



Plymouth City Commission

Regular Meeting Agenda

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

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

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

Join Zoom Webinar: <https://us02web.zoom.us/j/85441667419>

Passcode: 303320

Webinar ID: 854 4166 7419

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
2. **CITIZENS ACADEMY GRADUATION**
3. **APPROVAL OF MINUTES**
 - a. October 17, 2022 City Commission Regular Meeting Minutes
4. **APPROVAL OF THE AGENDA**
5. **ENACTMENT OF THE CONSENT AGENDA**
 - a. Special Event: Santa's Plymouth Parade, Friday, November 25, 2022
 - b. Special Event: Holiday Greens Market, Saturday, November 26, 2022
 - c. Special Event: Plymouth Goodfellows Annual Paper Sale, Saturday, December 3, 2022
 - d. Special Event: Wreaths Across America, Saturday, December 17, 2022
6. **CITIZEN COMMENTS**
7. **COMMISSION COMMENTS**
8. **PUBLIC HEARING**
 - a. Expansion of Liquor License Cap in the City
9. **OLD BUSINESS**
10. **NEW BUSINESS**
 - a. 2022 Bulk Leaf and Materials Hauling Bid Award
 - b. Direction of Paid Parking
 - c. Final Payment to Gaglio Construction 2022 Sidewalk Program
11. **REPORTS AND CORRESPONDENCE**
 - a. Liaison Reports
 - b. Appointments – if needed
12. **ADJOURNMENT**

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

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

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

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

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

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

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

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

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



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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

1. CALL TO ORDER

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

a. Pledge of Allegiance

b. Roll Call

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

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

c. Appointment of Commissioner

Moroz nominated Marques Thomey to fill the open commission position. Kehoe seconded the nomination. There was unanimous approval of the City Commission. City Clerk Maureen Brodie conducted the swearing in, and Thomey joined the rest of the Commission on the dais.

2. PROCLAMATION: WORLD POLIO DAY

3. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Thomey, to approve the minutes of the October 3, 2022 meeting.

MOTION PASSED 7-0

4. APPROVAL OF THE AGENDA

Filipczak offered a motion, seconded by O'Donnell, to approve the agenda for Monday, October 17, 2022.

MOTION PASSED 7-0

5. ENACTMENT OF THE CONSENT AGENDA

O'Donnell offered a motion, seconded by Kehoe, to approve the consent agenda for October 17, 2022.

- a. Approval of August 2022 Bills
- b. Old Village Halloween Carnival – October 30, 2022
- c. Worldwide Candle Lighting – December 11, 2022
- d. Walk of Trees – November 19, 2022 to January 4, 2023
- e. Praise Fest in Kellogg Park – June 11, 2023
- f. Campaign Event for Governor Whitmer Event in Kellogg Park – October 25, 2022

MOTION PASSED 7-0

6. CITIZEN COMMENTS

There were no citizen comments.

7. COMMISSION COMMENTS

Maguire reminded the group to vote on November 8.

Thomey said he was honored to re-join the City Commission and thanked the group and his family for support.

Moroz recognized the following employees for their years of service: Brian Ronayne – 2 years; John Segura – 2 years; John Scanlon – 5 years; David Edwards – 11 years; Jennifer Koykendall – 22 years; Mike Brindley – 24 years; Maureen Brodie – 25 years; Steve Anderson – 29 years.

8. PUBLIC HEARING

a. Possible Expansion of Liquor License Cap

Moroz opened the public hearing at 7:16 p.m.

Warren Stobbe, 383 Blunk, had questions about the history of the liquor license cap and why it's being reviewed now.

Landon Garrett, Ironwood Grill and Park Place Gastro Pub, asked what the City was doing about parking mentioned the ordinance that requires liquor-serving businesses to sell food.

Tanya Yaldo, Thai Basil, said she was in favor of increasing the cap so she could get a liquor license for her business.

Jeff Sisolak, 939 Penniman, said he didn't think the cap should be increased and that he would prefer a more diverse business mix.

Tom Genay, Park Place Gastro Pub, said parking was an issue.

Paul Salloum, who owns several buildings in town, said the cap should not increase for new businesses, since many established businesses had to wait for years for a license to become available. He said adding liquor licenses would dilute the current businesses.

Dean Rovinelli, Barrio, said he was concerned the City's infrastructure couldn't handle new restaurants.

Josh Rimatzki, 590 Jener, said the City should look into ways to reduce barriers to bringing new businesses to town.

Ryan Yaquinto, Comparis, Fiamma, and Sardine Room, said the City should have slow, monitored growth, and encouraged more parking conversation prior to increasing liquor licenses.

Hearing no further comment, Moroz closed the public hearing at 7:30 p.m.

Filipczak offered a motion to leave the current liquor license cap in place. The motion was not supported.

O'Donnell offered the following motion, which was seconded by Kehoe.

RESOLUTION 2022-73

WHEREAS The City Commission was desirous of reviewing the City's Liquor Management Ordinance
And seeking public input to the review of any potential changes.

NOW THEREFORE BE IT RESOLVED THAT after a Public Hearing on potential changes to the Liquor Management Ordinance, the City Commission of the City of Plymouth has determined direct the City Administration to prepare Ordinance amendments that will add two liquor licenses to the cap in the DDA and no additional licenses in areas outside of the DDA.

Commission members discussed the history of the cap, which was instituted in the 1990s to balance the business mix in the City. It was emphasized that the City Commission does not decide which businesses get liquor licenses – it is dependent on who gets their paperwork back from the State of Michigan first. Parking was discussed, as was the potential impact on existing businesses.

There was a roll call vote.

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

No: Filipczak

MOTION PASSED 6-1

9. OLD BUSINESS

There was no old business.

10. NEW BUSINESS

a. Great Lakes Water Authority Contract Amendment

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

RESOLUTION 2022-74

WHEREAS The City of Plymouth has a contract with Great Lakes Water Authority (GLWA) to provide for the delivery and purchase of potable water for the City; and

WHEREAS The contract does provide for reopeners to allow both parties to amend the contract terms, if needed; and

WHEREAS The GLWA and the City have worked collaboratively to make minor adjustments in the contract.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Amendment No. 2 to the Water Service Contract between the Great Lakes Water Authority and the City of Plymouth.

BE IT FURTHER RESOLVED THAT the Mayor of the City of Plymouth is authorized to sign the contract on behalf of the City and the City Clerk shall include a complete copy of the contract in the Meeting Minutes of this City Commission Meeting.

**AMENDMENT NO. 2 TO WATER SERVICE CONTRACT
BETWEEN
GREAT LAKES WATER AUTHORITY
AND
CITY OF PLYMOUTH**

This Amendment No. 2 ("Amendment") is made between the Great Lakes Water Authority, a municipal authority and public body corporate ("GLWA"), and the City of Plymouth, a municipal corporation ("Member Partner"). GLWA and Member Partner are collectively referred to as the "Parties".

RECITALS

- A. GLWA leases, operates, and maintains the public water supply system owned by the City of Detroit ("System"); and
- B. On October 14, 2008, the Parties entered a Water Service Contract ("Contract") reflecting the terms and conditions governing the delivery and purchase of potable water, as subsequently amended and assigned; and
- C. GLWA has determined that its charge methodology renders irrelevant the "minimum take or pay" terms of Section 5.06 of the Contract; and
- D. Through the One Water Partnership, GLWA member partners requested that GLWA undertake an effort to place all member partners on the same periodic contract review schedule ("Reopener Schedule") to assist in reducing, as much as practicable, volatility in member partner water charges; and
- E. GLWA devised a contract alignment process ("CAP") that results in all model water contracts being reopened on a four-year schedule beginning in calendar year 2022 and every four years thereafter; and
- F. Article 15 of the Contract permits the Parties to amend the Contract by mutual agreement; and
- G. In consideration of the mutual undertakings of the Parties and for the benefit of the public, it is the mutual desire of the Parties to enter this Amendment to amend the Contract as set forth in detail in the following sections.

ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:

- 1. Section 2.01 is deleted in its entirety and replaced with the following:

2.01 Term. The GLWA shall sell and supply water to Customer from the System in accordance with the terms of this Contract for a period of thirty years from the effective date of this Contract and any ten-year renewal terms (collectively the "Contract Term"), subject to Article 3 herein. The effective date of this Contract shall be October 14, 2008. This Contract replaces and supersedes any prior water service contracts between the Parties and any prior water service contracts between the City of Detroit and Customer.

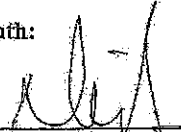
2. Section 5.06 of the Contract is deleted in its entirety.
3. Section 5.07 of the Contract is deleted in its entirety and replaced with the following:

5.07 Periodic Review and Reopener: For Customer and System planning purposes and, regarding the Minimum Annual Volume, enforcement of the provisions of Article 3, Maximum Flow Rates, Pressure Ranges, Projected Annual Volumes and Minimum Annual Volumes (collectively, "Values") shall be established by mutual agreement for the Contract Term. As of calendar year 2018, the Parties shall review the Values in calendar year 2022 and every four years thereafter for the Contract Term and any renewal terms (each review year a "Reopener Year", and collectively the Reopener Years comprising the "Reopener Schedule"). However, if Customer executes the Contract more than two years before the next Reopener Year, then the Reopener Schedule set forth in bold type in Exhibit B, Table 2, shall be modified and shown to permit one additional Reopener Year prior to the next Reopener Year in the Reopener Schedule. The Values shall be contractually binding between each Reopener Year. If the Parties do not negotiate Values according to the Reopener Schedule, then the Values established for planning purposes (as shown in italicized type in Exhibit B) shall become contractually binding until the next Reopener Year.
4. Exhibit A of the Contract is amended by deleting in its entirety the existing Exhibit A and substituting the attached Exhibit A in its place.
5. Exhibit B of the Contract is amended by deleting in its entirety the existing Exhibit B and substituting the attached Exhibit B in its place.
6. Except for the provisions of the Contract specifically contained in this Amendment, all other terms, conditions, and covenants contained in the Contract shall remain in full force and effect and as set forth in the Contract.
7. This Amendment to the Contract shall be effective and binding upon the Parties when it is signed and acknowledged by the duly authorized representatives of both Parties and is approved by Member Partner's governing body and the GLWA Board of Directors.

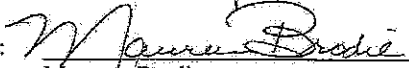
(Signatures appear on next page)

Accordingly, GLWA and Member Partner, by and through their duly authorized officers and representatives, have executed this Amendment.

City of Plymouth:

By: 

Nick Moroz
Mayor

By: 

Maureen Brodie
City Clerk

APPROVED BY
PLYMOUTH CITY COMMISSION ON: 10/17/2022
Date

Great Lakes Water Authority:

By: _____
Suzanne R. Coffey, P.E.
Chief Executive Officer

Dated: _____

APPROVED BY
GLWA BOARD OF DIRECTORS ON: _____
Date

APPROVED AS TO FORM BY
GLWA GENERAL COUNSEL ON: _____
Signature/Date

EXHIBIT B

Projected Annual Volume and Minimum Annual Volume (Table 1)
Pressure Range and Maximum Flow Rate (Table 2)
Flow Split Assumptions (Table 3)
Addresses for Notice (Table 4)

Table 1 and Table 2 set forth the agreed upon Projected Annual Volumes, Minimum Annual Volumes, Pressure Ranges and Maximum Flow Rates for the term of this Contract provided that figures in bold type face are immediately enforceable pursuant to the terms of Section 5.07 and italicized figures are contained for planning purposes only but will become effective absent the negotiated replacements anticipated in Section 5.07.

The approximate rate of flow by individual meter set forth in Table 3 is the assumption upon which the Pressure Range commitments established in Table 2 have been devised. Should Customer deviate from these assumptions at any meter(s), the Board may be unable to meet the stated Pressure Range commitments in this Contract or in the contract of another customer of the Board and Section 5.08 of this Contract may be invoked.

EXHIBIT B

Table 1
 Projected Annual Volume and Minimum Annual Volume

Fiscal Year Ending June 30	Projected Annual Volume (mcf)	Minimum Annual Volume (mcf)
2009	49,500	24,750
2010	49,500	24,750
2011	49,500	24,750
2012	49,500	24,750
2013	49,500	24,750
2014	49,500	24,750
2015	49,500	24,750
2016	49,500	24,750
2017	49,500	24,750
2018	49,500	24,750
2019	46,000	23,000
2020	46,000	23,000
2021	46,000	23,000
2022	46,000	23,000
2023	46,000	23,000
2024	46,000	23,000
2025	46,000	23,000
2026	46,000	23,000
2027	46,000	23,000
2028	46,000	23,000
2029	46,000	23,000
2030	46,000	23,000
2031	46,000	23,000
2032	46,000	23,000
2033	46,000	23,000
2034	46,000	23,000
2035	46,000	23,000
2036	46,000	23,000
2037	46,000	23,000
2038	46,000	23,000

EXHIBIT B

Table 2
Pressure Range and Maximum Flow Rate

Calendar Year	Pressure Range (psi)		Pressure Range (psi)		Maximum Flow Rate (mgd)	
	Meter PL-01		Meter PL-02		Max Day	Peak Hour
	Min	Max	Min	Max		
2008	120	145	93	121	1.81	2.62
2009	120	145	93	121	1.81	2.62
2010	120	145	93	121	1.81	2.62
2011	120	145	93	121	1.81	2.62
2012	120	145	93	121	1.81	2.62
2013	120	145	93	121	1.81	2.62
2014	120	145	93	121	1.81	2.62
2015	120	145	93	121	1.81	2.62
2016	120	145	93	121	1.81	2.62
2017	120	145	93	121	1.81	2.62
2018	120	145	93	121	1.81	2.62
2019	120	145	93	121	1.81	2.62
2020	120	145	93	121	1.81	2.62
2021	120	145	93	121	1.81	2.62
2022	120	145	93	121	1.81	2.62
2023	120	145	93	121	1.81	2.71
2024	120	145	93	121	1.81	2.71
2025	120	145	93	121	1.81	2.71
2026	120	145	93	121	1.81	2.71
2027	120	145	93	121	1.81	2.71
2028	120	145	93	121	1.81	2.71
2029	120	145	93	121	1.81	2.71
2030	120	145	93	121	1.81	2.71
2031	120	145	93	121	1.81	2.71
2032	120	145	93	121	1.81	2.71
2033	120	145	93	121	1.81	2.71
2034	120	145	93	121	1.81	2.71
2035	120	145	93	121	1.81	2.71
2036	120	145	93	121	1.81	2.71
2037	120	145	93	121	1.81	2.71

EXHIBIT B

Table 3
Flow Split Assumptions

Meter	Assumed Flow Split (2023-2026)
PL-01	0 - 20 %
PL-02	80 - 100 %

Table 4
Addresses for Notice

If to the GLWA:	If to Customer:
Great Lakes Water Authority 735 Randolph Street, Suite 1901 Detroit, Michigan 48226 Attention: General Counsel	City Manager City of Plymouth 201 S. Main Street Plymouth, Michigan 48170 Cc: Director of Municipal Services

b. Final Payment to Shaw Construction for Bathroom Renovations at Cultural Center

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

RESOLUTION 2022-75

WHEREAS The City completed ADA Bathroom project Phases 1 & 2 at the Plymouth Cultural Center; and

WHEREAS The project has been completed by Shaw Construction and they are requesting first and final payment on the project.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize final payment to Shaw Construction for the Plymouth Cultural Center ADA Bathroom Projects Phases 1 & 2 in the amount \$21,445.

MOTION PASSED 7-0

c. Authorization for Mayor to Sign Submittals on Saxton's Parking Lot Development

RESOLUTION 2022-76

WHEREAS The City of Plymouth maintains a public parking system and the City Commission is desirous of making improvements to what is commonly known as the Saxton's Parking Lot; and

WHEREAS The City Engineer has developed a plan for improvements to that parking lot.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the engineer to proceed to finalize the plans and prepare submittals for the Planning Commission and the Historic District Commission. Further, the mayor is authorized to sign submittals on behalf of the City.

Commission members noted that the master plan calls for this property to be zoned High Density Mixed Use and it may be used that way in the future.

MOTION PASSED 7-0

11. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Maguire reminded the group that the library board would be meeting on Tuesday. She said there were copies of the League of Women Voters guide to the election at the library.

Moroz said the DDA discussed parking and the liquor license cap at their last meeting.

O'Donnell said the Planning Commission approved the site plan for High Line and discussed the master plan, which they will review in 2023.

Kehoe said the Old Village Association was planning a Halloween party on October 30 from noon-4 p.m.

- b. Appointments – if needed
There were no appointments.

12. ADJOURNMENT

A motion to adjourn was offered by O'Donnell and seconded by Maguire at 8:16 p.m.

MOTION PASSED 7-0

NICK MOROZ
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 Plymouth DDA and City of Plymouth Recreation Department

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

Address 831 Penniman City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Sam Plymale/Steve Anderson Title _____

Ph# 7344551453 Fax# _____ Email splymale@plymouthmi.gov Cell# _____

Address _____ City _____ State _____ Zip _____

Event Name Santa's Plymouth Parade

Event Purpose Santa is visiting the children of Plymouth

Event Date(s) Friday, Nov. 25

Event Times 5:30 p.m. - 7:30 p.m.

Event Location City of Plymouth Parks, including holiday show at Kellogg Park

What Kind Of Activities? Entertainment with Santa

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.)
Santa will parade through Plymouth on a Fire Truck and visit 10 City Parks (see attached map). Entertainer Joel Tacey will perform in Kellogg Park leading up to Santa's visit to that park for the Kellogg Park tree lighting. City vehicles will join the parade and will hold a short tree-lighting ceremony at each park.

OCT 20 2022

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 after Thanksgiving

Next year's specific dates:

November 24

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)

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

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

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

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

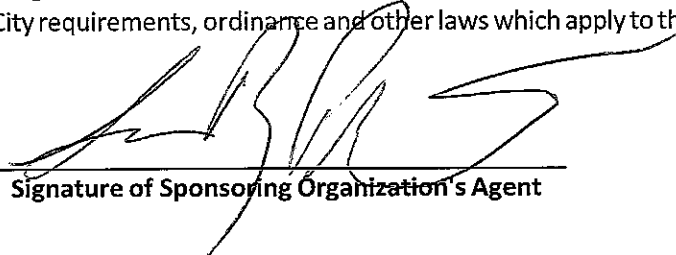
9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?
YES NO
If Yes, list the lots or locations where/why this is requested:

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

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

10/19/2022

Date

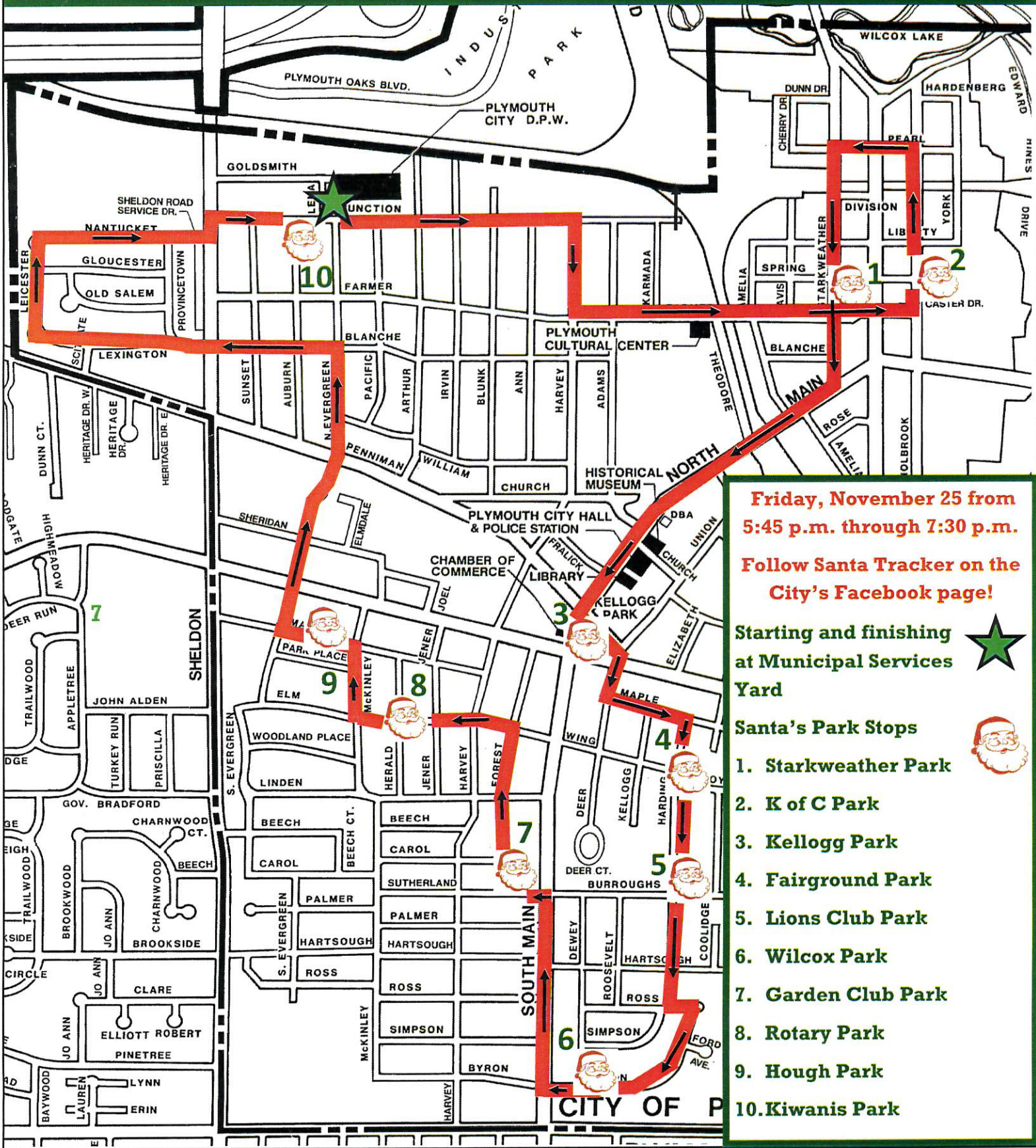

Signature of Sponsoring Organization's Agent

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

2022 Santa Parade Route



**Friday, November 25 from
5:45 p.m. through 7:30 p.m.**

**Follow Santa Tracker on the
City's Facebook page!**

**Starting and finishing
at Municipal Services
Yard** 

Santa's Park Stops 

- 1. Starkweather Park**
- 2. K of C Park**
- 3. Kellogg Park**
- 4. Fairground Park**
- 5. Lions Club Park**
- 6. Wilcox Park**
- 7. Garden Club Park**
- 8. Rotary Park**
- 9. Hough Park**
- 10. Kiwanis Park**

EVENT REVIEW FORM

EVENT NAME: _____ TOTAL ESTIMATED FEE: _____

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

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial CP
NP @ CERTAIN LOCATIONS THROUGHOUT PARADE ROUTE				
\$250 Bathroom Cleaning Fee Per Day of Event? YES NO				
Labor Costs: \$	500	Equipment Costs: \$	100	Materials Costs \$ 100
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial QUC
2 OFFICERS @ 2 HOURS				
Labor Costs \$		Equipment Costs \$	304	Materials Costs \$
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial JD
No Services Requested				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
HVA:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial SBP
Labor Costs \$	0	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial MB
Class I – Low Hazard				
Class II – Moderate Hazard				
Class III – High Hazard				
Class IV – Severe Hazard				
Event Sponsors must provide current Certificate of Insurance naming City of Plymouth as 'Additional Insured' including in the Description Box/Area.				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				

/a

City of Plymouth
SPECIAL EVENT APPLICATION

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

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

Sponsoring Organization's Legal Name Plymouth Community Chamber of Commerce

Ph# 734-453-1540 Fax# 734-404-6026 Email admin@plymouthmich.org Website www.plymouthmich.org

Address 850 W. Ann Arbor Trail City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Mary Nyhus Title Event Manager

Ph# same Fax# same Email same Cell# _____

Address same City _____ State _____ Zip _____

Event Name Holiday Greens Market 2022

Event Purpose Selling of Holiday Greens at the Farmers Market

Event Date(s) Saturday, November 26, 2022

Event Times 9 a.m. to 4 p.m.

Event Location Downtown Plymouth in The Gathering and outside The Gathering on Penniman Avenue

What Kind Of Activities? Holiday Greens Market

What is the Highest Number of People You Expect in Attendance at Any One Time? 60

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

Event Details: This event provides an opportunity for Farmers Market vendors to sell holiday greens for the Christmas Season. The people who come to the market are mainly local Plymouth residents and and people from the surrounding communities.

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f)*
City Operated Cosponsored Event Other NonProfit Other ForProfit Political or Ballot Issue

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

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

Normal Event Schedule (e.g. Early in the month of Dec. _____)

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)

Close off Penniman Avenue between Jimmy Johns and Union.

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

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

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

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

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

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

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

The length of the event is over the 2-3 hour time limit in public parking areas

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

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

10/25/2022

Date

Mary Nuhus

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) 4531234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature Mary Nyhus Date 10/25/2022

Witness Wanda Clouston Date 10/25/2022

EVENT REVIEW FORM

EVENT NAME: _____ TOTAL ESTIMATED FEE: _____

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

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



Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name Plymouth Goodfellows Inc

Ph# 734.2623199 | Fax# _____ | Email plymouthgoodfellows@yahoo.com | Website plymouthgoodfellows.org

Address PO Box 706192 | City Plymouth | State MI | Zip 48170

Sponsoring Organization's Agent's Name Julie Johnston | Title Vice-President

Ph# 734.673.1874 | Fax# _____ | Email juliejohnston313@gmail.com | Cell# 734.673.1874

Address 9980 Tennyson | City Plymouth | State MI | Zip 48170

Event Name Plymouth Goodfellows Paper Sale

Event Purpose Accept donations for our Christmas campaign

Event Date(s) Sat. Dec 3 2022

Event Times 8:00 am - 2:00 pm

Event Location City Sidewalks

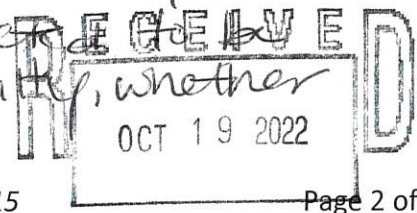
What Kind Of Activities? Accepting donations + explaining our organization

What is the Highest Number of People You Expect in Attendance at Any One Time? # of people already on streets

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.)

Plymouth Goodfellows volunteers will be distributing our organization's newspaper + accepting donations from the community throughout the City of Plymouth. All volunteers are instructed to be courteous + friendly to community, whether or not donations are given.



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): 1st Sat in Dec
Next year's specific dates: Dec 2, 2023

See section 12.13 for license & insurance requirements for vendors

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

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

No services needed

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

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

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

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

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

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

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

10/14/2022
Date

Julie D. Smith
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 Goodfellows (*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 Paper Sale (*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 Julie Schmidt

Date 10/18/2022

Witness Andrea Namet

Date 10/18/2022

EVENT REVIEW FORM

EVENT NAME: _____ TOTAL ESTIMATED FEE: _____

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

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



Special Event Application

ITEM 5.d

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 Wreath's Across AMERICA

Ph# 207-470-0965 Fax# - Email hynche@wreathsacrossamerica.org Website wreathsacrossamerica.org

Address PO box 249 City Columbia Falls State ME Zip 04623

Sponsoring Organization's Agent's Name Arnie Giummo Title -

Ph# 313-515-8612 Fax# - Email john.c.giummo@att.net Cell# 313-515-8612

Address 520 Blunk City Plymouth State MI Zip 48170

Event Name Wreath's Across America

Event Purpose to lay wreaths on veterans graves in honor of their service

Event Date(s) DEC 17

Event Times NOON till 1:30p

Event Location Riverside Cemetery

What Kind Of Activities? laying wreaths on veterans graves

What is the Highest Number of People You Expect in Attendance at Any One Time? ~ 100

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.)

short ceremony starting at noon, about 1/2 hour. Volunteers will lay wreaths on veterans graves, about 2 hours of activity.

NOV 01 2022

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):

Second Saturday in Dec.

Next year's specific dates:

December 16, 2023

See section 12.13 for license & insurance requirements for vendors

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

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

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

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

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

DMS typically will receive the wreaths when delivered, then deliver to the cemetery on event day

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

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

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

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

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

YES NO

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

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

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

02 November, 2022
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

EVENT REVIEW FORM

EVENT NAME: _____ TOTAL ESTIMATED FEE: _____

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

MUNICIPAL SERVICES:	Approved	Denied	(list reason for denial)	Initial <i>CP</i>
<i>DELIVER WREATHS DAY OF EVENT</i>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES NO				
Labor Costs: \$	<i>61</i>	Equipment Costs: \$	<i>20</i>	Materials Costs \$
POLICE:	Approved	Denied	(list reason for denial)	Initial <i>gpc</i>
<i>No SERVICES NEEDED</i>				
Labor Costs \$		Equipment Costs \$	<i>0</i>	Materials Costs \$
FIRE:	Approved	Denied	(list reason for denial)	Initial <i>JC</i>
<i>NO SERVICES NEEDED</i>				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	Approved	Denied	(list reason for denial)	Initial <i>SBP</i>
Labor Costs \$	<i>0</i>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	Approved	Denied	(list reason for denial)	Initial <i>MB</i>
Class I – Low Hazard Class II – Moderate Hazard Class III – High Hazard Class IV – Severe Hazard				
Event Sponsors must provide current Certificate of Insurance naming City of Plymouth as 'Additional Insured' including in the Description Box/Area.				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Change Liquor License Cap - Add 2 in DDA - 11-07-22.docx
Date: October 26, 2022
RE: Change Liquor License Cap – Public Hearing

Background

The City Commission directed the City Administration to prepare the required Ordinance changes to allow two additional Liquor Licenses in the DDA. We have prepared the appropriate Public Hearing Notice and we have had the changes in the Ordinance reviewed by the Local Liquor License Review Committee (LLRC).

The LLRC is required to make a recommendation related to changes in the Ordinance related to the number of licenses that are allowed in particular Zoning Districts. The LLRC is scheduled to meet prior to the City Commission meeting. It should be noted that we have two areas for license caps, they are in the DDA and outside of the DDA. It should be noted that we have had a call from an attorney representing a client, who is a current food establishment that is looking to obtain a liquor license, outside of the DDA.

The report from Chief Al Cox indicates that the vast majority of our establishments are in compliance with our Ordinance and there are no significant issues. We have one establishment who has outstanding MLCC Violations. All of this is covered in the report that we have attached from Chief Cox, and we have previously provided this report to the City Commission.

Related to the Liquor License Cap, there are currently no licenses “available” under the Liquor License cap in the Liquor Management Ordinance. In order to allow additional licenses for any type of alcohol by the glass establishment, we need to amend our Liquor Management Ordinance. To add licenses in the DDA, we need to update the City Ordinance Section 6-33, subsections b, d, and f.

RECOMMENDATION:

In compliance with the City Commission’s direction, we have put together the proposed Ordinance amendments to allow two additional liquor licenses in the DDA district. The City Commission will need to open the Public Hearing, prior to taking action on a first reading.

If the City Commission passes these amendments, then a second reading of the amendments will take place at the next regular City Commission meeting on November 21, 2022.

If you have any questions in advance of the meeting, please contact either me or Chief Cox.



NOTICE OF PUBLIC HEARING
Monday, November 7, 2022, 7:00 p.m.

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

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

**THE PLYMOUTH CITY COMMISSION WILL HOLD A
PUBLIC HEARING
IN ACCORDANCE WITH THE LIQUOR MANAGEMENT
ORDINANCE
AT THEIR REGULAR MEETING ON
Monday, November 7, 2022, at 7:00 p.m.
At Plymouth City Hall, 201 S. Main St. Plymouth, MI 48170**

Zoom access at

<https://us02web.zoom.us/j/85441667419> Passcode: 303320 Webinar ID: 854 4166 7419

The public hearing will consider the following:

**To consider expanding “license cap” by two licenses in the
DDA District that is a part of the Liquor Management Ordinance under
Licensing Policy, Section 6-33
as shown in the City’s Code of Ordinances.**

This is a public meeting, and any interested person is invited to attend and provide comment to the City Commission related to increasing the current restriction on the number of liquor licenses or to eliminate the cap on liquor licenses in the City.

Interested persons may also provide comment to the City Commission in advance of the public meeting by sending an email to citycommission@plymouthmi.gov

Maureen Brodie
City Clerk

Posted: City Hall
Cultural Center
Public Library

2022 MID-YEAR REPORT OF ALCOHOL RELATED POLICE INCIDENTS

TO: PAUL SINCOCK, CITY MANAGER
FROM: A.L. COX, DIRECTOR OF PUBLIC SAFETY *a.l. cox*
SUBJECT: ALCOHOL RELATED INCIDENTS FOR PERIOD 1/1/2022-9/30/2022
DATE: 10/7/2022

Current MLCC Licenses in the City of Plymouth

Alcohol by the Glass: 27 Active, 1 In Escrow (1 for every 338 residents)
Packaged Liquor: 10 Active (1 for every 913 residents)

Total MLCC inspections by Officers to every MLCC regulated establishment

- Officers are required to perform MLCC inspections of all MLCC regulated establishments. This occurs monthly for alcohol by the glass establishments, including our packaged beer, wine, and liquor stores. Inspections consist of an Officer's walk-thru/observation of the establishment's employees, patrons, and service practices. A written checklist/report may also be completed.

MLCC Police Officer Inspections	2019	2020	2021	2022 through 9/30
Total	447	424	355	267

Total alcohol related Disorderly Conduct Calls For Service (CFS)

- The following table displays all alcohol related Disorderly Conduct CFS for the referenced time period. Total CFS of this type are listed first, followed by those dispatched directly to the address of any licensed establishment. The last category is all other alcohol related Disorderly Conduct CFS around town. Two felonies were included in these numbers (Aggravated Assault-Gun & Aggravated Stalking)

Alcohol Related Disorderly Conduct CFS	2019	2020	2021	2022 through 9/30
Total	32	44	32	25
Local Establishments	9	19	11	11
Other Areas Around Town	23	25	21	14

Total alcohol related driving/motor vehicle CFS

- All drunken driving incidents, including OWI 1st Offense, Repeat Offenders (OWI II & OWI III), Super Drunk, and Child Endangerment cases.

Alcohol/Motor Vehicle related CFS	2019	2020	2021	2022 through 9/30
Total	36	32	31	25

- In an effort to give you a better understanding of our total number, the following table breaks down the specifics regarding the types of drunks we encounter and in some cases an idea of their condition (Blood Alcohol Content over .17).

Year	OWI 1st Offense MISDEMEANOR	OWI 2nd Offense MISDEMEANOR	OWI 3rd Offense FELONY	“Super Drunk” Law .17 BAC or higher MISDEMEANOR	Total OWI Arrests	OWI Crashes
2019	20 (56%)	2 (6%)	3 (8%)	11 (30%)	36	3
2020	22 (68%)	5 (16%)	0	5 (16%)	32	4
2021	18 (58%)	4 (13%)	1 (3%)	8 (26%)	31	5
2022 through 9/30	15 (60%)	2 (8%)	1 (4%)	7 (28%)	25	4

Total other alcohol related incidents

- Includes such incidents as Minor in Possession, Open Intoxicants, Trespassing and other CFS involving alcohol not otherwise captured.

Other alcohol related incidents	2019	2020	2021	2022 through 9/30
Total	5	7	4	7

Total alcohol related Malicious Destruction of Property (MDOP) CFS

- This single CFS was not classified as an MDOP but resulted in glass breakage and door damage during the Breaking & Entering of a commercial business by an intoxicated arrestee.

Alcohol related MDOP CFS	2019	2020	2021	2022 through 9/30
Total	2	2	0	1

Total alcohol related referrals to Hegira Health Inc.- Community Outreach for Psychiatric Emergencies (COPE)

- This includes all alcohol related incidents in which a referral was made to COPE for either an immediate crisis situation or one in which a person is seeking help with alcohol or substance abuse.

Alcohol related COPE Referrals	2019	2020	2021	2022 through 9/30
Total	No Data Captured	10	3	1

Total Violation Reports Involving City MLCC Licensed Establishments

MLCC Violation Reports	2019	2020	2021	2022 through 9/30
Total	1	11	5	1

G.I. Poros (The Ebenezer)

- 9/14/2022: Violation Report was filed with the MLCC for repeated Fire Code violations during fire inspections on multiple dates between 6/22/2022 and 9/14/2022. Currently, awaiting review by the MLCC.

CONTINUE TO NEXT PAGE→

Total Police Notifications to MLCC regulated establishments

- These notifications were telephone calls, emails, or face to face meetings with bar owners or management anytime Officers responded to an incident involving a subject(s) that consumed in their establishment (i.e. a visibly intoxicated subject that was arrested for drunk driving after having been served at a local bar). They also included interaction with fire department personnel regarding failed fire inspections that result in a MLCC Violation Report.
- It is important to note that the information as to where a subject(s) was drinking is generally provided by an intoxicated person that, in the same breath, will tell us he/she had “two beers” when it is obvious they had much more.


Establishment	2019	2020	2021	2022 through 9/30
Aqua	0	0	0	0
Barrio Cocina Y Tequileria	0	0	0	0
Bigalora	0	1	0	0
Compari's/Fiama/Sardine Room	0	0	0	0
Cultural Center	0	0	0	0
E.G. Nicks	0	1	0	0
Greek Islands	0	4	4	1
Herman's Olde Town Grille	0	0	0	0
Ironwood	0	0	0	1
Liberty Street Brewing Co.	0	0	0	0
Mayflower Meeting House	0	0	0	0
Nico & Vali	0	0	0	0
Pakwaan Restaurant	0	0	0	0
Park Place Gastro Pub	0	0	0	0
Penn Grille	0	0	1	0
Pizza E Vino	0	0	0	0
Plymouth Knights of Columbus	0	0	0	0
Plymouth ROC	0	3	0	0
Sean O'Callaghan's	0	0	0	0
Stella's Trackside & Stella's Black Dog Tavern	0	0	0	0
Stella's Black Dog Tavern	0	1	0	0
The Honey Hole	0	0	0	0
The Post Local Bistro	3	3	1	0
VFW	0	0	0	0
Westborn Market	0	0	0	0
Total	3	13	6	2

City of Plymouth MLCC Licenses

DBA Name Alcohol By The Glass Establishments	License Type	Bus. ID	Owner/Licensee	Address	Date Opened
Aquia	C SDM	226180	VNB, LLC	413 N Main	Greclan Café 2011
Barrío Cochina Y Tequileria	C SDM	236468	The Locale, LLC	555 Forest	2006- Grape Expectations
Bearded Lamb Brewing Company	Micro-Brewer/Small Wine Maker	272804	Bearded Lamb LLC	149 W Liberty	2009- Liberty St Brewing Co.
Bigalora	C SDM	260089	Bigalora Plymouth, LLC	777 W Ann Arbor Tr	Pre-1998
Compani's On The Park/Pianna/Sardine Room	C SDM	130622	Paion, Inc.	350, 370, & 380 S Main	2000/Sardine-2011
Cultural Center	C	1315	City of Plymouth Parks & Rec	525 Farmer	Pre-1998
E.G. Nick's	C	98834	T. Belli & Assoc., Inc.	500 Forest	1998
Greek Islands/The Ebenezer	C	243776	G.I. Poros, Inc.	306 S Main	2018
Hermann's Olde Town Grille	C-Resort SDM	260437	Hermann Hospitality Corporation	195 W Liberty	Pre-1998
Ironwood Grill	C SDM	216563	Ironwood of Plymouth, LLC	840 W Ann Arbor Tr	2010
Mayflower Lt. Gamble Post 6695 of VFWUS	Club	8784	Mayflower-Lt. Gamble Post No. 6695 VFWUS	1426 S Mill	Pre-1998
Mayflower Meeting House	C	369	Exclusive Catering, Inc.	999 S Main	Pre-1998
Nico & Valli	C SDM	217164	Nico & Valli, LLC	744 Wing	2010
Pakwaan Restaurant	C-DDA	261375	Pakwaan, LLC	447 Forest	1999 Tavern-2006
Park Place Gastro Pub	C SDM	132112	Piano Bar of Plymouth, Inc.	336 S Main	2000 (Formerly 336)
Penn Grill	C SDM	192104	VWS Holdings, LLC	820 Penmlman	2006/2007
Pizza E Vino	C SDM	226382	Buon Vino Winery, LLC	849 Penmlman	2011
Plymouth-Ann Arbor Elks	Club	8213	Plymouth-Ann Arbor MI Lodge No. 325	110 W Ann Arbor Trail	2022
Plymouth KOC Bldg Council #3292	Club	8119	Benevolent and Protective Order of Elks	150 Fair	Pre-1998
Plymouth ROC Restaurant	C SDM	272107	Straight Family Hospitality Inc	1020 W Ann Arbor Rd	Pre-1998
Sean O'Callaghan's Public House	C SDM	135112	Sean O'Callaghan's Ltd.	821 Penmlman/345 Fleet	2001
Sidocar	C SDM	276453	Sidocar Plymouth, LLC	340 N Main	Pre-1998 (Jack Dunleavy's)
Stella's Trackside & Stella's Black Dog Tavern	C SDM	263307	Stella's Trackside, Inc.	885 Starkweather	Pre-1998
Stella's Blackdog Tavern	C SDM	233687	TBD Advisors Inc.	860 Fratlick	Pre-1998
The Honey Hole	C SDM	259259	The Honey Hole Market, Inc	584 Starkweather	2018
The Post Local Bistro	C SDM	232456	408, Inc.	844 Penmlman	RBG-2010
Westborn Market	C SDM	241888	Westborn of Plymouth, LLC	860-870 Penmlman	2016
Packaged Alcohol- Stores					
Bellybust's Liquor	SDM/SDD	140657	J&D Pizza, Inc.	571 S Mill	
Main Street Quick Stop	SDM/SDD	9664	Yaloid, Inc.	480 N Main	
Mayflower Market	SDM/SDD	142078	J.B.N.A., Inc.	824 S Main	
Old World Olive Press	SDM	228753	Old World Olive Press-Plymouth LLC	467 Forest	
Rite Aid #3657	SDM/SDD	141512	Rite Aid of Michigan, Inc.	800 W Ann Arbor Rd	
Sumoco Gas Station	SDM/SDD	239870	F&L Petroleum, Inc.	129 W Ann Arbor Tr	
Speedway #8820 Gas Station	SDM	246381	Speedway LLC (A Delaware LLC)	1066 N Mill	3/3/2017
Starvin Marvin, Inc (Marathon Gas Station)	SDM	264666	Starvin Marvin, Inc	402 N Mill	7/30/2019
USA Gas & Go	SDM/SDD	271492	Plymouth Business Ventures, LLC	400 W Ann Arbor Rd	7/13/1905
Westborn Market	SDM	246614	Westborn of Plymouth, LLC	860-870 Penmlman	1/26/2017
Other Alcohol					
Vokin Vodka	Small Distiller	241605	Vokin LLC	710 Junction	2016-CANX LICENSE IN 2020



Administrative Information

To: Paul Sincock, City Manager
From: DDA Staff 
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2022\October2022
Date: 10/10/2022
Re: DDA Board Recommendation on Liquor License Cap

Background:

As you are aware the Downtown Development Authority Board of Directors discussed the existing liquor license cap within the DDA. This discussion was precipitated by the City Commission's desire to do a second cap review this year after requests from potential business owners to "expand" the cap.

The DDA board considered three options: leaving the liquor license cap at the current sixteen licenses in the DDA, increasing the cap by "x" amount, or eliminating the cap. Initially a motion to keep the cap at the current level was made and supported. The board discussed several issues including parking, and business mix and what impact new/additional establishments may have on the parking supply/demand. Additional discussion included why this issue was raised mid-year as opposed to during the regular cap review in the winter/spring? The board also discussed the potential impact on police resources and how much new licenses may increase alcohol related police calls for service. A roll call vote was taken and the motion to keep the cap at 16 in the DDA failed (2 in favor, nine opposed).

Another motion was made to recommend that the City Commission increase the cap number by three (3) licenses and supported. A friendly amendment was made and accepted to increase the cap by only two (2) licenses. This motion passed 8-3 with a roll call vote.

Recommendation:

The Downtown Development Authority Board of Directors recommends that the City Commission consider increasing the liquor cap in the DDA district by two (2) licenses resulting in the new cap of eighteen liquor licenses permitted by ordinance in the DDA.

Draft meeting minutes from the DDA Board meeting are included for your reference.



Plymouth Downtown Development Authority Regular Meeting Minutes Monday, October 10, 2022 - 7:00 p.m.

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

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

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:00 p.m.

Present: Chair Pollard, Vice Chair Andre Martinelli, Mayor Nick Moroz, Members Jack Ayoub, Ellen Elliott, Scott Foess, Brian Harris, Dan Johnson, Richard Matsu, Patrick O'Neill, and Shannon Perry

Also present: Economic Development Director John Buzuvis,

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Johnson, to approve the agenda for Monday, October 10, 2022.

MOTION PASSED 11-0

4. APPROVAL OF THE MEETING MINUTES

Moroz offered a motion, seconded by Martinelli, to approve the minutes of the September 12, 2022, meeting.

MOTION PASSED 11-0

5. BOARD COMMENTS

Moroz congratulated Detective Jon Hiemstra for being named the police officer of the year. Johnson asked about the status of the parking deck repair. Buzuvis said construction began last week and is on schedule.

6. OLD BUSINESS

a. Five-Year Action Plan Update

Buzuvis said RRFB lights have been installed on Ann Arbor Trail and on and Main St. and that new bases for the mast arms at Ann Arbor Trail and Harvey are on order. He said staff was working with the Detroit Institute of Arts and with artist Tony Roko for projects that will be installed in the spring, and that there would be one more power washing this fall.

b. Paid Parking Discussion

Pollard referred the group to the paid parking presentation City Manager Paul Sincock gave to the City Commission and some members of the DDA on September 19. Discussion ensued. It was suggested that money collected from paid parking could be used to replace the parking deck. Bonding and a millage were also suggested as a way to pay for a new parking deck. There was also

DRAFT OCTOBER DDA MINUTES

a suggestion that revenue from paid parking could be used to fund a system of transportation within the downtown area. Some expressed concern that paid parking would be a deterrent to potential customers and staff and that there would be significant ongoing costs. There were also comments about changing driving habits that could lead to less need for parking and the impact of paid public parking on the private lots downtown. The discussion concluded with the suggestion that the DDA needs to decide what it wants to accomplish in terms of parking and then how it will be paid for.

Debora Kuptz, 997 Carol, said a rigorous study should be completed to determine whether there is a parking problem, and stated her belief that paid parking downtown would lead to more parking in the neighborhoods.

7. NEW BUSINESS

a. 2022 Liquor License Cap Recommendation

Buzuvis explained that this topic was brought up at a City Commission meeting in September when two businesses expressed interest in moving to the City if there were available liquor licenses.

Administration prepared three resolutions for consideration.

RESOLUTION A

The following motion was offered by Elliott and seconded by O'Neill.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 16 licenses under the current cap; and

WHEREAS The City Commission has requested a recommendation from the DDA Board on the potential of raising the current cap in the DDA District.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends that no changes be made to the current cap in the downtown district. The cap would remain at 16 in the downtown district as defined in the Liquor Management Ordinance under this recommendation pending approval from the City Commission.

Several concerns about raising the cap were voiced, among them, that adding liquor licenses would lead to a business mix weighted toward restaurants, and that increasing liquor-serving establishments could lead to alcohol offenses that would take officers off the road for extended time periods. The need for more parking during the peak restaurant hours was also mentioned as a concern.

There was a roll call vote.

LIQUOR DISCUSSION

DRAFT OCTOBER DDA MINUTES

Yes: Elliott, Harris

No: Ayoub, Foess, Johnson, O'Neil, Perry, Martinelli, Matsu, Moroz, Pollard

MOTION FAILED 2-9

RESOLUTION B – No motion was made.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 16 licenses under the current cap; and

WHEREAS The City Commission has requested a recommendation from the DDA Board on the potential of raising the current cap in the DDA District.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends the liquor license cap in the downtown district under the Liquor License Management Ordinance be removed in its entirety. The cap would no longer exist in the downtown district as defined in the Liquor Management Ordinance under this recommendation pending approval from the City Commission.

RESOLUTION C

Moroz offered the following motion, seconded by Martinelli.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 16 licenses under the current cap; and

WHEREAS The City Commission has requested a recommendation from the DDA Board on the potential of raising the current cap in the DDA District.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends the liquor license cap in the downtown district under the Liquor License Management Ordinance be raised by three. The cap in the downtown district as defined in the Liquor Management Ordinance would now have 19 potential licenses under this recommendation pending approval from the City Commission.

O'Neill offered an amended motion to raise the cap by two, with 18 potential licenses under the recommendation. Moroz and Martinelli accepted the amendment.

There was a roll call vote.

DRAFT OCTOBER DDA MINUTES

Yes: Ayoub, Foess, O'Neill, Perry, Martinelli, Matsu, Moroz, Pollard

No: Elliott, Harris, Johnson

MOTION PASSED 8-3

8. REPORTS AND CORRESPONDENCE

Buzuvis said preparations for the holiday season has begun. Pollard reminded the group to complete the online security training.

9. ADJOURNMENT

Foess offered a motion, seconded by Moroz to adjourn the meeting at 8:37 p.m.

MOTION PASSED 11-0

DRAFT

Hometown Life

NEWS

City, restaurant owners split on adding new liquor licenses in downtown Plymouth



Laura Colvin

Hometownlife.com

Published 8:07 p.m. ET Oct. 30, 2022

Thai Basil owner Tanya Yaldo opened her doors in downtown Plymouth about six years ago, and she's been hoping to get a liquor license for her restaurant ever since.

While the lack of alcoholic beverages doesn't dissuade most weekday diners, she said, those who come to the restaurant on weekends often would like a drink with their meal.

"We've had people walk out when they found out we don't have liquor," Yaldo said. "It would really help my business."

So far, she hasn't been able to get a license, simply because none are available in the city. But it looks like that could change soon.

The Plymouth City Commission recently voted to raise the cap on liquor licenses in its downtown district by two, but the decision didn't come without debate on both sides.

A cap on liquor licenses was put in place in the 1990s, after an influx of new restaurants threatened to turn the city's downtown into a "bar town," explained Plymouth City Manager Paul Sincock.

The city currently allows a total of 28 Class C – or by-the-glass – liquor licenses, including 16 in the DDA district. The city commission can review the ordinance each year and make adjustments to the cap at its discretion.

More: Metro Detroit bakers wanted: 'Some of these kids have never had a birthday cake'

More: Michigan-based craft distillery plans tasting room in downtown Plymouth

More: Midterm election is almost here. What metro Detroiters need to know about candidates

With at least two establishments interested in obtaining a new license – Thai Basil is one that expressed interest – the city requested a report from the police department with information on the number of calls for service related to alcohol over the past several years. According to the report, police have not seen an increase in unacceptable behavior by licensees or the public as a result of alcohol.

The Downtown Development Authority board also weighed in, voting to recommend raising the cap by two licenses.

During a public hearing at the Oct. 17 city commission meeting, downtown restaurant owners and others voiced concerns over the addition of liquor licenses, which many said would ultimately bring competition for existing businesses and for parking, as well.

“The biggest problem we have is... there’s no parking,” said Tom Guine of Park Place Gastropub on S. Main Street. “It’s a major issue. We need every single spot. More (restaurants) will bring more demand for parking.

“I’m not against any more businesses coming in,” Guine added. “But It’s going to hurt the businesses that are there now. We hear it over and over: ‘We couldn’t park anywhere, (so) we went to Northville to eat. We went to Livonia, we couldn’t find a place to park.’”

Paul Salam, who owns a number of buildings in the downtown area where liquor license-holding restaurants are housed, said he felt adding new licenses would devalue the restaurants already operating there, many of whom, he said, waited several years to get a liquor license.

“I don't think it's fair and I think a lot of us have spent a lot of money in the city for many years paying property taxes, putting up with a lot of parking issues and now you guys are looking at diluting our business,” Salam told the commission. “If you open up other businesses with liquor licenses, you're going to basically take that business from other establishments in town that just came off a very tough two years with COVID.”

A number of others expressed similar concerns, but several business owners spoke in support of Yaldo at Thai Basil, noting the duration of her operation in the city. The city processes local license applications on a first come, first served basis, based on when required information is received from the state.

Ultimately, the city commission voted to follow the recommendation of the DDA and increase the license cap by two, for a total of 18 in the DDA district.

In explaining her support of the increase, Commissioner Kelly O'Donnell said that while the cap allows the city to moderate and get feedback from police about community safety and health in incidents related to alcohol, the cap also allows the city to "limit competition per government regulation."

"We are one of a handful in the state of Michigan that have a cap on liquor licenses," she said. "I think generally it makes Plymouth a less attractive place for entrepreneurs and people who are looking to bring new concepts or creative business ideas to our downtown, and ultimately, we want to make our downtown the most attractive economic center it can be."

Commissioner Alanna Maguire said empty buildings in the downtown were noteworthy for the discussion.

"I don't like to see vacant buildings in our downtown... There are businesses who are interested in coming to our community, becoming part of the Plymouth community... and we want these vacant buildings to be occupied," she said.

Meanwhile, Commissioner Linda Filipczak cast the sole no vote against increasing the cap on liquor licenses.

"Do we not have an accountability as commissioners to our businesses that are out there right now, who have struggled through the thick and thin of COVID?" Filipczak asked, noting ongoing concerns about the economy and the staffing shortages plaguing restaurants everywhere. "I understand we want to bring more businesses, but do we bring more businesses to the demise of the businesses that have been supporting us through the two-and-a-half years of COVID, or do we put it on a pause button and let us get to the normal annual review?"


The city annually reviews the cap on liquor licenses each spring, but a review can be requested any time.

Revisions to the ordinance will come before the city commission twice more before they are officially adopted.

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Contact reporter Laura Colvin at lcolvin@hometownlife.com or 248-221-8143.

Sec. 6-31. - Short title.

This article shall be known and may be cited as the "Liquor Management Ordinance." 

(Ord. No. 2010-01, 4-5-10)

Sec. 6-32. - Statement of purpose.

- (a) The purpose of this article is to allow the city to establish and administer a policy for the issuance and transfer of liquor licenses and permits which allow the service by the glass of any alcohol (beer, wine, spirits) to be consumed on the premises, to provide for the enforcement of liquor laws, regulations and ordinances, and to manage the number of on-premises retail liquor licenses in the city.
- (b) This article shall also create the liquor license review committee (LLRC), which shall be composed of at least three members of the city commission. The purpose of the LLRC is to review applications and make recommendations to the city commission as required by this article.
- (c) It shall be the policy of the city to notify all known existing service by the glass also known as on-premises retail type liquor license holders of proposed changes in this article via first class mail at least ten business days in advance of the city commission acting on a change.

(Ord. No. 2010-01, 4-5-10)

Sec. 6-33. - Licensing policy.

- (a) New licenses or liquor license permits, transfer of ownership of existing licenses, transfers into the city of new licenses, will be approved at the sole discretion of the city commission. This shall include liquor license permits proposed within the B-1, B-2, B-3, and ARC zoning districts within the city.
- (b) Within the B-2, central business district, as indicated on the city zoning map, the city shall have a cap or total of not more than 16 state stand alone liquor licenses of any type of on-premises retail licenses that would allow for the service of any alcohol (beer, wine, spirits) by the glass or for consumption on premises of any establishment. This section would not apply to non-stand alone state licenses.
- (c) Within the B-1, B-3 and ARC zoning districts within the city, as indicated on the city zoning map, the city shall have a cap or total of not more than 12 state stand alone liquor licenses of any type of on-premises retail licenses that would allow for the service of any alcohol (beer, wine, spirits) by the glass or for consumption on premises of any establishment. This section would not apply to non-stand alone state licenses.
- (d) The city commission shall not recommend to the state liquor control commission the approval of any on-premises retail liquor license in excess of 16 within the B-2 district as outlined here.
- (e) The city commission shall not recommend to the state liquor control commission the approval of any on-premises retail liquor license in excess of 12 within the B-1, B-3, and ARC districts as outlined here.
- (f) The city shall conduct an annual review of all 28 on premises retail liquor licenses within B-1, B-2, B-3, and ARC zoning districts in accordance with the liquor management ordinance. This review shall be conducted by the local liquor license review committee and a recommendation shall be forwarded to the city commission.
- (g) If the designation of a non-stand alone license changes to one of a stand alone license, no such license can be operated, sold or transferred in the city unless there is space available under the cap as defined in 6-33(b)

and (c).

(Ord. No. 2003-4, 5-19-03; Ord. No. 2011-05, §§ 1, 2, 6-26-11; Ord. No. 17-04, 4-17-17; Ord. No. 18-03, 3-5-18)

Sec. 6-34. - Plan of operation required.

- (a) *Business operation.* All new requests for permits, requests for transfers of ownership of existing licenses or requests for transfers of licenses into the city of on-premises licensees shall operate in accordance with a plan of operation approved by the city commission.
- (b) *Plan of operation.* A plan of operation shall contain an operational statement outlining the proposed manner in which the establishment will be operated, including, but not limited to, the format, schedule of the hours of operation, crowd control, security, alcohol management, use of the facilities, parking provisions, plan for interior use and layout, and any other pertinent information as requested by the city or city's liquor license review committee (LLRC).
- (c) *Compliance.* Licensees shall comply with all applicable state and city regulations, this general policy, and a plan of operation as approved by the city commission. Any change to a plan of operation shall be approved by the city commission prior to implementation of the change by the licensee. Failure of such compliance or variance from an approved plan is a violation of this ordinance and may result in the city commission recommending to the Michigan Liquor Control Commission that the license be revoked or not renewed.

(Ord. No. 2010-01, 4-5-10)

Sec. 6-35. - Review procedures.

Each applicant for a new license, the establishment of a new permit, the transfer into the city of a new license, or the transfer of an existing license shall make a request to the city in accordance with the following procedures:

- (1) *Application.* Each applicant must submit to the city clerk an application (on a form provided by the city), a plan of operation, plot plan of the site, a plan for interior use and exterior design, and the layout of any ancillary facilities. As part of the application, each applicant shall submit a written statement explaining in detail how their proposal meets the factors as listed in subsection 6-35(4).
- (2) *City departmental review.* Upon receipt of an application and plans, the city manager will refer same to the chief of police, fire chief, planning department, building department and other city officers or employees, who shall cause a thorough review and investigation, including, but not limited to a complete history of past business experience and liquor law violations, if any, to be made of the persons and/or premises which must meet or exceed codes. The applicant shall provide all requested information to, and fully cooperate with, all city departments requesting any and all additional relevant information. The findings resulting from such review and investigation shall be reported to the city manager, who then will report same to the LLRC and the city commission.
- (3) *Public hearing/review.*
 - a. *Hearing.* The city commission shall hold a public hearing upon a request for a new license, the establishment of a new permit, transfer of an existing license to new owners, or for the transfer of a new license into the city.
 - b. *Notice.* Notice of all hearings shall be provided to all property owners, residents and voters, within

300 feet of the proposed establishment, all LCC Service by the Glass-On Premises retail license holders, the Chamber of Commerce, all neighborhood associations and the Plymouth-Canton Community Schools. The applicant shall pay the cost of such notice.

- c. *Appearance.* The applicant will be required to appear at the hearing before the LLRC committee or the city commission, and make a written and/or oral presentation concerning the request.
 - d. *Recommendation.* The LLRC shall review and may recommend approval or disapproval of all requests to the city commission.
- (4) *Review factors.* In reviewing a request for a new license or permits or transfers of ownership of existing licenses or transfers into the city of new on-premises licensees, the city commission or LLRC may consider and/or weigh the following factors:
- a. Conserve the expenditure of funds for public improvements and services to conform with the most advantageous uses of land, resources and property.
 - b. Total number of similar licenses in the city.
 - c. Input from residents and surrounding business owners.
 - d. Impact of the establishment on surrounding businesses and neighborhoods.
 - e. Whether a proposed licensed premise is part of a multi-use project with substantial new retail, office, or residential components. The size of the licensed premise relative to the overall project or development.
 - f. Crowd control.
 - g. Parking availability.
 - h. Preservation or restoration of historic buildings.
 - i. Locating in an underdeveloped area.
 - j. Concentration of drinking establishments and impact on policing requirements.
 - k. Policing requirements.
 - l. Business history.
 - m. Business experience.
 - n. LCC violation history.
 - o. Will facility be a sit down full service restaurant serving alcohol or other "bar only" type establishment.
 - p. Will restaurant have a 70-percent—30-percent sales of food over alcohol
 - q. Percent of floor area devoted to dining versus bar area.
 - r. Size of bar area.
 - s. Size of dance floor, if any.
 - t. Type or character of the establishment, e.g. dining, nightclub, hotel, dance club.
 - u. Overall benefit of the plan to the city.
 - v. Non-payment of taxes or other payment due to the city.
 - w. Any other factor(s) that may effect the health, safety and welfare or the best interests of the community.

- (5) *Approval.* If after a review by the LLRC, and/or a public hearing, the city commission is satisfied that the establishment or operation will provide a benefit to the city and constitute an asset to the community, it will adopt a resolution granting approval, subject to the satisfaction of any conditions stated in the resolution.
- a. *Building—Remodeling.* If the request involves a change to the physical size or layout of the establishment, when the applicant's building or remodeling is completed, it must meet all state and local regulations, and must comply with the representations made to the city commission and LLRC committee by the applicant. If such physical alteration is approved by the city commission and it is subsequently determined that the project was not substantially completed as required by the plans and specifications presented to the city, or in substantial compliance with representations made to the city, the city may recommend that the license be revoked or not be renewed for the following year.

(Ord. No. 2010-01, 4-5-10)

Sec. 6-36. - Permits and transfer of ownership.

- (a) *Permits.* New requests for permits for dance, entertainment, or dance and entertainment shall be reviewed by the LLRC and approved in the sole discretion of the city commission after evaluation of the factors listed in subsection 6-35(4). The city will not consider requests for topless entertainment permits.
- (b) *Transfer of ownership.* Requests for transfer of ownership of existing licensed establishments shall be reviewed by the LLRC and approved or disapproved by the city commission. The city commission may hold a public hearing. If the continuation of an existing operation is contemplated, the applicant must present a plan that indicates that it will continue the existing operation as established. If there are proposed changes in the operations then the request for transfer of ownership shall be subject to the reviews outlined in subsection 6-35(4).
- (c) Any change in existing operations from a full service sit down restaurant that serves alcohol to an establishment that features primarily alcohol would be subject to a new review as outlined in subsection 6-35(4).

(Ord. No. 2003-4, §6, 5-19-03; Ord. No. 18-03, 3-5-18)

Sec. 6-37. - Annual license and permit review.

- (a) The city commission will undertake a review of any license or permit for the purpose of making a recommendation to the Michigan Liquor Control Commission regarding renewal of said license or permit. The commission shall consider whether a licensed establishment has been operated in a manner consistent with the provisions of this article and all other applicable laws, and regulations of the city and the State of Michigan.
- (b) Each year, the city manager shall cause an investigation to be made relative to each existing on-premises licensed establishment. The investigation shall include, but not be limited to, the following:
- (1) Licensee shall submit copies of current valid licenses from appropriate county, state or federal governments to insure authorization to serve food at the establishment.
 - (2) An inspection of the premises to determine whether the licensee is in compliance with the license itself,

its approved site plan and if applicable its plan of operation, as well as any conditions imposed by the city or the Michigan Liquor Control Commission or representations made by the licensee at the time of issuance or transfer of the license.

- (3) An inspection of city records to determine whether all taxes and other monies due the city are timely paid.
 - (4) An inspection of police files or other sources of information to determine whether any activity in connection with the licensed premise is in violation of the law, disturbs the public peace and tranquility, constitutes a nuisance, or contributes to the disruption of the normal activities of those in the neighborhood of the licensed premise.
 - (5) A review to determine the existence of any of the criteria as described in section 6-39.
 - (6) A review of the operation of the licensed establishment to determine whether the business is being operated in compliance with any and all representations that may have been made by the licensee to the city or the city commission.
- (c) *Recommendations from city departments.* Following receipt of a fully completed application, fees, and such other information as may be requested by the city, the city clerk shall forward the application to the police department, fire department, building department, treasurer's office, and such other departments as required by the city manager, which departments shall make their reviews and recommendations prior to consideration by the city commission. In conducting its review, the city may request other pertinent information from the licensee. The completed report shall be reviewed by the LLRC prior to being considered by the city commission.
- (d) The local liquor license review committee shall annually review and report to the city commission its recommendations to maintain, expand or delete the total number of allowable on-premises retail licenses for establishments that serve alcohol by the glass under a variety of State of Michigan Licenses, including but not limited to; Class C, Club, B Hotel, A Hotel, Tavern, Brewpub, Micro-brewer, Resort, DDA, Economic Development, winery or other type license.

(Ord. No. 2010-01, 4-5-10; Ord. No. 18-03, 3-5-18)

Sec. 6-38. - Revocation and non-renewal.

- (a) Each establishment within the city for which a liquor license or permit is granted shall be operated and maintained in accordance with all applicable laws and regulations of the City of Plymouth and the State of Michigan. Upon any violation of this article, the commission may, after notice and hearing, request the Michigan Liquor Control Commission to revoke such license and/or permit.
Upon any violation(s) of this article, the city will notify the licensee of the specific violation(s) and afford the licensee an opportunity to come into compliance with this article. Licensee must reach compliance in that time established by the city manager, but in no event more than ten days after notification to licensee by city of such violation. Absent compliance within that time established by the city manager, the city may hold the above mentioned hearing and request that the Michigan Liquor Control Commission not renew and/or revoke such license and/or permit.
- (b) Before filing any objection to renewal or request for revocation of a license or permit with the Michigan Liquor Control Commission, the city shall serve the licensee with notice and proceed in accordance with this

article, as amended. The city shall serve the licensee by first class mail mailed at least ten days prior to the hearing with notice of hearing, which notice shall contain, the following:

- (1) Date, time and place of hearing.
 - (2) Notice of the proposed action.
 - (3) Reasons for the proposed action.
 - (4) Names of witnesses known at the time who will testify.
 - (5) A statement that the licensee may present evidence or any testimony that may refute or respond to the claims of adverse witnesses.
 - (6) A statement requiring the licensee to notify the city attorney's office at least three days prior to the hearing date if they intend to contest the proposed action, and to provide the names of witnesses known at the time who will testify on their behalf.
- (c) Upon completion of the hearing, the city commission shall submit to the licensee and the Michigan Liquor Control Commission a written statement of its findings and determination.

(Ord. No. 2010-01, 4-5-10)

Sec. 6-39. - Criteria for non-renewal or revocation.

- (a) The city commission may recommend non-renewal or revocation of a license or permit originally authorized on or after July 1, 2003 to the liquor control commission upon a determination based upon a preponderance of the evidence presented at the hearing that any of the following exists:
- (1) Failure to comply with all standards, plans or agreements entered into in consideration for the issuance, transfer or continuance of the license or permit, or failure to comply with all agreements or consent judgments entered into subsequent to the issuance of the license or permit.
 - (2) Failure to comply with an approved plan of operation and other plans, specifications, or representations made or submitted to the city by the licensee.
 - (3) Violations of the state liquor laws or regulations of the liquor control commission.
 - (4) Violations of state laws or local ordinances including, but not limited to those laws or ordinances concerning the public health, safety or public welfare.
 - (5) Maintenance of a nuisance upon or in connection with the licensed premises including, but not limited to, any of the following:
 - a. Failure to correct violations of building, electrical, mechanical, plumbing, zoning, health, fire or other applicable regulatory codes, to include the history thereof;
 - b. A pattern of patron conduct in the neighborhood of the licensed premises, which is a violation of the law and/or disturbs the peace, order and tranquility of the neighborhood; Including types of police, fire or medical services related to this operation.
 - c. Failure to maintain the grounds and exterior of the licensed premises, including litter, debris or refuse blowing or being deposited upon adjoining properties;
 - d. Entertainment on the premises or activity in connection with the licensed premises which by its nature causes, creates or contributes to disorder, disobedience to rules, ordinance or laws, or

contributes to the disruption of normal activity of those in the neighborhood of the licensed premises.

- (6) Failure by the licensee to permit the inspection of the licensed premises by the city's agents or employees in connection with the enforcement of this article.
 - (7) Failure to pay taxes or make other payments due to the city in a timely manner.
- (b) The city commission may recommend non-renewal or revocation of a license or permit originally authorized to operate in the city on or before June 30, 2003 to the liquor control commission upon a determination based upon a preponderance of the evidence presented at the hearing that any of the following exists:
- (1) Violations of the state liquor laws or regulations of the liquor control commission.
 - (2) Violations of state laws or local ordinances including, but not limited to those laws or ordinances concerning the public health, safety or public welfare.
 - (3) Maintenance of a nuisance upon or in connection with the licensed premises including, but not limited to, any of the following:
 - a. Failure to correct violations of building, electrical, mechanical, plumbing, zoning, health, fire, property maintenance or other applicable regulatory codes, to include the history thereof;
 - b. A pattern of patron conduct in the neighborhood of the licensed premises, which is a violation of the law and/or disturbs the peace, order and tranquility of the neighborhood;
 - c. Failure to maintain the grounds and exterior of the licensed premises, including litter, debris or refuse blowing or being deposited upon adjoining properties;
 - d. Entertainment on the premises or activity in connection with the licensed premises which by its nature causes, creates or contributes to disorder, disobedience to rules, ordinance or laws, or contributes to the disruption of normal activity of those in the neighborhood of the licensed premises.
 - (4) Failure by the licensee to permit the inspection of the licensed premises by the city's agents or employees in connection with the enforcement of this article.
 - (5) Failure to pay taxes or make other payments due to the city in a timely manner.

(Ord. No. 2010-01, 4-5-10)

Sec. 6-40. - Capacity limits.

The total capacity of each room of a licensed establishment shall be established and determined by the appropriate fire and building safety codes.

(Ord. No. 2010-01, 4-5-10)

Sec. 6-41. - Termination of escrowed licenses.

The city commission may, through resolution, request that the Michigan Liquor Control Commission terminate an on-premises license that has been placed in escrow for more than one (1) year after its expiration.

(Ord. No. 2010-01, 4-5-10)

Sec. 6-42. - Fees.

Each applicant for a new license or permit, for transfer of an existing license or permit, for expansion of an existing establishment, and for renewal of an existing license or permit shall pay a non-refundable application investigation fee. Each applicant for renewal of a license that was originally established on or before June 30, 2003 shall be exempt from annual renewal fees; all others shall pay an annual review fee. Such fees will be in addition to any fee required by the liquor control commission and shall be set by a city commission resolution.

(Ord. No. 2010-01, 4-5-10)

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth has a Liquor Management Ordinance to help protect the public Health, safety, and welfare. This Ordinance limits the amount of State Liquor Licenses That are allowed in the city, and

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

WHEREAS The city administration did post a Public Hearing Notice in accordance with the Liquor Management Ordinance, and

WHEREAS The Local Liquor License Review Committee did review the proposed changes and has Recommended to the city commission that they adopt the following changes.

NOW THEREFORE BE IT RESOLVED THAT the city commission of the City of Plymouth does hereby direct that the Code of Ordnances of the City of Plymouth, Michigan, Section 6-33 is to be amended as follows at the first reading of the proposed changes.

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

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

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

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

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

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



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Bulk Leaf & Spoils Hauling & Disposal 11-07-22.docx
Date: November 2, 2022
RE: Bulk Leaf and Debris Hauling & Disposal

Background

The City Administration recently developed bid specifications for the hauling and disposal of bulk leaf and materials. The Commission will recall that we collect and haul out over 7,000 cubic yards of leaves each year. In addition, we collect over 8,000 cubic yards of other "spoils" materials from street sweeping debris, water main breaks and brush chipping. These materials would fill more than two Olympic Sized Swimming Pools or an area on a football field of 55 yards by slightly more than half the width of the field, with a pile of approximately seven feet high.

This service is to haul materials from our stockpiles at Riverside Cemetery. Our crews are collecting the leaves from the resident's curbside and then transporting them to cemetery, where the vendor will come and load them onto bigger trucks to dispose of the material.

Attached you will find a memorandum from Chris Porman and Adam Gerlach which further outlines the bid process that we went through. We had two bids for this service and as anticipated the rates are higher than they have been in the past. Obviously, the cost of labor, fuel and equipment is driving the increase. Further, we have proposed a one-year contract, with two one-year administrative renewals per their bid.

Funding for the leaf and materials hauling is covered in a number of funds including, but not limited to the Water Fund, Solid Waste & Recycling Fund, Major Street Fund, Local Street Fund, and the General Fund.

RECOMMENDATION:

The City Administration recommends that the City Commission accept the bid from Ellsworth Industries, Inc. for a one-year contract, with two years of administrative renewals.

Funding for this service is covered in a number of accounts, but mainly in the Water Fund and the Solid Waste & Recycling Funds. Should you have any questions in advance of the meeting please feel free to contact either Chris Porman or myself.



Department of Municipal Services

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

Date: November 2, 2022
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Director of Municipal Services
Adam Gerlach, Assistant Director of Municipal Services
Re: Bulk Leaf and Materials Hauling

Background

The Department of Municipal Services has placed Bulk Leaf and Material Hauling out to bid. The purpose was to secure pricing for a contractor to haul materials such as where crews empty the chipper truck used from our brush chipping program, as well as spoils from water main breaks, or other excavation work. In addition, we also look to have the bulk leaves that are collected curbside hauled out as we simply do not have the storage capacity to store them year after year. Over the last three years, we have averaged 8,000 cubic yards of spoils material with an average of 80 hours of time spent loading the material prior to it being hauled out. In addition, we have averaged 7,250 cubic yards of leaves each year using an average of 70 hours to load the material.

This was a sealed bid process that requested pricing for the hauling of materials, as well as the cost for loading the material. We also requested that all disposal costs be the responsibility of the contractor and that the price be built into their estimate. Furthermore, we indicated that any and all extras, surcharges, etc. be built into their pricing to protect the City from any unexpected costs during this one-year contract (administratively renewable annually for up to three years). There were two bids submitted by Ellsworth Industries Inc, and Jackie's Transport. Both companies have submitted all insurance documents and completed the proper bid procedure. Both companies have previously worked for the City of Plymouth. The bid from Ellsworth Industries is the best bid received, as the pricing is better, they are our current contract holder and they have been responsive to our schedule and requests.

Recommendation

We would recommend that the City Commission award the contract to Ellsworth Industries Inc for one year with two, one-year administrative renewals; or a total not to exceed three years. We have been satisfied with their performance during their previous contract with the city. The cost per cubic yard for spoils material is \$8.99 (\$6.99 last year) per cubic yard, and cost per cubic yard of leaves is \$8.47 (\$6.47 last year), and the cost per loader hour is \$95.00 (\$80.00 last year). It is estimated that we would spend \$147,577.50 on both spoils material and bulk leaf hauling. In the event that the contract extend beyond the first year into year two or three, there are step increases as indicated in their bid tabulation.

We would further recommend that we request a unit-based contract amount not to exceed \$162,335.25 ($\$147,577.50 + 10\%$). This amount covers the average spoils plus loader hours at the Riverside Cemetery location, as well as the average amount of leaves plus the loader hours at the seasonal bulk leaf location and is consistent with the approach we have taken for this service. This also includes a Should you have any questions, please feel free to contact us.



Bid Opening: Bulk Leaf and Materials Hauling
 Date/Time: Tuesday, November 1, 2022 10:00 AM

BID RESULTS TABULATION

Bidder	Location 1 Riverside Cemetery Year 1				Location 1 Riverside Cemetery Year 2				Location 1 Riverside Cemetery Year 3					
	3yr Avg Hours	3yr Avg Cubic Yards	Price per Cubic Yard	Price per Loader Hour	Year 1 Location 1 Cost	Price per Cubic Yard	Price per Loader Hour	Year 2 Location 1 Cost	Price per Cubic Yard	Price per Loader Hour	Year 3 Location 1 Cost	Price per Cubic Yard	Price per Loader Hour	Year 3 Location 1 Cost
Ellsworth Industries INC	80	8000	\$8.99	\$95.00	\$ 79,520.00	\$9.99	\$95.00	\$ 87,520.00	\$10.99	\$95.00	\$95,520.00	\$10.99	\$99.00	\$103,840.00
Jackies Transport	80	8000	\$11.99	\$99.00	\$ 103,840.00	\$11.99	\$99.00	\$ 103,840.00	\$11.99	\$99.00	\$103,840.00	\$11.99	\$99.00	\$103,840.00
Bidder	Location 2 Seasonal Use Bulk Leaf Stockpile Area Year 1				Location 2 Seasonal Use Bulk Leaf Stockpile Area Year 2				Location 2 Seasonal Use Bulk Leaf Stockpile Area Year 3					
	3yr Avg Hours	3yr Avg Cubic Yards	Price per Cubic Yard	Price per Loader Hour	Year 1 Location 2 Cost	Price per Cubic Yard	Price per Loader Hour	Year 2 Location 2 Cost	Price per Cubic Yard	Price per Loader Hour	Year 3 Location 2 Cost	Price per Cubic Yard	Price per Loader Hour	Year 3 Location 2 Cost
Ellsworth Industries INC	70	7250	\$8.47	\$95.00	\$ 68,057.50	\$9.47	\$95.00	\$ 75,307.50	\$10.47	\$95.00	\$ 82,557.50	\$10.47	\$99.00	\$ 79,357.50
Jackies Transport	70	7250	\$9.99	\$99.00	\$ 79,357.50	\$9.99	\$99.00	\$ 79,357.50	\$9.99	\$99.00	\$ 79,357.50	\$9.99	\$99.00	\$ 79,357.50
Bidder	Total Estimated Cost Year 1				Total Estimated Cost Year 2				Total Estimated Cost Year 3					
					\$ 147,577.50			\$ 162,827.50			\$ 178,077.50			\$ 488,482.50
Ellsworth Industries INC					\$ 183,197.50			\$ 183,197.50			\$ 183,197.50			\$ 549,592.50
Jackies Transport					\$ 183,197.50			\$ 183,197.50			\$ 183,197.50			\$ 549,592.50



City of Plymouth

Department of Municipal Services
1231 Goldsmith
Plymouth, Michigan 48170

www.plymouthmi.gov
Phone 734-453-7737
dms@plymouthmi.gov

October 17, 2022

CITY OF PLYMOUTH REQUEST FOR PROPOSALS

2022 Bulk Leaf and Materials Hauling

Notice is hereby given that the City of Plymouth will accept sealed bids until, Tuesday, November 1, 2022, 10:00 A.M. at 201 S. Main St., at which time all proposals received shall be publicly opened and read aloud for:

2022 Bulk Leaf and Materials Hauling

Specifications, bid documents and proposal forms may be obtained from the City of Plymouth website, www.plymouthmi.gov, or from the office of the Purchasing Agent during regular office hours.

The City Commission reserves the right to accept or reject any or all bids, in whole or in part, and to waive any irregularities.

Deliver/Address bids to:

Department of Municipal Services
C/O Maureen Brodie, City Clerk
City of Plymouth
201 S. Main St.
Plymouth, MI 48170

In a sealed envelope bearing the inscription:

**"2022 Bulk Leaf and Materials Hauling
For opening: November 1, 2022, 10:00 A.M."**

If you have any questions, please contact:

Chris Porman, Director – DMS, cporman@plymouthmi.gov 734-453-7737

Adam Gerlach, Assistant Director – DMS, agerlach@plymouthmi.gov 734-453-7737

CITY OF PLYMOUTH
REQUEST FOR PROPOSALS
2022 BULK LEAF AND MATERIALS HAULING

Information:

It is the intent of this bid to solicit for the removal and disposal of bulk leaves and spoils generated by the City of Plymouth Department of Municipal Services. Contract award includes two additional one year renewal options. The scheduling and inspection contact for the winning bidder will be from the Department of Municipal Services.

Detailed Specifications:

1. Locations:

The City of Plymouth has one main collection site from which materials will be collected from. This site may not be all inclusive; however the vast majority of collections will take place at the following location.

- a. The primary location is Riverside Cemetery at 680 Plymouth Rd., Plymouth, MI 48170 (located behind the 35th District Court at 690 Plymouth Rd., Plymouth, MI 48170). Spoils materials collected from this site include brush chippings, street sweeper debris, and spoils from water main breaks, etc. The average over the last three years has been approximately 8000 cubic yards of materials hauled from this location. The amount of loader work has averaged 85 hours per year during the same three year window. This site is utilized year round for materials to be collected.

Additionally, this location is used during our bulk leaf collection program, approximately October to January. The average yearly collection for bulk leaves over the past three years has been 7,250 cubic yards, with the average loader work of approximately 70 hours per year over the same three year window.

- b. The location of the seasonal stockpile of leaves may vary, but will be within one mile of the City of Plymouth limits. The City will be using a site that will allow for trucks to pull through after loading. Historically, the yard off of Hines Dr. just south of Wilcox Road has been utilized for this purpose.

2. Disposal:

1. The contractor shall **NOT** include additional disposal fees. Those charges should be incorporated into the price per cubic yard bid based on the material being hauled. The contractor shall provide all prices inclusive of all foreseen costs. No additional surcharges, charges, fees, extras, etc. will be permitted.
2. The contractor shall procure all required permits at his/her own cost. Contractor is responsible for identifying and disposing of spoils in acceptable locations in accordance with all applicable local, state or federal requirements.
3. Hazardous materials are not part of the scope of this work.

3. Schedule:

1. The schedule will be as follows:
 - a. The winning bidder will be contacted to haul spoils on an as needed basis.
 - b. Bulk leaf hauling will be on an as needed basis as well. The winning bidder will be contacted as to the schedule for leaf collection to help coordinate the beginning of the leaf hauling.
2. Every effort shall be made to schedule all work during dry weather to minimize tracking of soil onto roadways.

4. Inspection:

1. The winning bidder will be required to provide a detailed listing of all trucks and equipment. Detailed information to be provided for each vehicle includes but is not limited to:
 - Identification number (VIN), make, model, volumetric capacity, and weight loading capacity.
2. The City reserves the right to inspect trucks and equipment at anytime.
3. The City reserves the right to require a city inspector be present at the time of the loading.

5. Contract:

1. The contract is initially for the period: November 7, 2022 through October 31, 2023.
2. The successful bidder will provide a written contract. The contract documents are to be furnished by the successful bidder within 10 business days following the award of the bid on November 7, 2022 by the City Commission.
3. The contract may be renewable annually for a total of three consecutive years. Contract extensions are to be reviewed by Municipal Services on an annual basis and may be awarded in writing annually. This contract will be put out for bid again in the year 2025 at the latest, regardless of the performance of the contractor.
4. Upon extension of the initial contract, a new contract will be written up by the contractor for each one year extension.
5. The contractor shall not obligate the City of Plymouth to make any payments to another party, nor make any promises or representations to another party for, or in behalf of, the City of Plymouth, without prior written approval from the City of Plymouth DMS.
6. The City of Plymouth is a tax exempt entity.
7. The City of Plymouth reserves the right to split the award of this contract to multiple bidders. Divisions of this contract include, but are not limited to: Bulk leaf only and Spoils material only.

6. Bonding & Insurance:

- Every bidder must provide proof of Comprehensive General Liability Insurance with minimum limits of \$500,000 combined single limit bodily injury and/or property damage.
- Every bidder must provide proof of Automobile Liability Insurance with minimum of \$500,000 combined single limit bodily injury and/or property damage.
- Every bidder must provide proof of Worker's Compensation Insurance that complies with the Worker's Compensation laws of Michigan.

Vendors with Questions:

Questions related to this Request for Proposal should contact Chris Porman or Adam Gerlach at the Department of Municipal Services at 734-453-7737 or agerlach@plymouthmi.gov or cporman@plymouthmi.gov

INSTRUCTION TO BIDDERS:

Each proposal shall be made on a form prepared by the City of Plymouth (included in this document). Proposals shall be submitted in a sealed envelope bearing the name of the bidder and the inscription:

**“2022 Bulk Leaf and Materials Hauling
For opening: November 1, 2022, 10:00 A.M.”**

EXAMINATION/INTERPRETATION OF THE CONTRACT DOCUMENTS & ABILITY TO BID: It is the intent of the City of Plymouth that all qualified contractors be able to bid under these specifications. If the bidder feels that the specifications are unreasonably restrictive and prevent an effective bid from being submitted, then the bidder is encouraged to notify the City and provide a written request for interpretation of the specification that is being considered restrictive.

The City is under no obligation to consider alternate proposals to the specifications unless specifically permitted in the bid documents. Oral presentations will not be considered. **When specific brand, model or equivalent from another manufacturer is requested, bidder shall include with bid, documentation as to the performance, functionality and degree of similarity of the equivalent as referenced in the specifications.** Bidder shall note in bid documents any deviations from the specifications.

Before submitting a proposal, bidders shall read the specifications and other bid documents and shall fully inform themselves as to all existing conditions and limitations and shall include in the proposal a sum to cover the cost of all items included in the specifications. Any bidder in doubt as to the true meaning of any part of the specifications or contract documents may submit to the Purchasing Agent a written request for an interpretation or correction thereof. The person submitting such request will be responsible for its prompt delivery. If the interpretation is of general significance to all bidders, the City will attempt to fax or mail a copy of the interpretation to all parties known to be considering the bid. If the interpretation is of sufficient importance to potentially affect other bids, then the City may extend the bid due date to give all potential bidders an opportunity to consider the interpretation. Neither the City, nor its agents and employees, shall be responsible for any other explanations or interpretations of the specifications and bid documents, other than those issued in writing by the Purchasing Agent.

ADDENDA: Any addenda issued prior to the bid opening shall be covered by the bidder in the proposal and shall be made part of the contract documents. Receipt of such addendum shall be acknowledged in the proposal.

DELIVERY OF PROPOSALS: Bids shall be delivered by the time and to the place specified in the Notice to Bidders. It is the sole responsibility of the bidder to see that his/her proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals shall be returned to the bidder unopened. To avoid late receipt and disqualification of bids, it is recommended that bidders personally deliver bids or utilize overnight or certified mail with return receipt requested. **BIDS SHOULD BE DELIVERED IN SEALED ENVELOPES BEARING THE INSCRIPTION:**

**“2022 Bulk Leaf and Materials Hauling
For opening: November 1, 2022, 10:00 A.M.”**

DELIVER BIDS TO: Department of Municipal Services
C/O Maureen Brodie, City Clerk
City of Plymouth
201 S. Main
Plymouth, MI 48170

WITHDRAWAL: Any bidder may withdraw his proposal, either personally or by telegraphic, faxed or written request, at any time prior to the scheduled closing time for receipt of proposals.

OPENINGS: Proposals will be opened and publicly read aloud immediately following close of time for receipt of said proposals.

BIDDERS QUALIFICATIONS/REFERENCES: All bidders shall include a list of at least three references, preferably municipalities, which the City may contact regarding the bidders performance. Upon request, the bidder shall also furnish a written statement of its qualifications for the proposed work and a list of work completed on similar projects.

DURATION OF PROPOSALS: Each proposal shall be considered binding and in effect for a period of forty-five (45) days following the bid opening.

EVALUATION OF BIDS AND AWARD OF CONTRACT: The City reserves the right to accept or reject any and all bids, in whole or in part, and to waive any and all irregularities and informalities not involving price, time, or changes in the work and to negotiate contract terms with the successful bidder, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional bids. Discrepancies between words and figures will be resolved in favor of words. Discrepancies in the multiplication of units of work and units of prices will be resolved in favor of unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

In evaluating bids, the City shall consider the qualifications of the bidders, whether or not the bids comply with the specifications and such alternates, unit prices and other data requested in the bid documents.

Subject to the approval of the City Commission, the contract will be awarded to the lowest responsive and responsible bidder. Responsibility of the bidder will be determined on the basis of past performance and work of similar character, equipment and labor available to do the work, and financial status. The contract shall be considered to have been awarded after the approval of the City Commission has been obtained and a formal Notice of Award duly served on the intended awardee. The contract shall not be binding upon the City until the agreement has been duly executed by the bidder and the duly authorized officials of the City.

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for

employment because of race, religion, color, or national origin. The contractor shall further not discriminate against any employee or applicant for employment to be employed in the performance of this contract with respect to his/her hire, tenure, terms, conditions, privileges of employment or any matter directly or indirectly related to employment because of age, except in cases of bona-fide occupational qualifications. Non-compliance with the non-discrimination clause of this contract shall result in cancellation, termination or suspension of the contract and the contractor may be declared ineligible for further City of Plymouth contracts.

HOLD HARMLESS CLAUSE: The contractor agrees to defend and hold the City of Plymouth and its tenants harmless from any claims, actions, damages, losses and expenses of any sort arising out of or in connection with any act or omission of said company, its employees, stewards agents or sub-contractors.

FAILURE TO PERFORM: Failure to perform according to the specifications and bid will result in immediate cancellation of the contract, with the understanding that the City will contact the contractor and inform him/her of any deficiencies and allow corrections of said deficiencies to be made within 24 hours of such notification. Repeated failures of same deficiency will result in immediate termination of the contract after written notice has been given and noted as final notice of failure to comply.

NON-COLLUSION AFFIDAVIT: Bidders will complete the enclosed Affidavit of Non-collusion by Contractor form.

THE CITY OF PLYMOUTH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, IN WHOLE OR IN PART, AND TO WAIVE ANY IRREGULARITIES.

AFFIDAVIT OF NON-COLLUSION

STATE OF Michigan COUNTY OF Wayne

Mad Monteith (name), being first duly sworn deposes

and says that he is president (title)

of Ellsworth Industries (corporation)

who submits herewith to the City of Plymouth a proposal for **2022 Bulk Leaf & Materials Hauling** for the City of Plymouth certifies:

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such proposal is genuine and not collusive or sham;

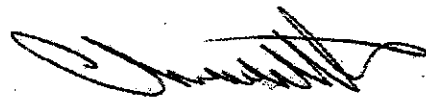
That said bidder has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Plymouth, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

1. Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
2. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his bid;
3. Did not in any manner, either directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else or to raise or fix any overhead, profit, cost element of his proposal price or of that of anyone else;
4. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the content thereof, or divulge information relative thereof, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in this business.

Ellsworth Industries

Firm Name



Signature of Bidder

10/28/2022

Date

**CITY OF PLYMOUTH
2022 BULK LEAF AND MATERIALS HAULING
PROPOSAL FORM**

Spoils Material Hauling: Location: Riverside Cemetery

	Price Per Cubic Yard	Price Per Loader Hour
Spoils Material Hauling Year 1	8.99 /YD	95 ⁰⁰ /HR
Spoils Material Hauling Year 2	9.99 /YD	95 ⁰⁰ /HR
Spoils Material Hauling Year 3	10.99 /YD	95 ⁰⁰ /HR

Bulk Leaf Hauling: Location: Riverside Cemetery/Seasonal Use Bulk Leaf Stockpile Area

	Price Per Cubic Yard	Price Per Loader Hour
Bulk Leaf Hauling Year 1	8.47 /YD	95 ⁰⁰ /HR
Bulk Leaf Hauling Year 2	9.47 /YD	95 ⁰⁰ /HR
Bulk Leaf Hauling Year 3	10.47 /YD	95 ⁰⁰ /HR

Contractor Company Name: Ellsworth Industries


Address: 41960 Ann Arbor Rd Plymouth, MI 48170

Phone Number: 734 260 0300 Fax: 248 465 9930

Email Address: ELLSINC@COMCAST.NET

Contractor Contact Person: Chad Monteith - 313 268 4790

The Undersigned, having examined the scope of work, hereby proposes to perform the work in a manner satisfactory to the City of Plymouth in accordance with all specifications, terms and conditions contained in this bid document at the following rates and prices and complete all work within schedules as generally stated and specifically agreed to at the initiation of each phase of work. I affirm that I have the authority to submit this bid to the City of Plymouth for the work specified on the attached sheet. I propose to supply the materials and labor to the City as outlined in this proposal in a timely manner.

Signature of Authorized Agent:  Date: 10/28/2022

Printed Name of Authorized Agent: Chad Monteith

CITY OF PLYMOUTH
REQUEST FOR PROPOSALS
2022 BULK LEAF AND MATERIALS HAULING
BID AND PROPOSAL CHECKLIST

- Sealed bid delivered/addressed to: Department of Municipal Services, C/O Maureen Brodie, City Clerk, City of Plymouth, 201 S. Main St., Plymouth, MI 48170
- Sealed envelope inscribed with: "2022 Bulk Leaf and Materials Hauling For Opening: November 1, 2022, 10:00 A.M."
- Sealed bid delivered by November 1, 2022, 10:00 A.M.
- Submit three (3) copies of the bid proposal documents
- Submit Affidavit of Non-collusion
- Submit Proposal Form
- Submit copies of Insurance Certificates
 - o Workman's Compensation
 - o General Liability
 - o Automobile Liability
- Submit a list of a minimum of three (3) references, preferably municipalities, which the City may contact, including contact person and phone number

Ellsworth Industries References

Name: City of Garden City
Contact Name: Brad Ohman
Email: brado@gardencitymi.org
Phone Number: 734-793-1805
Years Serviced: 2004-Present
Services Provided: Hauling debris out & hauling aggregates to DPW

Name: City of Southfield
Contact Name: Cindy Fricke
Email: cfricke@cityofsouthfield.com
Phone Number: 248-796-4852
Years Serviced: 2002-Present
Services Provided: Hauling debris out & hauling aggregates to DPW

Name: City of Westland
Contact Name: Kimberly Heinzelman
Email: kheinzelman@cityofwestland.com
Phone Number: 734-728-1770
Years Serviced: 2005-Present
Services Provided: Hauling aggregates to DPW

Name: City of Farmington Hills
Contact Name: Vianney Wilson
Email: vwilson@fhgov.com
Phone Number: 248-871-2854
Years Serviced: 2003-Present
Services Provided: Hauling debris out & hauling aggregates to DPW

RESOLUTION

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

WHEREAS The City of Plymouth has a need to provide for the bulk hauling and disposal of
Leaves and other "spoils" materials, and

WHEREAS The City of Plymouth developed bid specification for the hauling of approximately
7,000 cubic yards of leaves and approximately 8,000 cubic yards of other materials
Including materials from water main breaks and other public improvements, and

WHEREAS The City had two bidders on this project and the City Administration has
recommended the bid from Ellsworth Industries, Inc.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the acceptance of the bid from Ellsworth Industries for Bulk Leaf and Materials Handling. Ellsworth industries, inc bid is authorized for a period of one year with the authority to administratively approve up to two, one-year renewals, for a period not to exceed three total years. Funding for this service is authorized in a number of funds including the Solid Waste and Recycling Fund, Water Fund, Major Street Fund, Local Street Fund, and General Fund.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincok, City Manager
CC: *S:\Manager\Sincok Files\Memorandum - Decide on direction for paid parking - 11-07-22.docx*
Date: November 3, 2022
RE: Direction on Paid Parking

Background

The City Commission adopted as a part of their Strategic Plan to decide on a direction for paid parking. The City Administration made a presentation on the history of parking to the City Commission Committee of the Whole meeting, that the DDA was invited to attend.

We are at a point where the City Administration needs some clarity as to the direction that the City Commission would like to move on regarding the parking issue. We have suggested four different options for your consideration. The City Commission can also choose to combine options or create their own options. The options are as follows:

- Option 1 – Do nothing and continue with time limited free parking
- Option 2 – Install paid parking throughout the downtown
- Option 3 – Install paid parking on all surface lot parking
- Option 4 – Install paid parking for on-street parking only

Again, the City Commission can give us direction on these options or some other variable. Due to the amount of work that needs to go into any parking concept, we would ask for some clarity on the direction that the City Commission is choosing to move towards.

We have provided a memorandum from John Buzuvis that provides additional background information on this matter.

Recommendation

Since this is a City Commission task to decide on a direction for paid parking, we would ask that the Commission select one of the options provided or combination of the options or a different option that may not be listed here.

We have provided the City Commission with four different optional Resolutions and the Commission would need to pick one of those OR provide specific direction on how they would like to proceed.

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



Administrative Recommendation

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

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

To: Paul Sincock, City Manager

From: John Buzuvis, Economic Development Director

A handwritten signature in black ink, appearing to read "JB", written over a horizontal line.

CC: S:\Community Development\PARKING\Paid Parking Options November 2022.docx

Date: November 2, 2022

RE: Paid Parking Options

Background:

As you are aware the City Commission has included in their Strategic Plan a one-year task of deciding the direction of paid parking. As the calendar year draws to a close it may make sense for the City Commission to consider various options for moving paid parking forward, or not. Earlier this fall at the Paid Parking/History of Parking presentation to the City Commission reviewed various historical parking related items dating back to 1976. The Downtown Development Authority further discussed paid parking at their October meeting. Since 1976 the following has transpired related to parking:

- 11 separate parking committees have been formed
- 12 parking surveys, studies or reports have been produced
- 10 parking policy updates have happened since 2004
- 19 parking system changes/actions have taken place (paid parking, new deck, purchase of property to expand municipal parking supply, etc.)

As you are aware parking has been an issue in the city for decades and when its boiled down little has changed with the exception that at one point the city had paid parking. The removal of parking meters started sometime in the 1980s and the last meters were removed in the early 2000s. For the last 20-25 years the city has utilized a time limited "free" parking program.

Enclosed for your reference are meeting minutes from the most recent public discussions (City Commission and DDA) related to paid parking as well as reference pages from previous parking studies notating parking supply, locations, and revenue projections.

At this point a direction on next steps would be helpful for the administration to design the plan for implementation. Four options are outlined below to provide baseline context for the commission to consider. The four options are designed to be straightforward based on information we currently have and minimize the myriad variables that may play into this such as changes in business hours since COVID, dynamic pricing (demand-based parking fees, i.e.- charging a higher per hour cost when demand is greatest), and special events etc. The options are as follows:

- Option 1- Do nothing and continue with time limited “free” parking
- Option 2- Install paid parking throughout the entire downtown
- Option 3- Install paid parking on/at Surface Parking Lots (Central Parking Deck, Gathering, East Central Lot, Penniman Lot, Library Lot)
- Option 4- Install paid parking on-street only throughout downtown.

Additionally, each parking spot has been broken down or “monetized” monthly using Rich & Associates projected revenue figures from previous parking studies. In simple terms, each parking spot in downtown would generate approximately \$130 each month in revenue without any discounts, free time or other opt outs. For each 15 minutes per hour of “free time” monthly revenue would be decreased by approximately \$32.50. For example, if we offered the first 15 minutes of each hour for free each spot would generate approximately \$97.50 revenue per month.

Available technology allows for just about any configuration of fee, free time, increased pricing during events or peak times etc. The tables below are based on charging \$1 per hour (no discounts, free time, or waivers) for parking based on current usage and during normal parking enforcement hours from 9 am through 9 pm Monday-Saturday (excluding Sundays and holidays).

Option 1

The City Commission chooses to take no action and time limited “free” parking continues. This option would not generate any revenue and future repairs and maintenance costs for the deck and other downtown parking would be funded from the existing revenue stream (TIF financing) and/or a Special Assessment District

Option 2

The City Commission directs the administration to develop a paid parking implementation plan that includes paid parking for all municipal parking in downtown which is approximately 868 parking spaces.

Paid Parking for all Downtown Municipal Parking

Estimated Number of Kiosks	45
Estimated Total Equipment Costs (Installed)	\$585,000
Number of Parking Spaces	868
Cost Per Hour	\$1
Total Estimated Monthly Revenue	\$112,840
Net of Monthly Revenue and Operating Costs	\$77,440
Estimated Equipment Payoff	8 months*
Estimated 10-year Net Revenue (after equipment payoff/operating expenses)	\$8,673,280**

*15 minutes free would increase payoff time to approximately 12 months

**Estimated net Revenue over 10 years= \$5,316,840

Option 3

The City Commission directs the administration to develop a paid parking implementation plan that includes paid parking at the Central Parking Deck and other Municipal Surface Lots approximately 533 spaces (not including the Wing and Harvey St. parking area)

Paid Parking in Downtown Surface Parking Lots Only

Estimated Number of Kiosks	30
Estimated Total Equipment Costs (Installed)	\$390,000
Number of Parking Spaces	533
Cost Per Hour	\$1
Total Estimated Monthly Revenue	\$69,290
Net of Monthly Revenue and Operating Costs	\$47,555
Estimated Equipment Payoff	9 months*
Estimated Net Revenue (after equipment payoff/operating expenses)	\$5,278,605**

*15 minutes free would increase payoff time to approximately 13 months

**Estimated Net Revenue over 10 years=\$3,234,717

Option 4

The City Commission directs the administration to develop a paid parking implementation plan that includes on-street paid parking in downtown approximately 283 spaces

Paid Parking On-Street Only

Estimated Number of Kiosks	15
Estimated Total Equipment Costs (Installed)	\$195,000
Number of Parking Spaces	283
Cost Per Hour	\$1
Total Estimated Monthly Revenue	\$36,790
Net of Monthly Revenue and Operating Costs	\$25,249
Estimated Equipment Payoff	8 months*
Estimated Net Revenue (after equipment payoff/operating expenses)	\$2,827,888**

*15 minutes free would increase payoff time to approximately 13 months

**Estimated Net Revenue over 10 years=\$1,717,457

Please note that the estimates above are based on recent information and costs may have changed, specifically related to equipment and installation costs. Once the commission directs the administration to develop an implementation plan specific equipment, installation and operating costs and revenue projections will be developed.

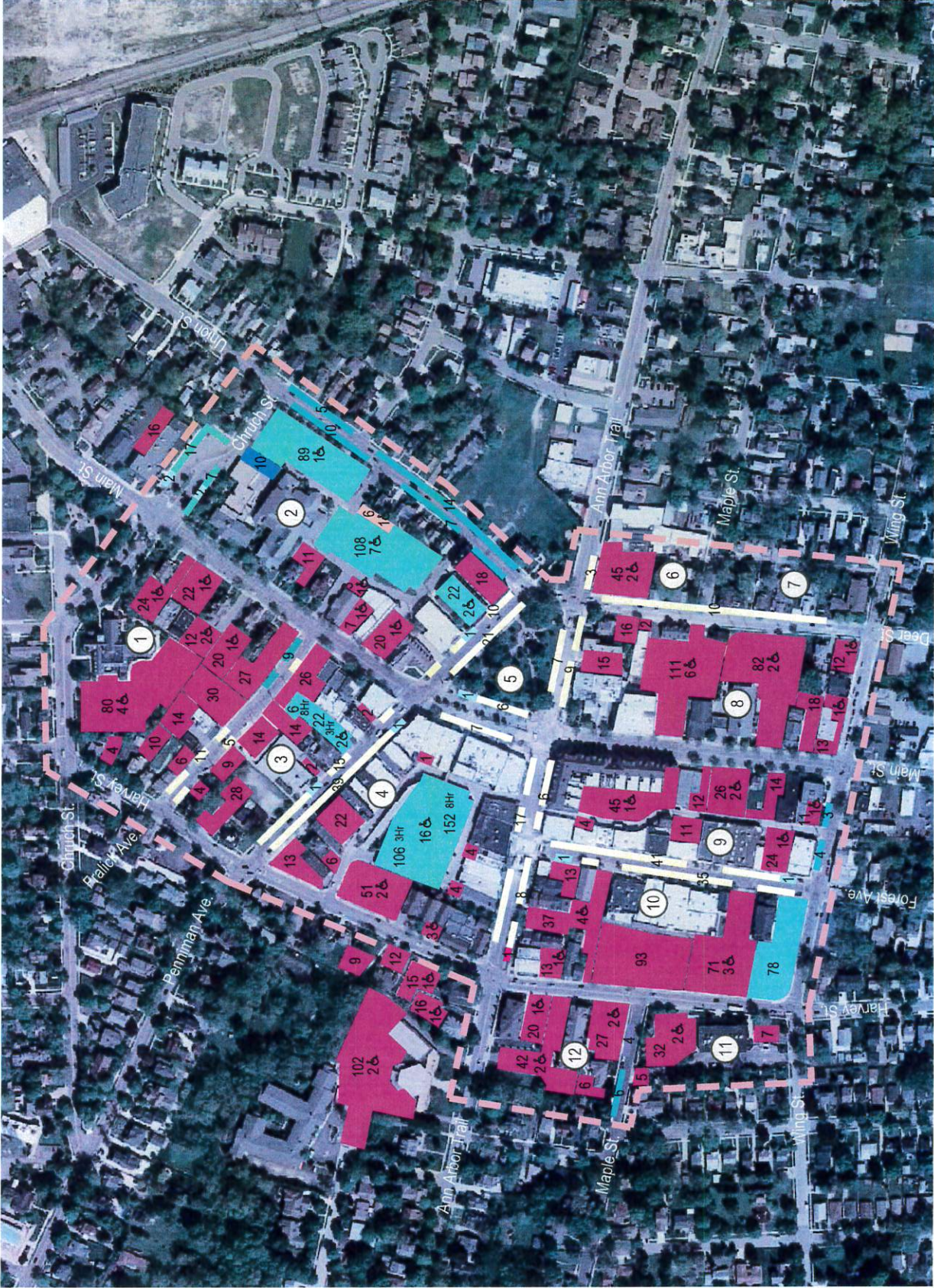
Additionally, the number of spaces available if option two or four is chosen by the commission may be reduced by 20 or so spaces due to parklets and/or on-street platform dining. The approximate cost of taking 20 parking spaces out of paid parking rotation for approximately six months each year results in a decrease of approximately \$15,600 annually at \$1/hour for paid parking.

Recommendation

The administration recommends that the City Commission choose an option from above, or some combination thereof, and direct the administration to develop a implementation plan for that option(s). There will be more decisions to be made in terms of parking policy, time limits, marketing of any changes to the parking system as well as signage. Those additional costs will be based on the option(s) chosen by the City Commission.

I am available to answer any questions you may have in advance of the meeting.

PARKING SUPPLY



PARKING STUDY FOR THE CITY OF PLYMOUTH, MICHIGAN



LEGEND:

#	BLOCK NUMBER
Orange outline	STUDY AREA
Red	ON STREET PARKING
Yellow	8 HR. PUBLIC
Light Blue	2 HR. PUBLIC
Dark Blue	BARRIER FREE
Green	SCHOOL ONLY
Orange	UNMARKED
Purple	LOADING ZONE
Pink	OFF STREET PARKING
Light Green	PUBLIC
Dark Green	PRIVATE
Blue	POLICE
Yellow-Green	PUBLIC RESERVED
Wheelchair icon	BARRIER FREE

Sheet Title:

PARKING SUPPLY

Plan No.	1122
Scale	NIS
Date	07-21-2011
Checked By	AN
MAP Number:	MAP 2

ESTIMATED REVENUE AND COSTS

City of Plymouth On-Street and Off-Street Kiosks (with LPR System) Revenues vs. Expenses

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Parking Revenue										
On-Street Spaces	261	261	261	261	261	261	261	261	261	261
2.0%										
x Average Hours of Use / Day	6.00	6.12	6.24	6.37	6.49	6.62	6.76	6.89	7.03	7.17
Days / Week	6	6	6	6	6	6	6	6	6	6
Weeks / Year	52	52	52	52	52	52	52	52	52	52
x Days in Operation / Year	312	312	312	312	312	312	312	312	312	312
=Total Hours / Year	488,592	498,364	508,331	518,498	528,868	539,445	550,234	561,239	572,463	583,913
Parking Rate Per Hour	\$1.00	\$1.00	\$1.00	\$1.50	\$1.50	\$1.50	\$2.00	\$2.00	\$2.00	\$2.50
Parking Revenue										
Off-Street Spaces	607	607	607	607	607	607	607	607	607	607
2.0%										
x Average Hours of Use / Day	4.00	4.08	4.16	4.24	4.33	4.42	4.50	4.59	4.69	4.78
Days / Week	6	6	6	6	6	6	6	6	6	6
Weeks / Year	52	52	52	52	52	52	52	52	52	52
x Days in Operation / Year	312	312	312	312	312	312	312	312	312	312
=Total Hours / Year	757,536	772,687	788,140	803,903	819,981	836,381	853,109	870,171	887,574	905,326
Parking Rate Per Hour	\$0.50	\$0.50	\$0.50	\$1.00	\$1.00	\$1.00	\$1.50	\$1.50	\$1.50	\$2.00
Annual Revenue	\$867,360	\$884,707	\$902,401	\$1,581,650	\$1,613,283	\$1,645,549	\$2,380,131	\$2,427,733	\$2,476,288	\$3,270,433
Inflation Factor	3.0%									
Operating Expenses										
On-Street Kiosk	38	38	38	38	38	38	38	38	38	38
Off-Street Kiosk	17	17	17	17	17	17	17	17	17	17
Annual Debt Service (See Below)	\$151,715	\$151,715	\$151,715	\$151,715	\$151,715	\$0	\$0	\$0	\$0	\$0
Other Operating Expenses (See Below)	\$33,285	\$34,284	\$35,312	\$36,371	\$37,463	\$38,586	\$39,744	\$40,936	\$42,164	\$43,429
100.0%										
Extended Warranty	\$5,665	\$5,835	\$6,010	\$6,190	\$6,376	\$6,567	\$6,764	\$6,967	\$7,176	\$7,392
Enforcement (See Detail Below)	\$95,646	\$98,515	\$101,471	\$104,515	\$107,650	\$110,880	\$114,206	\$117,632	\$121,161	\$124,796
Labor (Maintenance - See Detail Below)	\$8,956	\$9,225	\$9,502	\$9,787	\$10,081	\$10,383	\$10,695	\$11,015	\$11,346	\$11,686
Labor (Collection - See Detail Below)	\$8,956	\$9,225	\$9,502	\$9,787	\$10,081	\$10,383	\$10,695	\$11,015	\$11,346	\$11,686
Total Operating Expenses	\$304,223	\$308,799	\$313,511	\$318,365	\$323,365	\$328,516	\$333,810	\$339,256	\$344,854	\$350,505
Net Surplus / (Deficit)	\$563,137	\$575,909	\$588,890	\$1,263,285	\$1,289,918	\$1,468,749	\$2,198,027	\$2,240,167	\$2,283,095	\$3,071,444
Surplus as % of Revenues	64.9%	65.1%	65.3%	79.9%	80.0%	89.3%	92.3%	92.3%	92.2%	93.9%
Enforcement Labor										
Number of Persons	1	1	1	1	1	1	1	1	1	1
Average Hours / Day	13	13	13	13	13	13	13	13	13	13
Days / Week	6	6	6	6	6	6	6	6	6	6
Weeks / Year	52	52	52	52	52	52	52	52	52	52
Total Hours	4,056	4,056	4,056	4,056	4,056	4,056	4,056	4,056	4,056	4,056
FTE's	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95
Average Hourly Rate	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19	\$23.88	\$24.60	\$25.34	\$26.10
Direct Labor Costs	\$81,120	\$83,554	\$86,060	\$88,642	\$91,301	\$94,040	\$96,862	\$99,767	\$102,760	\$105,843
20%										
7.65%										
Fringes & Benefits (FT Only)	\$8,320	\$8,570	\$8,827	\$9,091	\$9,364	\$9,645	\$9,935	\$10,233	\$10,540	\$10,856
Payroll Taxes	\$6,206	\$6,392	\$6,584	\$6,781	\$6,985	\$7,194	\$7,410	\$7,632	\$7,861	\$8,097
Total Enforcement Costs (Labor)	\$95,646	\$98,515	\$101,471	\$104,515	\$107,650	\$110,880	\$114,206	\$117,632	\$121,161	\$124,796
Maintenance Labor										
Number of Persons	1	1	1	1	1	1	1	1	1	1
Average Hours / Day	4	4	4	4	4	4	4	4	4	4
Days / Week	2	2	2	2	2	2	2	2	2	2
Weeks / Year	52	52	52	52	52	52	52	52	52	52
Total Hours	416	416	416	416	416	416	416	416	416	416
FTE's	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Average Hourly Rate	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19	\$23.88	\$24.60	\$25.34	\$26.10
Direct Labor Costs	\$8,320	\$8,570	\$8,827	\$9,091	\$9,364	\$9,645	\$9,935	\$10,233	\$10,540	\$10,856
0%										
7.65%										
Fringes & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll Taxes	\$636	\$656	\$675	\$695	\$716	\$738	\$760	\$783	\$806	\$830
Total Enforcement Costs (Labor)	\$8,956	\$9,225	\$9,502	\$9,787	\$10,081	\$10,383	\$10,695	\$11,015	\$11,346	\$11,686
Collection Labor										
Number of Persons	1	1	1	1	1	1	1	1	1	1
Average Hours / Day	8	8	8	8	8	8	8	8	8	8
Days / Week	1	1	1	1	1	1	1	1	1	1
Weeks / Year	52	52	52	52	52	52	52	52	52	52
Total Hours	416	416	416	416	416	416	416	416	416	416
FTE's	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Average Hourly Rate	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19	\$23.88	\$24.60	\$25.34	\$26.10
Direct Labor Costs	\$8,320	\$8,570	\$8,827	\$9,091	\$9,364	\$9,645	\$9,935	\$10,233	\$10,540	\$10,856
0%										
7.65%										
Fringes & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll Taxes	\$636	\$656	\$675	\$695	\$716	\$738	\$760	\$783	\$806	\$830
Total Enforcement Costs (Labor)	\$8,956	\$9,225	\$9,502	\$9,787	\$10,081	\$10,383	\$10,695	\$11,015	\$11,346	\$11,686
Financing Costs										
Cost / Unit	\$11,000									
# Units	55									
LPR System	\$80,000									
Total Amount Financed	\$685,000									
Interest Rate	3.50%									
Term of Financing (Years)	5									
Annual Debt Service	\$151,715									
Other Operating Expenses										
On-Street Sinking Fund	\$2,610									
Off-Street Sinking Fund	\$15,175									
Off-Street Electrical	\$3,000									
Insurance	\$7,500									
Miscellaneous	\$5,000									
TOTAL Other Operating Expenses	\$33,285									

PARKING PRESENTATION SEPT 2022



Plymouth City Commission

Parking Study Session

September 19, 2022 5:30 p.m.

Plymouth Cultural Center, 525 Farmer Plymouth, MI

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

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

1. CALL TO ORDER

Mayor Nick Moroz called the meeting to order at 5:30 p.m.

PRESENT: Mayor Moroz, Commissioners Suzi Deal, Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Kelly O'Donnell

ALSO PRESENT: City Manager Paul Sincock, Director of Public Safety Al Cox, and Attorney Bob Marzano

2. PARKING PRESENTATION

Moroz welcomed the group, then Sincock shared a presentation on the history of parking issues in the City. Topics included the various parking committees from 1976 to the present and each committee's focus and outcomes. Commissioners and audience members asked questions and commented about enforcement of timed parking, a resident survey, the impact of paid parking on employees and volunteers and the cost of maintaining the parking deck. The group was reminded that this meeting was informational in nature, and that no decisions had been made.

3. ADJOURNMENT

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

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK

DDA DRAFT MEETING MINUTES



Plymouth Downtown Development Authority Regular Meeting Minutes Monday, October 10, 2022 - 7:00 p.m.

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

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

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:00 p.m.

Present: Chair Pollard, Vice Chair Andre Martinelli, Mayor Nick Moroz, Members Jack Ayoub, Ellen Elliott, Scott Foess, Brian Harris, Dan Johnson, Richard Matsu, Patrick O'Neill, and Shannon Perry

Also present: Economic Development Director John Buzuvis,

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Johnson, to approve the agenda for Monday, October 10, 2022.

MOTION PASSED 11-0

4. APPROVAL OF THE MEETING MINUTES

Moroz offered a motion, seconded by Martinelli, to approve the minutes of the September 12, 2022, meeting.

MOTION PASSED 11-0

5. BOARD COMMENTS

Moroz congratulated Detective Jon Hiemstra for being named the police officer of the year. Johnson asked about the status of the parking deck repair. Buzuvis said construction began last week and is on schedule.

6. OLD BUSINESS

a. Five-Year Action Plan Update

Buzuvis said RRFB lights have been installed on Ann Arbor Trail and on and Main St. and that new bases for the mast arms at Ann Arbor Trail and Harvey are on order. He said staff was working with the Detroit Institute of Arts and with artist Tony Roko for projects that will be installed in the spring, and that there would be one more power washing this fall.

b. Paid Parking Discussion

Pollard referred the group to the paid parking presentation City Manager Paul Sincock gave to the City Commission and some members of the DDA on September 19. Discussion ensued. It was suggested that money collected from paid parking could be used to replace the parking deck. Bonding and a millage were also suggested as a way to pay for a new parking deck. There was also

a suggestion that revenue from paid parking could be used to fund a system of transportation within the downtown area. Some expressed concern that paid parking would be a deterrent to potential customers and staff and that there would be significant ongoing costs. There were also comments about changing driving habits that could lead to less need for parking and the impact of paid public parking on the private lots downtown. The discussion concluded with the suggestion that the DDA needs to decide what it wants to accomplish in terms of parking and then how it will be paid for.

Debora Kuptz, 997 Carol, said a rigorous study should be completed to determine whether there is a parking problem, and stated her belief that paid parking downtown would lead to more parking in the neighborhoods.

7. NEW BUSINESS

a. 2022 Liquor License Cap Recommendation

Buzuvis explained that this topic was brought up at a City Commission meeting in September when two businesses expressed interest in moving to the City if there were available liquor licenses.

Administration prepared three resolutions for consideration.

RESOLUTION A

The following motion was offered by Elliott and seconded by O'Neill.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 16 licenses under the current cap; and

WHEREAS The City Commission has requested a recommendation from the DDA Board on the potential of raising the current cap in the DDA District.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends that no changes be made to the current cap in the downtown district. The cap would remain at 16 in the downtown district as defined in the Liquor Management Ordinance under this recommendation pending approval from the City Commission.

Several concerns about raising the cap were voiced, among them, that adding liquor licenses would lead to a business mix weighted toward restaurants, and that increasing liquor-serving establishments could lead to alcohol offenses that would take officers off the road for extended time periods. The need for more parking during the peak restaurant hours was also mentioned as a concern.

There was a roll call vote.

Yes: Elliott, Harris

No: Ayoub, Foess, Johnson, O'Neil, Perry, Martinelli, Matsu, Moroz, Pollard

MOTION FAILED 2-9

RESOLUTION B – No motion was made.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 16 licenses under the current cap; and

WHEREAS The City Commission has requested a recommendation from the DDA Board on the potential of raising the current cap in the DDA District.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends the liquor license cap in the downtown district under the Liquor License Management Ordinance be removed in its entirety. The cap would no longer exist in the downtown district as defined in the Liquor Management Ordinance under this recommendation pending approval from the City Commission.

RESOLUTION C

Moroz offered the following motion, seconded by Martinelli.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 16 licenses under the current cap; and

WHEREAS The City Commission has requested a recommendation from the DDA Board on the potential of raising the current cap in the DDA District.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends the liquor license cap in the downtown district under the Liquor License Management Ordinance be raised by three. The cap in the downtown district as defined in the Liquor Management Ordinance would now have 19 potential licenses under this recommendation pending approval from the City Commission.

O'Neill offered an amended motion to raise the cap by two, with 18 potential licenses under the recommendation. Moroz and Martinelli accepted the amendment.

There was a roll call vote.

Yes: Ayoub, Foess, O'Neill, Perry, Martinelli, Matsu, Moroz, Pollard

No: Elliott, Harris, Johnson

MOTION PASSED 8-3

8. REPORTS AND CORRESPONDENCE

Buzuvis said preparations for the holiday season has begun. Pollard reminded the group to complete the online security training.

9. ADJOURNMENT

Foess offered a motion, seconded by Moroz to adjourn the meeting at 8:37 p.m.

MOTION PASSED 11-0

SAMPLE RESOLUTION (Option 1)

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

WHEREAS The City Commission of the City of Plymouth has listed on their Five-Year Strategic Plan a one-year task of deciding on a direction for paid parking in the Downtown,

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

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby choose Option 1 as presented above to not move forward with a paid parking system in downtown at this time

Option 1 : Do Nothing

SAMPLE RESOLUTION (Option 2)

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

WHEREAS The City Commission of the City of Plymouth has listed on their Five-Year Strategic Plan a one-year task of deciding on a direction for paid parking in the Downtown,

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

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby choose Option 2 and directs the administration to develop a paid parking implementation plan for all municipally controlled parking in downtown with the exception of the Wing and Harvey parking lot

Option 2: Paid Parking throughout downtown

SAMPLE RESOLUTION (Option 3)

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

WHEREAS The City Commission of the City of Plymouth has listed on their Five-Year Strategic Plan a one-year task of deciding on a direction for paid parking in the Downtown,

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

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby choose Option 3 and directs the administration to develop a paid parking implementation plan for the Central Parking Deck and all municipal surface parking lots in downtown with the exception of the Wing and Harvey St. parking lot

Option 3: Paid Parking in City owned lots & deck

SAMPLE RESOLUTION (Option 4)

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

WHEREAS The City Commission of the City of Plymouth has listed on their Five-Year Strategic Plan a one-year task of deciding on a direction for paid parking in the Downtown,

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

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby choose Option 4 and directs the administration to develop a paid parking implementation plan to include only municipal on-street parking in the downtown

Option 4: Paid Parking On Street Only



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - Final Payment Sidewalk Program 2021 - Audia Construction 12-20-21.docx*
Date: November 2, 2022
RE: Final Payment to Gaglio Construction 2022 Sidewalk Program

Background

The City Commission policy requires that the City Administration come and seek final payment approval for major infrastructure projects. The Commission is aware that Gaglio Construction was the contractor on the 2022 Sidewalk Repair & Utility Patch Program.

The City Commission authorized a total of \$113,000 for the project. The final cost on the project was \$74,336.28 or about \$38,000 under the authorized contract. The contractor has completed their work as well as the punch list items on the projects. Due to the relatively small size of the contract, the contractor is now requesting first and final payment in the amount of \$74,336.28. It should be noted that approximately \$53,000 will be billed back to the property owners for sidewalk replacements. The majority of the remainder will be charged to the Water & Sewer Fund or Street Funds, depending on where the work actually took place at.

We have attached memorandum from Municipal Services Director Chris Porman which further outlines the final payment process and this project.

RECOMMENDATION:

The City Administration recommends that the City Commission authorize payment to Gaglio Construction in the amount of \$74,336.28. Funding for this project is covered in the Water and Sewer Fund, Street Funds and General Fund Sidewalk Construction Program.

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



Department of Municipal Services

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

Date: October 26, 2022
To: Paul J. Sincock, City Manager
From: Chris Porman, Assistant City Manager/Director of Municipal Services
Re: Final Payment to Dominic Gaglio Construction, Inc.

Background:

Per the policy of the City Commission, prior to the final payment being made to contractors on infrastructure projects, City Commission approval is required. The Commission will recall that the city awarded Dominic Gaglio Construction, Inc. of Huron Township, MI the Sidewalk Repair and Utility Patch Program/Street Repair. Work has been completed and the contractor is now seeking final payment.

Work was completed in September/October of 2022. It should be noted that the original authorized amount based on initial estimated quantities was approximately \$113,000.00; however, the final work completed was \$74,336.28. For reference, approximately \$53,000 was billed back to property owners.

For the 2022 project, we replaced approximately

6,592 sq. ft sidewalk
362 sq. ft of road replacement
287 sq. feet ADA crosswalks
102 linear feet curb and gutter

The full payment amount owed to the contractor is \$74,336.28. All work has been inspected by City staff and quantities have been verified between the city and the contractor.

Recommendation

We would recommend that we seek Commission approval to process the final payment to the contractor in the amount of \$74,336.28

Funding for the sidewalk repair program comes from 101-900-976.437 as listed in the City's budget in the amount of \$74,336.28

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

Dominic Gaglio Construction, Inc

20534 Middlebelt Road
Huron Township, MI 48174

INVOICE

City of Plymouth
201 S. Main Street
Plymouth, MI 48170

DATE	INVOICE #
10/18/2022	12159

JOB LOCATION	TERMS	DUE DATE
2022 Sidewalk Street Repair	Due on receipt	10/18/2022

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
5,787.12	sf	Remove and Replace Concrete Sidewalk, 4 inch	9.00	52,084.08
629	sf	Remove and Replace Concrete Drives and Sidewalk, 6 inch	10.00	6,290.00
285.75	sf	Remove and Replace Concrete Sidewalk Ramps, 6 inch, ADA	15.00	4,286.25
176.5	sf	Remove and Replace Concrete Drives and Sidewalk, 8 inch	11.00	1,941.50
102	lf	Remove and Replace Concrete Curb and Gutter	55.00	5,610.00
40.17	syd	Remove and Replace Concrete Pavement with Integral Curb, 8 inch	85.00	3,414.45
23	ea	Epoxy Anchored Lane Tie Bars	5.00	115.00
1	ea	Adjust Structure	475.00	475.00
40	sf	Remove and Restore	3.00	120.00
		REQ/BPO/PO _____ Date _____		
		Signature _____		
		Account# _____		
PHONE 734-281-7453 FAX 734-789-9771			Total	\$74,336.28

R E S O L U T I O N

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

WHEREAS The City completed 2022 Sidewalk Repair & Utility Patch Program, And

WHEREAS The project has been completed by Gaglio Construction and they are
requesting first and final payment on the project, and

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth
does hereby authorize final payment to Gaglio Construction Corporation in the
amount \$74,336.28. Further, Funding for this project is to be authorized from the
Water and Sewer Fund, Street Funds and Sidewalk Improvement Funds.