, etc.

Following the authorization to solicit the City's Engineer to submit a proposal for engineering design services, the proposal would be brought back to the City Commission to authorize the professional services. If the City Commission authorizes the proposal for design services, the Engineer Consultant would prepare the plans and anticipated quantities for removals & installations of materials. Once the Engineer Consultant prepares the plans, etc., the City Commission will again have the opportunity to decide to either move forward with the project or not. That step would also provide the City Commission with the opportunity to provide direction on soliciting bids for such work.

Recommendation

I would recommend that we seek approval from the City Commission to have the city's Engineer Consultant provide a proposal for design services for the removal of the two bump-outs, parklets, and patios located on Penniman and Forest Ave.

Should you have any questions, please feel free to contact us in advance of the meeting.

## RESOLUTION

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

WHEREAS The City of Plymouth operates and maintains a public roadway system and municipal Parking system, and

WHEREAS The current design of the streets and parking system in the City's downtown area has two Locations where a what is commonly called a bump out, that is public space located on The street system, and

WHEREAS There are two locations of where bump outs are currently located, one at an area on Penniman, at the Penn Grill and on Forest Ave. at Barrio, and

WHEREAS The City Commission would like to remove the current bump outs at those two locations And replace them with public parking.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct the City Administration to obtain a proposal for design services from the City Engineer at Wade Trim to remove the two downtown bump outs and return those areas back into public parking.





## 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 - Lumber Mart due diligence authorization for Recreational space - 05-15-23.docx  
Date: May 11, 2023  
RE: Possible recreational space – Lumber Mart – Environmental Review Authorization

---

### Background

The City Commission is aware that we have discussed the desperate need for additional field space for recreational programs, such as soccer. The possibility of expanding the public recreational space has been a part of our Recreation Master Plan (*page 58*) for many years. The need is great and as an example we had to eliminate an age group from our recreational soccer program for the fall, because we had no space for them to play. We did give those participants some options for other private, highly competitive, with professional paid coaches programs that are located near Plymouth. The City Commission briefly discussed the possibility of the old Lumber Mart site as a possible location for future fields.

For us to proceed further we would need to move forward with a non-binding short-term memorandum of understanding (MOU) to complete a phase 1 environmental review of the site. We estimate the cost to be less than \$5,000 and we would contract SME of Plymouth for that service. A phase 2 environmental review would be discussed as a part of any potential future purchase agreement, should the City Commission decide to proceed in that direction.

This would allow the city to move forward as a next step to determine if this would even be a possibility as a future recreational site. We could also perhaps develop a rough early concept for the site, if that is the desire of the City Commission.

## Recommendation

The City Commission has discussed the possibility of the old Lumber Mart site as a future recreation facility. The next step in this process would be to complete a non-binding MOU and a phase 1 environmental review of the site. Once we have that information we can determine if there is interest in pursuing a potential purchase agreement with the owner.

We have prepared a proposed Resolution for the City Commission to consider authorizing the City Administration to develop a non-binding MOU and complete a phase 1 environmental review of the old Lumber Mart site.

## RESOLUTION

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

WHEREAS The City operates a public recreation system for the public Health and welfare, and

WHEREAS The city has an extreme shortage of field space and wants to begin a due diligence on the property commonly known as the Lumber Mart site on Mill Street to determine if that site could Provide potential for a future recreational site for the city.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct the City Administration to develop a non-binding memorandum of understanding and a phase 1 environmental report for the property commonly known as the Lumber Mart site and report back the same to the City Commission for possible further action.



## 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 - Delta Diamond Site Add Park and parking due diligence authorization - 05-15-23.docx*  
Date: May 11, 2023  
RE: Possible Additional Parking Spaces at Delta Diamond – Environmental Review

---

### Background

The City Commission is aware that we have discussed the possibility of expanding the public parking system to include some additional parking spaces and a potential pocket park at the old Delta Diamond site. The City Commission requested that we see if there was any interest on the part of the DDA to begin to look further into the possibility of adding parking spaces. The DDA Board had a spirited discussion and voted 8 – 2 to recommend to the City Commission that they begin a due diligence process for the site.

For us to proceed further we would need to move forward with a non-binding short-term memorandum of understanding (MOU) to complete a phase 1 environmental review of the site. We estimate the cost to be less than \$4,000 and we would contract SME of Plymouth for that service. A phase 2 environmental review would be discussed as a part of any potential future purchase agreement, should the City Commission decide to proceed in that direction.

The DDA Board recently reviewed this concept as a part of their strategic plan for maximizing the number of parking spaces under their improved parking goal. The DDA Board recommended by a vote of 8 - 2 that the City Commission begin a due diligence process for additional municipal parking at the Delta Diamond site.

### Recommendation

The DDA Board has recommended that the City Commission enter a due diligence phase to create some additional municipal parking at the old Delta Diamond site. The next step in this process would be to complete a non-binding MOU and a phase 1 environmental review of the site.

We have prepared a proposed Resolution for the City Commission to consider authorizing the City Administration to develop a non-binding MOU and complete a phase 1 environmental review.



## ADMINISTRATIVE RECOMMENDATION

To: Paul Sincock, City Manager

From: DDA Staff

CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas  
2023\May2023

Date: 5/10/2023

Re: DDA Board recommendation Due Diligence on Potential Property  
Acquisition – 895 W. Ann Arbor Trail

---

### BACKGROUND:

As you are aware the Downtown Development Board of Directors discussed, and indicated their interest in, and recommended the City Commission move forward with further due diligence for the potential purchase of the property located at 895 W. Ann Arbor Tr., commonly referred to as the Delta Diamond property. The DDA five-year strategic plan identifies expanding the municipal parking inventory as a goal of the DDA. If the City/DDA were to purchase this property additional parking could be added to the municipal inventory as well as green space in the form of a “packet park.” A pocket park is defined as a small park accessible to the public with amenities such as benches, gardens, tables, art, etc. Attached are images of pocket parks that have been recently developed in other municipalities across Michigan.

The City’s five-year strategic plan identifies opportunities to expand green space as an objective. The potential to achieve a DDA and a City Commission strategic plan goal may be possible if the city were to acquire this property. The property has been on the market for approximately one-year and the price was recently reduced from \$1,000,000 to \$850,000. The administration has had preliminary conversations with the Mayor and Mayor Pro-Tem to further discuss the potential of this site if it were to be acquired by the city.

A pocket park at this location could add parking spaces to the existing public inventory and be available for activation during the City's larger events. The meeting minutes for the DDA Board meeting are not yet available; however, the resolution that was approved by the DDA Board is enclosed for your reference as well.

**Resolution Approved by the Downtown Development Authority Board on May 8, 2023**

The following Resolution was offered by Mayor Nick Moroz and seconded by Director Foess

- WHEREAS The Plymouth DDA has a Strategic Plan Goal to Improve Parking in the downtown district by maximizing the amount of parking spaces, and
- WHEREAS The Plymouth DDA has a Strategic Plan Goal to Support Businesses by expanding entertainment opportunities in the downtown district, and
- WHEREAS The property commonly known as the Delta Diamond site at 895 W. Ann Arbor Trail is available for purchase, and
- WHEREAS A pocket park with public parking would satisfy two tasks on the DDA's Five-Year Strategic Plan.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth Downtown Development Authority Board of Directors recommends that the City Commission begin a due diligence process for a potential acquisition of the site located at 895 W. Ann Arbor Trail for the addition of public parking and a potential downtown pocket park.

Motion Passed

Ayes: Pollard, Martinelli, Moroz, Ayoub, Foess, Harris, Matsu, Perry

Nays: Elliott, O'Neill

## Pocket Park Examples:



Figure 1 Farmington, MI

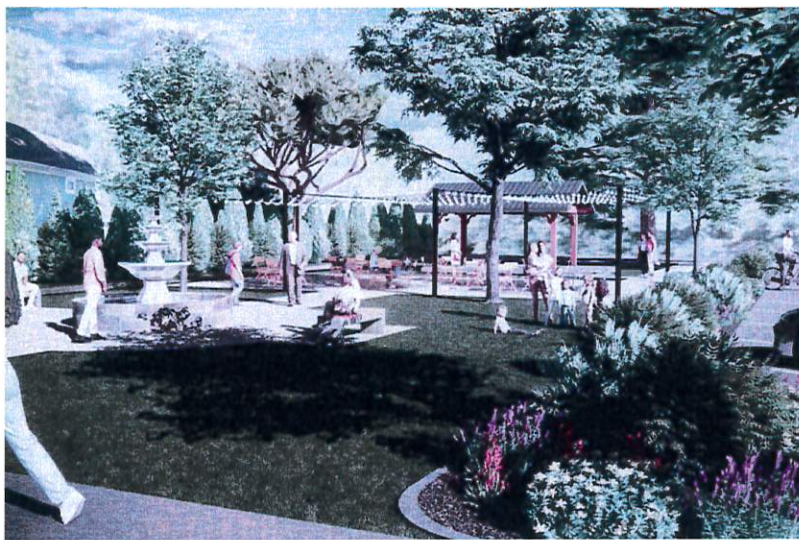


Figure 2 Watervliet, MI



Figure 3 Harrisville, MI

## R E S O L U T I O N

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

WHEREAS The City operates a public parking system for the public Welfare, and

WHEREAS The City's Downtown Development Authority has recommended To the City Commission that begin a due diligence on the property Commonly known as the Delta Diamond site to be used as a Pocket Park and additional municipal parking.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct the City Administration to develop a non-binding memorandum of understanding and a phase 1 environmental report for the property commonly known as the Delta Diamond site and report back the same to the City Commission for possible further action.





## Administrative Recommendation

---

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - Additional Church Street Parking seek design proposal - 05-15-23.docx*  
Date: May 11, 2023  
RE: Additional Parking Spaces on Church Street – Design Proposal

---

### Background

The City Commission is aware that we have discussed the possibility of expanding the public parking system to include several angle parking spots on Eastbound Church Street from east of the church to west of Penniman. The direction that we have received so far was to see if there was any interest on the part of the DDA to begin to look further into the possibility of adding spaces.

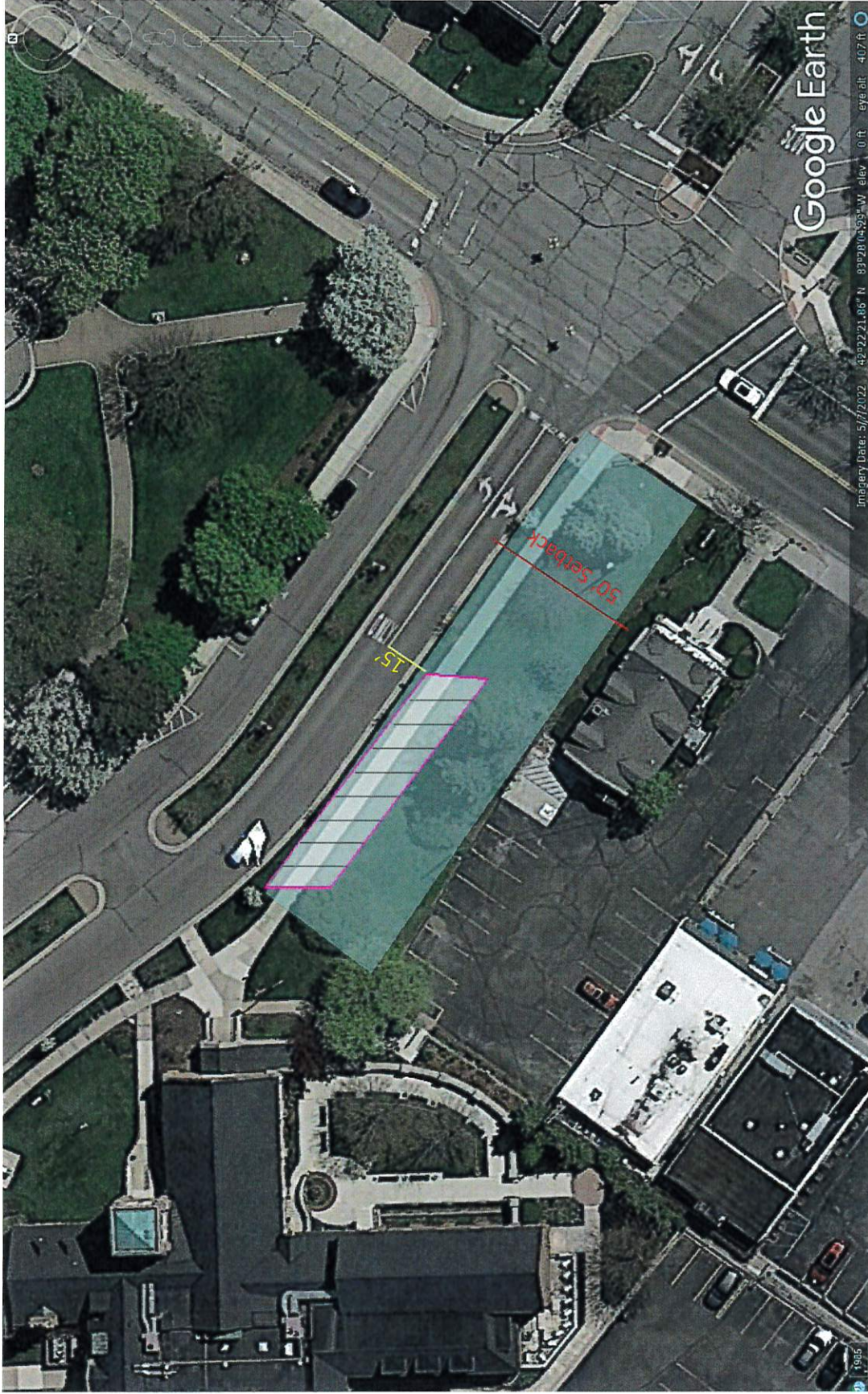
The Commission will recall that we did a couple of quick Google maps with an overlay of parking spaces as a very preliminary concept for these additional spaces. We have attached two different concepts, one for angle parking and one for parallel parking. For us to proceed further we would need to ask the City Engineer for a proposal to design the spaces and potential costs for the design.

The DDA Board recently reviewed this concept as a part of their strategic plan for maximizing the number of parking spaces under their improved parking goal. The DDA Board recommended that the City Commission begin a due diligence process for additional parking of on-street diagonal parking spaces on Church Street. This Resolution of the Board passed unanimously.

### Recommendation

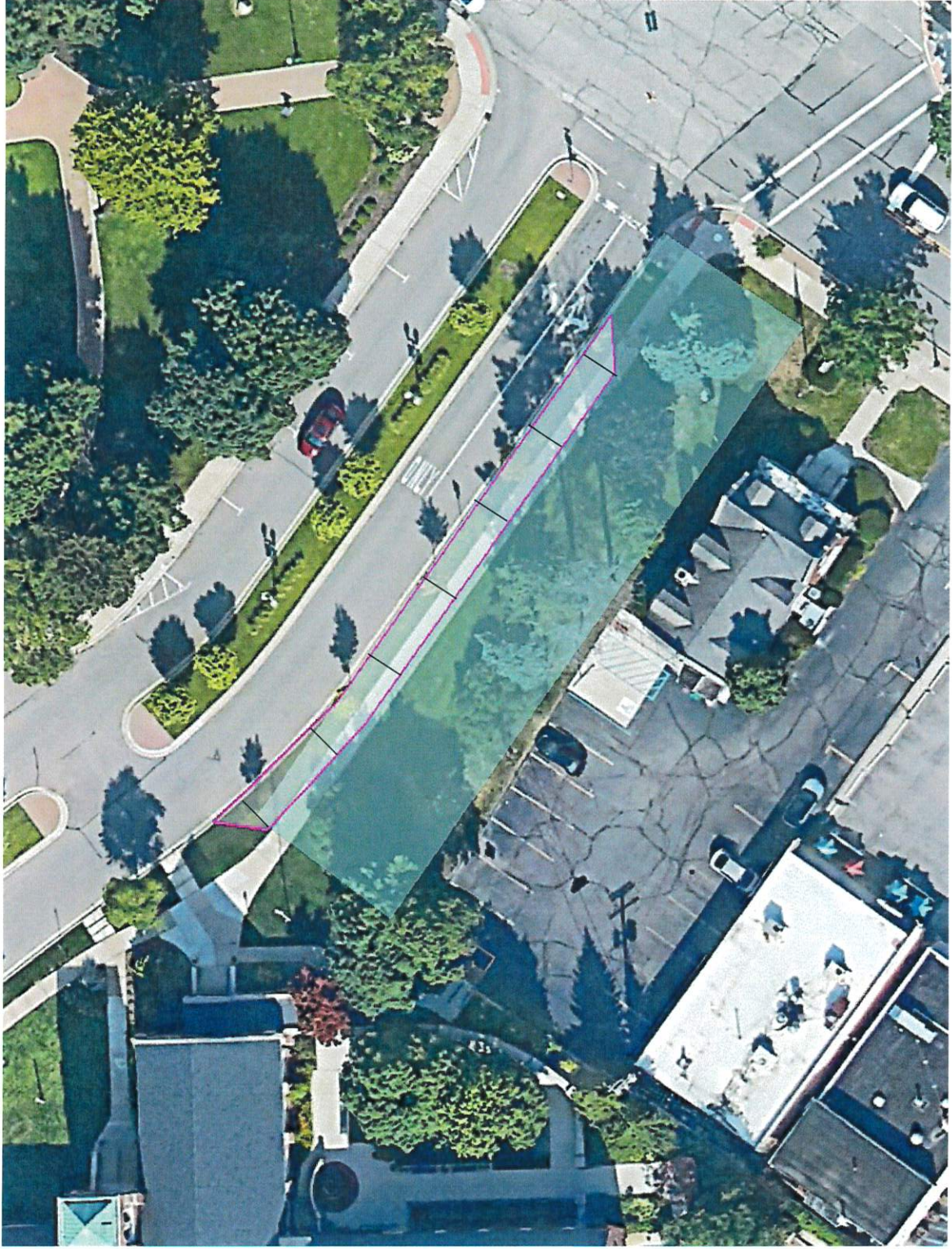
The DDA Board has recommended that the City Commission continue to do due diligence to create some additional parking on Church Street. The next step in this process would be to have the City Engineer develop a proposal to do design services for additional Church Street parking.

We have prepared a proposed Resolution for the City Commission to consider authorizing the City Administration to seek a proposal for design services for additional Church Street Parking.

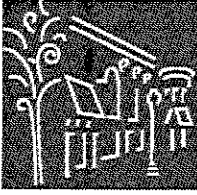


Church St Angle Parking Concept: + 9 spaces





Church St Parallel Parking Concept: + 6 spaces



## ADMINISTRATIVE RECOMMENDATION

To: Paul Sincock, City Manager

From: DDA Staff

CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas  
2023\May2023

Date: 5/10/2023

Re: Recommendation for Due Diligence for Church St. Parking Spaces

---

### BACKGROUND:

The DDA Board of Directors discussed and recommended, at their May 8, 2023, meeting, that the City Commission authorize further due diligence on the potential addition of several new parking spaces on eastbound Church Street just west of Main Street.

The Plymouth DDA's Five-Year Strategic Plan calls for maximizing the number of parking spaces under the Improve Parking Goal. These additional spots could be utilized by visitors to the north side of the DDA district and will be a step toward maximizing the public parking inventory.

The fact that the area where the potential parking spaces could be located is already owned by the city and desire to expand the municipal parking supply, in this cost-effective way, outweighed the minor loss of green space for the parking spots.

DDA meeting minutes are not yet available from Monday's meeting; however, the resolution that was approved, unanimously, by the DDA Board is enclosed for your reference.

**Resolution Approved at May 8, 2023, DDA Board Meeting:**

The following Resolution was offered by Director O'Neill and seconded by Director Matsu.

WHEREAS The Plymouth DDA has a Strategic Plan Goal to Improve Parking in the downtown district by maximizing the amount of parking spaces, and

WHEREAS There is space along eastbound Church Street just west of Main Street for the potential addition of some on-street parking spaces, and

WHEREAS The City Commission has requested input from the DDA Board before proceeding with additional due diligence on the potential project.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth Downtown Development Authority Board of Directors recommends that the City Commission begin a due diligence process for the potential addition of on-street diagonal parking spaces on Church Street just west of Main Street.

**Motion Carried Unanimously**

## RESOLUTION

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

WHEREAS The City operates a public parking system for the public Welfare, and

WHEREAS The City's Downtown Development Authority has recommended To the City Commission that they look at possibly adding parking On Eastbound Church Street between the Church property to West of Main Street.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct the City Administration to seek a proposal from the City Engineer for design services for this project and report back the same to the City Commission for possible further action.



## 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 - Authorization for Mayor to enter into Purchase Agreement - Wira Property - 05-15-23.docx  
Date: May 11, 2023  
RE: Authorization for the Purchase of Real Property – Wira Property

---

### Background

The City Commission has expressed an interest in purchasing the small piece of property located on the west side of the old Saxton's property, commonly known as the Wira property. While this topic has come up many times over the years and Mr. Wira now has an attorney and we seem to be closer than ever before on this property. We have gotten to the point of a non-binding memorandum of understanding (MOU) related to this property, see section 2 & 9 of the MOU. The proposed purchase price would be \$405,000.00.

I will note that both the City and Mr. Wira are in a time crunch as the City has already awarded a construction contract for the re-do of the city's portion of the parking lot. If the city proceeds without Mr. Wira's property, his parking lot will be severely limited, due to ordinance requirements for a buffer, should he ever decide to make improvements to his small section of the lot. On the other hand, the city will complete a very nice-looking parking lot, but it will be next to a lot that is in poor condition. It makes sense to have the two parties come together at this time to come to terms on the city purchasing the Wira property.

If the city ultimately purchases the Wira property, we will need to have the City Engineer re-calculate the storm water detention and re-submit it to the state and/or county. In addition, the Engineer will need to re-design a portion of the parking lot to include the new area. We will also have to adjust the quantities for construction.

### Recommendation

At this time, if the City Commission is willing to move forward as outlined in the MOU, then we would suggest that Commission authorize the Mayor, along with the City Attorney to enter into a purchase agreement for a price not to exceed \$405,000.00 for the Wira property. We have attached a proposed Resolution for the City Commission to consider regarding this matter.

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is dated this May \_\_\_\_, 2023 by and between **ANN ARBOR BUILDING COMPANY, LLC**, a Michigan limited liability company, with an address of \_\_\_\_\_ (“Seller”), and the **CITY OF PLYMOUTH**, a Michigan municipal corporation, with an address of 201 S. Main Street, Plymouth, Michigan 48170 (“Purchaser”) (“MOU”).

WHEREAS, the Seller owns and desires to sell vacant real property commonly known as 729 West Ann Arbor Trail, Plymouth, Michigan (“Property”);

WHEREAS, the Purchaser desires to purchase the Property from Seller;

WHEREAS, Seller and Purchaser desire to state some of the key terms and conditions of a potential sale as follows:

1. Purchase Price. The purchase price for the Property is Four Hundred Five Thousand and 00/100 Dollars (\$405,000.00) to be paid at Closing. Seller shall convey the Property to Purchaser pursuant to a Warranty Deed.
2. City Commission Approval. This MOU and subsequent Purchase Agreement is expressly subject to the approval of the Plymouth City Commission.
3. Title Commitment. Pursuant to the terms of the Purchase Agreement, the Seller shall provide to the Purchaser and pay for a policy of title insurance (without exceptions) in the amount of the Purchase Price.
4. Due Diligence. The Purchaser shall be entitled to conduct ninety (90) days of due diligence at its sole cost and expense, regarding the Property following full execution of the Purchase Agreement. The Purchaser shall be entitled to one thirty (30) day extension. Seller shall cooperate with Purchaser to enter the Property for such due diligence purposes. Such due diligence shall include, but not be limited to, survey, environmental reporting and testing and soil samples. Such due diligence shall be satisfactory to Purchaser in its sole discretion.
5. Warranties and Representations/No Lease. Both Seller and Purchaser agree to provide customary warranties and representations for a transaction of



this nature. Seller warrants and represents to Purchaser there are no leases affecting the Property.

6. Closing. Closing of the transaction shall occur at a mutually agreeable date no later than thirty (30) days after the completion of Purchaser's due diligence.
7. Costs. The parties shall bear certain costs and expenses of the transaction as specified in the Purchase Agreement. Each party shall bear its own costs of the transaction with respect to attorney and consulting fees.
8. Brokerage Commission. Both parties warrant and represent that neither has engaged a broker and no brokerage commission is due to any party.
9. Not Legally Binding. It is not the intent of either party that this MOU be binding on either party. The parties agree that only upon the execution of a Purchase Agreement by both parties shall there be obligations by and between the parties.
10. Deadline. In the event that a Purchase Agreement is not drafted and approved by both parties within thirty (30) days after the date of this MOU, then the MOU shall be null and void.

**SELLER:**

ANN ARBOR BUILDING COMPANY, LLC,  
a Michigan limited liability company

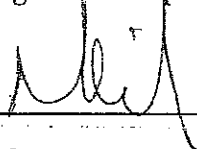
By: \_\_\_\_\_

Mark Wira

Its: Managing Member

**PURCHASER:**

CITY OF PLYMOUTH,  
a Michigan municipal corporation

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

Nick Moroz

Its: Mayor

R E S O L U T I O N

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

WHEREAS The City of Plymouth operates a public parking system and  
There is a need to develop additional parking for the public  
Parking system, and

WHEREAS The City has previously purchased and is under contract to  
Develop the parking lot known as the old Saxton's site, and

WHEREAS The owner of a small piece of land on the west end of the  
Saxton's lot is now willing to sell his property to the City to  
Allow the city to develop the entire site into a single municipal  
Parking lot.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of  
Plymouth does hereby authorize the Mayor, with the City Attorney to enter  
into a purchase agreement, that must be ultimately approved by the City  
Commission for what is commonly known as the Wira Property located on the  
corner of Deer Street and Ann Arbor Trail in an amount not to exceed  
\$405,000.00.

## **Appointment – Planning Commission**

Zachary Funk

To fill an unexpired 3-year term ending  
December 31, 2024