



Plymouth City Commission

Regular Meeting Agenda

Monday, March 3, 2025 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

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

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

Join Zoom Webinar: Mar 3 <https://us02web.zoom.us/j/88168257124>
Passcode:728635 Webinar ID: 881 6825 7124

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
2. **APPROVAL OF MINUTES**
 - a. February 18, 2025 City Commission Regular Meeting Minutes
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
 - a. Special Event: Spring Fever in the Park 2025, 3/27 to 5/6
 - b. Special Event: Ghosts of Plymouth Walk, 4/26/2025
 - c. Special Event: Farmers Market, Saturdays in 2025 May 10,17,24,31 June 7,14,21,28 July 5,12,19,26
Aug 2,9,16 23,30 Sept 6,13,20,27 Oct 4,11,18,25
 - d. Special Event: PDL & Popsicles at Kiwanis Park, 6/23/2025
 - e. Special Event: PDL & Popsicles at Wilcox Park, 7/29/2025
5. **CITIZEN COMMENTS**
6. **COMMISSION COMMENTS**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
 - a. Soccer Equipment Bid Recommendation 2025-2026 Budget Year
 - b. Memorandum of Understanding – Western Wayne Crash Response Team
 - c. Congressionally Directed Spending – Solar Panel Project at the Cultural Center Resolution of Support
 - d. Charity Gaming License – Plymouth Canton Cruisers Swim Team
9. **REPORTS AND CORRESPONDENCE**
 - a. Planning Commission Annual Report to the City Commission – No Action Required
 - b. Liaison Reports
 - c. Appointments
10. **MOTION TO GO TO CLOSED SESSION**
 - a. Contracts
11. **OPEN SESSION**
12. **ADJOURNMENT**

Consent Agenda- The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case that item will then be placed on the regular agenda.

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues for items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

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

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

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

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

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

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

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

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

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

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

-Plymouth Mayor Joe Bida
November 1977



City of Plymouth
City Commission Regular Meeting Minutes
Monday, February 18, 2025, 7:00 p.m.
Plymouth City Hall 201 S. Main Street

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

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

1. CALL TO ORDER

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

b. Roll Call

Present: Mayor Suzi Deal, Mayor Pro Tem Colleen Pobur, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton, Nick Moroz

Also present: Acting City Manager John Buzuvis, City Attorney Bob Marzano, and various members of the city administration

2. APPROVAL OF MINUTES

Minton offered a motion, seconded by Pobur to approve the February 3, 2025 City Commission Regular Meeting Minutes.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

Kehoe offered a motion, seconded by Filipczak to approve the agenda for the February 18, 2025 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. ENACTMENT OF THE CONSENT AGENDA

Pobur offered a motion, seconded by Maguire to approve the Consent Agenda for the February 18, 2025 meeting.

a. Approval of January 2025 Bills

b. Special Event: Music in the Air, Fridays in 2025 5/23, 5/30, 6/6, 6/20, 6/27, 7/4, 7/18, 7/25, 8/1, 8/8, 8/15, 8/22, 8/28

c. Special Event: Plymouth Pride in Old Village, Sunday 6/22/2025

d. Special Event: Art in the Park, Friday-Sunday 7/11/25-7/13/25

e. Special Event: Bumpers Mikes & Bands, Sunday 7/20/2025

f. Special Event: Glow Yoga, Thursday 9/18/2025

g. Special Event: Old Village Chili Cookoff, Sunday 9/21/2025

h. Special Event: Old Village Halloween Block Party, Sunday 10/26/2025

i. Special Event: Old Village Santa Meet & Greet, Sunday 12/14/2025

There was a voice vote

MOTION PASSED UNANIMOUSLY

5. CITIZEN COMMENTS

Pete Mundt, 643 N. Harvey- Thanked the Commission for approving the events for Old Village.

Heather Pacheco, 525 Irvin & District Library representative- Provided and reviewed the library's 2024 annual report.

Scott Lorenz attempted to comment, but was unable to due to his lack of audio.

Ron Picard, 1373 Sheridan- spoke only to test the audio for Lorenz.

Dave Pierce, 1147 W. AA Trl.- Expressed concerns about the process at the recent Planning Commission meeting.

6. COMMISSION COMMENTS

Commission members thanked Heather Pacheco for the library's community offerings and thanked staff for weather communications and DMS staff for their great work on clearing snow from recent weather and their extra efforts to assist.

Kehoe commented that Old Village Chili Cook-off is looking for possible restaurant participation.

Maguire acknowledged members and others who attended the recent Planning Commission meeting and reminded everyone to continue communicating in a respectful manner.

Deal invited anyone interested to sign up for the upcoming Citizen's Academy in the spring.

7. OLD BUSINESS

a. Sanitary Sewer Ordinance Amendments – YUCA – Final Reading

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

RESOLUTION 2025-11

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

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

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

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

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

8. NEW BUSINESS

a. Charity Gaming License – Salem Lacrosse Athletic Association

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

RESOLUTION 2025-12



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

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

called to order by Mayor Suzi Deal on February 18, 2025
DATE

at 7:00 a.m./p.m., the following resolution was offered:
TIME

Moved by Mayor Pro Tem Pobur and supported by Commissioner Kehoe

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

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

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for Approval
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: <u>7</u>	Yeas: _____
Nays: <u>0</u>	Nays: _____
Absent: <u>0</u>	Absent: _____

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

meeting held on February 18, 2025
DATE

SIGNED: Maureen A. Brodie
TOWNSHIP, CITY, OR VILLAGE CLERK

Maureen A. Brodie, City Clerk
PRINTED NAME AND TITLE

201 S. Main St., Plymouth, MI 48170
ADDRESS

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

There was a voice vote.
 MOTION PASSED UNANIMOUSLY

b. Approval of Traffic Control Order 24-1 – Parking Restrictions on Joel & Sheridan Streets

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

RESOLUTION 2025-13

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

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

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

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

Nick Pagan, 1156 W. AA Trl.- Opposes the No Parking restrictions related to the Traffic Control Ordince 24-1 Maguire inquired about the process to rescind the order if needed; Buzuvis commented that it would be the same process as it is to implement the order.

Kehoe asked if there had been any resident concerns; Deal and Buzuvis confirmed that there had been safety concerns.

Minton agreed with the order due to the public safety aspect.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. Proceeds from Sale of Jointly Owned Fire Aerial Bucket Truck



City of Plymouth, Michigan Traffic Control Order

Traffic Control Order No. 24-1



TO: Maureen Brodle, CMC City Clerk FROM: Chris S. Porman Street Administrator
RE: Traffic Control Order DATE: November 19, 2024

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

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

Joel R Street & Sheridan Street Parking

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

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

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

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

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

Traffic Control Order No. 24-1 presented for approval by the City Commission of the City of Plymouth on February 13, 2025, following approval it is hereby ordered and directed that this order be filed in the office of the Director of Public Safety of the City of Plymouth.

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

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

RESOLUTION 2025-14

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

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

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

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

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

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

Pobur and Moroz commented that this is a very good and cost-effective way to handle these vehicles and a responsible use of money.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**LETTER OF UNDERSTANDING REGARDING
DISBURSEMENT OF FUNDS**

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

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

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

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

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

Now, therefore, the Parties agree as follows:

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

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

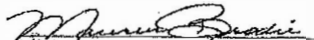
City of Northville, Michigan

Witness


By: Brian Turnbull
Its: Mayor

Date: _____

City of Plymouth, Michigan



Witness



By: Suzi Deal
Its: Mayor

Date: 2/18/2025

**CITY OF PLYMOUTH
RESOLUTION #2025-14**

Proceeds from Sale of Jointly Owned Fire Aerial Bucket Truck

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

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

WHEREAS The Township of Northville requested to purchase the truck in the amount of \$800,000 and the proceeds of the sale of the truck were to be split between the two cities after the final finance payment was made; and

WHEREAS The Intergovernmental agreement between the cities of Northville and Plymouth did not specifically address how the proceeds of the sale would be split between the two cities; and

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

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

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

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to include a copy of the agreement as a part of these meeting minutes.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

I, Maureen A. Brodie, City Clerk for the City of Plymouth, Michigan, do hereby certify the foregoing to be a true and correct copy of a resolution approved by the Plymouth City Commission at their regular meeting scheduled on Monday, February 18, 2025.



MAUREEN A. BRODIE, CMC, MIPMC

CITY CLERK

CITY OF PLYMOUTH, MICHIGAN

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Pobur reported from the CWW; the City can no longer opt out of Wayne County transit, and reviewed a report from the Senior Alliance on senior population statistics.

Minton reported on the Planning Commission, thanking members and participants at the last meeting; one PUD approved with conditions and one (Brookside) was postponed.

Filipczak reported that there is no HDC meeting for February, but there will be in March. Cemetery Board and NPFAB will also meet in March.

Maguire reported that the Library Board is meeting at the same time as the City Commission tonight. Also, reported on the PCCA and needs of seniors 55+.

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

Deal reported that the DDA reviewed their goals for the year, the phase 3 for the Art Walk, they recommended that the liquor license cap be raised by one.

10. ADJOURNMENT

*The next regular City Commission meeting is 7:00 pm on Monday March 3 at Plymouth City Hall.

Pobur offered a motion, seconded by Minton to adjourn the meeting at 7:50 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name Plymouth Community Chamber of Commerce

Ph# 734-453-1540 Fax# 734-404-6062 Email mary@plymouthmich.org Website www.plymouthmich.org

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

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

Ph# same Fax# same Email same Cell# _____

Address same City _____ State _____ Zip _____

Event Name Spring Fever in the Park 2025

Event Purpose To promote and enhance the community & celebrate spring

Event Date(s) March 27 to May 6, 2025

Event Times 24/7

Event Location Kellogg Park

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

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

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

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

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

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

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

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

Next year's specific dates: _____

See section 12.13 for license & insurance requirements for vendors

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

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

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

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

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

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

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

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

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

YES NO

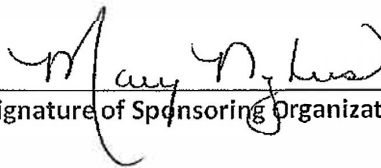
If Yes, list the lots or locations where/why this is requested:

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

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

02/10/2025

Date



Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature Mary Nyles
Witness [Signature]

Date 02/10/2025
Date 02/10/2025

EVENT REVIEW FORM

EVENT NAME: Spring Fever in the Park TOTAL ESTIMATED FEE: _____

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

3/28-5/10/25

MUNICIPAL SERVICES: Approved Denied (list reason for denial) Initial CP

1/2 FTE APPROX COST SET UP / TEAR DOWN

\$250 Bathroom Cleaning Fee Per Day of Event? YES NO

Labor Costs: \$ 800 Equipment Costs: \$ 150 Materials Costs \$

POLICE: Approved Denied (list reason for denial) Initial REC

NO SERVICES NEEDED

Labor Costs \$ Equipment Costs \$ 0 Materials Costs \$

FIRE: Approved Denied (list reason for denial) Initial

Labor Costs \$ Equipment Costs \$ Materials Costs \$

HVA: Approved Denied (list reason for denial) Initial

DDA: Approved Denied (list reason for denial) Initial JAD

NO SERVICES NEEDED

Labor Costs \$ Equipment Costs \$ Materials Costs \$

RISK MANAGEMENT: Approved Denied (list reason for denial) Initial WB

- Class I - Low Hazard Event Sponsors must provide current Certificate of Insurance naming City
- Class II - Moderate Hazard of Plymouth as 'Additional Insured' including in the Description Box/Area.
- Class III - High Hazard Food vendor/service requirements per Special Event Policy, must also be
- Class IV - Severe Hazard met for any food.

SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____

APPROVED _____ NOT APPROVED _____ DATE _____



Special Event Application

ITEM #4.b

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 Historical Society					
Ph#	734-455-8940 x9	Fax#	734-455-7797	Email	director@plymouthhistory.org	Website	plymouthhistory.org
Address	155 S. Main Street		City	Plymouth	State	MI	zip 48170
Sponsoring Organization's Agent's Name		Elizabeth Kerstens			Title	Executive Director	
Ph#	same	Fax#	same	Email	same	Cell#	734-502-0760
Address	same		City	same	State	zip	

Event Name	Ghosts of Plymouth Walk
Event Purpose	Fundraiser
Event Date(s)	April 26, 2025
Event Times	3:30-8 pm
Event Location	Main Street between Penniman and Union

What Kind Of Activities? Just walking--it's a tour

What is the Highest Number of People You Expect in Attendance at Any One Time? 30

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.)

There will be costumed historical characters stationed at various spots along the street. The walk takes participants from one station to the next where they hear from each character about that person's connection to Plymouth's past.

Please don't charge a fee. We're not using any services.

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): Fourth Saturday in April

Next year's specific dates: April 25, 2026

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDQRS/ 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)

None

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.

1/8/25
Date

Elizabeth A. Mervens
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

RECEIVED

JAN 07 2025

City of Plymouth

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Plymouth Historical Society (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 Ghost Walk (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 Elyse H. Heustens

Date 1/8/25

Witness Charissa Warren

Date 1/8/25

EVENT REVIEW FORM

EVENT NAME: GHOSTS OF PLYMOUTH WALK TOTAL ESTIMATED FEE: _____

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

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

City of Plymouth
SPECIAL EVENT APPLICATION

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

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

Sponsoring Organization's Legal Name Plymouth Community Chamber of Commerce

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

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

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

Ph# same Fax# same Email same Cell# _____

Address same City _____ State _____ Zip _____

Event Name 2025 Plymouth Farmers Market

Event Purpose To promote and enhance the community

Event Date(s) Saturday mornings only from May 10, 2025 through October 25, 2025

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

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

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

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

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

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

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

City Operated Cosponsored Event Other NonProfit Other ForProfit Political or Ballot Issue

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

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

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

Second Saturday in May through forth Saturday

Next year's specific dates:

in October

See section 12.13 for license & insurance requirements for vendors

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

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

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

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

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

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

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

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

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

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

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

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

YES NO

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

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

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

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

Date - 2/6/2025



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

Signature Mary Nyhus Date 2/6/2025

Witness Wanda Colustron Date 2/6/2025

EVENT REVIEW FORM

EVENT NAME: Farmers Market TOTAL ESTIMATED FEE: _____

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

<u>Saturdays</u>	<u>MAY</u> 10, 17, 24 31	<u>JUNE</u> 7, 14, 21, 28	<u>JULY</u> 5, 12, 19, 26	<u>AUG</u> 2, 9, 16, 23, 30	<u>SEPT</u> 6, 13, 20 27	<u>OCT</u> 4, 11, 18, 25
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MUNICIPAL SERVICES:		<input checked="" type="radio"/> <u>Approved</u>	<input type="radio"/> Denied	(list reason for denial)	Initial <u>CP</u>
<u>2 hrs labor for barricades each week</u>					
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO					
Labor Costs:	\$ <u>125</u>	Equipment Costs:	\$ <u>25</u>	Materials Costs	\$
POLICE:		<input checked="" type="radio"/> <u>Approved</u>	<input type="radio"/> Denied	(list reason for denial)	Initial <u>que</u>
<u>No services needed</u>					
Labor Costs	\$	Equipment Costs	\$ <u>0</u>	Materials Costs	\$
FIRE:		<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial
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"/> <u>Approved</u>	<input type="radio"/> Denied	(list reason for denial)	Initial <u>gpd</u>
<u>No services needed</u>					
Labor Costs	\$	Equipment Costs	\$	Materials Costs	\$
RISK MANAGEMENT:		<input checked="" type="radio"/> <u>Approved</u>	<input type="radio"/> Denied	(list reason for denial)	Initial <u>WB</u>
Class I - Low Hazard - Event Sponsors must provide current Certificate of Insurance naming City					
Class II - <u>Moderate Hazard</u> of Plymouth as 'Additional Insured' including in the Description Box/Area.					
Class III - High Hazard - Food vendor/service requirements per Special Event Policy, must also be					
Class IV - Severe Hazard met for any food.					
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____					
APPROVED _____ NOT APPROVED _____ DATE _____					



Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name		<u>Plymouth District Library</u>			
Ph#	<u>7344530750</u>	Fax#	<u>7344530733</u>	Email	<u>hpacheco@plymouthlibrary.org</u>
Address		<u>223 South Main St.</u>	City	<u>Plymouth</u>	State
					<u>MI</u> Zip <u>48170</u>
Sponsoring Organization's Agent's Name		<u>Heather Pacheco</u>		Title	
				<u>Community Relations Specialist</u>	
Ph#	<u>7344530750</u>	Fax#	<u>7344530733</u>	Email	<u>hpacheco@plymouthlibrary.org</u>
Address		<u>223 South Main St.</u>	City	<u>Plymouth</u>	State
					<u>MI</u> Zip <u>48170</u>
				Cell#	<u>7347407574</u>

Event Name	<u>PDL & Popsicles in the Park</u>
Event Purpose	<u>library outreach & family fun</u>
Event Date(s)	<u>Monday, June 23</u>
Event Times	<u>6:30-7:30pm</u>
Event Location	<u>Kiwanis Park at Auburn & Junction</u>
What Kind Of Activities?	<u>stories, crafts & popsicles</u>
What is the Highest Number of People You Expect in Attendance at Any One Time?	<u>50</u>
Coordinating With Another Event?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
The library will bring a craft activity for kids, stories for read aloud and popsicles to hand out.

— RECEIVED
FEB 18 2025
— City of Plymouth

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

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

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

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

Next year's specific dates:

TBD - based on this year outcome

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)

none

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

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

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

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

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

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

YES NO

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

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

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

2-18-2025

Date



Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature 

Date 2/18/25

Witness 

Date 2/18/25

EVENT REVIEW FORM

EVENT NAME: Plymouth Library Event TOTAL ESTIMATED FEE: _____

(Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).
at Lunenburg Park 6/23/25

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





Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name		<u>Plymouth District Library</u>			
Ph#	<u>7344530750</u>	Fax#	<u>7344530733</u>	Email	<u>hpacheco@plymouthlibrary.org</u>
Address		<u>223 South Main St.</u>	City	<u>Plymouth</u>	State
					<u>MI</u> Zip <u>48170</u>
Sponsoring Organization's Agent's Name		<u>Heather Pacheco</u>			
Ph#	<u>7344530750</u>	Fax#	<u>7344530733</u>	Email	<u>hpacheco@plymouthlibrary.org</u>
Address		<u>223 South Main St.</u>	City	<u>Plymouth</u>	State
					<u>MI</u> Zip <u>48170</u>
				Title	<u>Community Relations Specialist</u>
				Cell#	<u>7347407574</u>

Event Name	<u>PDL & Popsicles in the Park</u>
Event Purpose	<u>library outreach & family fun</u>
Event Date(s)	<u>Tuesday, July 29</u>
Event Times	<u>6:30-7:30pm</u>
Event Location	<u>Jack Wilcox Park at Byron & Dewey</u>
What Kind Of Activities?	<u>stories, crafts & popsicles</u>
What is the Highest Number of People You Expect in Attendance at Any One Time?	<u>50</u>
Coordinating With Another Event?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
The library will bring a craft activity for kids, stories for read aloud and popsicles to hand out.

RECEIVED

FEB 18 2025

City of Plymouth

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

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

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

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

Next year's specific dates: TBD - based on this year outcome

****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)

none

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

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

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

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

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

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

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

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

2-18-2025

Date



Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature [Handwritten Signature]

Date 2/18/25

Witness Melvin Bell

Date 2/18/25

EVENT REVIEW FORM

EVENT NAME: Plymouth Library event TOTAL ESTIMATED FEE: _____

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

@ Wilcox Park 7/29/29

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





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 - Soccer Equipment Purchase 25 - 26 - 03-03-25.docx
Date: February 28, 2025
RE: Soccer Equipment Bids – Fiscal 25 - 26

BACKGROUND

Each year the city requests bids for a variety of soccer equipment. The revenue to make these purchases is generated by soccer registration fees. Each year we purchase a variety of jerseys, T-shirts, socks, soccer balls and flags for this program.

The City Administration has gone out to bid for these items and in addition to sending the notice to bid to those who have signed up on our e-bid and we posted it on our web site. We received a total of two bids on this material.

The bid from Protime Soccer Products is valid and meets all our specific quality specifications. We have been purchasing from Protime Soccer Products for a several years now, as they have been low bid with a high-quality product.

We have attached a memorandum from Steve Anderson from our Recreation Department as additional background information.

RECOMMENDATION

The City Administration recommends that the City Commission accept the bids from Protime Soccer Equipment, for soccer equipment for the 2025 - 26 Fiscal Year. We have attached a proposed Resolution for the City Commission to consider regarding this purchase. The purchases are budgeted in the Parks and Recreation Fund and are routine expenses for the soccer programs. Should you have any questions in advance of the meeting please feel free to contact either Steve Anderson or myself.



CITY OF PLYMOUTH


ITEM #8.a

www.plymouthmi.gov

Phone 734-455-6620

Recreation Department
Plymouth Cultural Center
525 Farmer
Plymouth, MI 48170

Memo

To: Paul Sincock, City Manager
From: Steve Anderson, Recreation Director 
CC:
Date: 2/21/2025
Re: Soccer Equipment Bid Recommendation 2025-2026 Budget Year

As you are aware, we have once again gone out for bids on the soccer equipment that is required to conduct the youth soccer program that serves 800 to 900 children of the community annually. The bid is for the "soccer year" that begins in the Fall season of 2025 and runs through the Spring season of 2026.

The bid packet was advertised as required in the Detroit Legal News, posted on the City web page and e-mail blasted thru the City's list serve system.

We once again bid out the Protime Soccer products as we have for the past few years. In my opinion, Protime has the best quality product that is within our price point for the limited sixteen game recreational soccer year.

This year's bid process included youth size jerseys, adult size jerseys, socks, and soccer balls. We had the sealed bid opening on Feb. 22 with me, Hannah Knight and Maureen Brodie.

This year, we had two vendors submit bid packets:

- Protime Sports - Seattle, Washington
- BSN Sports - Dallas, Texas

The bid summary for the jerseys and equipment as well as the bid specifications are attached. The purchase of these uniforms and equipment is offset by the registration fees collected during the months of June and January. The expenditure comes from the Recreation Fund account number 208-766-740.000.

We would like to recommend that the City Commission accept the bid placed by Protime Sports Inc. of Seattle, Washington for the 2024-25 City budget year. If you have any questions, feel free to contact me at anytime.

THE CITY OF HOMES

twitter.com/plymouthmigov facebook.com/cityofplymouthrecreation

Detroit Legal News.

1409 Allen Drive • Suite B • Troy, Michigan 48083
(248) 577-6100 • Fax (248) 577-6111

DUE UPON RECEIPT

INVOICE NO.	1839147
INVOICE DATE	1/31/2025
ACCOUNT NO.	DS06593
AMOUNT ENCLOSED	\$
INVOICE NO.	1839147

CITY OF PLYMOUTH / MAUREEN
ATTN: MAUREEN BRODIE
201 S. MAIN

PLYMOUTH MI 48170

TOTAL DUE 80.00

TO ENSURE PROPER CREDIT, PLEASE RETURN TOP PORTION WITH PAYMENT

DESCRIPTION	TRANSACTION AMOUNT
DISPLAY AD: 2 x 2.75" DETROIT LEGAL NEWS LEAD: NOTICE TO BIDDERS SOCCER EQUIPMENT 1/13 IX AFFIDAVIT FEE FROM: MAUREEN BRODIE	55.00 25.00 80.00

ACCOUNT NO.	INVOICE NO.
DS06593	1839147

INVOICE TOTAL 80.00

Detroit Legal News

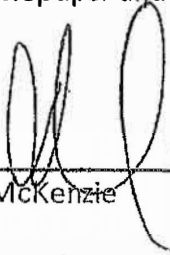
OAKLAND COUNTY LEGAL NEWS
AFFIDAVIT OF PUBLICATION

In the Matter of:

NOTICE TO BIDDERS
SOCCOR EQUIPEMENT

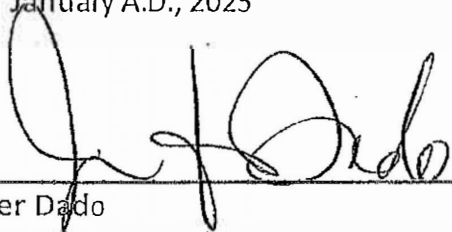
STATE OF MICHIGAN
COUNTY OF OAKLAND

Pattie McKenzie, an employee of the publisher of Detroit Legal News, having knowledge of the facts, being duly sworn, deposes and says that a notice, a true copy of which is annexed hereto, was published in: Detroit Legal News, a newspaper printed and circulated in said State and Wayne County, on January 13, 2025 A.D. and that she is the principal clerk of the printers of said newspaper and knows that facts stated herein.



Pattie McKenzie

Subscribed and sworn before me this 30th
day of January A.D., 2025



Jennifer Dado
Notary Public Oakland County, Michigan.
My Commission expires: January 25, 2026
Acting in Oakland County, Michigan.

NOTICE TO BIDDERS - CITY OF PLYMOUTH

Notice is hereby given that the City of Plymouth, MI will accept sealed bids until 10:15 a.m. on Thursday, Feb. 20, 2025, with the bid opening to follow on the same date at 10:30 a.m. for the following:

**PURCHASE OF SOCCER EQUIPMENT FOR
THE 2025 / 2026 BUDGET YEAR**

Specifications and bid documents are available at Plymouth City Hall, 201 S. Main St., Plymouth, MI 48170 during normal business hours. You may also download a copy of the documentation from the City's website at: <https://www.plymouthmi.gov>

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.

M. Brodie - City Clerk

Publish: 1/13/2025

City of Plymouth Proposal Form Soccer Equipment Bid – Feb. 20, 2025

- Please provide pricing for equipment in table below
- Completed Non-Collusion Affidavit
- Submit three (3) copies of the proposal form

Bid Pricing	
List per unit bid for all items listed.	
Protime – Memphis Youth Size Jersey per unit with patch and numbers as specified.	\$ 12.50
Protime – Memphis Adult Size Jersey per unit with patch and numbers as specified.	\$ 13.50
Protime "All Sport" Sock Pair – (Black) per pair	\$ 2.45
Protime Nova - Soccer Balls (Sizes 3) per unit * while supplies last. Discontinued	\$ 4.95*
Protime Liga - Soccer Balls (Sizes 3) per unit	7.25
Protime Equinox - Soccer Balls (Sizes 3 & 4) per unit	\$ 9.40

Bidder Company Name:	Protime Sports Inc.
Address:	18200 Segal Park Dr. B, Seattle WA 98188
Phone Number:	800.575.1603
Fax:	206.575.2869
Email Address:	amy@protimesports.com
Contact Person:	Amy Ballinger

I affirm that I have the authority to submit this bid to the City of Plymouth for the items 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:	Amy Ballinger
Printed Name of Authorized Agent:	Amy Ballinger
Date:	2/17/25

City of Plymouth Proposal Form Soccer Equipment Bid – Feb. 20, 2025

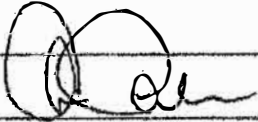
- Please provide pricing for equipment in table below
- Completed Non-Collusion Affidavit
- Submit three (3) copies of the proposal form

Bid Pricing	
List per unit bid for all items listed.	
Prottime – Memphis Youth Size Jersey per unit with patch and numbers as specified.	\$ NO BID
Prottime – Memphis Adult Size Jersey per unit with patch and numbers as specified.	\$ NO BID
Prottime "All Sport" Sock Pair – (Black) per pair	\$ NO BID
ALT. Prottime Nova - Soccer Balls (Sizes 3) per unit BSN ITEM# WC648772 - SPALDING CLUB BALL SZ3	\$ 4.86
ALT. Prottime Liga - Soccer Balls (Sizes 3) per unit BSN ITEM# WC648772 - SPALDING CLUB BALL SZ3	4.86
ALT. Prottime Equinox - Soccer Balls (Sizes 3 & 4) per unit BSN ITEM# WC648772 - SPALDING CLUB BALL SZ3	\$ 4.86

BSN ITEM# WC648771 - SPALDING CLUB BALL SZ4 5.32 *Price for size 4 is \$5.32

Bidder Company Name:	BSN Sports, LLC
Address:	14460 Varsity Brands Way, Farmers Branch, TX 75244
Phone Number:	800 527 7510
Fax:	800 365 7653
Email Address:	bsnbld@bsnsports.com
Contact Person:	Jonathan Anderson, Bid Specialist

I affirm that I have the authority to submit this bid to the City of Plymouth for the items 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:	
Printed Name of Authorized Agent:	Jonathan Anderson
Date:	01/24/2025



NOTICE TO BIDDERS CITY OF PLYMOUTH



Notice is hereby given that the City of Plymouth, Michigan will accept sealed bids up until 10:15 a.m., Thursday, Feb. 20, 2025. The bid opening will be at 10:30 a.m., Thursday, Feb. 20, 2025 for the following:

PURCHASE OF SOCCER EQUIPMENT FOR THE 2025 / 2026 BUDGET YEAR

Specifications and bid documents are available at the city hall during normal business hours. You may also download a copy of the documentation from the City's web site at:
<http://www.plymouthmi.gov>

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.

Maureen Brodie - City Clerk
City of Plymouth
201. S. Main
Plymouth, MI 48170

INSTRUCTION TO BIDDERS

MODIFICATIONS: The proposal shall not contain any recapitulations of the work to be done. The City is under no obligation to consider alternate proposals or modifications to the specifications unless specifically requested in the bid documents. Oral presentations will not be considered.

EXAMINATION/INTERPRETATION OF THE CONTRACT DOCUMENTS & ABILITY TO BID: Before submitting a proposal, bidders shall carefully 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 City of Plymouth 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 City Clerk.

It is the intent of the City of Plymouth that all qualified contractors are 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, which is being considered restrictive.

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 "PURCHASE OF SOCCER EQUIPMENT FOR THE 2025 / 2026 BUDGET YEAR". DELIVER BIDS TO:

Maureen Brodie - City Clerk
City of Plymouth
201 S Main
Plymouth, MI 48170-1688

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 at the time designated.

BIDDER QUALIFICATIONS/REFERENCES: All bidders shall include a list of at least three references, preferably municipalities, which the City may contact regarding the bidder's 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 ninety (90) days following the bid opening.

PAYMENT TERMS: To be determined by The City of Plymouth based on when the order is delivered.

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. LOW BID DOES NOT AUTOMATICALLY GUARANTEE BID AWARD. BID IS AWARDED TO "BEST BID" AS DETERMINED BY THE CITY OF PLYMOUTH.

Bid may be awarded to more than one bidder.

AFFIDAVIT OF NONCOLLUSION

STATE OF _____ COUNTY OF _____

_____ (name), being first duly sworn deposes and says

that he/she is _____ (title) of _____ (corporation)

who submits herewith to the City of Plymouth a proposal for **PURCHASE OF SOCCER EQUIPMENT FOR THE 2025 / 2026 BUDGET YEAR** for the City of Plymouth and 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.

Firm Name

Signature of Bidder

Date:

2025/2026 Budget Year Soccer Equipment Bid Specifications

"Alternate" Jersey & Sock Bids Will NOT Be Accepted.

Jerseys

Prottime Soccer Jersey – Style: Memphis (#3004), Youth and Adult sizes

Colors: Assortment of no less than 8 different colors. Also, must be available in:

- **Black with White trim**
- **White with Black trim**

- * Heat transfer or screen numbering in white or black on the back to contrast main color.
- * Single and double-digit numbering.
- * 8-inch numbers with outlined digits
- * Plymouth City Patch – Flock and Machine Stitched Patch on front upper center chest.
- * Plymouth City Patch to be 3.5 inches in length
- * Sizes ranging from Youth Small to Adult Large
- * **Quantity from 650 - 900 jerseys**

Socks

Prottime "All Sport" (#7101) Sock Pair BLACK, Quantity 650-900. Sizes appropriate to age division.

Soccer Balls

Prottime – Nova (#3410) Quantity 100 – 200 in sizes 3

Prottime – Liga (#3414) Quantity 100 – 200 in sizes 3

Prottime – Equinox (#3412) Quantity 40 – 80 in sizes 4

- *** **Bid Winner must be able to supply all items listed on a year-round basis.**
- *** **Complete Order to be filled within 3 weeks of order placement.**
- *** **Sample products to be presented upon request of the Recreation Department Representative before final bid acceptance.**

City of Plymouth Proposal Form

Soccer Equipment Bid – Feb. 20, 2025

- Please provide pricing for equipment in table below
- Completed Non-Collusion Affidavit
- Submit three (3) copies of the proposal form

Bid Pricing	
List per unit bid for all items listed.	
Prottime – Memphis Youth Size Jersey per unit with patch and numbers as specified.	\$
Prottime – Memphis Adult Size Jersey per unit with patch and numbers as specified.	\$
Prottime "All Sport" Sock Pair – (Black) per pair	\$
Prottime Nova - Soccer Balls (Sizes 3) per unit	\$
Prottime Liga - Soccer Balls (Sizes 3) per unit	
Prottime Equinox - Soccer Balls (Sizes 3 & 4) per unit	\$

Bidder Company Name:	
Address:	
Phone Number:	
Fax:	
Email Address:	
Contact Person:	

I affirm that I have the authority to submit this bid to the City of Plymouth for the items 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:	
Printed Name of Authorized Agent:	
Date:	

RESOLUTION

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

WHEREAS The City offers a soccer program to help promote the public health and welfare and to promote the benefits of a parks and recreation program; and

WHEREAS Each year it is necessary to purchase a variety of soccer equipment in order to operate the program.

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Plymouth does hereby accept as the lowest best bid the bid from Protime Soccer Equipment for a variety of soccer equipment for the 2025 – 26 Fiscal Year as follows:

ProTime Sports:

Protime – Youth Size Jerseys	\$12.50 each
Protime – Adult Size Jerseys	\$13.50 each
Protime “All Sport” Sock Black	\$ 2.45 per pair
Nova Soccer Balls size 3 & 4	\$4.95 each
Equinox Soccer Balls size 4 & 5	\$9.40 each

Funding for these purchases is authorized from the Recreation Fund. The City Commission further rejects all other bids for these products.



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 - MOU Western Wayne County Crash Response Team - 03-03-25.docx
Date: February 27, 2025
RE: Memorandum of Understanding – Western Wayne Crash Response Team

Background

The City Commission may be aware that the City participates in a consortium of eight different police agencies in what is known as the Western Wayne County Crash Response Team (WWCRT). This team is specially trained and equipped to respond to critical traffic accidents, mainly involving death or near-death incidents that require an intensive crash investigation or reconstruction. In short, find the “why” as to the cause of the traffic crash.

The City has been participating with this team in order to expand our Department's abilities to handle major incidents. This is similar to our participation in the Western Wayne County Special Operations Team. The police chief calls our participation in these teams as a “force multiplier.” Since the beginning of WWCCRT it has operated without written agreements from each member agency. Obviously, in this day in age it is necessary to establish a Memorandum of Understanding (MOU) between all agencies as to how the organization operates. The proposed MOU takes how the unit operates today and puts it into writing.

The MOU has been reviewed by City Attorney Marzano as well as the City's Liability Insurance carrier. We have also attached a memorandum from Chief Cox which will provide further background on this matter.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt the Memorandum of Understanding with the Western Wayne County Crash Response Team as presented. The MOU has been reviewed by the City Attorney and City Insurance Carrier. This MOU takes the “practice” of the WWCCRT and puts it into writing.

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

PLYMOUTH POLICE DEPARTMENT MEMORANDUM

TO: PAUL SINCOCK, CITY MANAGER
FROM: A.L. COX, DIRECTOR OF PUBLIC SAFETY *ae. cox*
SUBJECT: WESTERN WAYNE CRASH RESPONSE TEAM MEMORANDUM OF UNDERSTANDING
DATE: 2/27/2025

BACKGROUND

The Western Wayne Crash Response Team (WWCRT) is currently a consortium of eight (8) member police agencies from around Western Wayne County. It is made up of investigators, from each of the member agencies, who have received extensive training in the dynamics and physics of a traffic crash. While most property damage accidents are investigated by Road Patrol Officers, members of the WWCRT are requested to investigate the most serious traffic crashes that tend to involve fatalities or driver/passenger injuries so severe that their life is forever changed.

One of the facets of a WWCRT investigation is known as traffic crash reconstruction. This is a scientific process that looks at all of the evidence to determine what happened, not only at the moment of the impact but also before and after. Investigators carefully inspect all involved vehicles, and will review and analyze photos, videos, initial crash reports, published studies, victims' medical records to determine how scene evidence matches injuries, and finally they will review the vehicles' event data recorders (a car's "black box"). Much of the review and analysis of evidence involves the disciplines of physics, math, and engineering (vehicle & roadway). Their collection of evidence sometimes also involves the use of very high-tech equipment that requires specific training.

The findings of a WWCRT investigation are turned over to the requesting agency for submission to the Wayne County Prosecutor's Office to determine if there is any criminal wrongdoing that requires accountability. Additionally, their investigations may also be requested in civil court proceedings.

Since inception, the WWCRT has operated with internal procedures but without bylaws, memorandums, or interlocal agreements. Recently, it was determined that a written Memorandum of Understanding (MOU) between each member jurisdiction was appropriate to address the mission, standards, and expectations of team membership. Team leadership drafted such a document and is requesting adoption by all member jurisdictions.

RECOMMENDATION

Participation in the WWCRT benefits our department by providing a significant resource and force multiplier of subject matter experts highly trained in the investigation of very serious traffic crashes. The WWCRT MOU is a thorough and accurate description of the framework of this team and will provide for sufficient direction and expectations of team members. City Attorney, Bob Marzano, has reviewed the document and has no concerns with same. For these reasons, I respectfully request that the Western Wayne Crash Response Team Memorandum of Understanding be reviewed and approved by the City Commission.



Est. 2017

WESTERN WAYNE CRASH RESPONSE TEAM

Memorandum of Understanding

MISSION STATEMENT:

The Western Wayne Crash Response Team's objective is to provide a detailed crash investigation through the principles of science related to traffic crash reconstruction by making available an on-call traffic crash team that maintains a high standard of professionalism through education and teamwork. In addition, it is the team's objective, in conjunction with the Wayne County Prosecutor's Office, to obtain the highest level of prosecution by assisting departments with criminal and civil issues through explanation and evidence interpretation.

DEFINITIONS:

- *At Scene Traffic Crash Investigator or "A.I.":* A team member who has successfully completed Michigan State Police At-Scene Traffic Crash Investigations or its equivalent.
- *Technical Traffic Crash Investigator or "T.I.":* A team member who has successfully completed advanced accident investigation training that includes the use of the conservation of linear momentum and time and distance analysis, such as the Michigan State Police Technical Traffic Crash Investigations course.
- *Traffic Crash Reconstruction Investigator or "R.I.":* A team member who has successfully completed advanced training in accident investigation that includes momentum analysis, time and distance analysis, and conservation of energy principals. This includes the Michigan State Police Traffic Crash Reconstruction course taught by the Institute of Police Management and Technology (IPTM) from the University of Florida.

CRASH TEAM MEMBERS:

The traffic crash response team will consist of up to four members per agency selected by the team commander or designee. Officer selection is based on training and experience. Regular training coordinated by the team commanders or their designee shall be made available for response team members and accident investigators whose agencies are members of this agreement, but not necessarily on the response team.

Crash team members and A.I. officers will be evaluated yearly for continuation as a crash team member or appointment to the crash team. The highest trained and most experienced member of the team shall serve as the team commander.

CALL OUT PROCEDURE:

A call out crash team roster and procedure will be provided to participating agencies for implementation when a city requests the use of the team for a serious injury or fatal crash. Upon activation, the team commander or designee will facilitate a team to respond to the incident city and act as the liaison for the purpose of case follow up and prosecution. It is recommended that the crash team be called out for accidents resulting in potential criminal prosecution, lawsuits of governmental agencies, accidents involving special vehicles (motorcycles, pedestrians, bicycles, school buses, commercial vehicles), or crashes that involve unknown circumstances such as ejections, rollovers, and multiple occupant crashes where identification of the driver may be of concern.

CRASH RESPONSE TEAM INCIDENT OBJECTIVE:

It is the Crash Response Team's commitment to provide a detailed crash investigation using the following resources when applicable:

1. Scene Measurements
2. Scale Diagrams
3. Reconstruction
4. Photographs
5. Vehicle Inspections
6. Crash Data Retrieval
7. Evidence Gathering
8. Autopsy Attendance
9. Expert Testimony
10. Technical Analysis/ Reporting

PARTICIPATING CITY COMMITMENT:

1. Case Liaison Officer – Follow Up Investigation
2. Contractor for Impounded Vehicles
3. Responsible for Arrest and Booking
4. Responsible for Traffic Assistance
5. Original Incident Reporting (Written Statements, Interviews, Etc.)
6. Family/Next of Kin Notification
7. Media Statements (Unless Otherwise Requested by the City)
8. Warrant Requests
9. UD-10 report and FARS submission via LEIN

TRAINING:

Team members will be required to attend regular training sessions, unless a conflict arises. Training will consist of various topics related to accident investigation, open crash investigations involving the team, or other crash investigation information deemed relevant.

FUNDING:

Participating members of this agreement may be requested to donate funds for the purpose of providing equipment required to meet the needs of the team. Participating agencies will be required to compensate their officers on the response team per their individual department's collective bargaining agreement.

LIABILITY:

A crash response team member's department is liable for an activated officer responding to a traffic crash. Crash team officers are considered on duty when responding to a crash team call out.

AUTHORIZATION:

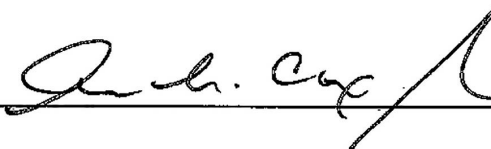
By signing the signature page, the authorized city representative agrees to full participation of said city. If an agency wishes to terminate participation, a letter of termination shall be forwarded to the Team Commander or Assistant Team Commander from the authorized city representative.

REVISION:

Responsibility for continuous review and revision of the policy lies with the Team Commander.

**State of Michigan
County of Wayne
Western Wayne Crash Response Team
Memorandum of Understanding
Member signature page**

City of Plymouth



Chief of Police

Mayor

Date

RESOLUTION

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

WHEREAS The City of Plymouth participates with the Western Wayne County Crash Response Team (WWCSOT) in an effort to secure the public health, safety and welfare, and

WHEREAS The WWCCRT has previously operated on what can be best described as a "gentlemen's agreement" between all of the participating agencies in the WWCCRT, and

WHEREAS There is a need to codify a Memorandum of Understanding between all agencies who are participating in WWCCRT.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Memorandum of Understanding between the City of Plymouth and the Western Wayne County Crash Response Team and the participating municipal police agencies who are a party to this agreement.

BE IT FURTHER RESOLVED THAT the Mayor of the City of Plymouth is hereby authorized to sign the Memorandum of Understanding and the City Clerk is hereby directed to incorporate the entire agreement into the official Meeting Minutes of this meeting.



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: *Memorandum - Congressionally Directed Spending - Solar Panel Project at the Cultural Center - Resolution of Support 03-03-25*
Date: February 27, 2025
RE: Congressionally Directed Spending – Solar Panel Project at the Cultural Center
Resolution of Support

BACKGROUND

The City Commission set sustainable infrastructure as a major goal area, with a key objective of being eco-friendly and environmentally aware. Further, the public has told us that we need to be more creative when working to fund our Recreation program. One way that we can seek potential federal government funding is in the way of Congressionally Directed Spending. Our staff has been working with Senator Gary Peters office, and we have identified one such project that may be eligible. We are looking at a potential Solar Panel Project on the roof of the Cultural Center, as this would further reduce the energy footprint of the operations of the Plymouth Cultural Center. This project would fit into the Department of Energy: Energy Projects as it is a renewable and clean energy project.

To submit for the upcoming Congressionally Directed Spending portion of the federal budget, the City Commission will need to pass a resolution of support, which we've attached for consideration. However, with things the way they are in Washington at this time, I have my doubts that CDS funding would be available, but it never hurts to ask.

RECOMMENDATION

The City Administration recommends that the City Commission adopt a Resolution of support for the Congressionally Directed Spending through Senator Gary Peters office. We have prepared a brief Resolution of Support for the project.

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



CITY OF PLYMOUTH

www.plymouthmi.gov

Recreation Department
Plymouth Cultural Center
525 Farmer
Plymouth, MI 48170

Phone 734-455-6620

Memo

To: Paul Sincock, City Manager

From: Steve Anderson, Recreation Director

CC:

Date: 2/26/2025

Re: Resolution of Support - Congressionally Directed Spending Request FY 2026

As you are aware, we recently received a request from Senator Peter's Office to submit a project eligible for a Congressionally Directed Spending (CDS) grant for the 2026 Fiscal Year. This request is the same as we received last year for the 2025 Fiscal Year. Unfortunately, our 2025 FY submitted solar energy project was cut from the final listing submitted by the senator's office staff to the U.S. Senate Committee on Appropriations.

However, according to Senator Peters staff, since our request was cut out of the 2025 FY project listing, we can resubmit the same project for the 2026 CDS. With this being the case, we want to give it the "old college try" and apply for the project funding once again.

The overall concept is rather simple. We would like to use the large roof top space at the Cultural Center, DMS Yard and City Hall to set up solar panels to create small "solar farms." This obviously would promote the use of clean energy but more importantly, lower the basic utility costs for the city indefinitely.

Unlike the Community Project Funding (CPF) we received by way of Congresswoman Haley Stevens in 2022 for our Americans with Disabilities (ADA) projects at the Cultural Center, the US Senate project funding programs work very differently. Depending on how the Senate Subcommittee on Energy and Water Development classifies each accepted project, there could be a required match in funds of 50%, 20% or no match required at all. However, we will not know that answer until it is approved.

Additionally, as has also been pointed out by the Senator's staff, they really do not know if the 2025 CDS projects will be included in the final 2025 Federal budget or not. Which then also begs the question, will 2026 CDS projects ever be approved as well? Unfortunately, we will not know that answer for quite a while. Nonetheless, we still want to stay positive and still plan for any potential future funding.

THE CITY OF HOMES

twitter.com/plymouthmigov facebook.com/cityofplymouthrecreation

With all that said, as we have done in the past, we would like to request a resolution of support from the City Commission to go with the 2026 CDS application. There is no funding commitment required by the city by passing this resolution and once again, Federal funding for 2026 Senate CDS projects are very unsure at this time.

RESOLUTION

The following Resolution was offered by _____ and seconded by

- _____.
- WHEREAS The City of Plymouth recognizes the importance of federal funding in supporting critical projects and initiatives that directly benefit our community; and
- WHEREAS Congressionally Directed Spending, allows for the allocation of federal funds to specific projects identified by local representatives who have a deep understanding of the unique needs and priorities of their constituents; and
- WHEREAS The inclusion of Congressionally Directed Spending in the federal budget provides an opportunity for the City of Plymouth to address local challenges, invest in infrastructure, create jobs, and enhance the overall well-being of our residents; and
- WHEREAS Senator Gary Peters, our elected representative in the United States Congress, has identified key projects within the City of Plymouth that align with the community's goals and have the potential to yield significant positive outcomes; and
- WHEREAS The City Commission of the City of Plymouth has reviewed and endorsed the Solar Panel Project at the Cultural Center, recognizing the merit and alignment with our community's needs.

NOW, THEREFORE, BE IT RESOLVED, that the City of Plymouth City Commission expresses its full support for Congressionally Directed Spending and encourages Congress to include the proposed funding for Solar Panels at the Cultural Center in the federal budget, and

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to Senator Peters and any other relevant federal officials to demonstrate the unified support of the City of Plymouth for the inclusion of these critical projects in the federal budget.



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 - Charity License - Plymouth Canton Cruisers - 03-03-25.doc*
Date: 2/27/2025
Re: Charity Gaming License – Plymouth Canton Cruisers Swim Team

BACKGROUND:

We have received a request from the Plymouth Canton Cruisers to obtain a gaming license from the State of Michigan. They will need to have 501C3 Internal Revenue Service rating, which is between the IRS, the Organization and the State of Michigan. We receive several of these types of requests on an annual basis from a variety of groups from Kiwanis, Rotary and Lions Clubs, as well as school groups. For the school groups, we usually end up being the authority for this resolution, due to the fact that the school headquarters is in the City of Plymouth. The Plymouth Canton Cruisers are now based at P.A.R.C. at 650 Church Street, and that makes us the authority for this approval.

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

RECOMMENDATION:

The organization has requested that the City Commission recognize the Plymouth Canton Cruisers Swim Team. The Resolution makes no endorsement of their proposed activity or organization, just that they are located here in the city.

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

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

DEPARTMENT OF THE TREASURY

Date: JUN 02 2006

PLYMOUTH CANTON CRUISERS
C/O CHRISTOPHER J PICCIURRO
3008 POINTE TREMBLE - PO BOX 318
ALGONAC, MI 48001

Employer Identification Number:
75-3157416
DLN:
17053339024025
Contact Person:
CHADWICK A KOWALCZYK ID# 31221
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
May 23, 2006
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
June 30, 2010

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

PLYMOUTH CANTON CRUISERS

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lois G. Lerner".

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)
Statute Extension



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-6780
 www.michigan.gov/cg

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

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

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

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

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

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R4/24)

ADMINISTRATIVE INFORMATION

To: Mayor & City Commission
CC: *S:\Manager\Sincock Files\Memorandum - Planning Commission Annual Report 2024 - 03-03-25.doc*
From: Paul J. Sincock -City Manager
Date: 2/25/2025
Re: Planning Commission Annual Report to the City Commission

The Planning Commission is submitting their annual report to the City Commission as the governing body for the City of Plymouth. The main purpose of this report is to meet the requirements of the Michigan Planning Enabling Act and the Redevelopment Ready Community program, as well as to provide information sharing between the City Commission and the Planning Commission.

The Planning Commission has been a remarkably busy and dedicated group of representatives of our city. During 2024, the group exceeded the required number of meetings under the Michigan Planning Enabling Act.

The attached report is a detailed compilation of the activities of the Planning Commission. The City Commission will receive the report, and it will be documented as a part of the meeting minutes.

Acknowledgement by the City Commission of the extensive amount of work put in by the Planning Commission during the year is certainly appropriate.

Again, no formal action is required at this time.

CITY OF PLYMOUTH
Community
Development Dept.
201 S. MAIN
PLYMOUTH, MI 48170
www.plymouthmi.gov

INFORMATION ONLY

To: Paul Sincock, City Manager
From: Greta Bolhuis, AICP, Planning & Community Development Director *GB*
Date: February 25, 2025
Re: Presentation of the 2024 Planning Commission Annual Report

As you are aware, the City of Plymouth is actively engaged in the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) program. Part of this program aims to ensure the City is compliant with State planning and zoning laws.

The Michigan Planning Enabling Act (Public Act 33 of 2008) requires that an annual report which reviews the Planning Commission's activities be delivered to the City Commission. The Act states "A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

The report contains a synopsis of the Planning Commission's work on their goals, reviewing and implementing the Master Plan, and the development reviews completed during the year. It includes the cases presented to the Zoning Board of Appeals and the outcome of each variance request. Additionally, it summarizes the City Commission's actions on planning and development during the year.

If you have any questions, please contact me directly.



CITY OF PLYMOUTH

201 S. Main
Plymouth, Michigan 48170

www.plymouthmi.gov

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

City of Plymouth Planning Commission 2024 Annual Report

The City of Plymouth Planning Commission is made up of nine members. They regularly meet on the second Wednesday of the month at 7:00 pm in the Commission Chambers at City Hall located at 201 S. Main. A typical meeting consists of public comments, a review of the previous meetings' minutes, commissioner comments, public hearings, new and/or old business, and reports and correspondence from staff. Planning Commission members for the year 2024 included: Karen Sisolak (Chair), Scott Silvers (Vice-Chair), Joe Hawthorne, Shannon Adams, Tim Joy, Hollie Saraswat, Eric Stalter, Kyle Medaugh, Zach Funk, Trish Horstman, and Sidney Filippis.

The Planning Commission met fourteen times during 2024. Of the fourteen, twelve meetings were regularly scheduled meetings, one was a working session, and one was a special meeting. This meets the requirements of the Michigan Planning Enabling Act (MPEA) for the minimum number of meetings (4).

The main purpose of this report is to meet the requirements of the MPEA; however, this report increases information sharing between staff, boards, commissions, and the City Commission. This report is an opportunity to reflect on the hard work of the past year and thank our dedicated appointed and elected officials for their support of the City's planning and zoning efforts.

The Planning Commission reviewed ten site plan projects, which included three special land use reviews, one rezoning, and four planned unit development, which included an extension.

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Planning Commission 2024 Goals

The goals adopted on February 14, 2024 are below:

1. Complete the master plan review. This goal is in progress.
2. Engage in a training session. This goal was not completed.
3. Review a compatibility ordinance. This goal is in progress.

Master Plan Review

The Planning Commission and City Commission adopted the Master Plan update on August 15, 2018 and September 17, 2018, respectively.

Below are the Master Plan goals matched to the City Commission's Strategic Plan from 2017-2021.

Strategic Plan Goal Topics	Guiding Master Plan Goals for Land Use
Goal I: Quality of Life	<ul style="list-style-type: none">• Encourage appropriate home sizing & massing• Create lifelong neighborhoods of diverse housing for various income levels• Maintain and enhance the tree canopy• Encourage historic preservation
Goal II: Financial Stability	<ul style="list-style-type: none">• Plan for a variety of land uses that creates a dynamic environment supportive of residences, community institutions, and businesses
Goal III: Economic Vitality	<ul style="list-style-type: none">• Promote a welcoming environment for commercial business & industry• Encourage environmentally sensitive/context sensitive and sustainable development
Goal IV: Service Infrastructure	<ul style="list-style-type: none">• Improve street mobility, connectivity & safety• Plan for vehicular needs, including parking

Reflection:

The Master Plan review began in 2023. The Master Plan goals have been revisited as part of the 2025 update.

Master Plan Implementation Matrix

The table on the following page are the actions listed in the Implementation Matrix from the Master Plan which has the Planning Commission as one of the responsible parties. Please note these actions have been revised in the current Master Plan draft.

Action	Priority Term	City Commission Goal Area				Responsibility	Funding
		I	II	III	IV		
Regulatory and Policy Change							
<i>Redevelopment Ready Communities</i>							
Ensure clear definitions and requirements are included in necessary sections of the ordinance	Short	X				PC, CDD	CDD
Review the Zoning Map annually, update if and as necessary	Cont.	X				PC	CDD
Align the zoning ordinance with the Master Plan goals.	Mid.			X		PC	CDD
Review and clarify special land use approval processes	Short				X	PC, CDD	CDD
Ensure industrial districts allow for compatible new economy-type businesses	Short				X	PC	CDD
Allow for non-traditional housing types in appropriate areas	Short	X		X		PC	CDD
<i>Site Design</i>							
Adopt clear, concise, enforceable ordinance requirements for landscaping, signage, lighting, parking, and access management for Commercial/Business districts	Short	X		X		PC	CDD
Adopt standards that encourage shared parking access and locates parking behind buildings	Short				X	PC	CDD
Adopt ordinance requirements that accommodate pedestrian activity within and around development	Short				X	PC	CDD
Adopt flexible parking standards	Short				X	PC	CDD
<i>Residential</i>							
Increase residential densities in the appropriate areas	Mid.	X	X	X		PC	CDD
Monitor and encourage appropriate home sizing and massing	Immed.	X				PC, CDD	CDD
<i>Environmental</i>							
Encourage environmentally sensitive/context sensitive and sustainable development	Mid.	X				PC	CDD
Maintain and enhance the City's tree canopy	Immed.	X				PC, CDD, DMS	DMS
Adopt standards that require low-impact development, sustainability, and energy conservation practices.	Short	X				PC	CDD
<i>Transportation</i>							
Adopt Complete Streets policies	Short	X			X	PC, CC	CDD
Plan for vehicular needs, including parking	Mid.				X	PC, CC, DDA	DDA, CC
<i>Administrative</i>							
Research the use of "form-based-codes" and "overlay districts" in the appropriate areas	Mid.	X		X		PC, CDD, CC	CDD
Review lists of uses in all Zoning Districts. Research/add zoning categories for "Parks/Open Space" and/or "Institutional" uses.	Short	X				PC, CDD	CDD
Partnerships, Programs, and Promotion							
Become a Redevelopment Ready Community through MEDC	Short			X		CDD, PC, CC	CDD, CC
Identify priority redevelopment sites/transitional properties and determine desired future use and development	Cont.	X				PC, CDD	CDD
Develop a clear vision for development outcomes and criteria for priority sites	Short	X				PC, CDD	CDD
Promote a welcoming environment for commercial businesses and industry	Short			X		CDD, CC, PC	CDD

Zoning Ordinance Amendments

The Planning Commission recommended one zoning ordinance text amendments to the City Commission in 2024. The amendment to the projections into setbacks (Section 78-217) and new emergency electrical generators (Chapter 18, Article XVI) was adopted on March 18, 2024.

Zoning Map Amendments

The Planning Commission recommended one zoning map amendment for conditional rezoning to the City Commission in 2024. The conditional rezoning of 353 Starkweather from O-1, Office to RT-1, Two-Family Residential with the permitted land uses of one- and two-family residential and home occupations subject to Section 78-212 was adopted on March 18, 2024.

Development Reviews

The following list summarizes the site specific reviews that came before the Planning Commission in 2024.

ProjectType	Location	Description	Meeting Outcome	Fwd. to CC?	Date(s) of Action
Site plan review	165 W. Liberty	Change of use from a health spa to a salon	Approved	N/A	2-14-24
Planned unit development	100 S. Mill	PUD extension	Approved	N/A	2-14-24
Site plan review	980 W. Ann Arbor Road	Signage	Approved with conditions	N/A	3-13-24
Planned unit development	1100 W. Ann Arbor Trail	Church building, single-family homes, and townhouses	No motion	N/A	3-13-24 5-8-24
Site plan review and special land use	413 N. Main	Permanent outdoor dining space	Approved with conditions	N/A	3-13-24 6-12-24
Site plan review	880 Fralick	Change of use from an insurance office to breakfast restaurant	Approved with conditions	N/A	4-10-24
Site plan review and special land use	650 Church	New pickleball courts	Approved with conditions	N/A	5-8-24
Planned unit development	230 Wilcox	New coffee shop and retail space in the former mill building	Preliminary PUD approved with conditions	N/A	6-12-24 8-14-24
Site plan review	630 S Main	Change of use from massage to fast-casual hamburger restaurant	Approved with conditions	N/A	7-10-24 8-14-24 10-9-24
Site plan review and special land use	904 Starkweather	Change of use from vacant to general office space	Approved with conditions	N/A	8-14-24 10-9-24 11-13-24
Site plan review and special land use	1160 Penniman	New playground in existing parking lot	Approved with conditions	N/A	9-11-24 11-6-24
Site plan review	620 W. Ann Arbor Road	Waiver for new fence material	Approved with conditions	N/A	10-9-24
Site plan review	689 N. Mill	New two-story commercial building with four apartments on second floor	Postponed	N/A	11-13-24 12-11-24

Variance Requests

The following list summarizes the Zoning Board of Appeals' docket for 2024.

Variance Type	Location	Description	Meeting Outcome	Date(s) of Action
Non-use	1020 W. Ann Arbor Trail	Front and rear setbacks	Approved	1-4-24
Use	1270 S. Main	Establish a funeral home for cremation only	Denied	2-1-24
Non-use	165 W. Liberty	Number of off-street parking spaces	Approved	2-1-24
Non-use	1050 W. Ann Arbor Road	Canopy over an outdoor patio within the front yard setback on the adjacent property	Approved with conditions	2-1-24
Non-use	502 Ann	Second story addition within the side yard setback	Approved with conditions	2-1-24
Non-use	840 Beech Ct.	Front and rear yard setbacks	Approved with conditions	3-7-24
Non-use	OLGC parking lot (1151 William)	4-foot tall fence in front yard setbacks	Approved with conditions	5-2-24 6-6-24
Non-use	500 S. Harvey	Wall sign on wall without separate means of ingress/egress on site with ground sign	Approved with conditions	6-6-24
Non-use	701 Church	Installation of changeable, digital ground sign	Approved with conditions	6-6-24
Non-use	290 Fairground	Land division to create two parcels less than 60-feet wide and less than 7,200 s.f.	Approved	6-6-24
Non-use	664 Herald	Second story addition in side yard setback	Approved with conditions	7-2-24
Non-use	520 Blunk	Addition in side yard setback	Approved with conditions	8-1-24
Non-use	909 N. Sheldon	Ground sign on property with existing wall sign	Approved	8-1-24
Non-use	689 N. Mill	Front yard setback and building height	Approved	8-1-24
Non-use	1293 S. Harvey	Second front yard setback for detached garage on corner lot	Approved with conditions	9-5-24
Non-use	OLGC parking lot (1151 William)	Play structure (accessory use) on a lot without a principal structure	Approved with conditions	10-3-24
Non-use	240 N. Mill	Rear yard setback and distance between multi-family buildings	Approved with conditions	11-7-24 12-5-24
Non-use	885 Starkweather	Wall sign on a property with existing ground sign	Approved with conditions	11-7-24
Non-use	405 Blunk	Lot coverage	Approved	11-7-24
Non-use	615 S. Harvey	Lot coverage, FAR, rear yard setback, second curb cut, second driveway, percentage of front landscape area	Postponed and denied	12-5-24
Non-use	319 Joy	Non-picket fence greater than 4-feet tall in second front yard setback	Approved with conditions	12-5-24

The Zoning Board of Appeals requested that the Planning Commission consider revising the ordinance restriction that businesses with a ground sign cannot have a wall sign and vice versa. They also requested that the PC review the lighting ordinance to consider updated technology like LED and light measurement like lumens.

Actions by City Commission

The following list includes all the planning and development related actions taken by the City Commission during 2024.

Description	Date(s) of Action
Presentation of the 2023 Planning Commission Annual Report	1-16-24
MSHDA Housing Readiness Grant authorization	2-5-24 3-18-24
90-day moratorium of the tree ordinance (Chapter 34)	2-20-24
Generator ordinance amendments	3-4-24 3-18-24
Conditional rezoning of 353 Starkweather	3-4-24 3-18-24
Annual liquor license review	4-1-24
Tree ordinance amendment (Chapter 34)	5-6-24 5-20-24
COW Meeting on a potential social district in Old Village	5-6-24
Pulte Phase II rezoning from I-1/I-2 to PUD	5-20-24 6-3-24
Pulte Phase II PUD agreement	6-3-24
Community Development Department fee schedule updates	6-17-24
Old Village Tax Increment Financing (TIF)	9-16-24
Valet parking policy revision	10-21-24
Property swap between Tonquish Creek Manor and the City of Plymouth	11-18-24
Storm sewer easement and construction agreement for new construction homes on W. Ann Arbor Trail	11-18-24

Trainings and Joint Meetings

All members of the administration, boards and commissions completed Quarterly Online Computer Security Training.



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 - Closed Session Contract Talks - 02-17-25.docx
Date: February 12, 2025
RE: Closed Session – Union Contract Strategy Session

Background

The City Commission is aware that we have three union contracts that expire this year and we are beginning the process to have discussions with the teams from POAM for the Police Officers, TPOAM for the Municipal Services workers and down the road with CPOAM for the Police Command Officers. For the purpose of discussing Strategy for Labor Contract Discussions we are requesting a closed session of the City Commission.

RECOMMENDATION:

The City Administration recommends that the City Commission authorize going into closed session in order to discuss strategy for labor contract discussions. We have attached a proposed Resolution for the City Commission to consider regarding this matter. This will require a roll call vote.

RESOLUTION

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

*WHEREAS The City of Plymouth City Commission is allowed under the Michigan Open Meetings
Act to go into closed session to discuss strategy for labor contract discussions.*

*NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby
authorize going into closed session for the sole purpose of discussing strategy for labor contract
negotiations.*