



# Plymouth City Commission

## Regular Meeting Agenda

Tuesday, February 18, 2025 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: [Feb 18 https://us02web.zoom.us/j/82699475927](https://us02web.zoom.us/j/82699475927)  
Passcode:393213 Webinar ID: 826 9947 5927

### 1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call

### 2. APPROVAL OF MINUTES

- a. February 3, 2025 City Commission Regular Meeting Minutes

### 3. APPROVAL OF THE AGENDA

### 4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of January 2025 Bills
- b. Special Event: Music in the Air, Fridays in 2025 5/23, 5/30, 6/6, 6/20, 6/27, 7/4, 7/18, 7/25, 8/1, 8/8, 8/15, 8/22, 8/29
- c. Special Event: Plymouth Pride in Old Village, Sunday 6/22/2025
- d. Special Event: Art in the Park, Friday-Sunday 7/11/25-7/13/25
- e. Special Event: Bumpers Bikes & Bands, Sunday 7/20/2025
- f. Special Event: Glow Yoga, Thursday 9/18/2025
- g. Special Event: Old Village Chili Cookoff, Sunday 9/21/2025
- h. Special Event: Old Village Halloween Block Party, Sunday 10/26/2025
- i. Special Event: Old Village Santa Meet & Greet, Sunday 12/14/2025

### 5. CITIZEN COMMENTS

### 6. COMMISSION COMMENTS

### 7. OLD BUSINESS

- a. Sanitary Sewer Ordinance Amendments – YUCA – Final Reading

### 8. NEW BUSINESS

- a. Charity Gaming License – Salem Lacrosse Athletic Association
- b. Approval of Traffic Control Order 24-1 – Parking Restrictions on Joel & Sheridan Streets
- c. Proceeds from Sale of Jointly Owned Fire Aerial Bucket Truck

### 9. REPORTS AND CORRESPONDENCE

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

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

#### OBJECTIVES

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

### GOAL AREA THREE - COMMUNITY CONNECTIVITY

#### OBJECTIVES

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

### GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

#### OBJECTIVES

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

*"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, February 3, 2025, 7:00 p.m.**  
**Plymouth City Hall 201 S. Main Street**

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

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

**1. CALL TO ORDER**

a. Mayor 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, Mayor Pro Tem Colleen Pobur, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton, Nick Moroz

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

c. Proclamation

Present: Mayor Deal read a proclamation recognizing February as Black History Month.

**2. APPROVAL OF MINUTES**

Pobur offered a motion, seconded by Maguire to approve the January 21, 2025 City Commission C.O.W. Strategic Plan One-Year Task Development Minutes and January 21, 2025 City Commission Regular Meeting Minutes.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**3. APPROVAL OF THE AGENDA**

Filipczak offered a motion, seconded by Kehoe to approve the agenda for the February 3, 2025 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**4. ENACTMENT OF THE CONSENT AGENDA**

Pobur offered a motion, seconded by Moroz to approve the Consent Agenda for the February 3, 2025 meeting.

- a. Special Event: Plymouth Community Arts Council Wilcox Wednesday Music in the Park, Wednesdays – 6/18/2025 - 8/20/2025
- b. Special Event: Michigan Philharmonic Patriotic Concert – Saturday 6/28/2025
- c. Special Event: Plymouth Community Band Concerts in the Park, Thursdays – 5/29/2025 – 7/31/2025
- d. Special Event: Our Lady of Good Counsel Parish Plymouth PraiseFest – Sunday, 6/22/2025

There was a voice vote

MOTION PASSED UNANIMOUSLY



**5. CITIZEN COMMENTS**

Stephanie Richards, Western Wayne County, introduced herself as the Community Liaison for Wayne County Sheriff's office if community-related services are requested.

Ellen Elliott, 404 Irvin, commented on the great job staff and Gietzen did on the Ice Festival and noted an upcoming event at the Penn on Detroit artist Charles McGee.

**6. COMMISSION COMMENTS**

Commission members commended all staff and vendors for a great job on the Ice Festival.

Pobur spoke about an article in the recent edition of the Pulse listing Plymouth as the top city for retirees.

Kehoe noted that the printed copies of the Pulse are available at City Hall for anyone who would like to pick one up.

Maguire thanked Deal for the Black History month proclamation.

Deal announced that applications are available on the City's website for the Ruth Huston Whipple Award.

She also recognized City employee anniversaries: Marleta Barr-Community Development, 23 years; Lisa Hominga-DMS, 19 years; John Buzuvis-Economic Development, 19 years; Sydney Bridgman-Clerk's office, 5 years; Evan Duffiney-DMS, 1 year; Kim Crova-Community Development, 1 year.

**7. OLD BUSINESS**

None

**8. NEW BUSINESS**

a. Adoption of 2025 One-Year Tasks for Strategic Plan

The following motion was offered by Minton and seconded by Kehoe:

RESOLUTION 2025-07

WHEREAS The City Commission of the City of Plymouth did hold a team building open to the public work session that was facilitated by Dr. Lew Bender in advance of the group developing one-year tasks for the strategic plan; and

WHEREAS A second open public session was held on January 21, 2025, to establish the draft of the one-year tasks; and

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

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby endorse and adopt the 2025 one-year tasks for the city's strategic plan.

**SUSTAINABLE INFRASTRUCTURE**

1. Complete startup of Cultural Center generator, install new public EV charging stations, and connect to it
2. Design, purchase, and install street security bollards at minimum of two downtown locations and Cultural Center main entrance
3. Complete upgrades to four railroad grade crossings with state grant funds
4. Complete Central Parking Deck engineering review for 2026 major renovation
5. Begin construction on mausoleum upgrade project
6. Complete needs assessment for city facilities including security features and ADA compliance



7. Complete 2025 Infrastructure Program and reach decision/direction on push button usage in DDA
8. Roll out new trash/recycle carts
9. Launch new web portal for water customers
10. Begin planning for future road funding/road bond
11. Continue lead service line replacement program and publish searchable online map
12. Review of financial policies (reserves, credit card, etc.) including digital payment program for vendors
13. Continue pursuit of creation of the Corridor Improvement Authority (CIA) for Old Village
14. Participate in MML's Green Communities Challenge 2025
15. Promote sustainable green initiatives through tree programs, native plant integration, identifying locations for rain gardens, solar panel installation on municipal buildings, and kitchen waste composting program(s)
16. Develop plan for additional bike racks in the City
17. Evaluate joint fire agreement with Northville
18. Design potential enclosure ideas for The Gathering
19. Complete Library property swap

### **STAFF DEVELOPMENT, TRAINING, AND SUCCESSION**

1. Complete contract negotiations with DMS, PD, PD Command Staff
2. Complete updates to the employee manual
3. Begin formal Michigan Law Enforcement Accreditation Program
4. Begin American Public Works Association self-assessment program
5. Staff to continue professional development certification/accreditation opportunities such as Michigan Public Service Institute, Municipal Clerk Certification, Clerk's State Accreditation, Michigan Certified Professional Treasurer, Michigan Police Executive Development, Michigan Association of Planning
6. Investigate possible Emergency Medical Responder training for staff
7. Finalize Finance Department re-organization
8. Pursue potential partnership for internships with Colleges and Universities

### **COMMUNITY CONNECTIVITY**

1. Obtain sponsorships for DDA Music in the Air concert events, DDA banners, bandshell banners, and park/playground
2. Continue to review and implement recommendations from Communications Plan
3. Review possible delivery options for monthly newsletter
4. Begin Committee of the Whole, study sessions, and/or pre-Commission style meetings at regular intervals
5. Update City website and increase City services videos/content
6. Implement emergency alert system through email and text
7. Develop consistent City branding guidelines
8. Update technology policies including social media posting guidelines and acceptable use
9. Restructure public outreach "Coffee"-style programs for quarterly events
10. Reinstate Annual Awards and Commendation Program
11. Research opportunities to partner with Plymouth Community Council on Aging and other agencies for potential improvements to senior services
12. Continue hosting Citizen's Academy
13. Discuss Wayne County public transit
14. Review block party process and application

15. Establish a formalized onboarding for new board members and provide continued training for current members including roles, responsibilities, and expectations
16. Improve intra-commission communication

### **ATTRACTIVE, LIVABLE COMMUNITY**

1. Adopt Master Plan
2. Update special events policy and application to include digital format
3. Plan for design and community engagement for DDA Streetscape Improvement Plan
4. Participate in Phase III of Plymouth Art Walk
5. Explore expanded recreation programming and special events opportunities including marketing Cultural Center as a meeting/event venue
6. Engage relevant development entities to create pedestrian connection from Old Village to Hines Park via Wilcox Road
7. Research opportunities to enhance pedestrian experience between Old Village and Downtown
8. Adopt an Economic Development Strategy that furthers the pursuit of Redevelopment Ready Communities certification
9. Restart housing inspection program including update of ordinances and fee schedule
10. Decide on direction for a social district in Old Village
11. Perform legal review of noise ordinance and disturbing the peace ordinance
12. Complete "quick" zoning ordinance amendments (zoning audit)
13. Complete the multi-family/housing ordinance amendments (MSHDA Grant)
14. Discuss housing types and development including Accessory Dwelling Units, diverse housing stock, and residential compatibility
15. Coordinate with Wayne County on pedestrian study along Mill Street

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. Water Removal & Waterproofing City Hall Elevator Pit

The following motion was offered by Pobur and seconded by Moroz:

RESOLUTION 2025-08

WHEREAS The City of Plymouth maintains and operates a variety of buildings to help protect the public health, safety and welfare; and

WHEREAS From time to time there is required maintenance on the buildings and the elevator pit at City Hall is in need of waterproofing and cleaning; and

WHEREAS The Department of Municipal Services had on-site meetings at City Hall with three vendors and the pricing ranged from a low of \$11,685.00 to a high of \$29,776.40.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a repair contract with Docker Elevator of South Lyon, Michigan in the amount of \$11,685.00 to make repairs to the elevator pit to include removal of water and waterproofing the pit.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

Details of price quotes found in agenda at:

<https://www.plymouthmi.gov/cms/One.aspx?portalId=12421732&pageId=16081296#>

c. Sewer Ordinance Amendments

The following motion was offered by Minton and seconded by Kehoe:

RESOLUTION 2025-09

WHEREAS The City of Plymouth operates a sanitary sewer system and from time to time it is necessary to update the ordinances for a variety of reasons including environmental stewardship, and changes in state or federal law; and

WHEREAS In order to be compliant with a variety of standards and regulations it is necessary to update our Ordinances.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby adopt at its first reading changes in the Utilities sections of the Code of Ordinances for the City of Plymouth and in order to simply the update process and to accommodate minor grammatical changes the City shall delete all current sections of the Ordinance from Section 74-221 through 74-340.

BE IT FURTHER RESOLVED THAT the City Commission adds the following new sections to the Code of Ordinances from 74-221 to 74-340 and approves the changes highlighted here at the First Reading.

- 74-222 – Definitions
- 74-242 – Prior to Connections
- 74-253 – Enforcement Process
- 74-260 – Funding Fees
- 74-294 – Required
- 74-296 – F.O.G. Interceptor
- 74-304 – Accidental Discharge
- 74-223 - Abbreviations
- 74-245 – Powers of YUCA
- 74-255 – Permit
- 74-288 – Guards for excavation
- 74-295 – Unpolluted Discharges
- 74-299 -Prohibited Pollutants

There was a voice vote.

MOTION PASSED UNANIMOUSLY

Proposed revisions can be viewed in agenda at:

<https://www.plymouthmi.gov/cms/One.aspx?portalId=12421732&pageId=16081296#>

d. 2nd Quarter Budget Amendments

The following motion was offered by Pobur and seconded by Minton:

RESOLUTION 2025-10

WHEREAS Actual patterns of departmental expenditures occurred differently than originally projected in the 2024-2025 City Budget as adopted in June of 2024; and

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

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

NOW THEREFORE BE IT RESOLVED, that the 2024-2025 City Budget is hereby amended as indicated in the 2nd quarter amendments column of the attached Budget Amendments Summary, which is made a part of this resolution.

BE IT FURTHER RESOLVED that the City Finance Director is authorized to change the budgetary appropriations as indicated in the Budget Amendments Summary effective February 3, 2025.





BUDGET ADJUSTMENT SUMMARY

SECOND QUARTER - FY2023

FUND DEPARTMENTY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>LOCAL ST FUND REV:</b>							
Gas & Water Rates	281,858	-	-	-	-	-	281,858
Concess & Other	434,094	3,000	-	-	-	3,000	437,094
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>715,952</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>718,952</b>
<b>LOCAL ST FUND EXP:</b>							
Accretion on Debt	28,140	1,300	-	-	-	1,300	29,440
Routine Maintenance	18,975	3,300	13,745	-	-	17,245	36,220
Stormwater System Maintenance	1,000	-	-	-	-	-	1,000
Traffic Signal Maintenance	81,475	180	(14,500)	-	-	(14,320)	67,155
Snow & Ice Control	31,000	-	1,500	-	-	1,500	32,500
Road Construction	-	-	-	-	-	-	-
Contingency	424,549	(2,100)	-	-	-	(2,100)	422,449
<b>TOTAL EXPENDITURES</b>	<b>715,949</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>718,949</b>

FUND DEPARTMENTY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>RECREATION FUND REV:</b>							
Cultural Center Revenues	518,000	-	(2,820)	-	-	(2,820)	515,180
Transfer from General Fund	382,995	-	-	-	-	-	382,995
Administrative Charges	1,000	2,000	(9,200)	-	-	(7,200)	3,800
Program Fees & Charges	390,800	2,500	-	-	-	2,500	393,300
Appropriation of Surplus	100,000	(2,400)	-	-	-	(2,400)	97,600
<b>TOTAL REVENUE</b>	<b>1,392,800</b>	<b>8,800</b>	<b>(17,200)</b>	<b>-</b>	<b>-</b>	<b>(8,400)</b>	<b>1,384,400</b>
<b>RECREATION FUND EXP:</b>							
Cultural Center & Administration	1,143,350	200	11,700	-	-	11,900	1,155,250
Sale of Goods	-	-	-	-	-	-	-
Recreation Vendors	-	-	-	-	-	-	-
Recreation Services	4,000	150	400	-	-	550	4,550
Adult Athletics	-	-	-	-	-	-	-
Youth Athletics	5,500	-	-	-	-	-	5,500
Minor League	10,000	2,300	-	-	-	2,300	12,300
PCHA - Misc. Items	-	-	80	-	-	80	80
Cover for 70 Facility	-	8,000	3,800	-	-	11,800	11,800
PCHA	-	-	-	-	-	-	-
Misc. Services	6,825	150	150	-	-	300	7,225
Security	128,738	-	-	-	-	-	128,738
Liquor	10,540	-	-	-	-	-	10,540
Classes & Special Events	4,100	-	1,300	-	-	1,300	5,400
Therapeutic Program	1,000	-	-	-	-	-	1,000
Senior Programs Grants	5,000	-	-	-	-	-	5,000
Plymouth-Canton State Park	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,421,850</b>	<b>3,800</b>	<b>(17,200)</b>	<b>-</b>	<b>-</b>	<b>(13,400)</b>	<b>1,408,450</b>

FUND DEPARTMENTY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>SOLID WASTE FUND REV:</b>							
Property Taxes	1,228,400	-	23,000	-	-	23,000	1,251,400
Sales of Service	400,000	3,000	5,000	-	-	8,000	408,000
Transfer from General Fund	181,500	(8,200)	(63,000)	-	-	(71,200)	110,300
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,810,900</b>	<b>(5,200)</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>19,800</b>	<b>1,830,700</b>
<b>SOLID WASTE FUND EXP:</b>							
Operating Expenses	1,848,000	12,000	91,000	-	-	103,000	1,951,000
Capital Outlay	10,000	-	-	-	-	-	10,000
Contingency	10,200	(10,200)	-	-	-	-	-
Transfers Out to Other Funds	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,868,200</b>	<b>(10,200)</b>	<b>91,000</b>	<b>-</b>	<b>-</b>	<b>80,800</b>	<b>1,958,800</b>





**BUDGET ADJUSTMENT SUMMARY**  
**SECOND QUARTER - FY 2020**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Total All Amendments	Amended Budget
<b>WATER &amp; SEWER OPER FUND REV:</b>							
8092							
Sales & Service Charges	5,178,645	4,560	31,000			36,160	5,178,645
Sales of Bonds	-	-	-			-	-
Appropriation of Surplus	319,900	-	-			-	319,900
<b>TOTAL REVENUES</b>	<b>5,498,545</b>	<b>4,560</b>	<b>31,000</b>			<b>36,160</b>	<b>5,639,076</b>
<b>WATER &amp; SEWER OPER FUND EXP:</b>							
8092							
Administration	4520,600	1,000	(9,000)			1,600	4,491,716
Trunk & Lateral	342,465	-	26,750			26,750	369,215
Mainline Maintenance	218,500	700	34,850			35,550	244,050
Lateral Maintenance	777,280	-	(6,875)			(6,875)	770,405
Garbage Maintenance	144,455	1,300	14,500			15,800	157,889
Hydrant Maintenance	50,235	1,000	14,500			15,500	79,735
Capital Outlay	-	-	-			-	-
Contingency	-	-	-			-	-
<b>TOTAL EXPENDITURES</b>	<b>5,453,925</b>	<b>4,560</b>	<b>31,000</b>			<b>36,160</b>	<b>5,639,076</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Total All Amendments	Amended Budget
<b>EQUIPMENT FUND REV:</b>							
8091							
Miscellaneous	1,109,288	55,000	7,600			62,600	1,169,288
Appropriation of Surplus	-	-	-			-	-
<b>TOTAL REVENUES</b>	<b>1,109,288</b>	<b>55,000</b>	<b>7,600</b>			<b>62,600</b>	<b>1,169,288</b>
<b>EQUIPMENT FUND EXP:</b>							
8091							
Miscellaneous	799,257	1,800	7,600			9,400	797,336
Contingency	310,031	54,200	-			54,200	371,531
<b>TOTAL EXPENDITURES</b>	<b>1,109,288</b>	<b>55,000</b>	<b>7,600</b>			<b>62,600</b>	<b>1,169,288</b>

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

**9. REPORTS AND CORRESPONDENCE**

a. Liaison Reports

Maguire Spoke about the new Plymouth District Library program "Check Out an Expert". Orientation for volunteers begins Wednesday February 5 at 1pm. Visit [website for details](#).

Kehoe spoke about the OVA, which meets at Meridian Coffee at 7pm on the last Wednesday of each month.

Filipczak reported that there will be a Cemetery Board meeting and NPFAB meeting in March.

Minton reported that the Planning Commission meeting will be February 12 at 7pm.

Deal spoke about the Mayors & Chairs meeting and the ne Planning Commission chair is Hollie Saraswat.

**10. ADJOURNMENT**

\*The next regular City Commission meeting is 7:00 pm on Tuesday February 18 at Plymouth City Hall. Minton offered a motion, seconded by Pobur to adjourn the meeting at 7:30 p.m.

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

\_\_\_\_\_  
SUZI DEAL  
MAYOR

\_\_\_\_\_  
MAUREEN A. BRODIE, CMC, MIPMC  
CITY CLERK



# Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name Downtown Development Authority

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

Address 831 Penniman City Plymouth State MI Zip 48170

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

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

Address 831 Penniman City Plymouth State MI Zip 48170

Event Name 2025 Bank of Ann Arbor Music In the Air Live Music Concert Series

Event Purpose Draw residents and visitors to Downtown Plymouth with live music, entertainment

Event Date(s) 05/23/2025, 05/30/2025, 06/06/2025, 06/13/2025, 06/20/2025, 06/27/2025, 07/04/2025, 07/11/2025, 07/18/2025, 07/25/2025, 08/01/2025, 08/08/2025, 08/15/2025, 08/22/2025, 08/29/2025

Event Times 7PM -10PM

Event Location Kellogg Park

What Kind Of Activities? Live music

What is the Highest Number of People You Expect in Attendance at Any One Time? 5,000

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.)  
14 Friday nights of a variety of live music on Kellogg Park's band shell stage.  
"Fun Zone" with family friendly activities.  
Non-profit and for profit vendors (see DDA Concert Vendor Policy for details).  
Concert sponsors may have booths to distribute marketing materials.

**RECEIVED**

FEB 04 2025

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):

Friday nights beginning in May, ending the Friday before Labor Day.

Next year's specific dates:

Friday nights beginning in May, ending the Friday before Labor Day.

\*\*\*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)*

DMS - closing Penniman behind band shell, setup/breakdown band shell, public restroom cleaning, trash removal. Police/EMT presence.

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:

On-street, central parking deck and The Gathering after 6PM.



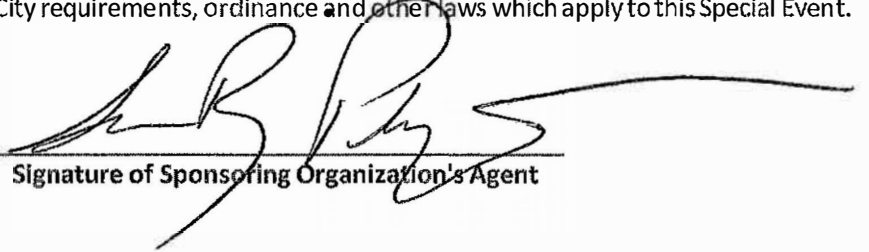
10.

**CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that

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

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

2/4/2025  
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

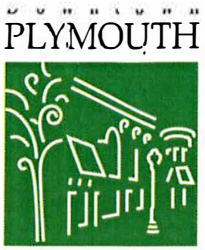
**11. INDEMNIFICATION AGREEMENT**

**INDEMNIFICATION AGREEMENT**

The 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 2025 Bank of Ann Arbor Music in the Air Concert Series (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.

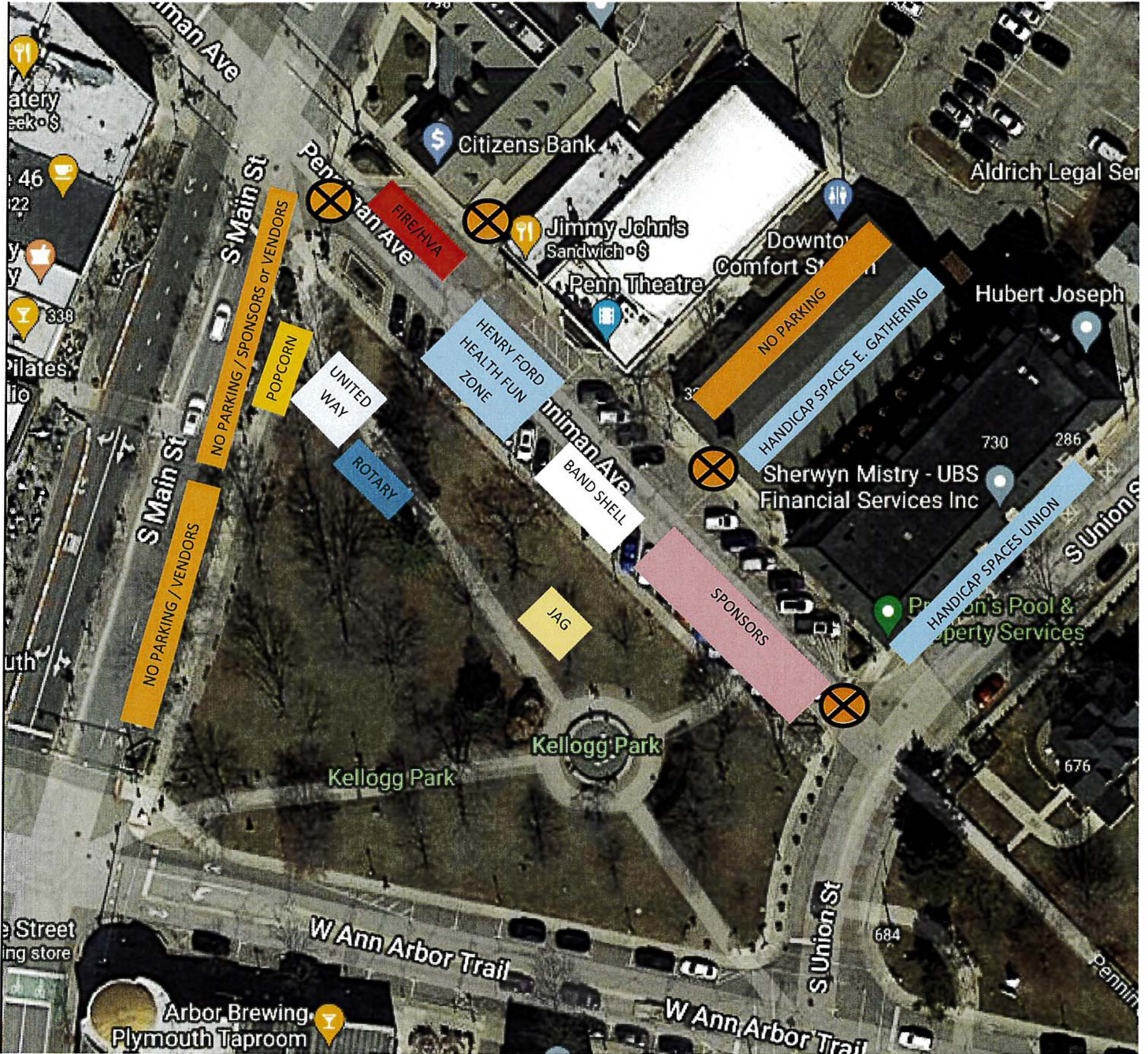
Signature  Date 2/4/2025  
Witness \_\_\_\_\_ Date \_\_\_\_\_





Not Just a Walk in the Park

# 2025 MUSIC IN THE AIR FRIDAY NIGHT CONCERT LAYOUT



 EVENT BARRICADE (SIGN OR VEHICLE)

 NO PARKING ZONE

This is a sample of the event layout map that is sent out weekly to City Departments, Sponsors and Event Staff. This is subject to change as activities may vary week to week.



EVENT REVIEW FORM

EVENT NAME: Music in the Air 2025 TOTAL ESTIMATED FEE: \_\_\_\_\_  
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

5/23/25 - 8/29/25

<b>MUNICIPAL SERVICES:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>GP</u>
	<u>STAFFING</u>			
	<u>BARRICADES</u>			
	<u>NO</u>			
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO				
Labor Costs: \$	<u>1,000</u>	Equipment Costs: \$	<u>200</u>	Materials Costs \$
<b>POLICE:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>JMC</u>
	<u>N A I A S S @ 124 HRS = \$ 3100</u>			
	<u>1 OFFICER @ 20 HRS = \$ 1520</u>			
Labor Costs \$	<u>4620</u>	Equipment Costs \$		Materials Costs \$
<b>FIRE:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>JS</u>
	<u>4 FF / EVENT</u>			
Labor Costs \$	<u>470 / EVENT</u>	Equipment Costs \$		Materials Costs \$
<b>HVA:</b>	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial
<b>DDA:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
<b>RISK MANAGEMENT:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>MR</u>
Class I – Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City			
Class II – Moderate Hazard	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 _____				



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** Old Village Association

Ph# 5177120440 Fax# \_\_\_\_\_ Email Plymouthova@gmail Website OldvillagePlymouth.com

Address 638 starkweather City Plymouth State MI Zip 48170

**Sponsoring Organization's Agent's Name** Latricia Horstman Title President

Ph# 5177120440 Fax# \_\_\_\_\_ Email Plymouthova@gm Cell# 5177120440

Address 771 Davis st City Plymouth State MI Zip 48170

**Event Name** Plymouth Pride in the Old Village

**Event Purpose** To create inclusivity, awareness & support of our LGBTQIA neighbors in our community

**Event Date(s)** June 22 2025

**Event Times** 2-6pm

**Event Location** Liberty street from Starkweather to Mill

**What Kind Of Activities?** Live performers, vendors, food trucks and nonprofit / support booths

**What is the Highest Number of People You Expect in Attendance at Any One Time?** 500-1000

**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.)

Our second annual Pride! A day providing a space for entertainment , Education and togetherness. There will be vendors, live music and dance, food Trucks and special speakers. We are hoping for Dana Nessel and Alanna Maguire For kick off speakers again.

**RECEIVED**  
 FEB 05 2025  
 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):

Mid June

Next year's specific dates:

June 21 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)

Porta Johns, electric and police

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:

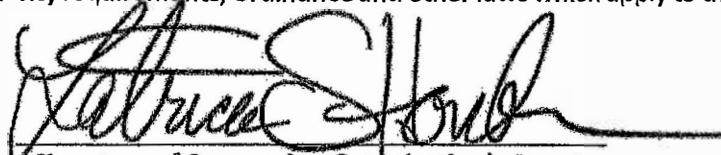
Stark weather from Waverly to Hill



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.

01/10/2025  
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 OVA (*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 Plymouth Pride (*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 1-10-25 \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

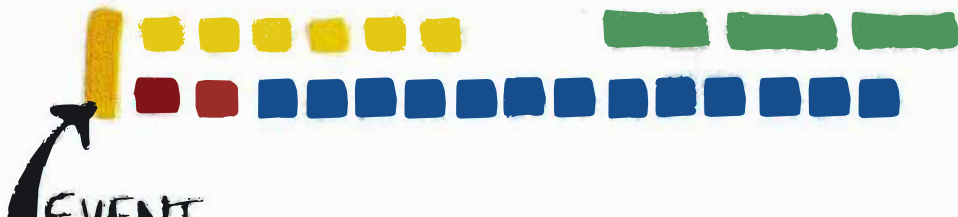
Starkweather St

KEY:

-  - Resource Groups
-  - Food Trucks
-  - Vendors
-  - Stage
-  - OVA & First Aid
-  - Barricades

N Mill St

Liberty St



EVENT  
ENTRY  
HERE!

Hermann's  
Old Town Grille

Henna  
Leaf  
/ / / /  
★

VENDOR  
ENTRY  
FOR SET-UP  
HERE!

ALLEY

My Little  
Agnella

EVENT REVIEW FORM

EVENT NAME: Old Village Pride 2025 TOTAL ESTIMATED FEE: \_\_\_\_\_  
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

6/22/25

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>CP</u>
<u>STAFFING</u>					
<u>BARRICADES</u>					
<u>PORT - A - JOHN'S</u>					
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>					
Labor Costs: \$	<u>750</u>	Equipment Costs: \$	<u>225</u>	Materials Costs \$	<u>300</u>
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>gll</u>
<u>2 - OFFICERS @ 5 HOURS (1330 - 1830)</u>					
Labor Costs \$	<u>760</u>	Equipment Costs \$		Materials Costs \$	
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>AD</u>
<u>2 FF @ 4 HRS</u>					
Labor Costs \$	<u>300</u>	Equipment Costs \$		Materials Costs \$	
HVA:	Approved	Denied	(list reason for denial)	Initial	
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$	
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>KB</u>
Class I - Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City				
Class II - Moderate Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.				
<u>Class III - High Hazard</u>	Food vendor/service requirements per Special Event Policy, must also be				
Class IV - Severe Hazard	met for any food. <u>insurance needed 4/2/25</u>				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____					
APPROVED _____ NOT APPROVED _____ DATE _____					





# Special Event Application

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

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

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

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

**Sponsoring Organization's Legal Name** Art In The Park Enterprises, LLC

Ph# (734)454-1314 Fax# \_\_\_\_\_ Email info@artinthepark.com Website www.artinthepark.com

Address 550 Forest Ave. Suite 14-2 City Plymouth State MI Zip 48170

**Sponsoring Organization's Agent's Name** Raychel Rork Title President

Ph# (734)454-1314 Fax# \_\_\_\_\_ Email raychel@artinthepark.com Cell# (734)612-4300

Address 575 Irvin St. City Plymouth State MI Zip 48170

**Event Name** Art In The Park

**Event Purpose** Art Fair

**Event Date(s)** July 11, 12 & 13, 2025 (set-up begins July 10)

**Event Times** Friday 11:00am-8:00pm Saturday 10:00am-7:00pm Sunday 10:00am-5:00pm

**Event Location** Downtown Plymouth - see attached map

**What Kind Of Activities?** Art booths - musical entertainment - food

**What is the Highest Number of People You Expect in Attendance at Any One Time?** 3,000

**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.)  
Art booths - Food vendors - entertainment - street chalk mural - kids activities

RECEIVED

JAN 30 2025

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  Other

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 weekend in July

Next year's specific dates: July 10, 11 & 12, 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)

Please see the special event services from our 2024 event. The same services will be needed.

We plan to have bathroom attendants again for the Gathering restroom.

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 location and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

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

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

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

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

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

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

The City of Plymouth coordinates all Art In The Park public parking lot activity.

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.

1-23-25

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

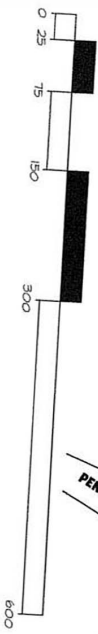
Signature Rachul Rook

Date 1-31-25

Witness Kathleen Dujia

Date 1-31-25





Grey, Blue, Orange & Yellow  
ENTER HERE

CHURCH

FRALICK AVENUE  
PENNINGMAN AVE.

Artist Parking  
with Shuttle

ANN ARBOR TRL

Green & Red  
ENTER HERE

WING STREET

MAIN STREET

MAIN STREET

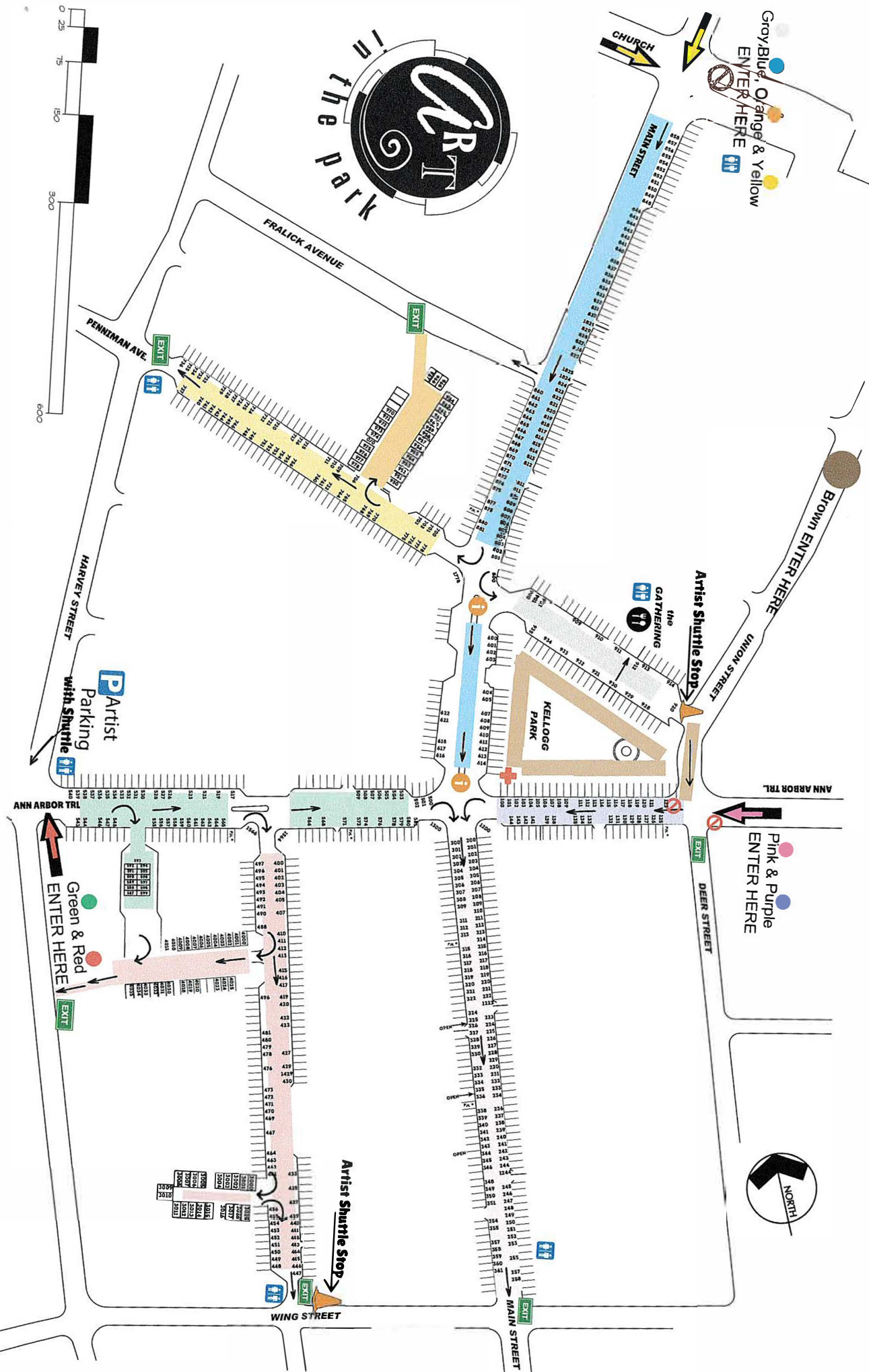
Brown ENTER HERE

Artist Shuttle Stop

ANN ARBOR TRL

Pink & Purple  
ENTER HERE

DEER STREET



EVENT REVIEW FORM

EVENT NAME: Art in the Park 2025 TOTAL ESTIMATED FEE: \_\_\_\_\_  
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

7/11/25 - 7/12/25 - 7/13/25

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
OUTSIDE VENDORS				
5,000				
\$250 Bathroom Cleaning Fee Per Day of Event?	<u>YES</u>	<u>X</u> NO	<u>3 DAYS</u>	
Labor Costs: \$	<u>22,500</u>	Equipment Costs: \$	<u>0,500</u>	Materials Costs \$ <u>3,000</u>
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>guc</u>
PATROL OFFICERS @ 50 HRS = \$3800				
COMMAND " @ 25 HRS = \$2150				
Labor Costs \$	<u>5950</u>	Equipment Costs \$		Materials Costs \$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MS</u>
<u>6 FF / DAY</u>				
Labor Costs \$	<u>6,700</u>	Equipment Costs \$		Materials Costs \$
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>SJP</u>
Labor Costs \$	<u>6,000</u>	Equipment Costs \$	<u>POWER WAS IT AFTER EVENT</u>	Materials Costs \$
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MB</u>
Class I - Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City			
Class II - Moderate Hazard	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. <u>insurance needed HHR</u>			
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ <u>20 / BOOTH</u>				
APPROVED _____ NOT APPROVED _____ DATE _____				



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** Old Village Association

Ph# 5177120440 Fax# \_\_\_\_\_ Email Plymouthova@gmail Website OldvillagePlymouth.com

Address 638 starkweather City Plymouth State MI Zip 48170

**Sponsoring Organization's Agent's Name** Latricia Horstman Title President

Ph# 5177120440 Fax# \_\_\_\_\_ Email Plymouthova@gm Cell# 5177120440

Address 771 Davis st City Plymouth State MI Zip 48170

**Event Name** Bumpers Bikes and Bands

**Event Purpose** Car show, live music, food trucks

**Event Date(s)** Sunday July 20 2025

**Event Times** 10a- 3 p

**Event Location** Starkweather from Division to Farmer, liberty and spring from Davis to mill

**What Kind Of Activities?** Live music, car show, food trucks, vendors

**What is the Highest Number of People You Expect in Attendance at Any One Time?** 1000-1500

**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.)

Car show with live music, vendors, food trucks and family fun

Vendors will line Liberty street, cars will park farmer to division on Starkweather

Stage on the corner near Herman's for live music

**RECEIVED**  
 FEB 05 2025  
**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): Mid July

Next year's specific dates: July 19, 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)*

Porta Johns, electric and police

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:

Liberty and Spring from Mill to Davis and Starkweather from division to farmer

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.

01/10/2025  
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 OVA (*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 Bumpers bikes and bands (*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 1-10-25 \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

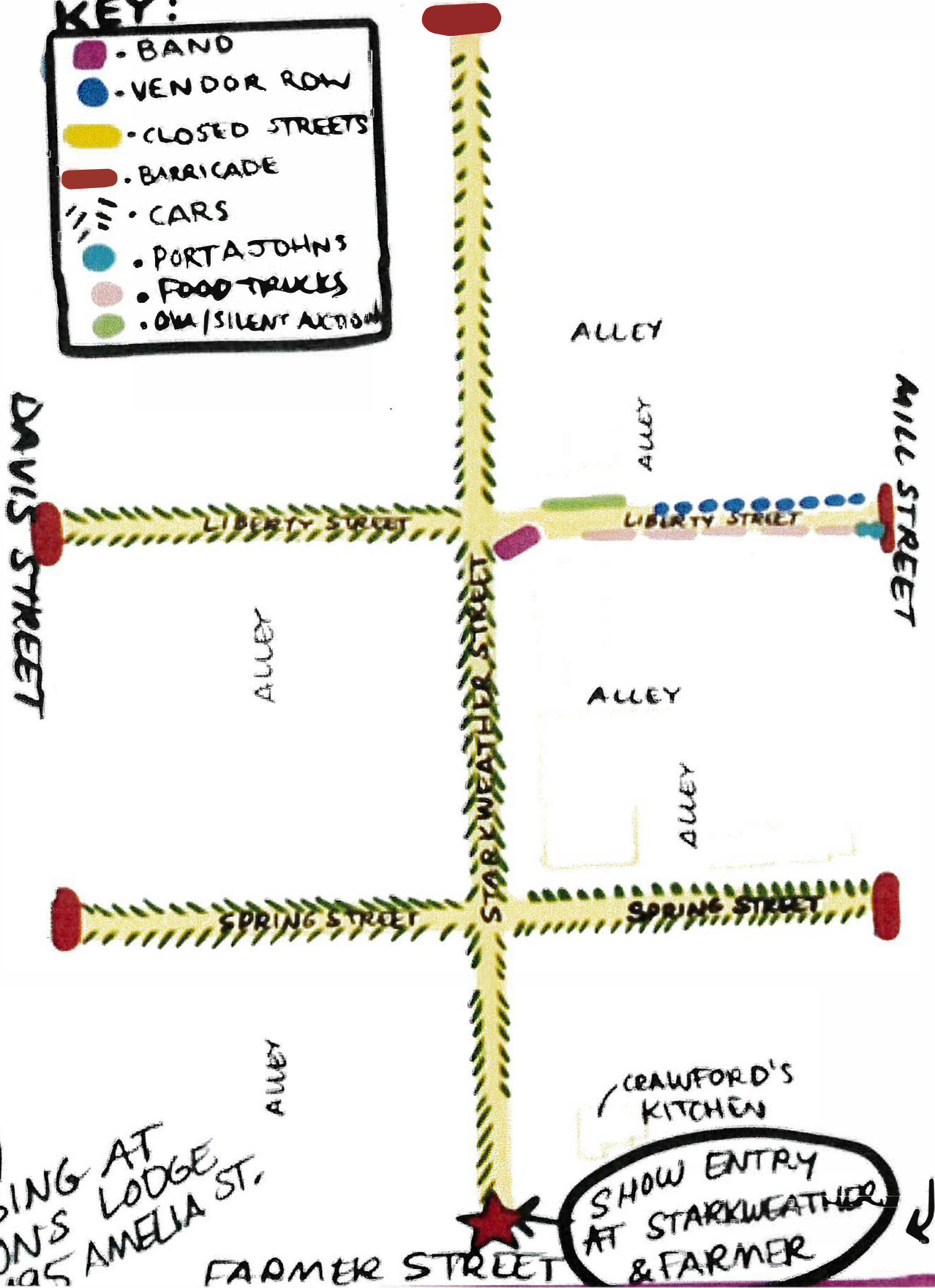


# Bumpers Bikes & Bands map

~~XXXXXXXXXX~~  
DIVISION

## KEY:

- BAND
- VENDOR ROW
- CLOSED STREETS
- BARRICADE
- CARS
- PORTAJOHNS
- FOOD TRUCKS
- OVA / SILENT ACTION



CWBI STAGING AT LODGE MASON'S 105 AMELIA ST.

CRAWFORD'S KITCHEN  
SHOW ENTRY AT STARKWEATHER & FARMER

FARMER STREET

EVENT REVIEW FORM

EVENT NAME: Bumpers bikes + Bands TOTAL ESTIMATED FEE: \_\_\_\_\_  
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

7/20/25

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
STAFFING PORT-A-JOHN'S BARRICADES				
\$250 Bathroom Cleaning Fee Per Day of Event? YES _____ NO _____				
Labor Costs: \$	<u>750</u>	Equipment Costs: \$	<u>150</u>	Materials Costs \$ <u>300</u>
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>QC</u>
2-officers @ 6 hrs (0930-1530)				
Labor Costs \$	<u>912-</u>	Equipment Costs \$		Materials Costs \$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>BS</u>
NO SERVICES REQUESTED				
Labor Costs \$	<u>Ø</u>	Equipment Costs \$		Materials Costs \$
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	<u>Ø</u>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>WR</u>
Class I - Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City			
Class II - Moderate Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.			
<u>Class III - High Hazard</u>	Food vendor/service requirements per Special Event Policy, must also be			
Class IV - Severe Hazard	met for any food. <u>Insurance needed</u>			
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



# Special Event Application

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

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

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

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

Functional HIIT Fitness LLC (F45 Training North Livonia)

**Sponsoring Organization's Legal Name** \_\_\_\_\_  
2489160000

Ph# \_\_\_\_\_ Fax# \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_  
Address 19716 Haggerty Rd City Livonia State MI Zip 48168  
Management F45 Training North Livonia

**Sponsoring Organization's Agent's Name** \_\_\_\_\_  
2489160000

Ph# \_\_\_\_\_ Fax# \_\_\_\_\_ Email sadelchi@f45training.com/ Title \_\_\_\_\_  
jziegler@f45training.com Cell# \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Event Name** Glow Yoga

**Event Purpose** Provide Movement to our community

**Event Date(s)** Thursday September 18th 2025

**Event Times** 400pm-930pm

**Event Location** Kellogg Park

**What Kind Of Activities?** Yoga, fitness and heath vendors + crafters

**What is the Highest Number of People You Expect in Attendance at Any One Time?** 500

**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.)  
This is our 5th annual event in Plymouth and we continue to grow  
Yoga event in the park, with health vendors lining the park. Use of drone

**RECEIVED**

DEC 16 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): Third Thursday in Sept  
Next year's specific dates: \_\_\_\_\_

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

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

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

Electricity  
\_\_\_\_\_  
\_\_\_\_\_

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:  
Parking request vendors at the following locations if possible: West Ann Arbor Trail (park side)  
Penniman Ave

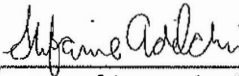


10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. a Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
  - b. Event sponsors 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.

12/16/2024

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

Functional HIIT Fitness  
The LLC (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 Glow Yoga (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 Melanie A. Adachi

12/16/2024

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

EVENT REVIEW FORM

EVENT NAME: Glow Yoga 9/18/25 TOTAL ESTIMATED FEE: \_\_\_\_\_  
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

9/18/25

<b>MUNICIPAL SERVICES:</b>	<input checked="" type="radio"/> <u>Approved</u>	<input type="radio"/> Denied (list reason for denial)	<input type="text"/> Initial <u>GP</u>
<u>1 FTE APPROX</u>			
<b>\$250 Bathroom Cleaning Fee Per Day of Event?</b> <input checked="" type="radio"/> YES <input type="radio"/> NO			
Labor Costs: \$	<u>300</u>	Equipment Costs: \$	<u>100</u> Materials Costs \$
<b>POLICE:</b>	<input checked="" type="radio"/> <u>Approved</u>	<input type="radio"/> Denied (list reason for denial)	<input type="text"/> Initial <u>gpc</u>
<u>NO SERVICES NEEDED</u>			
Labor Costs \$		Equipment Costs \$	<u>0</u> Materials Costs \$
<b>FIRE:</b>	<input checked="" type="radio"/> <u>Approved</u>	<input type="radio"/> Denied (list reason for denial)	<input type="text"/> Initial <u>AS</u>
<u>NO SERVICES NEEDED</u>			
Labor Costs \$	<u>0</u>	Equipment Costs \$	Materials Costs \$
<b>HVA:</b>	<input type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	<input type="text"/> Initial
<b>DDA:</b>	<input checked="" type="radio"/> <u>Approved</u>	<input type="radio"/> Denied (list reason for denial)	<input type="text"/> Initial <u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$	Materials Costs \$
<b>RISK MANAGEMENT:</b>	<input checked="" type="radio"/> <u>Approved</u>	<input type="radio"/> Denied (list reason for denial)	<input type="text"/> Initial <u>MB</u>
Class I – Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City		
Class II – Moderate Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.		
<u>Class III – High Hazard</u>	Food vendor/service requirements per Special Event Policy, must also be		
Class IV – Severe Hazard	met for any food. <u>need insurance with.</u>		
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____			
APPROVED _____ NOT APPROVED _____ DATE _____			



# Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name		Old Village Association					
Ph#	5177120440	Fax#		Email	Plymouthova@gmail	Website	OldvillagePlymouth.com
Address	638 starkweather	City	Plymouth	State	MI	Zip	48170
Sponsoring Organization's Agent's Name		Latricia Horstman		Title		President	
Ph#	5177120440	Fax#		Email	Plymouthova@gm	Cell#	5177120440
Address	771 Davis st	City	Plymouth	State	MI	Zip	48170

Event Name Old Village Chili Cookoff

Event Purpose Chili cookoff

Event Date(s) Sunday September 21 2025

Event Times 12-3

Event Location Liberty from Starkweather to Mill

What Kind Of Activities? Chili tasting, live music and vendors

What is the Highest Number of People You Expect in Attendance at Any One Time? 500

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.)  
A day of family fun in the village- chili tasting, live music and vendors

**RECEIVED**

FEB 05 2025

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):

Mid September

Next year's specific dates:

September 19 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)

Porta Johns, electric and police

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:

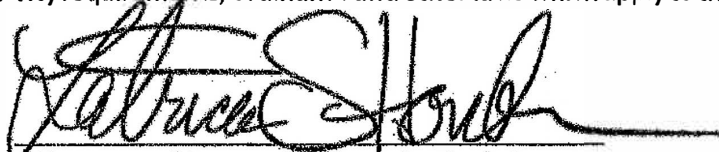
Liberty from Starkweather to Mill

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.

01/10/2025

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 OVA (*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 Chili cook off (*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 1-10-25 \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

EVENT REVIEW FORM

EVENT NAME: Old Village Chili Cookoff TOTAL ESTIMATED FEE: \_\_\_\_\_  
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

9/21/25

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>GP</u>
<u>STAFFING</u>				
<u>PORT-A-SOOTS</u>				
<u>BARRICADES</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
Labor Costs:	\$ <u>300</u>	Equipment Costs:	\$ <u>125</u>	Materials Costs \$ <u>300</u>
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>QCC</u>
<u>2 - OFFICERS @ 4 HRS (1130 - 1530)</u>				
Labor Costs \$	<u>668 -</u>	Equipment Costs \$		Materials Costs \$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>AS</u>
<u>NO SERVICES REQUESTED</u>				
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>WAB</u>
Class I - Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City			
Class II - Moderate Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.			
<u>Class III - High Hazard</u>	Food vendor/service requirements per Special Event Policy, must also be			
Class IV - Severe Hazard	met for any food. <u>insurance provided HHA</u>			
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				





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** Old Village Association

Ph# 5177120440 Fax# \_\_\_\_\_ Email Plymouthova@gmail Website OldvillagePlymouth.com

Address 638 starkweather City Plymouth State MI Zip 48170

**Sponsoring Organization's Agent's Name** Latricia Horstman Title President

Ph# 5177120440 Fax# \_\_\_\_\_ Email Plymouthova@gm Cell# 5177120440

Address 771 Davis st City Plymouth State MI Zip 48170

**Event Name** Old Village Halloween Block Party

**Event Purpose** Halloween party

**Event Date(s)** Sunday October 26 2025

**Event Times** 12-4

**Event Location** Liberty from Starkweather to Mill

**What Kind Of Activities?** Costume party, games, food and family activities

**What is the Highest Number of People You Expect in Attendance at Any One Time?** 500

**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.)  
A day of family fun in the Village! Costume contest, kids games and food vendors a  
 As well as a live DJ

**RECEIVED**  
 FEB 05 2025  
 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):

Near Halloween

Next year's specific dates:

October 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)

Porta Johns, electric and police

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:

Liberty from Starkweather to Mill

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.

01/10/2025

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 OVA (*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 Halloween block party (*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 1-10-25 \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_



EVENT REVIEW FORM

EVENT NAME: Old Village Halloween Block Party TOTAL ESTIMATED FEE: \_\_\_\_\_  
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

10/26/25

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>GP</u>
<u>STAFFING</u>				
<u>POST - A - SOTHS</u>				
<u>BARRICADES</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
Labor Costs: \$	<u>125</u>	Equipment Costs: \$	<u>50</u>	Materials Costs \$ <u>150</u>
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>aec</u>
<u>2 - OFFICERS @ 5 HRS (1130-1630)</u>				
Labor Costs \$	<u>760</u>	Equipment Costs \$		Materials Costs \$
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>AS</u>
<u>NO SERVICES REQUESTED</u>				
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
HVA:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>WB</u>
Class I - Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City			
Class II - Moderate Hazard	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. <u>insurance needed</u>			
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



# Special Event Application

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

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

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

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

**Sponsoring Organization's Legal Name** Old Village Association

Ph# 5177120440 Fax# \_\_\_\_\_ Email Plymouthova@gmail Website OldvillagePlymouth.com

Address 638 starkweather City Plymouth State MI Zip 48170

**Sponsoring Organization's Agent's Name** Latricia Horstman Title President

Ph# 5177120440 Fax# \_\_\_\_\_ Email Plymouthova@gm Cell# 5177120440

Address 771 Davis st City Plymouth State MI Zip 48170

**Event Name** Old village Santa meet and greet

**Event Purpose** Santa and holiday event in the old village

**Event Date(s)** Sunday December 14 2025

**Event Times** 12-3

**Event Location** Starkweather park

**What Kind Of Activities?** Meet Santa, have some hot chocolate and meet folks in the community

**What is the Highest Number of People You Expect in Attendance at Any One Time?** 80

**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.)  
Santa in the gazebo of the park, some treats and kids activities

**RECEIVED**  
FEB 05 2025  
City of Plymouth

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

Near Christmas

Next year's specific dates:

December 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)

Gazebo

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

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

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

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

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

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

YES  NO

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



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

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

01/10/2015  
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 OVA (*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 Santa meet and greet (*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 1-10-25

Witness \_\_\_\_\_ Date \_\_\_\_\_

EVENT REVIEW FORM

EVENT NAME: Old Village Santa Meet + greet TOTAL ESTIMATED FEE: \_\_\_\_\_  
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

12/14/25

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>GP</u>
<u>NO SERVICES REQUESTED</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Labor Costs: \$	Equipment Costs: \$	Materials Costs	\$	
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>QAC</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>BS</u>
<u>NO SERVICES REQUESTED</u>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
HVA:	<u>Approved</u>	Denied	(list reason for denial)	Initial
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>WAB</u>
Class I – Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City			
Class II – Moderate Hazard	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. <u>insurance needed HHL</u>			
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



# Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Sanitary Sewer Ordinance Changes for YUCA Final Reading - 02-17-25.docx  
Date: February 6, 2025  
RE: Sanitary Sewer Ordinance Amendments – YUCA – Final Reading

---

## Background

The City Commission held the first reading of these Ordinance changes at their last meeting. This involves the sewage from the City flowing into two different locations, most of our sewer flows goes to Great Lakes Water Authority (GLWA) for processing, and some flows go to the Ypsilanti Community Utilities Authority (YCUA). The standards for YCUA processing are typically slightly higher than GLWA, based on volume. From time to time, it is necessary for the City to update our Sanitary Sewer Ordinance to comply with a variety of regulations from the State or Federal government.

This is one of those times where we must update our Ordinance. The easiest way for us to complete this task is to delete the current sections of our Ordinance and add the entire updated sections of the Ordinance. This means that we will delete our Ordinance Sections 74-221 through 74-340 and then insert the new Sections 74-221 through 74-340. The biggest changes in the ordinance are highlighted with generally a very brief insert as to what the change represents.

## Recommendation

This is a routine housekeeping environmental measure to keep current with state and federal standards and for us to be compliant with the requirements of the YCUA system. The City Administration recommends that the City Commission delete sections 74-221 through 74-340 and then insert the new sections 74-221 through 74-340. This will be the first reading of the Ordinance changes, and it will come back to the City Commission at a future meeting for the final reading.

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



YPSILANTI COMMUNITY UTILITIES AUTHORITY  
**SYNOPSIS OF REVISIONS TO  
SEWER USE ORDINANCE**

2777 STATE ROAD  
YPSILANTI, MICHIGAN 48198-9112  
TELEPHONE: 734-484-4600  
WEBSITE: [www.ycua.org](http://www.ycua.org)

The primary purpose of developing the current SUO revisions is to enact the necessary legal authority for implementing a Special Alternative Limits (SAL) Program. A SAL Program will allow YCUA to better accommodate industrial and commercial needs in your community by allocating available capacity directly to permitted discharges. In addition, the proposed SUO revisions incorporate reevaluated local limits for toxic pollutants with inclusion of local limits for certain Perfluoroalkyl and Polyfluoroalkyl substances (PFAs -PFOS, PFOA, PFBS, PFNA and PFHxs). PFAs are a group of pollutants of emerging concern for YCUA and EGLE. During the revision process, YCUA staff have also drafted additional revisions to improve consistency and effectiveness of the SUO.

**Special Alternative Limits:** Sec 62-181(1-3): YCUA proposes multiple revisions to existing limits and language primarily to improve clarity and adopt compatible pollutant limits which allow better implementation of the Special Alternative Limits Program. In addition, the revisions under this section also includes moderate revisions to certain toxic pollutants limit. Please find below a summary of the proposed revisions to this section:

- a. Moderate increase in the surcharge thresholds for biochemical oxygen demand, total phosphorus, and ammonia-nitrogen. The proposed increases will better reflect current domestic sewage strength.
- b. Removal of chemical oxygen demand limits from the SUO and allow implementation of this alternative parameter when deemed appropriate by the YCUA Director.
- c. Moderate reduction in the phosphorus upper limit from 75 mg/l (milligrams per liter or parts per million) to 60 mg/l and a more significant decrease in ammonia-nitrogen limit from 700 mg/l to 175 mg/l. These suggested revisions will provide YCUA with more reserve capacity which can be made available through the SAL Program.
- d. Sec 62-181(4): YCUA proposes language for obtaining the legal authority in the SUO to implement the SAL Program.

**Revisions to Existing Toxic Pollutants of Concern**

- a. Inclusion of instantaneous limit of 0.22 mg/l for Available Cyanide.
- b. Inclusion of instantaneous limit of 1.3 mg/l for Bis (2-ethylhexyl) phthalate.
- c. A reduction in the Arsenic Limit to 0.24 mg/l from 1.0 mg/l to reflect the current Water Quality Standard and reduction in the removal rate for this pollutant.
- d. A reduction in the Nickel Limit to 2.6 mg/l from 3.0 mg/l to reflect the reduction in the removal rate for this pollutant.
- e. A reduction in the Silver Limit to 0.084 mg/l from 0.15 mg/l to reflect the reduction in the removal rate for this pollutant.

**PFAS:** Inclusion of recently approved certain Perfluoroalkyl and Polyfluoroalkyl substances (PFAs -PFOS, PFOA, PFBS, PFNA and PFHxs).

Sec 62-181(8): YCUA proposes a new section for mitigating perfluoroalkyl and polyfluoroalkyl substances (PFAs) and implementation of Best Management Practices (BMPs) for the control PFAs.



Mr. Chris Porman, Director of Municipal Services

**CITY OF PLYMOUTH**

January 6, 2025

Page 2

Encls: SUO Revisions- Synopsis  
Marked up copy of the SUO  
Final version of the SUO

Cc: Mr. Matt Jane Pear Sperling Eggan & Daniels, P.C.  
Mr. Luther Blackburn, Mr. Paul Mazur, YCUA YCUA File

G:\Deptdata\WPDOCS\WWADMIN\PP Program\SUO Revisions - 2016\Contract Community Letters\_2024\Notice Of SUO\Notice Of Revised SUO\_City-Plymouth.Docx

# ARTICLE V. - MUNICIPAL SEWER USE AND INDUSTRIAL WASTE PRETREATMENT

[3]

Footnotes:

--- (3) ---

Editor's note---Ord. No. 2010-406, adopted July 20, 2010, amended Art. V in its entirety, in effect repealing and reenacting said article to read as herein set out. The former Art. V, §§ 62-106---62-109, 62-122---62-140, 62-156---62-166, 62-176---62-191, and 62-201---62-207, pertained to similar subject matter and derived from Ord. No. 2001-280, adopted Oct. 2, 2001.

## DIVISION 1. - GENERALLY

### Sec. 74-221. - Applicability of article.

This article shall apply to all users that discharge into the Ypsilanti Community Utilities Authority's (YCUA) publicly-owned treatment works (the POTW). In addition, it shall be unlawful for any user located outside the township limits to continue discharges to the POTW except as provided in this article. In addition, this article shall establish wastewater discharge permit requirements for connections or alterations to township or YCUA sewage works facilities or the POTW; govern the design, construction, alteration or use of and connection to the sewage works and POTW; regulate the discharge of wastewater into the sewage works and POTW; prohibit certain detrimental conduct; authorize the issuance of wastewater discharge permits; authorize inspections; provide for administration and enforcement of this article; establish civil and criminal penalties for violations; and authorize the enforcement of and ensure compliance within the township of the Federal Water Pollution Control Act, the Clean Water Act and the Michigan Natural Resources and Environmental Protection Act, more specifically defined herein, and rules and regulations promulgated and adopted under said acts and statutes.

(Ord. No. 2010-406, 7-20-10)

### Sec. 74-222. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning: Act, "the Act," the Federal Water Pollution Control Act and the Clean Water Act are used interchangeably in this article and refer to Public Law 92-500, as adopted in 1972 and amended by Public Law 95-217 in 1977, and any succeeding amendments and any rules or regulations promulgated there under, as amended or revised from time to time.

Alternative discharge limit means limits set by the YCUA in lieu of the promulgated national categorical pretreatment standard for integrated facilities in accordance with the combined wastestream formula as set by the United States Environmental Protection Agency (USEPA).

Authorized representative of industrial user means:

- (1) A responsible corporate officer, if the industrial user is a corporation, who shall be a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation

or means the principal manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having a gross annual sales or expenditures exceeding \$25,000,000.00 (in second quarter 1980 dollars) if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

- (2) A general partner or proprietor if the industrial user is a partnership or proprietorship, respectively;
- (3) A duly authorized representative of the individual designated above and if all of the following apply:
  - a. The authorization is made in writing by the individual described in subsections (1) or (2) of this definition.
  - b. This authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the industrial discharge originates, such as the position of plant manager, operator of a well, or well field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
  - c. The written authorization is submitted to the director. If an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of this definition shall be submitted to the YCUA prior to or together with any reports to be signed by an authorized representative.

Best management practices (BMP) means programs, practices, procedures or other directed efforts, initiated and implemented by users, which can or do lead to the reduction, conservation or minimization of pollutants being introduced into the ecosystem including, but not limited to, the YCUA publicly-owned treatment system. BMPs include, but are not limited to, equipment or technology modifications, process or procedure modifications, reformulation or design of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control, and may include technical and economic considerations. BMPs may be structural or nonstructural or both. In determining what BMPs will be required of a user in a particular case, the director may consider all relevant technological, economical, practical, and institutional considerations as determined relevant and appropriate by the director, consistent with achieving and maintaining compliance with the requirements of this article and other applicable laws and regulations.

Best management practices plan (BMPP) means a written document that describes how the BMPs will be accomplished.

Biochemical oxygen demand (BOD) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure, five days at 20 degrees Celsius expressed in terms of weight and concentration (milligrams per liter).

Board means the Board of Commissioners of the Ypsilanti Community Utilities Authority.

Building drain means that part of the lowest horizontal piping of a drainage system which receives the drainage from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.

Building sewer means that extension from the building drain to the public sewer or other places of disposal.

Bypass means intentional diversion of wastestreams from any portion of an industrial user's treatment facility.

Chemical oxygen demand (COD) means a measure of the oxygen-consuming capacity of inorganic and organic matter present in water or wastewater. It is expressed as the amount of oxygen consumed from a chemical oxidant in a specified test. It does not differentiate between stable and unstable organic matter and thus does not necessarily correlate with biochemical oxygen demand. Also known as OC and DOC, oxygen consumed, and dichromate oxygen consumed, respectively.

City means the City of Plymouth, or Plymouth City Commission ~~City of Ypsilanti, or City Council of Ypsilanti.~~

Combined sewer means a sewer receiving both surface runoff and sewage.

Combined wastestream means the wastestream at industrial facilities where regulated process effluent is mixed with other wastewaters (either regulated or unregulated) prior to treatment.

Compatible pollutant means a substance amenable to treatment in the wastewater treatment plant such as biochemical oxygen demand, suspended solids, pH and fecal coliform bacteria, plus additional pollutants identified in the NPDES permit if the publicly owned treatment works was designed to treat such pollutants, and in fact does remove such pollutant to a substantial degree. Examples of such additional pollutants may include: chemical oxygen demand, total organic carbon, and phosphorus and phosphorus compounds, nitrogen compounds, fats, oils and greases of animal or vegetable origin.

Composite sample means a sample formed either by continuous sampling or by mixing discrete samples obtained at intervals over a period of time. The individual samples shall be obtained through flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the YCUA. Where time-proportional composite sampling or grab sampling is authorized by the YCUA, the samples must be representative of the discharge. Manual generation of a composite sample through the collection and combining of grab samples may be approved if the user demonstrates to the satisfaction of the director that this will provide a representative sample of the effluent being discharged. The decision to allow the alternative sampling must be documented in the industrial user's file for that facility or facilities. Composite sampling protocols delineated in the user's wastewater discharge permit take precedence.

Cooling water means the water discharged from any use such as air conditioning, cooling or refrigeration, or to which the only pollutant added is heat.

Daily maximum means the concentration or mass loading that shall not be exceeded on any single calendar day. Where daily maximum limitations are expressed in terms of a concentration, the daily discharge is the arithmetical average measurement of the pollutant concentration derived from all measurements taken that day. Where daily maximum limitations are expressed in units of mass, the daily discharge is the total mass discharged during the day. If a composite sample is required for a parameter, the determination whether the daily maximum limitation for that parameter has been exceeded on a single calendar day shall be based on the composite sample collected for that parameter on that calendar day. If grab samples are required for a parameter, the determination whether the daily maximum limitation for that parameter has been exceeded on a calendar day shall be based on the average of all grab samples collected for that parameter on that calendar day. If only one grab sample is collected for a parameter on a given day, the determination whether the daily maximum limitation for that parameter has been exceeded for the day shall be based on the results of that single grab sample. If the pollutant concentration in any sample is less than the applicable detection limit, that value shall be regarded as zero when calculating the daily maximum concentration.

Debt service charges means the charges levied to customers of the wastewater system which are used to pay principal, interest and administrative costs of retiring the debt incurred for construction of the POTW or any part thereof.

Department of Environment, Great Lakes, and Energy (EGLE) means the State of Michigan EGLE administrator or other duly authorized official, or any successor department.

Director means the director of the YCUA or director's authorized deputy, agent or representative.

Domestic sewage means waste and wastewater from humans or household operations, which is discharged to, or otherwise enters, a POTW.

Environmental protection agency or EPA means the U.S. Environmental Protection Agency, administrator or other duly authorized official.

Fats, oils, and grease (FOG) means any hydrocarbons, fatty acids, soaps, fats, waxes, oils, or any other nonvolatile or semi-volatile material of animal, vegetable or mineral origin that is extractable by solvents in accordance with standard methods.



Flow proportional sample means a composite sample taken with regard to the flow rate of the wastestream.

Food service establishment (FSE) means a nondomestic user that engages in one or more of the following food preparation activities: cooking by frying (all methods); baking (all methods); grilling; sautéing, rotisserie cooking; broiling (all methods); boiling; blanching; roasting; toasting; poaching; infrared heating; searing; barbecuing; and any other food preparation activity that produces a hot, nondrinkable food product in or on a receptacle that requires washing.

Footing drain means a pipe or conduit, which is placed around the perimeter of a building foundation and which intentionally admits groundwater.

Garbage means solid wastes from the preparation, cooking and dispensing of food and from the handling, storage and sale of produce.

Grab sample means a sample taken from a wastestream on a one-time basis over a period of time of not more than 15 minutes without regard to the flow in the wastestream.

Holding tank waste means any waste from holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, and vacuum pump tank trucks.

Incompatible pollutant means any pollutant, which is not a compatible pollutant.

Industrial Pretreatment Program (IPP) means the YCUA Industrial Pretreatment Program adopted and approved by the Board, as amended from time to time.

Industrial wastes means the wastewater discharges from industrial, manufacturing, trade or business processes, or wastewater discharge from any structure with these characteristics, as distinct from their employee's domestic wastes or wastes from sanitary conveniences.

Industrial user means a person who contributes, causes or permits wastewater to be discharged into the POTW, including, but not limited to, a place of business, endeavor, arts, trade or commerce, whether public or private, commercial or charitable, but excludes single-family and multifamily residential dwellings with discharges consistent with domestic waste characteristics.

Infiltration means that portion of groundwater, which is unintentionally admitted to a sewer.

Interference means a discharge, alone or in conjunction with a discharge or discharges from other sources, to which both of the following provisions apply:

- (1) The discharge inhibits or disrupts the publicly owned treatment works, its treatment processes or operations, or its sludge processes, use or disposal;
- (2) Pursuant to paragraph (1) of this definition, the discharge is a cause of a violation of any requirement of the YCUA or the Act or the State Act, including an increase in the magnitude or duration of a violation, or of the prevention of sewage sludge use or disposal in compliance with the following statutory provisions and regulations or permits issued there under, or more stringent state or local regulations; Section 405 of the Clean Water Act; the Solid Waste Disposal Act, 42 USC Section 2601 et seq., including Title II, more commonly referred to as the Resource Conservation and Recovery Act, and including state regulations contained in any state sludge management plan prepared pursuant to subtitle D of the Solid Waste Disposal Act; The Clean Air Act, 42 USC Section 7401 et seq.; the Toxic Substances Control Act, 15 USC Section 2601 et seq.; the Marine Protection, Research, and Sanctuaries Act, 33 USC Section 1401 et seq.

Instantaneous maximum concentration means the maximum concentration of a pollutant allowed to be discharged at any instant in time (independent of the flow rate or duration of the sampling event). If the concentration determined by analysis of any grab sample, composite sample, or discrete portion of a composite sample exceeds the instantaneous maximum concentration, the instantaneous maximum concentration shall be deemed to have been exceeded. Any discharge of a pollutant at or above a specified instantaneous maximum concentration is a violation of the Act, this article and the YCUA industrial pretreatment program.

**Local Initiative Limits** means a temporary limit imposed on any user for any pollutant not specifically limited in Section 74-299. Paragraphs (1) through (3).

Mercury reduction plan means a plan to ensure that the maximum allowable mercury loading to the POTW is not exceeded as described in section 74-299 of this article.

National Categorical Pretreatment Standard, categorical pretreatment standard or categorical standard means any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Sections 307(b) and (c) of the Clean Water Act, 33 USC Section 1317, which apply to a specific category of nondomestic users and **which appear in 40 CFR Parts 405-471 as amended.** updated language

National Pollutant Discharge Elimination System or NPDES permit means a permit issued pursuant to Section 402 of the Act (33 USC 1342).

National Prohibitive Discharge Standard or prohibitive discharge standard means **any regulation developed under the authority of Section 307(b) of the Act and 40 CFR 403.5 as amended.** updated language

Natural outlet means any outlet into a watercourse, pond, ditch, lake, or other body of surface or groundwater.

New source means any building, structure, facility, or installation from which there is or may be a discharge and for which construction commenced after the publication of proposed pretreatment standards under Section 307(c) of the Clean Water Act will be applicable to the source if the standards are thereafter promulgated in accordance with Section 307(c), and if any of the following provisions apply:

- (1) The building, structure, facility, or installation is constructed at a site at which no other source is located;
- (2) The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or
- (3) The production of wastewater-generated processes of the building, structure, facility, or installation is substantially independent of an existing source at the same site. The extent to which the new facility is engaged in the same general type of activity as the existing source and the extent of integration of the new facility with the existing plant should be considered in determining whether the process is substantially independent.

Nondomestic user means an industry, commercial establishment, or other entity that discharges wastewater to a publicly-owned treatment works other than, or in addition to, sanitary sewage.

Operation and maintenance means all work, materials, equipment, utilities, administration and other effort required to operate and maintain the **POTW** consistent with ensuring adequate treatment of wastewater to produce an effluent in compliance with the NPDES permit and other applicable state and federal regulations, and includes the cost of replacement.

Operator means the person responsible for the overall operation of a facility.

Wording changed from Sewage works to POTW

Owner means the person who owns a facility or part of a facility.

Pass-through means a discharge that exits the POTW into state waters in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the Act, the State Act, or the NPDES permit, including an increase in the magnitude or duration of a violation.

Person means any individual, partnership, copartnership, firm, company, corporation, limited liability company, association, joint stock company, trust, estate, governmental entity or any other legal entity, or its legal representatives, agents or assigns. The masculine gender shall include the feminine and the singular shall include the plural where indicated by the context.

New Definition (Emerging Contaminant)

**PFAS Compounds** mean the list of perfluoroalkyl and polyfluoroalkyl substances identified by EGLE as emerging contaminants and included on EGLE's most recent PFAS Minimum Laboratory Analyte List.

**pH** means a common measure of the acidity or alkalinity of an aquatic solution, as expressed in standard units (SU). Streamlined the definition

Pollutant means any of the following: substances regulated by categorical standards; substances discharged to the POTW that are required to be monitored, are limited in the POTW's permit, or are or are to be identified in the POTW's permit application; substances for which control measures on nondomestic users are necessary to avoid restricting the approved residuals management program of the POTW; substances for which control measures on nondomestic users are necessary to avoid operational problems at the POTW; substances for which control measures on nondomestic sources are necessary to avoid worker health and safety problems in the POTW.

Pollution means the manmade or man-induced alteration of the chemical, physical, biological, or radiological integrity of water.

Pretreatment or treatment means the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into the POTW. The reduction or alteration can be obtained by physical, chemical or biological processes, process changes or other means, except as prohibited by 40 CFR 403.6(d).

Pretreatment requirements means any substantive or procedural requirement related to pretreatment, other than a pretreatment standard, imposed on a nondomestic user.

Pretreatment standards means any regulation containing pollutant discharge limits promulgated in accordance with the Clean Water Act, including but not limited to Sections 307(b-c), and the State Act. This term includes prohibited discharges and local limits defined in R 323.2303 and categorical standards.

Properly shredded garbage means garbage that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half-inch in any dimension.

Publicly-owned treatment works (POTW) means the treatment works owned and/or operated by the YCUA and includes the wastewater treatment plant, any devices and systems used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature. The term also includes sewers, pipes, and other conveyances if they convey wastewater to or through the publicly owned treatment works. The term also means the municipality (the City of Ypsilanti and the Township of Ypsilanti) that has jurisdiction over indirect discharges to, and discharges from, the treatment works.

Public sewer means a sewer in which all owners of abutting properties have equal rights and is controlled by public authority.

Replacement means the replacement in whole or in part of any equipment in the POTW to ensure continuous treatment of wastewater in accordance with the NPDES permit and other state and federal regulations.

Sanitary sewer means a sewer, which carries sewage and to which storm, surface and groundwaters are not intentionally admitted.

Severe property damage means substantial physical damage to property, damage to the treatment facilities which cause them to become inoperable, or substantial or permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.

Sewage or wastewater means the liquid and water-carried industrial or domestic wastes from dwellings, commercial buildings, industrial facilities and institutions, together with any groundwater, surface water, and stormwater that may be present, whether treated or untreated, which is contributed into or allowed to enter the POTW.

Sewage treatment or wastewater treatment plant means any arrangement of devices and structures used for treating sewage.

Sewage works means all municipal facilities for collecting, pumping, treating and disposing of sewage. Sewer means a pipe or conduit for carrying sewage.



Sewer service charge means the sum of any applicable user charges, surcharges and debt service charges.

Shall is mandatory; may is permissive.

Significant industrial user (SIU) means either of the following:

- (1) A nondomestic user subject to categorical pretreatment standards under 40 CFR Parts 405-471 as amended, or updated language
- (2) A nondomestic user that, in the opinion of YCUA or of the City township, has a reasonable potential to adversely affect the POTW's operation, or for violating any pretreatment standard or requirement or that contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant, or that discharge an average of 25,000 gallons per day or more of process wastewater to the POTW, excluding sanitary, noncontact cooling, and boiler blow down wastewater. Any user designated as significant may petition the City township to be deleted from the list of significant industrial users on the grounds that it has no potential for adversely affecting the POTW's operation or violating any pretreatment standard or requirement. The director may determine that a user that meets the criteria of subsections (1) and (2) of this definition above is not currently a significant industrial user, if the director finds that the user has no reasonable potential to adversely affect the operation of the POTW, to violate any pretreatment standard or requirement, or that a wastewater discharge permit is not required to meet the purposes and objectives of this article. A determination that a user is not a significant industrial user (or that a wastewater discharge permit is not required) shall not be binding and may be reversed by the director at any time based on changed circumstances, new information, or as otherwise determined necessary by the director to meet the purposes and objectives of this article.

Significant noncompliance means any of the following:

- (1) Chronic violations of wastewater discharge limits, defined as results of analyses in which 66 percent or more of all of the measurements taken for the same pollutant parameter during a six-month period exceed, by any magnitude, a numeric pretreatment standard or requirement, including instantaneous limits, as defined by 40 CFR 403.3(l) as amended;
- (2) Technical review criteria (TRC) violations, defined as results of analyses in which 33 percent or more of all of the measurements taken for the same pollutant parameter taken during a six-month period equal or exceed the product of the pretreatment standard or requirement including instantaneous limits, as defined by 40 CFR 403.3(l) as amended multiplied by the applicable technical review criteria. (Technical review criteria equals 1.4 for compatible pollutants and 1.2 for all other pollutants, except pH.);
- (3) Any other violation of a pretreatment standard or requirement as defined by 40 CFR 403.3(l) as amended, (daily maximum, longer-term average, instantaneous limits, or narrative standard) that the YCUA determines has caused, alone or in combination with other discharges, interference or pass-through, including endangering the health of township or YCUA personnel or the general public;
- (4) Any discharge of a pollutant that has caused imminent endangerment to human health, welfare, or the environment or has resulted in the YCUA's exercise of its emergency authority under Rule 323.2306(a)(vi) of the Part 23 Rules under the State Act, or its emergency authority under this article or the YCUA's IPP, to halt or prevent the discharge;
- (5) Failure to meet, within 90 days after a scheduled date, a compliance schedule milestone contained in a YCUA or other local control mechanism or enforcement order for starting construction, completing construction, or attaining final compliance;
- (6) Failure to provide, within 30 days after the due date, a required report such as, but not limited to, a baseline monitoring report, 90-day or other compliance report, periodic self-monitoring report,



or report on compliance with a compliance schedule, as required or otherwise ordered by the YCUA;

- (7) Failure to timely or accurately report noncompliance; or
- (8) Any other violation or group of violations, which may include a violation of best management practices, that YCUA determines will affect or has adversely affected the operation or implementation of the YCUA pretreatment program or operation of the POTW.

Slug, slug loading, slug discharge means either:

- (1) Any discharge of pollutants at a volume or concentration that causes upset of or interference with the POTW or causes the pass-through of pollutants to receiving waters; or
- (2) Any discharge of a pollutant(s), measured by a grab sample, at a concentration exceeding five times the composite or grab sample discharge limit; or
- (3) Any discharge of wastewater outside the pH range of 5.0 to 11.0 S.U. for either a continuous duration of greater than or equal to 15 minutes or for a sum total of 30 minutes within one day, or
- (4) Any discharge of a nonroutine, episodic nature including, but not limited to, an accidental spill or noncustomary batch discharge.

State means the State of Michigan.

State Act means Public Act 451 of 1994, the Natural Resources and Environmental Protection Act (NREPA), as amended, and any rules or regulations promulgated thereunder, as amended or revised from time to time.

Storm sewer or storm drain means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.

Stormwater means any flow occurring during or following any form of natural precipitation and resulting therefrom.

Surcharge means an extra charge to cover the cost of treating, sampling and testing extra strength sewage.

Suspended solids means the total suspended matter that floats on the surface of, or is suspended in, water, wastewater or other liquids, and which is removable by laboratory filtering.

Total Kjeldahl nitrogen (TKN) means the measure of the total ammonia-nitrogen present in wastewater, after any organic nitrogen present has been converted to ammonia nitrogen under a standard digestive procedure.

Introduced new term to give the flexibility of monitoring Ammonia Nitrogen

Township means the Charter Township of Ypsilanti, Michigan or its board of trustees.

Toxic pollutant means any pollutant or combination of pollutants, which is or can potentially be harmful to the public health or the environment including those listed as toxic in regulations promulgated by the administrator of the environmental protection agency under the provisions of the Act or other regulations.

User means any person who contributes, causes or allows the contribution of wastewater into the sewage works.

User charge means a charge levied on users of a treatment works for the cost of operation and maintenance of sewerage works pursuant to Section 204(b) of PL 92-500 and includes the cost of replacement.

User class means the kind of user connected to sanitary sewers including, but not limited to, residential, industrial, commercial, institutional and governmental, defined as follows:

- (1) Residential user means a user of the treatment works whose premises or buildings are used primarily as a domicile for one or more persons, including dwelling units such as detached,

semidetached and row houses, mobile homes, apartments, or permanent multifamily dwellings (transient lodging is not included, it is considered commercial);

- (2) Industrial user means any user who discharges an "industrial waste" as defined in this article or any nondomestic source who discharges pollutants to the sewage works or POTW;
- (3) Commercial user means an establishment involved in a commercial enterprise, business or service, which, based on a determination by the YCUA discharges primarily segregated domestic wastes or wastes from sanitary conveniences and which is not a residential user or an industrial user;
- (4) Institutional user means any establishment involved in a social, charitable, religious, or educational function which, based on a determination by the YCUA, discharges primarily segregated domestic wastes or wastes from sanitary conveniences; and
- (5) Governmental user means any federal, state or local government user of the wastewater treatment works.

Wastewater discharge permit means a written authorization to discharge subject to specific limits, terms, and conditions. A wastewater discharge permit is issued by the director and its terms and conditions are enforced by the YCUA IPP.

Waters of the state means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

(Ord. No. 2010-406, 7-20-10)

Updated Definition for Industrial User Permits

**Sec. 74-223. - Abbreviations.**

The following abbreviations shall have the following meanings:

ASTM	American Society for Testing and Materials.
BMP	Best management practices.
BMPP	Best management practices plan.
BOD	Biochemical oxygen demand.
CFR	Code of Federal Regulations.
COD	Chemical oxygen demand.
CWA	Clean Water Act.
EGLE	Environment, Great Lakes, and Energy Department of the State of Michigan
EPA	United States Environmental Protection Agency.
FOG	Fats, oils, and grease.
l	Liter.
ILL	Local Initiative Limits. <b>NEW TERM</b>
MAHL	Maximum Allowable Headworks Loading.
MAIL	Maximum Allowable Industrial Loading.

**NEW TERM**

<b>SAL</b>	<b>Special Alternative Limit</b> <b>NEW TERM</b>
MRP	Mercury reduction plan.
mg	Milligrams.
mg/l	Milligrams per liter.
ug/l	Micrograms per liter.
ng/l	Nanograms per liter.
NPDES	National Pollutant Discharge Elimination System.
O&M	Operation and maintenance.
POTW	Publicly-owned treatment works.
SIC	Standard Industrial Classification.
SS	Suspended solids.
<b>TKN</b>	<b>Total Kjeldahl Nitrogen</b> <b>NEW TERM</b>
USC	United States Code.
WWTP	The Ypsilanti Community Utilities Authority Wastewater Treatment Plant.
WEF	Water Environment Federation.
YCUA	Ypsilanti Community Utilities Authority.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-224. - Protection from damage.**

It shall be unlawful for any unauthorized person to maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment, which is a part of the sewage works or POTW.

(Ord. No. 2010-406, 7-20-10)

**Secs. 74-225—74-240. - Reserved.**



## DIVISION 2. - ADMINISTRATION AND ENFORCEMENT

### Sec. 74-241. - Permit or authorization required.

It shall be unlawful to discharge to the waters of the state within the City ~~township~~, or in any area under the jurisdiction of such City ~~township~~ and/or to the YCUA sewage works, any wastewater except as provided by an NPDES permit and/or as authorized by the City ~~township~~ and the YCUA in accordance with the provisions of this article.

(Ord. No. 2010-406, 7-20-10)

### Sec. 74-242. - Information required prior to connection to system.

All industrial users proposing to connect to or to contribute to the sewage works shall submit information on the use, processes and wastewater to the director before connecting to or contributing to the sewage works. The information submitted must be sufficient for the YCUA to determine the impact of the user's discharge on the sewage works and the need for pretreatment. The user shall submit, in units and terms appropriate for evaluation, the following information:

- (1) The name, address and location of the user.
- (2) The SIC number according to the Standard Industrial Classification Manual, Bureau of the Budget, 1972, as amended; and any industrial processes subject to National Categorical Pretreatment Standards under 40 CFR Parts 405-471 as amended. Updated Description
- (3) Wastewater constituents and characteristics including, but not limited to, those pollutants mentioned in sections 74-298 through 74-305 of this article, when required by the director, as determined by a reliable analytical laboratory. Sampling and analysis shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 as amended. Where Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed by using validated analytical methods of any other applicable sampling and analytical procedures, including procedures suggested by the YCUA or other parties, approved by the EPA.
- (4) The time and duration of contribution.
- (5) The average daily wastewater flow rates, including daily, monthly and seasonal variations, if any.
- (6) Site plans, floor plans, mechanical and plumbing plans and details to show all sewers, sewer connections, and appurtenances by the size, location and elevation, if the user is a SIU or as required by the YCUA.
- (7) A description of activities, facilities and plant processes on the premises including all materials, which are or could be discharged.
- (8) The nature and concentration of any pollutants in the discharge, which are limited by any YCUA, state, or federal pretreatment standards, and a statement regarding whether or not the pretreatment standards are being met on a consistent basis and if not, whether additional operation and maintenance and/or additional pretreatment is required by the industrial user to meet applicable pretreatment standards.
- (9) If additional pretreatment and/or O&M will be required to meet the pretreatment standards, the shortest schedule by which the user will provide such additional pretreatment shall be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. The following conditions shall apply to this schedule:
  - a. The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation



of additional pretreatment required for the user to meet the applicable pretreatment standards.

- b. No increment referred to in subsection (9)a. of this section shall exceed nine months.
  - c. Not later than 14 days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the director including, as a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for delay, and the steps being taken by the user to return the construction to the schedule established. In no event shall more than nine months elapse between such progress reports to the director.
- (10) Each product produced by type, amount, process or processes and rate of production.
  - (11) The type and amount of raw materials processed, average and maximum per day.
  - (12) The number and type of employees, hours of operation of plant and proposed or actual hours of operation of pretreatment system.
  - (13) Any other information as may be deemed by the director to be necessary to evaluate the impact of the discharge on the sewage works.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-243. - Reporting required after promulgation or revision of a pretreatment standard and reporting from a new source.**

Within 180 days of the promulgation or revision of a categorical pretreatment standard, or 180 days after the final administrative decision made upon a category determination submission under R 323.2311(2) of the Part 23 Rules promulgated under the State Act, whichever is later, existing nondomestic users subject to the categorical pretreatment standards and currently discharging, or scheduled to discharge, to the POTW shall submit, to the YCUA, a report that contains all of the information listed in this section. Where reports containing this information already have been submitted to the YCUA or EPA in compliance with the requirements of 40 CFR Part 128.140(b) as amended, the nondomestic user will not be required to submit the information again. Not less than 90 days before the commencement of a discharge, sources that become nondomestic users subsequent to the promulgation of an applicable categorical standard and new sources shall be required to submit to the YCUA a report that contains the information listed in subsections (1) to (5) of this section. New sources shall also include in this report information on the method of pretreatment the source intends to use to meet applicable pretreatment standards. New sources shall give estimates of the information requested in subsections (4) and (5) of this section. All of the following information shall be submitted pursuant to this section:

- (1) The name and address of the facility including the name of the operator and owners.
- (2) A list of any environmental control permits held by or for the facility.
- (3) A brief description of the nature, average rate of production, and standard industrial classification of the operation or operations carried out by the nondomestic user. The description shall include a facility drawing and schematic process diagram that indicates points of discharge to the POTW and from which processes the discharges originate.
- (4) Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW for each of the following:
  - a. Regulated process streams.
  - b. Other streams as necessary to allow use of the combined wastestream formula specified in R 323.2311(6). The YCUA may allow for verifiable estimates of these flows when justified by cost or feasibility considerations.
- (5) All of the following information shall be provided with respect to the measurement of pollutants:

- a. The identity of the pretreatment standards, including state or local standards, applicable to each regulated process.
  - b. The results of sampling and analysis identifying the nature and concentration or mass, where required by the standard or YCUA, of regulated pollutants in the discharge from each regulated process. Both daily maximum and average concentration or mass, where required, shall be reported. The sample shall be representative of daily operations.
  - c. A minimum of four grab samples shall be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organics. For all other pollutants, 24-hour composite samples shall be obtained through flow-proportional composite sampling techniques. The YCUA may waive flow-proportional composite sampling for any nondomestic user that demonstrates that time-proportional sampling is representative of the discharge during the sampling period. Samples obtained through time-proportional composite sampling techniques or through a minimum of four grab samples may be approved by the director when the user demonstrates that this will provide a representative sample of the effluent being discharged.
  - d. With the exception of the pollutants specified in paragraph c. of this subsection, the user shall take a minimum of one representative sample to compile the data necessary to comply with the requirements of this subsection.
  - e. Samples should be taken immediately downstream from pretreatment facilities if the facilities exist or immediately downstream from the regulated process if pretreatment facilities do not exist. If other wastewaters are mixed with the regulated wastewater before pretreatment, the nondomestic user should measure the flows and concentrations necessary to allow use of the combined wastestream formula specified in R 323.2311(7) to evaluate compliance with the pretreatment standards. Where an alternate concentration or mass limit has been calculated in accordance with R 323.2311(5), the adjusted limit and supporting data shall be submitted to YCUA.
  - f. Sampling and analysis shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 as amended. Where Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the YCUA or other parties, approved by the EPA.
  - g. The YCUA may allow the submission of a baseline report that utilizes only historical data if the data provides information sufficient to determine the need for industrial pretreatment measures. The baseline report shall indicate the time, date, and place of sampling and the methods of analysis and shall certify that the sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.
- (6) A statement, reviewed by an authorized representative of the nondomestic user and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis and, if not, whether additional O&M or additional pretreatment is required for the nondomestic user to meet the pretreatment standards and requirements.
- (7) If additional pretreatment or O&M will be required to meet the pretreatment standards, the shortest schedule by which the nondomestic user will provide such additional pretreatment or O&M. The completion date in the schedule shall not be later than the compliance date established for the applicable pretreatment standard. All of the following conditions shall apply to compliance schedules:
- a. The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the nondomestic user to meet the applicable categorical pretreatment standards. The events may include any of the following: (i) the hiring of an engineer; (ii) completing preliminary plans; (iii) completing final plans; (iv)

executing contracts for major components; (v) commencing construction; (vi) completing construction; or (vii) other similar major events;

- b. An increment referred to in this subsection shall not be more than nine months.
  - c. Not later than 14 days following each date in the schedule and the final date for compliance, the nondomestic user shall submit a progress report to the YCUA, including, at a minimum, whether or not the user complied with the increment of progress to be met on a particular date and, if not, the date on which the user expects to comply with the increment of progress, the reason for delay, and the steps being taken by the nondomestic user to return the construction to the schedule established. Not more than nine months shall elapse between progress reports to the YCUA.
- (8) Where the nondomestic user's categorical pretreatment standard has been modified by a removal allowance under R 323.2311(7) or a fundamentally different factors variance under R 323.2313(b) at the time the nondomestic user submits the report required by this rule, the information required by subsections (6) and (7) of this section shall pertain to the modified limits.
  - (9) Any changes to information requested under subsections (1) to (5) of this section shall be submitted by the nondomestic user to the YCUA within 60 days.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-244. - Additional reporting required and periodic report requirements.**

- (a) Within 90 days following the date for final compliance with applicable categorical pretreatment standards or, in the case of a new source, following commencement of the introduction of wastewater into the sewage works, POTW or the WWTP, any nondomestic user subject to pretreatment standards and requirements shall submit to the director a report containing the information required in subsections (4) through (6), inclusive, of section 74-243 of this article. For industrial users subject to equivalent mass or concentration limits established by YCUA in accordance with the procedures in R 323.2311(5) of the Part 23 Rules promulgated under the State Act or otherwise established by the Act or the State Act or rules promulgated thereunder, the report shall contain a reasonable measure of the nondomestic user's long-term production rate. For all other nondomestic users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production, or other measure of operation, the report shall include the nondomestic user's actual production during the appropriate sampling period.
- (b) The YCUA may establish and impose mass limitations on users which are using dilution to meet applicable pretreatment standards or requirements, or in other cases in which the imposition of mass limitations is appropriate.
- (c) All of the following provisions shall apply to periodic reports on continued compliance:
  - (1) Any nondomestic user subject to a categorical pretreatment standard after the compliance date of the pretreatment standard or, in the case of a new source, after commencement of the discharge into the publicly-owned treatment works shall submit, to the YCUA semiannually, unless required more frequently in the pretreatment standard or by the YCUA, a report indicating the nature and concentration of pollutants in the effluent that are limited by the categorical pretreatment standards. In addition, the report shall include a record of measured or appropriately estimated average and maximum daily flows for the reporting period for the discharge reported in subsection 74-243(4) of this article, except that YCUA may require more detailed reporting of flows.
  - (2) Where YCUA has imposed mass limitations on nondomestic users as provided for by R 323.2311(5) of the Part 23 Rules promulgated under the State Act or where such limitations are otherwise established by the Act or the State Act or Rules promulgated there under, the report

required by subsection (a) immediately above shall indicate the mass of pollutants regulated by pretreatment standards in the discharge from the nondomestic user.

- (3) For nondomestic users subject to equivalent mass or concentration limits established by the YCUA or under the Act or the State Act or rules promulgated there under, the report required by subsection (a) immediately above shall contain a reasonable measure of the nondomestic user's long term production rate. For all other nondomestic users subject to categorical pretreatment standards expressed only in terms of allowable pollutant discharge per unit of production, or other measure of operation, the report required by subsection (a) immediately above shall include the nondomestic user's actual average production rate for the reporting period.
- (d) All categorical and noncategorical nondomestic users shall notify the YCUA immediately of all discharges that could cause problems to the POTW, including any slug loadings.
- (e) All of the following provisions apply to SIUs that are categorical industrial users or noncategorical industrial users with regards to monitoring and analysis to demonstrate continued compliance:
  - (1) The reports required in section 74-243 of this article or in this section shall contain the results of sampling and analysis of the discharge, including the flow and the nature and concentration, or production and mass when requested by the YCUA, of pollutants contained in the discharge that are limited by the applicable pretreatment standards. The sampling and analysis may be performed by the YCUA instead of the nondomestic user. Where the YCUA elects to perform the required sampling and analysis instead of the nondomestic user, the nondomestic user will not be required to submit the compliance certification required under subsection 74-243(6) and subsection (a) of this section. In addition, where the YCUA collects all the information required for the report, including flow data, the nondomestic user will not be required to submit the report. The YCUA shall provide, to the nondomestic user, within ten days after the results are available, the results of any sampling the YCUA performs for nondomestic user self-monitoring that show a violation of any pretreatment standard. Any certification required by a categorical pretreatment standard shall be included with the semiannual compliance reports.
  - (2) If sampling performed by a nondomestic user indicates a violation of pretreatment standards, the nondomestic user shall notify the YCUA within 24 hours of becoming aware of the violation. The nondomestic user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the YCUA within 30 days after becoming aware of the violation; however, the nondomestic user is not required to resample if the YCUA performs sampling at the nondomestic user at a frequency of at least once per month or if the YCUA performs sampling at the nondomestic user between the time when the nondomestic user performs its initial sampling and the time when the nondomestic user receives the results of the sampling.
  - (3) The reports required in subsection (c)(3) of this section shall be based upon data obtained through appropriate sampling and analysis performed during the period covered by the report, which data is representative of conditions occurring during the reporting period. The YCUA may establish and require a frequency of monitoring that is necessary to assess and assure compliance by nondomestic users with applicable pretreatment standards and requirements.
  - (4) All analyses shall be performed in accordance with procedures established by the EPA pursuant to Section 304(h) of the Clean Water Act and contained in 40 CFR Part 136 as amended or with any other test procedures approved by the EPA. Sampling shall be performed in accordance with the techniques approved by the EPA. Where the provisions of the Part 136 do not include sampling or analytical techniques for the pollutants in question, or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed using validated analytical methods or any other sampling and analytical procedures, including procedures suggested by the YCUA or other parties and approved by the EPA.
  - (5) If a nondomestic user monitors any pollutant more frequently than required by the YCUA using the procedures prescribed in subsection (4) immediately above, the results of the monitoring shall be included in the report.



- (6) A minimum of one grab samples shall be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organics. For all other pollutants, 24-hour composite samples shall be obtained through flow-proportional composite sampling techniques. The YCUA may waive flow-proportional composite sampling for any nondomestic user that demonstrates that time-proportional sampling is representative of the discharge during the sampling period. Samples obtained through time-proportional composite sampling techniques or through a minimum of four grab samples may be approved by the director or designee when the user demonstrates that this will provide a representative sample of the effluent being discharged.
- (f) The YCUA may require appropriate reporting from nondomestic users that have discharges, which are not subject to categorical pretreatment standards. Significant industrial users shall submit, to the YCUA, at least semiannually, a description of the nature, concentration, and flow of the pollutants required to be reported by the YCUA. The reports shall be based on sampling and analysis performed in the period covered by the report and performed in accordance with the techniques described in 40 CFR Part 136 as amended. Where the provisions of the Part 136 do not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the YCUA or other persons and approved by the EPA. The sampling and analysis may be performed by the YCUA instead of the significant industrial user. Where the YCUA collects all of the information required for the report, the significant industrial user will not be required to submit the report. The YCUA shall provide, to the nondomestic user, within ten days after the results are available, the results of any sampling it performs for nondomestic user self-monitoring that show a violation of any pretreatment standard. Where the YCUA performs sampling for a significant industrial user, the YCUA must perform any required repeat sampling and analysis within 30 days of becoming aware of a violation.
- (g) All periodic compliance reports shall be certified and signed by the authorized representative of the industrial user. The authorized representative shall state the following certification when submitting the periodic compliance reports to the YCUA: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquire of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

(Ord. No. 2010-406, 7-20-10)

#### **Sec. 74-245. - Powers of the YCUA.**

Wastewater discharges shall be expressly subject to all provisions of this article, the Act and State Act and all other applicable regulations, rules, plans, programs and orders established by the YCUA. The YCUA may:

Updated wording

- (1) Limit the average and maximum wastewater constituents and characteristics.
- (2) Limit the average and maximum rate and time of discharge or make requirements for flow regulations and equalization.
- (3) Require the installation and maintenance of inspection and sampling facilities.
- (4) Establish specifications for monitoring programs which may include sampling locations, frequency of sampling, number, types and standards for tests and reporting schedule.
- (5) Establish compliance schedules.
- (6) Require submission of technical reports or discharge reports.

- (7) Require the maintaining, retaining and furnishing of plant records relating to wastewater discharge as specified by the YCUA, and affording the YCUA access thereto, and copying thereof.
- (8) Require notification of slug discharges and accidental spills.
- (9) Require other conditions as deemed appropriate by the YCUA to ensure compliance with this article, the Act and the State Act. The YCUA shall require notification of the YCUA for any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents being introduced into the POTW.
- (10) **Take any other action including enforcement action, required or authorized by this article.** New Provision added

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-246. - Sampling and monitoring facilities may be required.**

The YCUA shall, when determined necessary by the director, require to be provided and operated at the user's own expense, monitoring facilities to allow inspection, sampling, and flow measurement of the building sewer and/or internal drainage systems. The facility, sampling, and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the user. Whether constructed on public or private property, the sampling and monitoring facilities shall be provided in accordance with plans and specifications submitted to and approved by the YCUA and all applicable local construction standards and specifications. Construction shall be completed within 90 days following written notification by the YCUA.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-247. - Right to access of facilities for inspection, sampling, records examination, record copying or other duties.**

The YCUA shall inspect the facilities of any user to ascertain whether the purpose of this article is being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the YCUA or its representative ready access at all reasonable times to all parts of the premises for the purposes of inspection, sampling, records examination, records copying or in the performance of any of their duties. The YCUA, EGLE and EPA shall have the right to set up on the user's property, at the user's expense, such devices as are necessary to conduct sampling inspection, compliance monitoring and/or metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards or other appropriate personnel so that upon presentation of suitable identification, personnel from the YCUA, EGLE and EPA will be allowed to enter, without delay, for the purposes of performing their specific responsibilities.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-248. - Compliance with ordinance provisions required.**

- (a) Industrial users shall provide necessary wastewater treatment as required to comply with this article, the Act and State Act and shall achieve compliance with all pretreatment standards within the time limitations as specified by the federal pretreatment regulations and as required by the YCUA, the Act or the State Act. Any industrial user that qualifies, as a new source is required to have pretreatment equipment installed and operational before discharging and shall be in full compliance within 90 days of initial discharge. Any facilities required to pretreat wastewater to a level acceptable to the YCUA shall be provided, operated, and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the YCUA for review and shall

be approved by the YCUA before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the YCUA under the provisions of this article, the Act or the State Act. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be approved by the YCUA prior to the user's initiation of the changes.

- (b) As required by Section 403.8(D) (viii) of the Federal Register, the YCUA shall publish at least annually in a newspaper(s) of general circulation that provides meaningful public notice within the jurisdiction(s) served by the POTW of the industrial users, which during the previous 12 months, were in significant noncompliance with any applicable pretreatment requirements. All records relating to compliance with pretreatment standards shall be made available to officials of the EPA or EGLE upon request.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-249. - Confidentiality of Information.**

Information and data on a user obtained from reports, questionnaires, permit applications, wastewater discharge permits and monitoring programs, and from inspections shall be available to the EGLE and the EPA without restriction and shall be available to the public without restriction unless the user specifically requests and is able to demonstrate to the satisfaction of the director that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets of the user, in accord with applicable provisions of the State Freedom of Information Act, Public Act 442 of 1976, as amended and Rule 323.2314 of the Part 23 Rules promulgated under the State Act.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-250. - Enforcement by City.**

All orders, directives, legal and/or equitable actions, which are necessary and appropriate to enforce this article, the Act and State Act shall be carried out by the YCUA and the township. Nothing contained in this section shall preclude the township or the YCUA from instituting, maintaining or joining any legal and/or equitable actions to enforce this article, the Act and State Act.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-251. - Records, accounts, audits, classification of users, insurance.**

- (a) The YCUA will maintain and keep proper books of records and accounts, separate from all other records and accounts, in which shall be made full and correct entries of all transactions relating to the POTW. The YCUA will cause an annual audit of such books of record and account for the preceding operating year to be made by a recognized independent certified public accountant and will supply such audit report to authorized public officials on request.
- (b) In conjunction with the audit there shall be an annual review of the sewer charge system for adequacies meeting expected expenditures for the following year.
- (c) Classification of old and new industrial users may also be reviewed annually.
- (d) The YCUA will maintain and carry insurance on all physical properties of the system, of the kinds and in the amounts normally carried by public utility companies and municipalities engaged in the operation of sewage disposal systems.
- (e) Retention of records. A user shall retain records of all monitoring information, including, all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this article, an order, or a wastewater discharge permit, all documentation associated with best management practices, and the records of all data used

to complete the application for a wastewater discharge permit, for a period of at least three years from the date of a sample, measurement, report application or orders. This period may be extended by the YCUA at any time at the director's discretion.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-252. - Powers and authority of inspectors.**

The director and other duly authorized employees of the YCUA bearing proper credentials and identification shall be allowed to enter upon all properties for the purpose of inspection, observation, measurement, sampling, and testing in accordance with the provisions of this article, the Act and State Act.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-253. - Enforcement process.**

- (a) Emergency suspension. The director may suspend the wastewater treatment service and/or any wastewater discharge permit issued under this article when such a suspension is necessary, in the opinion of the director, in order to stop an actual or threatened discharge that presents or may present an imminent or substantial danger to the health or welfare of persons or the environment, the POTW, or constitutes a violation of any condition of the NPDES or other permit, this article, the Act or State Act. Any user notified of a suspension of wastewater treatment services or a wastewater discharge permit shall immediately stop or eliminate its discharge into the POTW. If a user fails to immediately comply with such a suspension order and as required in this section, the YCUA shall take such steps as deemed necessary, including immediate termination or severance of the user's sewer connection to prevent or minimize damage to any person, the POTW or the environment. The YCUA will allow the user to recommence its discharge upon receipt of proof of compliance with this article and the elimination of the discharge and/or identified danger. A user whose wastewater treatment service or wastewater discharge permit has been suspended under this article shall submit, within 15 days of the suspension, a written statement to the director describing the causes of the harmful discharge and the measures taken to prevent future harmful discharges in addition to other information required by this article or otherwise required by the Act or State Act under such circumstances.
- (b) Notice letter. The minimum enforcement response that the director will use to notify a user that a violation of the local applicable sewer use ordinance or YCUA industrial pretreatment program has occurred or is occurring.
- (c) Notification of violation. Whenever the director finds that any user has violated or is violating any provision of this article or a wastewater discharge permit, an order issued under this article, the Act or State Act, the director may serve upon said user written notice of the violation. Within 30 days of receipt of such notice the user shall submit to the director an explanation of the violation and a written plan for satisfactory correction. Submission of this plan does not relieve the user of liability for any violations occurring before or after receipt of the notice of violation or as otherwise provided in this article, the Act or State Act.
- (d) Show cause order. The director may order any user violating this article or a wastewater discharge permit, an order issued under this article, the Act, or State Act, to show cause why a proposed enforcement action should not be taken. The show cause notice shall require the user to appear before the director for a show cause meeting within a reasonable time, not less than ten days after first class mailing of the order to the user's recorded or last known address. Enforcement action may be pursued whether or not a user appears at a show cause meeting and issuance of a show cause order does not relieve the user of liability for any violation occurring before or after receipt of the notice or as otherwise provided in this article, the Act, or State Act.
- (e) Consent order. The director is empowered to enter into consent orders, assurances of voluntary compliance and other similar documented agreements establishing an agreement with a user



responsible for noncompliance with an order, wastewater discharge permit, this article, the Act or State Act. Such a document may include compliance schedules, stipulated fines or penalties, the amount of which shall not be limited by the civil fine assessment provision of this article, remedial actions and signatures of the director and user. Consent orders or similar documented agreements prepared and executed under this section shall have the same force and effect as other orders issued under this article.

- (f) Compliance order. When the director finds that a user has violated or continues to violate this article, a wastewater discharge permit, an order issued under this article, the Act or State Act, an order may be issued to the user directing that, following a specified time period, sewer service shall be discontinued unless adequate treatment facilities, devices or other related appurtenances have been installed and are properly operated and compliance is otherwise achieved. Such an order may contain other requirements as might be reasonably necessary and appropriate to address the noncompliance, including, but not limited to, the installation of pre-treatment technology, additional self-monitoring and new management practices. Issuance of a compliance order does not relieve the user of liability for any violation occurring before or after receipt of the notice or as otherwise provided in this article, the Act or State Act.
- (g) Cease and desist order. When the director finds that a user has violated or continues to violate this article, a wastewater discharge permit, an order issued under this article, the Act or State Act, an order may be issued to the user responsible for the violation directing that such violations cease and desist immediately. In an emergency, the order to cease and desist may be given by telephone. In a nonemergency situation, the cease and desist order may be used to suspend or permanently revoke a wastewater discharge permit or permits. A cease and desist order may require the user to take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and terminating the discharge. Issuance of a cease and desist order does not relieve the user of liability for any violation occurring before or after receipt of the order or as otherwise provided in this article.
- (h) Termination of wastewater discharge permit. Any user who has a wastewater discharge permit who violates the following conditions of the permit or violates other provisions of this article, the Act or State Act, or any applicable state or federal law or regulation is subject to permit termination:
  - (1) Failure to accurately report wastewater constituents and characteristics;
  - (2) Failure to report significant changes in operations or wastewater constituents and characteristics;
  - (3) Refusal of reasonable access to the user's premises or records for the purpose of inspection, monitoring or sampling or for any other purpose authorized under this article, the Act or State Act;
  - (4) Failure to comply with an order issued under this article; or
  - (5) For those reasons stated in section 74-258 of this article or for any other reason for termination as provided in this article, the Act or State Act.

Such users shall be notified of the proposed wastewater discharge permit termination and shall be offered an opportunity to show cause under the provision of subsection (d) of this section, why the proposed action should not be taken.

- (i) Administrative assessments. Notwithstanding any other section of this article, any user who violates any provision of this article, a wastewater discharge permit, an order issued under this article, the Act or State Act, shall be liable to the YCUA and/or township City for any expense loss or damage occasioned by reason of such violation including, but not limited to, reasonable attorney's fees and may be subject to an administrative assessment by the YCUA in an amount of \$1,000.00 per violation, per day. Each day on which noncompliance shall occur or is continued shall be deemed a separate and distinct violation. Such expense, loss, damage or assessments may be added to a user's sewer service charges and the YCUA and the township City shall have such other collection rights and remedies as designated by law, the Act, the State Act and this article to collect these sewer service charges.

- (j) Judicial remedies. A person who violates any provision of this article, a wastewater discharge permit, an order issued under this article, the Act or State Act, is subject to the judicial remedies described below in addition to being responsible for a civil fine assessment or a misdemeanor or any administrative remedy or enforcement action provided for in this article:
- (1) Whenever a user has violated or continues to violate the provisions of this article, a wastewater discharge permit, an order issued under this article, the Act or the State Act, the director, through counsel, may petition the circuit court for issuance of a preliminary or permanent injunction or both to restrain or compel certain activities on the part of the user.
  - (2) Any user who has violated or continues to violate any order or wastewater discharge permit issued hereunder may be liable to the YCUA in such judicial proceedings for a civil fine assessment of \$1,000.00, plus actual damages, direct or indirect, incurred by the YCUA, per violation, per day, for as long as the violation continues. Additionally, the YCUA may recover reasonable attorney's fees; court costs and other expenses associated with any enforcement activities, including sampling, monitoring and analysis expenses.
  - (3) The director, through counsel, may petition the circuit court to impose, assess, and recover such assessments and sums. In determining the amount of liability, the court shall consider all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude or duration of the violation, any economic benefit gained by the user through the violation, corrective actions by the user, the compliance history of the user and any other relevant factor.
- (k) Liens. Any fine or other assessment issued or imposed under this article or other costs or charges imposed under this article may be added to the user's sewer service charges and the YCUA shall have such other collection rights and remedies as designated by law and this article to collect said charges, and all unpaid charges, fines, assessments, penalties and service charges shall constitute and may be recorded as a lien against the user's property if not paid within the time frame allocated by YCUA or a court for payment. The filing of such a lien shall not prevent YCUA from pursuing other collection remedies. New Line added
- (l) Appeals. Any person or user subject to enforcement action under the provisions of this article, the Act or State Act, except for civil fine assessment notices, consent orders, emergency actions under this article or judicial actions by the YCUA, may request a hearing before the director within ten days of receipt of notification of the proposed enforcement action. A hearing shall then be held by the director concerning the violation, the reasons why the enforcement action was taken, the proposed enforcement action, and the user's explanation or other relevant evidence. An appeal may be taken from the director's final decision. The following rules shall apply to the hearing and appeal:
- (1) The director may issue notices of such a hearing requiring the attendance and testimony of witnesses or the production of evidence relative to the hearing.
  - (2) In the event a request for hearing is not filed within ten days of the user's notice of an enforcement action, failure to file such a request shall be deemed a waiver of any and all hearing or appeal rights established under this article.
  - (3) A request for hearing shall state the basis for the request, the reasons in support of the request and any alternative relief, which the aggrieved party seeks.
  - (4) During the pendency of any hearing process or appeal the user must comply with the enforcement action or the YCUA order from which the appeal is taken.
  - (5) At the hearing, testimony may be taken under oath and recorded stenographically. A transcript of the hearing shall be made available to any member of the public or any party to the hearing upon payment of usual and reasonable charges.
  - (6) After the director has held such a hearing and reviewed the evidence, he may issue an order affirming, modifying or withdrawing the enforcement action.

- (7) Within 15 days from receipt of the director's final decision, the aggrieved party may appeal the decision to the board stating the grounds on which the appeal is based together with all documents, evidence, transcripts and information in support of the aggrieved party's position. In addition, the aggrieved party shall file five copies of the appeal and supporting documentation with the board and serve an additional copy on the director.
- (8) The director shall have 30 days to respond to the appeal and to submit all evidence, documents and information in support of the director's decision and shall file five copies with the board and shall serve an additional copy on the aggrieved party.
- (9) Within 30 days of receiving the director's response the board shall meet and review all documents and evidence pertaining to the appeal and shall issue an order affirming the director's order, affirming the director's order in part and reversing in part, or reversing the director's order in full. The board shall forward a copy of its decision to all interested parties.
- (m) Industrial pretreatment program (IPP) and enforcement response plan (ERP). This article, the Act and State Act shall also be enforced by the YCUA pursuant to a written industrial pretreatment program adopted by the YCUA as required by the Act and State Act which plan shall include those plan elements required by the Act and State Act including, but not limited to, an enforcement response plan designed to achieve enforcement of that program. That enforcement response plan shall provide for, at minimum, those powers of enforcement granted by this article, the Act and State Act.
- (n) Time limits. The YCUA's failure to strictly comply with and/or to meet an enforcement procedure time deadline or other time deadline specified in this article, the Act, State Act, or the enforcement response plan, shall not prohibit or prevent the YCUA from taking enforcement or other action outside of or not in compliance with such a time deadline, unless the user or permittee in question has been and is able to demonstrate that it has been materially prejudiced by action taken by the YCUA outside of or not in compliance with such a time deadline.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-254. - Same—Surcharges, fees.**

The director shall establish appropriate surcharges or fees to reimburse the YCUA for the additional cost of operation and maintenance of the sewage works or POTW due to violations of this article, the Act or State Act.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-255. - Permit—Requirements for nondomestic users.**

- (a) All nondomestic users must notify the director of the nature and characteristics of their wastewater prior to commencing their discharge. The director is authorized to prepare a form for this purpose.
- (b) It shall be unlawful for significant industrial users to discharge wastewater, either directly or indirectly, into the sewage works or POTW **without first obtaining a wastewater discharge permit from the YCUA. The director may require that other nondomestic users, including but not limited to liquid waste haulers to obtain a wastewater discharge permit as necessary to carry out the purposes of this article.** Any violation of the terms and conditions of a wastewater discharge permit shall be deemed a violation of this article. Obtaining a wastewater discharge permit does not relieve a permittee of its obligation to obtain other permits required by federal, state or local law. Language Streamlined
- (c) Any industrial user located beyond the township limits shall submit a wastewater discharge permit application within 60 days of the effective date of the ordinance from which this article is derived. New industrial users located beyond the township limits shall submit such applications to the director 60 days prior to discharging into the sewage works or POTW. Upon review and approval of such application, the director may issue a wastewater discharge permit requiring the user to abide by this

article, including all compliance monitoring, reporting, and enforcement provisions contained in this article, the Act or State Act.

- (d) Any SIU which discharges nondomestic waste into the POTW prior to the effective date of the ordinance from which this article is derived and who wishes to continue such discharges in the future, shall, within 90 days after such date, apply to the YCUA for a wastewater discharge permit and shall not cause or allow discharges to the POTW to continue after 180 days from and after the effective date of the ordinance from which this article is derived except in accordance with a wastewater discharge permit issued by the director.
- (e) Any SIU proposing to begin or recommence discharging nondomestic wastes into the sewage works or POTW must obtain a wastewater discharge permit prior to beginning or recommencing such discharge. An application for this permit must be filed at least 60 days prior to the anticipated start-up date.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-256. - Same—Application.**

- (a) In order to be considered for a wastewater discharge permit, all industrial users required to have a permit must submit the information required by section 74-242 on an application form approved by the director.
- (b) When required, plans must be certified for accuracy by a professional engineer registered in the state of Michigan.
- (c) All applications must contain the following certification statement and be signed by an authorized representative of the industrial user: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."
- (d) The director will evaluate the data furnished by the industrial user and may require additional information. After evaluation of the data furnished, the director may issue a wastewater discharge permit subject to terms and conditions provided herein.
- (e) At the time an application for a wastewater discharge permit is made, the user shall pay to the YCUA a permit fee in an amount established from time to time by the board, which fee shall be refunded to the user in the event the permit is denied. In addition to the above-stated permit fee, the user shall pay to the YCUA a nonrefundable permit application fee equal to the YCUA's expenses, and the YCUA expenses incurred in hiring laboratories, engineers, or other consultants, for the purpose of evaluating the permit application submitted by the user to the YCUA.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-257. - Same—Contents.**

Wastewater discharge permits shall include such conditions as are reasonably deemed necessary by the director to prevent pass-through or interference, protect the quality of the water body receiving the POTW's effluent, protect worker health and safety, facilitate POTW sludge management and disposal, protect ambient air quality, and protect against damage to the POTW collection system or plant and ensure compliance with this article, the Act and State Act. Wastewater discharge permits shall contain a statement of the duration of the permit, which shall not be more than five years; a statement of permit nontransfer ability without prior notification to the YCUA and provision of a copy of the existing permit to the new owner



or operator; effluent limits based on applicable general pretreatment standards, categorical pretreatment standards, local limits, and state and local law; self-monitoring, sampling, reporting, notification, and record keeping requirements, including identification of the pollutants to be monitored, sampling location, sampling frequency, and sample type, based on the applicable general pretreatment standards, categorical pretreatment standards, local limit, and state and local law; and a statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements and any applicable compliance schedule. The schedule may not extend the compliance date beyond applicable federal or state deadlines. Wastewater discharge permits may contain, but need not be limited to, the following:

- (1) Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization.
- (2) Limits on the average and/or maximum concentration, mass, or other measure of identified wastewater constituents or properties.
- (3) Requirements for the installation of pretreatment technology or construction of appropriate containment devices, or similar requirements designed to reduce, eliminate, or prevent the introduction of pollutants into the sewage works or POTW.
- (4) Development and implementation of spill control plans or other special conditions including additional management practices necessary to adequately prevent accidental, unanticipated, or routing discharges.
- (5) The unit charge or schedule of user charges and fees for the management of the wastewater discharged to the sewage works or POTW.
- (6) Requirements for installation and maintenance of inspection and sampling facilities.
- (7) Specifications for monitoring programs, which may include sampling locations, frequency of sampling, number, types, and standards for tests, and reporting schedules.
- (8) Compliance schedules.
- (9) Requirements for submission of technical reports or discharge reports.
- (10) Requirements for maintaining and retaining plant records relating to wastewater discharge as specified by the director and affording the director, or his representatives, access thereto.
- (11) Requirements for notification of any new introduction of wastewater constituents or of any substantial change in the volume or character of the wastewater being introduced in the sewage works or POTW.
- (12) Requirements for the notification of any change in the manufacturing and/or pretreatment process used by the permittee.
- (13) Requirements for notification to the YCUA of excessive, accidental, or slug discharges.
- (14) Other conditions as deemed appropriate by the director to ensure compliance with this article and state and federal laws, rules, and regulations, including the Act and State Act.
- (15) A statement that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable federal, state or local pretreatment standards or limits, including those which become effective during the term of the permit.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-258. - Same—Issuance process.**

- (a) Wastewater discharge permits shall be issued for a specified time period, not to exceed five years. A permit may be issued for a period less than five years, at the discretion of the director.

- (b) The director will provide all interested persons with notice of final wastewater discharge permit terms. Upon notice by the director, any person, including the industrial user, may petition to appeal the terms of the permit to the board within 30 days of the notice.
- (1) Failure to submit a timely petition for review shall be deemed to be a waiver of the appeal.
  - (2) In its petition, the appealing party must indicate the wastewater discharge permit provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to be placed in the wastewater discharge permit.
  - (3) The effectiveness of the wastewater discharge permit shall not be stayed pending a reconsideration by the board. If, after considering the petition and any arguments put forth by the director, the board determines that reconsideration is proper, it shall remand the permit back to the director for reissuance. Those wastewater discharge permit provisions being reconsidered by the director shall be stayed pending reissuance.
  - (4) A board's decision not to reconsider a final wastewater discharge permit shall be considered final administrative action for purposes of judicial review.
- (c) The director may modify or terminate a wastewater discharge permit for good cause including, but not limited to, the following:
- (1) To incorporate any new or revised federal, state or local pretreatment standards or requirements.
  - (2) Material or substantial alterations or additions to the discharger's operation processes, or discharge volume or character which were not considered in drafting the effective wastewater discharge permit.
  - (3) A change in any condition in either the industrial user or the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge.
  - (4) Information indicating that the permitted discharge poses a threat to the POTW or POTW personnel or the receiving waters or the health of any person or the general public.
  - (5) Violation of any terms or conditions of the wastewater discharge permit.
  - (6) Misrepresentation or failure to disclose fully all relevant facts in the wastewater discharge permit application or in any required reporting.
  - (7) Revision of or a grant of variance from such categorical standards pursuant to 40 CFR Part 403.16a as amended.
  - (8) To correct typographical or other errors in the wastewater discharge permit.
  - (9) To reflect transfer of the facility ownership and/or operation to a new owner/operator.
  - (10) Upon request of the permittee, provided such request does not create a violation of any applicable requirements, standards, laws, or rules and regulations.
  - (11) Falsifying self-monitoring reports.
  - (12) Tampering with monitoring equipment.
  - (13) Refusing to allow timely access to the user's facility, premises and records.
  - (14) Failure to meet effluent limitations.
  - (15) Failure to pay fines.
  - (16) Failure to pay sewer charges.
  - (17) Failure to meet compliance schedules.
  - (18) As provided in section 74-253.

- (d) The filing of a request by the permittee for a wastewater discharge permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance, does not stay any wastewater discharge permit condition.
- (e) Wastewater discharge permits may be reassigned or transferred to a new owner and/or operator with prior approval of the director, if:
  - (1) The permittee must give at least 30 days' advance notice to the director; and
  - (2) The notice must include a written certification by the new owner which:
    - a. States that the new owner has no immediate intent to change the facility's operations and processes.
    - b. Identifies the specific date on which the transfer is to occur.
    - c. Acknowledges full responsibility for complying with the existing wastewater discharge permit.
- (f) Permitted industrial users shall apply for a wastewater discharge permit reissuance by submitting a complete permit application a minimum of 90 days prior to the expiration of the user's existing permit. An expired wastewater discharge permit will continue to be effective and enforceable until the permit is reissued, if:
  - (1) The industrial user has submitted a complete permit application at least 90 days prior to the expiration date of the user's existing wastewater discharge permit; and
  - (2) The failure to reissue the permit, prior to expiration of the previous wastewater discharge permit, is not due to any act or failure to act on the part of the permitted industrial user.
- (g) Nothing in this article shall be construed as preventing any special agreement or arrangement between the POTW and any user whereby wastewater of unusual strength or character is accepted into the POTW and specially treated and subject to any payments or user charges, as may be applicable. However, no discharge which violates pretreatment standards will be allowed under the terms of such special agreements. If, in the opinion of the director, the wastewater may have the potential to cause or result in any of the following circumstances, no such special agreement will be made:
  - (1) Pass through or interference; or
  - (2) Endanger municipal employees or the public.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-259. - Penalty for violation of article; liability of user.**

- (a) Any person who violates any provision of this article, a wastewater discharge permit, an order issued under this article, the Act or State Act, shall be liable to YCUA for and may be subject to a civil fine assessment of \$1,000.00 per violation, per day, plus any costs, damages and expenses, direct or indirect, incurred by the City, the township or the YCUA in connection with the violation. Each day on which a violation continues shall be deemed a separate and distinct violation.
- (b) Any person who violates any provision of this article that is listed below shall be guilty of a misdemeanor, and upon conviction is subject to a fine of not more than \$500.00, exclusive of any civil fine assessment or other costs, damages and expenses, or by imprisonment for not more than 90 days, or both. Misdemeanor violations include:
  - (1) Intentional unpermitted discharge;
  - (2) Falsification of a monitoring report or the making of any false statement, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this article;
  - (3) Improper sampling, with evidence of an intent to falsify or mislead;

- (4) Intentional failure to install monitoring equipment after a deadline established by an order issued under this article or the tampering with or knowingly rendering inaccurate any monitoring device or equipment or method required under this article;
- (5) Intentional recurring violation of a compliance schedule in a wastewater discharge permit or a violation of a compliance schedule in an order issued under this article; or
- (6) Illegal discharge when the discharge causes harm and there is evidence of intent.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-260. - Funding/fees.**

- (a) The purpose of this section is to provide for the recovery of costs from permitted industrial users of the POTW. The applicable charges or fees established by the board shall be sufficient to meet the costs of the operation, maintenance, improvement or replacement of the system, or as provided by law or by board action.
- (b) The board shall adopt charges and fees which shall include, but not necessarily limited to:
  - (1) Fees for reimbursement of costs of establishing, operating, maintaining, or improving the YCUA's industrial pretreatment programs; and enforcement response plan.
  - (2) User fees based upon volume of waste and concentration or quantity of specific pollutants in a discharge, and to cover other treatment costs including sludge handling and disposal; and
  - (3) Reasonable fees for reimbursement of costs for enforcement hearings or other enforcement action including, but not limited to, expenses regarding hearings officers, court reporters, attorney fees, and transcriptions; and added new wording
  - (4) Other fees, which the board may deem necessary, to carry out the requirements contained herein and continued in other IPP and ERP, or as may be required by law.

(Ord. No. 2010-406, 7-20-10)

**Secs. 74-261--74-277. - Reserved.**



## **DIVISION 3. - BUILDING SEWERS AND CONNECTIONS**

### **Sec. 74-278. - Permit required.**

No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof or any part of the sewage works or POTW without first obtaining written authorization from the director.

(Ord. No. 2010-406, 7-20-10)

### **Sec. 74-279. - Classes of permits; application; fees.**

There shall be two classes of building sewer permits:

- (1) For residential and commercial service; and
- (2) For service to establishments producing industrial wastes. In either case, the owner or his agent shall make application on a form furnished by the YCUA and/or City. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent, in the judgment of the City ~~township~~ or the YCUA. A permit and inspection fee for a residential or commercial building sewer permit and for an industrial building sewer permit shall be paid to the YCUA at the time the application is filed.

(Ord. No. 2010-406, 7-20-10)

### **Sec. 74-280. - Costs of connection to be borne by owner; indemnification of township and YCUA.**

All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the City ~~township~~ and the YCUA from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

(Ord. No. 2010-406, 7-20-10)

### **Sec. 74-281. - Separate building sewer for each building required; exception.**

A separate and independent building sewer shall be provided for every building except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, courtyard, or driveway. The building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.

(Ord. No. 2010-406, 7-20-10)

### **Sec. 74-282. - Use of old building sewers with new buildings.**

Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the City ~~township~~ or the YCUA, to meet all requirements of this article.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-283. - Construction specifications.**

The size, slope, alignment, and materials of construction of a building sewer; and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling the trench, shall all conform to the requirements of the building and plumbing code or other applicable rules and regulations of the City or the YCUA. In the absence of the Code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WEF Manual of Practice No. 9 shall apply.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-284. - Elevation.**

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to enable gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-285. - Prohibited connections.**

- (a) No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which, in turn, is connected directly or indirectly to a public sanitary sewer or combined sewer unless specifically approved by the director. The director may approve or disapprove such connections at director's sole discretion.
- (b) The YCUA shall not allow any connection to the sanitary sewer unless there is sufficient capacity in the sewage works or POTW to convey and adequately treat the additional wastewater from the proposed connection.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-286. - Connection specifications.**

- (a) The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code or other applicable rules, and regulations of the YCUA or the procedures set forth in appropriate specifications of the ASTM, and the WEF Manual of Practice No. 9. All such connections shall be made gastight and watertight.
- (b) Any deviation from the prescribed procedures and materials must be approved by the YCUA before installation.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-287. - Inspection; supervision of connection.**

The contractor installing the building sewer shall notify the City and in case of service to establishments producing industrial wastes YCUA when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the observation of the City and/or YCUA.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-288. - Guards for excavations; restoration of public property.**

All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the City, township and the YCUA. Work shall also be conducted in accordance with requirements of the entity municipal or otherwise, having jurisdiction over any affected road, easement or right-of-way.

Added New Language

(Ord. No. 2010-406, 7-20-10)

**Secs. 74-289—74-293. - Reserved.**

## **DIVISION 4. - USE OF PUBLIC SEWERS**

### **Sec. 74-294. - Required.**

- (a) It shall be unlawful for any person to place, deposit or allow to be deposited in an unsanitary manner upon public or private property within the township, or in any area under its jurisdiction, any human or animal excrement, garbage or other objectionable waste.
- (b) It shall be unlawful to discharge to any natural outlet, any sanitary sewage, industrial wastes, or other polluted water, except where suitable treatment has been provided in accordance with provisions of this article.
- (c) Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage.
- (d) The owner of all houses, buildings, or properties used for human occupancy, employment, recreation or other purpose situated within the City township and abutting on any street, alley or right-of way in which there is now located or may in the future be located a public sanitary sewer or combined sewer of the township or the YCUA, is hereby required at his expense to install suitable sewage facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article, within 90 days after the date of official notice.

(Ord. No. 2010-406, 7-20-10)

### **Sec. 74-295. - Unpolluted discharges.**

- (a) No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, water from footing drains, roof water, or other unpolluted water to any sanitary sewer or sewer connection except as specifically approved by the director. The director may approve or disapprove such discharges at director's discretion or otherwise provided in this article. Any premises connected to a storm sewer shall comply with county, state and federal requirements as well as those by the City township and the YCUA.
- (b) Stormwater, groundwater, water from footing drains and all other unpolluted drainage shall be discharged into such sewers as are specifically designated as combined sewers, or storm sewers, or to a natural outlet, except as otherwise provided in this article. Industrial cooling water or unpolluted process waters may be discharged upon application and approval of the YCUA and the appropriate state agency to a storm sewer, or natural outlet.

(Ord. No. 2010-406, 7-20-10)

### **Sec. 74-296. - Fats, oils, and grease (FOG) interceptor and sand interceptors.**

Fats, oils, and grease (FOG) and sand interceptors shall be provided when, in the opinion of the director or in accordance with the YCUA policy, are necessary for the proper handling of liquid wastes containing fats, oils, or grease discharges in which the concentration in a grab sample exceeds the 100 mg/l limit, or any flammable wastes, sand, or other harmful ingredients; except that such interceptors shall not be required for single-family or multiple-family dwelling units. All interceptors shall be of a type and capacity approved by the YCUA and in accordance with the requirements of the applicable building and plumbing code. Interceptors shall be located as to be readily and easily accessible for cleaning and inspection. Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight and equipped with easily removable covers which when bolted into place shall be gastight and watertight. When installed, all fats, oils, and grease, and sand interceptors shall be maintained by the owner, at owner's expense, in continuously efficient operation at all times. A user may petition the director for an exemption



from having to install a FOG interceptor in accordance with provisions specified in the YCUA FOG mitigation program policy, as amended from time to time. The YCUA's FOG mitigation program policy does not apply to contract communities. Upon approval by the director, the YCUA's contract communities may implement an ordinance or written policy in lieu of this section.

Updated  
Language

(Ord. No. 2010-406, 7-20-10)

#### **Sec. 74-297. - Prohibited discharges.**

No user shall contribute or cause to be contributed, directly or indirectly, any pollutant or wastewater which will pass through or interfere with the operation or performance of the sewage works.

A user may not contribute the following substances to the sewage works:

- (1) Any liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the sewage works or to the operation of the sewage works.
- (2) Solid or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the POTW.
- (3) Any wastewater having a pH less than 5.0 s.u. or greater than 11.0 s.u.; or wastewater having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel of the POTW.
- (4) Any wastewater containing toxic pollutants or of high chlorine demand in sufficient quantity, either singly or by interaction with other pollutants, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the POTW, or exceed the limitation set forth in this article, in the EPA categorical pretreatment standard, or any other federal, state or county standards.
- (5) Pollutants that result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause worker health and safety problems. This prohibition includes, but is not limited to, wastewaters which contain liquids, solids, or gases that cause gases, vapors, or fumes from the discharge to exceed ten percent of the immediately dangerous to life and health (IDLH) concentration. Discharges which contain more than one pollutant which may contribute to fume toxicity shall be subject to more restrictive limitations, as determined necessary by the director. The more restrictive discharge limits shall be calculated based on the additive fume toxicity of all compounds identified or reasonably expected to be present in the discharge.
- (6) Any noxious or malodorous liquids, gases, or solids which singly or by interaction with other wastes are sufficient to create a public nuisance or hazard to life or are sufficient to prevent entry into the POTW sewers or other structures for maintenance and repair.
- (7) Any substance, which may cause the sewage, works such as residues, sludges, or scums, to be unsuitable for land application or reclamation and reuse or to interfere with the reclamation process.
- (8) Any substance which will cause the POTW to violate its NPDES permit or the receiving water quality standards.
- (9) Any wastewater with color of sufficient light absorbency to interfere with treatment plant process, prevent analytical determinations, or create any aesthetic effect on the treatment plant effluent, such as, but not limited to, dye wastes and vegetable tanning solutions.
- (10) Daily maximum concentration or mass loading shall not be exceeded on any single calendar day. Where daily maximum limitations are expressed in terms of a concentration, the daily discharge is the arithmetical measurement of the pollutant concentration derived from all measurements taken that day. Where daily maximum limitations are expressed in units of mass, the daily discharge is the total mass discharged during the day. If a composite sample is required for a

parameter, the determination whether the daily maximum limitation for that parameter has been exceeded on a single calendar day shall be based on the composite sample collected for that parameter on that calendar day. If grab samples are required for a parameter, the determination whether the daily maximum limitation for that parameter has been exceeded on a calendar day shall be based on the average of all grab samples collected for that parameter on that calendar day. If only one grab sample is collected for a parameter on a given day, the determination whether the daily maximum limitation for that parameter has been exceeded for the day shall be based on the results of that single grab sample. If the pollutant concentration in any sample is less than the applicable detection limit, that value shall be regarded as zero when calculating the daily maximum concentration.

- (11) Any wastewater having a temperature, which will inhibit biological activity in the sewage works resulting in interference, but in no case wastewater with a temperature at the introduction into the sewage works, which exceeds 60 degrees Celsius (140 degrees Fahrenheit) or is lower than zero degrees Celsius (32 degrees Fahrenheit).
- (12) Any wastewater containing any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by applicable state or federal regulations.
- (13) Any wastewater which causes a hazard to human life or creates a public nuisance, as determined by the director.
- (14) Organic solvent extractable substances such as fats, wax, grease, or oils of petroleum origin, whether emulsified or not, in excess of 100 mg/l or containing substances which may solidify or become viscous at temperatures between 32 degrees Fahrenheit (zero degrees Celsius) and 140 degrees Fahrenheit (60 degrees Celsius).
- (15) Gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquids, solids or gases; or other pollutants which cause the wastewater to have a closed cup flashpoint of less than 140 degrees Fahrenheit (60 degrees Celsius), or which cause an exceedance of ten percent of the lower explosive limit (LEL) at any point within the collection system or containing gasoline, benzene, xylene or toluene which causes the wastewater to exceed the state surface water quality standard.
- (16) Any garbage that has not been ground by household type or other suitable garbage grinders, as determined by the director.
- (17) Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch, manure or any other solids or viscous substances capable of causing obstructions or other interferences with the proper operation of the POTW.
- (18) Toxic or poisonous substances in sufficient quantity to injure or interfere with any wastewater treatment process, or to constitute hazards to humans or animals, or to create any hazard in waters which receive the POTW effluent, which shall include, but are not limited to, wastes containing cyanide, chromium, cadmium, mercury, copper, and nickel ions.
- (19) Solids of such character and quantity that special and unusual attention is required for their handling.
- (20) Any substance which would cause the POTW to be in noncompliance with sludge use, recycle or disposal criteria pursuant to guidelines or regulations developed under the Act, the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act or other regulations or criteria for sludge management and disposal as required by the state.
- (21) Any medical or infectious wastes prohibited from being discharged under federal or state law and regulations.
- (22) Material considered a hazardous waste under the Resource Conservation and Recovery Act (RCRA).
- (23) Any commercial or industrial waste that may cause pass-through of pollutants or interference with the POTW operations or that violates federal, state, or local restrictions.

- (24) Any pollutant, including oxygen demanding pollutants (BOD etc.) released at a flow rate and/or pollutant concentration which will cause interference with the POTW.
- (25) Trucked and hauled waste, except at discharge points designated by the POTW.
- (26) Pollutants causing toxic gases, vapors, and fumes.
- (27) Any leachate from a hazardous waste landfill.
- (28) Any landfill leachate unless permitted and authorized under a written contract, within the YCUA's sole discretion, between the YCUA and the user.
- (29) Any pollutant discharge which constitutes a slug.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-298. - Promulgation of more stringent standards.**

Upon the promulgation of the national categorical pretreatment standards, alternative discharge limits, or other federal or state limitations, for a particular industrial subcategory, the pretreatment standard, if more stringent than limitations imposed under this article for sources in that subcategory, shall immediately supersede the limitations imposed under this article and shall be considered part of the article. The YCUA shall notify all affected users of the applicable reporting requirements.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-299. - Prohibited concentrations of certain pollutants and mercury reduction plan.**

(1) Instantaneous Limits. No user shall discharge wastewater such that the concentration of pollutants in any grab sample exceeds any of the following instantaneous maximum limits:

Definition refined

Compatible Pollutants

Instantaneous Limit	Parameter
100 mg/l	Fats, oil and grease (FOG)
5.0 S.U. minimum 11.0 S.U. maximum	pH

Toxic Pollutants

Instantaneous Limit	Parameter
1.0 mg/l	Total cyanides
New Parameter 0.22 mg/l	Available cyanide
New Parameter 1.3 mg/l	Bis(2-ethylhexyl) phthalat
1.0 mg/l	Total phenolic compounds <sup>a</sup>

<sup>a</sup>The total phenolic compounds limit is based on the discharge of any or all of the following phenolic compounds: 2-chlorophenol, 4-chlorophenol, 2,4-dichlorophenol, 2,4-dimethylphenol, 2,4-dinitrophenol, 2-methylphenol, 3-methylphenol, 4-methylphenol, 2-nitrophenol, 4-nitrophenol, and phenol. Discharge of other phenolic compounds is prohibited except as specifically authorized by the director.



(2) Daily Maximum Limits for Compatibles. No user shall discharge wastewater such that the concentration of pollutants contained in a representative daily composite sample exceeds any of the following surcharge thresholds, except as permitted by the director and upon payment by that user of the appropriate surcharge fees. No user shall discharge wastewater such that the concentration of pollutants in a representative daily composite sample exceeds any of the following maximum limits unless approved by the director in accordance with this Section: **Definition refined**

Readjusted the Maximum Headworks Loading Limits for Surcharge thresholds. Maximum Headworks Loadings remain the same. Established from the 2015 Study

**Compatibles**

Surcharge Threshold		Maximum Limit	Parameter
Previously 300 mg/L	<b>350 mg/l</b>	1,000 mg/l	5-day BOD (biochemical oxygen demand) <sup>a</sup>
	350 mg/l	2,500 mg/l	Total SS (suspended solids)
Previously 15 mg/L	<b>20 mg/l</b>	60 mg/l	Previously 75 mg/L Total phosphorus
Previously 30 mg/L	<b>50 mg/l</b>	175 mg/l	Previously 700 mg/L Ammonia-nitrogen <sup>b</sup>

<sup>a</sup>At the director's discretion, 5-day BOD may be replaced by COD (chemical oxygen demand) with 700 mg/l surcharge threshold and 2,000 mg/l upper limit.

<sup>b</sup>At the director's discretion, ammonia-nitrogen may be replaced by TKN (total Kjeldahl nitrogen) with 50 mg/l surcharge threshold and 175 mg/l maximum limit.

(3) Daily Maximum Limits for Toxics. No user shall discharge wastewater such that the concentration of pollutants contained in a representative daily composite sample exceeds the following maximum limits:

Inorganic Toxics

Maximum Limit	Parameter
<b>NEW LOWER LIMIT</b> 0.24 mg/l	Arsenic
0.002 mg/l	Beryllium
0.5 mg/l	Cadmium
4.0 mg/l	Chromium (total)
3.0 mg/l	Copper
0.3 mg/l	Lead
Nondetectable <sup>a</sup>	Mercury
<b>NEW LOWER LIMIT</b> 2.6 mg/l	Nickel
<b>NEW LOWER LIMIT</b> 0.084 mg/l	Silver
3.0 mg/l	Zinc

<sup>a</sup> See mercury requirements of this Section



**Organic Toxics**

Maximum Limit	Parameter
(Nondetectable) <sup>a</sup>	Polychlorinated Biphenyls ("PCBs")

<sup>a</sup> There shall be no detectable amounts of polychlorinated biphenyls discharged to a township or YCUA sanitary sewer. Polychlorinated biphenyls sampling procedures, preservation and handling, and analytical protocol for compliance monitoring shall be in accordance with EPA Method 608. The level of detection, developed in accordance with the procedure specified in 40 CFR 136, shall not exceed 0.2 ug/L for polychlorinated biphenyls, unless higher levels are appropriate due to matrix interference.

**NEW EMERGING CONTAMINANTS, YCUA NPDES PERMIT REQUIRED PARAMETERS, LIMITS ESTABLISHED FROM 2023 STUDY**

**PFAS Compound**

Maximum Limit	Parameter
170 ng/l	Perfluorooctane Sulfonic acid (PFOS)
2600 ng/l	Perfluorooctanoic acid (PFOA)
13,000,000 ng/l	Perfluorobutanesulfonic acid (PFBS)
580 ng/l	Perfluorononanoic acid (PFNA)
4,100 ng/l	Perfluorohexanesulfonic acid (PFHxS)

- (4) Special Alternative Limits ("SALs"). For a user's discharge that would otherwise be prohibited by limits contained in this section, the director at the director's discretion grant a specific SAL to that user. All SALs are subject to the following conditions:
- (a) SALs will only be issued by the director under a wastewater discharge permit or administrative order.
  - (b) SALs may be modified or terminated by the director for any reason.
  - (c) SALs do not convey any property rights or privilege of any kind whatsoever, nor shall it be construed to authorize any injury to private or public property or any invasion of personal rights, nor any violation of local, state, or federal laws or regulations.
  - (d) SALs will be limited to the following surchargeable compatible pollutants: 5-day BOD, TSS, total phosphorus, and ammonia nitrogen (or TKN).
  - (e) SALs will be developed and monitored by the YCUA industrial pretreatment program in accordance with this article and procedures approved by EGLE, including but not limited to the following:
    - (i) The pollutant mass allocated to domestic users, nondomestic users, permitted industrial users, permitted industrial users with SALs, septage received by the POTW, and any other trucked waste received by the POTW shall not exceed any of the following maximum allowable headworks loadings ("MAHL") in the aggregate:

**NEW METHOD OF ALLOCATING SURCHARGE LIMITS FOR COMPATIBLE POLLUTANTS- INCLUDING PROCEDURES, LIMITS**



**Compatible Pollutants**

MAHL	Parameter
74,700 lb/day	5-day BOD
85,400 lb/day	Total SS
1,900 lb/day	Total phosphorus
9,400 lb/day	Ammonia-nitrogen

- ii. The pollutant mass allocated to permitted industrial users, permitted industrial users with SALs, septage received by the POTW, and any other trucked waste received by the POTW shall not exceed any of the following maximum allowable industrial loadings ("MAIL") in the aggregate:

**Compatible Pollutants**

MAIL	Parameter
33,900 lb/day	5-day BOD
49,600 lb/day	Total SS
803 lb/day	Total phosphorus
3,570 lb/day	Ammonia-nitrogen

- iii. The discharge concentration-equivalent of a SAL shall not exceed any collection system limitations applicable to that pollutant.
- iv. SALs may be more restrictive than applicable federal categorical standards, but not less restrictive.
- (f) Wastewater discharge permits containing a SAL shall include, but are not limited to, the following additional requirements:
- i. Flow proportional composite sampling, except where the director authorizes the use of time proportional composite sampling *in lieu* of flow proportional sampling.
  - ii. Reporting of each SAL-regulated pollutant sample shall include concentration, applicable flow volume, and calculated discharge mass;
  - iii. Payment of corresponding extra strength surcharges in accordance with the YCUA policy on surcharging for SAL-regulated pollutants; and
  - iv. Acknowledge in writing that, as a condition of a SAL, the director may modify or terminate the SAL at director's discretion for any reason.
- (5) The director shall annually review the wastewater quality of pollutants listed above which are discharged or proposed to be discharged to the sewage works. The director shall recommend any revisions to these limits necessary to ensure that the NPDES permit, Federal Pretreatment Standards and water resources limits are met and to ensure that the industrial discharge will not interfere with the treatment process or sludge disposal. At such time as the previously cited limits are changed by the township or the YCUA, the unit authorizing such change shall notify the remaining units of such change.

- (6) The local discharge limitation for mercury is established at the level of detection in accordance with the following:
- (a) There shall be no detectable amounts of mercury discharged to a township or the YCUA sanitary sewer. Mercury sampling procedures, preservation and handling, and analytical protocol for compliance monitoring shall be in accordance with EPA Method 245.1. The level of detection, developed in accordance with the procedure specified in 40 CFR 136 as amended, shall not exceed 0.2 ug/L for mercury, unless higher levels are appropriate due to matrix interference.
  - (b) The evaluation of potential matrix interference(s) shall include, at a minimum, the following:
    - i. A demonstration that the laboratory conducting the analysis is capable of achieving the level of detection of 0.2 ug/L in reagent water;
    - ii. A demonstration that the level of detection of 0.2 ug/L cannot be achieved in the effluent; and
    - iii. A demonstration that an attempt has been made to resolve the matrix interference(s).
  - (c) In cases where true matrix interference(s) can be demonstrated, a discharge-specific level of detection will be developed in accordance with the procedure in 40 CFR 136 as amended. Discharge specific levels of detection will be incorporated into the wastewater discharge permit of the nondomestic user.
  - (d) To ensure that the maximum allowable mercury loading to the POTW is not exceeded, the YCUA may require any nondomestic user with a reasonable potential to discharge mercury to develop, submit for approval and implement a mercury reduction plan (MRP). The MRP may be required by wastewater discharge permit if the nondomestic user has not violated the local limit for mercury, but YCUA has determined that a reasonable potential for such violation may exist. MRPs may be required in notices of violations, orders or other enforcement actions when the nondomestic user has violated the mercury local limit. At a minimum, an approvable MRP shall contain the following:
    - i. A written commitment by the nondomestic user to reduce all nondomestic discharges of mercury to levels below the level of detection within three years of the MRP's original approval date;
    - ii. Within 60 days of notification by the YCUA that a MRP is required, the nondomestic user shall supply an initial identification of all potential sources of mercury which could be discharged to the sanitary sewer system;
    - iii. Specific strategies for mercury reduction with reasonable time frames for implementation, capable of ensuring that mercury discharges will be below the specified level of detection within three years;
    - iv. A program for quarterly sampling and analysis of the nondomestic discharge for mercury in accordance with EPA Method 245.1;
    - v. A demonstration of specific, measurable and/or otherwise quantifiable mercury reductions consistent with the goal of reducing mercury discharges below the specified level of detection. Where such reductions cannot be demonstrated through normal effluent monitoring (e.g., mercury discharges are already near level of detection), the demonstration should incorporate the following:
      - a. Internal process monitoring, documenting the results of mercury reduction strategies at sampling locations within the facility (e.g., a program of regular monitoring of sink traps where mercury containing reagents had previously been disposed, but have since been substituted by non-Mercury containing compounds).
      - b. Internal and/or effluent sampling utilizing clean and/or ultra-clean sampling and analytical methods as referenced by EPA Federal Register. The results of such monitoring will not be used for compliance purposes unless performed in accordance

- with EPA Method 245.1 and collected at the appropriate compliance measurement location.
- c. Loading calculations wherein the nondomestic user calculates the total mass of mercury reduced from the sanitary sewer discharge through reagent substitutions, changes in disposal practices and/or other approved MRP strategies implemented.
  - vi. A semi-annual report on the status of the mercury reduction efforts. At a minimum, these reports shall: Identify compliance or noncompliance with specific reduction commitments in the MRP; summarize the analytical, mass-based or other quantifiable demonstrations of mercury reductions performed to date; provide all applicable analytical data; provide an evaluation of effectiveness of actions taken to date; provide updates to the initial list of mercury containing compounds discharged to the sanitary sewer and propose for approval new strategies and/or modifications to the current MRP to continue and improve mercury reduction efforts; and
  - vii. Any other conditions that the YCUA deems necessary to ensure that mercury-reduction efforts are effective in achieving the goals of this section.
- (e) Failure to submit an approvable MRP within 30 days of the required due date shall constitute significant noncompliance in accordance with this section and will result in publication as a significant violator.
  - (f) A MRP may be evaluated for adequacy at any time by the YCUA. If such an evaluation determines that the mercury reduction plan is inadequate or the nondomestic user has not complied with its approved MRP, the nondomestic user will be notified. Failure to comply with the MRP requirement constitutes noncompliance. The YCUA will follow its ERP to ensure that corrective actions are taken.
  - (g) A nondomestic user may request a release from MRP requirements if all samples of the discharge for a period of one year are less than the specified level of detection; the nondomestic user has complied with the minimum monitoring frequency of quarterly sampling events; and the YCUA deems that MRP commitments have been fulfilled sufficiently to ensure continued compliance with the mercury limitation. The YCUA shall notify the nondomestic user of any release from MRP requirements in writing.
  - (h) If the MRP requirement is waived by the YCUA, the nondomestic user remains subject to the local limitation for mercury in accordance with the requirements of this article.
  - (i) Rediscovery of mercury in the nondomestic user discharge subjects said user to the submission of a new MRP, or escalation of enforcement in accordance with the ERP.
- (7) Implementation of best management practices or best management practices plan.
- (a) The director may require any user to develop and implement best management practices (BMP) to control, contain, treat, prevent, or reduce the discharge of wastewater, pollutants, or other substances from the user's premises to the POTW, as determined necessary by the director.
  - (b) In addition, the director may require a user to develop and submit a best management practices plan ("BMPP"), including an enforceable implementation schedule, for review and approval by the director. The BMPP shall be submitted within 30 days after notification by the director or as otherwise required by a wastewater discharge permit. The BMPP shall be directed at preventing the entrance of pollutants, directly or indirectly, into the POTW. The BMPP shall be available for inspection at all times at the user's premises. At a minimum, a user's BMPP shall contain all of the following elements, as determined necessary by the director, at a level of detail and in units and terms as determined necessary by the director to adequately evaluate the plan:
    - i. A statement of the purpose and objectives of the plan.
    - ii. A description of the strategies, methods, policies and procedures to prevent, minimize or reduce the introduction of pollutants into the user's discharge and to minimize waste generation.



- iii. A description of the options available to the user to control accidental spillage, leaks and drainage.
  - iv. A description of best available or practicable control technologies available for the user's specific circumstances.
  - v. A detailed facility layout and site diagram showing points of entry into the (POTWs).
  - vi. A description of the waste handling, treatment and discharge disposal facilities, including flow diagrams and process schematics.
  - vii. A description of operating and maintenance processes and procedures.
  - viii. An inventory of raw materials and a list of waste sources, including a list of all chemicals used or stored at the facility.
  - ix. A description of employee training programs, policies and procedures; continuing education programs; and participation.
  - x. A description of the user's documentation, including record keeping and forms.
  - xi. A description of monitoring activities.
  - xii. An information log of facility personnel, organization chart, emergency phone numbers, contact persons and maintenance or service representatives.
  - xiii. A certification by a qualified professional that the plan is adequate to prevent spills, leaks, slug loads, or noncustomary discharges of regulated substances, directly or indirectly, to the POTW.
  - xiv. Such other information, documents or diagrams as required by the director, including, but not limited to, any of the information required under this article, the Act, or State Law.
- (c) The BMPs or BMPP required of a user or approved for a user shall be incorporated in a wastewater discharge permit issued to the user. If the user already has a permit, the existing permit shall be modified to incorporate the BMP requirements. If the user does not currently have a permit, a permit shall be issued for that purpose.
  - (d) The director may require revisions to a user's BMPP if the director determines that the plan contains elements that are inadequate, or as otherwise determined necessary by the director to ensure compliance with applicable requirements of this article, the Act or State Law. Review of a BMPP by the director shall not relieve the user from the responsibility to modify its facility as necessary to comply with this article, the Act or State Law.
  - (e) The user reports to the director must include best management practices compliance information. The user reports must be certified and signed by the user's authorized representative.
  - (f) The user shall retain all documentation associated with best management practices for a period of at least three years from the date of an activity associated with the practices. This period may be extended by the YCUA at any time.
- (8) **PFAS Compounds. Any user that has manufactured PFAS Compounds or who previously used, currently uses, or plans to use materials containing PFAS Compounds, any user or system that has a potential to discharge waste or wastewater containing PFAS, may be designated by the director as a potential source subject to the following requirements:**
- (a) **A user notified of its designation as a potential source shall develop and implement plans for the reduction and elimination of PFAS Compounds. Such plans shall be submitted to the director and are subject to the director's approval. For an existing user, plans shall be submitted within ninety (90) days of the notification. For a new user, plans shall be submitted at least ninety (90) days prior to commencing discharge to the POTW.**

**NEW PFAS LANGUAGE TO CONTROL HEADWORKS  
LOADING OF PFAS**

- (b) The user's PFAS Compound monitoring program shall be in accordance with sample collection methods approved or recommended by EGLE or USEPA, and in accordance with sample analysis methods of 40 CFR Part 136 as amended or as recommended by EGLE.
  - (c) The user shall specify source reduction, treatment, best management practices (BMPs), and other actions that will be implemented to eliminate PFAS Compounds.
  - (d) The director may incorporate provisions of the user's PFAS Compound plan into a wastewater discharge permit or administrative order.
- (9) Local Initiative Limits. The director may temporarily impose a local initiative limit (LIL) on a user for any pollutant not specifically limited by this Section. A local initiative limit may be concentration or mass. Determination of the LIL may include but not be limited to the acceptable pollutant loading based on the POTW design, treatability of the pollutant at the POTW, potential to cause pass-through or interference at the POTW, current loading of the pollutant to the POTW, specific properties of the pollutant, and other relevant factors deemed appropriate by the YCUA. LILs shall be developed by the YCUA under the industrial pretreatment program and shall be subject to review by EGLE.

**INTRODUCING NEW DEFINITION TO GIVE LEGAL AUTHORITY TO  
EVALUATE LOCAL INITIATIVE LIMITS FOR POLLUTANTS NOT  
ESTABLISHED IN THE SEWER USE ORDINANCE**

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-300. - Sampling, measurements, tests and analyses.**

Sampling and analysis shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 as amended. Where the Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the YCUA or other parties, approved by the EPA.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-301. - Surcharge for discharges of unusual strength.**

- (a) If the character of the wastewater from any manufacturing or industrial plant or any other building or premises exceeds the limits for compatible pollutants established in section 62-181 or shall be such as to impose any unreasonable burden upon the sewers of the system or upon the sewage works or POTW in excess of a maximum limit prescribed in this article, then an additional charge shall be levied and above the regular rates, or the director shall require that such sewage be treated by the person, firm or corporation responsible for the sewage being emptied into the sewer or the right to empty such sewage shall be denied, if necessary, to protect the system or any part thereof. Surcharges required shall be computed as the weight of excess compatible pollutant in pounds multiplied by the cost per pound specified in the applicable township rate ordinance. The strength of such wastes shall be determined by composite samples taken over a sufficient period of time to insure a representative sample. The cost of sampling and testing shall be borne by the industry or establishment, whether owner or lessee. Tests shall be made by the user, at an independent laboratory, or at the YCUA wastewater treatment plant.
- (b) Any wastewater discharged into the sewage works having a compatible pollutant in excess of those prescribed in section 74-299 may be permitted by the director provided payment by the industrial concern for the full cost of treating such excess constituents in the wastewater is made and acceptance of the waste does not cause violation of EPA guidelines, NPDES requirements, the Act or State Act.



(Ord. No. 2010-406, 7-20-10)

**Sec. 74-302. - Special agreements authorized.**

With respect to compatible pollutants only, no statement contained in this article shall be construed as preventing any agreement between the director and any industrial concern whereby an industrial waste of unusual strength or character may be accepted, subject to payment therefore by the industrial concern, provided such agreement shall not violate EPA guidelines or NPDES requirements and provided user charges and surcharges as provided in this article are agreed to in the agreement.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-303. - Dilution of discharge.**

No user shall ever increase the use of process water or, in any way, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in the national categorical pretreatment standards, alternative discharge limits, or in any other pollutant-specific limitation developed by the YCUA or the state.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-304. - Accidental discharges, slug control plan and secondary containment requirements**

SOME WORDINGS REFINED  
STREAMLINE

- (a) Where required, a user shall provide protection from accidental discharge of prohibited materials or other substances regulated by this article, the Act or State Act. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the owner's or user's own cost and expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the director for review and shall be approved by the director before construction of the facility. All required users shall complete such a program within 90 days of notification by the director. If required by the director a user who commences contribution to the sewage works after the effective date of the ordinance from which this article derives shall not be permitted to introduce pollutants into the system until accidental discharge procedures have been approved by the director. Review and approval of such plans and operating procedures shall not relieve the industrial user from the responsibility to modify the user's facility as necessary to meet the requirements of this article, the Act or State Act. A user shall orally notify the YCUA immediately upon the occurrence of an accidental discharge of any substance prohibited by this article, or any slug loads or spills that may enter the POTW or a surface water of the State, including storm water drains. This notification shall be made by telephone at (734) 484-4600 and include location of discharge, type of waste, concentration and volume, and corrective actions.
- (b) Within five days following an accidental discharge of any substance prohibited by this article, or any slug loads or spills that may enter the POTW, the user shall submit to the director a detailed written report describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the sewage works or POTW, fish kills, or any other damage to person or property; nor shall such notification relieve the user of any fines, civil penalties, or other liability which may be imposed by this article, the Act or State Act, or other applicable law. Failure to file a report shall be a separate violation of this article.
- (c) Slug control plan.
- (1) Each significant industrial user shall prepare and implement an individualized slug control plan when in the opinion of the director a slug control is required. Existing significant industrial users

that do not have a YCUA-approved slug control plan shall provide an approvable slug control plan to the director within 90 days of being notified by the YCUA that a slug control plan is required. New sources that are significant industrial users shall submit a slug control plan to the director for approval before beginning to discharge. In such cases, slug control requirements shall be included in the user's wastewater discharge permit. Upon written notice from the director, users that are not significant industrial users may also be required to prepare and implement a slug control plan, and the plan shall be submitted to the director for approval as specified in the notice.

- (2) All slug control plans shall contain at least the following elements:
    - a. A description of discharge practices, including nonroutine batch discharges;
    - b. A description of stored chemicals;
    - c. The procedures for immediately notifying the director of slug discharges, including any discharge that would violate any discharge prohibition, limitation or requirement under this article, and procedures for follow-up written notification within five days of the discharge;
    - d. The procedures to prevent adverse impact from accidental spills, including inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and measures and equipment for emergency response.
  - (3) If a user has submitted to the director plans or documents pursuant to other requirements of local, state or federal laws and regulations which meet all applicable requirements of the article, the director may in its discretion determine that the user has satisfied the slug plan submission requirements of this section.
  - (4) Significant industrial users must immediately notify the director of any changes at their facilities affecting their slug control plan or spill/slug potential.
- (d) Secondary containment requirements.
- (1) Each user when in the opinion of the director is required must provide and maintain at the user's sole expense secondary spill containment structures (including diking, curbing or other appropriate structures) adequate to protect all floor drains from accidental spills and discharges to the POTW of any pollutants or discharges regulated by this article, the Act or State Law.
    - a. The containment area shall be constructed so that no liquid polluting material can escape from the area by gravity through the building sewers, drains, or otherwise directly or indirectly into the POTW.
    - b. The containment or curbing shall be sufficient to hold not less than ten percent of the total volume of the tanks or containers within the secondary containment structure or provide a capacity of 100 percent of the largest single tank or container within the secondary containment structure, whichever is larger, unless a lesser containment area or alternate control measures are approved in advance by the director.
    - c. The containment structure must accommodate "squirt distance." Containers within the containment structure must be able to be placed sufficiently back from the edge of the structure so if punctured, the resulting leak will be contained.
    - d. The containment structure must be designed or operated to prevent run-on or infiltration, rain or other liquids into the secondary containment system unless the containment system has sufficient excess capacity to contain run-on, infiltration, rain, or other liquids. Excess capacity when such prevention is not provided in the system must be sufficient to contain rain precipitation from a 25-year, 24-hour rainfall event.
    - e. The containment structure shall be constructed with chemical-resistant water stops in place at all joints (if any) to be free of cracks or gaps.



- f. The containment structure shall be designed and installed to completely surround the tank or containers and to cover all surrounding earth likely to come into contact with the waste if released from the tank(s) or containers (i.e., capable of preventing lateral as well as vertical migration of the material).
  - g. All floor drains found within the containment area must be plugged and sealed.
- (2) Spill troughs and sumps within process areas must discharge to appropriate pretreatment tanks.
  - (3) Emergency containment shall also be provided for storage tanks that may be serviced by commercial haulers and for chemical storage areas.
  - (4) Solid pollutants shall be located in security areas designed to prevent the loss of the materials to the POTW.
  - (5) Detailed plans showing facilities and operating procedures to provide the protection required by this article shall be submitted to the director for review and shall be approved by the director before construction. Construction of approved containment for existing sources shall be completed within the time period specified by the director.
  - (6) No new source shall be permitted to discharge to the POTW until emergency containment facilities have been approved and constructed as required by this article.
  - (7) The director may order a user to take interim measures for emergency containment as determined necessary by the director under the circumstances.

(Ord. No. ~~2010-406~~, 7-20-10)

**Sec. 74-305. - Determination of sewage flow.**

To determine the sewage flow from any establishment, the YCUA may use one of the following methods:

- (1) The amount of water supplied to the premises by the public water system as shown upon the water meter if the premises are metered.
- (2) If the premises are supplied with river water or water from private wells, the amount of water supplied from such sources may be metered at the source or metered at its point of discharge prior to entry into the public sewer.
- (3) If such premises are used for an industrial or commercial purpose of such a nature that the water supplied to the premises cannot be entirely discharged into the sewer system, the estimate of the amount of sewage discharged into the sewer system made by the utilities authority from the water, gas or electric supply, or metered at its point of discharge prior to entry into the public sewer.
- (4) The volume of sewage discharged into the sewer system as determined by measurements and samples taken at a manhole installed by the owner of the property served by the sewer system at owner's own expense in accordance with the terms and conditions of the wastewater discharge permit issued by the YCUA pursuant to this article.
- (5) A figure determined by the YCUA by any combination of the foregoing or by any other equitable method.

(Ord. No. ~~2010-406~~, 7-20-10)

**Sec. 74-306. - Disposal at sewage treatment plant.**

Waste from industrial sewage disposal systems shall be disposed of at the POTW, or at any other refuse or disposal site approved by the director. No waters or wastes described in section 74-297 shall be disposed of at the POTW.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-307. - Bypass.**

- (a) An industrial user may allow any bypass to occur which does not cause pretreatment standards or requirements to be violated, but only if it is for essential maintenance to ensure efficient operation. If an industrial user knows in advance of the need for bypass, it shall submit prior notice to the director, if possible, at least ten days before the date of the bypass. An industrial user shall submit oral notice of an unanticipated bypass that exceeds applicable pretreatment standards to the director within 24 hours from the time the industrial user becomes aware of the bypass. A written submission shall also be provided within five days of the time the industrial user becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass.
- (b) Bypass is prohibited, and the director may take enforcement action against an industrial user for bypass, unless:
  - (1) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
  - (2) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventative maintenance; and
  - (3) The industrial user submitted notice as required under this section. The director may approve an anticipated bypass, after considering its adverse effects, if the director determines that it will meet the three conditions listed in this subsection (b).

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-308. - Report of violation.**

If the results of any sampling performed by a user indicates that any violation of this article, a wastewater discharge permit, an order issued under this article, the Act or State Act has occurred, the user shall notify the YCUA within 24 hours of becoming aware of the violation and shall repeat the sampling and pollutant analysis and shall submit, in writing, the results of this repeat analysis within 30 days after becoming aware of the violation. A written follow up report shall be filed by the user with the YCUA within 30 days of a user becoming aware of the violation. The report shall specify the following:

- (1) A description of the violation, the cause thereof, and the violation's impact on the user's compliance status.
- (2) Duration of the violation, including exact dates and times of the violation, and if not corrected, the anticipated time the violation is expected to continue.
- (3) All steps taken or intended to be taken to reduce, eliminate and prevent reoccurrence of such a violation.

(Ord. No. 2010-406, 7-20-10)

**Sec. 74-309. - Notification of authorities upon discharge of hazardous waste.**

All users shall notify the director, EPA regional waste management division, and EGLE in writing of a discharge to the POTW of a substance that would be a regulated hazardous waste under any federal statute if disposed of otherwise. Such notice shall be given in accordance with 40 CFR 403.12(p) as amended.

(Ord. No. 2010-406, 7-20-10)

**Secs. 74-310—74-320. - Reserved.**

## **DIVISION 5. - PRIVATE SEWAGE DISPOSAL**

### **Sec. 74-321. - Authorized under certain conditions.**

Where a public sanitary or combined sewer is not available under the provisions of subsection 74-294(d), the building sewer shall be connected to a private sewage disposal system complying with the requirements of the county health department.

(Ord. No. 2010-406, 7-20-10)

### **Sec. 74-322. [Reserved.]**

(Ord. No. 2010-406, 7-20-10)

### **Sec. 74-323. [Reserved]**

(Ord. No. 2010-406, 7-20-10)

### **Sec. 74-324. - Specifications.**

The type, capacities, location, and layout of a private sewage disposal system shall comply with all requirements of the county health department.

(Ord. No. 2010-406, 7-20-10)

### **Sec. 74-325. - Connection with public sewer.**

At such time as a public sewer becomes available to a property served by a private sewage disposal system, as provided in section 74-324, a direct connection shall be made to the public sewer in compliance with this article and any septic tanks, cesspools, and similar private sewage disposal facilities shall be abandoned and filled with suitable material.

(Ord. No. 2010-406, 7-20-10)

### **Sec. 74-326. - Sanitary maintenance required.**

The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, at no expense to the township or the YCUA.

(Ord. No. 2010-406, 7-20-10)

### **Sec. 74-327. - Other requirements.**

No statement contained in this article shall be construed to interfere with any additional requirements that may be imposed by the state or county health department or EGLE.

(Ord. No. 2010-406, 7-20-10)

### **Secs. 74-328—74-340. - Reserved.**



## RESOLUTION

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

WHEREAS The City of Plymouth operates a sanitary sewer system and from time to time it is necessary  
To update the ordinances for a variety of reasons including environmental stewardship,  
And changes in state or federal law, and

WHEREAS In order to be compliant with a variety of standards and regulations it is necessary to  
Update our Ordinances.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby adopt  
at its second and final reading changes in the Utilities sections of the Code of Ordinances for the City of  
Plymouth and in order to simply the update process and to accommodate minor grammatical changes  
the City shall delete all current sections of the Ordinance from Section 74-221 through 74-340.

BE IT FURTHER RESOLVED THAT the City Commission adds the following new sections to the Code of  
Ordinances from 74-221 to 74-340 and approves the changes highlighted here at the First Reading.

- 74-222 – Definitions
- 74-242 – Prior to Connections
- 74-253 – Enforcement Process
- 74-260 – Funding Fees
- 74-294 – Required
- 74-296 – F.O.G. Interceptor
- 74-304 – Accidental Discharge
- \* 74-223 - Abbreviations
- \* 74-245 – Powers of YUCA
- \* 74-255 – Permit
- \* 74-288 – Guards for excavation
- \* 74-295 – Unpolluted Discharges
- \* 74-299 -Prohibited Pollutants



# Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock – City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Charity License - Salem Lacrosse Athletic Association - 02-17-25.doc  
Date: 2/10/2025  
Re: Charity Gaming License – Salem Lacrosse Athletic Association

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## BACKGROUND:

We have received a request from the Salem Lacrosse Athletic Association to obtain a gaming license from the State of Michigan. They will need to have 501C3 Internal Revenue Service rating, which is between the IRS, the Organization and the State of Michigan. We receive several of these types of requests on an annual basis from a variety of groups from Kiwanis, Rotary and Lions Clubs, as well as school groups. For the school groups, we usually end up being the authority for this resolution, due to the fact that the school headquarters is in the City of Plymouth.

This is a routine matter for us, and the organization will still need approval from the State of Michigan Charitable Gaming Division.

## RECOMMENDATION:

The organization has requested that the City Commission recognize the Salem Lacrosse Athletic Association. The Resolution makes no endorsement of their proposed activity or organization, just that they are located here in the city.

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

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 17 2015

SALEM LACROSSE ATHLETIC ASSOCIATION  
46181 JOY RD  
CANTON, MI 48187-1316

Employer Identification Number:  
02-0813131  
DLN:  
26053548001335  
Contact Person: CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
July 31  
Public Charity Status:  
509(a) (2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
December 15, 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
Yes

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted on your application, we approved your request for retroactive reinstatement under Section 4 of Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar

Letter 5436

SALEM LACROSSE ATHLETIC ASSOCIATION

to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

A handwritten signature in black ink, reading "Tamera Rippanda". The signature is written in a cursive style with a large initial "T".

Director, Exempt Organizations



SALEM LACROSSE ATHLETIC ASSOCIATION

ADDENDUM

If you have been in existence for at least three years and you have not filed a Form 990 return or notice for three consecutive years, you may soon receive a letter (Notice CP120A) that we automatically revoked your exempt status, as required by law, for failure to file a return or notice for three consecutive years. This letter will serve to reinstate your exempt status, so you will not need to re-apply. However, you may need to file the appropriate delinquent Forms 990 for all years you have operated as a tax-exempt organization.

**MICHIGAN** Charitable Gaming Division  
Box 30023, Lansing, MI 48909  
OVERNIGHT DELIVERY:  
101 E. Hilladote, Lansing MI 48933  
(517) 335-8780  
**LOTTERY** www.michigan.gov/cg

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
(Required by MCL 432.103a (1)(f))

At a \_\_\_\_\_ meeting of the Plymouth City Commission  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from Salem Lacrosse Athletic Association of Plymouth  
NAME OF ORGANIZATION

county of Wayne, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable  
gaming licenses, be considered for Approval  
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and  
adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

COMPLETION: Required.  
PENALTY: Possible denial of application.  
BBL-CG-1163(R4/24)



# Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - Traffic Control Order 24-01 - Parking Restrictions on Sheridan - Joel - 02-17-25.docx*  
Date: February 12, 2024  
RE: Approval of Traffic Control Order 24 – 01 – Parking Restrictions on Joel & Sheridan Streets

---

## Background

The City Administration created a Traffic Control Order 24 – 1 related to parking on Joel Street and on Sheridan Street. The temporary order prohibited parking on the west side of Joel between Ann Arbor Trail and Sheridan, further no parking on the east side of the street 20 feet from the drive approach to the church parking lot. We also limited parking on the south side of Sheridan from 1191 Sheridan to Joel Street. You will recall that these orders were issued after consultation with some of the neighbors and staff at Tonquish Manor.

These orders are first handled administratively with the temporary Traffic Control Order being issued by our Street Administrator and filed with the Police Chief and City Clerk. Following a “waiting period” (between 70-90 days), they are reviewed can either expire or be adopted by the City Commission. The final step to make the signs legal would be confirmation/approval of the City Commission. The original order for these signs was issued on November 19, 2024 and the signs were installed and completed on November 20, 2024.

It is now necessary for the City Commission to formally adopt the Traffic Control Order now that the required “waiting period” is nearly complete. If the City Commission does not approve/confirm the TCO, the order will be rescinded.

We have attached a memorandum from Chris Porman which further outlines this situation.

## RECOMMENDATION:

The City Administration recommends that the City Commission adopt Traffic Control Order (TCO) 24-01 for parking restrictions on Sheridan and Joel streets. We have prepared a proposed Resolution for the City Commission to consider regarding this matter.



## Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: **Tuesday, November 19, 2024**  
To: Paul J. Sincock, City Manager  
From: Chris S. Porman, Assistant City Manager/Director of Municipal Services  
Re: Report of Traffic Control Order No. 24-1

Today, **November 19, 2024**, I issued Traffic Control Order No. 24-1 for changes to on street parking restrictions on Joel R Street, between W Ann Arbor Trail and Sheridan Street; as well as on Sheridan Street, between Joel R Street and McKinley Street. The changes to on street parking restrictions for Joel R Street and Sheridan Street have been done through consultation with the City Engineer, Tonquish Creek Manor administration and by request of neighboring residents.

Traffic Control Order No. 24-1 will restrict on street parking on Joel R Street between Ann Arbor Trail and Sheridan Street. Additionally, on street parking will be restricted on Sheridan Street along the frontage of 1191 Sheridan and 1160 Sheridan (Tonquish Creek Manor).

According to the Uniform Traffic Code, all Traffic Control Orders are temporary until approved by the City Commission and filed with the Clerk. The temporary Traffic Control Order for the signs in the locations listed above is set to expire on February 17, 2025. Formal action will be taken after seventy days from the issue date and before the expiration date above.

The no parking signs began to be installed by Municipal Services crews yesterday, November 18, 2024 and were completed today.

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





# City of Plymouth, Michigan Traffic Control Order



Traffic Control Order No. 24-1

TO: Maureen Brodie, CMC  
City Clerk

FROM: Chris S. Porman  
Street Administrator

RE: Traffic Control Order

DATE: November 19, 2024

Pursuant to the authority provided by Chapter 70 of the Code of Ordinances of the City of Plymouth, with the Uniform Traffic Code for Cities, Townships and Villages of Michigan adopted by reference, per Uniform Traffic Code R 28.1153 Rule 153, Traffic Control Orders, and in the interest of public safety and convenience the following Traffic Control Order is hereby issued by Chris S. Porman, duly authorized as the City of Plymouth Street Administrator.

This Traffic Control Order was preceded by study and investigation of traffic conditions on the following public road or roads in the City of Plymouth:

## Joel R Street & Sheridan Street Parking

After said investigation, it is hereby ordered and directed that the City of Plymouth Department of Municipal Services erect and maintain the following traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices:

- Install a total of four (4), no parking signs and poles on the West side of the right-of-way on Joel R Street between W Ann Arbor Trail & Sheridan Street.
- Install one (1), no parking sign and pole on the East side of the right-of-way on Joel R Street approximately 20 feet South of the drive approach to the parking lot of 1100 W Ann Arbor Trail.
- Install one (1), no parking sign and pole on the South side of the right-of-way on Sheridan Street along the frontage of 1191 Sheridan.
- Install a total of two (2), no parking signs and poles on the North side of the right-of-way on Sheridan Street along the frontage of 1160 Sheridan (Tonquish Creek Manor).

Said sign(s) to give notice of the following determination:

**No parking on the West side of Joel R Street between W Ann Arbor Trail and Sheridan Street. No parking on the East side of Joel R Street from approximately 20 feet South of the drive approach to the parking lot of 1100 W Ann Arbor Trail to Sheridan Street. No parking on the South side of Sheridan Street along the frontage of 1191 Sheridan from the sign and pole to Joel R Street. No Parking on the North side of Sheridan along the frontage of 1160 Sheridan (Tonquish Creek Manor) from Joel R Street to the drive approach to 1210 Sheridan.**

It is further ordered and directed that this order shall become effective upon being filed with the clerk and upon erection of adequate signs giving notice of the existence of aforesaid. This emplacement is ordered temporary subject to review in seventy (70) days with reports and recommendations to the City Manager prior to the expiration of the 90 day test period.

Traffic Control Order No. 24-1 presented for approval by the City Commission of the City of Plymouth on February 16, 2025, following approval it is hereby ordered and directed that this order be filed in the office of the Director of Public Safety of the City of Plymouth.

cc: Paul J. Sincoc, City Manager  
Al Cox, Director of Public Safety

## RESOLUTION

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

WHEREAS The City operates several streets and roads which need Traffic Control Orders, and

WHEREAS A Temporary Traffic Control order was issued on November 19, 2024 and has been in place with parking restrictions on Joel and Sheridan Streets.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt Traffic Control Order number 24-01 for parking restrictions on Joel and Sheridan Streets.

BE IT FURTHER RESOLVED THAT the City Clerk shall make Traffic Control Order 24-01 a part of the official meeting minutes of this City Commission Meeting.



# Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Proceeds from Sale of Aerial Bucket Truck - Agreement w/ Northville - 02-17-25.docx  
Date: February 12, 2025  
RE: Proceeds from sale of Jointly Owned Fire Aerial Bucket Truck

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## Background

The City Commission is aware that the City of Northville and the City of Plymouth recently sold our jointly owned Fire Department Aerial Bucket Truck. The unit was a demonstrator unit purchased in 2015, with Northville actually owning the truck and Plymouth having a secured interest on the vehicle. Northville then held the insurance on the vehicle. We purchased the vehicle for \$807,423. We recently sold it to Northville Township for \$600,000. The truck was financed by the City of Northville and the two cities split the down payment based on the funding formula at that time.

There was still one payment due on the truck at the time of sale. Northville will make that final payment from the proceeds of the sale and then they wanted to split the remaining proceeds on a 50/50 basis. We suggested that the proceeds should be split in accordance with the funding formula, which is 59% for Plymouth and 41% for Northville. While the sale of the unit was not specifically laid out in the intergovernmental contract, after discussions with the Northville City Manager, we were able to develop the attached Letter of Understanding Regarding the Disbursement of Funds. If the agreement is adopted Plymouth will receive 59% of the remaining proceeds and Northville will receive 41%.

## Recommendation

The City Administration recommends that the City Commission adopt the Letter of Understanding Regarding the Disbursement of Funds for the sale of the jointly owned Aerial Bucket Truck that was recently sold to Northville Township.

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.

**LETTER OF UNDERSTANDING REGARDING**  
**DISBURSEMENT OF FUNDS**

This Letter of Understanding (“LOU”) is between the City of Northville (“Northville”), whose address is 215 West Main Street, Northville, Michigan 48167; and the City of Plymouth (“Plymouth”), whose address is 201 South Main Street, Plymouth, Michigan 48170; collectively the “Parties”.

Whereas, the Parties collectively purchased an Aerial Apparatus pursuant to Section 6(f) of the First Amended and Restated Fire Service Agreement dated August 3, 2015; and

Whereas, that Section of the First Amended and Restated Fire Service Agreement obligated the Parties to be pay for that Aerial Apparatus pursuant to the funding service cost allocation as set forth in Section 6(b) thereof; and

Whereas, neither the First Amended and Restated Fire Service Agreement, nor the current Interlocal Fire Service Agreement between the Parties and dated March 20, 2023, explicitly state the method for disbursement of proceeds of the sale of the Aerial Apparatus; and

Whereas, the Parties wish to clarify the terms of disbursement and not modify the remaining terms of the First Amended and Restated Fire Service Agreement, nor the current Interlocal Fire Service Agreement;

Now, therefore, the Parties agree as follows:

1. The proceeds of the sale of the Aerial Apparatus shall first be used to pay remaining debt pursuant to the funding service cost allocation as set forth in section 6(a) of the Interlocal Fire Service Agreement.
2. The remainder of the proceeds of the sale of the Aerial Apparatus shall then be disbursed to the parties pursuant to the funding service cost allocation as set forth in Section 6(a) of the Interlocal Fire Service Agreement, which is currently 59% Plymouth, 41% Northville.
3. This interpretation of the Section 6(a) of the Interlocal Fire Service Agreement in no way sets precedent or modifies the remainder of the Interlocal Fire Service Agreement, including but not limited to the disbursement of any asset without limitation.

WHEREFORE, THE PARTIES CAUSE THIS AGREEMENT TO BE IN FULL FORCE BY AFFIXING THEIR SIGNATURES BELOW.



**City of Northville, Michigan**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Brian Turnbull  
Its: Mayor

Date: \_\_\_\_\_

**City of Plymouth, Michigan**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: .  
Its: Mayor

Date: \_\_\_\_\_

## RESOLUTION

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

WHEREAS The City of Plymouth and the City of Northville owned a 2015 Aerial Bucket Truck that Was used by the jointly operated fire department, and

WHEREAS The Township of Northville requested to purchase the truck in the amount of \$600,000 and the proceeds of the sale of the truck were to be split between the Two cities after the final finance payment was made, and

WHEREAS The intergovernmental agreement between the cities of Northville and Plymouth Did not specifically address how the proceeds of the sale would be split between The two cities, and

WHEREAS The two cities have developed a Letter of Understanding Regarding the Disbursement Funds, which provides that the City of Plymouth will receive 59% of the sale proceeds and The City of Northville will receive 41% of the proceeds, in accordance with the current Funding formula.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Letter of Understanding Regarding the Disbursement of Funds between the City of Plymouth and the City of Northville and authorizes the Mayor of the City of Plymouth to sign the document.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to include a copy of the Letter of Understanding Regarding the Disbursement of Funds with the official Meeting Minutes of this meeting.