



Plymouth City Commission

Regular Meeting Agenda

Monday, April 6, 2020 7:00 p.m.-Plymouth City Hall

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

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

Meeting will be held On-Line at Zoom.us – Meeting Code 530 578 662
Join Zoom Meeting - <https://zoom.us/j/530578662> Password - 997895

Statement on explanation of the reason why the public body is meeting electronically:

On March 10, 2020 the Governor of the State of Michigan declared a State of emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA302, as amended, MCL 10.31 – 33. These sections provide the Governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

- 1. CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
- 2. CITIZENS COMMENTS**
- 3. APPROVAL OF THE AGENDA**
- 4. ENACTMENT OF THE CONSENT AGENDA**
 - a. Approval of March 16, 2020 Regular Meeting Minutes
- 5. COMMISSION COMMENTS**
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
 - a. Repairs to Street Sweeper
 - b. Parks & Open Space Zoning Amendment
 - c. Lawn Mowing Bids 2020 Season
 - d. Presentation of 2020-21 Budget – NO ACTION NEEDED
- 8. REPORTS AND CORRESPONDENCE**
 - a. Liaison Reports
- 9. ADJOURNMENT**

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

Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m.-4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

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

City of Plymouth Strategic Plan 2017-2020

GOAL I - QUALITY OF LIFE

OBJECTIVES

1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the [Joint Recreation Master Plan](#)
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

ONE YEAR TASKS 2020-21

- Liquor/marijuana license review
- Rooftop seating review
- Adopt Downtown Development Authority (DDA) Master Plan and identify funding sources for implementation
- Begin implementation of Kellogg Park Master Plan with fountain replacement
- Establish format & requirements for public parks sponsorship
- Resident education programs on zoning basics, ordinance change and update, services, and recycling
- City webpage - create city-wide F.A.Q. "Index" page and push out link
- Increase social media presence – 1k new followers/subscribers/etc.
- Review and evaluate City truck routes
- Complete update to Special Events Policy

GOAL II - FINANCIAL STABILITY

OBJECTIVES

1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

ONE YEAR TASKS 2020-21

- Actively promote and participate in the 2020 census
- Explore internal and external supplemental funding of legacy costs
- Target revenue enhancements for large-scale capital projects, including grants and millage
- Assist the Michigan Municipal League (MML) in facilitating and increasing support for state revenue sharing initiatives
- Redesign Capital Improvement Plan and evaluate future funding process for Equipment Fund
- Create a rate card for payment in lieu of paid parking
- Develop financial plan for public safety model
- Identify cost estimates, timeframe and potential funding sources for central parking deck
- Complete road bond sale – phase one

GOAL III - ECONOMIC VITALITY

OBJECTIVES

1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the [Master Plan](#) in economic decision-making

ONE YEAR TASKS 2020-21

- Continued administration of development projects and proposals including Wilcox Mill, Saxton's, Pulte, Starkweather School, Lumber Mart, and various residential builds
- Branding – consistency across all communications (email, letterhead, agenda)
- Provide annual process and risk-management training to all boards and commissions
- Continue implementing Redevelopment Ready Community (RRC) plan to achieve certification
- Develop list of transitional properties and utilize Michigan Economic Development Corporation (MEDC), Wayne County, others to market
- Explore marketing partnerships (schools, Chamber, hotels, available publications etc.)

GOAL IV - SERVICE AND INFRASTRUCTURE

OBJECTIVES

1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

ONE YEAR TASKS 2020-21

- Administration to make parking recommendation to City Commission by end of first quarter
- Implement updates to parking system according to direction given by City Commission
- Actively engage employees for further career development for succession planning with special focus on the depth of Cultural Center staffing
- Continue Asset Management Plan
- Review Insurance Services Office (ISO) Report and International City/County Management Association (ICMA) Study & begin meeting to discuss viable options for the future delivery of emergency services
- Approve third version of agreement on sanitary sewer with Western Township Utilities Authority (WTUA) based on delay by Wayne County
- Develop multi-modal transportation policy to City Commission
- Implement 2020 street repairs
- Restore Commercial Motor Vehicle (CMV) enforcement
- Continue geographic information system (GIS) mapping of the City
- Define process/educate citizenry/pursue adoption/Implement form-based codes



City of Plymouth City Commission Regular Meeting Minutes Monday, March 16, 2020 - 7:00 p.m. Plymouth City Hall Commission Chambers

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City of Plymouth
201 S. Main
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Phone 734-453-1234
Fax 734-455-1892

1. CALL TO ORDER

- a. Mayor Wolcott called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance
- b. Roll call
Present: Mayor Oliver Wolcott, Mayor Pro Tem Nick Moroz, Commissioners Suzi Deal, Kelly O'Connell, Marques Thomey and Tony Sebastian
Absent: Commissioner Ed Krol

Also present: City Manager Paul Sincock, Attorney Robert Marzano, Public Safety Director Al Cox and various City Department Heads

2. CITIZENS COMMENTS

State Representative Matt Koleszar announced that a bill that includes \$250,000 to make the Plymouth Community Center ADA compliant has passed the Michigan House and Senate and is expected to be signed by the governor.
Pete Mundt of 643 N. Harvey expressed gratitude to the elected officials and administration for their service to the City during the COVID-19 pandemic.

3. APPROVAL OF THE AGENDA

Mayor Pro Tem Moroz made a motion, seconded by Commissioner Sebastian to approve the agenda for Monday, March 16, 2020.

MOTION PASSED 6-0

4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of March 2, 2020 Regular Meeting Minutes
- b. Approval of February 2020 Bills
- c. Special Event – Our Lady of Good Counsel School Picnic May 21, 2020
- d. Special Event – Lightning Robotics August 16, 2020
- e. Special Event – Art in the Park July 10-12, 2020
- f. Special Event – Plymouth Community Band May 28-July 30, 2020

Commissioner Deal made a motion, seconded by Commissioner Sebastian, to move item 4.e off the consent agenda and move it to item 8.d on the regular agenda.

MOTION PASSED 6-0

5. COMMISSION COMMENTS

Commissioner Thomey said he attended the Plymouth Chamber of Commerce event recognizing businesses in the community and urged residents to support local establishments. He asked whether the City has received positive feedback on the new stop sign at Starkweather and Farmer. He also mentioned the upcoming City's blood drive on March 26 and urged anyone who is able to donate. Sincock stated that the City is working with the American Red Cross to move the drive to a different location because City Hall isn't large enough to practice social distancing at such an event.

Municipal Services Director Chris Porman said social media feedback on the stop sign has been very positive.

Commissioner Sebastian said he appreciated the staff's hard work.

Mayor Pro Tem Moroz expressed gratitude to Representative Koleszar for helping to secure funding for ADA compliance at the Plymouth Cultural Center. He announced that the Small Business Association of America has appropriated \$2 million for small business loans in light of the COVID-19 situation.

Commissioner Deal thanked City Clerk Maureen Brody and her team for their hard work on the March 10 election.

Commissioner O'Donnell commented on the important role that local government will play during these challenging times.

Mayor Wolcott said that the current team of elected officials, administration and staff are responding to the challenges admirably.

6. PUBLIC HEARING

a. Annual Liquor License Review

Mayor Wolcott opened the public hearing at 7:23 p.m. and hearing no public comment, closed it at 7:25.

The following resolution was offered by Commissioner Deal and seconded by Mayor Pro Tem Moroz.

RESOLUTION #2020-24

- WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the operation of All Class C Type Liquor Licenses in the City; and
- WHEREAS On March 16, 2020, the City Administration presented the Liquor License Review Committee and the City Commission with information about the various Liquor licensed establishments in the City; and
- WHEREAS The Local Liquor License Review Committee is required to make a recommendation to the City Commission related to the renewal, revocation and non-renewal of all Liquor Licenses in the City.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby recommend to the State Liquor Control Commission that the following licenses be renewed:

- Buon Vino Winery, LLC
- Compari's/Fiamma/Sardine Room (3 locations one license)
- City of Plymouth Recreation
- Hermanns Olde Town Grill
- Mayflower Meeting House
- Nico & Vali
- Bigalora/Arbor Brewing
- Plymouth ROC – 1020 W. Ann Arbor Road
- Sean O'Callaghan's
- E.G. Nicks
- Aqua
- Greek Islands
- Pizza E Vino
- * Park Place Gastro Pub
- * Barrio – 555 Forest
- * Mayflower – Lt. Gamble Post 6695 VFW
- * Plymouth Knights of Columbus
- * Penn Grill
- * Stella's Trakside (Starkweather)
- * Post Local Bistro
- * Stella Dog Brewery (Fralick)
- * Westborn Market
- * Pakwaan Restaurant
- * The Honey Hole

MOTION PASSED 6-0

There was consensus among Commission members that Sincock should begin the process of proceeding with the Liquor License Review Committee's recommendation to seek approval for two additional liquor licenses in the DDA.

b. Add Stockholder Stella's Black Dog Tavern

Mayor Wolcott opened the public hearing at 7:29 p.m. and, hearing no comment, closed it at 7:30 p.m.

RESOLUTION #2020-25

WHEREAS The City of Plymouth has a Liquor Management Ordinance which requires that changes in the ownership be approved locally; and

WHEREAS The ownership of TBD Advisors, Inc. - Stella's Black Dog Tavern is changing the stockholders

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the transfer of stock interest for Stella's Black Dog Tavern as indicated by the Michigan Liquor Control Commission.

RESOLUTION PASSED 6-0

c. Add Stockholder Stella's Trackside

Mayor Wolcott opened the public hearing at 7:30 p.m. and, hearing no comment, closed it at 7:31 p.m.

RESOLUTION #2020-26

WHEREAS The City of Plymouth has a Liquor Management Ordinance which requires that changes in the ownership be approved locally; and

WHEREAS The ownership of Stella's Trackside is changing the stockholders.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the transfer of stock interest for Stella's Trackside at 885 Starkweather as indicated by the Michigan Liquor Control Commission.

RESOLUTION PASSED 6-0

7. OLD BUSINESS - NONE

8. NEW BUSINESS

a. Authorization to Hire -- DMS

RESOLUTION #2020-27

The following resolution was offered by Commissioner Thomey and seconded by Commissioner Sebastian.

WHEREAS The City Commission did enact an Employment Ordinance on August 7, 2000, which Requires that the City Administration seek prior and express approval of any Hiring of a full-time position in the City; and

WHEREAS There is a budgeted full time opening in the Department of Municipal Services and the critical needs of the Department require a replacement for this position; and

WHEREAS The City Administration has requested prior and express approval of a hiring of a Department of Municipal Services employee

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby authorize the prior and express approval of the hiring of one full time Maintenance employee for the Department of Municipal Services to replace a position that is currently vacated.

MOTION PASSED 6-0

b. Annual Review of MRTMA

Mayor Pro Tem Moroz offered a motion for discussion, which was supported by Commissioner Sebastian.

Mayor Wolcott said he is comfortable with he recommendation to maintain the status quo of opting out of allowing marijuana businesses to open in the City. Mayor Pro Tem Moroz said he believes the issue should be further discussed when COVID-19 is no longer an issue. Commissioner O'Donnell said she would be uncomfortable authorizing anything that is not in compliance with federal law. Commissioner Deal added that she is concerned that the state hasn't clearly defined processes, therefore she is unwilling to put the City at risk. Commissioner Thomey clarified that there is no action required on this agenda item, just discussion. Commissioner Sebastian said the City should attend to the matters at hand before considering this issue further.

c. Authorization for Dewey Street Improvement and Update on 2020 Road Designs

The following resolution was offered Mayor Pro Tem Moroz by and seconded by Commissioner Thomey.

RESOLUTION #2020-28

WHEREAS The City of Plymouth has an infrastructure improvement plan for our local roads; and

WHEREAS Dewey Street between Byron and Ross Streets was scheduled for 2019, but the project was delayed until 2020; and

WHEREAS The City Engineer has received bids for this project and has recommended that the City Commission authorize the work in the spring of 2020.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a change order in the amount of \$495,599.00 for Pro-Line Asphalt to their 2019 Contract for work on Dewey Street this year. Further, that the City Commission authorizes \$42,500.00 for an Engineering Allowance on this project.

BE IT STILL FURTHER RESOLVED THAT The City Commission does hereby authorize a Construction Contingency for the Dewey Street Project in the amount of \$50,000.000.

BE IT STILL FURTHER RESOLVED THAT all work will be completed in accordance with the City Engineer's plans for the project.

MOTION PASSED 6-0

The City Commission then directed City Administration to work with the engineers to explore options for crosswalk upgrades at both the Main/Hartsough vicinity as well as at the Main St./Ann Arbor Trail and Harvey/Penniman intersections.

d. Art in the Park

Commissioner Deal asked the police and municipal services departments to be diligent about enforcing no parking signs during event setup. Public Safety Director Cox said that his department would be towing cars in no parking areas after a courtesy call is made to the owner.

MOTION TO APPROVE EVENT PASSED 6-0

9. REPORTS AND CORRESPONDENCE

a. Public Act 33 of 2020 – no action required

Sincock explained that the Act provides residents with delinquent taxes to stay in their home after filing for poverty exemption. He said the City of Plymouth generally has one poverty exemption request per year.

b. Liaison Reports

Commissioner Deal said she attended the last DDA board meeting and that members expressed some concerns about the road diet, back-in parking, bike lanes and woonerf that were suggested in the master plan.

Mayor Pro Tem Moroz said he attended the last Planning Commission meeting, where a PUD for the Starkweather School site was denied. He said the Planning Commission has working with the new owners of the Saxton’s project to develop plans. He asked whether the Commission should consider meeting another time this month due to uncertainties related to COVID-19. Sincock said that the Kellogg Fountain project and the Wilcox Foundation agreement may need to be discussed at a special meeting.

Mayor Wolcott reiterated that residents, elected officials and City administration needed to continue to work together during these challenging times.

10. ADJOURNMENT

Hearing no further discussion, Mayor Wolcott asked for a motion to adjourn. A motion to adjourn was made by Commissioner Thomey and seconded by Mayor Pro Tem Moroz for adjournment of the meeting at 8:14 p.m.

MOTION PASSED 6 – 0

OLIVER WOLCOTT
MAYOR

MAUREEN A. BRODIE, CMC, CMMC
CITY CLERK



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - Street Sweeper Repairs Hydraulics - 04-06-20.docx*
Date: April 2, 2020
RE: Repairs to Street Sweeper

Background

The City of Plymouth owns two street sweepers in order to complete our requirements under a number federal and state mandates related to storm water and to maintain the condition of our streets. One of the units has been experiencing issues with the hydraulics. After reviewing the situation, it was determined to send the sweeper into the dealer for a complete analysis. There were several minor repairs that were completed on the unit. The mechanic worked to diagnose the issue with the hydraulics and determined it to be in the hydraulic manifold.

There are basically two options, one is to repair the manifold and the other is to replace the manifold and the difference in cost is approximately \$1,500. For the difference in price and the type of use on vehicle our Municipal Services Department and the HVA Mechanics recommend replacing the manifold.

The cost for replacement of the manifold is \$8,549.27. Funding for this repair would come from the Equipment Fund and not affect the General Fund. While it would be nice to have a new Street Sweeper as these units are high maintenance vehicles, it is simply not in the cards for the Equipment Fund at this time.

We have attached a memorandum from the Department of Municipal Services as additional background as well as the estimate for both options.

RECOMMENDATION:

The City Administration recommends that the City Commission authorize the repairs the Broom Bear Sweeper in the amount of \$8,549.27. Funding for the repairs will come 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 either Chris Porman or myself.



Department of Municipal Services

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

Date: April 2, 2020
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Director of Municipal Services
Chris Helinski, Assistant Director of Operations
Re: Elgin Broom Bear #28

Reconstruction and resurfacing are vital parts to any road system, but general maintenance and cleaning is equally important. One of the most important routine tasks in the beginning of spring and end of fall is the cleanup of our streets, specifically the sweeping of the road surface. Sweeping the streets serve two essential purposes; preventing debris and other materials from entering our storm network and ultimately ending up in the Great Lakes while also providing a system for water to drain from the street and the other purpose is for the aesthetics.

The city owns two different types of street sweepers to help accomplish these purposes. One is our Elgin Whirlwind sweeper which is a vacuum style sweeper for smaller sized particle debris. The other street sweeper, which is a mechanical style Elgin Broom Bear street sweeper. This type of unit uses brooms and a mechanical conveyer system to pick up mostly larger debris that are in larger quantities in the beginning and end of the year. Both street sweepers are highly technical and complicated machines to work on. The reason for this is all the moving parts inside of the units to make them operate.

As both units are getting up in age, they are beginning to require extensive repairs to keep them in proper working order. With the Broom Bear we are at one of those stages again. With this unit being an all mechanical machine, it uses a hydraulic system to move all the portions of the machine; starting with the brooms on the street, to the conveyer chain, and ultimately ending with the debris box being dumped. Even with the scheduled preventative maintenance of greasing the machine and changing oil and filters, new tires, brakes, etc. the heart of the machine (Hydraulic system) has seen a large number of hard hours of use.

We have been having issues with the hydraulic system since last fall on this unit at varying levels. We have had our awesome team of mechanics from HVA work on it for all the typical day to day fixes in the past. It has now gotten to a point where a specialist in this type of equipment is needed.

The decision was made to take it to the dealer of these units where it was purchased, Bell Equipment Company of Lake Orion. We have had a positive relationship with this company as far as purchasing, repair, and timeliness. After they looked diagnosed the hydraulic operating system on the machine, it was found to be the main valve body for the hydraulic system that needed repair/replacement. They have presented us with two options.

Option #1 Replace with a new valve body - \$8,549.27

Option #2 Repair the worn out one with new seals - \$7,165.86

With a price difference of less than \$1,500 to have a new valve body, we would recommend replacing the valve body instead of simply repairing the current one. We consulted with the staff at Bell Equipment as well as our Mechanics at HVA, and the consensus was to replace the valve body. Based on the current economic condition of the Equipment Fund, replacing this street sweeper is not in the foreseeable future, so we need to extend its useful life as long as possible and keep this piece of equipment on the road to maintain our road network and storm water system. The price for the Replacement of the main valve body is \$8,549.27. Funds for this repair would come from the Equipment Fund.

Attached is a copy of the quote. If you have any questions do no hesitate to contact us.



78 Northpointe Drive
Lake Orion, MI 48359

Service Order

Service Order No. **LO-43456**

Order Date 02/21/20	Order Time 7:36:14 AM	Status Pending
Customer ID M-PLYM	Salesperson Code CRB	

Sold To: CITY OF PLYMOUTH/28
201 S. MAIN STREET
PLYMOUTH, MI 48170

Ship To: CITY OF PLYMOUTH/28
201 S. MAIN STREET
PLYMOUTH, MI 48170

Invoice to CITY OF PLYMOUTH	Terms Net 30 Days	Hours	VIN IFVACXDCX7HX6413 8	Serial No. H-1945-D	Mileage
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Service Item Lines

Service Item No.	Service Item Group Code	Item No.	Serial No.	Description	Warranty	Service Shelf No.	Loaner No.
1259	UNIT	BROOM BEAR	H-1945-D	2007 FREIGHTLINER ELGIN BROOMBEAR	No		

Service Line

Service Item Serial No.	Type	No.	Description	Qty.	Unit Price Excl. Tax	Line Discount %	Amount	Gross Amount
H-1945-D			1. FUEL GAUGE WORKS	0	0.00	0	0.00	0.00
H-1945-D			INTERMITTENTLY.	0	0.00	0	0.00	0.00
H-1945-D			2.HOPPER DOOR WONT CLOSE.	0	0.00	0	0.00	0.00
H-1945-D			3.WONT GO OVER 44 MPH. IT WAS	0	0.00	0	0.00	0.00
H-1945-D			IN LOW.	0	0.00	0	0.00	0.00
H-1945-D			4. CHECK SPRAY WATER SYSTEM	0	0.00	0	0.00	0.00
H-1945-D			ON/OFF. LEAKS OUT WHEN	0	0.00	0	0.00	0.00
H-1945-D			TRUCK SHUT OFF.	0	0.00	0	0.00	0.00
H-1945-D			5. REPLACE CRACKED MIRROR.	0	0.00	0	0.00	0.00
H-1945-D			DOES REAR BROOM SIT THAT LOW	0	0.00	0	0.00	0.00
H-1945-D	Resource	ELGIN	ELGIN LABOR 3-5-20JH CHECK OUT 2 SPEED-CHEC	5	110.00	0	550.00	550.00
H-1945-D	Resource		HOPPER DOOR	0	0.00	0	0.00	0.00
H-1945-D	Resource	ELGIN	ELGIN LABOR 3-6-20JH RUN HYD. PRESSURE CHEC	5	110.00	0	550.00	550.00
H-1945-D	Resource		PRESSURES LOW-FOUND O-RINGS AND BACKERS	0	0.00	0	0.00	0.00
H-1945-D	Resource		IN HYD. BLOCK	0	0.00	0	0.00	0.00
H-1945-D	Resource	ELGIN	ELGIN LABOR 3/6/20 EW - WORK WITH JERRY TO	3.5	110.00	0	385.00	385.00
H-1945-D			DIAGNOSE ISSUE WITH HYDRAULICS	0	0.00	0	0.00	0.00
H-1945-D			=====	0	0.00	0	0.00	0.00
H-1945-D			PULLED THE UNIT INTO THE SHOP AND BEGAN TO	0	0.00	0	0.00	0.00
			INTO ISSUES. THE FUEL GAUGE IS INTERMITTANT,	0	0.00	0	0.00	0.00
			ALTHOUGH ELGIN TIES IN WITH A SMALL SPLICE W	0	0.00	0	0.00	0.00
			WE LOOKED AT AND IS OK. IT MAY BE A CHASSIS	0	0.00	0	0.00	0.00
			ISSUE, BUT CHRIS WILL POSSIBLY ADDRESS LATER	0	0.00	0	0.00	0.00
			LOOKED AT THE 2-SPEED FOR THE TRANSMISSION.	0	0.00	0	0.00	0.00
			UP FINDING A BLOWN FUSE FOR THE AXLE SHIFT	0	0.00	0	0.00	0.00
			SOLENOID, THIS TOOK CARE OF THE PROBLEM. W	0	0.00	0	0.00	0.00

78 Northpointe Drive
Lake Orion, MI 48359

Service Order

Service Order No. **LO-43456**

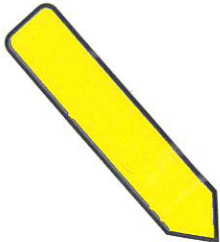
Order Date 02/21/20	Order Time 7:36:14 AM	Status Pending
Customer ID M-PLYM	Salesperson Code CRB	

Sold To: CITY OF PLYMOUTH/28
201 S. MAIN STREET
PLYMOUTH, MI 48170

Ship To: CITY OF PLYMOUTH/28
201 S. MAIN STREET
PLYMOUTH, MI 48170

Invoice to CITY OF PLYMOUTH	Terms Net 30 Days	Hours	VIN IFVACXDCX7HX6413 8	Serial No. H-1945-D	Mileage
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NOT LOOKED INTO ANY OF THE WATER SYSTEM Y	0	0.00	0	0.00	0.00
WILL BE THE LAST THING THAT WE DO. WE HAVE	0	0.00	0	0.00	0.00
TAKE OFF MIRROR THAT WE WILL INSTALL AT NO	0	0.00	0	0.00	0.00
CHARGE, IT IS LIKE NEW. THE OTHER ISSUES HE H	0	0.00	0	0.00	0.00
FOUND ARE THE HOPPER DOOR DRIFTING DOWN,	0	0.00	0	0.00	0.00
HOPPER UP AND DOWN FUNCTION IS NOT WORKIN	0	0.00	0	0.00	0.00
PROPERLY, SAME WITH THE MAIN BROOM NOT CO	0	0.00	0	0.00	0.00
ALL OF THE WAY AND THE CONVEYOR NOT WORKI	0	0.00	0	0.00	0.00
PROPERLY. THIS LEAD US TO THE MAIN VALVE BLO	0	0.00	0	0.00	0.00
THE SIDE OF THE TRUCK. AFTER PULLING SEVERA	0	0.00	0	0.00	0.00
VALVES OUT WE HAVE FOUND THAT ALL OF THE O-	0	0.00	0	0.00	0.00
ASSOCIATED WITH THEM EITHER HAVE GOTTEN T	0	0.00	0	0.00	0.00
AND MELTED OR THEY ARE FALLING APART DUE T	0	0.00	0	0.00	0.00
AGE. THE VALVE BODY CAN BE REBUILT BUT IT IS	0	0.00	0	0.00	0.00
VERY TIME CONSUMMING AND IT DOES NOT ELIMIN	0	0.00	0	0.00	0.00
THE POSSIBILITY OF THE VALVE BODY ITSELF HAVI	0	0.00	0	0.00	0.00
CRACK IN IT? WE CAN ALSO REPLACE WITH AN EN	0	0.00	0	0.00	0.00
NEW VALVE BLOCK ASSEMBLY. WE WILL QUOTE T	0	0.00	0	0.00	0.00
BOTH WAYS.	0	0.00	0	0.00	0.00
OPTION #1: REPLACE ENTIRE VALVE BODY ASSY &	0	0.00	0	0.00	0.00
	0	0.00	0	0.00	0.00
H-1945-D Item 1107303 HYDRAULIC MANIFOLD ASSY	1	7,319.27	0	7,319.27	7,319.27
H-1945-D Resource ELGIN ELGIN LABOR	10	110.00	0	1,100.00	1,100.00
H-1945-D Item FREIGHT FREIGHT CHARGES	1	100.00	0	100.00	100.00
H-1945-D G/L Accoun 5420 SHOP SUPPLIES	1	30.00	0	30.00	30.00
H-1945-D	0	0.00	0	0.00	0.00
H-1945-D OPTION #2: REBUILD VALVE BODY & LABOR	0	0.00	0	0.00	0.00
H-1945-D	0	0.00	0	0.00	0.00
H-1945-D Item 5716861 VALVE, RELIEF 3600 PSI	1	153.69	0	153.69	153.69
H-1945-D Item 7274313 RELIEF VALVE	1	146.53	0	146.53	146.53
H-1945-D Item 7274314 RELIEF VALVE	1	327.71	0	327.71	327.71
H-1945-D Item 7274317 RELIEF VALVE	1	143.77	0	143.77	143.77
H-1945-D Item 5713214 VALVE, 3/4 WAY SOLENOID	8	290.30	0	2,322.40	2,322.40
H-1945-D Item 5713215 VALVE, 2/2 WAY SOLENOID	1	194.96	0	194.96	194.96
H-1945-D Item 5717244 SEAL KIT, 9-STA VALVE	1	1,331.80	0	1,331.80	1,331.80
H-1945-D Resource ELGIN ELGIN LABOR	22	110.00	0	2,420.00	2,420.00
H-1945-D Item FREIGHT FREIGHT CHARGES	1	30.00	0	30.00	30.00





78 Northpointe Drive
Lake Orion, MI 48359

Service Order

Service Order No. **LO-43456**

Order Date 02/21/20	Order Time 7:36:14 AM	Status Pending
Customer ID M-PLYM	Salesperson Code CRB	

Sold To: CITY OF PLYMOUTH/28
201 S. MAIN STREET
PLYMOUTH, MI 48170

Ship To: CITY OF PLYMOUTH/28
201 S. MAIN STREET
PLYMOUTH, MI 48170

Invoice to	Terms	Hours	VIN	Serial No.	Mileage
CITY OF PLYMOUTH	Net 30 Days		IFVACXDCX7HX6413 8	H-1945-D	
H-1945-D G/L Accoun 5420	SHOP SUPPLIES			1 95.00	0 95.00 95.00
H-1945-D	=====			0 0.00	0 0.00 0.00
H-1945-D	ANY OTHER PARTS OR LABOR TO REPAIR THE WA			0 0.00	0 0.00 0.00
H-1945-D	SYSTEM SHALL BE ADDITIONAL BECAUSE THEY AR			0 0.00	0 0.00 0.00
H-1945-D	UNKNOWN AT THIS TIME.			0 0.00	0 0.00 0.00
Total					17,200.13 17,200.13

VALVE Assy options:

Option #1 = (NEW) \$8549.27

Option #2 = (REBUILD) \$7165.86

R E S O L U T I O N

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

WHEREAS The City of Plymouth maintains a vehicle fleet in order to Help protect the public health, safety and welfare, and

WHEREAS From time to time the vehicle fleet will need major Maintenance, and

WHEREAS The Street Sweeper has been determined to need a Major repair to the Hydraulic Manifold and these repairs Have been reviewed by the Department of Municipal Services and the city's contracted mechanics.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize repairs to the Elgin Broom Bear Street Sweeper in the amount of \$8,549.27 to be completed by Bell Equipment Company. Funding for this authorization is authorized from the city's Equipment Fund.



Administrative Recommendation

[Back to pg. 1](#)

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 - Parks and Open Space Zoning Amendment First Reading - 04-06-20.docx*
Date: April 2, 2020
RE: New Parks & Open Space Zoning

Background

The City Commission is aware that the Planning Commission has been working on developing a new Zoning Classification for Parks and Open Space. The City owns several neighborhood parks and playgrounds and they are most zoned for R-1 Residential. Creating and establishing the new Zoning Classification would then allow us to move these parks to the new classification. The Zoning Map and the Future Land Use map would then come into more alignment, which helps us with the Redevelopment Ready Community certification.

We have attached a memorandum from Greta Bolhuis and John Buzuvis which further outlines this new Zoning Classification. In addition, it highlights all the work completed by the Planning Commission on this project.

RECOMMEDATION:

The City Administration recommends that the City Commission adopt at the First Reading the Parks and Open Space Ordinance and Rezoning. There is a very detailed memorandum from the Community Development Department, which provides extensive detail on this matter.

We have attached 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 Greta, John B. or myself.

ADMINISTRATIVE RECOMMENDATION

To: Paul Sincock, City Manager
From: John Buzuvis, Community Development Director
Greta Bolhuis, Asst. Community Development Director *ARB*
Date: March 31, 2020
Re: Adoption of Parks and Open Space Ordinance and Rezoning – First Reading

BACKGROUND:

Since the Master Plan was approved in September 2018, the Planning Commission has been actively working to implement the plan. One of the implementation steps, as identified by the Planning Commission, is to align the City's zoning map with the Master Plan's Future Land Use Map. In 2019, the Planning Commission appointed a Sub-Committee to lead the charge for rezoning efforts. This Sub-Committee prioritized the creation of a Parks and Open Space District and rezoning the City's parks and playgrounds (municipally owned) to that zoning classification. Currently, the City does not have a Parks and Open Space zoning classification. Most of the City-owned parks and playgrounds are zoned R-1, Single Family Residential, which provides for use of passive and active recreation. Adopting the Parks and Open Space District and rezoning City-owned parks is the first step in aligning the Zoning Map to the Future Land Use Map.

Best Practice 2 in Redevelopment Ready Communities (RRC) certification requires evaluation of the Master Plan's recommendations to determine if changes to the zoning map or ordinance are needed. Creation of this new zoning classification and resulting rezoning is a first step in accomplishing this requirement.

This new zoning classification must meet the structure of the City's existing zoning districts. This includes having an intent for the district, listing all the permitted uses, and providing area and bulk standards. You may notice that there are no setbacks required in this district. This was done intentionally to ensure that existing pavilions, playground equipment, and other structures are do not become non-conforming. As with any zoning district, the list of permitted uses is intended to include all potential uses that may occur on a parcel zoned Parks and Open Space. It is not suggested or guaranteed that the uses listed will take place or are likely to be established.

The Parks and Open Space District language was reviewed by the Planning Commission at a public hearing on January 8, 2020. Additional reviews were conducted by City staff, the Planning Consultant, the Recreation Director, Municipal Services Director, and City Attorney with no issue.

The following table shows the City-owned parks, parkland, and playgrounds that are proposed for rezoning. For your information, the address and current zoning is also included. A map of the affected parcels is enclosed.

Address	Park Name	Current Zoning
575 Harding	Fairground	R-1
575 Burroughs	Lion's Club	R-1
595 Herald	Rotary	R-1
860 Forest	Garden Club	R-1
510 Starkweather	Starkweather	MU
184 E. Spring	Knights of Columbus	R-1
700 Auburn	Kiwanis	R-1
381 S. Main	Kellogg	B-2
608 S. Evergreen	Smith	R-1
1140 Starkweather	Pointe	R-1
480 N. Holbrook	Caster	RT-1
680 Byron	Jack Wilcox	R-1
1375 Maple	Hough	R-1
100 S. Main	Veterans	B-2

RECOMMENDATION:

Staff recommends that after the first reading the City Commission approve the Parks and Open Space zoning district language and rezone the City-owned parks, parkland, and playgrounds. Staff further recommends the City Commission hold a second reading of the language and the zoning map changes at their next regular meeting, as required.

Should you have any questions please contact Greta Bolhuis or John Buzuvis directly.

Proposed Ordinance Language

P-OS Parks and Open Space District

78-420. Intent

The P-OS, parks and open space district, is intended to preserve, protect, and establish public parks, parkways, playgrounds, open space, natural features, and areas for active and passive recreation throughout the City of Plymouth.

78-421. Principal Uses Permitted

In a parks and open space district, no building or land shall be used and no structure or building shall be erected except for one or more of the following specified uses unless otherwise provided in this chapter.

Permitted uses:

1. Publicly owned and operated parks, parkways, and recreational lands and facilities.
2. Open space areas for passive recreation and educational activities, including but not limited to, walkways, bicycle paths, trails, benches, community gardens, outdoor stages, and open-air venues.
3. Active recreation including but not limited to sports fields and courts, and skate parks.
4. Playgrounds and play structures.
5. Cemeteries and structures associated with interment.
6. Essential public services.
7. Other uses which are similar to the above uses, as determined by the Planning Commission.
8. Accessory structures, such as picnic pavilions, historical or cultural monuments, and storage facilities, when customarily incidental to the above permitted uses.
9. Parking areas when customarily incidental to the above permitted uses.

78-422. Special Land Uses

None.

78-423. Area and Bulk Requirements

See Article XVII of this chapter for the schedule of regulations which limits the height and bulk of buildings and minimum size of lot, organized by permitted land use.

Zoning District	Minimum Size Lot Per Dwelling Unit		Maximum Height of Structures		Minimum Yard Setback (Per Lot in Feet)				Minimum Floor Area Per Unit (sq. ft.)	Maximum % Lot Area Covered By All Buildings	Maximum Floor Area Ratio
	Area in sq. ft.	Width	In stories	In feet	Front	Sides		Rear			
						Least one	Total of two				
Parks and Open Space	N/A	N/A	1.5	15	-	-	-	-	N/A	-	N/A

78-424 through 78-429. Reserved.



City of Plymouth
Planning Commission Meeting Minutes
Wednesday, January 8, 2020 – 7:00 P.M.
City Hall Commission Chambers

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

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

1. ROLL CALL

Chair Sisolak called the meeting to order at 7:00 P.M.
The Board said the Pledge of Allegiance.

PRESENT: Joe Hawthorne, Tim Joy, Jennifer Kehoe, Shannon Adams, Adam Offerman, Hollie Saraswat, and Karen Sisolak.

ABSENT: Chuck Myslinski, Scott Silvers

Also present was John Buzuvis, Community Development Director; Doug Lewan, Planning Consultant; Nick Moroz, City Commission Liaison; and Kelly O'Donnell, City Commission Liaison.

2. CITIZEN COMMENTS

None.

3. APPROVAL OF MINUTES

a) Comm. Joy, supported by Comm. Hawthorne, made a motion to approve the regular meeting minutes from December 11, 2019.

MOTION APPROVED 7-0

4. APPROVAL OF AGENDA

Comm. Kehoe, supported by Comm. Offerman, made a motion to approve the agenda, as presented.

MOTION APPROVED 7-0

5. ELECTION OF OFFICERS

Comm. Joy nominated Comm. Sisolak to be Chairperson for the 2020 calendar year. There were no other nominations.

MOTION APPROVED 7-0

Chair Sisolak nominated Comm. Kehoe to be Vice-Chairperson for the 2020 calendar year. There were no other nominations.

MOTION APPROVED 7-0

6. COMMISSIONER COMMENTS

Chair Sisolak explained that the Saxton's purchase agreement was conditionally approved by the City Commission on January 6 and is available to review on the City's website, pages 84-106.

Comm. Kehoe encouraged the Board to review the purchase agreement. She explained it included information on ingress and egress, but that additional safeguards needed to be put into the final PUD agreement.

7. PUBLIC HEARING

a) Parks and Open Space District Text and Rezoning

Comm. Kehoe explained the process and reasoning for writing the parks and open space district ordinance language and rezoning the city-owned parks and open spaces.

Chair Sisolak opened the public hearing at 7:11 PM.

There were no public comments.

Chair Sisolak closed the public hearing at 7:12 PM.

Chair Sisolak thanked Comms. Kehoe, Offerman, and Joy for their work on the sub-committee.

A motion was made by Comm. Joy, seconded by Comm. Offerman, to recommend the approval of the final draft of the Parks and Open Space Ordinance and be forwarded to the City Commission for their review.

MOTION APPROVED 7-0

8. OLD BUSINESS

a) PUD 19-02: 230 Wilcox (Wilcox Mill), Preliminary PUD Review, Zoned R-1

Comm. Kehoe rescued herself due to a conflict of interest.

Steven Estey, land use attorney, presented his case. He explained that their resubmission aims to clarify and address the concerns brought up by Ms. Elmiger's report and the Board's discussion. He explained those items specifically include the tree inventory, the elevation of the proposed Quonset hut, the pertinent provisions from Wayne County's approval of the sale, an updated wetland delineation determination report, the list of community project partners, the Secretary of the Interior Standards for Rehabilitation, labeling the abutting uses, clarifying the interior kitchenette plan, reducing the size of the proposed building, and the parking area to the north along Wilcox was moved back and vegetative screening was added. Mr. Estey addressed the concerns outlined in the CWA report. He explained that the EGLE application was provided and necessary notations were changed. He stated that they have no objection to obtaining a floodplain permit, if required. He explained that the restrictions that are in the purchase agreement will be handled by virtue of the deed at closing and enforced by those that can enforce them, i.e. the County. Mr. Estey explained that the events and leasing of the space is required to make the project economically viable. He stated that this mill project is unlike other throughout the county in that it does not have a restaurant or a commercial retail space so they want the ability to do as many events as the market will support. He explained they're not aware of any contamination on site, but they would provide information if it became available. Mr. Estey explained that the banked parking was critical for outdoor events. He suggested that outdoor events could be held on the site to the extent that parking would accommodate it, but no events that exceed the available parking can be held until the bank parking is constructed. He explained the additional screening for the circulation drive would be installed so as not to impede the clear sight vision for vehicles entering and exiting the circulation drive. He explained that the suggested sidewalk addition down the hill on Wilcox was challenging due to topography and is cost prohibitive. Mr. Estey explained that the size of the additional principal building has been reduced and designed to pay homage to the post-WWII industrial history of the site. He showed the Board architectural renderings of the additional story on the mill building.

Citizen Comments

Ellen Elliott, 404 Irvin, spoke in favor of and gave background on the proposed Quonset hut. She explained the history of the design and how it fits with the Henry Ford and industrial history of the site.

Wendy Harless, 11677 Morgan Avenue, Plymouth Preservation Network, explained that historic buildings are expensive. She spoke in favor of allowing revenue generating activities and events like gallery openings and renting the venue out for special events in order to generate revenue to maintain the historic building.

Board Discussion

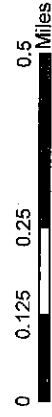
Comm. Offerman spoke favorably about the project and its public benefit. He wanted to have some restrictions for parking related to events.

Future Land Use Map City of Plymouth Wayne County, Michigan

2018 MASTER PLAN

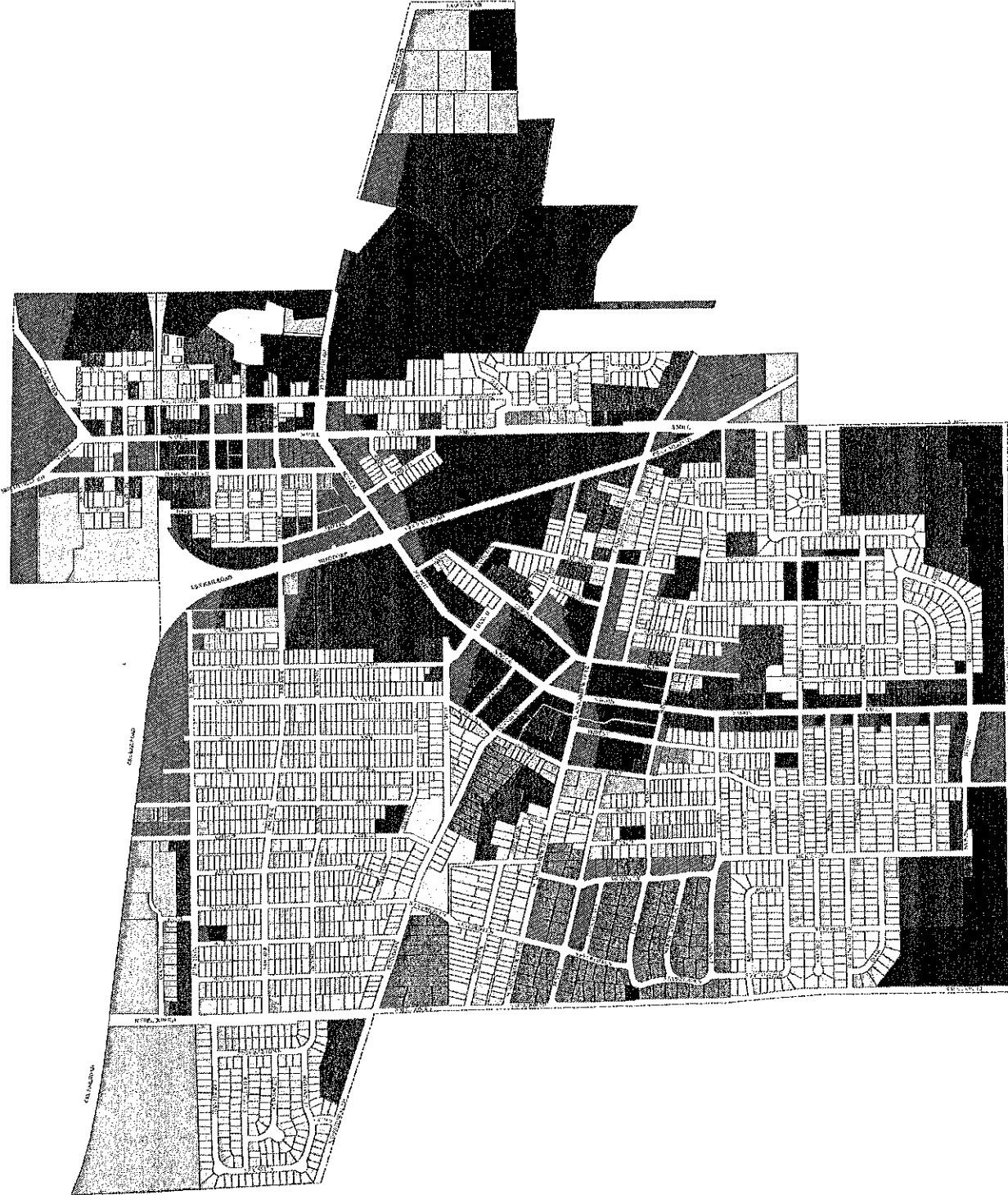
Future Land Use Designations

- Single Family Low Density
- Single Family Medium Density
- Multi-Family: Low Density
- Multi-Family: Medium Density
- Multi-Family: High Density
- Mixed Use Low Density
- Mixed Use High Density
- Office
- Local Business
- Central Business
- General Business
- Industrial
- Institutional
- Parks



Revision Date: August 2018
 Print Date: 8/17/2018
 City of Plymouth GIS
 201 S. Main Street
 Plymouth, MI 48170

Figure 1: Future Land Use Map, Page 15



RESOLUTION

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

WHEREAS The Planning Commission of the City of Plymouth drafted and reviewed the proposed zoning ordinance text which adds Article XXVIV, Section 78-420 through 78-429 and zoning map amendments for the Parks and Open Space district, and

WHEREAS The Planning Commission held a public hearing on January 8, 2020 to receive public comment about the zoning amendment and rezoning, and

WHEREAS At the conclusion of the public hearing, the Planning Commission approved the zoning amendment and rezoning as presented and recommended review and approval by the City Commission, and

WHEREAS The proposed rezoning is supported by the Master Plan and would align the City's zoning map with the future land use map contained therein, and

WHEREAS The City Commission has completed a first reading of the proposed language.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby approve the Parks and Open Space district language and rezoning of the City-owned parks, parkland, and playgrounds.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the City Commission will hold a second reading of the proposed text and map amendments at their next regular meeting.



Administrative Recommendation

[Back to pg. 1](#)

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 - Lawn Mowing - Grass Cutting Leaf Removal 2020 - 04-06-20.docx*
Date: April 2, 2020
RE: Lawn Mowing – Grass Cutting Leaf Pick up 2020 Season

Background

The City Administration is constantly looking at ways to save city resources, while providing services at the most cost effective means possible. Many communities perform lawn mowing “in house” with some combination of full/part/seasonal staff; however, the most cost-effective option for us is to contract this service out. The City has numerous neighborhood parks, two cemeteries and a number of rights of way areas for a total of 31 different locations that need to be mowed on a regular basis. In addition, approximately 20 of those same properties require fall bulk leaf clean up (the rest of the properties are a combination of right of ways, etc. that do not accumulate anything more than a negligible amount of leaves).

While it may be more cost effective for us to contract for what seems to be a simple job of mowing the lawns, it does not come without difficulty for our team. Such is the case two years ago when our contractor simply closed his business a few weeks ago and gave us very little notice. We have had contractors where we did not renew their contract because that vendor did not meet our expectations nor standard of care in the City. We have also had contractors bid the project and realize the full scope of the job duties or the difficulty in mowing the cemetery and thus they lose a lot of money on our projects.

We put the mowing schedule out to bid and we had two contractors bid on the job. The bids clearly indicate that both bids are realistic and “in the neighborhood” with each other. We are pleased that Serene Surroundings of Plymouth is the low bidder. They have an extensive client list of both public and private contracts. They are actively involved in the community; they have participated in our Downtown Volunteer Adopt a Planter Program.

We have attached a memorandum from Chris Porman which outlines the process used for bidding and the information on the recommended contractor.

Expenses for lawn mowing are spread into several accounts and Funds as a result of their use. Expenses are spread in the General Fund and the Recreation Fund.

RECOMMENDATION:

The City Administration recommends that the City Commission accept the bid from Serene Surroundings Landscape Group. This is a potential three-year deal.

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 either Chris Porman or myself.



Department of Municipal Services

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

Date: Wednesday, April 1, 2020
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Director of Municipal Services
Adam Gerlach, Assistant Director of Municipal Services
Re: Grass Cutting and Fall Leaf Clean Up Bids

Background

The Department of Municipal Services and Recreation Department have gone out to bid on grass cutting and fall leaf clean up services for City parks, public properties and rights-of-way. Our contractor for the last season notified us this Winter that his company will not be renewing the annual contract for a second year. The contractor was the sole bidder last year, developed a good working relationship with the City and has submitted a bid for the work this year. We requested pricing on 31 different locations for grass cutting and 20 locations for Fall leaf clean up. We anticipate there to be approximately 27 "cuts" during the season based on our historical averages. We did this to give the contractors as realistic an approach to the scope and length of work as possible. It should be noted that if we have a wet year, the number of cuts may increase, while a dry year we see fewer weeks of grass cutting.

Two companies submitted bids for the scope of work outlined in the bid documents. After reviewing the bid proposals submitted from Serene Landscape Group and RNA Facilities Management, we have determined that Serene Landscape Group has submitted the lowest complete bid. It should also be noted that Serene Landscape Group has previously been awarded this contract for the 2019 season.

Recommendation

We are recommending that the City Commission approve the contract for Serene Landscape Group of Plymouth, MI for a period of one year for grass cutting services and fall leaf clean up. While the bid price has increased over last year's bid price, city staff will continually monitor the ability/opportunity to perform the work with current City staff. For example, we reviewed the cost for bulk leaf clean up at Riverside Cemetery, at face value this price seems high. If we can perform the work with City staff at or below the cost we will do so, but we must be conscious of staffing levels and our other routine operations, even so far as our special events. We meet at least weekly, but are in constant communication with the contractor, to discuss what has been cut and to determine the work for the up coming week.

In addition, we are recommending that the City reserves the right to administratively extend the contract in one-year increments for a period not to exceed a maximum of three consecutive years. It should be noted that Serene Landscape Group, as per their bid pricing listed a 3%

annual escalator. We have attached a copy of our bid tabulation and a copy of Serene Landscape Group's bid proposal for reference. Once again, the bid pricing is based on an average of 27 cuts per year and two fall clean ups. While it is impossible to predict the weather and the direct impact it has on the grass, we feel that this is an accurate average representative of historical representation.

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

Grass Cutting Bid Comparison Worksheet

Grass Cutting	Weekly Mow Schedule	2019 Price Paid		Serene Landscape Group		RNA Facilities Management	
		Per Cut	Full Season	Bid bond	Yes	Bid bond	Yes
				Insurance	Yes	Insurance	Yes
		Aff. Of NonCut		Yes		Aff. Of NonCut	
		Per Cut	Full Season	Per Cut	Full Season	Per Cut	Full Season
1 Kellogg Park	1	\$ 65.00	\$ 1,755.00	\$ 80.00	\$ 2,160.00	\$ 75.00	\$ 2,025.00
2 Tonquish Creek	1	\$ 20.00	\$ 540.00	\$ 28.00	\$ 756.00	\$ 23.00	\$ 621.00
3 Veteran's Park	1	\$ 55.00	\$ 1,485.00	\$ 68.00	\$ 1,836.00	\$ 55.00	\$ 1,485.00
4 Starkweather park	1	\$ 25.00	\$ 675.00	\$ 28.50	\$ 769.50	\$ 30.00	\$ 810.00
5 Pointe Park	1	\$ 27.00	\$ 729.00	\$ 39.00	\$ 1,053.00	\$ 42.00	\$ 1,134.00
6 Kiwanis Park	1	\$ 35.00	\$ 945.00	\$ 46.25	\$ 1,248.75	\$ 39.00	\$ 1,053.00
7 Hough Park	1	\$ 50.00	\$ 1,350.00	\$ 73.00	\$ 1,971.00	\$ 140.00	\$ 3,780.00
8 Rotary Park	1	\$ 35.00	\$ 945.00	\$ 32.00	\$ 864.00	\$ 39.00	\$ 1,053.00
9 Garden Club Park	1	\$ 30.00	\$ 810.00	\$ 40.00	\$ 1,080.00	\$ 38.00	\$ 1,026.00
10 Wilcox Park	1	\$ 25.00	\$ 675.00	\$ 23.00	\$ 621.00	\$ 24.00	\$ 648.00
11 Lion's Park	1	\$ 40.00	\$ 1,080.00	\$ 62.50	\$ 1,687.50	\$ 81.00	\$ 2,187.00
12 Fairground Park	1	\$ 65.00	\$ 1,755.00	\$ 82.00	\$ 2,214.00	\$ 152.00	\$ 4,104.00
13 Smith Park	1	\$ 20.00	\$ 540.00	\$ 25.25	\$ 681.75	\$ 22.00	\$ 594.00
14 K Of C Park	1	\$ 25.00	\$ 675.00	\$ 29.75	\$ 803.25	\$ 26.00	\$ 702.00
15 Coolidge ROW	0.5	\$ 25.00	\$ 337.50	\$ 25.50	\$ 344.25	\$ 29.00	\$ 391.50
16 Wilcox Rd ROW	0.5	\$ 60.00	\$ 810.00	\$ 49.00	\$ 661.50	\$ 68.00	\$ 918.00
17 Sheldon Service	0.5	\$ 23.00	\$ 310.50	\$ 43.00	\$ 580.50	\$ 24.00	\$ 324.00
18 N Territorial ROW	0.5	\$ 25.00	\$ 337.50	\$ 65.00	\$ 742.50	\$ 37.00	\$ 499.50
19 Lot @ AATr & Sheldon	0.5	\$ 20.00	\$ 270.00	\$ 27.00	\$ 364.50	\$ 23.00	\$ 310.50
20 Sheldon ROW	0.5	\$ 40.00	\$ 540.00	\$ 55.00	\$ 742.50	\$ 65.00	\$ 877.50
21 Byron ROW	0.5	\$ 25.00	\$ 337.50	\$ 35.00	\$ 472.50	\$ 26.00	\$ 351.00
22 Park Av & Mill St ROW	0.5	\$ 25.00	\$ 337.50	\$ 63.00	\$ 850.50	\$ 39.00	\$ 526.50
23 Mill @ Burr/Harts ROW	0.5	\$ 25.00	\$ 337.50	\$ 43.50	\$ 587.25	\$ 32.00	\$ 432.00
24 Theodore ROW	0.5	\$ 30.00	\$ 405.00	\$ 45.00	\$ 607.50	\$ 52.00	\$ 702.00
25 City Hall & East Central	1	\$ 45.00	\$ 1,215.00	\$ 53.00	\$ 1,431.00	\$ 48.00	\$ 1,296.00
26 Saxtons & Maple St	1	\$ 25.00	\$ 675.00	\$ 52.00	\$ 1,404.00	\$ 33.00	\$ 891.00
27 Cultural Center	1	\$ 45.00	\$ 1,215.00	\$ 83.00	\$ 2,241.00	\$ 50.00	\$ 1,350.00
28 Massey Field	1.5	\$ 65.00	\$ 2,632.50	\$ 50.00	\$ 2,025.00	\$ 57.00	\$ 2,308.50
29 ACH/Vis/Ford Soccer	1.5	\$ 180.00	\$ 7,290.00	\$ 180.00	\$ 7,290.00	\$ 300.00	\$ 12,150.00
30 Riverside	1	\$ 1,200.00	\$ 32,400.00	\$ 1,625.00	\$ 43,875.00	\$ 1,570.00	\$ 42,390.00
31 York St. Cem	0.5	\$ 55.00	\$ 742.50	\$ 47.00	\$ 634.50	\$ 74.00	\$ 999.00
Parks/Public Property Total			\$ 19,872.00		\$ 26,534.25		\$ 28,741.50
Recreation Property Total			\$ 11,137.50		\$ 11,556.00		\$ 15,808.50
Cemetery Property Total			\$ 33,142.50		\$ 44,509.50		\$ 43,389.00
Total Shown on Bid		\$ 65,610.00					
Reclified Total		\$ 2,430.00	\$ 64,152.00	\$ 3,186.25	\$ 82,599.75	\$ 3,313.00	\$ 87,939.00
Annual Escalator			3%		3%		0%
Leaf Clean up	No. of clean up	Per Clean up	Full Season	Per Clean up	Full Season	Per Clean up	Full Season
1 Kellogg Park	2	\$ 150.00	\$ 300.00	\$ 265.00	\$ 530.00	\$ 135.00	\$ 270.00
2 Tonquish Creek							
3 Veteran's Park	2	\$ 125.00	\$ 250.00	\$ 200.00	\$ 400.00	\$ 100.00	\$ 200.00
4 Starkweather park	2	\$ 40.00	\$ 80.00	\$ 47.00	\$ 94.00	\$ 55.00	\$ 110.00
5 Pointe Park	2	\$ 40.00	\$ 80.00	\$ 100.00	\$ 200.00	\$ 85.00	\$ 170.00
6 Kiwanis Park	2	\$ 70.00	\$ 140.00	\$ 75.00	\$ 150.00	\$ 80.00	\$ 160.00
7 Hough Park	2	\$ 125.00	\$ 250.00	\$ 235.00	\$ 470.00	\$ 275.00	\$ 550.00
8 Rotary Park	2	\$ 80.00	\$ 160.00	\$ 45.00	\$ 90.00	\$ 78.00	\$ 156.00
9 Garden Club Park	2	\$ 80.00	\$ 160.00	\$ 155.00	\$ 310.00	\$ 76.00	\$ 152.00
10 Wilcox Park	2	\$ 40.00	\$ 80.00	\$ 45.00	\$ 90.00	\$ 48.00	\$ 96.00
11 Lion's Park	2	\$ 115.00	\$ 230.00	\$ 250.00	\$ 500.00	\$ 160.00	\$ 320.00
12 Fairground Park	2	\$ 180.00	\$ 360.00	\$ 232.00	\$ 464.00	\$ 300.00	\$ 600.00
13 Smith Park	2	\$ 60.00	\$ 120.00	\$ 48.00	\$ 96.00	\$ 44.00	\$ 88.00
14 K Of C Park	2	\$ 75.00	\$ 150.00	\$ 88.00	\$ 176.00	\$ 52.00	\$ 104.00
15 Coolidge ROW							
16 Wilcox Rd ROW							
17 Sheldon Service							
18 N Territorial ROW							
19 Lot @ AATr & Sheldon							
20 Sheldon ROW							
21 Byron ROW							
22 Park Av & Mill St ROW							
23 Mill @ Burr/Harts ROW							
24 Theodore ROW							
25 City Hall & East Central	2	\$ 50.00	\$ 100.00	\$ 50.00	\$ 100.00	\$ 96.00	\$ 192.00
26 Saxtons & Maple St	2	\$ 40.00	\$ 80.00	\$ 140.00	\$ 280.00	\$ 59.00	\$ 118.00
27 Cultural Center	2	\$ 80.00	\$ 160.00	\$ 80.00	\$ 160.00	\$ 95.00	\$ 190.00
28 Massey Field	2	\$ 90.00	\$ 180.00	\$ 70.00	\$ 140.00	\$ 110.00	\$ 220.00
29 ACH/Vis/Ford Soccer	2	\$ 125.00	\$ 250.00	\$ 145.00	\$ 290.00	\$ 510.00	\$ 1,020.00
30 Riverside	2	\$ 325.00	\$ 650.00	\$ 2,675.00	\$ 5,350.00	\$ 2,500.00	\$ 5,000.00
31 York St. Cem	2	\$ 100.00	\$ 200.00	\$ 140.00	\$ 280.00	\$ 210.00	\$ 420.00
Parks/Public Property Total			\$ 2,540.00		\$ 3,950.00		\$ 3,286.00
Recreation Property Total			\$ 590.00		\$ 590.00		\$ 1,430.00
Cemetery Property Total			\$ 850.00		\$ 5,630.00		\$ 5,420.00
Total Shown on Bid		\$ 3,980.00					
Reclified Total		\$ 1,990.00	\$ 3,980.00	\$ 5,085.00	\$ 10,170.00	\$ 5,068.00	\$ 10,136.00
Annual Escalator			3%		3%		0%
Grand Total Full Season			\$ 68,132.00		\$ 92,769.75		\$ 98,075.00

Year 1	\$ 68,132.00	Year 1	\$ 92,769.75	Year 1	\$ 98,075.00
Year 2	\$ 70,175.96	Year 2	\$ 95,552.84	Year 2	\$ 98,075.00
Year 3	\$ 72,281.24	Year 3	\$ 98,419.43	Year 3	\$ 98,075.00
Full Contract	\$ 210,589.20	Full Contract	\$ 286,742.02	Full Contract	\$ 294,225.00



Bid Opening Grass Cutting
Tuesday, March 31, 2020
Unofficial Results

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

11:07 A.M.

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

Attendees: Adam Gettner & Chris Parman

Vendor	Bid Bond of 10% of total project	Public Property and Right of Way	Recreation	Cemetery	Fall Leaf Cleanup	Total
RNA Facility Management			\$3,313.00		\$5,068.00	
Screen Surroundings			\$3,188.25		\$5,085.00	

Department of Municipal Services

1231 Goldsmith Plymouth, MI 48170
734-453-7737 phone 734-455-1666 fax www.plymouthmi.gov

NOTICE TO BIDDERS

Notice is hereby given that the City of Plymouth, Michigan will accept sealed bids up until 11:00 a.m., March 31, 2020. The bid opening will be at 11:00 a.m., March 31, 2020 for the following:

Grass Cutting: City Parks, Facilities & Right-of-Ways

**City of Plymouth
Department of Municipal Services
C/o City Clerk
Plymouth City Hall
201 S. Main Street
Plymouth, Michigan 48170**

No pre-bid meeting required. Please submit any questions via email to agerlach@plymouthmi.gov or cporman@plymouthmi.gov

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

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

Maureen Brodie, CMC
City Clerk
City of Plymouth

Grass Cutting: City Parks, Facilities & Right-of-Ways Proposal Specifications

The City of Plymouth's Department of Municipal Services (DMS), 1231 Goldsmith, Plymouth MI, 48170, is seeking the services of a contractor (or multiple contractors) to provide lawn cutting and trimming services for the **locations described below for one year, renewable annually for up to three consecutive years**. The DMS recommends that all bidders contact the DMS, to have any and all questions and clarifications resolved prior to submitting a bid. No required pre-bid meeting. All questions are preferred to be by email.

Park/Public Property & Right-of-way Locations:

1. **Kellogg Park:** *Approx. 1 acre(48,000 sf)*, bounded by Main St., Penniman Ave., 676 Ann Arbor Tr, & Ann Arbor Tr.
2. **Tonquish Creek Nature Walk:** *Approx. 1,500 sf*, bounded by Harvey St., Tonquish Creek fence line, wooden pedestrian bridge, & Fence line at the back of houses along Penniman Ave.
3. **Veteran's Memorial Park & Vacant Lot @ Church St. & Main St.:** *Approx. 1 acre(43,000 sf)*, bounded by Church St., Main St., & PARC, also the three traffic islands in Church St. west of Main St. & vacant lot bounded by Church St., Main St., 186 Main, & 701 Church (First Presbyterian Church)
4. **Starkweather Park:** *Approx. 10,000 sf*, bounded by Starkweather St., Farmer St., Mill St. & 542 Starkweather and 537 Mill
5. **Pointe Park:** *Approx. 3/4 acre(34,000 sf)*, bounded by Starkweather St., Mill St., & 1100 Starkweather (Napa Auto Parts) and 1103 Mill
6. **Kiwanis Club Park:** *Approx. 29,000 sf*, bounded by Junction St., Auburn Ave., 674 Auburn, & rear fence line of Evergreen Ave. houses
7. **Hough Park:** *Approx. 2 acres(88,000 sf)*, bounded by Maple Ave., McKinley Ave., Park Place, & Evergreen Ave.
8. **Rotary Club Park:** *Approx. 28,000 sf*, bounded by Herald St., 545 Herald, rear fence line of houses on Jener St., & Wing St.
9. **Garden Club Park:** *Approx. 24,000 sf*, bounded by Carol Ave., Forest Ave., Sutherland Ave., & 900 Sutherland and 953 Carol
10. **Jack Wilcox Park:** *Approx. 9,000 sf*, bounded by Dewey Ave., rear fence line of houses on Simpson Ave., and 670 Byron, & Byron Ave.
11. **Lion's Club Park (both North and South of Burroughs Ave.):** *Approx. 1 1/3 acres(60,000 sf)*, bounded by Harding St., 855 Harding, 856 Coolidge, rear fence line of 850-900 Fairground, rear fence line of 920-1080 Fairground, Coolidge St. dead end, 964 Coolidge, & 963 Harding.
12. **Fairground Park:** *Approx. 2 1/3 acres(100,000 sf)*, bounded by rear fence line of houses on Maple St., Hamilton St., 591 Hamilton, 392 Joy, Joy St., rear and side fence line of 607 Harding St., & Harding St.
13. **Smith Park:** *Approx. 8,000 sf*, bounded by 585 Sheldon, 592 Elm, Elm Ave., 614 Evergreen, & Sheldon Rd.
14. **Knights of Columbus Park (Fire Station #2):** *Approx. 10,000 sf*, bounded by Spring St., Holbrook Ave., rear fence line of houses on Caster St., rear fence line of houses on Mill St., & 140 Spring
15. **Coolidge St. Right-of-way:** *Approx. 3,200 sf*, bounded by Lion's Club Park, Coolidge St., Rear property lines of houses fronting on Fairground, 440 Ross & 505 Hartsough
16. **Wilcox Rd. Right-of-way (ROW):** *Approx. 1 acre(41,000 sf)*, right-of-way along Mill St. from Rouge River bridge to Wilcox Rd. & right-of-way along Wilcox Rd. from Mill St. to E. Hines Dr. (Rouge River bridge) & Traffic Island @ Wilcox Rd. & Mill St. & surrounding Old Village Sign (ROW along Starkweather from Rouge River bridge to Mayflower Towing driveway) & Vacant Lot @ Wilcox Rd. & Holbrook St., bounded by Wilcox Rd., Holbrook St. & 1083 Holbrook Sidewalk
17. **Sheldon Service Drive:** *Approx. 12,000 sf*, right-of-way between Sheldon Rd. service drive & Sheldon Rd. from Nantucket St. to Provincetown St.

18. N. Territorial Rd. Right-of-way: *Approx. 26,000 sf*, right-of-way along N. Territorial from Cassady Place Property to Scituate Dr. & Scituate Dr. to city limit & Scituate Dr. traffic island
19. Ann Arbor Tr. & Sheldon Rd. Lot: *Approx. 11,000 sf*, bounded by Ann Arbor Tr., Sheldon Rd., Alleyway, & 1488 Ann Arbor Tr.
20. Sheldon Rd. Right-of-way: *Approx. 1 acre(43,000 sf)*, right-of-way along Sheldon Rd. from Smith Playground to Beech St., from Beech St. to Hartsough Ave. & from Hartsough Ave. to Crestwood Park Condos (Byron Creek bridge)
21. Byron Ave. Right-of-way: *Approx. 10,000 sf*, right-of-way along Byron Ave. from McKinley Ave. to 1142 Byron, from 1056 Byron to Harvey St. & from Harvey St. to Main St.
22. Park & Mill St. Right-of-way: *Approx. 24,000 sf*, bounded by Mill St., Park Ave., Rear fence line of Parkview duplexes, & 407 Mill & Park Ave traffic island
23. Mill St. Right-of-way: *Approx. 18,000 sf*, right-of-way along Mill St. from Plymouth Hills Apartments to Burroughs Ave., from Burroughs Ave. to 880 Mill St., from 882 Mill St. to Hartsough St., & from Hartsough St. to East Middle School
24. Theodore St. Right-of-way: *Approx. 3/4 acre(31,000 sf)*, bounded by Farmer St., Railroad Tracks, Mill St., & Theodore St.
25. City Hall & East Central Parking Lot: *Approx. 1/2 acre(20,000 sf)*, bounded by Main St., Church St., Police Garage bldg., & approx. City of Plymouth Historical Marker, also the traffic islands in Church St. east of Main St. and the right of way on Church St. from Main St. to Union St. including all traffic islands, also all traffic islands in and around the parking lot that extends from the rear of "The Gathering" to Church St. and including the right-of-way on Union St. from Church St. to parking lot entrance
26. Saxton's & Maple St Lots: *Approx. 25,000 sf*, bounded by 686 Maple, Deer St., Ann Arbor Tr., 565 Ann Arbor Tr., 606 Maple & Maple St.

Recreation Locations:

27. Cultural Center: *Approx. 3/4 acre(34,000 sf)*, right-of-way along Farmer St. from rear fence line of Adams St. houses to DTE Substation, apron along Adams St. houses rear fence line, apron along PARC fence line, right-of-way along Theodore St. from PARC fence line to DTE Substation, apron along DTE Substation between building and fence line, & front entry areas
28. Massey Field: *Approx. 29,000 sf*, baseball diamond only
29. Automotive Components Holdings/Visteon/Ford Soccer Fields: *Approx. 4 1/2 acres(196,000 sf)*, bounded by wooded areas or brush on three sides, & entry road, maximum overall dimensions approx. 255 feet by 825 feet

Cemetery Locations:

30. Riverside Cemetery: *Approx. 12 acres(522,000 sf)*, bounded by Hines Park, fence line along DMS bulk storage area, fence line along Industrial Park, & Massey Field and Courthouse parking, includes right-of-way along Plymouth Rd. from parking entrance to 800 Plymouth Rd.
31. York St. Cemetery: *Approx. 1 acre(45,000 sf)*, bounded by cemetery fence line on all sides & includes the drive approach of Pearl St from York St. to the cemetery entrance

Specifications:

General:

1. **No pre-bid meeting will be held. All bidders are encouraged to submit any questions, concerns or clarifications via email prior to submitting a bid.**
2. The contractor shall provide all prices inclusive of all foreseen costs. No additional surcharges, charges, fees, extras, etc. will be permitted.
3. The intent of the City of Plymouth is to maintain its parks, facilities and right-of-ways in a clean, neat and orderly appearance, suitable to its intended use. The contractor shall perform the following:
 - Furnish all labor, supervision, equipment, fuel, material, tools, supplies, services,

- and special skills required to perform the maintenance as set forth herein
 - Provide a sufficient number of operators and equipment to insure the timely completion of the mowing
 - Maintain equipment in proper working order, remove damaged equipment from service as soon as possible, ie. Bent, broken or missing blades, flat tires, etc.
 - Utilize lawn mowing equipment able to provide an accurate, level, and consistent cut. Equipment must have the ability to adjust the cutting height to the specific height as directed
 - Lawn mowing, including but not limited to trimming, edging and clean up
 - Trim around all obstacles on lawn areas with each mowing without damaging trees or landscaping
 - Edge all lawn areas with each mowing including but not limited to the removal of weeds and/or growth from sidewalk control/expansion joints, between pavers or brickwork, back of curb, around manhole structures and in the curb and gutter
 - Remove all grass clippings from walkways, parking lots, and other paved areas
 - Leave grass on the lawn to decompose, unless in such significant clumps/piles that the clippings would damage/suffocate the grass
 - Clean up any trash or debris on lawn before mowing, and dispose of trash and debris in an acceptable manner
 - Repair, replace, and satisfactorily correct all damage to lands, grass, and vegetation
 - Not blow grass onto/into any storm drains, parking areas or adjacent private property
 - Not mow in severe wet conditions so as to not damage the turf, drainage or soil
 - Not mow in drought conditions as specified by DMS
 - The contractor shall not use any grass or weed killer of any type at any location within any park, ROW, or cemetery
 - Take every precaution to avoid spilling or leaking petroleum products. If leakage/spillage does occur, the contractor shall take immediate action to clean up the spill in accordance with recommended standards for dealing with spillage of hazardous materials
 - Exercise precaution at all times for the prevention/protection of all people and property. Safety provisions of all applicable laws, regulations and ordinances shall be observed. The City of Plymouth may require the contractor to discontinue hazardous work practices upon written notice. The contractor shall keep all necessary guards and protective devices in place at locations where work is being performed to prevent injury to the public or damage to public and/or private property.
4. Perform weekly mowing, or as needed, or as indicated on the bid proposal form or as directed by DMS, subject to change upon direction of DMS and/or Recreation Department Supervisor and/or Downtown Development Authority Supervisor. Schedule of mowing and/or leaf clean up may be dictated and/or changed by the City of Plymouth at any time. First tentative week of mowing: April 27, 2020 and last tentative week of mowing: October 26, 2020. For bidding purposes, the mowing season is considered to be 27 weeks.
5. Cut grass to a height of approximately 3 inches, with blades sharpened on a regular basis, not bent or otherwise impaired. Grass height is measured from the soil to the tip of the grass blade.

Recreation Locations:

1. Automotive Components Holdings/Visteon/Ford Soccer Fields:
 - Grass shall be cut at a height of 2 ½" to 3 ½" as directed by the City of Plymouth Recreation Department director
 - Every effort will be made to provide the specified cutting heights to the contractor in advance. Notice given to the contractor will be weather and event dependent
 - Grass shall be cut 1 to 2 times per week as needed or as directed by the City of Plymouth Recreation Department director
 - Cutting schedule will be dependent on coordination with field paint/markings contractor

- Grass shall be cut under moveable soccer goals. The contractor shall be held responsible for any and all damage to goals and nets
 - Additional special cuttings may be requested per the City of Plymouth Recreation Department director
2. Massey Field:
- Grass shall be cut at a height of 2 ½" to 3 ½" as directed by the City of Plymouth Recreation Department director
 - Every effort will be made to provide the specified cutting heights to the contractor in advance. Notice given to the contractor will be weather and event dependent
 - Grass shall be cut 1 to 2 times per week as needed or as directed by the City of Plymouth Recreation Department director
 - Cutting schedule will be dependent on coordination with field paint/marketing contractor
 - Additional special cuttings may be requested per the City of Plymouth Recreation Department director

Saxton's & Maple St Lots:

1. Saxton's (583/585/587 W Ann Arbor Tr), Vacant Property (674 Maple), Vacant Lot (624 Maple):
- Grass shall be cut at a height of 3" as directed by the Downtown Development Authority (DDA) director or DDA staff representative

Cemetery Locations:

1. Riverside Cemetery:
- Grass shall be cut at a height of 3" as directed by the City of Plymouth DMS
 - The contractor shall be held responsible for any and all damage including but not limited to: cracked, chipped or broken concrete foundations, grave stones, or monuments
 - The contractor shall be responsible for any damaged flowers, shrubs, trees, vines or other vegetation and the proper compensation of said vegetation
 - The contractor shall not use any grass or weed killer of any type at any location within the cemetery.
2. York St. Cemetery:
- Grass shall be cut at a height of 3" as directed by the City of Plymouth DMS
 - The contractor shall be held responsible for any and all damage including but not limited to: cracked, chipped or broken concrete foundations, grave stones, or monuments
 - The contractor shall be responsible for any damaged flowers, shrubs, trees, vines or other vegetation and the proper compensation of said vegetation
 - The contractor shall not use any grass or weed killer of any type at any location within the cemetery.

Fall Leaf Clean up:

1. Leaves may be mowed/mulched on the lawn to decompose, unless in such significant clumps/piles that the leaves would damage/suffocate the grass.
2. Leaves are to be blown, raked or removed from the grass and piled at the curb, when leaf quantities become too large to be mulched into the lawn to decompose. Refer to DMS for additional instructions regarding fall bulk leaf pick up.
3. Refer to DMS for bulk leaf pick up scheduling after Labor Day.
4. Leaf clean up will occur in a maximum of two occurrences, an initial clean up coinciding with the City's first bulk leaf pick up date and a second follow up clean up coinciding with the City's second bulk leaf pick up date.
5. Refer to the bid proposal form (spreadsheet) for the locations designated for fall leaf clean up.

Bonding, Insurance & Contract:

1. Contract
- This bid is for a 1 year contract for the year of 2020. The contract may be

extended on an annual basis for up to a total contract length of 3 years, 2020-2022. At the end of 3 consecutive years, the contract will be put out to bid regardless of the performance of the contractor. This contract will be rebid in the year 2022 at the latest.

- The successful bidder will provide a written contract. Contract documents to be furnished by the successful bidder within 10 business days following the award of the contract on April 6, 2020.
 - Upon extension of the initial 1 year contract, a new contract will be written up for each 1 year extension and executed prior to the start of mowing for each season.
2. All bid proposals must include a Bid Payment Bond in the amount of 10% of the total bid price to be made payable to the City of Plymouth. If a contractor is successful, a performance bond shall also be required.
- Every bid must be accompanied by a money order, cashiers check or certified check, made payable to the City of Plymouth, or a bond with corporate surety in the amount of 10% of the bid.
 - The bid bond amount is determined as 10% of the "Total Grass Mowing Bid Price Per Cutting 2020" this is the total located at the bottom of the bid proposal form.
 - Said bid bond shall be forfeited to the City of Plymouth in the event a bidder neglects or refuses to enter into a written contract with the City of Plymouth within 10 business days of the award of the contract by the City of Plymouth DMS.
 - Following the award of the contract the bid bond of each unsuccessful bidder shall be returned to each such bidder.
 - The bid bond of the successful bidder, to whom the contract is awarded, shall be returned upon the execution of the contract and delivery of the performance bond as described below.
3. Performance Bond
- A performance bond shall be provided by the successful bidder. The performance bond must be in the amount of 100% of the contract amount, and submitted to the City of Plymouth within 30 days after announcement of the award.
 - The performance bond amount will be based on a season of 27 grass cuttings + 2 fall leaf clean ups for the contracted period of 1 year.
 - If the bidder fails to furnish the performance bond within 30 days, the contract is void and the City of Plymouth may claim the amount in the bid bond.
 - The performance bond shall be renewed each year that the contract is renewed. The renewed performance bond must be in the amount of 100% of the contract amount for that contract year, and submitted to the City of Plymouth within 30 days of the renewal of the contract.
4. Insurance
- Every bidder must provide proof of Comprehensive General Liability Insurance with minimum limits of \$500,000 combined single limit bodily injury and/or property damage.
 - Every bidder must provide proof of Automobile Liability Insurance with minimum limits of \$500,000 combined single limit bodily injury and/or property damage.
 - Every bidder must provide proof of Worker's Compensation Insurance that complies with the Worker's Compensation laws of Michigan.
5. The contractor shall not bill the City of Plymouth unless the work has been fully completed. Partial completion at any given location will result in no payment for that location. Partial completion includes but is not limited to the following: mowing but not trimming, mowing one part of a multi-part location, mowing any fraction of Riverside cemetery less than the entirety.
6. Unless the contractor has been directed to not mow grass due to drought or other conditions per DMS, the contractor shall maintain the schedule outlined above and for special conditions below. If the contractor fails to maintain schedule, without City of Plymouth consent, the City of Plymouth may supplement the mowing with City of Plymouth staff or another contractor, with payment for this work deducted from the performance bond.
7. The contractor shall not obligate the City of Plymouth to make any payments to another party, nor make any promises or representations to another party for, or in behalf of, the

City of Plymouth, without prior written approval from the City of Plymouth DMS.

8. The City of Plymouth is a tax exempt entity.
9. The City of Plymouth reserves the right to split the award of this contract to multiple bidders. Divisions of this contract include, but are not limited to: Park/Public Property & Right-of-way Locations, Recreation Locations, and Cemetery Locations

Vendors with Questions:

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

AFFIDAVIT OF NONCOLLUSION

STATE OF Michigan COUNTY OF Wayne

Jason Zarate (name), being first duly sworn deposes and says that he is

Account Manger (title) of Serene Landscape Group (corporation)

who submits herewith to the City of Plymouth a proposal for **Grass Cutting: City Parks, Facilities & Right-of-ways** for the City of Plymouth certifies:

That all statements of fact in such proposal are true;

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

That such proposal is genuine and not collusive or sham;

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

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

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

Serene Landscape Group
Firm Name


Signature of Bidder

3/27/2020
Date

Location	Mowing Schedule	Grass Mowing Bid Price PER CUTTING		Fall Leaf Clean up Bid Price PER CLEAN UP	
		2020	Annual Escalator, If any	2020	Annual Escalator, If any
<i>Park/Public Property & Right-of-way Locations</i>					
#1 (Kellogg Park)	1 /week	\$ 80	3 %	\$ 265	3 %
#2 (Tonquish Cr.)	1 /week	\$ 28	3 %	X	X
#3 (Veteran's Park)	1 /week	\$ 68	3 %	\$ 200	%
#4 (Starkweather Park)	1 /week	\$ 28.50	3 %	\$ 47	3 %
#5 (Pointe Park)	1 /week	\$ 39	3 %	\$ 100	3 %
#6 (Kiwanis Park)	1 /week	\$ 46.25	3 %	\$ 75	3 %
#7 (Hough Park)	1 /week	\$ 73	3 %	\$ 235	3 %
#8 (Rotary Park)	1 /week	\$ 32	3 %	\$ 45	3 %
#9 (Garden Club Park)	1 /week	\$ 40	3 %	\$ 155	3 %
#10 (Jack Wilcox Park)	1 /week	\$ 23	3 %	\$ 45	3 %
#11 (Lion's Park)	1 /week	\$ 62.50	3 %	\$ 250	3 %
#12 (Fairground Park)	1 /week	\$ 82	3 %	\$ 232	3 %
#13 (Smith Park)	1 /week	\$ 25.25	3 %	\$ 48	3 %
#14 (Knights of Columbus)	1 /week	\$ 29.75	3 %	\$ 88	3 %
#15 (Coolidge St ROW)	1 Bi-weekly	\$ 25.50	3 %	X	X
#16 (Wilcox Rd ROW)	1 Bi-weekly	\$ 49	3 %	X	X
#17 (Sheldon Service Drive)	1 Bi-weekly	\$ 43	3 %	X	X
#18 (N Territorial ROW)	1 Bi-weekly	\$ 55	3 %	X	X
#19 (Lot @ AATr & Sheldon)	1 Bi-weekly	\$ 27	3 %	X	X
#20 (Sheldon ROW)	1 Bi-weekly	\$ 55	3 %	X	X
#21 (Byron ROW)	1 Bi-weekly	\$ 35	3 %	X	X

#22 (Park Av & Mill St ROW)	1 Bi-weekly	\$ 63	3 %	X	X
#23 (Mill @ Burr/Harts ROW)	1 Bi-weekly	\$ 43.50	3 %	X	X
#24 (Theodore ROW)	1 Bi-weekly	\$ 45	3 %	X	X
#25 (City Hall & East Central Parking Lot)	1 /week	\$ 53	3 %	\$ 50	3 %
#26 (Saxton's & Maple St Lots)	1 /week	\$ 52	3 %	\$ 140	3 %
<i>Recreation Locations</i>					
#27 (Cultural Center)	1 /week	\$ 83	3 %	\$ 80	3 %
#28 (Massey Field)	1-2 /week	\$ 50	3 %	\$ 70	3 %
#29 (ACH/Vist/Ford Soccer Field)	1-2 /week	\$ 180	3 %	\$ 145	3 %
<i>Cemetery Locations</i>					
#30 (Riverside Cemetery)	1 /week	\$ 1625	3 %	\$ 2675	3 %
#31 (York St Cemetery)	1 Bi-weekly	\$ 47	3 %	\$ 140	3 %
Total Grass Mowing Bid Price Per Cutting 20 20:		\$ 3188.25			
Total Fall Leaf Clean up Bid Price Per Clean up 20 20:				\$ 5085	

Contractor Company Name: Serene Landscape Group

Address: 350 S. Mill St

Plymouth, MI 48170

Phone Number: 734-416-9062

Fax: 734-416-9064

Email Address: Jason@serenesurroundings.com Contractor Contact

Person: Jason Zarate

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

Signature of Authorized Agent: _____

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

Date: 3/27/2020

Printed Name of Authorized Agent: Jason Zarate

RESOLUTION

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

WHEREAS The City of Plymouth has a variety of public properties which need to have the
Lawn mowed on a regular basis, and

WHEREAS From time to time the City bids these services to arrange for lawn mowing and
Leaf clean up services, and

WHEREAS The City did seek bids for this service and two bidders, bid on the project, and

WHEREAS The City Administration did review the bid and recommends accepting the bid from
Serene Surroundings Landscape Group.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the bid from Serene Surroundings Landscape Group for lawn mowing and fall leaf clean up.



Administrative Information – No Action Required

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 - Budget Message for City Comm Packet 04-06-20.docx*
Date: April 3, 2020
RE: Presentation of the Budget

INFORMATION ONLY – No Action Required

The City Administration is required to present the City Commission with the proposed budget at the first meeting in April. The Budget Books will be delivered to your homes on Monday, April 6, 2020. We are currently in the final stages of putting the budget documents together. We normally pass the books out at the City Commission Meeting. However, since we are meeting on a video conference, due to the Covid-19, we will deliver the books on Monday afternoon. The purpose of this memorandum is to give a “50,000 foot” highlight of the budget document.

The City Charter requires that the administration deliver a balanced budget to the City Commission and we are doing so, while acknowledging that we will likely see changes in a number of revenue sources that are impacted by COVID-19, and that we don’t know how long the financial impact will last. The financial state of the City was recently rated by Standard and Poors and we have maintained a Standard and Poors Bond Rating of AA with a stable outlook. However, that was prior to COVID-19, which has basically shut down the economy.

From a historical perspective, at the peak period of the polio virus in the late 1940s and 1950s, the disease paralyzed or killed over a half-million people worldwide every year. People were not going to playgrounds, not going to public pools and basically staying in their homes, similar to the situation we are facing today. However, that was a time when people naturally spent more time at home, there were fewer organized activities and life moved at a slower pace. Also, during that period of time, municipal revenues were not affected by the Headlee Amendment or Proposal A. There were fewer state and federal regulations, rules and mandates where the City had to ensure compliance. Hence, this is totally uncharted territory for the City.

In short, with no history to follow on revenues, we anticipate that this budget will be subject to numerous changes as we progress during the fiscal year. We are hopeful that the state and federal governments will make us whole, or at a minimum mostly

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whole, when the COVID-19 situation is over and we are able to tally up our lost revenues and additional expenses.

We are very concerned about where State Shared Revenues will be in the new fiscal year. In addition, we are gravely concerned that the 35th District Court will be a significant expense for the City. It should be noted that we predicted that there would be no need for a third judge in 2001 and 2002 and that the cost of adding a judge would lead to a situation where the court became a cost center for the City. In 2020, the cost of the court may have significant impact on local budgets as the court will merely present their budget shortfall and put it on the shoulders of the five local units to fund.

We also have to be aware that significant changes in the stock market most likely will impact our legacy costs. The shock of the market, (as I write this) down 7,000 points from its high, will impact the returns for MERS and the lack of returns will then be passed along to the local units.

In short, this budget is a best-case scenario.

On the positive side, we have been frugal with expenses over time and we have lived within our means. We have limited making capital purchases for a number of years. We developed a long-term strategic plan, which looks out over several years, rather than one year at a time. It is good to know that the federal government and our Representative Haley Stevens and Senator Gary Peters are at least talking about the needs of local government and wanting to be sure none of them fails.

In accordance with our strategic plan, the proposed budget shows limited significant new initiatives. We have also tremendously limited the scope of any capital purchases, again, in accordance with our strategic plan. We continue to be extremely cautious about the future. We are now in a position where we find it particularly difficult to meet financial challenges of the revised actuarial payment schedule for long-time retired former employees. The stock market in the past 30 days has not helped this situation.

We are a 20+ million-dollar corporation and we have a very lean organization. This has reduced our overhead costs, but it has also put greater stresses on our employees as they do multiple jobs. This stress has never been more apparent than with our response to the COVID-19 situation. We continue to hope that all our current employees remain healthy so that we can continue to do what is necessary for the organization. Our response to the COVID-19 virus is a clear indication why the City Commission adopted a strategic plan that has placed an emphasis on succession planning. As we respond to the COVID-19 situation, the strength and adaptability of our organization have really been apparent. The City of Plymouth is open and accessible, albeit by different means, but we are here to do the work of local government. We are aware of a nearby city which sent an email out to their residents stating that their city was closed. Obviously, that does not meet our customer service philosophy or the objectives of our strategic plan.

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Again, in the proposed budget we have attempted as much as possible to maintain service levels and to address higher costs for vendor services and the former defined benefit retirement plan, while providing a safe, clean community that delivers on the vision of the strategic plan.

There is no action needed on this item, but we wanted this “on the record” to indicate that we have provided the City Commission with budget as required. We most likely should talk about the Budget Study Session schedule. You may want to consider having one session on April 16th as a possibility. That way you can get your questions into the Administration ahead of that meeting and we can be prepared to address those issues.

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

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ZBA LIAISON REPORT

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8. REPORTS AND CORRESPONDENCE

a. Liaison Reports

ZBA Liaison Report for April 6, 2020

- Z20-02 Non-Use Variance Request for 575 Blunk
- Side yard setback
- Zoned: R-1, Single-Family Residential
- Applicant: James Fedewa
- Request for Variance: Denied
- Vote: 5 to 0