



Plymouth City Commission

Regular Meeting Agenda

Monday, October 21, 2024 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: Oct 21 <https://us02web.zoom.us/j/83928359053>

Passcode: 774875 Webinar ID: 839 2835 9053

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call

2. APPROVAL OF MINUTES

- a. October 7, 2024 City Commission Regular Meeting Minutes

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of September 2024 Bills
- b. Special Event: Compassionate Friends World-Wide Candle Lighting, Sunday 12/8/2024
- c. Special Event: Spring Artisan Market, Saturday 5/3/2025

5. CITIZEN COMMENTS

6. COMMISSION COMMENTS

7. OLD BUSINESS

8. NEW BUSINESS

- a. Authorization for Design & Bidding services – 2025 Infrastructure Program
- b. Authorization for Engineering Services – Ann Arbor Trail Evaluation
- c. Valet Parking Policy Revision
- d. Emergency Purchase Confirmation Tree Service
- e. Authorization to Purchase Pick Up Truck

9. REPORTS AND CORRESPONDENCE

- a. Drinking Water Asset Management (DWAM) Plan Report
- b. Liaison Reports
- c. Appointments

10. ADJOURNMENT

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.

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.

Meetings of the City of Plymouth are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, disability, or any other trait protected under applicable law. Any individual planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) should submit a request to the ADA Coordinator at 734-453-1234 ext. 234 at least two working days in advance of the meeting so an attempt can be made to make reasonable accommodations. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to clerk@plymouthmi.gov.

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

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

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

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

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

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

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

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

“The government in this community is small and accessible to all concerned.”

-Plymouth Mayor Joe Bida
November 1977



City of Plymouth
City Commission Regular Meeting Minutes
Monday, October 7, 2024, 7:00 p.m.
Plymouth City Hall 201 S. Main Street

ITEM 2.a

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

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

1. CALL TO ORDER

- a. Mayor Suzi Deal called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.
- b. Roll Call
Present: Mayor Suzi Deal, Commissioners Jennifer Kehoe, Alanna Maguire, Brock Minton, Nick Moroz
Excused: Mayor Pro Tem Kelly O'Donnell, Commissioners Linda Filipczak
Also present: Acting City Manager Chris Porman, City Attorney Bob Marzano, and various members of the city administration
- c. Proclamation
Mayor Deal read a proclamation for Family Court Awareness Month

2. APPROVAL OF MINUTES

Minton offered a motion, seconded by Kehoe to approve the September 16, 2024 City Commission Regular Meeting minutes.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

Minton offered a motion, seconded by Maguire to approve the agenda for the October 7, 2024 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. ENACTMENT OF THE CONSENT AGENDA

- c. Special Event: PCCS Mental Health Fair – Saturday 4/26/2025

Kehoe offered a motion, seconded by Minton, to approve the consent agenda for October 7, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. CITIZEN COMMENTS

Ed Walton, 1465 Palmer- Asked if millage for parks would be on winter or summer tax bill and is there an opportunity to have it be on the lower of the two. Also expressed concern about refuse trucks driving onto lawn area of island in front of his house.

Deal commented that the summer tax bill is when the millage would first appear on the bills and then would be reviewed annually.

6. COMMISSION COMMENTS

Maguire recognized the Michigan Arts & Culture Council that awarded \$10,467,495.00 in grants across Michigan, noting that Friends of the Penn received a \$17,000 grant. Also spoke about the October 7 anniversary of the attack on Israel and the rise anti-semitism resulting from it.

Moroz spoke about the availability of 'Kid's voting' for the upcoming election.

Kehoe acknowledged Rashashana, Farmer's Market, Scarecrows in the Park, and on Thursday, October 17, at 2:00 pm and 6:30 pm, there will be two general information sessions related to voting in the City, ballot proposals, including the non-city proposal on marijuana establishments and the City's Ballot Proposal for the Parks & Recreation millage.

Deal congratulated DDA Director Sam Plymale for achieving the Downtown Association Professional Development Program Certification. She also recognized employee anniversaries: Recreation Dir. Steve Anderson 31 yrs, City Clerk Maureen Brodie 27 yrs, Foreman Sidewalk Inspector Mike Brindley 26 yrs, Municipal Svcs Dept Jennifer Coykendall 24 yrs, Sgt. David Edwards 13 yrs, Finance Dir. John Scanlon 7 yrs, Municipal Svcs Dept Brian Ronayne 4 yrs, Community Development/Finance Dept Asst. Tracy Boucher 2 yrs.

On September 25, the City of Plymouth and Plymouth Canton Community School District announced a partnership for the good of the community and an effort to improve recreation for City residents. If the City's Parks & Recreation millage proposal passes, funds can be used for the project that would bring a multi-use synthetic turf field surface to East Middle School that would be shared by the school district and the City of Plymouth for expanded Parks and Recreation programs. For full information on the announcement visit ourplymouthparks.org.

7. OLD BUSINESS

a. Old Village Corridor Improvement Authority – TIF District

Porman reviewed information for this item, the next steps in the process if the consultant package is approved, and associated upfront consultant costs as outlined below and in the attached resolution. Upfront costs associated with the TIF plan development/adoption process can be paid by the City and repaid by the TIF authority once established at a mutually agreed upon interval.

Next steps, assuming the commission approves the consultant package include the following:

- City Commission adopts a Resolution of Intent to establish a Corridor Improvement Authority and set public hearing to consider (proposed boundaries of district are included in this)
- Publish and mail notices of Public Hearing
- City Commission holds Public Hearing
- City Commission adopts resolution establishing the CIA and designated boundaries
- CIA Board appointed and work on TIF Plan begins

The following motion was offered by Kehoe and seconded by Maguire

RESOLUTION 2024-79

Whereas The City Commission as part of their five-year strategic plan has identified the goal of identifying and creating sustainable financial models to include creating an Old Village Business District or TIF as part of their one-year tasks; and

Whereas The City Commission has reviewed options for a TIF in Old Village on several occasions; and

Whereas The City Commission, at their September 16th, 2024, meeting, requested staff present next steps, to initiate the development of a TIF plan and district for the Old Village area; and

Whereas The administration has received proposals and estimates for Professional Services and consultants with longstanding relationships and partnerships with the city to complete this work;

Now Therefore Be It Resolved that the City Commission of the City of Plymouth authorizes the engagement of the professional services necessary to initiate the development of a Tax Increment Finance Authority for the Old Village Area to include Carlisle Wortman (\$16,000), Miller Canfield (\$7,000), and Wayne County Assessing (\$5,000) for total of \$28,000

Now Therefore Be It Further Resolved that the City Commission of the City of Plymouth authorizes a contingency for professional services related to this project in the amount of \$2,800 for a total project cost not to exceed \$30,800.

Moroz spoke about the potential positive impact the passing of the parks and recreation millage proposal would have on this. Kehoe agreed.

Ed Walton, 1465 Palmer- Spoke in support of the TIF District.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

[Copy of related proposal at end of minutes.](#)

Related presentations/information can be viewed in the following City Commisison agendas:

10/7/2024: <https://www.plymouthmi.gov/common/pages/GetFile.ashx?key=mek4AV4X>

9/16/2024: <https://www.plymouthmi.gov/common/pages/GetFile.ashx?key=VGo4AZOU>

6/20/2023: <https://www.plymouthmi.gov/common/pages/GetFile.ashx?key=31wrAQui>

11/21/2022: <https://www.plymouthmi.gov/common/pages/GetFile.ashx?key=27kjAQdH>

8. NEW BUSINESS

a. Authorization to Hire - DMS

The following motion was offered by MInton and seconded by Kehoe

RESOLUTION 2024-80

WHEREAS The City of Plymouth has an Ordinance which requires that the City Manager seek prior and express approval before filling any full-time employee position within the city staff; and

WHEREAS The City Administration is currently seeking prior and express approval to fill one open position at the Department of Municipal Services; and

WHEREAS The City Administration has also recommended that the City Commission authorize the upgrading of a three-quarter time position to full time;

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 one replacement full time position at the Department of Municipal Services and the upgrading of one three-quarter time position to full time. The costs for these two employees are covered across multiple budget funds.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. Authorization to Sell Used Fire Truck

The following motion was offered by Minton and seconded by Moroz

RESOLUTION 2024-81

WHEREAS The City of Plymouth is joint owner of a 2014 Rosenbauer Aerial Bucket Fire Truck with the City of Northville in order to help protect the public health, safety and welfare; and

WHEREAS A recent ICMA – Center for Public Safety Management made the recommendation that the vehicle should be placed closer to Northville City in order to be in an ideal response location; and

WHEREAS The Township of Northville has offered to purchase the truck for \$600,000 to add to their fleet of vehicles, and they have agreed to respond to either the City of Plymouth or the City of Northville, in the event of a structure fire in accordance with our mutual aid agreements;

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the joint sale of the Rosenbauer Aerial Bucket Fire Truck to the Township of Northville in the amount of \$600,000. Further, the City of Plymouth hereby releases the lien on the vehicle held by the City of Plymouth. The proceeds will be used to pay off the finance balance on the vehicle and will be divided between the two cities.

BE IT FURTHER RESOLVED that the City Clerk is directed to attach a copy of the purchase agreement to the official meeting minutes of this meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

[Copy of purchase agreement at end of minutes.](#)

c. Confirmation of Purchase of Services for Hazardous Situation

The following motion was offered by Kehoe and seconded by Maguire

RESOLUTION 2024-82

WHEREAS The City of Plymouth has a duty to do any act to advance the interests of the city, the good government and prosperity of the municipality and its inhabitants; and

WHEREAS The City has a duty to protect the public health, safety, and welfare; and

WHEREAS There was a situation at a property that required that the city take immediate action in order to remediate a bio-hazardous situation, as a result of a passing of a resident.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby confirm the payment to Kirbie Management, LLC, d.b.a as Steri-Clean Detroit in the amount of \$18,650.38. The cost for the cleaning shall be billed to the property under the city's hazardous materials ordinance, to include the billing from the company as well as the police resources to remediate the immediate situation.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

d. Purchase Authorization for Boss SnowRator

The following motion was offered by Minton and seconded by Moroz

RESOLUTION 2024-83

WHEREAS The City of Plymouth operates an equipment fleet to help protect the public health, safety, and welfare; and

WHEREAS The City Commission determined that a SnowRator was a piece of equipment that would be included in the 2024-25 Budget; and

WHEREAS The City Administration obtained 3 quotes; and

WHEREAS The City Administration and staff are recommending the purchase of a SnowRator from Capital Equipment, of Dewitt, MI;

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of a Boss SnowRator from Capital Equipment Dewitt, MI in the amount of \$15,900.00.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

[Copy of quote information at end of minutes.](#)

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Minton – The next Planning Commission meeting will be Wednesday Oct 9 at 7pm.

Kehoe – Provided an OVA meeting update and the next DDA meeting is Oct 14 at 7pm.

b. Appointments (none)

10. ADJOURNMENT

*The next regular City Commission meeting is 7:00 pm on Monday October 21 at Plymouth City Hall.

Maguire offered a motion, seconded by Minton to adjourn the meeting at 7:33 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK

PROPOSAL FOR THE PREPARATION OF THE
CITY OF PLYMOUTH
OLD VILLAGE CORRIDOR
IMPROVEMENT AUTHORITY & PLAN

Submitted to the City of Plymouth - Revised August 14, 2024



TABLE OF CONTENTS

| | |
|-------------------------------------------------------|-------------|
| <i>SECTION 1: Cover Letter</i> | <i>...3</i> |
| <i>SECTION 2: Statement of Qualifications</i> | <i>...4</i> |
| <i>SECTION 3: Scope of Work & Budget Proposal</i> | <i>...8</i> |
| <i>SECTION 4: CWA Company Profile</i> | <i>...9</i> |

DRAFT

COVER LETTER

SECTION

1

August 16, 2024

Mr. John Buzuvis
City of Plymouth
201 S. Main Street
Plymouth, MI 48170

Re: Proposal to Establish a Corridor Improvement Authority and Plan Development


Dear Mr. Buzuvis,


Carlisle | Wortman Associates, Inc. (CWA) is pleased to submit a proposal to assist the City in establishing a Corridor Improvement Authority (CIA), and prepare the CIA Development Plan and Tax Increment Financing Plan for the City of Plymouth. Our history as the City's planning consultant allows insight into how the City functions and familiarity with the ordinances that development operates under. Also, our firm has experience with preparing tax increment finance plans for similar communities.

CWA assigns Dick Carlisle as principal-in-charge to working with the City on CIA establishment and plan development. Sally Elmiger will assist in this process and act as the primary contact. Matteo Passalacqua will contribute his experience and knowledge in preparing the plan.

Our team has a reputation of service, innovation and reliability that is known for its high-quality in both the Region and the State. We look forward to discussing this project in more detail. If you have any questions, please contact us at (734) 662-2200 or at Rcarlisle@cwaplan.com.

Sincerely,


CARLISLE/WORTMAN ASSOC., INC.
Richard K. Carlisle, FAICP
Past President/Senior Principal


CARLISLE/WORTMAN ASSOC., INC.
Sally M. Elmiger, AICP, LEED ND
Principal

STATEMENT OF QUALIFICATIONS

SECTION 2

Carlisle | Wortman Associates, Inc. (CWA) has recent and long-term experience with providing service to various Authorities that are charged with planning for and using tax increment financing. These experiences are summarized below. Some of the experiences are not Corridor Improvement Authorities, but are Authorities that follow a very similar planning process.

Independence Township Corridor Improvement Authority

CWA has been assisting Independence Township as its planner for over 30 years. During that time, Dick Carlisle has worked with the community to proactively plan for the development of the Sashabaw Rd. Corridor as the center of commerce in the Township. As a result of this proactive approach, Independence Township has devoted a significant amount of time, attention and dollars to ensure that the Sashabaw Corridor is a showpiece for strategic and timely public investment, and innovative private developments. One tool used by the Township to accomplish these goals is establishment of a Corridor Improvement Authority (CIA) in 2006, and then implementation of its Development Plan and Tax Increment Financing Plan over the following decades. Carlisle/Wortman assisted the Township in developing the CIA, drafting the Development and TIF Plan, and implementing the plan in line with a coordinated planning approach that has provided public infrastructure, roadway and streetscape improvements, and safety path development along the corridor.

Contact: Brian Oppmann, Planning and Zoning Director
boppmann@indtwp.com

City of St. Clair Shores Downtown Development Authority

The City of St. Clair Shores retained CWA in 2021 to assist the community in establishing a Downtown Development Authority (DDA) and District within the area identified in the City's Master Plan as Investment Area #2 - Nine-Mack Downtown. In general, the Downtown District includes the frontage along Greater Mack and Nine Mile Roads. Our assignment was to guide the City Council in adopting an ordinance that establishes the DDA and the DDA District, and to work with the new DDA to prepare a Development Plan and Tax Increment Financing Plan. The Development Plan includes specific programs, projects, and strategies that the DDA intends to pursue for the revitalization of underutilized properties, improve visual appearance, and encourage new investment in the district. The Tax Increment Financing Plan provides the legal foundation for funding these improvements within the district.

Contact: Denise Pike, Community Services Director
piked@scsml.net

City of Riverview Brownfield Redevelopment Authority

CWA assisted the Economic Development Corporation with restarting the Brownfield Redevelopment Authority in 2017. As the City's economic development consultant, the Authority was advised on development projects needing assistance and MDEQ grant preparation until an environmental engineer was contracted with.

Contact: Jeff Dobek, City Manager
jdobek@cityofriverview.com

PROJECT TEAM

The CWA team will be comprised of contributing professionals with individual skills. Key staff is shown in the resumes. This range of skills will provide experience and knowledge of the Corridor Improvement Authority legislation and planning process, as well as a thorough understanding of the City of Plymouth and the context of the proposed corridor district.



RICHARD K. CARLISLE, FAICP, SENIOR PRINCIPAL, will be the primary author and use his experience in planning and economic development.



SALLY M. ELMIGER, AICP, LEED ND, has worked with the City of Plymouth's Planning Commission and Downtown Development Authority as the consulting planner for approximately 10 years, and will contribute her understanding of the City to this project.



MATTEO PASSALACQA, MUP, has experience in preparing plans for Corridor Improvement Authorities and will contribute this experience and knowledge to this project.

DRAFT

RICHARD K. CARLISLE, FAICP, PAST PRESIDENT has been practicing community planning for more than forty years. Mr. Carlisle is a member of the College of Fellows of the American Institute of Certified Planners. He has been instrumental in guiding development of diverse communities throughout southeast Michigan, drafting planning and zoning enabling legislation, establishing state-wide community planning policy, and guiding education and growth in both state and national planning associations. His involvement demonstrates his commitment to the deliberate and sustainable growth of Michigan communities. He has also served as an expert witness in over one hundred zoning cases.



EDUCATION

MS, School of Natural Resources | Ohio State University

Graduate Study, City and Regional Planning Program |
Georgia Institute of Technology

BS, Social Studies | Miami University

EXPERIENCE

President, Carlisle|Wortman Associates, Inc.
Ann Arbor, MI, 1991-Present

President, Code Enforcement Services, Inc.
Ann Arbor, MI, 1999-2008

Owner, Carlisle Associates, Inc.
Ann Arbor, MI, 1988-1991

Independent Contractor, Richard K. Carlisle, PCP
Ann Arbor, MI, 1985-1988

Vice President, Community Planning & Management, P.C.
Ann Arbor, MI, 1982-1985

Associate, Ayres, Lewis, Norris & May, Inc.
Ann Arbor, MI, 1977-1982

County Drain Commissioner, Washtenaw County
Ann Arbor, MI, 1976-1977

Planner, Great Lakes Basin Commission
Ann Arbor, MI, 1975-1976

Planner, Ohio Department of Natural Resources
Columbus, OH, 1973-1974

CREDENTIALS

Registered Professional Community Planner,
State of Michigan | License No. 552

American Institute of Certified Planners |
Member of the College of Fellows
Membership No. 15344

PROFESSIONAL ACTIVITIES

Michigan Municipal League,
Municipal Official Trainer, 2007-present

Governor's Land Use Council,
Resource Team Technical Advisor, 2003

Michigan Society of Planning,
President, 2000-2001
Board of Directors, 2000-2002

American Planning Association,
Chapter President's Council, 2000-2001

HONORS

Michigan Association of Planning, Presidents Award: 2011

Oakland County Heritage Partner Award, 2003

Michigan Society of Planning Officials, Honor Award: 1981,
1988, 1995, 1998, 2000, 2009

American Society of Landscape Architects, Michigan
Chapter Merit Award, 1988

*FULL CV AVAILABLE UPON REQUEST

SALLY ELMIGER, AICP, LEED AP, PRINCIPAL is trained in both community planning and landscape architecture, and has focused her 23-year planning practice on sustainable development, natural area preservation and community engagement. Her wide-ranging experience includes master planning, zoning, corridor design, recreation and park planning, environment/watershed planning, and wetlands consulting. She has completed training in the National Charrette Institute's (NCI) Charrette System and most recently the public engagement module of the MiPlace, placemaking initiative.



EDUCATION

MLA, Landscape Architecture | University of Michigan

BS, Organizational Behavior | University of Illinois

EXPERIENCE

Landscape Architect/Associate/Senior Associate, Carlisle|Wortman Associates, Inc.
Ann Arbor, MI, 1999-Present

Landscape Architect, Beckett and Raeder, Inc.
Ann Arbor, MI, 1996-1999

Teaching Assistant, Department of Landscape Architecture
University of Michigan, 1996

CREDENTIALS

American Institute of Certified Planners
Membership No. 21715

Leadership in Energy and Environmental Design -
Accredited Professional, Neighborhood Development

PROFESSIONAL AFFILIATIONS

American Planning Association

Michigan Association of Planning

HONORS

Sigma Lambda Alpha, National Landscape Architecture
Honor Society, Alpha Xi Chapter

American Society of Landscape Architects
Honor Award

MATTEO PASSALACQUA, MUP, ASSOCIATE PLANNER has over ten years of experience in the non-profit, for-profit and public Real Estate sector. His roles have included Leasing Manager, Property Manager and General Manager as it relates to the operations of office, retail, industrial and historic properties. During his career tenure, Mr. Passalacqua has used his planning education to utilize field practices in the development industry as it relates to sustainability, interactive environments, walkability, urban design and historic redevelopment.



Outside of his daily roles in the commercial real estate field, Mr. Passalacqua is an active volunteer on the Berkley DDA and Planning Commission. He was accepted into the first Detroit Revitalization Fellowship Program and successfully completed the Eric Larson Leadership Institute through the Urban Land Institute.

EDUCATION

Masters of Urban Studies & Planning | Wayne State University
Bachelor of Science, Psychology | Grand Valley State University

EXPERIENCE

Associate Planner, Carlisle|Wortman Associates, Inc.
Ann Arbor, MI, 2023-Present

General Manager, Farbman Group
Southfield, MI, 2022-2023

Senior Property Manager, Etkin Real Estate Solutions
Royal Oak, MI, 2016-2022

Leasing and Property Manager, Wayne State University
Detroit, MI, 2013-2016

Real Estate Manager, Vanguard CDC
Detroit, MI, 2011-2013

CREDENTIALS

Michigan Real Estate Salesperson

PROFESSIONAL AFFILIATIONS

BOMA
Urban Land Institute Berkley
DDA
Berkley Planning Commission

SCOPE OF WORK & BUDGET PROPOSAL

SECTION 3

TASK 1.0 Creating the CIA: The CWA Team will assist the City with following through the necessary steps to create a Corridor Improvement Authority. This task includes adopting an ordinance and assisting with the public notification procedure.

TASK 2.0 CIA Work Session: CWA will meet with the CIA board and City to determine programs and projects to insert into the plan.

TASK 3.0 Preparing the Plan

Task 3.1 Determining the Format

CWA will present the format of the CIA plan that meets the requirements of Public Act (PA) 57 of 2018.

Task 3.2 Determining Strategies and Actions

Findings collected during Task 2.0 will be used as a base for the Development Plan section

Task 3.3 Determining Budget and Tax Increment Financing

CWA will meet with the City's finance director and assessor to determine tax rates, tax projections and tax capture for a 20 year time frame.

Task 3.4 Prepare Formal Plan

Conclusions from previous tasks are captured in the plan at this point. The format will be a combined Development Plan and Tax Increment Finance Plan. CIA legislation specifies that a CIA must have a Development Plan to identify public improvements and the cost of those improvements. The legislation also requires a plan that shows the amount of Tax Increments captured to finance such projects, including a statement on whether a CIA is allowed to bond by the governing body of the community. An audit template for meeting reporting requirements of PA 57 of 2018 will be provided to the City for future use.

TASK 4.0 Adopt Development and TIF Plan: A process of public hearings, recommendation and formal adoption happens in this task. CWA will assist the City through the process and will prepare public hearing notices, agendas and other necessary paperwork for the adoption process.

PROPOSAL FEE: Not to exceed \$16,000

Meetings

CWA will attend a total of five (5) meetings with the City. The City has the discretion to select which meetings require attendance. Additional meetings can be scheduled. These additional meetings will be invoiced at the following rates:

- Mr. Carlisle: \$140/hr.
- Ms. Elmiger: \$105/hr.
- Mr. Passalacqua: \$95/hr.

Printing

Printing costs of the final plan are not included. Copies of working memorandums and drafts for the CIA Board and director will be provided within the project fee.

City Responsibilities

The City will be responsible for: 1) Supplying reports, plans, budget sheets; 2) Providing necessary access to its assessor, finance director, community development director, and attorney for information, review and guidance; 3) Supplying the base maps and cost estimates for construction projects; and 4) Scheduling meetings.

Professional Recognition and Participation

Over the past decade, CWA and its principals have been among the most recognized planning firms within the State. The Michigan Association of Planning (MAP) has honored CWA for the following projects: St. Clair Flats Management Plan, Independence Township Site Design Guidebook, Alpena River Management Plan, Independence Township Rural and Historic Preservation Plan, Ann Arbor Road Corridor Plan, Independence Township Vision 2020 Strategic Plan, Shiawassee and Huron Headwaters Resource Preservation Project, Cherry Hill Village Planned Development, 2017 Bay City Master Plan, and Ypsilanti Township 2040 Master Plan.

Our work has also served as models in a number of zoning publications. For example, the model landscape and site plan review ordinances we prepared have been included in the MAP publication: Site Plan Review and Community Development Handbook. Our work has also been referenced in SEMCOG's Design Guidebook.

Our firm has made a strong commitment to assisting various municipal organizations. We are the select training firm for the Michigan Municipal League and the Michigan Township Association. We conduct numerous planning and zoning training workshops for these organizations, as well as the Michigan Association of Planning.

Insurance

Carlisle | Wortman Associates, Inc. maintains General Liability, Automotive Liability, and Professional Liability insurance. Workers Compensation Insurance and statutory coverage is also maintained. Evidence or proof of insurance shall be provided if requested by the community.

Disclosures

Availability

Carlisle|Wortman Associates is available to start work immediately.

Financial Capability

Carlisle | Wortman Associates, Inc. is a Michigan corporation established in May of 1991. Prior to May of 1991, Carlisle Associates was organized as a sole proprietorship. There exists no conflicting financial or professional interest in the community which would not allow us to perform services.

We are a municipal consulting firm and, as a result, our business is financially stable. We invite you to consult our banking reference:

Mary Hays, Bank of Ann Arbor, (734) 761-9828

Ethics

All planners employed by Carlisle | Wortman Associates, Inc. follow and are bound by the Michigan Association of Planning and American Planning Association Code of Ethics that require full disclosure of any potential or real conflicts of interest.

An Equal Opportunity Employer

Carlisle | Wortman Associates, Inc. interviews interested applicants and maintains a file of resumes and applications for employment. Race, color, age, sex, creed, or national origin shall not be considered in evaluating any person for employment, merit increases, promotion, termination for cause, or reduction in force, or any other such action affecting employees.

CC CONTRACTUAL SERVICES

BUDGET 101 101 818

City of Plymouth 2024 / 2025 Budget

04/01/2024

| BUDGET | | | | | | | | | | | | |
|-------------------------------------------|--------------------------------|----------------|----------------|-----------------|----------------|-----------------|---------------------|-----------------|------------------|------------------|------------------|------------------|
| Account # | Account Title | 2022 /23 | | 2023 /24 | | | | 2024 /25 | 2025 /26 | 2026 /27 | 2027 /28 | 2028 /29 |
| | | Amended Budget | Audited Actual | Original Budget | Amended Budget | 6 Months Actual | 12 Months Projected | Proposed Budget | Projected Budget | Projected Budget | Projected Budget | Projected Budget |
| GENERAL FUND - Detail EXPENDITURES | | | | | | | | | | | | |
| City Commission Expenditures | | | | | | | | | | | | |
| 101 101 706.000 | SALARY & WAGES/FULL TIME | 4,450 | 4,159 | 4,450 | 4,450 | 1,761 | 4,450 | 4,480 | 4,500 | 4,500 | 4,500 | 4,500 |
| 101 101 707.000 | SALARY & WAGES/TEMP-SEASONAL | 1,260 | 475 | 1,300 | 1,300 | 186 | 1,300 | 100 | 102 | 110 | 110 | 110 |
| 101 101 709.000 | SALARY & WAGES/OVERTIME | 175 | 120 | 175 | 175 | 180 | 175 | 100 | 102 | 0 | 0 | 0 |
| 101 101 721.000 | FRINGE BENEFITS | 450 | 356 | 450 | 450 | 165 | 450 | 345 | 383 | 430 | 440 | 450 |
| 101 101 727.000 | OFFICE SUPPLIES | 100 | 0 | 100 | 100 | 0 | 100 | 280 | 286 | 260 | 270 | 280 |
| 101 101 728.000 | POSTAGE | 600 | 111 | 600 | 600 | 342 | 600 | 1,028 | 1,050 | 1,050 | 1,080 | 1,110 |
| 101 101 740.000 | OPERATING SUPPLIES | 3,500 | 1,860 | 3,500 | 3,500 | 1,818 | 3,500 | 4,000 | 4,090 | 4,210 | 4,340 | 4,470 |
| 101 101 818.000 | CONTRACTUAL SERVICES | 59,000 | 67,893 | 54,000 | 79,000 | 41,671 | 78,000 | 76,686 | 78,980 | 81,380 | 83,800 | 85,000 |
| 101 101 818.000 | CONT SVCS/CABLE TV | 0 | 0 | 0 | 2,250 | 0 | 2,250 | 4,000 | 4,080 | 4,210 | 4,340 | 4,470 |
| 101 101 818.211 | CONT SVCS/AUDITING | 33,000 | 33,000 | 35,000 | 30,000 | 0 | 35,000 | 38,664 | 40,080 | 41,220 | 42,460 | 43,700 |
| 101 101 818.410 | CONT SVCS/ADVERTISING PROMO | 900 | 500 | 500 | 500 | 0 | 500 | 500 | 511 | 530 | 550 | 570 |
| 101 101 850.000 | COMMUNICATIONS | 300 | 0 | 300 | 300 | 0 | 300 | 400 | 409 | 420 | 430 | 440 |
| 101 101 864.000 | CONFERENCES & MEETINGS | 2,000 | 1,284 | 4,500 | 4,500 | 1,128 | 4,500 | 5,112 | 5,270 | 5,430 | 5,590 | 5,750 |
| 101 101 880.000 | PUBLIC RELATIONS EXPENSE | 9,600 | 9,988 | 8,500 | 8,500 | 6,374 | 8,500 | 9,202 | 9,480 | 9,760 | 10,050 | 10,330 |
| 101 101 900.000 | PRINTING & PUBLISHING | 3,500 | 2,908 | 3,500 | 3,500 | 1,856 | 3,500 | 3,067 | 3,160 | 3,250 | 3,350 | 3,450 |
| 101 101 940.000 | EQUIPMENT RENTAL - FORCE ACCT | 400 | 293 | 500 | 500 | 0 | 500 | 500 | 511 | 0 | 0 | 0 |
| 101 101 956.000 | MISCELLANEOUS | 5,000 | 4,731 | 3,500 | 4,500 | 117 | 4,900 | 5,000 | 5,112 | 5,270 | 5,430 | 5,590 |
| 101 101 957.000 | TRAINING EXPENSES | 10,050 | 10,033 | 11,000 | 11,000 | 3,626 | 11,000 | 12,270 | 12,840 | 13,020 | 13,410 | 13,800 |
| 101 101 958.000 | MEMBERSHIPS & DUES | 12,500 | 11,098 | 13,500 | 13,500 | 5,212 | 13,500 | 15,000 | 15,337 | 15,800 | 16,270 | 16,760 |
| Total | | 142,375 | 147,817 | 145,315 | 173,625 | 64,226 | 173,628 | 177,648 | 181,639 | 186,350 | 191,800 | 197,410 |
| City Manager Expenditures | | | | | | | | | | | | |
| 101 172 706.000 | SALARY & WAGES/FULL TIME | 200,525 | 199,035 | 215,180 | 215,180 | 80,911 | 215,180 | 244,290 | 249,783 | 257,280 | 268,000 | 272,950 |
| 101 172 706.050 | SALARY & WAGES/PART TIME | 9,600 | 0 | 9,600 | 9,600 | 2,518 | 9,600 | 9,800 | 9,816 | 10,110 | 10,410 | 10,720 |
| 101 172 706.100 | SALARY & WAGES/SICK | 5,700 | 10,326 | 6,380 | 6,380 | 1,147 | 6,320 | 7,275 | 7,439 | 7,660 | 7,890 | 8,130 |
| 101 172 706.160 | SALARY & WAGES/IN-LIEU HEALTH | 2,225 | 2,221 | 2,225 | 2,225 | 0 | 2,225 | 2,818 | 2,972 | 2,650 | 2,730 | 2,810 |
| 101 172 706.300 | SALARY & WAGES/RETENTION | 3,900 | 3,800 | 3,300 | 3,700 | 1,500 | 3,700 | 3,300 | 3,374 | 1,850 | 1,600 | 1,650 |
| 101 172 706.600 | SALARY & WAGES/VACATION PAYOFF | 8,900 | 8,680 | 5,615 | 10,615 | 0 | 10,615 | 6,469 | 6,610 | 6,810 | 7,010 | 7,220 |
| 101 172 707.000 | SALARY & WAGES/TEMP-SEASONAL | 4,800 | 0 | 4,800 | 4,800 | (3,000) | 4,800 | 4,800 | 4,806 | 5,090 | 5,210 | 5,370 |
| 101 172 709.000 | SALARY & WAGES/OVERTIME | 100 | 0 | 200 | 200 | 0 | 200 | 180 | 153 | 160 | 160 | 160 |
| 101 172 721.000 | FRINGE BENEFITS | 66,575 | 67,983 | 69,290 | 69,960 | 26,970 | 69,260 | 78,345 | 78,062 | 80,400 | 82,810 | 85,290 |
| 101 172 721.900 | POST RETIREMENT BENEFITS | 33,290 | 30,187 | 38,445 | 38,445 | 13,416 | 38,445 | 39,490 | 40,378 | 45,380 | 50,460 | 55,420 |
| 101 172 725.500 | MEAL ALLOWANCE | 0 | 0 | 100 | 100 | 0 | 100 | 200 | 204 | 220 | 240 | 260 |
| 101 172 727.000 | OFFICE SUPPLIES | 400 | 0 | 400 | 400 | 0 | 400 | 400 | 409 | 420 | 430 | 440 |
| 101 172 728.000 | POSTAGE | 1,200 | 828 | 900 | 900 | 29 | 900 | 1,028 | 1,050 | 1,050 | 1,080 | 1,110 |
| 101 172 740.000 | OPERATING SUPPLIES | 9,500 | 9,501 | 6,800 | 6,500 | 3,625 | 6,800 | 8,500 | 8,646 | 8,850 | 9,060 | 9,270 |
| 101 172 818.000 | CONTRACTUAL SERVICES | 1,000 | 32 | 1,000 | 1,000 | 17 | 1,000 | 1,500 | 1,534 | 1,580 | 1,630 | 1,680 |
| 101 172 850.000 | COMMUNICATIONS | 2,628 | 3,410 | 2,500 | 2,500 | 903 | 2,500 | 2,500 | 2,556 | 2,630 | 2,710 | 2,790 |
| 101 172 860.000 | TRANSPORTATION | 800 | 594 | 800 | 800 | 235 | 800 | 800 | 818 | 840 | 870 | 900 |
| 101 172 864.000 | CONFERENCES & MEETINGS | 2,200 | 900 | 2,500 | 2,500 | 1,175 | 2,500 | 2,800 | 2,556 | 2,630 | 2,710 | 2,790 |
| 101 172 880.000 | PUBLIC RELATIONS EXPENSE | 360 | 360 | 0 | 0 | 0 | 0 | 100 | 102 | 0 | 0 | 0 |
| 101 172 900.000 | PRINTING & PUBLISHING | 700 | 219 | 600 | 900 | 229 | 900 | 1,022 | 1,022 | 1,090 | 1,080 | 1,110 |
| 101 172 925.000 | SUBSCRIPTIONS & PUBLICATIONS | 500 | 318 | 500 | 925 | 21 | 925 | 1,022 | 1,022 | 1,050 | 1,080 | 1,110 |
| 101 172 930.000 | REPAIRS & MAINTENANCE | 400 | 0 | 400 | 400 | 0 | 400 | 400 | 409 | 420 | 430 | 440 |
| 101 172 940.000 | EQUIPMENT RENTAL - FORCE ACCT | 900 | 1,168 | 1,000 | 1,000 | 340 | 1,000 | 1,022 | 1,022 | 1,090 | 1,080 | 1,110 |
| 101 172 956.000 | MISCELLANEOUS | 3,000 | 2,932 | 1,800 | 2,200 | 589 | 2,200 | 3,067 | 3,160 | 3,250 | 3,350 | 3,450 |
| 101 172 957.000 | TRAINING EXPENSE | 4,800 | 50 | 4,000 | 4,000 | 0 | 4,000 | 4,000 | 4,090 | 4,210 | 4,340 | 4,470 |
| 101 172 958.000 | MEMBERSHIPS & DUES | 1,335 | 1,335 | 1,200 | 1,200 | 218 | 1,200 | 1,800 | 1,834 | 1,880 | 1,930 | 1,980 |
| Total | | 369,935 | 343,423 | 376,145 | 383,300 | 130,983 | 383,300 | 421,030 | 430,497 | 445,170 | 462,290 | 475,560 |

VEHICLE PURCHASE AGREEMENT

This Vehicle Purchase Agreement ("**Agreement**") is made and entered into as of _____, 2024 ("**Effective Date**"), by and between the Charter Township of Northville, Michigan, with a mailing address of 44405 Six Mile Road, Northville, MI 48168 ("**Purchaser**"), and the City of Northville, Michigan, with a mailing address of 215 W. Main Street, Northville, MI 48167 ("**Northville**"), and the City of Plymouth, Michigan, with a mailing address of 201 S. Main Street, Plymouth, MI 48170 ("**Plymouth**"). Together, Northville and Plymouth are the "**Sellers**". The Purchaser and Sellers are separately a party and collectively the "**Parties**".

Recitals

- A. The Parties are members of the Western Wayne County Fire Department Mutual Aid Association ("**Association**").
- B. The purpose and responsibilities of the Association is to render reciprocal aid between the member communities or agencies in fire protection, emergency medical services and other emergency services; to provide professional leadership and training in the fire service; to promote fire prevention, education, and safety in the fire service; to establish and implement cooperative programs and activities in the field of fire protection, fire prevention and emergency medical service that will enhance public safety; and to provide a forum for the free exchange of ideas by fire chiefs (collectively, "**Mutual Aid Agreement**").
- C. Consistent with the goals of the Association and the Mutual Aid Agreement, the Sellers desire to sell, and the Purchaser desires to purchase, a certain vehicle (ladder truck, described hereinbelow) upon the terms and conditions set forth in this Agreement.

WHEREFORE, based on the Recitals which are all restated in the entirety and incorporated by reference, the Parties hereto agree as follows:

1. **Sale of Vehicle.** Sellers hereby agree to sell to Purchaser, and Purchaser hereby agrees to purchase from Sellers, free and clear of all liens, claims, interests, pledges, options, charges, security interests, defects of title, restrictions on transferability, restrictions on use or other encumbrances (collectively, "**Liens**"), all of Sellers' right, title and interest in and to that certain 2014 Rosenbauer 101' Aerial Platform Ladder Truck, VIN 54F3DF607EWM1055 (the "**Vehicle**"). Purchaser does not assume any liability or obligation of any kind of Sellers whatsoever in connection with the Vehicle. Purchaser understands and agrees that, except for such representations and warranties expressly made by Sellers in this Agreement, SELLERS ARE SELLING, AND PURCHASER IS BUYING, THE VEHICLE "AS-IS, WHERE-IS," AND "WITH ALL FAULTS."
2. **Release of All Liens.** Sellers hereby agree that all Liens or encumbrances recorded, imposed, or asserted against the Vehicle shall be and are released and are of no further

force or effect. The Sellers shall indemnify and hold the Purchaser harmless from any and all claims or demands asserted by any individual or entity against the Vehicle after the Purchase Price has been paid at Closing and Purchaser having otherwise fully performed under this Agreement.

3. **Purchase Price.** The purchase price for the Vehicle is Six Hundred Thousand and 00/100 (\$600,000.00) dollars ("**Purchase Price**"), payable in cash at a date, time, location and identification of the payee to be determined by the Parties ("**Closing**"). Payment of the Purchase Price shall be allocated to the Sellers as follows:
 - a. Northville: \$ _____
 - b. Plymouth: \$ _____
4. **Transfer of Title.** Upon the payment of the Purchase Price, Sellers shall sign and deliver to Purchaser the bill of sale and assignment attached as Exhibit A ("**Bill of Sale**") transferring title to the Vehicle to Purchaser and assignment of all other matter reasonably necessary to further evidence Seller's transfer of title ownership of the Vehicle and assignment of all related parts, equipment, and related items to Purchaser.
5. **Representations of Sellers.** Sellers represent and warrant to Purchaser as follows: (a) Sellers have undertaken all usual and typical regular maintenance of the Vehicle while in their possession; (b) Sellers have disclosed to the Purchaser all known history regarding the Vehicle; (c) Sellers are not aware of any mechanical problems with or recommended repairs to the Vehicle not already disclosed to the Purchaser; (d) Sellers have all necessary power and authority to execute and deliver this Agreement and the Bill of Sale and to perform the transactions under this Agreement; and (e) Sellers are transferring and conveying to Purchaser, and Purchaser is receiving, good and valid legal and beneficial title in and to the Vehicle, free and clear of all Liens.
6. **Purchaser Representation.** Purchaser represents and warrants to Sellers that Purchaser has all necessary power and authority to execute and deliver this Agreement and perform the transactions under this Agreement.
7. **Personal Property Taxes / Assessments.** Sellers represent and warrant to the Purchaser that no personal property taxes or assessments have been imposed upon the Vehicle and none are due.
8. **Mutual Aid Agreement.** Following the Closing, and consistent with the Mutual Aid Agreement, the Purchaser agrees to initiate an immediate response with the Vehicle to the Sellers upon a request for mutual aid in the event of a working structure fire assuming the Purchaser has at the time of the request sufficient resources available to safely provide such services.
9. **Warranties, and Supporting Parts & Equipment.** At Closing, Sellers shall transfer and assign to Purchaser all manufacturer and/or other warranties, if any, related to the Vehicle. Sellers shall deliver to Purchaser all records, receipts, reports, papers, and all

documentation whatsoever (in paper and electronic formats) related to the Vehicle. Any remaining term of insurance shall be transferred and assigned to the Purchaser. Any and all parts or equipment of any type or kind related to the Vehicle shall be made a part of this Agreement and sold for the Purchase Price together with the Vehicle. An inventory of such items shall be prepared and made a part of the Bill of Sale. This includes, for example and not limitation, all hooks, ladders, hoses, nozzles, clamps, buckets, wheels, tires, and all related tools and/or spare parts useful for operation of the Vehicle. Purchaser shall have no responsibility for the handling, storage or disposal of any materials, including hazardous substances, that yield from the preparation and transfer of the Vehicle, at Seller's expense, so Purchaser can take possession and control of the Vehicle.

10. **Risk of Loss; Liabilities.** At Closing, the title shall be transferred, and possession of the Vehicle shall be delivered to the Purchaser. Before such Closing and the transfer of title and delivery of possession, the Sellers are and shall remain responsible and liable for any loss, damage or destruction to the Vehicle. Prior to Closing, the Purchaser may terminate this Agreement, and the purchase of the Vehicle and related equipment, if any such full or partial loss or damage shall occur. Any insurance on the Vehicle obtained by Sellers shall be terminated at Closing, and after Closing established in the name of the Purchaser.
11. **Miscellaneous.** This Agreement, together with all exhibits furnished hereunder, constitutes the sole and entire agreement among the Parties pertaining to the subject matter contained herein, and supersedes all prior and contemporaneous agreements, representations and understandings of the Parties. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all Parties. Any party hereto may waive, in writing, compliance by the other party of any of the covenants or conditions contained in this Agreement, except those conditions imposed by law. No act, failure to act, practice or custom shall constitute an implied waiver of full compliance with any of the provisions hereof. Neither party may assign its rights or obligations under this Agreement without the prior written consent of the other party. Any assignment in violation of the foregoing shall be null and void. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan and enforced (if necessary) in and by a court of competent jurisdiction for Wayne County, Michigan. This Agreement may be executed concurrently or in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A party may execute this Agreement and transmit its signature by facsimile or other electronic delivery, which shall be fully binding, and the party taking such actions shall deliver a manually signed original as soon as is practicable.

The Parties cause this Agreement to be executed as of the Effective Date. All individuals signing hereby confirm they are duly authorized to bind each respective party to the terms and conditions of this Agreement.

[Signatures on following page.]

PURCHASER

Charter Township of Northville

By: _____

[print] _____

Its: _____

Date: _____

SELLER

City of Northville

By: _____

[print] _____

Its: _____

Date: _____

SELLER

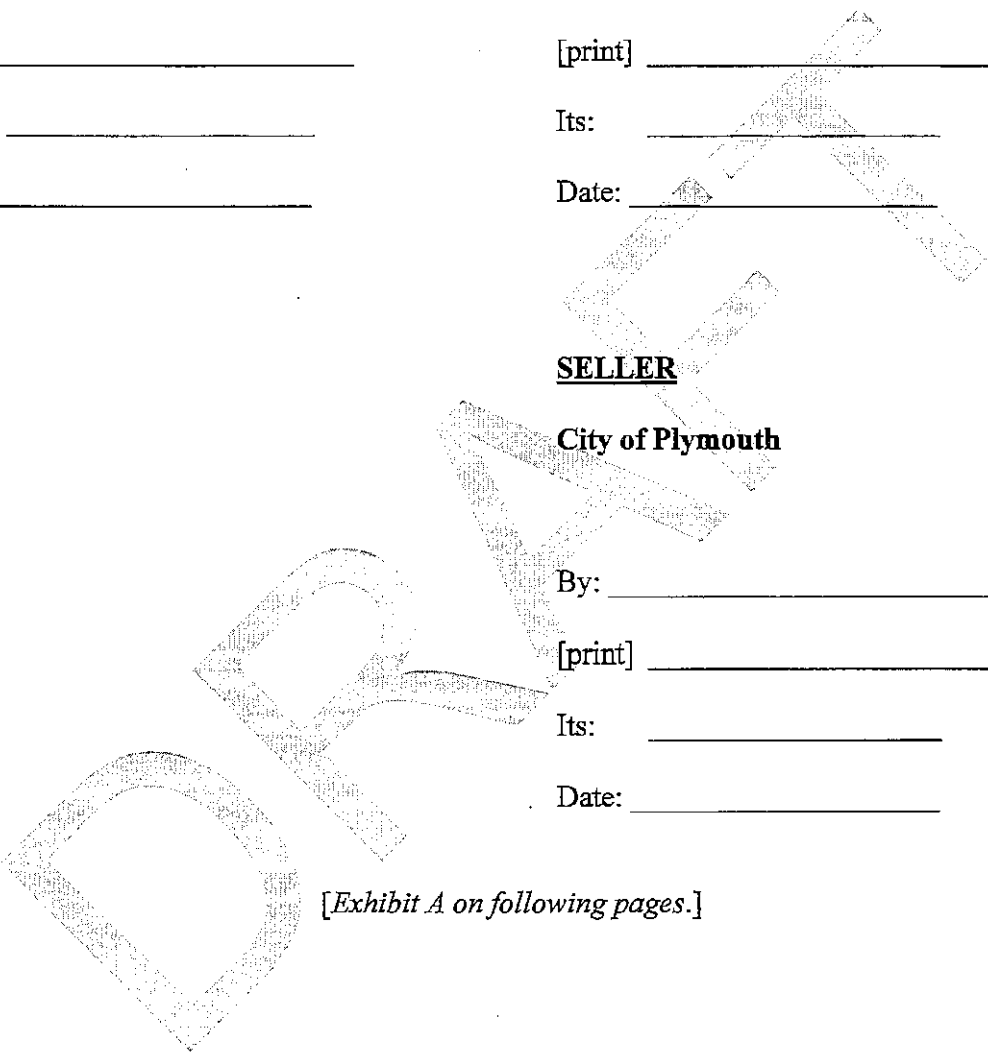
City of Plymouth

By: _____

[print] _____

Its: _____

Date: _____



[Exhibit A on following pages.]

Exhibit A

BILL OF SALE AND ASSIGNMENT

This BILL OF SALE AND ASSIGNMENT ("Bill of Sale") is made a part of the Vehicle Purchase Agreement ("Agreement"), and as of its Effective Date, by and between the Parties. Capitalized terms used herein and not otherwise defined herein will have the meanings ascribed to such terms in the Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt, adequacy, and legal sufficiency of which are hereby acknowledged, Seller hereby sells, transfers, assigns, conveys, grants and delivers to Purchaser, and by these presents does hereby sell, transfer, assign, convey, grant, and deliver to Purchaser, all right, title, and interest, legal or equitable, of Seller in and to the Vehicle referenced in the Agreement and also including, without limitation, the equipment listed hereinbelow:

1. All parts or equipment of any type or kind related to the Vehicle shall be made a part of this Agreement and sold for the Purchase Price together with the Vehicle. This includes, for example and without limitation, all hooks, ladders, hoses, nozzles, clamps, buckets, wheels, tires, and all related tools and/or spare parts useful for operation of the Vehicle. Further, the items sold and assigned include:

- Exterior
 - TFT valve on passenger side
 - TFT valve on driver's side
 - Breathing air tank
 - All 5" hose (woven jacket)
 - 1.75" hose (crosslay #1 and crosslay #2)
 - All pike poles (6)
 - Wheel chocks
 - All intake and discharge connections
 - Power block, cord, and cord reel
 - All drawers, pullouts, and shelves
 - All ladders [(2) 35' - 3 section ladders, (2) 16' roof ladder, (1) 24' 2 section, (1) 10' attic, (1) 10/15 combo ladder
 - (2) 6' pike poles, (2) 8' pike poles, (2) 12' pike poles]
- Interior
 - Box lights and mounts (4)
 - Streamlight personal lights and mounts (4)
 - Flir camera and camera mount
 - Ladder belts

Also included are all items and equipment that are wired, bolted, mounted, or otherwise affixed to the Vehicle. [Portable devices or mobile communications radios are excluded.]

2. Seller hereby constitutes and appoints Purchaser, its successors and assigns, for the limited purpose of enabling Purchaser to complete, ensure, and perfect the transfer, conveyance, and assignment to Purchaser of all the right, title, and interest of Seller in and to the property hereby granted, bargained, sold, conveyed, and assigned, or intended to so be, the true and lawful attorney, irrevocably, of Seller, with full power of substitution, in the name of Seller or otherwise, and on behalf of, for the benefit of, and at the expense of Purchaser, its successors and permitted assigns: (a) to demand and receive from time to time any and all property hereby granted, bargained, sold, conveyed, and assigned or intended so to be, and to give receipts, releases, and acquittances for and in respect of the same or any part thereof, and (b) from time to time, to institute, prosecute, compromise, and settle, as Seller's assignee, any and all proceedings at law, in equity, or otherwise, which Purchaser, its successors and assigns, may deem proper to collect, assert, or enforce any claim, title, or right hereby granted, bargained, sold, conveyed, and assigned, or intended so to be, that Purchaser, its successors and assigns, shall deem desirable.

3. Seller hereby covenants that it will, whenever and as often as required so to do by Purchaser, execute, acknowledge, and deliver any and all such other and further acts, deeds, assignments, transfers, conveyances, confirmations, powers of attorney, and any instruments of further assurance, approvals, and consents as Purchaser may reasonably require in order to complete, insure, and perfect the transfer, conveyance, and assignment to Purchaser of all the right, title, and interest of Seller in and to the property hereby granted, bargained, sold, conveyed, or assigned, or intended so to be.

4. Nothing in this instrument, express or implied, is intended or will be construed to confer upon or give to any person other than the Parties hereto and their respective successors and permitted assigns any remedy or claim under or by reason of this instrument or any term, covenant, or condition hereof, and all the terms, covenants, conditions, and agreements contained in this instrument will be for the sole and exclusive benefit of the Parties and their successors and permitted assigns.

5. Seller acknowledges and agrees that the representations, warranties, covenants, agreements, and indemnities contained in the Agreement will not be superseded hereby, but will remain in full force and effect to the full extent provided therein. In the event of any conflict or inconsistency between the terms of the Agreement and the terms of this Bill of Sale, the terms of the Agreement will govern and control.

Seller: City of Northville, MI

Seller: City of Plymouth, MI

By: _____

By: _____

[print] _____

[print] _____

Its: _____

Its: _____

Date: _____

Date: _____

for item 8.d



snowrator quote

Josh Fleming <jsfkubota@yahoo.com>

Tue 7/30/2024 4:01 PM

To: Johns, Nick <njohns@plymouthml.gov>

Nick,

Here is your quote on the standard Boss Snowrator with drop spreader added.

Retail - 17856.00

Municipal discount - 1956.00

Municipal Sale price - 15900.00 no tax. Picked up at Capital Eq.

Thank you,

Josh Fleming

Capital Equipment & Supply

12263 Old U.S. 27

Dewitt, MI 48820

517-669-5533

www.cedealer.com

CAUTION: This email originated from outside of your organization. Use caution when clicking on links or opening attachments. Contact the sender by phone to validate the contents.

DRAFT

SALES QUOTE

Capital
EQUIPMENT
& Supply

12263 Old US 27
DeWitt, MI 48820
517-669-5533
888-200-0183
Fax 517-669-8702
www.cedealer.com

| | |
|------------|----------|
| Date | Salesman |
| 9-24-24 | Josh |
| P.O. # | |
| Home Phone | |
| Work Phone | |
| Cellular | |
| Fax | |

To: *City of Plymouth*

Attn: Nick

| Quantity | Description | Price | Amount |
|----------|-------------------------|--------------------------------------------------------------------------------|--------|
| 1 | SNR24003 Boss Snowator | | |
| | DPS 22750 Drop Spreader | | |
| | MSC 22875B controller | | |
| | SNE 22380B | | |
| | | Retail - 17856.00 Municipal discount - 1956.00 Municipal Sale - 15900.00 | |
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All equipment is warranted by the manufacturer only.
Prices subject to change without notice.

Signature *[Handwritten Signature]*



Quotation Number: GR679584
 Quote Sent Date: Aug 08, 2024
 Expiration Date: Sep 07, 2024
 Prepared By Gary Rawlings
 Phone: +15175994761
 Email: r.gary@bobcatoflansing.com

Customer
 City of Plymouth
 1231 Goldsmith
 Plymouth, MI, 48170
 Phone: 734-453-7737

Contact
 Nick Plymouth
 Phone: 734-453-7737
 Email: njohns@plymouthmi.gov

Dealer
 Bobcat of Lansing
 3237 WEST MILLER ROAD
 Lansing, MI 48911
 517-394-1155

| Item Name | Item Number | Quantity | Price Each | Total |
|-------------------------------------|-------------|----------|------------|------------------|
| Boss Snowrator | SNR24003 | 1 | 12,159.00 | 12,159.00 |
| Total for Boss Snowrator | | | | 12,159.00 |
| Snowrator Drop Spreader | DPS22750 | 1 | 3,181.50 | 3,181.50 |
| Total for Snowrator Drop Spreader | | | | 3,181.50 |
| Spreader attachment kit | SNR22880B | 1 | 355.50 | 355.50 |
| Total for Spreader attachment kit | | | | 355.50 |
| Spreader control kit | MSC22875 | 1 | 369.00 | 369.00 |
| Total for Spreader control kit | | | | 369.00 |
| Assembly and installation | 999 | 1 | 400.00 | 400.00 |
| Total for Assembly and installation | | | | 400.00 |
| Quote Total - USD | | | | 16,465.00 |
| Sales total before Taxes | | | | 16,465.00 |
| Taxes | | | | 0.00 |
| Quote Total - USD | | | | 16,465.00 |

| | |
|----------------------------------------------------------------------------------------------|-----------------------|
| Customer acceptance: | |
| Quotation Number: GR679584 | Purchase Order: _____ |
| Authorized Signature: | |
| Print: _____ | Sign: _____ |
| Date: _____ | Email: _____ |
| Tax Exempt: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> O | |

WEINGARTZ EVERYTHING FROM LAWN TO SNOW

QUOTATION

To: **CITY OF PLYMOUTH**
MUNICIPAL SERVICES
1231 GOLDSMITH
PLYMOUTH, MI 48170

Quote #: **40172364-00**
Date: **02/05/24**
Exp Date:

Attn:
Phone: **(734) 453-7737**
Email: **L.hominga@plymouthmi.gov**

Prepared By: **Mike Miles**
Phone: **(734) 528-3041**
Email: **miles@weingartz.com**

| Product number | Product and Description | Qty | Sale Price | Total |
|----------------|------------------------------------------------------------------------|-----|-------------|-------------|
| BOSNR24003 | Snowrator 389CC 4" STB 20 Gal Brine, Kohler List Price: \$13,120.00 | 1 | \$12,720.00 | \$12,720.00 |
| BODPS22750 | Drop Spreader 1.5 cu ft. List Price: \$3,430.00 | 1 | \$3,430.00 | \$3,430.00 |
| BOSNR22880B | Drop Spreader Mnf Kit 1.5 List Price: \$380.00 | 1 | \$380.00 | \$380.00 |

Total **\$16,530.00**
Invoice Total **\$16,530.00**

DRAFT

Approved By

Customer

Date

Weingartz Representative

Date

Page 1 of 1

Weingartz, 32098 Plymouth Rd, Livonia, MI 48150,

WWW.WEINGARTZ.COM

City of Plymouth 2024 / 2025 Budget

| Item Description | Req. By | Account # | R N | Est. Life | Dept. Priority | Method of Funding | Approp. Act 99 | Bonds | Dept. Req. Est. Cost | Manager Revisions | Budgeted Cost |
|----------------------------------------------------------------------------|---------|-----------|----------|-----------|----------------|-------------------|----------------|-------|----------------------|-------------------|------------------|
| WATER & SEWER FUND | | | | | | | | | | | |
| Water Utility Engineering | MSD | 560-588 | -818,406 | R | 50 | 1 | X | | 95,000 | - | 95,000 |
| Water Utility Construction | MSD | 560-586 | -818,450 | R | 60 | 1 | X | | 468,000 | - | 468,000 |
| Sewer Utility Engineering | MSD | 560-589 | -818,406 | R | 60 | 1 | X | | 40,000 | - | 40,000 |
| Sewer Utility Construction | MSD | 560-588 | -818,450 | R | 60 | 1 | X | | 200,000 | - | 200,000 |
| Lead & Galvanized Service Line Replacement Program (Known locations +/-38) | MSD | 592-000 | -149,000 | R,N | 4 | 1 | X | | 280,000 | - | 280,000 |
| Replace Fire Hydrants (Non-repairable TC/W) | MSD | 592-000 | -149,000 | R,N | 4 | 1 | X | | 20,000 | (20,000) | |
| Utility Patch Repair | MSD | 592-000 | -149,000 | R | 5 | 2 | X | | 50,000 | (50,000) | |
| Replace Construction/Safety Barricades | MSD | 592-000 | -149,000 | R | 10 | 2 | X | | 15,000 | (15,000) | |
| Replace Traffic Control Barricades | MSD | 592-000 | -149,000 | R | 10 | 2 | X | | 7,500 | - | 7,500 |
| Replace Isolation Valves (Valve, structure, pipe & connections) | MSD | 592-000 | -149,000 | R | 10 | 2 | X | | 60,000 | (60,000) | |
| | | | | | | | | | 1,202,500 | (20,000) | 1,052,500 |
| WATER / SEWER FUND TOTAL | | | | | | | | | | | |
| EQUIPMENT FUND | | | | | | | | | | | |
| Network Upgrades and Workstation Upgrades / Replacements | MIS | 661-000 | -140,500 | R | 5 | 1 | X | | 85,000 | - | 85,000 |
| Police Cars (2) - Tahoe | POL | 661-000 | -141,000 | R | 5 | 1 | X | | 100,000 | - | 100,000 |
| Police Car Modem Replacement (2) | POL | 661-000 | -141,000 | R | 5 | 1 | X | | 5,000 | - | 5,000 |
| Portable 2-Way Radios | POL | 661-000 | -140,000 | R | 10 | 1 | X | | 14,250 | - | 14,250 |
| Mobile Radios | POL | 661-000 | -140,000 | R | 10 | 1 | X | | 7,000 | - | 7,000 |
| Fitness Equipment | POL | 661-000 | -140,000 | R | 20 | 2 | X | | 18,000 | (18,000) | |
| Electric Zamboni | REC | 661-000 | -141,500 | R | 20 | 3 | | X | 120,000 | (101,070) | 18,930 |
| Floor Machine Cleaner | REC | 661-000 | -141,500 | R | 5 | 1 | X | | 10,000 | - | 10,000 |
| Sidewalk Sweeper, Lincoln - American MY'95 (DMS 005) | DDA | 661-000 | -141,500 | R | 10 | 2 | X | | 65,000 | - | 65,000 |
| Skid Steer Loader, Bobcat MY'98/'86 (DMS 023/022) | MSD | 661-000 | -141,500 | R | 10 | 2 | X | | 140,000 | (140,000) | |
| Ext. Cab Pick up+cap, GMC 2500 MY'09 (DMS 102) | MSD | 661-000 | -141,500 | R | 10 | 2 | X | | 60,000 | (60,000) | |
| Small loader, Case MY'03 (DMS 108) | MSD | 661-000 | -141,500 | R | 10 | 2 | X | | 180,000 | (180,000) | |
| Reg. Cab Flat bed+plow+spreader, GMC 2500 MY'12 (DMS 135) | MSD | 661-000 | -141,500 | R | 10 | 2 | X | | 68,000 | - | 68,000 |
| Utility Trailer MY'88 (DMS TRL 2) | MSD | 661-000 | -141,500 | N | 10 | 2 | X | | 12,000 | (12,000) | |
| Walkbehind Concrete Saw | MSD | 661-000 | -141,500 | N | 10 | 2 | X | | 25,000 | (25,000) | |
| Street Stripe Paint Sprayer | MSD | 661-000 | -141,500 | N | 10 | 2 | X | | 12,000 | (12,000) | |
| Snow Pusher (12' Box Plow) | MSD | 661-000 | -141,500 | R | 10 | 2 | X | | 12,000 | (12,000) | |
| Stand-on Sidewalk Plow & Salt Spreader | MSD | 661-000 | -141,500 | R | 10 | 2 | X | | 18,000 | - | 18,000 |
| ATTACH - Muni SV Tractor vscurra/Sweeper, Holder (DMS 005) | MSD | 661-000 | -141,500 | R | 5 | 2 | X | | 9,000 | (9,000) | |
| ATTACH - Muni SV Tractor Broom, Holder (DMS 008) | MSD | 661-000 | -141,500 | N | 5 | 2 | X | | 19,000 | (12,000) | |
| ATTACH - Muni SV Tractor Plow, Holder | MSD | 661-000 | -141,500 | N | 5 | 2 | X | | 8,000 | (8,000) | |
| ATTACH - Muni SV Tractor Snowblower, Holder | MSD | 661-000 | -141,500 | N | 10 | 1 | X | | 26,000 | (25,000) | |
| Equip Lease - Rosenbauer Fire Pumper | FIRE | 661-000 | -141,500 | R | 20 | 1 | | X | 41,023 | - | 41,023 |
| Equip Lease - Swaploader | MSD | 661-000 | -141,500 | N | 15 | 1 | X | | 45,397 | - | 45,397 |
| Equip Lease - Pumper Fire Truck | FIRE | 661-000 | -141,500 | R | 10 | 1 | X | | 59,003 | - | 59,003 |
| Equip Lease - Tahoe (3) | POL | 661-000 | -141,500 | R | 5 | 1 | X | | 35,439 | - | 35,439 |
| Equip Lease - Ford Trucks (4) | MSD | 661-000 | -141,500 | R | 5 | 1 | X | | 82,773 | - | 82,773 |
| | | | | | | | | | 1,232,885 | (611,070) | 621,815 |
| EQUIPMENT FUND TOTAL | | | | | | | | | | | |



Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name The Compassionate Friends

Ph# _____ Fax# _____ Email mmhart1996@gmail.com Website _____

Address _____ City _____ State _____ Zip _____

Sponsoring Organization's Agent's Name Mary Hartnett Title Co-leader

Ph# _____ Fax# _____ Email _____ Cell# 313-550-5410

Address 5704 Drexel St. City Dearborn State MI Zip 48127
Heights

Event Name World Wide Candle Lighting

Event Purpose _____

Event Date(s) Sunday, December 8th, 2024

Event Times 7:00 p.m.

Event Location Kellogg Park

What Kind Of Activities? Reading of names of children loss to soon

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

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

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

+ candle lighting

RECEIVED OCT - 4 2024

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

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

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

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

Next year's specific dates: _____

See section 12.13 for license & insurance requirements for vendors

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

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

2-microphone electrical
Screen Bandshell

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

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

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

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

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

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

YES NO

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

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

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

10/4/24
Date

Cindy D Stevens
Signature of Sponsoring Organization's Agent
CO-leader
734.837-3722

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

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

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The The Compassionate Friends

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

Signature Emily H. Stevens

Date 10/4/24

Witness _____

Date _____

EVENT REVIEW FORM

EVENT NAME: Compassionate Friends TOTAL ESTIMATED FEE: _____

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

| | | | | |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------|--------------------------|-------------------------------|
| MUNICIPAL SERVICES: | <u>Approved</u> | Denied | (list reason for denial) | Initial <u>CP</u> |
| <u>2 FTE 4 hrs EA</u> | | | | |
| <u>BAUNSHILL</u> | | | | |
| <u>PA SYSTEM</u> | | | | |
| \$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> NO | | | | |
| Labor Costs: \$ | <u>500</u> | Equipment Costs: \$ | <u>50</u> | Materials Costs \$ <u>100</u> |
| POLICE: | <u>Approved</u> | Denied | (list reason for denial) | Initial <u>gpc</u> |
| <u>NO SERVICES NEEDED</u> | | | | |
| Labor Costs \$ | | Equipment Costs \$ | <u>0</u> | Materials Costs \$ |
| FIRE: | <u>Approved</u> | Denied | (list reason for denial) | Initial <u>RS</u> |
| <u>NO SERVICES REQUESTED</u> | | | | |
| Labor Costs \$ | <u>0</u> | Equipment Costs \$ | | Materials Costs \$ |
| HVA: | <u>Approved</u> | Denied | (list reason for denial) | Initial <u>CP</u> |
| <u>NO SERVICES</u> | | | | |
| DDA: | <u>Approved</u> | Denied | (list reason for denial) | Initial <u>SBP</u> |
| Labor Costs \$ | | Equipment Costs \$ | | Materials Costs \$ |
| RISK MANAGEMENT: | <u>Approved</u> | Denied | (list reason for denial) | Initial <u>NB</u> |
| Class I – Low Hazard | Event Sponsors must provide current Certificate of Insurance naming City | | | |
| <u>Class II – Moderate Hazard</u> | of Plymouth as 'Additional Insured' including in the Description Box/Area. | | | |
| Class III – High Hazard | Food vendor/service requirements per Special Event Policy, must also be | | | |
| Class IV – Severe Hazard | met for any food. | | | |
| SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____ | | | | |
| APPROVED _____ NOT APPROVED _____ DATE _____ | | | | |



Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name Plymouth Downtown Development Authority

Ph# 7344551453 Fax# _____ Email dda@plymouthmi.gov Website downtownplymouth.org

Address 831 Penniman City Plymouth State MI Zip 48170

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

Ph# 7345365268 Fax# _____ Email splymale@plymouthmi.gov Cell# 7345365268

Address 831 Penniman City Plymouth State MI Zip 48170

Event Name Spring Artisan Market

Event Purpose Bring local artists and artisan vendors to Downtown Plymouth

Event Date(s) Saturday, May 3, 2025

Event Times 9AM - 3PM

Event Location Penniman/Kellogg Park/The Gathering

What Kind Of Activities? Handmade/Artisan vendor sales, kid vendors, local non-profits, entertainment

What is the Highest Number of People You Expect in Attendance at Any One Time? 250

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

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
Handmade/Artisan vendor sales, kid vendors, local non-profits, entertainment

RECEIVED
 OCT 10 2024
 City of Plymouth

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

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

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

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

2nd to last Saturday in April or 1st Saturday in May (if Easter Sunday is later in April)

Next year's specific dates:

Saturday, April 25, 2026

See section 12.13 for license & insurance requirements for vendors

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

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

Electricity, public bathrooms, signs put up to keep parking from the Gathering and Penniman the day prior to the event

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

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

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

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

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

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

Throughout Downtown Plymouth to encourage visitors to stay and support local businesses.

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

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

10/10/2024
Date


Signature of Sponsoring Organization's Agent

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

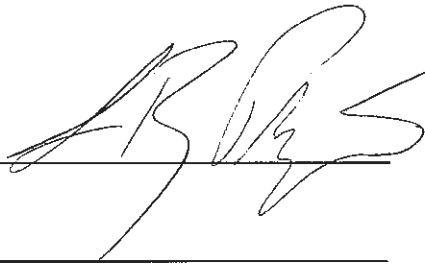
**Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170**

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature  _____ Date 10/10/2025

Witness _____ Date _____

EVENT REVIEW FORM

EVENT NAME: Spring Artisan Market TOTAL ESTIMATED FEE: _____

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

| | | | | |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------|
| MUNICIPAL SERVICES: | <input checked="" type="radio"/> Approved | <input type="radio"/> Denied | (list reason for denial) | Initial <u>OP</u> |
| <u>NO PARKING SIGNAGE</u> | | | | |
| \$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO | | | | |
| Labor Costs: \$ | <u>100</u> | Equipment Costs: \$ | <u>30</u> | Materials Costs \$ |
| POLICE: | <input checked="" type="radio"/> Approved | <input type="radio"/> Denied | (list reason for denial) | Initial <u>guc</u> |
| <u>NO SERVICES NEEDED</u> | | | | |
| Labor Costs \$ | | Equipment Costs \$ | <u>Ø</u> | Materials Costs \$ |
| FIRE: | <input checked="" type="radio"/> Approved | <input type="radio"/> Denied | (list reason for denial) | Initial <u>RS</u> |
| <u>NO SERVICES NEEDED</u> | | | | |
| Labor Costs \$ | <u>Ø</u> | Equipment Costs \$ | | Materials Costs \$ |
| HVA: | <input type="radio"/> Approved | <input type="radio"/> Denied | (list reason for denial) | Initial |
| DDA: | <input type="radio"/> Approved | <input type="radio"/> Denied | (list reason for denial) | Initial |
| Labor Costs \$ | | Equipment Costs \$ | | Materials Costs \$ |
| RISK MANAGEMENT: | <input checked="" type="radio"/> Approved | <input type="radio"/> Denied | (list reason for denial) | Initial <u>MB</u> |
| <input checked="" type="radio"/> Class I – Low Hazard | Event Sponsors must provide current Certificate of Insurance naming City | | | |
| <input type="radio"/> Class II – Moderate Hazard | of Plymouth as 'Additional Insured' including in the Description Box/Area. | | | |
| <input type="radio"/> Class III – High Hazard | Food vendor/service requirements per Special Event Policy, must also be | | | |
| <input type="radio"/> Class IV – Severe Hazard | met for any food. | | | |
| SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____ | | | | |
| APPROVED _____ NOT APPROVED _____ DATE _____ | | | | |



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - 2025 Infrastructure Projects - Authorization of Design and Bidding Phase - 10-21-24.docx*
Date: October 15, 2023
RE: Authorization for Design & Bidding services – 2025 Infrastructure Program

Background

Each year about this time we ask the City Commission for their input on the future infrastructure improvement program for the following summer. The City Engineer has proposed a large reconstruction project on Holbrook for 2025, as well as updates to the proposed Main/Church intersection project and some routine/preventative maintenance. In addition, the Engineer has provided insight into potential future year projects. We have an excess of projects when compared to available funding and capacity for our staff. We are proposing projects with an approximate cost of 2.88 million dollars for 2025. It should also be noted that these projects will be paid for via the voter approved bonds from the bond authorization from 2019, in addition to water/sewer funds and potentially DDA funds.

The City Engineer's report that is attached is extremely detailed to include his recommendations for 2025 and for future projects. The big focus for 2025 is on Holbrook Street. This would be a complete reconstruction of the road surface as well as underground utilities. The Engineer is also proposing to address the intersection at Main and Church, which is in the DDA Master Plan for improvement, as well as monies for routine/preventative maintenance.

While there are other streets that the Engineer and city staff took a look at for proposed projects this year including Farmer between Blunk and Sheldon, Harvey between Penniman and Church, and Harvey between Ann Arbor Tr and Wing, the Holbrook project was selected for its road condition as well as the need to address the underground utilities (sanitary, storm, water). The utilities are the biggest driving force of reconstruction projects and that is certainly the case here.

In September 2023, the City Commission authorized engineering and design services for the 2024 Infrastructure Program, which included Liberty between Mill and Amelia, Spring St. between Mill and Starkweather, Main St. between Ann Arbor Road and Burroughs, as well as some preventative maintenance and water gate valve replacements. In addition, the City Commission selected the intersection of Main and Church for traffic signal upgrades.

At the DDA meeting in March 2024, the DDA tabled the issue to support funding half of that project and due to the lead time/timing, the City Commission reallocated the funding toward paving multiple streets. In addition, the City Commission authorized moving the traffic signal/pedestrian crossing intersection improvements at Main and Church to the 2025 program.

Since it has been approximately one year since original design authorization, as well as over six months since the DDA meeting, the Engineer has requested updating the cost estimate prior to any authorizing of the project. In addition, with advances in technology, the Engineer and city staff discussed pursuing options for pedestrian crossing signal operation not just at the Main and Church intersection but updating the control modules of the previous three intersections that have push button activation Leading Pedestrian Interval crosswalks. Once the Engineer updates the cost estimates, it can then be brought back to the DDA for input and the City Commission for authorization. We would expect this well in advance of the design for Holbrook, etc. as this was “shovel ready” earlier this year.

Specifically, the City Engineer is proposing the following project and preliminary estimates:

| | |
|------------------------------------------------|----------------|
| Holbrook between Plymouth Rd and Train Tracks. | \$2,052,000.00 |
| Main/Church Intersection | \$ 630,000.00 |
| Routine/Preventative Maintenance | \$ 200,000.00 |

Again, the attached City Engineer’s letter provides significantly more detail on this proposed project as well as future projects.

To begin the process of design and development of the bid packages, it is necessary for the City Commission to authorize the preliminary design phase of the 2025 project. This phase of the project is anticipated to cost approximately \$215,000.00. Again, the Engineer’s letter provides information on the complete scope of services for the 2025 Design Phase. There is approximately a full page and one-half which outlines what is anticipated in the Design Phase.

The City Engineer has also dedicated a portion of his letter to “looking ahead to 2026, 2027 and beyond.” This will give the City Commission some additional details about potential future projects

We should always note that economic conditions, such as the price of oil, inflation and other factors will affect the bidding and ultimate cost of the projects.

Recommendation

The City Administration recommends that the City Commission authorize the Design Phase of the 2025 Infrastructure Projects as follows:

Preliminary Design Engineering Services Allowances Estimated Fee

| | |
|-----------------------------------------------------------------|----------|
| Main/Church Traffic Signal/Ped Crossing Upgrade Coordination | \$ 9,000 |
| Holbrook Water System Design | \$24,000 |
| Holbrook Sanitary Sewer Design | \$30,000 |
| Holbrook Roadway, Storm Sewer, ADA Design | \$78,000 |
| Topographic Survey Data Collection (Estimated at 12 to 14 days) | \$28,000 |
| Permit Assistance | \$ 5,000 |
| Preventative Maintenance Program Assistance | \$ 8,000 |
| Project Management and Coordination | \$13,000 |

| | |
|-----------------------------------------------------------------|-------------------------|
| Wade Trim Engineering Services Subtotal: | \$195,000 |
| Geotechnical Investigation and Report Allowance: | <u>\$ 20,000</u> |
| 2025 Infrastructure Program Initial Design Fee Estimate: | \$215,000 |

There is a tremendous amount of information related to this proposal and if there are any questions in advance of the meeting, we would be happy to have the opportunity to provide you with additional detail. We have prepared a proposed Resolution for the City Commission to consider this matter.

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth maintains a wide range of infrastructure to help protect and preserve The public health, safety, and welfare, and

WHEREAS There is a need to provide improvements to roads, sewers, and the water system in order To keep them in good condition, and

WHEREAS The voters of the city did authorize the sale of bonds to pay for street improvements in 2019, and

WHEREAS The City Engineer has proposed several projects for the 2025 calendar year, to include. the following and their preliminary estimated construction costs:

- North Holbrook Reconstruction between Plymouth Road and the railroad tracks - \$2,052,000
- Main Street & Church Street Traffic Signal Upgrades, Road Construction and New Water Main - \$630,000
- Roadway preventative maintenance – Various locations - \$200,000

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize Wade Trim to provide preliminary design engineering and bidding services as outlined in the Engineer’s letter dated October 16, 2024, in the amount of \$215,000 and as follows:

| | |
|-----------------------------------------------------------------|----------|
| Main/Church Traffic Signal/Ped Crossing Upgrade Coordination | \$ 9,000 |
| Holbrook Water System Design | \$24,000 |
| Holbrook Sanitary Sewer Design | \$30,000 |
| Holbrook Roadway, Storm Sewer, ADA Design | \$78,000 |
| Topographic Survey Data Collection (Estimated at 12 to 14 days) | \$28,000 |
| Permit Assistance | \$ 5,000 |
| Preventative Maintenance Program Assistance | \$ 8,000 |
| Project Management and Coordination | \$13,000 |

| | |
|-----------------------------------------------------------------|-------------------------|
| Wade Trim Engineering Services Subtotal: | \$195,000 |
| Geotechnical Investigation and Report Allowance: | <u>\$ 20,000</u> |
| 2025 Infrastructure Program Initial Design Fee Estimate: | \$215,000 |



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

October 16, 2024

City of Plymouth
201 South Main Street
Plymouth, MI 48170

Attention: Chris Porman, Director of Municipal Services

Re: City of Plymouth - 2025 Infrastructure Improvement Program
Proposed Program Description and Initial Design Proposal

Dear Chris Porman:

Per your request, we have prepared this letter as a proposed program description for the City's 2025 Infrastructure Improvement Program. This letter also serves as a proposal for consideration for the City Commission to authorize the initial design phase services for Wade Trim to begin preparing plans and specifications for next year's program. The proposed 2025 Infrastructure Improvement Program builds on the success of the 2024 Program and includes one new design project (North Holbrook) and one project that was designed as part of the 2024 Program (Main Street/Church Street intersection). Together, these projects involve road reconstruction, traffic signal/pedestrian crossing upgrades, as well as some important sanitary sewer system and water system improvements.

As you are aware, city staff met with Wade Trim in mid-September to initiate a discussion regarding projects that might be considered for the City of Plymouth 2025 Infrastructure Improvement Program.

Wade Trim was requested to prepare preliminary cost estimates for the following large projects as a follow up to some more recently completed reconstruction projects near the following areas:

- Farmer Street Reconstruction between Blunk and Sheldon
- North Harvey Reconstruction from Penniman to Church
- South Harvey Reconstruction from Ann Arbor Trail to Wing with adjacent work on Wing between Harvey and Forest, and
- North Holbrook from Plymouth Road to the railroad tracks

While each of these 4 projects has their own merits, city staff and Wade Trim selected North Holbrook from Plymouth Road to the railroad tracks as the new large project to undertake in 2025. The pavement condition along North Holbrook between Plymouth Road and the railroad tracks is poor. The city has met with various residents over the past couple years who have complained of sewer odors along the blocks between Spring and railroad tracks. As a result, the city has obtained video of the sanitary sewer and storm sewers which show significant issues of deterioration. To correct these deficiencies would require complete reconstruction of the utilities and not simply spot repairs. The existing water main along North Holbrook is only 6-inches in size and the cast iron water main is approximately 90 to 110 years old. For all these reasons, North Holbrook was selected to be a major focus in 2025.

In 2025, the city also hopes to complete the construction phase of the Main Street/Church Street intersection reconstruction and traffic signal upgrades. The City Commission previously authorized Wade Trim to complete the preliminary design for the Main Street/Church Street intersection as part of the 2024 Infrastructure Improvement Program. It is our understanding that the City Commission moved this project from the 2024 Infrastructure project plan and into the 2025 Infrastructure project plan. Since the initial design authorization was granted approximately one year ago and design was completed over

seven months ago, it would be prudent to authorize updates to the design, including technology upgrades and pricing.

With that information in mind, we have developed the following preliminary program description and preliminary cost estimate for the 2025 Infrastructure Improvement Program. We are seeking approval to begin the design phase for the 2025 program so that we can begin to coordinate our effort with the City and get the plans developed for any necessary permitting.

CITY FUNDING MECHANISMS

During our review and evaluation of potential projects, we have kept in mind the various funding mechanisms that the City uses to pay for these important improvements. It is anticipated that the City will utilize a combination of funds from different funding sources to complete the infrastructure improvements, as follows:

- **Street Funding** - We understand that the City will continue to fund street improvements from bonds that are supported by the City's Street Mileage that was approved by voters in 2019. It is our understanding that the City has approximately \$1,500,000 in available street funds that can be used for projects in 2025.
- **Water & Sewer Funding** - Funds from the City's Water and Sewer Fund will be used to support the water system and sanitary sewer system improvements, as well as any lead service line replacement (LSLR) projects that are identified and/or associated with the potential projects. For 2025, the City has indicated that \$850,000 has been budgeted for water system and/or sewer system projects to keep improving these critical assets.
- **Downtown Development Authority (DDA)** - Infrastructure projects that fall within the City's current DDA boundaries are eligible to be paid for (all or in part) by the DDA, subject to approval by the DDA. It is envisioned that the DDA will participate in partnership with the city as their budget allows on future infrastructure projects.

EVALUATION DATA – ASSET MANAGEMENT TECHNIQUES

As a reminder to the City Commission, the City's infrastructure assets are evaluated using several key metrics. For roadways, the City utilizes the PASER Rating System for rating the condition of roadways within the City. PASER ratings were previously obtained in 2017 and 2020 and most recently in 2024. The 2024 ratings have served as a key data point in our evaluation and recommendation for the upcoming program. The City Commission will recall that PASER is an acronym for Pavement Surface Evaluation Rating. PASER is a system that evaluates the condition of a roadway segment based on the type and frequency of observable surface defects. It provides each unique block of roadway segment a rating from 1 to 10. A rating of 10 describes a newly constructed with no defects and a rating of 1 would describe a roadway in very poor condition.

When evaluating the water system for potential improvements, the city keeps track of water main breaks and broken system valves, and often compares the age, size and material of the existing water system infrastructure to industry data for useful life of various material types. In addition, the city is finalizing a complete distribution material system inventory (CDMSI) for water service lines. The city also performs a Water Reliability System study every five to six years that provides recommendations for system upgrades. All of these factors were utilized in making the recommendations outlined in this memorandum.

The condition of the City's sanitary sewer and storm sewer within each potential project area are evaluated as part of the preliminary design phase for each year's program. The city previously hired a company to perform a video inspection of the sanitary sewer along Holbrook. This video data provides current information that has been used to verify the condition of these underground assets so that the program can either fully address the deficiencies in that area or so that a decision can be made to modify the program accordingly.

The goal of all of these techniques and the primary reason that these metrics are utilized is to help the city make data driven decisions in order to maximize the value of the City's infrastructure investment.

PROJECTS RECOMMENDED FOR 2025

There are three key projects being recommended for completion during the 2025 Infrastructure Improvement Program. A brief description of each of them is provided below:

1. North Holbrook Reconstruction between Plymouth Road and the railroad tracks, including new sanitary/storm sewer and new water main – this section of North Holbrook is approximately 1,500 feet long. The existing concrete pavement width averages approximately 32 feet in width. In 2024, PASER ratings of 3 and 4 were recorded along this section of roadway. Video of the existing sanitary/storm sewer has identified several deficiencies and residents often complain of a sewer “odor” in the area between the train tracks and Spring Street. The city has investigated the complaint and been unable to correct it without significant excavation and expense. The aging cast iron water main is only 6-inches in size, which doesn’t meet the current minimum standard (i.e. 8-inch) size for water main.

The design phase will include a thorough review of the sanitary and storm sewer videos that the city has obtained as well as some potential field investigation (i.e. dye testing) to solidify our understanding of the deficiencies that need to be corrected. It is envisioned that the design will include a new 10 to 12-inch sanitary sewer to replace the existing 8 to 10-inch sanitary sewer that currently serves that area. There are also some areas of storm sewer improvements or various sizes throughout the proposed project area. A new 8-inch ductile iron water main will be designed throughout the project corridor connecting to existing water mains at Plymouth Road, Caster, Spring and Liberty. A new water main is not currently envisioned under the railroad as part of this project.

The road reconstruction will involve the complete removal of the 32-foot-wide concrete pavement. A new road base will be placed, and a new road surface will be designed. Our design process will include an evaluation of concrete vs. asphalt. The future roadway width is envisioned be adjusted slightly to help improve traffic calming measures and to help improve steep driveway slopes, if necessary.

As described briefly above, a permit from the Wayne County DPS will be required for any work within the Plymouth Road right-of-way.

| | |
|---------------------------------------------------------|--------------------|
| Anticipated Sanitary Sewer System Improvements | \$360,000 |
| Anticipated Water System Construction Cost..... | \$392,000 |
| Anticipate Roadway/Storm Sewer Reconstruction Cost..... | \$1,300,000 |

2. Main Street & Church Street Traffic Signal Upgrades, Road Reconstruction and New Water Main – This intersection is at the north end of the Downtown Development Authority district. It is envisioned that the DDA and City could potentially share in the cost of upgrades at this intersection. The design of improvements at this intersection were authorized and completed as part of the 2024 Infrastructure Improvement Program, although the project did not move forward, and the city chose to resurface other streets in lieu of not reaching consensus between the DDA and the City.

Existing Infrastructure: The current intersection configuration consists of an overhead span wire traffic signal serving both Main Street (north and south) and Church Street (east and west). The intersection does not currently have any pedestrian crosswalk signals but gets a lot of pedestrian use. Main Street is a four-lane roadway with two primary lanes in the north and south directions. There is a right turn lane on NB Main Street to turn onto EB Church. Church Street east and west of Main is currently a boulevard cross-section. The existing overhead traffic signals, while functional, do not align very well in the east and west direction.

Proposed Traffic Signal & Pedestrian Crosswalk Upgrades: The existing overhead traffic signals, wire and poles (NE and SW corners) would be removed and replaced with new Mast Arm Traffic Signals. The previous design envisioned that push button activated pedestrian crosswalks would be installed on all four corners allowing flexibility to program the crosswalk signals with leading pedestrian

intervals (LPI) to give pedestrians a four second head start when entering the crosswalks. The city currently has three intersections that contain push button activated crosswalks with LPIs and the previous design planned for this intersection to be the fourth for consistency of user experience as well as consistency of aesthetics in the DDA district. It is our understanding that following some feedback from a few users, the city tried, on a trial basis, to adjust the LPIs to activate without push button activation. With new technology available, we would like to update the design and operation of this potential crosswalk as well as look at technology upgrades for the previous three intersections to achieve that consistent experience.

The proposed design includes control cabinet(s) located on the City property at the SW corner of the intersection. Underground conduit is proposed to be installed across two of the four legs of the intersection and utilizes an existing conduit that was buried under the west leg of Church Street back in 2015, in anticipation of future intersection improvements, when the City completed the Church Street project between Main and Harvey. The intersection reconstruction will include new curb, sidewalk and sidewalk ramp improvements at each of the four corners of the intersection and the two boulevards to accommodate the new mast arm and pedestrian crossing signals and meet ADA requirements.

Proposed Water System & Roadway Improvements: In preparation for future improvements along Main Street, new water main would be installed within the intersection of Church and Main Street. The intersection would be reconstructed as part of the project.

| | |
|-------------------------------------------------------------------------|------------------|
| Anticipated Traffic Signal/Pedestrian Crosswalk Construction Cost | \$280,000 |
| Anticipated Water System Construction Cost..... | \$125,000 |
| Anticipate Roadway Reconstruction Cost..... | \$225,000 |

Additional design considerations for this project:

- It took nearly eight months for the new Mast Arms (on Harvey Street) to be fabricated and delivered once the official order was placed. We have recommended that it may be in the City's best interest to order the materials in advance of awarding a construction contract. We anticipate, following City Commission approval, that the design update for this intersection would be brought forward for potential action much sooner than the Holbrook project due to the large lead time.

3. Roadway – Preventative Maintenance Treatments

The City recognizes that some sections of the City's roadways can be improved and/or need to be maintained through pavement maintenance techniques such as crack sealing, asphalt patching/resurfacing, and concrete panel replacement. The city may utilize some of these treatments in 2025, as appropriate, to improve rideability, prolong the life of assets and/or address areas of the roadway network that are outside the above described programs.

| | |
|--------------------------------------------------|------------------|
| Anticipated Preventative Maintenance Budget..... | \$200,000 |
|--------------------------------------------------|------------------|

Preliminary 2025 Infrastructure Program – Preliminary Design Fee Estimate

We have prepared the following initial design phase fee estimate for the City's consideration based on the description of the work described above:

| <u>Preliminary Design Engineering Services Allowances</u> | <u>Estimated Fee</u> |
|-----------------------------------------------------------------------|----------------------|
| Main/Church Traffic Signal/Ped Crossing Upgrade Coordination | \$9,000 |
| Holbrook Water System Design..... | \$24,000 |
| Holbrook Sanitary Sewer System Design | \$30,000 |
| Holbrook Roadway, Storm Sewer, ADA Design | \$78,000 |
| Topographic Survey Data Collection (Estimated at 12 to 14 days) | \$28,000 |
| Permit Assistance | \$5,000 |
| Preventative Maintenance Program Assistance | \$8,000 |

| | |
|-----------------------------------------------------------------|------------------|
| Project Management and Coordination..... | <u>\$13,000</u> |
| Wade Trim Engineering Services Subtotal: | \$195,000 |
| Geotechnical Investigation and Report Allowance: | \$ 20,000 |
| 2025 Infrastructure Program Initial Design Fee Estimate: | \$215,000 |

Please note that we have not presented any construction phase engineering fees or services at this time. Those will be presented once bids are received and the actual duration of the future construction projects has been better defined.

2025 Design Phase – Scope of Services

Following City Commission authorization to begin work on the design phase, Wade Trim will begin providing design phase services for the proposed project. We will hold a kickoff meeting with the City Department of Municipal Services' staff to review the proposed program and available program funds. We will review the known deficiencies identified within each project area and coordinate with the city for any unique aspects of the project beyond what is described above. Following the kickoff meeting, residents and businesses within the project areas will be notified, as necessary, of the upcoming project, to coordinate and minimize disruption. As always, a public information meeting for the residents will be held as we get closer to the construction start date to describe the project and learn about individual homeowner concerns. This has been a highly successful step on past projects and allows the city and our team to introduce ourselves to the residents. We intend to share a preliminary schedule with the city and the residents at the public information meeting as soon as it is developed.

Design Phase Engineering Services

A summary of our specific design phase scope of services for the 2025 Program is presented below:

- A topographic survey will be completed along North Holbrook from Plymouth to the railroad tracks. This data will be used as the basis for our design and presentation of plan sheets for the project.
- We will review digital video (provided by the city) of the sanitary sewer and storm sewers throughout the project areas. We will discuss the deficiencies that are visible and make recommendations based on the condition assessment data that the city has collected.
- We will engage the use of SME, as a subconsultant to Wade Trim, to obtain soil borings and pavement cores along North Holbrook. The information collected will help verify soil types, pavement thicknesses, and the ground water level in each project location. This information is helpful during the design phase and the information is helpful to the contractors as they prepare bids for construction.
- We will design approximately 1,500 linear feet of new water main, hydrants, gate valves, and water services along Holbrook. Water system improvements are a very important part of the City's comprehensive infrastructure improvement program. The existing water main on Holbrook is 6-inch cast iron water main. We will be designing new 8-inch ductile iron water main to replace the aging cast iron main and increase the reliability and fire flow along this corridor. As part of the design, we will work with the city to review any known lead and galvanized service line locations per available City records and plan for their immediate replacement as part of this program.
- We will design approximately 1,500 to 1,600 linear feet of new sanitary sewer as required along Holbrook. This design may involve coordination and a permit with the Wayne County Department of Public Services to install a new sanitary sewer connection at Plymouth Road. The existing sanitary sewer in the Plymouth Road right-of-way is on the south side of Plymouth Road, which may mean that the city project would need to cross Plymouth Road.
- We will design new pavement along Holbrook. Reconstruction projects typically involve removal of the old roadway, and the old road base prior to constructing the new roadway. Holbrook is currently a concrete roadway. Once the pavement cores are obtained to verify the existing cross-section, our design process will include an evaluation and (cost) discussion with the city to decide whether to replace the roadway with new concrete or asphalt.
- Our road reconstruction plans will include a removal plan, proposed new pavement plan with top-of-curb elevations, proposed cross slopes, and detailed elevations for storm structures along the roadway. Whenever possible, new roadway will be designed to improve driveway slopes and improve

drainage. New edge drain will be designed in areas with poorly draining soils to help get the water out from under the roadway.

- All designs are reviewed to improve pedestrian and bicycle safety and for compliance with the ADA requirements, including the design of new sidewalk ramps at all intersections within the project area that meet the maximum slope requirements.
- Our plans will include a proposed construction detour plan.
- We will prepare permit applications as required to support the design including, but not limited to, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for public water main and sanitary sewer along Holbrook, as well as for coordination of the work within the Plymouth Road right of way with Wayne County Department of Public Services.
- We will meet and/or communicate with the city often during the design to review progress, permit applications, and our recommended design. City comments will be incorporated into the plans as requested. On past projects, we have sought input from DMS to review items such as gate valve and hydrant location for new water main, existing, and proposed driveway slopes, and to confirm final design elements.
- Following all plan revisions and incorporation of City comments, Wade Trim will prepare complete plans and specifications and coordinate again with the city staff for direction on how to obtain bids for the various projects.
- We will assist the city by reviewing all bids received, checking contractor references, and preparing a bid tabulation.
- We will provide a letter of recommendation of award to the City Commission for the construction phase. The letter will include a complete outline of expected construction costs based on the bids received and a comprehensive recommendation for the Commission packet.

At this time, we are requesting that the City Commission authorize Wade Trim to formally begin the 2025 Preliminary Design Phase Services and Geotechnical Services, as described above, for a Not to Exceed Fee of **\$215,000**. As always, our team's actual effort will be billed monthly in accordance with the actual hours worked and our current Rate Schedule. If extra work is required beyond the scope of this contract, we will notify the City Manager and Director of Municipal Services immediately and provide an estimate for any additional work at that time.

Looking Ahead to 2026 and Beyond

As part of our planning for future years, we have also been asked to provide a preliminary description for the construction of future potential projects. Some very high-level project cost estimates have been developed for planning purposes and are shared below. Other project cost estimates can be completed or refined as part of the city's future focus on these project areas. We envision the following potential Infrastructure Program projects will be reviewed for 2026 and beyond, noting that some of the more complicated projects may require longer planning and design periods in order to coordinate with other agencies and entities:

Future Traffic Signal/Pedestrian Crossing Upgrades

There are two key signalized intersections that have been identified for future traffic signal and pedestrian crosswalk upgrades. The locations are provided below:

1. Wing & Main Street – this intersection is at the southern end of the DDA District. The right of way is narrow on all four corners of this intersection and easements from the four property owners may be necessary in order to complete the improvements.
2. Ann Arbor Trail and Deer – this is the other signalized intersection located at a very prominent location in downtown near Kellogg Park.

We are recommending a preliminary planning level budget estimate of **\$500,000** for each of these traffic signal/pedestrian crosswalk upgrade projects. Additional costs may also be required if water main or sanitary sewer upgrades are part of these projects.

Future Road Resurfacing/Reconstruction/Water System Projects

1. Ann Arbor Trail b/n Sheldon and Harvey – This roadway section was reconstructed in 2001 with new curb and gutter and a deep strength asphalt section consisting of 7 inches of asphalt on 8 inches of aggregate base. New sanitary sewer was installed in 2001 as well. The most recent PASER ratings collected in 2024 within this section of roadway rate the surface condition as a range from 2 to 3 (poor), with the section closest to town having the lowest rating. The roadway is approximately 34 feet wide and 2280 feet long (8620 SY).

This project area also requires water system improvements and some lead service line replacements. Approximately 1,400 linear feet of new water main is recommended in the City’s Water Reliability Study to replace old water main between Sheldon and Joel. Another potential goal for this project would be the widening of the intersection at Sheldon to incorporate a left turn lane. This portion of the project involves interaction with Wayne County Department of Roads and may require some easements or right of way from the corner properties. We initially programmed this for 2026 to allow some preliminary conversations to occur with the County. Those discussions still need to occur in order to advance this project.

Anticipated Pavement Resurfacing Construction Cost..... **\$310,000**
 Anticipated Water System Improvement Cost..... **\$350,000**
 Anticipated Intersection Improvement Cost:..... **\$250,000**

2. Farmer b/n Blunk and Sheldon – This roadway section was last improved in 1997. Many of the driveways in this area have drainage problems that are affected by the prior resurfacing along this portion of the roadway. The most recent PASER ratings along this section of roadway were 3 and 4 in 2020 and 2024. The pavement section is 31 feet wide and 1,300 feet long (4480 SY).

Anticipated Pavement Reconstruction Cost..... **\$1,600,000**

3. William b/n Arthur & Harvey – This roadway section was resurfaced in 1999. The most recent PASER ratings for this section of roadway were 2 and 3 (poor) in 2024. The pavement in this area is approximately 31 feet wide and 1250 feet long (4,224 SY).

William also has some residents with lead and/or galvanized water services which will need to be replaced as part of that project.

Anticipated Pavement Resurfacing Construction Cost..... **\$200,000**
 Water System Improvements/LSLR CostTo be Determined upon further investigation.

4. North Harvey reconstruction, from Penniman to Church, with new water main replacement, sanitary sewer repairs, significant storm sewer replacement, and ADA improvements.

Anticipated Pavement Reconstruction Cost..... **\$800,000**
 Anticipated Water System Improvement Cost..... **\$200,000**

5. South Harvey reconstruction between Ann Arbor Trail and Wing with new water main replacement, sanitary and storm sewer repairs, lighting upgrades, and ADA improvements. This project will likely be combined with Wing reconstruction between Harvey and Forest with new water main replacement, sanitary and storm sewer repairs, lighting upgrades, and ADA improvements.

Anticipated Pavement Reconstruction Cost..... **\$1,000,000**
 Anticipated Water System Improvement Cost..... **\$300,000**

6. Ann Arbor Road water main replacement between Mill and Main, this 12-inch cast iron water main sits in the Michigan Department of Transportation (MDOT) right-of-way and will require some additional coordination and permitting time.

The City has been evaluating a pipe bursting installation technology (like what was used on Mill Street in 2016) to minimize disruption along the corridor. A lane closure permit will likely be required from MDOT as part of this project, so we will likely request an early start to the design phase of this project.

7. North Main Street, from Church to Mill Street, is in poor condition with a PASER rating of 2. The roadway surface was last resurfaced in 1998. The water main in this area is also very old and in need of replacement. The City has applied for grant money to help with this section of roadway but has been unsuccessful so far in receiving a grant. The Main Street – Church Intersection improvements that are programmed for construction in 2025 will help prepare the city for the North Main Street project.
8. McKinley reconstruction, from Byron to Carol, with new water main replacement, sanitary and storm sewer repairs, and ADA improvements. This project will require coordination with the Plymouth Canton Community School District and construction work will need to occur when school is out for the summer.
9. Blanche, Evergreen, and Pacific are all areas being considered for resurfacing.
10. Beech and Beech Court are being considered for concrete panel repairs.
11. Whenever possible, Lead Service Line Replacement should be coordinated and prioritized with other infrastructure projects. So far, AA Trail, Blunk and William are the known areas with existing lead and/or galvanized water service lines.

We hope this letter is helpful to the City Administration and City Commission. If anyone has any questions in advance, please do not hesitate to call me on my cell at 313.363.1434. I would be happy to discuss any portion of the proposed program. We continue to appreciate the opportunity to help the City improve their infrastructure and look forward to working closely with your team again on the design phase of this project.

Very truly yours,

Wade Trim Associates, Inc.



Shawn W. Keough, PE
Senior Vice President

SWK:jls
PLY1010-23T (Task 006)
[20241016_Porman_2025 PLY Infrastructure Program Prop Letter.docx](#)
Enclosure

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



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. Sincoc, City Manager
CC: S:\Manager\Sincoc Files\Memorandum - Engineering Services - Ann Arbor Trail Evaluation - 10-21-24.docx
Date: October 10, 2024
RE: Authorization for Engineering Services – Ann Arbor Trail Evaluation

Background

From time-to-time residents will ask for stop signs to be installed on their streets as the perception of traffic is that it is moving too fast. Certain criteria must be met in order to install stop signs that meet the appropriate standards and rarely do the additional stop signs end up getting installed as a result. Average speed, crash data, traffic counts, etc. are some of the criteria used for review.

A few residents in the area in and around Ann Arbor Trail and Hamilton and Ann Arbor Trail and Fairground have communicated with the City about the possibilities of stop signs, etc., but ultimately are looking for pedestrian crossing enhancements.

The Department of Municipal Services has engaged with the City Engineer to provide a proposal to review this section of Ann Arbor Trail and provide recommendations on potential solutions. In conversations with the Engineer, the possibility of a Rectangular Rapid Flashing Beacon (RRFB) was discussed and could be a possibility following the review. The Engineer has provided a proposal in the amount not to exceed \$7,500 for the evaluation, analysis, and recommendations. Should the City Commission accept and approve the proposal, and ultimately accept and move forward with the recommendation(s), it would be expected that it could be incorporated into the 2025 Infrastructure program.

Recommendation

The City Administration recommends that the City Commission consider the proposal for professional engineering services for the Ann Arbor Trail non-motorized crossing evaluation in the amount not to exceed \$7,500. Following the evaluation, the Engineer would provide recommendation that the City Commission could add to the 2025 Infrastructure program should they choose to do so.

. We have prepared a proposed Resolution for the City Commission to consider this matter.



Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: October 9, 2024
To: Paul J. Sincock, City Manager
From: Chris Porman, Assistant City Manger & Director - DMS
Re: Authorization – Engineer Review – Ann Arbor Trail Corridor

Background:

Over the past few months, multiple residents have contacted and communicated about their desire for an all-way stop, HAWK Signal, or some other pedestrian crossing improvement in the area of Ann Arbor Trail, either at Hamilton, Fairground or both. While I do not believe an all-way stop would be warranted based on the criteria in the MUTCD to install one, nor do I think a HAWK signal would be prudent in this location, I do believe there are some other options that might benefit the pedestrian crossing situation.

I engaged the City Engineer to provide a proposal to perform an engineering review of our options and recommend potential solutions to consider. The proposal from the Engineer is listed as an amount not to exceed \$7500. This fee includes a full Multi-Way Stop control study, field observations, counts, crash analysis, and recommendations on appropriate treatment options.

Following the review by the Engineer, recommendations would be brought back before the city to consider. The recommendation(s) will help suggest directions for implementation. If the ultimate solution is painting a crosswalk, with signage, DMS staff can accomplish that; however, if the proposed solution is narrowing the street, inclusion of a traffic island, etc., that would need to be planned and built into a future infrastructure program.

One idea that might work, as well as continue some of the city's previous work would be the Rectangular Rapid Flashing Beacons (RRFB) as seen on Penniman at Evergreen, Ann Arbor Trail at Evergreen amongst other locations. Should this be a feasible solution following the Engineer's recommendation, it would likely be incorporated into the 2025 Infrastructure Program and completed by that project team as it will involve multiple contractors.

Recommendation:

I would recommend that the City Commission consider approving the Engineer's proposal for an Engineering review of the Ann Arbor Trail corridor to make recommendations for pedestrian improvements. I have attached the proposal from the Engineer for consideration.



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

October 2, 2024

City of Plymouth
201 South Main Street
Plymouth, MI 48170

Attention: Chris Porman
Director of Municipal Services

Re: Ann Arbor Trail Non-Motorized Crossing Evaluation
Proposal for Professional Engineering Services

Dear Chris Porman:

Thank you for the opportunity for proposing to conduct an analysis to determine the optimal location and type of crossing treatment that should be used for pedestrians and bicyclists to cross Ann Arbor Trail in the City of Plymouth in the vicinity of Hamilton Street and Fairground Street. The purpose of the analysis is to make sure the non-motorized accommodations are placed in accordance with current standards, that they appropriately address the needs of the users, and provide for the safe and efficient movement of vehicles and non-motorized traffic.

A resident has inquired about the possibility of adding stop control on eastbound and westbound Ann Arbor Trail at both of the intersections of Hamilton Street and Fairground Street. It is important to install stop control only when it is warranted as studies have found that unjustified stop signs have higher rates of noncompliance. Therefore, a full Multi-Way Stop control study will be conducted in compliance with the *Michigan Manual of Uniform Traffic Control Devices (MMUTCD)* to determine whether this traffic control measure is warranted. Field observations will be made of pedestrian travel usage and turning movement counts will be conducted by our subconsultant Quality Counts for vehicles, as well as pedestrian, and bicycle counts at both intersections on a weekday during the school year for a 12-hour period day to capture the peak travel periods. A crash analysis will also be conducted for the entire study area with a focus on those crashes involving pedestrians and bicycles, which will assist in determining nonmotorized needs and improvements on the corridor and determine any safety concerns.

If it is determined that stop-control is not warranted on Ann Arbor Trail at Hamilton Street or Fairground Street, additional analysis will be conducted to determine the appropriate treatment and location of a nonmotorized crossing(s) using guidance as outlined in the *MMUTCD*, *NCHRP Report 562 Improving Pedestrian Safety at Unsignalized Crossings*, *American Association of State Highway and Transportation Officials (AASHTO), 2011 Edition*; and the Michigan Department of Transportation *Traffic Safety Effects of Marked Versus Unmarked Crosswalks at Uncontrolled Locations*. The recommended crossing treatment may include high visibility markings and signage, or signalization. Measures that will be evaluated include a Rectangular Rapid Flashing Beacon (RRFB), which is a pedestrian-actuated device that includes two rectangular-shaped yellow indications, that flash with high frequency when activated; or may include a High Intensity Activated crosswalk (HAWK) signal which is a type of pedestrian crossing treatment that can be implemented when a full pedestrian traffic signal is not warranted, but traffic control beyond signing and pavement markings is desired or needed. Based on the presence of multiple side streets and driveways, it is not likely that a HAWK signal will meet the criteria required by the *MMUTCD* for this crossing treatment type.

We propose to provide the above services on a Lump Sum of \$7,500. Field reviews and data collection will be scheduled to be completed in fall during nice weather when there are typically more people by walking and biking.

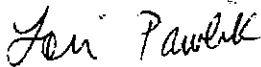
The results of the crossing evaluation will be provided to the City of Plymouth as a technical memorandum. The design and preparation of plans and traffic modeling are not included in this scope of work and fee and can be added as an additional task after completion of the study.

We look forward to continuing to work with the City of Plymouth in your continual endeavor to meet and exceed City-wide infrastructure needs.

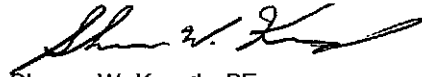
If you have any questions regarding the above or wish to make changes to the projected scope, please contact us at 734.947.9700.

Very truly yours,

Wade Trim Associates, Inc.



Lori J. Pawlik, PE, PTOE
Senior Project Manager



Shawn W. Keogh, PE
Senior Vice President

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth maintains a wide range of infrastructure to help protect and preserve The public health, safety, and welfare, and

WHEREAS Residents in the area of Ann Arbor Trail corridor near Hamilton and Fairground engaged the City in discussions related to pedestrian crossing improvements, and

WHEREAS The City of Plymouth engaged the City Engineer to provide a proposal for Engineering Services for the evaluation of Ann Arbor Trail, and

WHEREAS The City Engineer provided a proposal for professional engineering services for the Ann Arbor Trail non-motorized crossing evaluation.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize Wade Trim to provide professional engineering services for Ann Arbor Trail non-motorized crossing evaluation as outlined in the Engineer's letter dated October 2, 2024, in the amount not to exceed \$7,500.00.



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 - Valet Parking Policy Revision - 10-21-24.docx
 Date: October 9, 2024
 RE: Valet Parking Policy Revision

Background

The City Commission is aware that there is a Valet Parking program; however, it has not been in use since 2016 for various reasons, including lack of usage, and issues with the valet contractor. In August 2024, a downtown business requested the valet program be brought back as they were interested in using it for their restaurant.

DDA staff took the lead and sought input from downtown restaurant owners as well as from the public via digital media channels. There were no comments presented to the DDA staff. The DDA Board also discussed this issue at their September and October DDA Board meetings, both open to the public.

The DDA Board recommends that the City Commission adopt the updated Valet Parking Policy. A few highlights of some of the changes from the 2016 policy include:

- Updates to the fees
- Seasonal use (November 1 to March 31st), previous policy allowed for year-round use
- Updated requirements for location and traffic flow
- This was modeled partly after the Outdoor Dining Program

Recommendation

The Downtown Development Authority, at their October 14, 2024, meeting recommended that the City Commission adopt the Updated Valet Parking Policy. A thorough memorandum from DDA Director Sam Plymale is attached which highlights the process through which the policy was updated. In addition, a copy of the updated policy and application is also attached for review. Lastly, a copy of the resolution from the DDA meeting is attached for reference.

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.



Memorandum

To: Plymouth City Commission
From: DDA Director Sam Plymale
Date: 10/15/2024
Re: Valet Parking Policy Update

BACKGROUND:

In August of 2024, a downtown business inquired about starting up valet parking services in public areas adjacent to their business. As the DDA has a strategic plan goal of 'Improving Parking', and the City Commission has a Strategic Plan One-Year Task of 'Review opportunities for additional parking spaces', DDA and City staff have reviewed the request to determine how it fits under the current valet parking policy. DDA staff believes that a valet parking program has potential for helping the downtown parking system, but while reviewing the current policy, DDA staff realized the need for an update to the policy as the current policy has not been utilized since 2016. DDA staff managed the last iteration of the Valet Parking program.

The last iteration of the valet program managed by DDA staff was abandoned in 2016 due to issues with the contractor, waning usage, and sponsorship dollars drying up. In addition, it was a difficult program for DDA staff to manage as the hours of operation did not align with staff working hours. There have not been any inquiries about valet parking by downtown merchants since 2016 until this most recent inquiry in August of 2024.

Last year, the City Commission approved updates to the Outdoor Dining Policy. This policy also allows private businesses to utilize public spaces. DDA and City staff have used this revamped dining policy as a working template for drafting the Valet Parking Policy.

The DDA Board had robust conversations about the draft policy at both their September 2024 and October 2024 meetings, and unanimously passed a resolution recommending the updated policy be approved by the City Commission. That recommended new policy is attached for your review.

Back in September, DDA staff and City administration reached out to all downtown restaurant owners requesting comments on a Valet Parking Policy update and have sought public comment via digital media channels and the monthly DDA newsletter.

Although staff did not receive any comments from the public or restaurant owners other than the initial applicant, the initial Valet Parking Policy draft was updated using details from the robust discussion at last month's DDA meeting. Staff also looked at valet ordinances and/or policies from Berkley and Birmingham as guides for this update. In addition, the attached Valet Parking Policy draft was reviewed by Police Chief Al Cox and Municipal Services Director and Assistant City Manager Chris Porman for additional needed changes.

Some noted significant changes from the current policy include (but not limited to):

- Program to be run by individual businesses with a similar application process as Outdoor Dining
- Updates to fee schedule
- Updates to the permit application
- More detailed requirements for locations and traffic flow
- Seasonal only (Program can be run from November 1-March 31, during the off season of Outdoor Dining)
- Must get permission from adjacent property/business owners if utilizing parking spaces not adjacent to applicant's property
- Monthly utilization reports

RECOMMENDATION:

Final approval of changes to the current Valet Parking Policy must be completed by the City Commission for the changes to go into effect. Since this policy has been overseen by the DDA in the past, the DDA board held preliminary discussion on the matter and has formally approved a resolution to recommend adoption of the changes to the policy. That resolution is attached for your review. DDA staff recommends that the City Commission review the recommendation and approve the updates to the Valet Parking Policy.

If approved, DDA staff intends to monitor any approved valet use during the 2024-2025 season for any potential issues that aren't addressed in this policy change and will bring those updates to the DDA Board and City Commission in the summer of 2025, if necessary.

RESOLUTION

The following resolution was offered by Director Elliott and seconded by Director Saenz.

WHEREAS A Downtown Plymouth business owner requested the use of Valet Parking services using public areas, and

WHEREAS City staff identified a needed update to the Valet Parking Policy as the current policy has not been utilized since 2016, and

WHEREAS The DDA has a strategic plan goal of "improving parking" and the City of Plymouth has a strategic plan goal of "review opportunities for additional parking spaces", and

WHEREAS The DDA has overseen the Valet Parking program in the past, and

WHEREAS The City Commission must ultimately approve any update to the Valet Parking Policy.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby recommend that the City Commission approve the attached updated version of the Valet Parking Policy.

Please note that the City Commission must approve the recommended changes prior to the enactment of the new policy.

MOTION PASSED UNANIMOUSLY

City of Plymouth

Valet Parking Policy & Application

2024-2025

Fees and Permits

1. All proposed businesses interested in utilizing valet parking shall apply by September 1st (or 60 days before valet services begin if after November 1st) to the Community Development Department for approval. Approval of the application shall be subject to compliance with this policy and all applicable and ordinances. The application must be accompanied by the required documents as listed on the Valet Parking Permit Application form.
2. The applicant shall pay an initial fee and an annual renewal fee every year thereafter, or a temporary permit fee for one-day or special events permits. The amounts will be established by City Commission resolution.
3. Before a valet parking permit is issued, the applicant shall pay all required fees.
4. Prior to issuance of a valet parking permit, the City of Plymouth (“City”) finance department shall verify that there are no outstanding fees owed to the City by the person or entity requesting a Valet Parking permit. A permit will not be issued until all outstanding debts to the City are paid in full.
5. Nothing in the Valet Parking Permit Application shall be interpreted or construed as creating or establishing any type of business relationship between the City and the permit holder or between the City and the permit holder’s contractor, agents, or employees. It is specifically acknowledged that if the permit holder hires or employs the service of any person, entity or enterprise to provide valet service, that such relationship exists solely as between the permit holder and that person, entity or enterprise.

General Regulations

1. All applicants, prior to being issued a valet parking permit, shall submit an application whereby the City shall “permit” the operation and the owner/applicant shall acknowledge the conditions and the City’s authority to revoke the permit upon failure to comply with any of the conditions set forth herein.
2. It is the responsibility of the owner to maintain adherence to federal (including ADA requirements), state and local regulations. The City will not accept responsibility for any damage whether direct or implied because of the operation of the valet parking services. Failure to comply with all state, county and municipal laws and this policy shall result in the following penalties:
 - a) For a first violation, a fee of one hundred fifty dollars (\$150.00)
 - b) For a second violation, a fee of three hundred (\$300.00)
 - c) For a third violation, the immediate termination of the valet parking permit
 - i. Failure to pay any fee levied for any violation within ten (10) business days of notice of a violation shall also be grounds for immediate termination of the valet parking permit

3. The City Manager or designee shall have the sole and absolute authority to make all final determinations regarding compliance with all alleged violations of applicable federal or state law or regulation, with any City ordinance or regulation or terms outlined in the application.
4. The exact location of the pick-up/drop-off points shall be approved at the sole and absolute discretion of the City. The addition or expansion of any pick-up/drop-off point will require advance written permission from the City. If the City Manager or designee determines the use of any pickup/drop-off point as a safety risk to the public, the use of that location shall stop immediately by order of the City Manager or their designee. Pick-up/drop-off points must be marked with cones provided by permit holder. No City or Downtown Development Authority (“DDA”) cones may be used in the pick-up/drop-off points.
5. All denials of applications and revocations of permits may be appealed in writing to the City Commission, whose decision is final. (Note: The use of public right of way is subject solely to the control of the City Commission.)
6. Appeals of revocations shall stay further proceedings and the permit holder shall be permitted to continue valet parking operations pending a decision by the City Commission. Provided, if a violation poses an immediate danger to the public’s health, safety, or general welfare, the City Manager or designee may order the suspension of all valet parking operations pending a hearing, and the permit holder shall cease carrying on such activities pending such hearing.
7. It is the sole discretion of the approved applicant whether patrons of other establishments can use their valet service.

Certificate of Insurance

A certificate of insurance naming the City as an additional insured that indemnifies and holds the City harmless must accompany all applications. Without this certificate, applications will be considered incomplete and will not be approved. Insurance certificates must list the name and location of the business applying for valet parking.

1. Additional Insured The additional insured on the certificate of insurance **must** read as follows:
The Business and the Contracted Valet Company Indemnifies and holds harmless the City of Plymouth, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers.
2. Cancellation Provision The cancellation notice on the certificate of insurance **must** read as follows:
Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
3. Minimum Insurance Amounts (see attached *City of Plymouth Insurance Requirements for details*)
 - a. Commercial General Liability
 - \$2,000,000 Products/ Completed Operations
 - \$2,000,000 General Aggregate
 - \$1,000,000 Each Occurrence
 - b. Workers’ Compensation: Statutory
4. The City shall not be liable, nor responsible for, and shall be defended, held harmless, and indemnified by the permit holder and valet parking services contractor from all claims and/or

damages relating to any of the matters contained within this agreement or as otherwise provided within this agreement.

Diagram and Site Plan

1. Valet parking operations shall not deviate from the approved diagram and site plan submitted with the application. The valet shall deliver the customer's vehicle to the approved private parking area and returned to the approved drop-off/pick-up point via the approved route.
2. Valet pick-up points must be distinctively identified as a valet station with one (1) portable pre-printed A-Frame sign. This signage must comply with the City of Plymouth's sign ordinance (https://library.municode.com/mi/plymouth/codes/code_of_ordinances?nodeId=PTIICOR_CH78ZO_ARTXIXSI_S78-226TESI)
3. One (1) portable pre-printed A-Frame sign shall be allowed per valet station in the street and shall not be placed outside of the parking lane. The sign must include the valet parking fee, if any, and contact information to allow customers to contact the valet parking operator.
4. Applicant must provide written plan explaining how they will reserve approved public parking spaces in pick-up/drop-off areas on days of valet parking operation. City or DDA will not provide cones or signage for reservation of approved public parking spaces, no permanent signage will be permitted.

Operations

1. Valet parking will be allowed from November 1st to April 1st on Thursdays, Fridays, Saturdays beginning at 5:30pm, and Sundays at noon. All valet parking operations will end at midnight with no new cars being parked after 11:00pm.
2. All applicants issued a valet parking permit must submit written monthly reports of utilization of valet parking, broken down with daily and monthly totals.
3. Under no circumstance shall pick-up/drop-off areas include more than 5 angled on street parking spaces or 3 parallel on street parking spaces. Pick-up and drop-off areas shall not include and/or be located directly adjacent to a handicap parking spot or striped handicap unloading area.
4. Only 1 valet parking pick-up/drop-off operation will be allowed per street per block. Joint applications from two or more businesses on the same street are welcome for consideration.
5. No municipal parking deck or parking lot spaces shall be used by a valet parking service to park vehicles. Valet parking services must use the approved site plan in privately owned areas only, no overflow into other public or unapproved private spaces will be permitted. Parking will not be allowed on grass or sidewalks, and the lot must maintain access for emergency vehicles including fire trucks and ambulances. In addition, the valet service cannot use the streets for pick-up/drop-off operations (only approved on-street parking spaces are permitted for pick-up/drop-off operations).
6. Valet service shall use only the approved route between pick-up/drop-off area and parking areas. Any deviation in route at any time for any reason must have written approval from the City.
7. Written consent is required from affected property owners if the valet drop-off/pick-up area is not located in front of or exceeds the storefront width of the business utilizing valet parking.
8. If an approved valet pick-up/drop-off point interferes with the set-up of an outdoor dining area in March of each year this must be acknowledged in the written consent should a business have a valet parking operation that exceeds their storefront width or encroaches into a neighboring storefront
9. No business shall have an outdoor dining facility installed and a valet parking operation at the same time even if said outdoor dining is not operational.

10. All personnel furnished by the permit holder or valet service contractor will be employees of the permit holder or valet contractor, and the permit holder and the valet service contractor will be solely responsible for the terms and conditions of their employment and compensation.
11. Valet personnel shall be dressed in a standard and distinguishable uniform. Valet personnel shall also wear identification badges with their names prominently displayed.
12. Each valet will always be in possession of a valid Michigan operator's license, which shall be produced upon demand by a Police Officer or other person(s) designated by the City.
13. The valet shall keep the pick-up/drop-off areas and the surrounding areas free from litter or debris associated with the valet service.
14. Valet parking is not permitted during City approved special events. City reserves the right to prohibit valet parking operations because of anticipated or actual conflicts which may include festivals and similar events, parades, or repairs to the street, sidewalk, or public right of way. To the maximum extent possible, the business will be given prior written notice (via email) of any time during which the operation of the valet operations may be impacted.
15. The permit may be revoked by the City for any reason upon twenty-four (24) hours written notice to the permit holder. Cancellation by the permit holder must be provided to the City thirty (30) days prior to the date the cancellation is effective.

Application Schedule and Process

Initial Application: Application form, required documents and fee payment are due to the to the Community Development Department 60 days before valet services begin.

Renewal Application: Application form, required documents and fee payment must be submitted to the Community Development Department 45 days before valet service is to begin.

Temporary Application: Application form, required documents and fee payment must be submitted to the Community Development Department 60 days before valet service is to begin.

Applications missing required materials will not be reviewed. If approved, a copy of the permit will be sent to the applicant.

Fee Schedule

Application Fee: \$600 per new valet parking service application

Application Fee: \$500 per annual renewal of valet parking service application

There is no annual automatic renewal, the City will review applications annually.

Application Fee: \$300 per temporary valet parking service application for one-day or special event valet parking service



City of Plymouth Valet Parking Permit Application

Permit #

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1666

I. Applicant Information

| | |
|---------------|---------------------|
| Business Name | Date of Application |
|---------------|---------------------|

| | | | | |
|-------------------|--------------|--------------------------|----------|--|
| Name of Applicant | Phone Number | Email Address (Required) | | |
| Applicant Address | City | State | Zip Code | |

II. Hours of Operations

Valet parking will be allowed from November 1st to April 1st (approved one-time temporary permits will be acceptable outside of this timeframe) on Thursdays, Fridays, Saturdays beginning at 5:30pm, and Sundays beginning at noon. All valet parking operations will end at midnight with no new cars being parked after 11:00pm.

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Thursdays ___:___PM to ___:___PM <input type="checkbox"/> Fridays ___:___PM to ___:___PM <input type="checkbox"/> Saturdays ___:___PM to ___:___PM <input type="checkbox"/> Sundays ___:___PM to ___:___PM | |
| Temporary/Special event operation: Date(s): ___/___/___ to ___/___/___ ___:___PM to ___:___PM Date(s): ___/___/___ to ___/___/___ ___:___PM to ___:___PM Date(s): ___/___/___ to ___/___/___ ___:___PM to ___:___PM | |
| <i>The permit holder may charge customers for providing valet parking services. The valet will be allowed to retain all tips and gratuities received from customers.</i> | For each parked vehicle, customers will be charged: \$ _____ |
| Contact Name & Phone Number During Operation | |

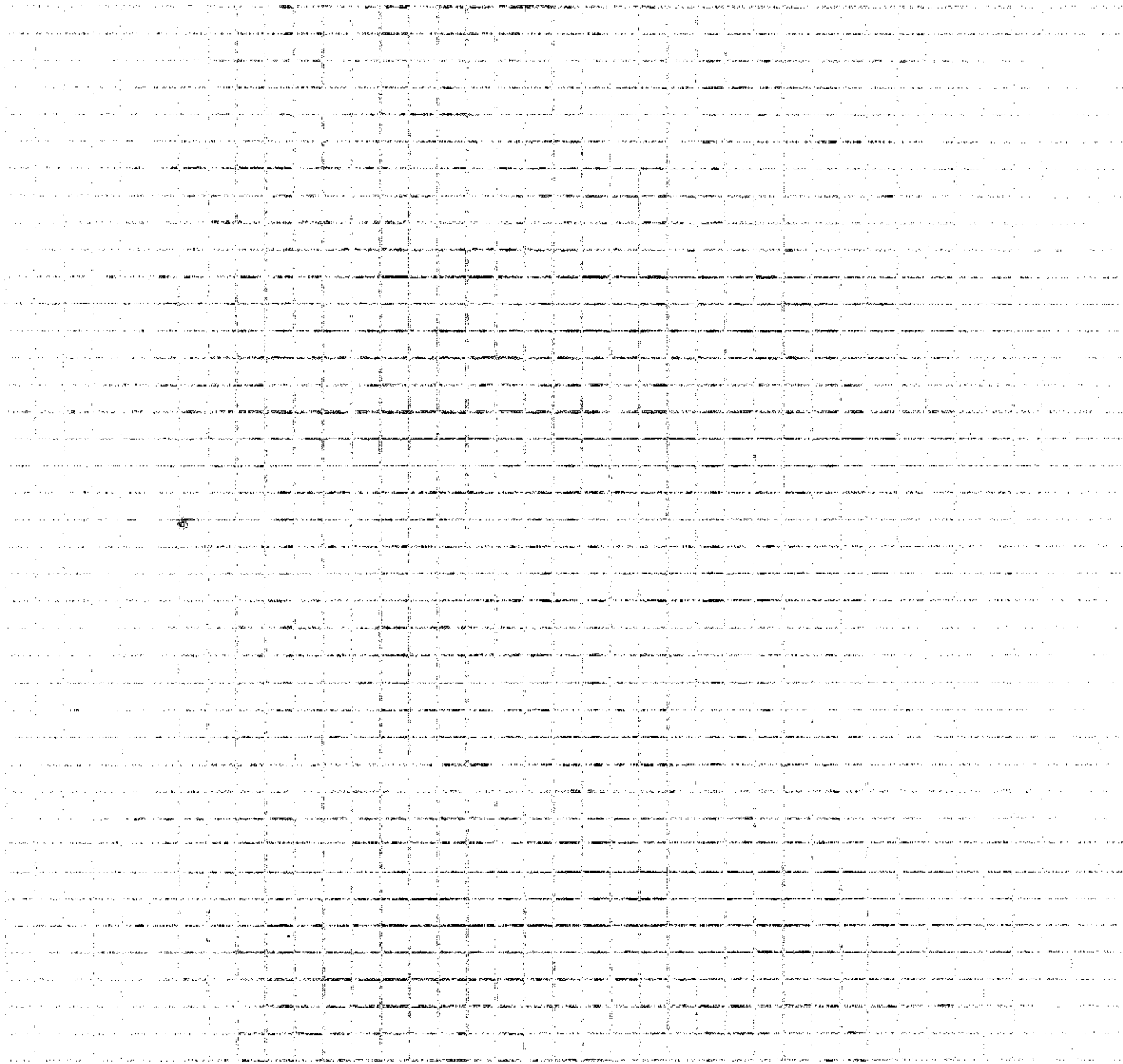
III. Please attach required Documents All applications for valet parking service must be submitted to the Community Development Department for review, and must be accompanied by the required documents as listed below:

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The City reserves the right to request any additional information. Applications missing required documents will not be reviewed.</p> | |
| <input type="checkbox"/> | <p>Written Agreement: Copy of a written agreement between applicant or applicant's business and valet parking contractor that explains where cars will be parked. dates and times of valet services must be included.</p> |
| <input type="checkbox"/> | <p>Written Consent: Written consent is required from affected property owners if the valet drop-off/pick-up area is not located in front of or exceeds the storefront width of the business utilizing valet parking.</p> |
| <input type="checkbox"/> | <p>Diagram and Site Plan: <i>Grid template attached.</i> A one-page diagram or site plan depicting the street location where vehicles will be picked up/dropped off, traffic route to/from the approved private parking area and the placement of any other markers or cones. This diagram and site plan must accompany all applications, including annual renewals and temporary valet service applications. Clearly indicate the number and location of parking spaces to be used (i.e., the reserved area).</p> |
| <input type="checkbox"/> | <p>Signage Information: Images and/or verbiage of signs must be provided as part of the diagram and site plan. <i>View Signage Ordinance here:</i> https://library.municode.com/mi/plymouth/codes/code_of_ordinances?nodeId=PTIICOOR_CH78ZO_ARTXIXSI_S78-226TESI</p> |
| <input type="checkbox"/> | <p>Certificate of Insurance: Requirements and Sample attached. A certificate of insurance naming the City as an additional insured indemnify and hold harmless must accompany all applications. Without this certificate, applications will be considered incomplete and valet service will not be allowed at that location for the season. Additionally, insurance certificates must list the name and location of the business applying for valet parking.</p> |
| <input type="checkbox"/> | <p>Reporting: I understand that I must submit monthly reports of utilization of Valet Parking, broken down with daily and monthly totals in writing.</p> |
| <p>Application Fee Payments should be made to the City of Plymouth and be submitted with the application and all required documents.</p> | |
| <input type="checkbox"/> | <p>\$600 per new permit application</p> |
| <input type="checkbox"/> | <p>\$500 per annual renewal permit application <i>There is no annual automatic renewal, the City will review applications annually.</i></p> |
| <input type="checkbox"/> | <p>\$300 per temporary permit application for one-day or special event valet parking service</p> |

IV. Applicant Signature

| | |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <p>I certify that I hold the City harmless from any claims arising out of my for-profit use of the public property defined herein.</p> | |
| <p>Signature of Applicant</p> | <p>Date</p> |

*Diagram must show where valeted cars are to be parked, along with the route the valet company will use to deposit and retrieve cars. Images from Google maps in satellite view or similar map with clearly marked traffic routes may be used. The permit holder and valet company must obey all state and local traffic laws. Signage placement and the placement of any other markers or cones must be indicated.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/11/2024

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

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

| | | |
|-------------------------------------------------------------------|-----------------------------------------------------------|----------------|
| PRODUCER Agency Name Address City, State Zip | CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: | FAX (A/C, No): |
| | INSURER(S) AFFORDING COVERAGE: | |
| INSURED Insured Name Insured Address City, State ZIP | INSURER A: Insurance Company | |
| | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

| INSR LTD | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC OTHER: | | | Policy Number | 7/1/2024 | 7/1/2025 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED \$ RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in RI) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Plymouth is included as additional insured with respect to general liability ATIMA.

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

RESOLUTION

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

- WHEREAS The City of Plymouth operates a public parking system and there has been a Request to allow valet parking programs to be set up in the downtown area, and
- WHEREAS The City Commission identified “Review opportunities for additional parking Spaces” as a one-year task in Goal Area One #1: Sustainable Infrastructure, and
- WHEREAS The City Downtown Development Authority Board did review and recommend Changes in the existing Policy to allow for year-round valet parking, and to Designate a specific area for Downtown Valet Parking, and
- WHEREAS The City Commission has control of the public parking system and the authority To grant use of public parking spaces to a parking valet system that will use Contracted private parking spaces to allow for more parking availability in the public parking system, and
- WHEREAS The Downtown Merchants/Restaurants have indicated a desire to implement a Valet Parking system on a seasonal and pay expenses for such a system in accordance with The revised policy as recommended by the DDA Board at their October 14, 2024, meeting.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the City of Plymouth Valet Parking Policy & Application 2024-2025 as recommended by the DDA Board at their October 14, 2024, meeting. In addition, expenses for the program shall be funded through user fees and/or direct funding from the downtown merchants/restaurants.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincok, City Manager
CC: *S:\Manager\Sincok Files\Memorandum - Emergency Purchase Confirmation Tree Services 10-21-24.docx*
Date: October 16, 2024
RE: Emergency Purchase Confirmation Tree Services

Background

The City Commission was notified that during the storm clean up following the storm(s) on August 27th and 28th, that Emergency authorization was provided to DMS to have additional contractors assist in clean, removal, and hauling of branches, limbs, trees, and provide brush chipping services. DMS staff worked extended hours following the storms and had roads open to traffic that evening. Additional clean up took place over the next week plus to cut the limbs still in trees that posed any hazard, cut up some of the larger trees that were pushed to the side to open the road, chip the brush from the tree work, including the brush set out by residents and haul the material off the roads.

The city utilized three contractors to assist in response to the storm clean up: American Made Tree Services, Art's Residential Tree Service, and Perlongo Excavating. The city has had positive working relationships with each of these contractors over the years, whether they were working for the city, or in the city on a private property job. Each of the contractors completed their work in a safe, professional, and timely manner and have now requested payment.

There is a memorandum from Municipal Services which provides some additional background on the storm response; specifically over the initial first 24 hours of the event.

The City Administration requests that the City Commission confirm the emergency purchase authorizations related to the tree service provided by each of the contractors in response to the storm. Funding for their services would come from the Solid Waste Fund and not impact the General Fund.

Recommendation

The City Administration recommends that the City Commission confirm the emergency services authorization for the following companies related to services rendered in response to the storm(s) on August 27 & 28.

| | |
|--------------------------------|------------------------------|
| American Made Tree Service | \$3,150 |
| | \$12,600 |
| Art's Residential Tree Service | \$3,200 |
| | \$4,850 (Riverside Cemetery) |
| Perlongo Excavating | \$30,070.00 |

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.



Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: October 9, 2024
To: Paul J. Sincock, City Manager
From: Chris Porman, Assistant City Manager & Director – DMS
Adam Gerlach, Assistant Director - DMS
Re: Confirmation of Emergency Authorization – Tree Services

Background:

On Tuesday, August 27, the city experienced a minor storm causing some minor damage with downed limbs, etc. DMS crews responded and cleared trees from the roadways and cleared catch basins to allow flooded streets to drain. In the early morning hours on Wednesday, August 28th, a major storm came through town, heavily concentrated on the northern half of the city. Crews were again dispatched and during the initial assessment, it was clear that additional resources would be needed to open the streets and secure and clear the trees that had fallen.

After notifying you, and you notifying the City Commission, DMS contacted American Made Tree Services, Art's Residential Tree Service, and Perlongo Excavating to respond. DMS crews worked up to 19 hours that day and many more hours the following days and weeks to cut, chip, haul, and dispose of the fallen branches, limbs, and trees from the storm. Our partners worked alongside the DMS crews working on clearing trees from the street, as well as bringing in additional chipper trucks to clear the brush that was accumulating along the curb and the street. DMS crews and our partners also worked with/around contractors that were hired by residents to clean up private trees on their respective properties.

On August 28th, we collectively replied to over 100 calls for service and many more from residents that would stop our crews and partners in person in the street. By the end of that day, we were able to open all but one street and that was simply due to wires that were still entangled in the tree. The following morning, all streets were open for traffic, albeit a slower than usual travel with the amount of brush. Thursday and Friday, we continued some of our partnered help to assist us in chipping the brush left behind from the storm as we were rolling into the holiday weekend and preparing for Fall Festival.

Recommendation:

The above-mentioned companies have submitted their invoices, and they have been verified by DMS and at this point, we would recommend the City Commission confirm the payment of their services for work performed following the storm via the emergency authorization. We would recommend the following amounts to the related contractors:

| | |
|--------------------------------|------------------------------|
| American Made Tree Service | \$3,150 |
| | \$12,600 |
| Art's Residential Tree Service | \$3,200 |
| | \$4,850 (Riverside Cemetery) |
| Perlongo Excavating | \$30,070 |

We appreciate the quick and professional response of our partners and thank them for their help on this storm as well as numerous other situations over many years of our professional relationship.

Should you have any questions related to this report and request, please feel free to contact me.



Outlook

Storm Update at 4:30 a.m.

From Sincock, Paul <psincock@plymouthmi.gov>

Date Wed 8/28/2024 4:30 AM

To Group - Commission <commission@plymouthmi.gov>

Cc Cox, Al <acox@plymouthpolice.org>; Anderson, Steve <sanderson@plymouthmi.gov>; Plymale, Sam <splymale@plymouthmi.gov>; Buzuvis, John <jbuzuvis@plymouthmi.gov>

Public Safety-First Responders from Police, Fire, and DMS have been responding to multiple calls for service since approximately 2:30 a.m. At this point, the northwest part of the City along with the Old Village area seem to be the hardest hit areas. We have multiple reports of trees falling on houses, with damage. We will need to evaluate damages once the sun comes up. There are reports of trees being snapped off, much like possible straight line wind damage. We also have multiple reports of flooding across the city. According to the DTE Energy outage map show that a majority of the city is without power at this time.

The Plymouth Cultural Center is without power, and they have had roof issues, which caused water to leak into the electrical rooms of that building. We have been in contact with contractors related to this situation. Obviously, the ice in the arena is being compromised with the lack of refrigeration.

The downtown area is without power and only two traffic signals are working currently. There is some tree damage in the downtown and there is some flooding as well. Again, we will be able to get a better look at the damage once the sun comes up.

We have not had many reports of damage in the southeast section of the city, other than street flooding. However, once the sun comes up, we may get additional reports of damage.

PJS

Storm Info

From Sincock, Paul <psincock@plymouthmi.gov>
Date Wed 8/28/2024 10:21 AM
To Group - Commission <commission@plymouthmi.gov>
Cc Anderson, Steve <sanderson@plymouthmi.gov>

Just to make you aware that we authorized tree service contractors to assist DMS crews at about 3:30 a.m. today. Our contractor has multiple staff and semi-trucks & trailers in town to help with clearing streets. We assume that this will need City Commission confirmation at a future meeting.

The Plymouth Cultural Center has suffered significant damage because of roof issues. Much of the electrical rooms received extensive water damage overnight. If we are unable to restore power and equipment operations in the next 12 to 14 hours, the ice will have to be removed. We are making plans to do just that, if needed. We have ordered additional supplies to remake the ice surface, if needed. A team of electricians was on-site early this morning to review and dry out the electrical cabinets. We are also informing our insurance company of a possible claim because of storm damage at the Cultural Center.

DMS is continuing to do clean up and will be working extended hours after today, at some point they are going to have to go home for a rest period. The Fire Department is continuing to handle a very high volume of runs this morning. City Hall is operating on a generator, the DMS Office and the DDA Office has been transferred to City Hall and we have staff working from here.

We have been in contact with Wayne County Emergency Management and the County Public Services Department. We have staff out taking photos of damage to use, if needed in an emergency declaration.

Additional messaging is being prepared for sending out on the listserv and social media accounts.

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

PJS

DTE: Severe Storm Alert August 28, 2024

From Barbara Rykwaldler <barbara.rykwaldler@dteenergy.com>

Date Wed 8/28/2024 10:34 AM

To Porman, Chris <cporman@plymouthmi.gov>

Storm Alert:

**Progress on restoration made overnight
Nearly 90,000 customers already restored**

Tuesday evening's severe weather included wind gusts in excess of 70 mph. While approximately 90 percent of customers were not affected, DTE's Storm Response Team is laser focused on restoring service for the approximately 10 percent of customers that were.

In total, more than 288,000 of our 2.3 million electric customers lost power on August 27 following the evening storm, and as of 7:30 a.m., more than 87,000 customers have had their power restored. **We expect that 90% of customers impacted by this storm will have their power restored by the end of the day tomorrow (Thurs., Aug. 29).**

Thousands of DTE employees as well as 1,200 line workers from neighboring Midwest states are in the field today addressing power outages. Please continue to stay at least 25 feet from any downed wires and anything those wires touch.

.....

Please Remember to Keep Safety Top of Mind



- **Be careful as you head outside** – live downed wire can be covered up or out of sight after falling. Be mindful of supervising children and pets outdoors.
- **Always consider wires live and dangerous** – please remember to stay 25 feet from downed wires and anything in contact with those wires.
- **Stay away from fallen trees or branches** – they could have brought down a wire. Downed wires can look like sticks, so don't pick any up.
- **Report outages or down wires** – Call 800-477-4747, visit [outage.dteenergy.com]outage.dteenergy.com, click below, or use the DTE Energy mobile app to report an outage.

- **DO NOT CROSS YELLOW CAUTION TAPE** – everyone should also heed the warning of yellow caution tape, indicating a downed power line in the area.
- **Never use portable generators inside a home or business** – they emit carbon monoxide, which can be deadly. Keep it outside, away from windows and doors, so fumes won't come in.

[outage.dteenergy.com] [Click Here to Report an Outage or Down Wire](#)

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American Made Tree Service, Inc.

36163 Plymouth Road | Livonia, Michigan 48150

734-427-1367 | support@americanmadetree.com | www.americanmadetree.com

RECIPIENT:

City of Plymouth

City Of Plymouth
Plymouth , Michigan 48170

Clean up.

Invoice #1869

Issued 09/23/2024

Due 10/08/2024

Total \$3,150.00

| Product/Service | Description | Total |
|-----------------|-------------|-------|
|-----------------|-------------|-------|

Emergency Storm Tree Removal- Part one of two.

Job notes-

\$3,900.00

1. Power lines?

No, this day we only cleaned brush piles.

2. Tight access/limited access/no access/easy access?

N/A.

3. After hours (after 5PM) or weekend? Time and a half?

No, we worked until 12:30 PM give or take.

4. Holiday?

No.

5. Any other notes that would help the adjuster understand this job in more detail?

This is the day we left the city early.

1. What structure did we remove a tree or tree limb off of?

Streets, only brush piles.

2. What piece of equipment did we use to lift the trimmer in the air (if any)?

N/A. Ground work.

Emergency Tree Related Call - An administration and assessment fee for initial consult and billing fees. \$350.00.

Charge- 350.00.- WAIVED.

Avant - Articulating loader designed to remove debris off house and efficiently move debris. COST PER HOUR RATE- 300.00.

Charge- 300 x 3 hours= 900.00.

Labor - Tree industry professional laborer that is trained and properly equipped with tools and PPE required to accomplish tree service efficiently. COST PER HOUR RATE, PER PERSON- 200.00

Charge- 200 x 3 hours x 5 team members= 3,000.00.

CMC 83' Arbor Pro Man Lift- (per service visit rate minimum) OSHA approved and designed for the tree care industry with the ability to hoist personnel into challenging and hazardous scenarios not safely accessible by a climber or other means. COST PER HOUR RATE- 450.00



American Made Tree Service, Inc.

36163 Plymouth Road | Livonia, Michigan 48150

734-427-1367 | support@americanmadetree.com | www.americanmadetree.com

| Product/Service | Description | Total |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| *Emergency Storm Tree Removal*- Part two of two. | <p>Crane w/ Operator (Knuckleboom crane/ Regular Stick Crane) -(per service visit rate minimum) Crane with Operator for the removal of debris from a presumably covered peril. This unit is a highly specialized, double drive axle, 14 tire, long reach, hundred ton capacity, articulating Knuckleboom Crane with remote control Grapple Chain Saw or in some cases could be a regular stick crane (regardless, cost per hour is the same). This crane remains at idle during all operations. It is constantly consuming fuel in large volumes, in order to power the highly sophisticated hydraulic system. The state of the art remote control is essential for safety and control in use. This remote control ability allows for the ability to operate at night in most cases. The remote controls ability also allows for a more inclusive perspective to the operator, an ability to more clearly define minimum approach distances from hazards, and most importantly we are able to introduce our workers to the least possible amount of determinable risk. COST PER HOUR RATE- 450.00</p> <p>Charge- 450 x "X" hours= Did not use.</p> <p>2024 Freightliner Bucket Truck- (per service visit rate minimum) OSHA approved and designed for the tree care industry with the ability to hoist personnel into challenging and hazardous scenarios not safely accessible by a climber or other means. COST PER HOUR RATE- 450.00</p> <p>Charge- 450 x "X" hours= Did not use.</p> <p>Light Tower - Used to light the job site so the crew can work as safely as possible during low/no light conditions - \$85.00 per hour.</p> <p>Charge- 85 x "X" hours= Did not use.</p> <p>2022 Ford F-750— Used to haul proper equipment in order to remove the tree off the house. We also use this vehicle as leverage points for ropes in order to remove debris off house. COST PER HOUR RATE- 100.00.</p> <p>Charge- 100 x 2 trucks x 3 hours= 600.00.</p> | \$600.00 |
| Haul Debris | Haul debris from site at no additional price. | \$0.00 |

Thank you for your business. Please contact us with any questions regarding this invoice.

| | |
|------------------|-------------------|
| Subtotal | \$4,500.00 |
| Discount (30.0%) | - \$1,350.00 |
| Total | \$3,150.00 |

[Pay Now](#)



American Made Tree Service, Inc.

36163 Plymouth Road | Livonia, Michigan 48150

734-427-1367 | support@americanmadetree.com | www.americanmadetree.com

RECIPIENT:

City of Plymouth

City Of Plymouth
Plymouth , Michigan 48170

Emergency Tree Services.

Invoice #1870

Issued 09/23/2024

Due 10/08/2024

Total \$12,600.00

| Product/Service | Description | Total |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| *Emergency Storm Tree Removal*- Part one of two. | <p>Job notes-</p> <p>Pictures-https://app.companycam.com/galleries/CQ9cdfnw</p> <p>1. Power lines?Telecommunication wires.</p> <p>2. Tight access/limited access/no access/easy access? Easy access, but HUGE TREE IN ROAD, also one along the telecommunication wires.</p> <p>Working in a hazardous environment.</p> <p>3. After hours (after 5PM) or weekend? Time and a half? Worked after 5pm first day. 12 hours total, no time and a half.</p> <p>4. Holiday?No.</p> <p>5. Any other notes that would help the city official understand this job in more detail? City official seen the damages and the amount of debris and work we did in a short period of time (for the amount of work that was involved). PICTURES ATTACHED.</p> <p>1. What structure did we remove a tree or tree limb off of? All the roads, and cleared hazardous, snapped limbs, from trees still standing.</p> <p>2. What piece of equipment did we use to lift the trimmer in the air (if any)? Majority bucket work.</p> <p>Emergency Tree Related Call - An administration and assessment fee for initial consult and billing fees. \$350.00. Charge- 350.00- WAIVED.</p> <p>Avant - Articulating loader designed to remove debris off house and efficiently move debris. COST PER HOUR RATE- 300.00. Charge- 300 x 12 hours= 3,600.00. Labor - Tree industry professional laborer that is trained and properly equipped with tools and PPE required to accomplish tree service efficiently. COST PER HOUR RATE, PER PERSON- 200.00 Charge- 200 x 12 hours x 5 team members= 12,000.00.</p> | \$15,600.00 |



American Made Tree Service, Inc.

36163 Plymouth Road | Livonia, Michigan 48150

734-427-1367 | support@americanmadetree.com | www.americanmadetree.com

| Product/Service | Description | Total |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| *Emergency Storm Tree Removal*- Part two of two. | <p>Crane w/ Operator (Knuckleboom crane/ Regular Stick Crane) -(per service visit rate minimum) Crane with Operator for the removal of debris from a presumably covered peril. This unit is a highly specialized, double drive axle, 14 tire, long reach, hundred ton capacity, articulating Knuckleboom Crane with remote control Grapple Chain Saw or in some cases could be a regular stick crane (regardless, cost per hour is the same). This crane remains at idle during all operations. It is constantly consuming fuel in large volumes, in order to power the highly sophisticated hydraulic system. The state of the art remote control is essential for safety and control in use. This remote control ability allows for the ability to operate at night in most cases. The remote controls ability also allows for a more inclusive perspective to the operator, an ability to more clearly define minimum approach distances from hazards, and most importantly we are able to introduce our workers to the least possible amount of determinable risk. COST PER HOUR RATE- 450.00</p> <p>Charge- 450 x "X" hours= Did not use.</p> <p>2024 Freightliner Bucket Truck- (per service visit rate minimum) OSHA approved and designed for the tree care industry with the ability to hoist personnel into challenging and hazardous scenarios not safely accessible by a climber or other means. COST PER HOUR RATE- 450.00</p> <p>Charge- 450 x 12 hours= 5,400.00.</p> <p>Light Tower - Used to light the job site so the crew can work as safely as possible during low/no light conditions - \$85.00 per hour.</p> <p>Charge- 85 x "X" hours= Did not use.</p> <p>2022 Ford F-750— Used to haul proper equipment in order to remove the tree off the house. We also use this vehicle as leverage points for ropes in order to remove debris off house. COST PER HOUR RATE- 100.00.</p> <p>Charge- 100 x "X" trucks x "X" hours= WAIVED.</p> | \$5,400.00 |
| Haul Debris | Haul debris from site- Did not charge because you all made everything convenient by dumping locally. | \$0.00 |

Thank you for your business. Please contact us with any questions regarding this invoice.

| | |
|------------------|--------------------|
| Subtotal | \$21,000.00 |
| Discount (40.0%) | - \$8,400.00 |
| Total | \$12,600.00 |

[Pay Now](#)



Art's Residential Tree Service, Inc.
46950 Maben Rd., Canton, MI 48107
(734) 455-2266 Fax (734) 455-2268

| | | |
|---------|--------------------|--------------|
| Name | CITY OF PLYMOUTH | |
| Address | 201 J. MAW ST. | |
| City | PLYMOUTH, MI 48170 | |
| Phone | ADAM 453-7737 | Date 8-31-24 |

| | | |
|--------------------------|------|-------------|
| REMOVE - STORM DAMAGED | | |
| TREE'S, LIMBS + DEBRIS | | |
| MAINLY ON ADAMS STREET | | |
| HALL WOOD BROOK + DEBRIS | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Check No | Date | Total |
| | | \$ 3,200.00 |



PERLONGO EXCAVATING CO.

8483 Ann Arbor Road West
 Plymouth, MI 48170
 perlongoexcavating@gmail.com

Invoice

| BILL TO |
|----------------------------------------------------------------|
| CITY OF PLYMOUTH 1231 GOLDSMITH PLYMOUTH, MICHIGAN 48170 |

| SHIP TO |
|------------------|
| CITY OF PLYMOUTH |

| INVOICE # | DATE | TOTAL DUE | DUE DATE | TERMS | ENCLOSED |
|-----------|------------|-------------|------------|----------------|----------|
| 3522 | 09/08/2024 | \$30,070.00 | 09/30/2024 | Due on receipt | |

| DATE | DESCRIPTION | QTY | RATE | AMOUNT |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|-----------|
| 08/28/2024 | TREE REMOVAL CLEARED TREE DEBRIS FROM STREET AND SIDEWALKS ON SUNSET, AUBURN, EVERGREEN, PACIFIC, ARTHUR, AND IRVIN. CLEARED FROM JUNCTION TO BLANCHE. USED MINI EXCAVATOR(\$170/PER HR), SKID LOADER(\$170/PER HR), WHEEL LOADER(\$170/PER HR), CHIPPER + 1 LABORER(\$285/PER HR) AND 3 TRUCKS(\$170/PER HR) HAULING DEBRIS BACK TO CEMETERY. ALL EQUIPMENT PRICED CAME WITH OPERATOR IN PRICE. OPERATORS ALSO DID WHAT LABOR WAS NEEDED. | 12 | 1,305.00 | 15,660.00 |
| 08/29/2024 | TREE REMOVAL CLEARED TREE DEBRIS FROM HARVEY ST, ANN AND BLUNK. STARTED AT CHURCH AND WENT TO JUCTION. USED MINI EXCAVATOR(\$170/PER HR), SKID LOADER(\$170/PER HR), WHEEL LOADER(\$170/PER HR), CHIPPER + 1 LABORER(\$285/PER HR) AND 3 TRUCKS(\$170/PER HR) HAULING DEBRIS BACK TO CEMETERY. ALL EQUIPMENT PRICED CAME WITH OPERATOR IN PRICE. OPERATORS ALSO DID WHAT LABOR WAS NEEDED. | 10 | 1,305.00 | 13,050.00 |
| 09/12/2024 | TREE REMOVAL USED WHEEL LOADER(\$170/PER | 4 | 340.00 | 1,360.00 |

| DATE | DESCRIPTION | QTY | RATE | AMOUNT |
|------|---------------------------------------------------------------------------------------------------------------------------|-----|------|--------|
| | HR) TO LOAD STUMPS FROM STORM INTO SEMI(170/PER HR). STUMPS WERE LOCATED ON 420 IRVIN, 377 ARTHUR,199 ARTHUR,295 PACIFIC. | | | |

Contact PERLONGO EXCAVATING CO. to pay.

| | |
|-------------|--------------------|
| SUBTOTAL | 30,070.00 |
| TAX | 0.00 |
| TOTAL | 30,070.00 |
| BALANCE DUE | \$30,070.00 |

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth experienced a significant storm event on Wednesday, August 28, 2024, which resulted in widespread damage, including downed trees and debris posing Hazards to public safety, obstructing roadways, and damaging public and private property;
And

WHEREAS The immediate removal of fallen trees, limbs, and debris is essential to restore public Safety, ensure access for emergency responders, and protect the health and welfare of the Community; and

WHEREAS It was necessary to engage professional tree removal and debris management services on an emergency basis to ensure a timely response to the storm damage and to mitigate further risks to the public; and

WHEREAS Sec. 2-137. - Emergency purchases of the City Charter provides for the City Manager to authorize emergency procurement and services in situations that threaten public health, safety, and welfare,

WHEREAS The City Administration did contract with American Made Trees Services, Art's Residential Tree Services, and Perlongo Excavating to perform emergency tree service for the City of Plymouth

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby confirm the Emergency Authorization for tree services completed by American Made Tree Services in the amount of \$15,750.00. Funding for this authorization is to be allocated from the City's Solid Waste Fund.

NOW BE IT ADDITIONALLY RESOLVED THAT the City Commission of the City of Plymouth does hereby confirm the Emergency Authorization for tree services completed by Art's Residential Tree Service in the amount of \$8,050.00. Funding for this authorization is to be allocated from the City's Solid Waste Fund.

NOW BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby confirm the Emergency Authorization for tree services completed by Perlongo Excavating in the amount of \$30,070.00. Funding for this authorization is to be allocated from the City's Solid Waste 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. Sincok, City Manager
CC: S:\Manager\Sincok Files\Memorandum - Authorization to Purchase Pick Up Truck - 10-21-24.docx
Date: October 9, 2024
RE: Authorization to Purchase Pick Up Truck

Background

The City Commission is aware that when they adopted the 2023 - 24 Fiscal Year Budget, it included the purchase of a 2500 model size pickup truck. We are looking at replacing a pickup that has over 13 years of service and has outlived its useful life. To keep the truck operational and to our standards, we would need to invest in some significant bodywork as rust and wear are showing substantially on the vehicle.

Using the MiDeal Plan, we would be able to purchase the truck through LaFontaine Ford Lansing for \$52,893.00. This truck was available was not available locally, and we have purchased fleet vehicles through this specific dealer before, using the same MiDeal cooperative pricing and have had a positive relationship.

In addition, we would like to purchase and have installed a plow package with all associated mounts and wiring. We have used the State of Michigan approved vendor Truck & Trailer Specialties to obtain the attached quote for \$9,767.00. They are familiar with our fleet and we have had a good working relationship with them over the years.

Recommendation

The City Administration recommends that the City Commission authorize the purchase of a 2025 Ford F-350 SuperCrew 4x4 XL in the amount of \$52,893.00 and funding for this purchase shall be from the Equipment Fund. We have attached a copy of page 113 of the Fiscal 24 - 25 Budget showing that this vehicle was anticipated to be replaced in this budget year. In addition, the City Administration would recommend the City Commission authorize the purchase of a Boss 9' Snow Plow from Truck & Trailer Specialties from Howell. The pricing for the plow would be based on the City of Rochester Hills competitive bid contract awarded in 2020.

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 Chris Porman or myself.



Department of Municipal Services

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

Date: October 7th, 2024
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Assistant Director of Municipal Services
Nick Johns, Foreman
Re: Purchase of 2025 F-350 Pick Up

Background

In the Capital Improvement section of the 2024-2025 Budget, the Department of Municipal Services requested the purchase of a new, 2500 model truck. The current truck is approximately 13 years old and rust and other various signs of wear and tear from normal operations have started to surface on the vehicle.

Municipal Services received our pricing through the MiDEAL Extended Purchasing Program. This allows us to receive the same terms, conditions, and prices as State government. It also provides us indirect savings related to writing specifications, researching industries, processing invitations to bid, recruiting a diverse pool of potential suppliers, and making awards.

The MiDEAL program is authorized by Michigan legislation and has been in existence since 1984. It has undergone a number of changes over the last few years, especially with the supply chain issues starting during COVID; however, the program still allowed for competitive bids put together on a statewide scale, which we are able to take advantage of and see the savings from.

Recommendation

It is our recommendation that the City Commission approve the purchase of the 2025 Ford F-350 SuperCrew 4x4 XL 176" wheelbase Work Truck from Lafontaine Ford of Lansing, MI based on the MiDeal Purchasing Program for the purchase price of \$52,893.00. This item is covered in the budget on page CIP 113, which we have attached to this memorandum as a reference. In addition, we would recommend the City Commission approve the purchase and installation of the snow plow and associated wiring, etc. from State of MI approved vendor Truck & Trailer Specialties, Inc. of Howell in the amount of \$9,767.00. We have used this approved vendor to help us outfit our trucks and have had a positive relationship with a company that is able to turn around our trucks on a timely basis with no issues.

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

TRUCK & TRAILER *Specialties, Inc.*

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

October 16, 2024

City of Plymouth
1231 Goldsmith, Plymouth, MI 48170
Attn: Nick Johns, ph: (734) 787-7576
HQ0004597

Equipment Quotation

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

Chassis information (Truck #TBD): 2025 Ford F-350, Crew Cab, 4x4, 176" WB, 8' bed, snow plow prep, brake controller & with upfitter switches

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 equipment pricing: \$9,767.00 ea.

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

FOB: City of Plymouth

Delivery: Allow 2-3 weeks for installation

Thank you for the opportunity to quote.

Respectfully submitted by,
Jon Luea/Brian Bouwman

2025 F350



| Item Description | Req By | Account # | R N | Est Life | Dept Priority | Method of Funding | | | Dept Req Est Cost | Manager Revisions | Budgeted Cost |
|----------------------------------------------------------------------------|--------|-----------|----------|----------|---------------|-------------------|--------|-------|-------------------|-------------------|------------------|
| | | | | | | Approp | Act 99 | Bonds | | | |
| WATER & SEWER FUND | | | | | | | | | | | |
| Water Utility Engineering | MSD | 560-588 | -818.406 | R | 50 | 1 | X | | 95,000 | - | 95,000 |
| Water Utility Construction | MSD | 560-588 | -818.450 | R | 50 | 1 | X | | 465,000 | - | 465,000 |
| Sewer Utility Engineering | MSD | 560-589 | -818.406 | R | 50 | 1 | X | | 40,000 | - | 40,000 |
| Sewer Utility Construction | MSD | 560-589 | -818.450 | R | 50 | 1 | X | | 200,000 | - | 200,000 |
| Lead & Galvanized Service Line Replacement Program (Known locations +/-35) | MSD | 592-000 | -149.000 | R,N | 4 | 1 | X | | 250,000 | - | 250,000 |
| Replace Fire Hydrants (Non-repairable TCIW) | MSD | 592-000 | -149.000 | R,N | 4 | 1 | X | | 20,000 | (20,000) | - |
| Utility Patch Repair | MSD | 592-000 | -149.000 | R | 5 | 2 | X | | 50,000 | (50,000) | - |
| Replace Construction/Safety Barricades | MSD | 592-000 | -149.000 | R | 10 | 2 | X | | 15,000 | (15,000) | - |
| Replace Traffic Control Barricades | MSD | 592-000 | -149.000 | R | 10 | 2 | X | | 7,500 | - | 7,500 |
| Replace Isolation Valves (Valve, structure, pipe & connections) | MSD | 592-000 | -149.000 | R | 10 | 2 | X | | 60,000 | (60,000) | - |
| WATER / SEWER FUND TOTAL | | | | | | | | | 1,202,500 | (20,000) | 1,057,500 |
| EQUIPMENT FUND | | | | | | | | | | | |
| Network Upgrades and Workstation Upgrades / Replacements | MIS | 661-000 | -140.500 | R | 5 | 1 | X | | 55,000 | - | 55,000 |
| Police Cars (2) - Tahoe | POL | 661-000 | -141.000 | R | 5 | 1 | X | | 100,000 | - | 100,000 |
| Police Car Modem Replacement (2) | POL | 661-000 | -141.000 | R | 5 | 1 | X | | 5,000 | - | 5,000 |
| Portable 2-Way Radios | POL | 661-000 | -140.000 | R | 10 | 1 | X | | 14,250 | - | 14,250 |
| Mobile Radios | POL | 661-000 | -140.000 | R | 10 | 1 | X | | 7,000 | - | 7,000 |
| Fitness Equipment | POL | 661-000 | -140.000 | R | 20 | 2 | X | | 15,000 | (15,000) | - |
| Electric Zamboni | REC | 661-000 | -141.500 | R | 20 | 3 | | X | 120,000 | (101,070) | 18,930 |
| Floor Machine Cleaner | REC | 661-000 | -141.500 | R | 5 | 1 | X | | 10,000 | - | 10,000 |
| Sidewalk Sweeper, Lincoln -American MY95 (DMS 005) | DDA | 661-000 | -141.500 | R | 10 | 2 | X | | 65,000 | - | 65,000 |
| Skid Steer Loader, Bobcat MY98/86 (DMS 023/022) | MSD | 661-000 | -141.500 | R | 10 | 2 | X | | 140,000 | (140,000) | - |
| Ext. Cab Pick up+cap, GMC 2500 MY09 (DMS 102) | MSD | 661-000 | -141.500 | R | 10 | 2 | X | | 60,000 | (60,000) | - |
| Small loader, Case MY03 (DMS 108) | MSD | 661-000 | -141.500 | R | 10 | 2 | X | | 180,000 | (180,000) | - |
| Reg. Cab Flat bed+plow+spreader, GMC 2500 MY12 (DMS 135) | MSD | 661-000 | -141.500 | R | 10 | 2 | X | | 65,000 | - | 65,000 |
| Utility Trailer-MY88 (DMS TRL 2) | MSD | 661-000 | -141.500 | N | 10 | 2 | X | | 12,000 | (12,000) | - |
| Walkbehind Concrete Saw | MSD | 661-000 | -141.500 | N | 10 | 2 | X | | 25,000 | (25,000) | - |
| Street Stripe Paint Sprayer | MSD | 661-000 | -141.500 | N | 10 | 2 | X | | 12,000 | (12,000) | - |
| Snow Pusher (12' Box Plow) | MSD | 661-000 | -141.500 | R | 10 | 2 | X | | 12,000 | (12,000) | - |
| Stand-on Sidewalk Plow & Salt Spreader | MSD | 661-000 | -141.500 | R | 10 | 2 | X | | 18,000 | - | 18,000 |
| ATTACH - Muni SW Tractor Vacuum/Sweeper, Holder (DMS 005) | MSD | 661-000 | -141.500 | R | 5 | 2 | X | | 9,000 | (9,000) | - |
| ATTACH - Muni SW Tractor Broom, Holder (DMS 008) | MSD | 661-000 | -141.500 | N | 5 | 2 | X | | 12,000 | (12,000) | - |
| ATTACH - Muni SW Tractor Plow, Holder | MSD | 661-000 | -141.500 | N | 5 | 2 | X | | 8,000 | (8,000) | - |
| ATTACH - Muni SW Tractor Snowblower, Holder | MSD | 661-000 | -141.500 | N | 10 | 1 | X | | 25,000 | (25,000) | - |
| Equip Lease - Rosenbauer Fire Pumper | FIRE | 661-000 | -141.500 | R | 20 | 1 | | X | 41,023 | - | 41,023 |
| Equip Lease - Swaploader | MSD | 661-000 | -141.500 | N | 15 | 1 | | X | 45,397 | - | 45,397 |
| Equip Lease - Pumper Fire Truck | FIRE | 661-000 | -141.500 | R | 10 | 1 | | X | 59,003 | - | 59,003 |
| Equip Lease - Tahoe (3) | POL | 661-000 | -141.500 | R | 6 | 1 | | X | 35,439 | - | 35,439 |
| Equip Lease - Ford Trucks (4) | MSD | 661-000 | -141.500 | R | 6 | 1 | | X | 82,773 | - | 82,773 |
| EQUIPMENT FUND TOTAL | | | | | | | | | 1,232,885 | (611,070) | 621,815 |

RESOLUTION

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

- WHEREAS The City of Plymouth operates an equipment fleet to help protect the public health, safety, and welfare; and
- WHEREAS The City Commission determined that a F350 Pick Up Truck was a piece Of equipment that would be included in the 2024-2025 Budget; and
- WHEREAS The City Administration obtained pricing based on the MiDeal Purchasing Program, which the city has used for previous vehicle purchasing; and
- WHEREAS The City Administration and staff are recommending the purchase of a 2025 Fleet/Non-Retail Ford F350 4WD 176" Work Truck from Lafonatine Ford of Lansing, MI, and
- WHEREAS The City Administration and staff are recommending the purchase of a Boss 9' 2" Power-V DXT Red Steel Blade Snow Plow from Truck & Trailer Specialties of Howell, MI.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of a 2025 Fleet/Non-Retail Ford F350 4WD 176" Work Truck from the MiDeal Purchasing Program in the amount of \$52,893.00 and the expense is to be charged to the Equipment Fund Account 661-000-141.500.

BE IT ADDITIONALLT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of the Boss 9' 2" Power-V DXT Red Steel Blade Snow Plow from Truck & Trailer Specialties utilizing the City of Rochester Hills RFP-RH-20-023 contract awarded in September 2020 in the amount of \$9,767.00 and the expense is to be charged to the Equipment Fund Account of 661+000-141.500.

ADMINISTRATIVE UPDATE

To: Mayor & City Commission
CC: *S:\Manager\Sincock Files\Memorandum - Zoning Audit Update Report to City Comm - 11-06-23.doc*
From: Paul J. Sincock -City Manager
Date: 10/14/24
Re: Drinking Water Asset Management Plan Report

The City Commission is aware that the city was awarded a Drinking Water Asset Management (DWAM) grant. According to Michigan.gov, "The DWAM Grant program was a drinking water infrastructure financial assistance program developed by EGLE. The program provided grant funding to assist community drinking water supplies with asset management plan development and updates, and/or distribution system materials inventories as defined in Michigan's revised Lead and Copper Rule."

The attached memorandum from Adam Gerlach highlights the city's efforts using the grant monies. In short, the city used the funds to help offset costs related to the creation of a system wide distribution system materials inventory (DSMI). This included DMS staff "hydrovacating" near the water curb stop to identify materials as well as offsetting a portion of contractor time spent on material inventory during the installation of the new water meters.

There will also be a short presentation showing how the City was able to compile the distribution system material inventory and how it will be available to the public.

There is no need for action by the City Commission and the report should be received and filed by the City Commission.

NO ACTION REQUIRED – Report Only



Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: October 19, 2024
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Director of Municipal Services
Adam Gerlach, Assistant Director of Municipal Services
Re: DWAM (Drinking Water Asset Management) Grant Report

Grant Summary

The Michigan Drinking Water Asset Management (DWAM) Grant program is an initiative by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) aimed at supporting local communities in managing and maintaining their drinking water systems. The program provides financial assistance to municipalities and water supply systems to develop and implement asset management plans, which are critical for ensuring the sustainability and reliability of drinking water infrastructure across the state.

Objectives of the DWAM Grant Program

The DWAM Grant program aims to help communities:

1. **Improve Drinking Water Infrastructure:** By promoting asset management, the program encourages systematic maintenance and improvement of water systems, helping to identify and address issues before they become critical.
2. **Enhance Public Health and Safety:** Reliable drinking water systems are crucial for public health. The grant aids communities in ensuring safe drinking water by supporting the evaluation and upgrade of their infrastructure.
3. **Promote Long-term Planning:** Asset management is about long-term sustainability. The program helps communities plan for the future, ensuring that water systems can be managed efficiently over time.

Eligible Activities

The DWAM Grant funds a range of activities associated with the development and implementation of asset management plans. Eligible activities include:

- **Asset Inventory and Condition Assessment:** Conducting comprehensive surveys to document existing water infrastructure assets, including pipes, pumps, storage tanks, and treatment facilities, and assessing their condition.
- **Development of Asset Management Plans:** Creating detailed plans that include a complete inventory of assets, their conditions, expected lifespan, and strategies for repair, replacement, and maintenance.
- **Water System Mapping:** Utilizing Geographic Information Systems (GIS) for accurate mapping of water systems to help communities understand their infrastructure layout.
- **Water Reliability Studies:** Assessing the reliability of water systems, identifying vulnerabilities, and proposing solutions to enhance system resilience.
- **Service Line Inventories:** Inventorying and replacing lead service lines, which is particularly important for addressing lead contamination concerns.

Grant Funding and Application Process

- **Funding Availability:** The program offers grants of up to \$1 million per applicant. There is no required local match, making it more accessible to smaller communities with limited budgets.
- **Application Process:** Interested communities need to submit a proposal to EGLE, detailing their needs, proposed activities, and expected outcomes. Applications are reviewed based on criteria such as community need, the scope of the proposed activities, and the long-term benefits of the project.

Program Impact

Since its inception, the DWAM Grant program has supported numerous communities across Michigan in developing asset management plans. This has led to better-maintained water infrastructure, improved water quality, and enhanced public health and safety. The program has also played a key role in helping communities address the issue of lead service lines by funding inventories and replacement efforts, thus reducing the risks associated with lead contamination.

The development of a robust asset management plan offers several benefits. It leads to cost savings by allowing communities to proactively identify and address issues, thereby reducing the expenses associated with emergency repairs and extending the lifespan of existing assets. Additionally, comprehensive data and mapping enable water system operators to make informed decisions regarding maintenance, repair, and replacement, which supports better planning and resource allocation. Well-maintained water infrastructure also contributes to improved water quality, ensuring that residents have access to higher-quality drinking water.

Furthermore, asset management helps communities comply with state and federal regulations, such as the Safe Drinking Water Act, by demonstrating that they have a plan in place to maintain water quality and system reliability.

City of Plymouth Grant Funded Activities and Timeline

The City of Plymouth applied for the DWAM Grant in December 2020 and was fortunate to be one of 140 communities in Michigan to receive the grant. We received grant award notice in August 2021. The grant period was originally set for three years, running from August 15, 2021, to August 15, 2024. However, an extension was granted, allowing the project to continue through January 1, 2025. The City kicked off asset management activities under the grant in December 2021.

From winter 2021 to spring 2022, GIS updates were carried out by the engineering firm Wade Trim. These updates were taking previously completed infrastructure projects and incorporating them into our GIS system. In spring 2022, the City tested and purchased a GPS collection device from Seiler GIS. This was followed by GPS collection and GIS training for staff in summer 2022, also facilitated by Seiler GIS as well as Wade Trim. Using the GPS collector, staff was able to collect data points for curb stop locations, fire hydrants, and water gate valve locations as we looked to build our inventory of assets. Between fall 2022 and spring 2023, the DMS crew conducted targeted water service line investigations using hydro excavation at various locations, including William, Ann, Blunk, Mill, Main, Auburn, Sunset, Harvey, Ann Arbor Trail, and Penniman. During the hydro excavation activities, crews would bring out our Vactor truck and use both high pressure water and the vacuum tube on the front of the truck to be able to carefully, efficiently and cleanly dig down to the curb stop/box location to identify the material that the water service line is made out of (copper, lead, galvanized, etc.)

From spring 2023 to fall 2023, the City began a water meter replacement program and we contracted with HydroCorp to perform that operation. In addition to installing our water meters and checking interior plumbing systems for backflow prevention, we also had Hydrocorp perform a comprehensive service line inventory. During this period, the DMS crew assisted the water meter installers and continued with water meter installations, frequently performing curb stop repairs. A curb stop is a valve located on a water service line, typically near the property line or curb, that allows water flow to be turned on or off between the water main under the street and a building. It is an essential component for controlling water supply to a specific property. DMS staff use it to shut off water when necessary, such as during repairs (internal valves in a home/business), emergencies, or when a property is vacant. The valve is usually

operated with a special key or tool, and it is buried underground with a protective casing that allows access from the surface. Curb stops are usually located on the property owner's side of the sidewalk; however, there are plenty of times where the curb stop is located in the concrete of a driveway or sidewalk. Where hydro excavation with our Vactor truck was needed for curb box replacements, the crew also verified service line materials at the same time. In summer 2023, the DMS crew assisted with addressing service line leaks and breaks discovered during the meter installations, and emergency replacements of lead and galvanized service lines were carried out on Roe, Forest, Ann Arbor Trail, and Spring.

From winter 2023 to fall 2024, Wade Trim continued to support the project by updating the water system asset management plan, water system model, and GIS. In spring and summer 2024, DMS staff followed up on the service line inventory data collected during the meter replacement project, conducting interior inspections to identify sites for water sampling as part of required lead and copper monitoring efforts. By fall 2024, DMS staff compiled all collected data, cross-referenced it, and integrated it into the GIS system. The Complete Distribution System Material Inventory (CDSMI) was then submitted to the State, made publicly available on our website, and notification letters regarding service line materials were distributed as required, particularly for locations with lead and galvanized pipes. Of note is that the City of Plymouth does not exceed action levels for either lead or copper during our testing, in large part due to the treatment of the water from Great Lakes Water Authority (GLWA), who we purchase our water from.

Through all our efforts under the DWAM grant, the City will seek reimbursement of approximately \$310,000. Many of our activities covered by the grant, were activities that we would normally perform in the course of our work (changing water meters, repair/replace curb stop boxes, service line repairs, removal of lead lines). Having the ability to seek reimbursement has been a helpful opportunity for our water/sewer fund and also allowed us to update asset management and record keeping of our drinking water assets.