



Plymouth City Commission

Regular Meeting Agenda

Monday, April 20, 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 ID 962 4970 3934

Join Zoom Meeting - <https://zoom.us/j/96249703934> Password - 648237

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
- c. Proclamation
 - i. [Arbor Day](#)

2. CITIZENS COMMENTS

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

- a. [Approval of April 6, 2020 Regular Meeting Minutes](#)
- b. [Approval of April 16, 2020 Budget Study Session Minutes](#)
- c. [Approval of March 2020 Bills](#)
- d. [Approval of Special Event: Farmer's Market](#)

5. COMMISSION COMMENTS

6. OLD BUSINESS

- a. [Parks and Open Space Ordinance - 2nd Reading](#)

7. NEW BUSINESS

- a. [Soccer Equipment Bids](#)
- b. [Cross-Connection Program Renewal](#)

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 for items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

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

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

City of Plymouth Strategic Plan 2017-2022

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 2019-2020

- Restore operations for recreation programs after Hines Park bridge repairs are completed
- Explore funding and partnership opportunities to increase and enhance pedestrian crossings
- Finalize [City website](#) update
- Develop and adopt a Master Plan for Kellogg Park, including the fountain
- Develop and implement strategy to market sponsorship opportunities to improve publicly owned assets
- Draft and approve amendments to [Tree Ordinance](#) to clarify implementation, enforcement, and scope

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 2019-2020

- Continue to support [Michigan Municipal League \(MML\)](#) efforts to [coordinate state initiatives](#) related to revenue sharing with municipalities
- Increase awareness of and support the [MML Save MI City campaign](#)
- Target revenue enhancements that support large capital projects, including grants and millages
- Explore internal and external potential for supplemental funding of legacy costs
- Develop a plan for capital improvement funding projects and purchases
- Explore enhanced investment opportunities

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 2019-2020

- Complete and approve the [DDA Master Plan](#)
- Address and implement recommendations in the [Redevelopment Ready Communities baseline report](#)
- Develop and approve city-wide economic development strategies (Saxton's property, parking system, connections between Old Village and the DDA, Bathey property remediation and development, 240 N. Main, Lumber Mart site)
- Identify other properties of significance to the economic development strategy
- Complete a community survey
- Increase collaborations with partners in the community
- Administer the City's [Master Plan](#) using implementation matrix ([Appendix Table 5](#))

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 2019-2020

- Begin implementation of parking recommendations for City parking system
- Develop and utilize consistent message and branding across all platforms
- Develop and approve of plan for future delivery of emergency services
- Implement infrastructure asset management plan
- Approve agreement on sanitary sewer with [Western Township Utilities Authority \(WTUA\)](#)

Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW, THEREFORE, I Oliver Wolcott, Mayor of the City of Plymouth, Michigan, do hereby proclaim April 25th, 2020, as

Arbor Day

In the City of Plymouth, Michigan, and I urge all citizens to Celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the Official Seal of the City of Plymouth, Michigan to be affixed this 6th day of April, 2020.

Oliver Wolcott
Mayor of the City of Plymouth, Michigan



City of Plymouth
 City Commission Regular Meeting Minutes
 Monday, April 6, 2020 - 7:00 p.m.
 Plymouth City Hall Commission Chambers

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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

Meeting was held online at Zoom.us
Meeting Code 530 578 662 Password - 997895

Statement on the reason the public body is meeting electronically:

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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, Ed Krol, Kelly O' Donnell, Marques Thomey and Tony Sebastian

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

2. CITIZENS COMMENTS

There were no citizen comments

3. APPROVAL OF THE AGENDA

Commissioner Sebastian made a motion, seconded by Commissioner Thomey to approve the agenda for Monday, April 6, 2020.

ROLL CALL VOTE - MOTION PASSED 7-0

4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of March 16, 2020 Regular Meeting Minutes

Commissioner Thomey offered a motion, seconded by Mayor Pro Tem Moroz to approve the Consent Agenda for Monday, April 6.

ROLL CALL VOTE - MOTION PASSED 6-0 (Commissioner Krol abstained)

5. COMMISSION COMMENTS

Mayor Wolcott thanked the staff for working hard during the pandemic. Commissioner Krol thanked the mayor for excusing him from the March 16 meeting to so he wouldn't be exposed to any potential COVID-19 droplets. Mayor Pro Tem Moroz thanked the administration for acting quickly on safety measures related to the pandemic. Commissioner O'Donnell asked whether spring cleanup day would still take place. City Manager Sincock responded that no decision had yet

been made due to the fluidity of the situation. She also asked whether non-emergency ordinance enforcement was still taking place. Sincock said enforcement is decided on a case-by-case basis due to the ordinance officer's reduced work schedule. Commissioner Krol showed the group a face shield he made.

6. OLD BUSINESS - NONE

7. NEW BUSINESS

a. Repairs to Street Sweeper

Commissioner Krol offered the following resolution, which was seconded by Commissioner Sebastian.

RESOLUTION # 2020-29

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.

There were questions about the selection process for the repair company and whether the sweeper was scheduled to be replaced in the Capital Improvement Plan. Director of Municipal Services Chris Porman said he was comfortable with the company because he has worked with them in the past, and further, that there are very few companies that repair street sweepers. He said the street sweeper was not slated to be replaced.

ROLL CALL VOTE - MOTION PASSED 7-0

b. Parks & Open Space Zoning Amendment

Mayor Pro Tem Moroz offered the following resolution, which was seconded by Commissioner Thomey:

RESOLUTION # 2020-30

WHEREAS The Planning Commission and 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 approved the Parks and Open Space district and rezoning of the City-owned parks, parklands and playgrounds

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

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.

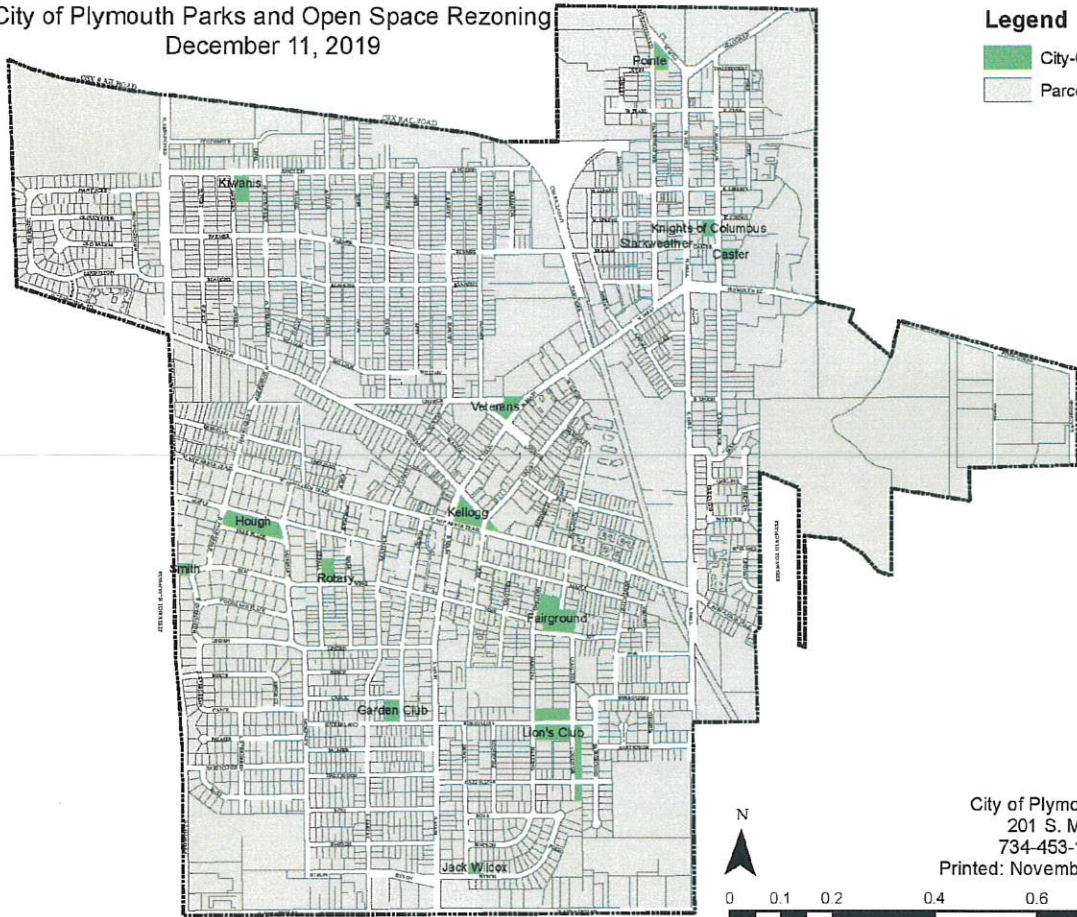
Zoning District	Minimum Size Lot Per Dwelling Unit		Maximum Height of Structures		Minimum Yard Setback (Per Lot in Feet)				Minimum Floor Area Per Unit (sq. ft.)	Maximum % Lot Area Covered By All Buildings	Maximum Floor Area Ratio
	Area in sq. ft.	Width	In stories	In feet	Front	Least one	Total of two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

78-424 through 78-429. Reserved.

City of Plymouth Parks and Open Space Rezoning
December 11, 2019

Legend

-  City-Owned Parks
-  Parcels



City of Plymouth GIS
201 S. Main
734-453-1234
Printed: November 18, 2019



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.

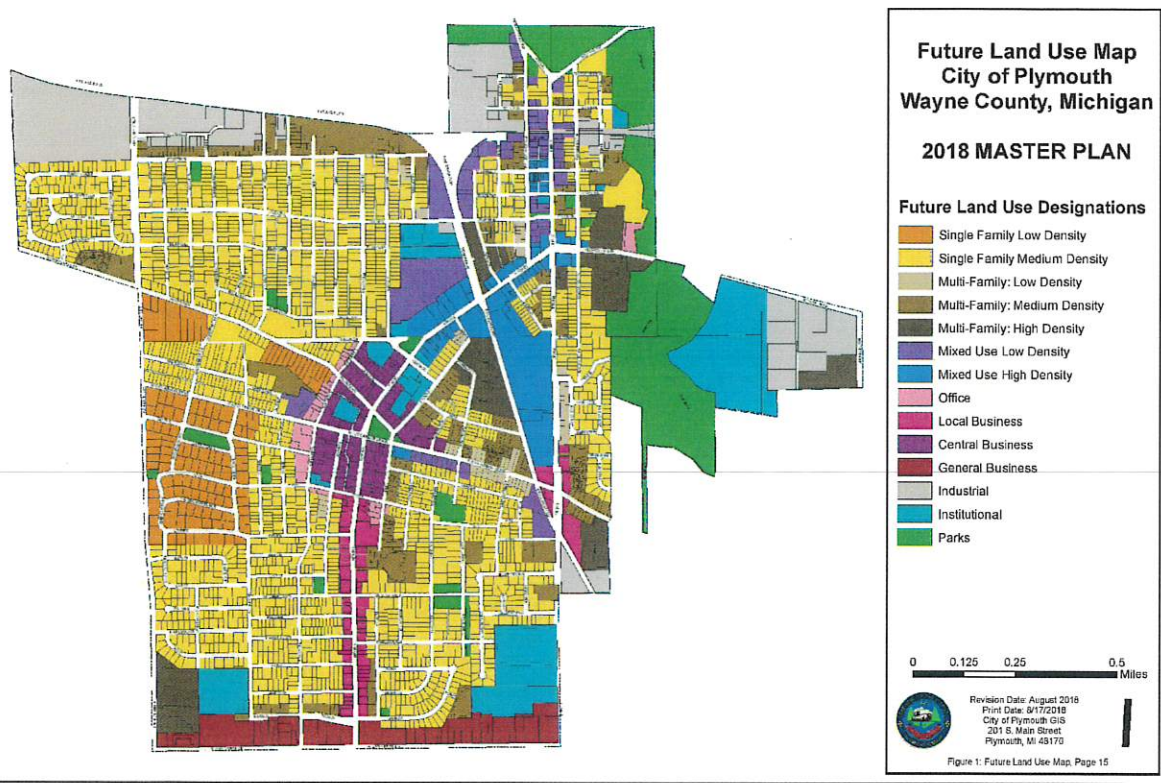
Citizen Comments

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.



Commissioner Thomey commended the team for developing the new ordinance, as did Mayor Pro Tem Moroz.

ROLL CALL VOTE - MOTION PASSED 7-0

c. Lawn Mowing Bids 2020 Season

Mayor Pro Tem Moroz offered the following resolution, which was seconded by Commissioner Sebastian.

RESOLUTION # 2020-31

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 cleanup.

Mayor Pro Tem Moroz said he appreciated that the contract would be going to a local company. Commissioner Krol asked why there was a three-year renewal in the contract. City Manager Sincock explained that either the City or the contractor would have the option of ending the contract after one year or two years if either party desired to do so.

ROLL CALL VOTE - MOTION PASSED 7 – 0

d. Presentation of 2020-21 Budget – NO ACTION NEEDED

City Manager Sincock presented the proposed 2020-21 budget to the Commission. A budget study session was scheduled for April 16, with the time to be determined.

8. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Commissioner Krol reported that the ZBA denied the only request before it at their April meeting. Commissioner Thomey reported that the Northville Plymouth Fire Advisory Board met prior to the Commission meeting. Mayor Pro Tem Moroz reminded residents to complete the 2020 Census.

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

9. ADJOURNMENT

Hearing no further discussion, Mayor Wolcott asked for a motion to adjourn. A motion to adjourn was made by Commissioner Krol and seconded by Commissioner Thomey for adjournment of the meeting at 7:56 p.m.

ROLL CALL VOTE - MOTION PASSED 7 – 0

OLIVER WOLCOTT
MAYOR

MAUREEN A. BRODIE, CMC, CMMC
CITY CLERK



Plymouth City Commission Budget Study Session Thursday, April 16, 2020 5:00 p.m. Online meeting via Zoom

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

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

**Meeting was held online at Zoom.us
Meeting ID 330 783 059 Password 694352**

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CALL TO ORDER

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

PRESENT: Mayor Oliver Wolcott, Mayor Pro-Tem Nick Moroz, Commissioners Suzi Deal, Ed Krol, Kelly O' Donnell, Nick Moroz, Tony Sebastian, and Marques Thomey.

ALSO PRESENT: City Manager Paul Sincock and City Department Heads.

REVIEW BUDGET MATERIALS

City Manager Paul Sincock along with Finance Director John Scanlon presented the budget outlining the items below. In addition, it was determined that additional Budget Study Sessions are not needed.

Functions of the City Budget
City Manager's Budget Message
Property Taxes- Headlee Rollback, Proposal A and Millage Rate History
State Revenue Sharing
Additional Impacts
35th District Court
Future Legacy Costs
Revenues/Expenditures

ADJOURNMENT

Hearing no further business, Commissioner Krol offered a motion, seconded by Mayor Pro Tem Moroz to adjourn. The motion passed by a 7-0 roll call vote. The meeting was adjourned at 6:27 p.m.

City of Plymouth
SPECIAL EVENT APPLICATION

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

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

Sponsoring Organization's Legal Name Plymouth Community Chamber of Commerce

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

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

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

Ph# same Fax# same Email same Cell#

Address same City State Zip

Event Name 2020 Plymouth Farmers Market

Event Purpose Provide produce, meats, cheeses, plants, flowers, clothing, jewelry, and crafts to local residents

Event Date(s) Saturdays from May 16 through October 24, except for July 11 and September 12, due to festivals

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

Event Location Downtown Plymouth in The Gathering

What Kind Of Activities? Farmers and vendors sell fresh produce, meats, cheeses, plants, flowers, clothing, jewelry and crafts.

What is the Highest Number of People You Expect in Attendance at Any One Time? 50

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

Event Details: This event provides an opportunity for Farmers Market vendors to sell fresh produce, meats, cheeses, plants, flowers, clothing, jewelry and crafts. The people who come to the market are mainly local residents and people from the surrounding area.

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

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

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

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

Saturdays, May through October - 8am-12:30pm

Next year's specific dates:

See section 12.13 for license & insurance requirements for vendors

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

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

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

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

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

It may be necessary for the City to setup a water source (sink) weekly in the market for vendors and patrons to wash their hands.

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

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

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

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

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

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

YES NO

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

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

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

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

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

4/13/2020
Date

Mary Nyhus
Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 4531234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature Mary Nyhus

Date 4/13/2020

Witness April Benson

Date 4/13/2020

MUNICIPAL SERVICES:	Approved	Denied	(list reason for denial)	Initial CP
NO SERVICES NEEDED				email confirmation
Cost for handwashing station to be determined prior to event				
\$250 Bathroom Cleaning Fee Per Day of Event? YES NO				
Labor Costs:	Equipment Costs:	Materials Cost:		
POLICE:	Approved	Denied	(list reason for denial)	Initial AC
NO SERVICES NEEDED				email confirmation
Labor Costs:	Equipment Costs	\$	Materials Costs	\$
FIRE:	Approved	Denied	(list reason for denial)	Initial JD
NO SERVICES NEEDED				email confirmation
Labor Costs	\$	Equipment Costs	\$	Materials Costs
HVA:	Approved	Denied	(list reason for denial)	Initial PS
NO SERVICES NEEDED				
DDA:	Approved	Denied	(list reason for denial)	Initial TB
NO SERVICES NEEDED				email confirmation
Labor Costs	\$	Equipment Costs	\$	Materials Costs
RISK MANAGEMENT:	Approved	Denied	(list reason for denial)	Initial MB
Class I – Low Hazard				
Class II – Moderate Hazard		CERTIFICATE OF INSURANCE IS ON FILE		
Class III – High Hazard				
Class IV – Severe Hazard				

SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. EVENT SITE FEE \$100 per day TOTAL ESTIMATED FEE \$350 per day

APPROVED x NOT APPROVED DATE 4-17-2020



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - Parks and Open Space Zoning Amendment Final Reading - 04-20-20.docx*
Date: April 15, 2020
RE: New Parks & Open Space Zoning

Background

The City Commission held the First Reading of the new proposed Parks and Open Space Ordinance and Rezoning that the Planning Commission has been working on.

As you know, the City owns several neighborhood parks and playgrounds and they are mostly 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 the Second and Final 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
 Date: April 14, 2020
 Re: Adoption of Parks and Open Space Ordinance and Rezoning – Second 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. 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. Additionally, creation of this new zoning classification and resulting rezoning is a first step in accomplishing Best Practice 2 in the RRC certification process.

The table below shows the City-owned parks that are proposed for rezoning. 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

The City Commission completed the first reading of the draft ordinance and rezoning on April 6, 2020. At that time the City Commission had no comments or changes.

RECOMMENDATION:

Staff recommends that the City Commission complete a second reading and approve the Parks and Open Space zoning district language and rezone the City-owned parks and playgrounds to P-OS. Staff further recommends the City Commission direct the City Clerk to publish the new ordinance language, amend the zoning map, and sign the adopted zoning map with the Mayor, 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.

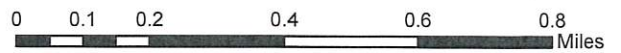
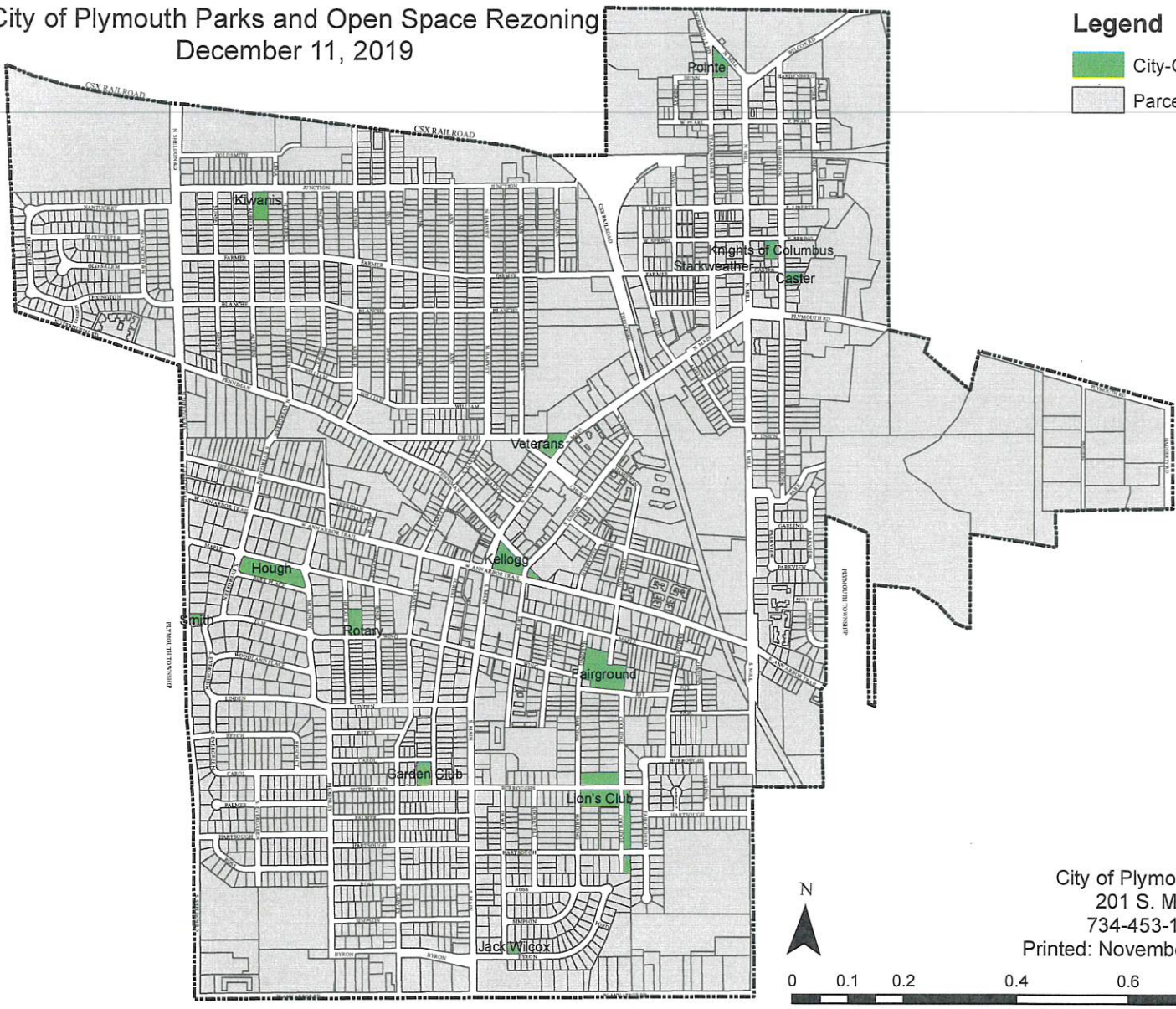
Zoning District	Minimum Size Lot Per Dwelling Unit		Maximum Height of Structures		Minimum Yard Setback (Per Lot in Feet)				Minimum Floor Area Per Unit (sq. ft.)	Maximum % Lot Area Covered By All Buildings	Maximum Floor Area Ratio
	Area in sq. ft.	Width	In stories	In feet	Front	Sides		Rear			
						Least 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 Parks and Open Space Rezoning December 11, 2019

Legend

-  City-Owned Parks
-  Parcels



City of Plymouth GIS
201 S. Main
734-453-1234
Printed: November 18, 2019



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

0 0.125 0.25 0.5
Miles



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 City Commission of the City of Plymouth held a first and second reading in which they 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

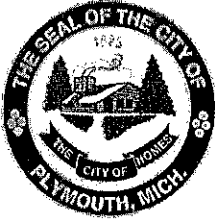
WHEREAS The Planning Commission held a public hearing on January 8, 2020 to receive public comment about the zoning amendment and rezoning, and

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

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

NOW THEREFORE BE IT FURTHER RESOLVED THAT the City Commission directs the City Clerk to publish the Parks and Open Space ordinance language, amend the zoning map, and sign the adopted zoning map with the Mayor.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Soccer Equipment Purchase Amended 20 - 21 04-20-20.docx
Date: April 15, 2020
RE: Soccer Equipment Bids – Fiscal 20 - 21

Background

Each year the City requests bids for a variety of soccer equipment. The revenue to make these purchases is generated by soccer registration fees. Each year we purchase a variety of jerseys, t-shirts, socks, soccer balls and flags for this program. Obviously, we recently cancelled the entire spring soccer season. That cancellation has resulted in the City having a number of uniforms “in stock” at the Recreation Department.

Normally, we change uniforms in the fall season. Due to the cancellation of the spring season we have some uniforms in stock and it makes sense to use them as a part of the fall season. Recreation Director Steve Anderson has had discussions with the Trading Post, which is the vendor awarded the contract for Fiscal Year 20 – 21. They are willing to match last year’s pricing on last year’s uniforms. This will save the Department about \$4,000.

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

RECOMMENDATION:

The City Administration recommends that the City Commission accept the amended proposal from the Trading Post, for soccer equipment for the 2020 - 21 Fiscal Year. We have attached a proposed Resolution for the City Commission to consider regarding this purchase. The purchases are budgeted in the Parks and Recreation Fund and are routine expenses for the soccer programs. Should you have any questions in advance of the meeting please feel free to contact either Steve Anderson or myself.




CITY OF PLYMOUTH

www.plymouthmi.gov

Recreation Department
Plymouth Cultural Center
525 Farmer
Plymouth, MI 48170

Phone 734-455-6620

Memo

To: Paul Sincock, City Manager
From: Steve Anderson, Recreation Director 
CC:
Date: 4/14/2020
Re: Change Soccer Equipment Bid for 2020-2021 Budget Year

As you are aware, on March 2, 2020, we received approval from the City Commission for the 2020-21 soccer equipment bid. As you are also aware, we have cancelled the Spring 2020 Youth Soccer Season due to the Covid 19 health emergency.

Every budget year, when we go out to bid for the youth soccer programs, we change the model of the soccer uniform so the teams will have a different look each Fall. This is a practice that our staff has followed for the past twenty-five years.

During this most recent soccer equipment bid cycle, we specified the Prottime "Memphis" model uniform. However, since we did not have the Spring Season, we have a variety of Prottime "Sedona" model uniforms that were never distributed. This is approximately \$4,0000.00 worth of youth soccer uniforms just sitting in a storage closet, waiting to be used.

With this being the case, we have approached the Plymouth Trading Post, last years and this year bid winner, to see if they would allow us to change back to the "Sedona" uniform for the upcoming soccer year. We have also asked them if they would still hold their same 2019-20 uniform pricing. After a few days of research, the Plymouth Trading Post has agreed to this new proposal.

With this being the case, we would like to receive permission from the City Commission to retain the 2019-20 soccer uniform and pricing (see attached). This would allow us to use our current stock of uniforms for the Fall 2020 Season.

If you have any questions, feel free to contact me at anytime.

Bid Opening: Soccer Equipment for Plymouth Cultural Center
 Date/Time: Thursday, February 21, 2019, 10:15 a.m.

UNOFFICIAL BID RESULTS

Attendees: Maureen Brodie
 Sieve Anderson

Bidder	<i>Sections</i> Plymouth Youth Size Jersey per unit with patch and numbers	<i>Sections</i> Plymouth Adult Size Jersey per unit with patch and numbers	"All Sport" Sock Pair	Select Brilliant Replica Soccer Balls - Sizes 3, 4, 5	Corner Flags- Bicycle Type 100-125 Qty
BSN Sports	\$16.35	\$17.35	\$3.60	\$11.42 BSN/Select Replica (off spec)	\$19.88 - set of 4 (off-spec)
Plymouth Trading Post	\$14.30	\$15.50	\$3.30	\$11.50	\$3.75

RESOLUTION

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

WHEREAS The City offers a soccer program to help promote the public health and welfare

And to promote the benefits of a parks and recreation program, and

WHEREAS Each year it is necessary to purchase a variety of soccer equipment in order to

Operate the program each year, and

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Plymouth does hereby accept amended bid from Plymouth Trading Post for a variety of soccer equipment for the 2019 - 20 Fiscal Year as follows:

PLYMOUTH TRADING POST:

Sedona – Youth Size Jerseys	\$14.30 each
Sedona – Adult Size Jerseys	\$15.50 each

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



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC:
Date: April 15, 2020
RE: Cross Connection Program – Water System

Background

The City of Plymouth is required to have something called a Cross Connection Program for our water system. This is a requirement of State of Michigan Department of Environment, Great Lakes, and Energy. This is an unfunded mandate from the State and is a requirement of our water system operations permit. This program checks backflow preventors on our commercial water accounts. A backflow preventor is a device that prevents water from the establishment from backing up into the City distribution system, in short, a check valve. These backflow preventors are required to be inspected and several establishments are considered high hazard accounts and require regular inspection.

Many years ago, Wayne County has supplied this service to the City. The County's inspection program was provided at higher costs than the private sector and they failed to meet the number of inspections that were required by the State. We have been using a private sector company for these services and they are meeting the needs of the Michigan EGLE for our Water Distribution Permit. We have also looked at doing this program in-house and our review indicated that we would need additional staffing and it would not be cost effective.

Currently our City staff is not licensed to complete this task in accordance with Michigan EGLE guidelines and frankly the private sector can complete this effort more efficiently that we could with an in-house program. Based on our examination we would not recommend that the City take this program over as our costs would be higher.

We have attached a memorandum from Chris Porman related to this matter which provides additional background information.

RECOMMENDATION:

The City Administration recommends that we continue the Cross-Connection Program with Hydro Corp of Troy, Michigan in the amount of \$1,347.00 per month for two-year extension of the current contract. This is a \$30 per month increase over the current contract rate. This would be a Professional Services Contract.

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



Department of Municipal Services

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

Date: April 14, 2020
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Director of Municipal Services
Re: Cross-Connection Control Program Contract Extension

Background

In 2017, the City of Plymouth and HydroCorp entered into a Professional Service Agreement to continue the State of Michigan DNRE/Department of Environment, Great Lakes, and Energy (EGLE) Cross-Connection Control (CCC) program.

The City of Plymouth has been working with HydroCorp since 2007 when HydroCorp initially assessed each industrial, commercial, institutional, and some miscellaneous water user within the City and applied a hazard rating for each. Every high hazard facility (car wash, funeral home, etc.) has been re-inspected each year, whereas those rated as low hazard are inspected within every five years. This is an on-going program that includes an annual report to be filed with the State of Michigan.

Our current contract is set to expire at the end of the month unless we one or both of the one-year renewals. I have met (virtually) with the Senior VP of HydroCorp to discuss the option(s). HydroCorp has presented the following proposal, which allows for two (2) consecutive one (1) year renewals. Increases in fees for each additional term will be based on the consumer price index, but no more than 3%. As you can see below, this year's increase is approximately 2.28%, while next year's pricing will be held from the increase this year.

Current:

\$1,317.00 per month/\$15,804.00 per year

Proposed Year One (1):

\$1,347.00 per month/\$16,164.00 per year

Proposed Year Two (2)

\$1,347.00 per month/\$16,164.00 per year

Recommendation

It is my recommendation to approve two (2) – one (1) year extensions of the contract. Both year one and year two would each cost \$16,164.00 for a total amount not to exceed \$32,328.00. We have had a positive working relationship with this company since 2007, when they began our CCC Program. I feel that at this time, it is in the best interest of the City to continue our relationship with HydroCorp as opposed to seeking out another company to effectively start over with our CCC Program. Starting over with another company would require re-assessing each facility and performing all inspections as opposed to continuing the work that HydroCorp has started.

I have attached the email from the Senior VP as reference.

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

Porman, Chris

From: Paul Patterson <ppatterson@hydrocorpinc.com>
Sent: Tuesday, March 31, 2020 10:57 AM
To: Porman, Chris
Subject: HydroCorp - CCC Program

Good Morning Chris,

I hope you and your family are staying healthy and doing well! I am trying to catch up on some things while I am on house arrest, and contract renewals are my goal for this week. Our contract will be up at the end of April. I dug up our last contract and as I expected there are 2- 1 year extensions built into the contract. The extensions have provisions for price increases based on the consumers price index, so I checked that and it is currently at 2.3%. I would like to do both extensions now while CPI is relatively low and lock you in for an additional 2 years. When I rounded everything of to whole numbers this is what it would like:

Current:
\$1,317.00 per month/\$15,804.00 per year

Proposed:
\$1,347.00 per month/\$16,164.00 per year

Let me know how you would like to proceed. For me, a simple response to this e-mail is all the approval I need, and a handshake when those are legal again:)

If you have questions or need anything else from me please let me know.

Have a great day!
Paul

Paul M. Patterson
Senior Vice President



HydroCorp - Corporate Office
5700 Crooks Road, Suite 100
Troy, MI 48098
800.690.6651 ext. 5022
248.250.5022 direct
734.904.5153 cell
hydrocorpinc.com
The Safe Water Authority®



ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative or arbitration proceedings, or investigations in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings.
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format such as Microsoft Excel, etc. is required. An additional one-time fee to manually enter facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high quality image format for printing.)

ARTICLE IV. Term, Compensation and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on (Date) _____ and end three (3) years from such date, unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this Agreement the utility will have the option to renew this agreement for two (2) consecutive one (1) year period. Increases in fees for each additional term will be based on the consumer price index, but no more than 3% annually.
- 4.3 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.4 BASE COMPENSATION.** From the Beginning thirty (30) days after execution of this Agreement, the Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, the sum of \$1,317.00 per month, \$15,804.00 annually for a three (3) year contract period totaling \$47,412.00.

RESOLUTION

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

WHEREAS The City of Plymouth operates a water distribution system in accordance with Requirements of the Michigan Department of Environment, Great Lakes, and Energy, and

WHEREAS In order to protect the public health, safety and welfare and the public water Supply the City is required to have a Cross Connection Program.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a Professional Services Contract with Hydro Corp of Troy, Michigan to complete the City's Cross Connection Program at a cost of \$1,347.00 per month through April 31, 2022.