



Plymouth City Commission

Regular Meeting Agenda

Monday, August 19, 2024 7:00 p.m.
Kiwanis Park (Auburn & Junction)

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. Pledge of Allegiance
- b. Roll Call
- c. Proclamation – Constitution Week

2. APPROVAL OF MINUTES

- a. August 5, 2024 Committee of the Whole Meeting Special Meeting Minutes
- b. August 5, 2024 Regular Meeting Minutes

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of July 2024 Bills
- b. Special Event: Walk of Trees, Friday 11/29/2024 – Monday 1/6/2025
- c. Special Event: Ladies Holiday Shopping Night, Thursday 11/21/2024
- d. Special Event: OVA Halloween Block Party, Sunday 10/27/2024
- e. Special Event: Old Village Chili Cookoff, Sunday 9/29/2024
- f. Special Event: Scarecrows in the Park, Friday 9/27/2024 – Friday 11/1/2024
- g. Special Event: Ladies Night Out, Thursday 9/19/2024
- h. Special Event: Vote Yes for Our Plymouth Parks, Wednesday 9/11/2024

5. CITIZEN COMMENTS

6. COMMISSION COMMENTS

7. OLD BUSINESS

8. NEW BUSINESS

- a. Authorization for Repairs to Gazebo at Starkweather Park
- b. Authorization for Repairs to Flat Bed Pick Up Truck
- c. Non-Profit Recognition – Lost Voices
- d. Authorization to Purchase – Floor Scrubber

9. REPORTS AND CORRESPONDENCE

- a. Liaison Reports
 - i. DDA Five-Year Strategic Action Plan
- b. Appointments

10. ADJOURNMENT

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

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

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

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

Proclamation

Whereas, The Constitution of the United States of America secures liberty for all Americans and embodies the principles of limited government in a Republic dedicated to rule by law; and

Whereas, September 17, 2024, marks the two hundred, thirty-seventh anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the memorable anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

Whereas, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States designating September 17 through 23 as Constitution Week;

Now, therefore, I, Suzi Deal, Mayor of the City of Plymouth, do hereby proclaim September 17 through 23, 2024, to be

Constitution Week

in the City of Plymouth and ask our citizens to reaffirm the ideals the framers of the Constitution had in 1787.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto this nineteenth day of August of the Year Two-Thousand Twenty-Four, and of the Independence Two Hundred Forty-Eight.

Suzi Deal, Mayor
City of Plymouth, Michigan



SPECIAL MEETING AGENDA

Plymouth City Commission

Committee of the Whole

Monday, August 5, 2024 5:00 p.m. – 6:30 p.m.

Plymouth City Hall 201 S. Main St., Plymouth, MI 48170

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

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

1. COMMITTEE OF THE WHOLE - CALL TO ORDER

Mayor Deal called the meeting to order at 5:00 p.m.

CITY COMMISSION MEMBERS PRESENT: Mayor Suzi Deal, Mayor Pro Tem Kelly O'Donnell, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton, Nick Moroz.

ALSO PRESENT: City Manager Paul Sincock

2. PRESENTATION BY DENNIS O'CONNOR -This presentation is informational only- TO PROVIDE INFORMATION RELATED TO THE CITY OF PLYMOUTH COMMUNICATIONS STUDY

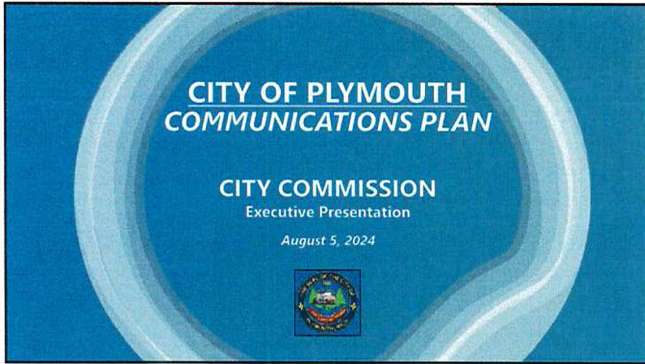
Dennis O'Connor, Communications Consultant and President of DOCOM Consulting, LLC, provided an overview of the Communications Plan (attachment to minutes) and his short-term and long-term recommendations for the City. There was discussion with the City Commission, the City Manager and members of the community in attendance.

3. ADJOURNMENT

Mayor Deal adjourned the meeting at 6:23 p.m.

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK





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Dennis (DOC) O'Connor

COMMUNICATIONS CONSULTANT

- President, *DOCOM Consulting, LLC*
- Grew up in Plymouth
- Graduated from Plymouth Canton High School
- Sport Editor, *Plymouth Observer*
- News Editor, *Canton Observer*
- Corporate Experience: 15 years, Operations Director at *Maritz Communications Company*
- Certified Focus Group Moderator, Burke Institute

CITY OF PLYMOUTH COMMUNICATIONS PLAN

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Situation Analysis

CITY MANAGER DIRECTION

1. Give us a critical review of what we're doing now.
2. Give us direction on where we want to be in the future.



CITY OF PLYMOUTH COMMUNICATIONS PLAN

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The Plan's Organization

12 SECTIONS

1. Overview
2. Strengths
3. Weaknesses
4. Message Discipline
5. Message Matrix
6. Short-term Recommendations
7. Long-term Recommendations
8. Appendix: Meeting Protocol
9. Appendix: Communications Manager Roles & Responsibilities
10. Assessment Phase I: Administration Feedback
11. Assessment Phase II: Community Focus Group Feedback
12. Assessment Phase III: City Commissioners' Feedback



CITY OF PLYMOUTH COMMUNICATIONS PLAN

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Goals & Objectives

- To improve its focus on "community engagement."
- To solidify its customer service "brand message."
- To develop a 2-way communication/feedback system to all City of Plymouth stakeholders.

CITY OF PLYMOUTH COMMUNICATIONS PLAN

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Strategies

How do we support these Objectives?

- 1) To further define and build upon the "emotional connection"
- 2) To further deliver accurate, thorough and constant communications.
- 3) To develop an effective and sustainable feedback system.

UTIMINATE GOAL: ADVOCACY

CITY OF PLYMOUTH COMMUNICATIONS PLAN 7

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Premise

- City of Plymouth's Strategic Plan 2022 – 2026, under Goal #3: *Community Connectivity*:
- Mr. Griffiths: "Taking Plymouth to the Next Level."
- His observations included:
 1. You have an amazing culture
 2. Don't change anything about your culture
 3. Sell the story
 4. Describe what "IT" means to the Community
 5. Tell the story seven times

CITY OF PLYMOUTH COMMUNICATIONS PLAN 8

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Methodology

1. **The Public:** An intense 2 ½-hour focus group session with a good cross-section of 25 passionate citizens.
2. **Plymouth City Commissioners:** one-on-one interviews with each Elected Official.
3. **Plymouth Administrators (City Manager's Leadership Staff):** one-on-one interviews with each Department Head.

- Deliverable: *Detailed Report in the Appendix of the Communications Plan*

CITY OF PLYMOUTH COMMUNICATIONS PLAN 9


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Themes

1. Accessibility
2. Volume
3. Emergencies and essential city services

Please Note:
"Volume" is impressive and extraordinary:

- Comparable to other local municipalities and school districts with established Communications Departments
- "Cross-functional" staff work ethic



CITY OF PLYMOUTH COMMUNICATIONS PLAN 10

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Get Agreement on the Problem

- **Improve the Website**
 - Very clunky
 - Not user friendly
 - Feature full calendar on the HOME page
- **Improve 2-way Communications**
 - Perception vs. Reality
 - Community members want to be heard
 - How do we create dialogue with community members?
 - How do we create conversation with community members?



CITY OF PLYMOUTH COMMUNICATIONS PLAN 11

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What vs. How

- The issue is not **WHAT** should be communicated.
- Rather, this plan focuses on **HOW** communications should be delivered in an easy and streamlined way.

What

- *City staffers outperform many large municipalities and school districts*

How

- *There is an unintentional lack of focus*

CITY OF PLYMOUTH COMMUNICATIONS PLAN 12

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STRENGTHS

CITY OF PLYMOUTH COMMUNICATIONS PLAN 13

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Strengths

- Bullet-point summaries of Communications STRENGTHS, based on our interviews/facilitation with City Commissioners, City Administrators and the Citizens' Focus Group.
- *SWOT Analysis in Appendix.*
SWOT = Strengths, Weaknesses, Opportunities, Threats.)
- As mentioned earlier, STRENGTHS focus on accessibility, volume and effectively communicating emergencies/essential services.

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Strengths

- We give out a lot of information. In some cases, we give out information overload.
- We're very transparent.
- We have multiple people giving out huge amounts of information.
- We overcommunicate; We're really good at communicating, and we communicate in every way possible.
- There is no lack of interest. Residents will always give us feedback.
- The Administrative staff is very professional.
- The amount of communication is unbelievable.
- We attract Facebook users all over the world – because of our popular events.
- City website has a lot of information, very comprehensive; but very hard to navigate, very hard to find information quickly.

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WEAKNESSES

CITY OF PLYMOUTH COMMUNICATIONS PLAN 16

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Weaknesses

- Bullet-point summaries of Communications WEAKNESSES, based on our interviews/facilitation with City Commissioners, City Administrators and the Citizens' Focus Group.
- *SWOT Analysis in Appendix.*
SWOT = Strengths, Weaknesses, Opportunities, Threats.)
- As mentioned earlier, WEAKNESSES focus on the website and the need to improve 2-way Communications.

CITY OF PLYMOUTH COMMUNICATIONS PLAN 17

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Weaknesses

- Website: Very clunky.
 - It takes too many clicks to find information.
 - Website should contain basic information on taxes, programs, services, upcoming meetings and a calendar of events, etc.
- Website is very hard to navigate. It's hard to find information. We know it's there, but it's hard to find.
- Communications is important, but it's not a top priority. Everyone is tasked with doing it, which means no one oversees it.
- We need to make things EASY for open, community dialogue
- Communication Plan should include strategies for 2-way feedback and public input on various City issues.
- Calendar items are incomplete.
- No graphic design standards. Everything looks different, especially Parks & Recreation communications. Very inconsistent.
- Communications should have "one voice," "one look-and-feel," one "visual optic."

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MESSAGE DISCIPLINE

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Results over Process

- Mr. Sincoc says it best: "We are results-based, not process-based. We get things done"
- "It's all about results, not process."
- This culture of "results over process" is admirable and very effective.
- It should be an integral part of the Communications Plan.

The Dilemma:
How to funnel segmented communications initiatives under one point of contact.

CITY OF PLYMOUTH COMMUNICATIONS PLAN

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Developing The System

- How do we instill "message discipline" while maintaining a persistent focus on the calendar?

1. Establish Scheduled Presence
 - Same day of the quarter
 - Same day of the month
 - Same day of the week
 - Same time of the selected day
2. Establish Weekly Touchbase Meetings
 - 15 minutes/once weekly

Item #	Item Description	Time	Location	Facilitator
1	City Manager	8:00 AM - 8:15 AM	City Manager's Office	City Manager
2	City Council	8:30 AM - 9:00 AM	City Council Chamber	City Council
3	City Manager	9:00 AM - 9:15 AM	City Manager's Office	City Manager
4	City Council	9:15 AM - 9:30 AM	City Council Chamber	City Council
5	City Manager	9:30 AM - 9:45 AM	City Manager's Office	City Manager
6	City Council	9:45 AM - 10:00 AM	City Council Chamber	City Council
7	City Manager	10:00 AM - 10:15 AM	City Manager's Office	City Manager
8	City Council	10:15 AM - 10:30 AM	City Council Chamber	City Council
9	City Manager	10:30 AM - 10:45 AM	City Manager's Office	City Manager
10	City Council	10:45 AM - 11:00 AM	City Council Chamber	City Council
11	City Manager	11:00 AM - 11:15 AM	City Manager's Office	City Manager
12	City Council	11:15 AM - 11:30 AM	City Council Chamber	City Council
13	City Manager	11:30 AM - 11:45 AM	City Manager's Office	City Manager
14	City Council	11:45 AM - 12:00 PM	City Council Chamber	City Council
15	City Manager	12:00 PM - 12:15 PM	City Manager's Office	City Manager
16	City Council	12:15 PM - 12:30 PM	City Council Chamber	City Council
17	City Manager	12:30 PM - 12:45 PM	City Manager's Office	City Manager
18	City Council	12:45 PM - 1:00 PM	City Council Chamber	City Council
19	City Manager	1:00 PM - 1:15 PM	City Manager's Office	City Manager
20	City Council	1:15 PM - 1:30 PM	City Council Chamber	City Council
21	City Manager	1:30 PM - 1:45 PM	City Manager's Office	City Manager
22	City Council	1:45 PM - 2:00 PM	City Council Chamber	City Council
23	City Manager	2:00 PM - 2:15 PM	City Manager's Office	City Manager
24	City Council	2:15 PM - 2:30 PM	City Council Chamber	City Council
25	City Manager	2:30 PM - 2:45 PM	City Manager's Office	City Manager
26	City Council	2:45 PM - 3:00 PM	City Council Chamber	City Council
27	City Manager	3:00 PM - 3:15 PM	City Manager's Office	City Manager
28	City Council	3:15 PM - 3:30 PM	City Council Chamber	City Council
29	City Manager	3:30 PM - 3:45 PM	City Manager's Office	City Manager
30	City Council	3:45 PM - 4:00 PM	City Council Chamber	City Council

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Communications Matrix

COMMUNICATIONS DELIVERY SYSTEMS/ TYPES OF COMMUNICATIONS	Letter/V (Email)	Document	Social Media (Facebook)	Text	Other Email	In-person	Written Word	
							Yes	No
1. Meeting Agendas	X	X	X	X	X	X		
2. Meeting Signoffs	X	X	X	X	X	X		
3. Meeting Background Information	X	X	X	X	X	X		
4. Public Relations	X	X	X	X	X	X		
5. Public Safety/Police/Fire	X	X	X	X	X	X		
6. Community Services	X	X	X	X	X	X		
7. Community Development/Economic Development	X	X	X	X	X	X		
8. Parks/Recreation	X	X	X	X	X	X		
9. Transportation/Budget/Travel/Finance/Assessment/IT	X	X	X	X	X	X		
10. Human Resources/Job Openings	X	X	X	X	X	X		
11. Other/Event	X	X	X	X	X	X		

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Analysis: Delivery Systems

	Letter/V (Email)	Document	Social Media (Facebook)	Text	Other Email	In-person
1. Meeting Agendas	X	X	X	X	X	X
2. Meeting Signoffs	X	X	X	X	X	X
3. Meeting Background Information	X	X	X	X	X	X
4. Public Relations	X	X	X	X	X	X
5. Public Safety/Police/Fire	X	X	X	X	X	X
6. Community Services	X	X	X	X	X	X
7. Community Development/Economic Development	X	X	X	X	X	X
8. Parks/Recreation	X	X	X	X	X	X
9. Transportation/Budget/Travel/Finance/Assessment/IT	X	X	X	X	X	X
10. Human Resources/Job Openings	X	X	X	X	X	X
11. Other/Event	X	X	X	X	X	X

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SHORT-TERM RECOMMENDATIONS

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#1: Put the Calendar on Home Page

CITY OF PLYMOUTH COMMUNICATIONS PLAN

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#1: Put the Calendar on Home Page

CITY OF PLYMOUTH COMMUNICATIONS PLAN

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#1: Put the Calendar on Home Page

CITY OF PLYMOUTH COMMUNICATIONS PLAN

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#2: Website Enhancements

- Put the Calendar on the HOME Page
- Content: Three areas of major interest:
 - Public safety (Police & fire activities)
 - Events
 - Topics that impact budget (where are tax dollars being spent)
- Website needs to be the "hub" of all information (continued use of icons)
- Website should serve as the AUTHENTIC source of City news.

CITY OF PLYMOUTH COMMUNICATIONS PLAN

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#3: Improve 2-Way Communications

Shift your focus away from "Citizen Comments"
Go "Old School" with your Community Engagement

An article in the June 2024 edition of *PUBLIC MANAGEMENT*, the International City/County Management Association (ICMA) monthly magazine, said it best:

"In an increasingly digital world, there is no replacement for personal interaction with the residents of your community."

CITY OF PLYMOUTH COMMUNICATIONS PLAN

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#3: Improve 2-Way Communications


- Proactively Engage with your Constituents
 - Make it a habit to meet with your constituents BEFORE decisions are made. Have those conversations. Engage community members' opinions. Create the dialogue individually or in groups of 2 or 3 Commissioners:
 - At neighborhood block parties
 - After summer Commission Meetings in park locations
 - After church
 - At the grocery store
 - After PTA meetings at the local school building
 - Set-up "coffees" at your home – in addition to the City-sponsored events.

CITY OF PLYMOUTH COMMUNICATIONS PLAN

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#3: Improve 2-Way Communications

2. Establish Quarterly (4 times/annually) "Coffees" with the Commissioners.
3. Promote "information sharing" sessions through in *Plymouth Pulse* Newsletter articles.
4. Hold additional "Committee of the Whole" Meetings (6 instead of 4).



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Additional Short-Term Recommendations

4. Suggested Message Delivery System.
5. Suggested Message Format.
6. Use More Hyperlinks.
7. Adapt Commissioner O'Donnell's Facebook Format.
8. Did You Know?
9. Shout-Outs.
10. Newsletter Enhancements (Content).
11. Newsletter Enhancements (Design).
12. Engage Community Radio Station.
13. Generate MORE Texts and Notifications.
14. Add a graphic or photograph to every LISTSERV (email) Communications.
15. Social Media Content Observations.
16. Establish Communications Standards.
17. Establish and Standardize Guidelines for Plymouth logos.
18. Standardize Guidelines for Parks & Recreation Communications.




CITY OF PLYMOUTH COMMUNICATIONS PLAN 22

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LONG-TERM RECOMMENDATIONS

CITY OF PLYMOUTH COMMUNICATIONS PLAN 23

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#1: Increase "Focus" on Communications

- What's the old football adage?
"If you have two or three quarterbacks, you actually have none."
- **Option #1:** Job realignment of existing resources
- **Option #2:** Hire communications person
 - Deliverable: *Detailed Job Description in the Appendix*
 - Deliverable: *Day in the Life* of a communications person

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#1: Increase Communications Staff

Optional "Staff" Alternatives

1. Unpaid/paid local college interns
2. Unpaid/paid high school students (PCEP)
3. Unpaid/paid high school students (MIPA)

Cost-effective, but the "learning curve" would be substantial.

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#2: Increase Use of Photos/Video





CITY OF PLYMOUTH COMMUNICATIONS PLAN 26

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#3: Purchase an APP with a new Website

- Public Focus Group feedback:
 - The City website isn't "smartphone friendly"
 - Formatting issues on the phone.

CITY OF PLUMHOUS COMMUNICATIONS PLAN 37

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Additional Long-Term Recommendations

- Create a Vlog "Library" of Memorable Events/Activities.
- Repurpose Government 101 Pamphlet on Video.
- Launch a "Campaign" to Drive More Residents to your Website.
- Leverage Citizen Academy Graduates as "Ambassadors."
- Create a "Pulse" Icon.
- Create a separate website for Parks & Recreation.
- Develop a Comprehensive Education Plan for residents and businesses.

City	CCA	Parks & Recreation
CCA members	Events	YOUTH SPORTS
Public Safety Academy	Business	Senior Center Programs
Budget Information		Cultural Center Events
Tours and Demonstrations		City Website
Community Connections		
Developmental Needs		
Disaster Mitigation		
Marketing Messages		
Appendix A 10/01, etc		

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Appendix: 47 Pages

- Suggest Meeting Protocol
- Suggested Job Description for a Communications Manager
- Three (3) Assessment Reports:
 - Public Focus Group
 - City Commissioners one-on-one interviews
 - City Administrator one-on-one interviews

CITY OF PLUMHOUS COMMUNICATIONS PLAN 39

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Questions & Answers

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City of PlumhoUS COMMUNICATIONS PLAN 40

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City of Plymouth
City Commission Regular Meeting Minutes
Monday, August 5, 2024, 7:00 p.m.
Markham Park (Caster & N. Holbrook)

ITEM # 2.b

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 Kelly O'Donnell, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton, and Nick Moroz

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

2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by O'Donnell to approve the July 15, 2024 City Commission Special Meeting and Regular Meeting minutes.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

Minton offered a motion, seconded by Moroz to approve the agenda for the August 5, 2024 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. ENACTMENT OF THE CONSENT AGENDA

a. Special Event: Plymouth Community Fall Festival, Friday-Sunday 9/6/2024-9/8/2024

b. Special Event: Downtown Day (sidewalk sales & entertainment) Saturday 9/28/2024

c. Special Event: Plymouth Ghosts Cemetery Walk, Saturday 10/12/2024

d. Special Event: Main St. Boulevard Tree Lighting & Salvation Army Red Kettle Kickoff, Friday 11/15/2024

e. Special Event: Santa's City of Plymouth Parade, Friday 11/29/2024

Kehoe offered a motion, seconded by Filipczak, to approve the consent agenda for August 5, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. CITIZEN COMMENTS

No citizen comments

6. COMMISSION COMMENTS

Commissioners commented on the upcoming August Primary election and recent special events and thanked administration, staff and sponsors for their efforts.

They also spoke about the following: The Old Plymouth Post Office (now Westborn) was added to the National Historic Registry; Crosswalk signals in downtown no longer require pressing a button to activate; Bearded Lamb reopened after remodel; DDA video of DMS was very well done; Condolences to the family of former dispatcher Raymond Yudt. Recognition of employee anniversaries: Josh Carroll-20 yrs, Ken Campbell-2 yrs, Abby Gazvoda-1 yr.

7. OLD BUSINESS

No old business.

8. NEW BUSINESS

a. Non-Profit Recognition – Plymouth Canton Steelers Jr. Football

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

RESOLUTION 2024-69



State of Michigan
Michigan Gaming Control Board
Millionaire Party Licensing
3082 W. Grand Blvd. Suite L-700
Detroit, MI 48202-6062
Phone: (313) 456-4940
Fax: (313) 456-3405
Email: Millionaireparty@michigan.gov
www.michigan.gov/mgcb

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103a(i)(ii))

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 AUGUST 5, 2024
DATE
at 7:00 P.M. a.m./p.m. the following resolution was offered:
TIME
Moved by COMMISSIONER MOROZ and supported by COMMISSIONER FILIPCZAK
that the request from PLYMOUTH CANTON STEELERS JR. FOOTBALL of PLYMOUTH
NAME OF ORGANIZATION CITY
county of WAYNE, asking that they be recognized as a nonprofit
COUNTY
organization operating in the community, for the purpose of obtaining charitable gaming licenses, be
considered for APPROVAL
APPROVAL/DISAPPROVAL
APPROVAL: Yeas: 7 DISAPPROVAL: Yeas: na
Nays: 0 Nays: na
Absent: 0 Absent: na

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 AUGUST 5, 2024
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

Organization Information: PO BOX 6144, PLYMOUTH, MI 48170
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP
RYAN COOLEY, PRESIDENT 734-891-8940
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE PHONE NUMBER

There was a voice vote.
MOTION PASSED UNANIMOUSLY

b. Equipment Fund Accounting – Unrestricted Fund Balance 06-30-23

The following resolution was offered by Moroz and seconded by Maguire:

RESOLUTION 2024-70

WHEREAS The City of Plymouth’s Equipment Fund has a \$76,855 deficit unrestricted fund balance on June 30, 2023; and

WHEREAS 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury.

NOW THEREFORE, IT IS RESOLVED that the City Commission of the City of Plymouth adopts the following as the City of Plymouth Equipment Fund Deficit Elimination Plan:

	2023	2024
Unrestricted Net Position (Deficit)	\$ 430,772	\$ (76,855)
Revenue:		
Rental Income	\$ 1,191,275	\$ 1,102,315
Miscellaneous	\$ 56,095	\$ 47,645
Total Operating Revenues	\$ 1,247,370	\$ 1,149,960
Operating Expenses:		
Personal Services, Other Admin	\$ 470,773	\$ 492,750
Depreciation and Amortization	\$ 160,615	\$ 290,000
Total Operating Expenses	\$ 631,388	\$ 782,750
Non-Operating Revenues (Exp):		
Interest Income	\$ 7,845	\$ 21,775
Interest Expense	\$ (39,675)	\$ (35,868)
Total Non-Operating Revenues (Exp)	\$ (31,830)	\$ (14,093)
Net Income (Loss)	\$ 584,152	\$ 353,117
Net Position, Beginning	\$ 1,887,603	\$ 2,471,755
Net Position, Ending	\$ 2,471,755	\$ 2,824,872
Current Assets:	\$ 14,419	\$ 38,192
Current Liabilities:	\$ 91,274	\$ 12,459
Unrestricted	\$ (76,855)	\$ 25,733
Net Investment in Capital Assets	\$ 2,548,610	\$ 2,799,139
Total Net Position	\$ 2,471,755	\$ 2,824,872

*Based on 6/30/2024 unaudited budgeted and actuals as of 7/30/2024

Explanation: On July 3, 2023, the City and Brindlee Mountain Fire Apparatus completed the sale of the City's 2016 fire pumper. This transaction increased the cash balance by \$208,423 and eliminated the negative unrestricted fund balance.

BE IT FURTHER RESOLVED that the City Finance Director is authorized to submit the Deficit Elimination Plan to the Michigan Department of Treasury for certification

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. Amendment to Fire Truck Guaranteed Buy-Back Agreement

The following Resolution was offered by Filipczak and seconded by Moroz:

RESOLUTION 2024-71

WHEREAS The City of Plymouth owns a number of public safety fire services vehicles to protect the Public health, safety, and welfare; and

WHEREAS The City has previously entered into a guaranteed buy back agreement with Brindlee Mountain Fire Apparatus to purchase our (1721) Rosenbauer Pumper at the end of five years; and

WHEREAS The City and Brindlee Mountain have completed previous transactions related to them Purchasing city surplus fire equipment; and

WHEREAS The City and Brindlee Mountain have agreed to extend the guaranteed buy back to a time when the city determines that the truck is considered surplus.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize an amendment to the deferred purchase value agreement with Brindlee Mountain Fire Apparatus. Both parties agree that the city shall notify Brindlee Mountain when a decision is made by the city to consider this vehicle as surplus. Bindlee then agrees that they will purchase the vehicle at a fair and equitable price at that time. Both parties will use good faith in determining the value, noting that the current agreement sets the deferred purchase value at \$253,808.00 as of November 2024. Further, Brindlee agrees to not enforce a fail to deliver penalty, since the city is maintaining the ownership of the vehicle for an extended period of time.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Kehoe provided an update on the OVA.

Minton reported provided an update on the ZBA and Planning Commission.

Deal provided information on the Old Village TIF and the next City Commission meeting location*.

b. Appointments

10. ADJOURNMENT

*The next regular City Commission meeting is 7:00 pm on Aug 19 at Kiwanis Park (Auburn & Junction).

Minton offered a motion, seconded by Moroz to adjourn the meeting at 7:17 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK

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 / Mary Beth Dunn Title Event Manager

Ph# same Fax# same Email same Cell#

Address same City State Zip

Event Name Walk of Trees 2024

Event Purpose Community Involvement in the Christmas Holidays

Event Date(s) November 29, 2024 thru January 6, 2025

Event Times 24/7

Event Location Kellogg Park

What Kind Of Activities? People will walk through the Park to view the trees

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

Coordinating With Another Event? YES [] NO [X] If Yes, Event Name:

Event Details: 79 Christmas trees will be set up in Kellogg Park. 28 of the trees will be placed on the east side of the fountain for a "memorial section" and the rest of them, 51, on the west side.

The trees will be sponsored by different businesses, families, organizations, etc. The Chamber will supply white lights for each tree though the sponsors are allowed to use their own lights provided they are LED. Decorations must be durable and be wired to the branches to keep from blowing off. Tree sponsors must retrieve the decorations by January 8, 2025 so that the City can dispose of the trees.

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., third weekend in July): The Friday before Thanksgiving thru New Years Day

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?** Electricity YES NO

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

We will need Municipal Services to put 79 poles in the ground and attach the trees to the poles when the trees are delivered to the Park (a map is attached for placement of poles). We will need electric outlets strung to plug the tree lights into. The trees will need to be removed no earlier than January 8, 2025

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 .

July 30, 2024 **Date**

Mary Nyhus

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

Plymouth Community

The 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 Walk of Trees 2024 (*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

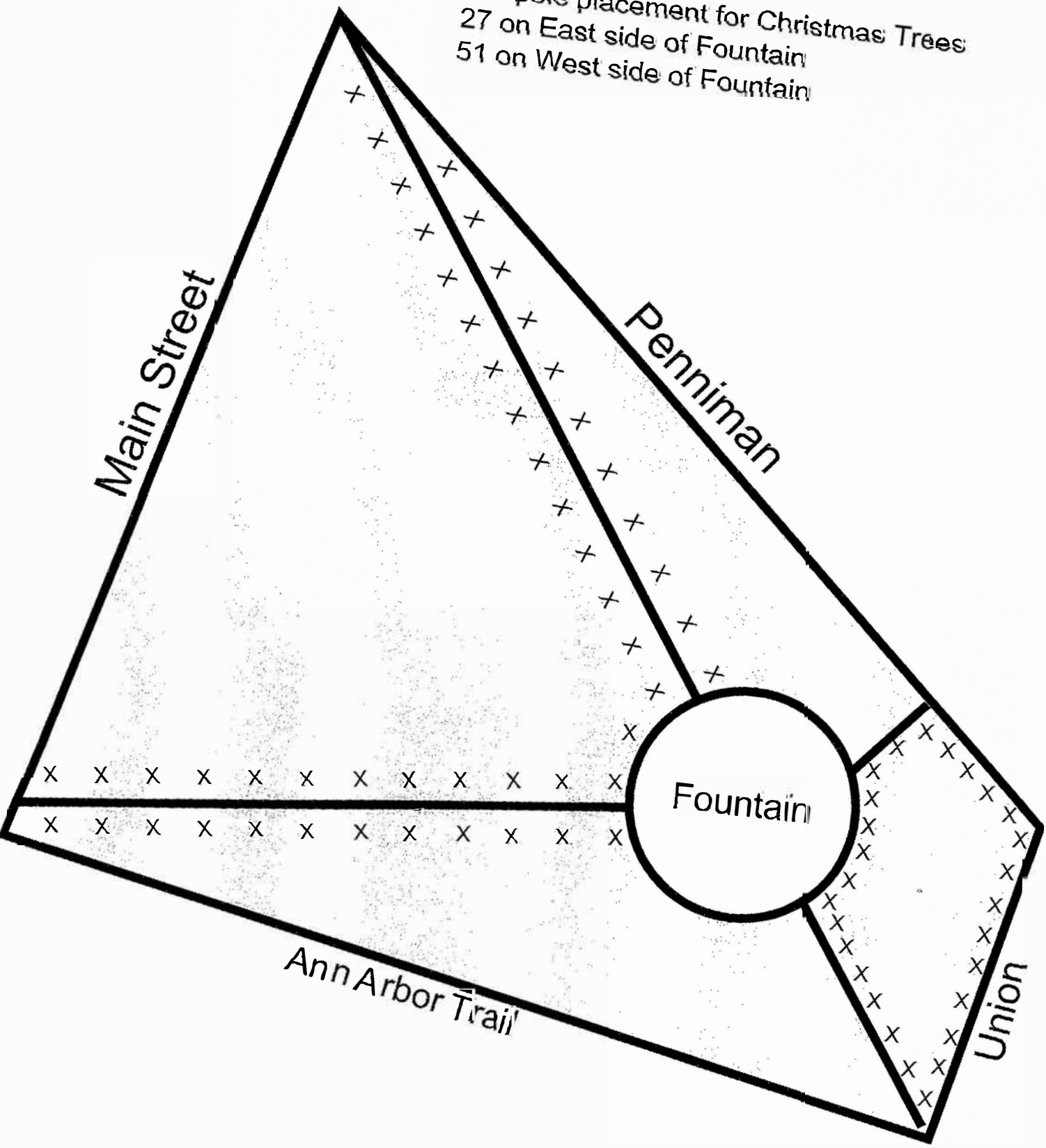
Date: July 30, 2024

Witness Wanda Clouston

Date: July 30, 2024

Kellogg Park

X = pole placement for Christmas Trees:
27 on East side of Fountain
51 on West side of Fountain



EVENT REVIEW FORM

EVENT NAME: Walk of Trees TOTAL ESTIMATED FEE: _____
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
	LABOR SET UP 2,000			
	LABOR TEAR DOWN 1,250			
	VEHICLE SET UP 400			
	VEHICLE TEAR DOWN 700			
	\$250 Bathroom Cleaning Fee Per Day of Event? YES <u>NO</u>			<u>\$4350</u>
Labor Costs: \$	Equipment Costs: \$	Materials Costs	\$	
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>QC</u>
NO SERVICES NECESSARY				
Labor Costs \$	Equipment Costs \$	0	Materials Costs \$	
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>NS</u>
NO SERVICES NEEDED				
Labor Costs \$ <u>0</u>	Equipment Costs \$	Materials Costs	\$	
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>Job</u>
NO SERVICES NEEDED				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
RISK MANAGEMENT:	<u>Approved</u>	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

ITEM #4.c

>> 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 / Mary Beth Dunn Title Event Manager

Ph# same Fax# same Email same Cell# _____

Address same City _____ State _____ Zip _____

Event Name Ladies Holiday Shopping Night

Event Purpose To promote Christmas Holiday shopping in Downtown Plymouth

Event Date(s) Thursday, November 21, 2024

Event Times 4-8 pm

Event Location Downtown Plymouth

What Kind Of Activities? Christmas Shopping

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.)

An evening for local residents to spend time shopping and dining in Plymouth and to celebrate a quaint, old-fashion Christmas.

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)

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.

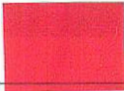
8. **EVENT SIGNS:** Will this event include the use of signs? YES NO
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

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:


The event lasts more than the 2-3 hour parking limit. 

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.

August 6, 2024

Date



Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

Plymouth Community

The 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 Ladies Holiday Shopping Night (*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 August 6, 2024

Witness Wanda Clouston

Date August 6, 2024

EVENT REVIEW FORM

EVENT NAME: **LADIES HOLIDAY SHOPPING** 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 <i>EP</i>
<i>NO SERVICES NEEDED</i>			
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO			
Labor Costs: \$	Equipment Costs: \$	Materials Costs	\$
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial <i>JCC</i>
<i>NO SERVICES NEEDED</i>			
Labor Costs \$	Equipment Costs \$	Materials Costs	\$
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial <i>RS</i>
<i>NO SERVICES NEEDED</i>			
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 <i>SBP</i>
Labor Costs \$	Equipment Costs \$	Materials Costs	\$
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial <i>MB</i>
<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 _____			



Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name THE OLD VILLAGE ASSOCIATION

Ph# 517-712-0440 Fax# N/A Email PlymouthOVA@gmail.com Website oldvillageplymouth.com

Address 638 STARKWEATHER ST. City PLYMOUTH State MI Zip 48170

Sponsoring Organization's Agent's Name LATRICA HORSTMAN Title PRES.

Ph# 517-712-0440 Fax# _____ Email PlymouthOVA@gmail.com Cell# 517-712-0440

Address 771 DAVIS ST. City PLYMOUTH State MI Zip 48170

Event Name OVA Halloween Block Party

Event Purpose to treat our neighbors to a day of fun!

Event Date(s) Oct 27, 2024

Event Times 12-4pm

Event Location Liberty Street from Mill to Starkweather

What Kind Of Activities? Costume contest, games, bounce house

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

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

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

A day of family fun! Costumes, games, food & a DJ!

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):

END OF OCT.

Next year's specific dates:

10-26-25

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)

PORT-A-POTTIES (X2), ELECTRICITY, POLICE & FIRES?

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

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

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

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

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

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

YES NO

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

LIBERTY ST. (MULL TO STARKWEATHER)

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.

5/30/24
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

2024 OVA HALLOWEEN!

Division St

LEGEND:

-  BARRICADES
-  BOUNCE HOUSE
-  GAMES
-  STAGE
-  OVA-TENTS

Starkweather St

N Mill St

LIBERTY ST



Hermanns Olde
Town Grille



11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature 
Witness 

Date 5/30/24

Date 05.30.24

EVENT REVIEW FORM

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

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial <u>GP</u>
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input checked="" type="radio"/> NO <input type="radio"/> <u>2 PORT-A-JOHN'S @ 250</u>			
Labor Costs: \$	<u>125</u>	Equipment Costs: \$	<u>50</u> Materials Costs \$ <u>3425</u>
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial <u>JLC</u>
<u>2 OFFICERS @ 4 HRS</u>			
Labor Costs \$		Equipment Costs \$	<u>608</u> Materials Costs \$ <u>\$608</u>
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial <u>AS</u>
<u>NO SERVICES NEEDED</u>			
Labor Costs \$	<u>0</u>	Equipment Costs \$	
HVA:	<input type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial
DDA:	<input type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial
Labor Costs \$		Equipment Costs \$	
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial <u>WBS</u>
Class I – Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City		
Class II – Moderate Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.		
Class III – High Hazard	Food vendor/service requirements per Special Event Policy, must also be		
Class IV – Severe Hazard	met for any food. {see section 12.13 of Event Policy}		
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____			
APPROVED _____ NOT APPROVED _____ DATE _____			

\$1033



Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name THE OLD VILLAGE ASSOCIATION

Ph# 517-712-0440 Fax# N/A Email PlymouthOVA@gmail.com Website oldvillageplymouth.com

Address 638 STARKWEATHER ST. City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name LATRICA HOBSTMAN Title PRES.

Ph# 517-712-0440 Fax# _____ Email PlymouthOVA@gmail.com Cell# 517-712-0440

Address 771 DAVIS ST. City Plymouth State MI Zip 48170

Event Name Old Village Chili Cook-off

Event Purpose A chili cook-off to raise funds for the OVA

Event Date(s) Sept 29, 2024

Event Times 11A-3P

Event Location Liberty Street from Mill to Starkweather

What Kind Of Activities? Chili Cook off competition & vendors

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

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

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

A professional & amateur chili cookoff, food trucks & vendors, live music.

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):

END OF SEPT.

Next year's specific dates:

9-28-25

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)

PORT-A-POTTIES (x2), ELECTRICITY, POLICE & FIRE?

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

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

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

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

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

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

YES NO

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

LIBERTY ST. (MULL TO STARKWEATHER)

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.

5/30/24
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 OLD VILLAGE ASSOC. (organization name) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the CHILI COOKOFF (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 5/30/24

Witness 

Date 05.30.24

2024 CHILI COOKOFF

Division St

LEGEND:

- BARRICADES
- CHILI COMP.
- VENDORS
- STAGE
- TABLES

Starkweather St

N Mill St

LIBERTY ST

Hermanns Olde
own Grille



EVENT REVIEW FORM

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

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	CP
2 FTE DURING EVENT					
PORT-A-TOILETS \$250					
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="radio"/> NO <input checked="" type="radio"/>					
Labor Costs:	\$ 600	Equipment Costs:	\$ 100	Materials Costs	\$ 299
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	Jec
2 - OFFICERS @ 4 HRS					
Labor Costs \$		Equipment Costs \$	608 -	Materials Costs \$	3608
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	ZS
NO SERVICES NEEDED					
Labor Costs \$	0	Equipment Costs \$		Materials Costs \$	-
HVA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	SBP
Labor Costs \$	0	Equipment Costs \$		Materials Costs \$	-
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	MS
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. <i>Should include 62026</i>				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$					
APPROVED _____ NOT APPROVED _____ DATE _____					

\$1,558

Needs

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 / Mary Beth Dunn Title Event Manager

Ph# same Fax# same Email same Cell# _____

Address same City _____ State _____ Zip _____

Event Name Scarecrows in the Park

Event Purpose To promote the community

Event Date(s) September 27 through November 1, 2024

Event Times 24/7

Event Location Kellogg Park

What Kind Of Activities? Local groups create a scarecrow to be viewed by visitors in Downtown Plymouth

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 businesses, clubs, groups and residents create scarecrows. There will be 100 scarecrow spaces available in Kellogg Park along Main Street, Ann Arbor Tr., Penniman, and along the sidewalks in the interior of the park.

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., 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 100 poles sunk into the ground in Kellogg Park spaced along Main Street, Ann Arbor Tr. and Penniman Ave., and along the sidewalks through the interior of the park, to be removed after November 5.

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 .

Date 7/30/2024

Mary Nyrus
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 Scarecrows 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 Ngrus 7/30/2023

Witness Mary Beth Dunn Date 7/30/2023

EVENT REVIEW FORM

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

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>PIP</u>
SET UP LABOR \$1,000 TEAR DOWN \$500 EQUIP SET UP \$300 , TEAR DOWN \$300				
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
Labor Costs: \$	Equipment Costs: \$	Materials Costs	\$	\$2,100
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>DEC</u>
NO SERVICES NECESSARY				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>AS</u>
NO SERVICES NEEDED				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>JMB</u>
NO SERVICES NEEDED				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
RISK MANAGEMENT:	<u>Approved</u>	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 admin@plymouthmich.org Website www.plymouthmich.org

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

Sponsoring Organization's Agent's Name Mary Nyhus / Mary Beth Dunn Title Event Manager

Ph# same Fax# same Email same Cell# _____

Address same City _____ State _____ Zip _____

Event Name Ladies Night Out

Event Purpose Ladies Shopping Event

Event Date(s) Thursday, September 19, 2024

Event Times 4 p.m. to 8 p.m.

Event Location Downtown Plymouth

What Kind Of Activities? Shopping

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

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

Event Details: A special shopping day just for women with special sales, treats, give-a-ways & door prizes.
Restaurants will have specials for ladies only.

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., 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
at restaurants

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:

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

8/6/2023
Date

Mary Nyhus
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 Ladies Night Out (*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 8/6/2023

Witness Wanda Clouston

Date 8/6/2023

EVENT REVIEW FORM

EVENT NAME: **LADIES SHOPPING EVENT** TOTAL ESTIMATED FEE: _____

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

MUNICIPAL SERVICES:	Approved	Denied	(list reason for denial)	Initial
NO SERVICES NEEDED				
\$250 Bathroom Cleaning Fee Per Day of Event? YES NO				
Labor Costs: \$	Equipment Costs: \$	Materials Costs	\$	
POLICE:	Approved	Denied	(list reason for denial)	Initial
NO SERVICES NEEDED				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
FIRE:	Approved	Denied	(list reason for denial)	Initial
NO SERVICES NEEDED				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	Approved	Denied	(list reason for denial)	Initial
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
RISK MANAGEMENT:	Approved	Denied	(list reason for denial)	Initial
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

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 Our Plymouth Parks

Ph# 734-245-9648 Fax# _____ Email ourplymouthparks@gmail.com Website ourplymouthparks.org

Address 418 Blank St City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Jessica Yaser Title _____

Ph# 734-245-9648 Fax# _____ Email yayzer@gmail.com Cell# _____

Address 702 N. Harvey St. City Plymouth State MI Zip 48170

Event Name Vote YES for Our Plymouth Parks

Event Purpose P&R Millage Kick Off Event

Event Date(s) 9-11-2024

Event Times 5:30 - 7:00

Event Location Smith Park - Evergreen St.

What Kind Of Activities? Speaking - Informational

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.)

Gathering residents to inform & prepare them as we begin our Parks & Recreation Millage Campaign. Planning to have signs & flyers to pass out.

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.

8.7.24
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 Our Plymouth Parks (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 Vote Yes for Our Plymouth Parks (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 Ann Lynn

Date 8.7.24

Witness BL GVT

Date 8/7/2024

EVENT REVIEW FORM

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



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Authorization for repairs to Gazebo at Starkweather Park - 08-19-24.docx
Date: August 7, 2024
RE: Repairs to Gazebo at Starkweather Park

Background

The City Commission is aware that the condition of the Gazebo at Starkweather Park (*Farmer & Starkweather*) is in poor condition. As a result, the City Commission budgeted for some repairs to the facility as part of this year's Capital Improvement Plan. The staff has been communicating with the Old Village Association, a private donor, and the contractor to develop a workable plan to improve this amenity in the neighborhood park.

Through the discussions, the private donor through the Old Village Association 501c3 tax exempt organization, along with the vendor and the city have agreed to partner on the repairs. Repairs are estimated to be \$26,941.11.

We have attached a memorandum from Chris Porman and Adam Gerlach of Municipal Services which further outlines the repairs and the partnership program.

Recommendation

The City Administration recommends that the City Commission authorize a contract with Shaw Construction in the amount of \$26,941.11 to complete repairs to the Gazebo in Starkweather Park. The City's final share of the project costs will be \$13,470.56 and that will be matched by the Old Village Association (through a private donation) and the contractor.

This is another example of how our staff is working with our residents and businesses for the benefit of the city as a whole. If you have any questions in advance of the meeting, please feel free to contact either Chris Porman or myself.



Department of Municipal Services

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

Date: August 7th, 2024
To: Paul Sincock, City Manager
From: Chris Porman, Director of Municipal Services
Adam Gerlach, Assistant Director of Municipal Services
Re: Authorization for Repairs to Gazebo at Starkweather Park

Background

The gazebo at Starkweather Park is in need of repair/replacement. The cupola on top has rotten and cracked wood, the shingles on the roof are worn and several missing, the wood on the columns is rotted and needs replacement, the wood bleaches, and railings are rotted, the concrete foundation has cracks, and the entire thing could use a new coat of paint. The amount of demo and carpentry work is beyond the bandwidth that DMS can handle on top of any already busy summer.

We were approached by the Old Village Association to partner on the gazebo project at Starkweather Park, which is consistent with other park improvements across the city. The City reached out to Shaw Construction to assess the gazebo's condition and give us an estimate on what repairs were needed as well as the estimated cost. Through numerous discussions, meetings, etc. we think we've worked out a cost-sharing project that benefits both the city and the Old Village area.

The cost for the repairs are estimated at \$26,941.11, which includes the demolition of the railings, cupola, roofing, etc.; as well as the concrete repairs, the carpentry for new wood, replacement of the roof shingles, paint, and the running new electrical to the gazebo. The cost share would be split between the city and the Old Village Association. It should be noted that the Old Village portion is being paid by a private donor and in-kind contributions from the contractor as a way to give back to the community.

Recommendation

We recommend that the City Commission accept the estimate from Shaw Construction in the amount of \$26,941.11, with the city's share of \$13,470.56 to be matched by the Old Village Association via private donation and contractor in kind donation to the project. This is another example of being able to work with our long-standing partners to enhance areas of the city for the betterment of all. We have attached the quote and an email from the contractor for reference.

If there are any questions, please feel free to contact us.

Website: www.plymouthmi.gov

email: dms@plymouthmi.gov

GENERAL ESTIMATE



CONSTRUCTION & MANAGEMENT CO.
COMMERCIAL & INDUSTRIAL
GENERAL CONTRACTORS

Project Name: Starkweather Park Pavilion Improvements
Date: 12.23 rev 4.4.24 v3.0 7.31.24
Estimator: TB

Description	Quan.	U.P. Mat	U.P. Labor	U.P. Sub.	Material	Labor	Sub	Total
Site Safety/Site Protection	1			\$250.00	\$0.00	\$0.00	\$250.00	\$250.00
Demolition	1				\$0.00	\$0.00	\$0.00	\$0.00
Demo benches/trails	4		\$60.00		\$0.00	\$240.00	\$0.00	\$240.00
Demo rotted trim on columns	8		\$30.00		\$0.00	\$240.00	\$0.00	\$240.00
Demo cupola	1		\$160.00		\$0.00	\$160.00	\$0.00	\$160.00
Demo roofing	400		\$0.75		\$0.00	\$300.00	\$0.00	\$300.00
Sawcut/Chip out/remove bad concrete at columns	4		\$117.00		\$0.00	\$468.00	\$0.00	\$468.00
Concrete	1				\$0.00	\$0.00	\$0.00	\$0.00
Prep/patch damaged concrete at columns	4	\$50.00	\$160.00		\$200.00	\$640.00	\$0.00	\$840.00
Carpentry	1				\$0.00	\$0.00	\$0.00	\$0.00
Replace Benches/Rails	4	\$175.00	\$640.00		\$700.00	\$2,560.00	\$0.00	\$3,260.00
Replace Trim at Columns	8	\$80.00	\$316.00		\$640.00	\$2,528.00	\$0.00	\$3,168.00
Furnish and instal cupola	1	\$1,450.00	\$474.00		\$1,450.00	\$474.00	\$0.00	\$1,924.00
Roofing	400			\$14.00	\$0.00	\$0.00	\$5,600.00	\$5,600.00
Replace roof shingles, trim	1				\$0.00	\$0.00	\$0.00	\$0.00
Paint	1			\$3,963.92	\$0.00	\$0.00	\$3,963.92	\$3,963.92
Repaint all painted surfaces	1				\$0.00	\$0.00	\$0.00	\$0.00
Electrical	1			\$1,600.00	\$0.00	\$0.00	\$1,600.00	\$1,600.00
Extend electrical to gazebo, install decorative light on timer	1				\$0.00	\$0.00	\$0.00	\$0.00
TOTALS					\$2,790.00	\$5,562.00	\$11,413.92	\$22,013.92
Miscellaneous					Total Mat, Labor, Sub's			\$22,013.92
General Condition 2%	1	\$200.00	\$200.00		Miscellaneous			\$2,478.00
Supervision	16	\$78.00	\$1,248.00		Sub-Total			\$24,491.92
Laborer	8	\$60.00	\$480.00		Contingency 0%			\$0.00
Final Cleaning	0	\$500.00	\$0.00		Sub-Total + Contingency			\$24,491.92
Permit 2%	0	\$0.00	\$0.00		OHP 10%			\$2,449.19
Porta John	0	\$150.00	\$0.00		Sub-Total + O.H. & Profit			\$26,941.11
Dumpster	1	\$550.00	\$550.00		Estimate Total			\$26,941.11
Arch/Engineering	0	\$0.00	\$0.00					
		Total	\$2,478.00					
Alternates:								

Starkweather Gazebo

Ted Barker <tbarker@shawcm.com>

Wed 7/31/2024 1:43 PM

To:Porman, Chris <cporman@plymouthmi.gov>;Gerlach, Adam <agerlach@plymouthmi.gov>

Cc:'Don Soenen (dsoenen@sensors-inc.com)' <dsoenen@sensors-inc.com>

 1 attachments (43 KB)

Starkweather Park Gazebo Improvements Budget SCM v3.0 7.31.24.pdf;

Adam

Thanks for the call this morning. Attached is the most current budget for the Starkweather Gazebo. We would work under this to make the improvements as listed and we would look to split the final cost as City of Plymouth ½, D. Soenen ¼, Shaw CM 1/4.

Let us know if this is a go, not any real lead times except securing a new cupola.

Thanks and let me know if you have any questions.

Theodore V. Barker, AC | President

Shaw Construction and Management Co.

Phone 734.425.6854 | Cell 734.260.0758 | Email tbarker@shawcm.com

13980 Farmington | Livonia, MI 48154

Managed.Built Together.Satisfaction

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

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth owns a number of public properties to enhance the public welfare,
And provide for open space, and

WHEREAS From time to time there is a need for maintenance and refurbishment, and

WHEREAS The Gazebo in Starkweather Park (Farmer & Starkweather Streets) is in need of major
Repair and refurbishment, and

WHEREAS The city staff has been working with the Old Village Association through a private
Donor and the contractor to develop a partnership that will allow completion of
The project.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby
authorize a contract with Shaw Construction in the amount of \$26,941.11 for the repairs and
refurbishment of the Gazebo in Starkweather Park. Funding for this project is authorized from the
Capital Improvement Fund, with funds/reimbursement/donor in-kind contributions from the Old Village
Association and the contractor. The City's share of the costs is \$13,470.56.



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 - Repair Replacement of Rancher Body on Pick Up - 08-19-24.docx
Date: August 7, 2024
RE: Authorization for Repairs to Flat Bed Pick Up Truck

Background

The Department of Municipal Services uses a GMC 2500 Rancher Style Pick Up Truck as part of the city vehicle fleet. The truck is used mainly for snow/ice control in the winter months as it applies brine to areas that we cannot reach with a larger truck. In the spring and summer months, the vehicle is primarily used to water the DDA flower planters all around the city. While this truck is one of the oldest in the fleet, it is still able to be used for these limited uses.

The Department has reviewed the truck and has determined that they could replace the rancher style back of the truck and still get several more years of use out of the truck. However, the rancher body is rusted and needs replacement. The Department has worked with Truck & Trailer Specialties of Howell, and a State of Michigan MIDeal vendor to price a new rancher body and related repairs per the state program.

We have attached a memorandum from Nick Johns and Chris Porman which further outlines this project and provides additional background information.

Recommendation

The City Administration recommends that the City Commission authorize the replacement of the rancher body and related equipment for a price of \$11,540, to be paid from the Equipment Fund. We have attached a proposed Resolution for the City Commission to consider regarding this matter.

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



Department of Municipal Services

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

Date: July 29th, 2024
To: Paul Sincock, City Manager
From: Chris Porman, Director of Municipal Services
Nick Johns, Foreman Department of Municipal Services
Re: Authorization for Repairs to Pick-up Flatbed

Background

The City of Plymouth uses a GMC 2500 rancher style body as part of its fleet. This unit is the primary vehicle for DDA watering during the spring, summer and fall months. It is also used during DMS winter operations as we can use the same flatbed with a different water tank for brine for parking lots and other smaller areas that our larger trucks cannot fit into.

The flatbed on the truck has rusted through in multiple spots compromising the integrity of it. It should be noted that this truck is approximately 15 years old and while the truck still has some useful life left, the flat-bed will need to be replaced for continued use of this vehicle.

We contacted Truck and Trailer Specialties of Howell, as they were the company we purchased the unit from, and they inspected the flatbed and provided their expert opinion that it should be replaced. After their review of the unit, they provided the attached estimate for replacement in the amount of \$11,540.00. We have worked with Truck and Trailer Specialties in the past on many of our vehicles and have a good working relationship with them and their quality work.

Recommendation

We recommend that the City Commission confirm the replacement and authorization of payment to Truck and Trailer Specialties in the amount of \$11,540.00 for repairs. Payment for this invoice would come from the Equipment Repair Fund.

If there are any questions, please feel free to contact us.

Website: www.plymouthmi.gov

email: dms@plymouthmi.gov

TRUCK & TRAILER *Specialties, Inc.*

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

July 15, 2024

City of Plymouth
1231 Goldsmith, Plymouth, MI 48170
Attn: Nick Johns, ph: (734) 787-7576
HQ0004352

Equipment Quotation

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

Chassis information (Truck #135): 2009 GMC2500, Reg Cab, 56" CA, Knapheide Rancher

Remove Existing rancher-style body and dispose

Install Rugby 8' 6" Rancher Body including the following:

- 84" wide flatbed with 12-gauge treadplate floor
- 12-gauge smooth steel rear apron with light cut-outs
- 4" structural channel long rails with 3" 10-gauge formed crossmembers spaced at approximately 16"
- Bulkhead also includes a 1" tubular viewing window
- Outside stake pockets with 3/8" tie rail
- Powder-coated 90% gloss Black
- LED clearance lighting

Install 16" high side stake racks

Utilize Factory existing Reese hitch tube at the rear including the following:

- Remount factory 7-way flat trailer plug at the rear
- Remount factory fuel neck and cap

Install Custom Lighting & Electrical including the following:

- Utilize existing switches for flashers
- Transfer existing mini lightbar, bracket-mounted on bulkhead
- Two (2) 4" round Maxima LED work lights mounted rear-facing on bulkhead
- Four (4) SoundOff mPower (mo. EMPS2001J-3) amber/green/white flashers flush-mounted:
 - Two (2) grille-mounted
 - Two (2) at rear apron, one each side
- Two (2) 6" oval combination LED STT/BU lights in oval cutouts in rear apron
- Install Betts Dri-box junction box
- Back-up alarm

Install Mudflaps behind rear wheels

Paint Sandblast frame and rear hitch, paint Black

Above installed equipment pricing: \$11,540.00 ea.

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

FOB: City of Plymouth

Delivery: 8-10 weeks for the body, 2-3 weeks for install

Thank you for the opportunity to quote.

Respectfully submitted by,
Jon Luea/Brian Bouwman

Rugby[®]



RANCHER

> CARBON STEEL TRUCK BODIES

YOUR GO-TO TRUCK BODY FOR RANCHING AND TOWING VERSATILITY.

Those who work hard deserve a body that works for them. The all-new Rancher body from Rugby Mfg. includes many features that can increase your capabilities while on the job. From the 30,000# rated B&W Turnover ball and 20,000# rated receiver hitch, to the adjustable bulkhead, you can count on the Rancher to help you get the job done.

800-869-9162

www.rugbymfg.com

sales@rugbymfg.com

RANCHER

DESIGNED FOR HARD WORK.

Rugby Rancher truck bodies are engineered for the professional that demands the most from their truck. The Rancher has been completely redesigned for increased durability, performance and style. The new tubular bulkhead is adjustable and designed to accommodate various chassis models and cab styles.

The all-new Rancher design comes in two models, the SD Rancher (Standard Duty) and HD Rancher (Heavy Duty). The HD model has upgraded floor and understructure materials for an even stronger body.

STANDARD FEATURES ON SD & HD RANCHER BODIES

- **NEW!** Adjustable bulkhead
- **NEW!** Tubular Bulkhead (4" x 3" x 1/8" wall)
- **NEW!** Viewing window in Bulkhead - 1" tubing
- **NEW!** Fuel in-let cut outs in rubrail (drivers side)
- **NEW!** Recessed license plate
- **NEW!** Automated wheel-abrator surface preparation
- **NEW!** Improved Powder Coat Finish
- **NEW!** 20,000# rated receiver hitch with 2.5" receiver tube
- Installed LED Bullet Lighting in loomed wire harness
- Outside stake pockets with 3/8" Tie Down Rail
- 12 ga. smooth steel rear apron
- B&W Turnoverball™ Gooseneck Hitch, 30,000# rated, standard 2 5/16" ball included. Minimum recommended trailer swing distance: [7'x84" model = 69.25"] [8.5' x 84" model = 74"] [all 96" wide models = 77.5"]



B&W TURNOVERBALL™ GOOSENECK HITCH -
Rated 30,000#, the B&W Turnoverball™ Gooseneck Hitch allows versatility to transform from a flat floor to a hitch.



NEW 20,000# RATED REAR HITCH -
Engineered to handle heavy loads, the Rancher features a new 20,000# rated recessed hitch for hauling bigger loads.



SD RANCHER BODY (STANDARD DUTY)

Body Lengths	7' - 12'
Body Width (7'2" & 8'6" lengths)	84"
Body Width (8'6" - 12' lengths)	96"
Floor Material	12 ga. tread plate
Longsill Material	4" structural channel
Crossmember Material	10 ga. formed
Understructure	crossmembers on 16" centers

HD RANCHER BODY (HEAVY DUTY)

Body Lengths	9', 11', & 12'
Body Width	96"
Floor Material	3/16" tread plate
Longsill material	4" structural channel
Crossmember Material	7 ga.
Understructure	crossmembers on 12" centers



NEW TUBULAR BULKHEAD
The Rancher features our all-new adjustable tubular bulkhead with a view-friendly opening and two LED brake lights cut into the upper tube frame. This bulkhead is also available with an optional 14 ga. bolt-on side plate with laser-cut Rugby emblem.

CALL YOUR RUGBY DISTRIBUTOR ABOUT THE RANCHER TODAY!



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Printed in USA

Rugby Manufacturing
Rugby, ND • 701-776-5722 • Fax 701-776-6235
Email: sales@rugbymfg.com

www.rugbymfg.com



RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth maintains a wide variety of vehicles in its fleet operations, in an Effort to protect the public health, safety, and welfare, and

WHEREAS From time to time it is necessary to make repairs to some vehicles and the city Owns a GMC 2500 rancher style pick up truck and the rancher body needs to be Replaced, and

WHEREAS The City has taken the vehicle to Truck and Trailer Specialties of Howell, a Michigan MIDeal vendor for repairs.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize repairs/replacement of the rancher body on a GMC 2500 pick up truck in accordance with their quotation of July 15, 2024, in an amount of \$11,540.00. Funding for this repair/replacement is authorized from the City Equipment Fund.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Non-Profit Recognition - Lost Voices - 08-19-24.docx
Date: August 9, 2024
RE: Non-Profit Recognition – Lost Voices (at PARC)

Background

From time to time the city receives requests from locally based non-profit organizations to have a Resolution passed that indicates that the group is recognized as a local non-profit organization. We have received a request from an organization called Lost Voices, this organization has been operating in and around our community as a non-profit since 2008 and they have provided information as to why they need to obtain a license from the Bureau of the State Lottery. This group is currently working out of the PARC Complex and has completed several activities at that facility.

The purpose of the official recognition is to allow the group to proceed with their application to the State of Michigan. They are applying to the State of Michigan Bureau of the State Lottery for a permit to hold a raffle or engage in charity gaming activities as authorized by the State of Michigan.

The City Commission has provided a similar recognition to several community groups, including, but not limited to, Plymouth Historical Society, United Way, Smith School FPO, Keep Plymouth Leafy, Plymouth Kiwanis, Plymouth Lions, Plymouth Rotary, Plymouth Lacrosse, and the Plymouth Hockey Association. The City Administration is familiar with Lost Voices and their efforts to raise funds to pay for their programs.

RECOMMENDATION:

The City Administration recommends that the City Commission recognize the Lost Voices Organization as a local non-profit organization in the community as they are working out of the PARC Facility. The request merely recognizes the group as a local non-profit organization. The Resolution makes no endorsement of their proposed activity or federal tax status, 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.

For Internal Use Only

QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name <p style="text-align: center; font-size: 1.2em;">Lost Voices</p>			
Organization Physical Street Address 650 Church Street, Room 206			
City Plymouth	State MI	Zip Code 48170	County Wayne
Organization Mailing Address			<input checked="" type="checkbox"/> Same as Physical Address
City	State	Zip Code	County
Organization Telephone Number 313-405-7664			

2. ORGANIZATION PURPOSE


Briefly describe the purpose of your organization.

Incorporated in 2007, Lost Voices produces expressive therapy interventions in the form of songwriting interventions for youth who have experienced severe trauma due to abuse, neglect, bereavement, addiction, violence, and human trafficking.

3. LICENSE APPLICATION

Enclosed is a completed application and fee for a Bingo Raffle Charity Game Ticket license
 Make checks payable to STATE OF MICHIGAN.

4. AUTHORIZED CONTACT PERSON

First Name Mike		Last Name Ball		Position/Role with Organization Executive Director	
Mailing Address				City	
State MI	Zip Code	Telephone Number (Day)	Telephone Number (Evening) Same		
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.					
Authorized Contact Person Signature 				Date 7/30/24	
Print Authorized Contact Name and Title Mike Ball, Executive Director					

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.



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

DEPARTMENT OF THE TREASURY

Date: **DEC 18 2008**

Employer Identification Number:

DIN:

LOST VOICES
C/O JAMES MICHAEL BALL

Contact Person:

RAMACHANDRAN MANOHAR ID#

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Public Charity Status:
170(b)(1)(A)(vi)

Form 990 Required:
Yes

Effective Date of Exemption:
June 12, 2007

Contribution Deductibility:
Yes

Addendum Applies:
No

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.

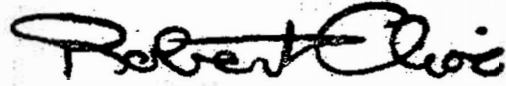
Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

LOST VOICES

Sincerely,

A handwritten signature in black ink that reads "Robert Choi". The signature is written in a cursive, slightly slanted style.

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

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

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.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Authorization for the purchase of a Floor Scrubber for PCC - 08-19-24.docx
Date: August 12, 2024
RE: Authorization of purchase of floor scrubber

Background

The City Commission authorized the purchase of a new floor scrubbing machine for the Recreation Department. With such a large facility and heavy use, it is extremely important that we keep up with the cleaning of the facility. In addition, due to the nature of this facility there is a continual need to disinfect the floor surfaces.

The staff at the facility have reviewed a number of equipment options and have chosen the Viper AS530R as the best option for the facility. The City Administration went out for bids on this unit, as this was not available on MiDeal or from Sourcewell purchasing plans.

We received three bids for the equipment with a range of \$7,99.99 to \$12,319.48. Staff is recommending the low bid from Imperial Dade.

Recommendation

The City Administration recommends that the City Commission authorize the purchase of a Viper AS530R Floor Machine from Imperial Dade in the amount of \$7,699.99, in accordance with their bid. This item is covered in the Equipment Fund Capital Improvement program. We have included page CIP113 from the current year budget, which shows the budget authorization for this purchase. We have also included a proposed Resolution for the City Commission to consider regarding this matter.

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



Memo

To: Paul Sincock, City Manager
From: Steve Anderson, Recreation Director *S.A.*
CC:
Date: 8/12/2024
Re: Purchase of Floor Machine / Scrubber

As you are aware, the Cultural Center serves hundreds if not thousands of visitors on a weekly basis. As you are also aware, this creates the need to clean the floors in the hallways and the arena multiple times a week. More importantly, we also need to disinfect the floors in the locker rooms during the week, for obvious reasons.

Since we have a limited facility staff, we must maximize our labor hours and the efficiency of the work. With this being the case, we requested the purchase of a new floor machine / scrubber from the 2024/25 capital outlay account (661-000-140.000). The budgeted amount for the new machine was \$10,000.00.

After completing the bid process including the usual bid advertising (see attached) and multiple web / e-mail listings, we had three vendors submit bids for the specified Viper AS530R 20" Mini Ride on Floor Scrubber with AGM Batteries and Charger (see attached). The following bid were received and opened by me and Tom Alexandris (see attached):

- Imperial Dade - \$7,699.99
- Global Equipment Company Inc - \$7,930.18
- Supply Den - \$12,319.48

Normally, this is an item that we would also price out in the MiDeal or Sourcewell purchasing systems. However, this specified item was not found as a choice in either database.

We would like to recommend that the City Commission accept the low bid submitted by Imperial Dade of Detroit, Michigan in the amount of \$7,699.99. Please feel free to contact me at any time with any questions.

Item Description	Req By	Account #	R N	Est Life	Dept Priority	Method of Funding Approp	Act 99	Bonds	Dept Req Est Cost	Manager Revisions	Budgeted Cost
WATER & SEWER FUND											
Water Utility Engineering	MSD	560-588	-818.406	R	50	1	X		95,000	-	95,000
Water Utility Construction	MSD	560-588	-818.450	R	50	1	X		465,000	-	465,000
Sewer Utility Engineering	MSD	560-589	-818.406	R	50	1	X		40,000	-	40,000
Sewer Utility Construction	MSD	560-589	-818.450	R	50	1	X		200,000	-	200,000
Lead & Galvanized Service Line Replacement Program (Known locations +/-35)	MSD	592-000	-149.000	R,N	4	1	X		250,000	-	250,000
Replace Fire Hydrants (Non-repairable TCIW)	MSD	592-000	-149.000	R,N	4	1	X		20,000	(20,000)	-
Utility Patch Repair	MSD	592-000	-149.000	R	5	2	X		50,000	(50,000)	-
Replace Construction/Safety Barricades	MSD	592-000	-149.000	R	10	2	X		15,000	(15,000)	-
Replace Traffic Control Barricades	MSD	592-000	-149.000	R	10	2	X		7,500	-	7,500
Replace Isolation Valves (Valve, structure, pipe & connections)	MSD	592-000	-149.000	R	10	2	X		60,000	(60,000)	-
WATER / SEWER FUND TOTAL									1,202,500	(20,000)	1,057,500
EQUIPMENT FUND											
Network Upgrades and Workstation Upgrades / Replacements	MIS	661-000	-140.500	R	5	1	X		55,000	-	55,000
Police Cars (2) - Tahoe	POL	661-000	-141.000	R	5	1	X		100,000	-	100,000
Police Car Modem Replacement (2)	POL	661-000	-141.000	R	5	1	X		5,000	-	5,000
Portable 2-Way Radios	POL	661-000	-140.000	R	10	1	X		14,250	-	14,250
Mobile Radios	POL	661-000	-140.000	R	10	1	X		7,000	-	7,000
Fitness Equipment	POL	661-000	-140.000	R	20	2	X		15,000	(15,000)	-
Electric Zamboni	REC	661-000	-141.500	R	20	3		X	120,000	(101,070)	18,930
Floor Machine Cleaner	REC	661-000	-141.500	R	5	1	X		10,000	-	10,000
Sidewalk Sweeper, Lincoln -American MY'95 (DMS 005)	DDA	661-000	-141.500	R	10	2	X		65,000	-	65,000
Skid Steer Loader, Bobcat MY'98/'86 (DMS 023/022)	MSD	661-000	-141.500	R	10	2	X		140,000	(140,000)	-
Ext. Cab Pick up+cap, GMC 2500 MY'09 (DMS 102)	MSD	661-000	-141.500	R	10	2	X		60,000	(60,000)	-
Small loader, Case MY'03 (DMS 108)	MSD	661-000	-141.500	R	10	2	X		180,000	(180,000)	-
Reg. Cab Flat bed+plow+spreader, GMC 2500 MY'12 (DMS 135)	MSD	661-000	-141.500	R	10	2	X		65,000	-	65,000
Utility Trailer MY'88 (DMS TRL 2)	MSD	661-000	-141.500	N	10	2	X		12,000	(12,000)	-
Walkbehind Concrete Saw	MSD	661-000	-141.500	N	10	2	X		25,000	(25,000)	-
Street Stripe Paint Sprayer	MSD	661-000	-141.500	N	10	2	X		12,000	(12,000)	-
Snow Pusher (12' Box Plow)	MSD	661-000	-141.500	R	10	2	X		12,000	(12,000)	-
Stand-on Sidewalk Plow & Salt Spreader	MSD	661-000	-141.500	R	10	2	X		18,000	-	18,000
ATTACH - Muni SW Tractor Vacuum/Sweeper, Holder (DMS 005)	MSD	661-000	-141.500	R	5	2	X		9,000	(9,000)	-
ATTACH - Muni SW Tractor Broom, Holder (DMS 008)	MSD	661-000	-141.500	N	5	2	X		12,000	(12,000)	-
ATTACH - Muni SW Tractor Plow, Holder	MSD	661-000	-141.500	N	5	2	X		8,000	(8,000)	-
ATTACH - Muni SW Tractor Snowblower, Holder	MSD	661-000	-141.500	N	10	1	X		25,000	(25,000)	-
Equip Lease - Rosenbauer Fire Pumper	FIRE	661-000	-141.500	R	20	1		X	41,023	-	41,023
Equip Lease - Swaploader	MSD	661-000	-141.500	N	15	1		X	45,397	-	45,397
Equip Lease - Pumper Fire Truck	FIRE	661-000	-141.500	R	10	1		X	59,003	-	59,003
Equip Lease - Tahoe (3)	POL	661-000	-141.500	R	6	1		X	35,439	-	35,439
Equip Lease - Ford Trucks (4)	MSD	661-000	-141.500	R	6	1		X	82,773	-	82,773
EQUIPMENT FUND TOTAL									1,232,885	(611,070)	621,815

UNOFFICIAL BID TABULATION

Bid Opening: Viper AS530R 20" Mini Ride On
Floor Scrubber With AGM Batteries and Charger

Date/Time: Thursday August 8, 2024 10:30 a.m.

Attendees: Tom Alexandris

Steve Anderson

Bidder	Viper AS530R Mini Riding Floor Scrubber w/AGM Batteries and Charger	Delivery Cost Included in this bid (to 525 Farmer St., Plymouth, MI 48170)	Assembly Cost (Fully Assembled on site for immediate use)	Total Cost Including Delivery & Assembly
Joseph Oliver -Imperial Dade	\$	\$	\$	\$7,699.99
Global Equipment Company, Inc.	\$	\$	\$	\$7,930.18
Supply Den	\$	\$	\$	\$12,319.48
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

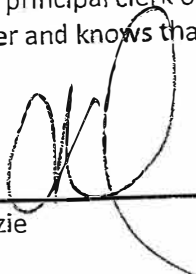
OAKLAND COUNTY LEGAL NEWS
AFFIDAVIT OF PUBLICATION

In the Matter of:

CITY OF PLYMOUTH
NOTICE OF BIDDERS FLOOR SCRUBBER

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 July 18, 2024 A.D. and that she is the principal clerk of the printers of said newspaper and knows that facts stated herein.



Pattie McKenzie

NOTICE TO BIDDERS – CITY OF PLYMOUTH

Notice is hereby given that the City of Plymouth, MI will accept sealed bids up until 10:15 AM, Thurs, 8/8/2024. The bid opening will be at 10:30 AM Thurs, 8/8/2024 for the following:

PURCHASE OF VIPER AS530R 20" MINI RIDE ON FLOOR SCRUBBER WITH AGM BATTERIES AND CHARGER

Specifications and bid documents are available at the Plymouth City Hall, 201 S. Main St., Plymouth, MI 48170 during normal business hours. Bids accepted and bid opening at the same address. 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 and all bids, in whole or in part, and to waive any irregularities.

M. Brodie-City Clerk, City of Plymouth pub: Thurs 7/18/24

Subscribed and sworn before me this 30th day
of July A.D., 2024



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

COPY



NOTICE TO BIDDERS CITY OF PLYMOUTH



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

VIPER AS530R MINI RIDING FLOOR SCRUBBER,
WITH AGM BATTERIES AND CHARGER

Alternate Floor Scrubbers will NOT be accepted.

- *See Attached Sheets for Floor Scrubber Specifications*
- *Scrubber must come with AGM Batteries and a Charger*
- *The bid amount is to include delivery and to be fully assembled on site for immediate use.*
- Delivery Address – Plymouth Cultural Center, 525 Farmer St., Plymouth, MI 48170

City of Plymouth Proposal Form
VIPER AS530R MINI RIDING FLOOR SCRUBBER, WITH AGM
BATTERIES AND CHARGER
Aug. 8, 2024

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

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

Bid Pricing	
List bid amount for all items listed.	
<ul style="list-style-type: none"> Viper AS530R mini riding floor scrubber with AGM batteries and charger Delivery Included in this bid amount to 525 Farmer Street, Plymouth MI, 48170 Fully assembled on site for immediate use 	\$

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:	

AS530R

Ride on for fast and productive cleaning

- mini ride-on scrubber dryer



Trouble free and comfortable cleaning

www.vipercleaning.com / hello@vipercleaning.com

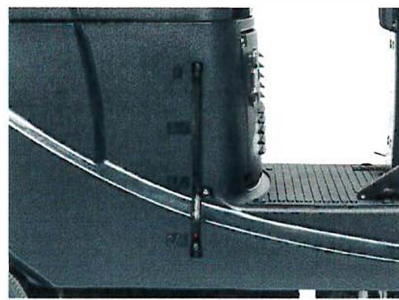
The Viper AS530R is a productive mini ride-on scrubber dryer. With a battery and tank capacity to clean for hours, this machine is ready to take on even large areas of more than 5.000 m². The machine is compact and easy for the operator to navigate.

The intuitive display with all major functions and battery status makes it easy to control the machine together with the large buttons, and the clear view of the water/detergent level indicator.

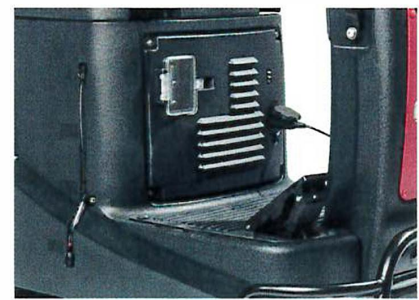
- On-board charger makes battery charging quick and easy
- Squeegee attachment on the recovery tank for easy transportation in elevators or passing doors
- Low sound level 69 dB(A) for daytime cleaning
- Robust machine with front bumper, strong main frame and heavy-duty aluminum squeegee



Large opening to the 73 liter recovery tank allows for easy cleaning



Water solution indicator with volume visible on the tank



USB-port for fast charging of tablets and cell phones

Technical specifications

Description	AS530R
Solution/recovery tank (l)	72/73
Sound pressure level (db(A))	69+/- 3
Squeegee width (mm)	730
Brush motor (W)	450
Vacuum motor power (W)	400
Brush/pad diameter (mm)	530
Brush/pad pressure (kg)	23
Working speed (km/h)	5.5
Climbing Capacity (%)	10
Max loading weight (kg)	245
Length x Width x Height (mm)	1360x580x1120
Reference	50000415

Included accessories

	AS530R
Brush kit	VR25014
Squeegee blade front	VF90103
Squeegee blade rear	VF90104
Kit charger	VR21053
Battery 12V AGM	1464853000
Squeegee assembly	VR26000

Dealer:



RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth operates the Plymouth Cultural Center as a multi-purpose Recreational facility, to promote the public health and welfare, and

WHEREAS There is a need to provide regular maintenance of the facility and one of the tools Needed to complete the cleaning and disinfection of the facility is a floor scrubber Machine, and

WHEREAS The City Administration did seek bids for a Viper AS530R Floor scrubber and three Bids were received, with the low bid from Imperial Dade in the amount of \$7,699.99.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of a Viper AS530R Floor Scrubber in the amount of \$7,699.99 from Imperial Dade. Funding for this purchase is on page CIP113 of the Fiscal Year 24 - 25 Budget.

ADMINISTRATIVE UPDATE

To: Mayor & City Commission

CC: *S:\Manager\Sincock Files\Memorandum - DDA Board Strategic Plan Adoption - Info to CC - 08-19-24.doc*

From: Paul J. Sincock -City Manager

Date: 8/14/2024

Re: DDA Five-Year Strategic Action Plan

NO ACTION NEEDED – Informational only

The Downtown Development Authority Board recently adopted their five-year strategic plan. The new DDA plan fits well into the City Commission's major goal areas, and specifically the goals related to sustainable infrastructure and attractive, livable community.

The emphasis of the new plan is on streetscape upgrades and making the downtown area more inviting, while continuing a wide variety of community events. The DDA Board created their plan with significant board, business, resident, and open public input sessions.

The City Commission does not need to take any action at this time, but you should be aware of the direction of the DDA Board as they move forward. This plan shows what we can expect for future budget recommendations for the DDA.

We have attached a copy of the newly adopted plan and a memorandum from DDA Director Sam Plymale, which will provide additional background information.

Should you have any questions, please feel free to contact either Sam or myself.



Memorandum

To: Plymouth City Commission
From: DDA Director Sam Plymale
Date: 8/14/2024
Re: 2024 DDA Five-Year Strategic Action Plan

Every five years, the Downtown Development Authority (DDA) Board engages in strategic planning to update its Five-Year Strategic Action Plan. This document is intended to be used by DDA staff to guide budgetary decision-making, project prioritization, and to keep on task to make sure DDA Board goals are being met over the next five years.

Back in March of 2024, the DDA Board was given information to begin the strategic planning process with help from Carlisle Wortman facilitator Sally Elmiger. Sally led two goal planning sessions with the DDA Board at the April and June regular DDA meetings. Robust discussion occurred at both sessions by DDA Board members, DDA staff, and members of the public. DDA staff and Sally Elmiger worked together to compile information from those two planning sessions and create a draft of a new strategic plan.

At the August 12 DDA Board meeting, the DDA Board held final discussion about the plan and ultimately approved the new Five-Year Strategic Action Plan. That new plan is attached for your reference. To create cohesion between both the City's Strategic Plan and the DDA's Strategic Plan, downtown related one-year tasks from the City's plan are included as part of the new DDA plan. Those items are highlighted in red at the end of each goal item. DDA staff plans to update these downtown related tasks annually over the next five years after each yearly City strategic planning sessions.

In addition, you will notice that much of the new plan focuses on streetscape upgrades for the downtown area. We anticipate that developing and implementing a streetscape upgrade plan will be a primary focus of the DDA through 2028.

DDA staff is looking forward to working with the City Commission, Planning Commission and City administration to accomplish these new DDA goals and tasks over the next five years.

Goal	Task	Responsible Party	Timeframe	Status Update
Enhance DDA District Aesthetics & Function	<p>**Top Priority** Prepare a Streetscape Improvement Plan With the Following Goals:</p> <ol style="list-style-type: none"> 1. Use DDA Infrastructure Plan as a framework to build on. 2. Enhance aesthetics, function and activating spaces, using industry best practices. 3. Make landscaping consistent across the DDA. 4. Revamp trees, planters, brick pavers. 5. Evaluate patio/outdoor dining opportunities. 6. Review opportunities to maximize and increase sidewalk areas/pedestrian/commerce opportunities to improve pedestrian safety. 7. Incorporate eco-friendly, sustainable practices into DDA by reducing impervious surfaces, incorporating rain gardens, prioritizing native and pollinator-friendly plants, and maintaining a mature tree canopy. 	DDA Staff/ DDA Board	Short to Long-term	
	<p>**Top Priority** Create Proactive Community Engagement Plan to educate residents and business owners about the Streetscape Improvement Plan project.</p> <ol style="list-style-type: none"> 1. Gather community input. 2. Educate downtown stakeholders of plan. 			

Red Text = Items from City Commission 2024 City-Wide Goals

Goal	Task	Responsible Party	Timeframe	Status Update
Improve Parking	Improve the Condition of Existing Lots by: 1. **Top Priority** Resurface the existing lots that are in need. 2. Prepare a plan to reconstruct/replace the Central Parking Structure.	City Commission/ DDA Board	Short-term	
	Maximize the Number of Parking Spaces by: 1. **Top Priority** Re-assess parking desires of parking patrons/users via user input, needs study, or other methods. Work with the Planning Commission and businesses. 2. Work with property owners of private lots to optimize layout, number of spaces, and increase efficiency/capacity. 3. Analyze more efficient parking space design (Pull-in vs. parallel vs. angled, etc.). 4. Work with Planning Commission to review approach to businesses providing parking. Look for more collective approach. 5. Review opportunities for additional parking spaces.	City Commission/ Planning Commission/ DDA Board/ DDA Staff	Short to Mid-term	
	Other 1. Incorporate electric vehicle (EV) charging stations. 2. Evaluate one-way street options.	DDA Staff/ DDA Board	Short to Long-term	

Red Text = Items from City Commission 2024 City-Wide Goals

Goal	Task	Responsible Party	Timeframe	Status Update
Improve Pedestrian Safety (Coordinate with Streetscape Improvement Plan)	**Top Priority** Create Consistent Approach to Determining Pedestrian Crossing Facilities.	City Commission/ DDA Board	Short-term	
	Top Priority Prepare Plan to Address Tree issues, including: 1. Develop tree replacement plan. 2. Tree grates or alternative surfacing around trees.	DDA Staff	Short-term	
	Other 1. Ensure consistent sidewalk trim/brick work throughout the DDA. 2. Implement vehicle management features that slow cars, reduce traffic, etc. 3. Address uneven sidewalk pavement. 4. Develop a plan to activate alleys and sidewalks. 5. Eliminate obstacles on sidewalks and pedestrian crossings (such as light poles, planters, etc.). 6. Provide input to City Commission on proposed Multi-modal Transportation Plan	City Commission/ DDA Board/ DDA Staff	Short-to Long-term	
Kellogg Park (Coordinate with Streetscape Improvement Plan)	**Top Priority** Address Turf Issues by: 1. Explore natural/synthetic alternatives to turf grass. 2. Look into better turf management.	DDA Staff/ DDA Board	Short-term	
	Create brick pathways that are consistent with the downtown in Kellogg Park.	DDA Staff/ DDA Board	Short-term	
	Other 1. Update the Kellogg Park landscape plan, including pollinator-friendly plants, rain gardens, and maintaining a mature tree canopy. 2. Evaluate health of existing trees. 3. Incorporate East Penniman, or use of this street, into Kellogg Park functions. 4. Add security cameras.	City Commission/ DDA Board	Short to Long-term	

Red Text = Items from City Commission 2024 City-Wide Goals

Goal	Task	Responsible Party	Timeframe	Status Update
	Top Priority Evaluate public Wi-Fi in DTP.	City Commission/ DDA Board	Short-term	
Support Businesses	Support Business Goals Through: <ol style="list-style-type: none"> 1. Continue community events. 2. Quantify value of proposed CC & DDA improvements to businesses. 3. Encourage business involvement in DDA programs. 4. Use Redevelopment Ready Communities program as a guide to market vacant properties. 5. Implement programming to create connections to other parts of the community. 	DDA Staff/ DDA Board	Short to Long-term	
Other	Implement More Art Projects in the DDA, such as: <ol style="list-style-type: none"> 1. Invisible paint that appears when it rains, with messages such as "Thank you for shopping Downtown Plymouth." 2. Add more street art/painted artwork. 	DDA Staff/ DDA Board	Short to Long-term	

Red Text = Items from City Commission 2024 City-Wide Goals