



Plymouth City Commission

Regular Meeting Agenda

Monday, October 19, 2020 7:00 p.m. ONLINE

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 online at Zoom.us – Meeting ID 824 8931 0100

Join Zoom Meeting - <https://us02web.zoom.us/j/82489310100> Passcode – 379720

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. As a part of the response to that emergency certain changes were deemed to be reasonable and necessary to protect the public health, safety, and welfare. Due to the on-going emergency situation the Michigan Department of Public Health and Human Services has recently made certain rules about gathering in groups of people. Further, the Michigan Legislature passed legislation to temporarily suspend certain rules, regulations and procedures related to the 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. Recently passed legislation has made it possible for public boards to meet electronically. Due to the Public Health declarations the City of Plymouth will have its Boards and Commissions meet electronically as permitted under the newly enacted law that is known as SB1108.

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Proclamation – Arts and Humanities Month

2. CITIZENS COMMENTS

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of October 5, 2020 City Commission Regular Meeting Minutes
- b. Approval of September 2020 Bills

5. COMMISSION COMMENTS

6. OLD BUSINESS

7. NEW BUSINESS

- a. Authorization for Parking Lot Concept Plans
- b. Emergency Purchase Confirmation Water Main Repairs
- c. Authorization for City Attorney to Begin Property Acquisition Discussions
- d. Pollution Prevention Plan

8. REPORTS AND CORRESPONDENCE

- a. Liaison Reports
- b. Appointments

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 2017-2020

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

Proclamation

WHEREAS, the nation's 120,000 nonprofit arts organizations, the National Endowment for the Arts, the National Endowment for the Humanities, the nation's 4,500 local arts agencies, and the arts and humanities councils of the 50 states and the six U.S. jurisdictions have regularly issued official proclamations on an annual basis designating October as National Arts and Humanities Month;

WHEREAS, the arts and humanities enhance and enrich the lives of every American;

WHEREAS, the arts and humanities play a unique role in the lives of our families, our communities, and our country; We give special recognition to the Michigan Philharmonic for their role in providing arts and educational programming to the our local communities as well as the greater SE Michigan community for the past 75 years.

WHEREAS, cities and states — through their local and state arts agencies and representing thousands of cultural organizations — have celebrated the value and importance of culture in the lives of Americans and the health of thriving communities during National Arts and Humanities Month for several years;

WHEREAS, the arts and culture industry overall strengthens our economy by generating \$166.3 billion in total economic activity annually - The Michigan Philharmonic hosts concerts, programs and educational activities which reach nearly 20,000 adults and students annually and employs 60 professional musicians and staff members, making it the largest arts employer in Western Wayne County

NOW, THEREFORE, I, Oliver Wolcott, Mayor of the City of Plymouth, do hereby proclaim October as National Arts and Humanities Month in the City of Plymouth and call upon our community members to celebrate and promote the arts and culture in our nation and to specifically encourage the greater participation by those said community members to support organizations like the Michigan Philharmonic and other arts and humanities programs in our local communities.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto this 19th Day of October of the Year of Our Lord Two-Thousand Twenty, and of the Independence Two Hundred Forty-Four.

Oliver Wolcott, Mayor



City of Plymouth
 City Commission Regular Meeting Minutes
 Monday, October 5, 2020 - 7:00 p.m.
 Zoom Meeting

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

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

1) CALL TO ORDER

- a. Mayor Wolcott called the meeting to order at 7:08 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 (arrived at 7:16), Kelly O'Donnell, Marques Thomey, Tony Sebastian

Also present: City Manager Paul Sincok, Attorney Robert Marzano, and various members of the City administration

2) CITIZENS COMMENTS

Joe Elliott, 404 Irvin asked for clarification of the absent voter process.

3) APPROVAL OF THE AGENDA

Thomey offered a motion, seconded by Krol, to approve the agenda for Monday, October 5, 2020.

There was a roll call vote.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 7-0

4) ENACTMENT OF THE CONSENT AGENDA

- a. Approval of September 21, 2020 City Commission Regular Meeting Minutes

Moroz offered a motion, seconded by Sebastian, to approve the consent agenda.

There was a roll call vote.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 7-0

5) COMMISSION COMMENTS

Moroz asked about the status of public meetings since the Supreme Court ruling on October 2. Thomey thanked the DMS for their help with Fairground Park.

6) OLD BUSINESS

There was no old business.

7) NEW BUSINESS

- a. Authorization for Hot Water Tank – City Hall

The following motion was offered by Thomey and seconded by Krol.

RESOLUTION # 2020-77

WHEREAS The City of Plymouth operates a number of public facilities and from time to time there is a need to replace parts of the mechanical equipment; and

WHEREAS The hot water tank at City Hall is leaking and in need of replacement; and

WHEREAS The City Administration did seek pricing from three different vendors for the replacement of the water heater and those prices are as follows:

| | |
|--------------------|------------|
| Miller Boldt, Inc. | \$6,320.00 |
| Cumming's Plumbing | \$6,629.00 |
| Goyette Mechanical | \$6,950.00 |

NOW THEREFORE BE ADVISED THAT the City Commission of the City of Plymouth does hereby authorize a purchase and installation of a new hot water heater for city hall from Miller-Boldt, Inc. in the amount of \$6,320.00.

There was a roll call vote.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 7-0

b. 35th District Court Property Transfer

The following motion was offered by Moroz and seconded by Krol.

RESOLUTION # 2020-78

WHEREAS The City of Plymouth adopted certain agreements in the 1980's related to the property for the 35th District Court; and

WHEREAS Those agreements require that the City transfer property to the District Court Authority upon payment of the bonds used to build the buildings; and

WHEREAS The historical documents and the transfer documents have all been reviewed by the City Attorney.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the Mayor of the City of Plymouth to execute documents reviewed by the City Attorney related to the transfer of the deed to the property where the 35th District Court now stands at 660 Plymouth Road. The Mayor is hereby authorized to execute the following documents on behalf of the City of Plymouth.

- 1) Quit Claim Deed
- 2) Bill of Sale
- 3) Reciprocal Access and Parking Easement Agreement
- 4) Right of First Refusal
- 5) Lot Split Application

City Attorney Dennis Cowan gave background about the original agreement and the necessity of moving forward to fulfill its terms.

There was a roll call vote.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 7-0

8) REPORTS AND CORRESPONDENCE

a. Liaison Reports

Krol reported that the ZBA had two items on its agenda in October-one was denied and the other was postponed. O'Donnell said the school district has not finalized a plan for returning to in-person classes. Wolcott said he planned to attend the DDA meeting on October 12.

b. Presentation: Marijuana Background Information – NO ACTION REQUIRED

Plunkett Cooney Attorney Jeffrey Schroder provided information about the selection process, types of facilities, revenue implications, conflict with federal law, banking issues, and security and compliance issues.

9) ADJOURNMENT

Hearing no further discussion, Wolcott asked for a motion to adjourn at 8:55 p.m. A motion to adjourn was made by Krol and seconded by Thomey.

There was a roll call vote.

Yes: Deal, Krol, Moroz, O'Donnell, Thomey, Sebastian, Wolcott

MOTION PASSED 7-0

OLIVER WOLCOTT
MAYOR

MAUREEN A. BRODIE, CMC, MIPMC
CITY CLERK



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - Authorization for Parking Lot Concept Plans 10-19-20.docx*
Date: October 14, 2020
RE: Authorization for Parking Lot Concept Plans

Background

The City Commission is aware that the Jewel Maple Property PUD has been approved and is moving forward. As a part of the overall site, the City will be responsible for the development of the parking lot on the remaining property. It is time to begin to develop the conceptual plans for the parking lot to move the city's portion of the project forward through the various approvals that will be needed. We also must consider the storm water detention that we will need to do on the site.

To begin this process, we have asked the City Engineer to provide us a proposal to begin to develop two initial concepts for the parking lot. The Administration could approve this proposal within the scope of our authority, but in the interest of transparency we are bringing this forward to the City Commission for approval.

We have attached a letter from City Engineer Shawn Keough of Wade Trim that outlines the scope of services for this preliminary conceptual plan. There would be two initial plans based on the available city property and right of way.

Recommendation

The City Administration recommends that the City Commission authorize an initial concept plan preparation for a public parking lot covering the remaining property around the Jewel Maple PUD, on what is formerly known as the Saxton's Parking Lot.

We have attached a proposal letter from the City Engineer as well as 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.



Wade Trim Associates, Inc.
25251 Northline Road • Taylor, MI 48180
734.947.9700 • www.wadetrim.com

October 14, 2020

City of Plymouth
201 South Main Street
Plymouth, MI 48170

Attention: Mr. Paul Sincock, City Manager

Re: City of Plymouth - Public Parking Lot area at Ann Arbor Trail and Deer Street
Wade Trim Proposal for Concept Plan Preparation

Dear Mr. Sincock:

Per your request, we have prepared this letter proposal to assist the City with the preparation of a couple of concept plans for the public parking area at the southeast corner of Ann Arbor Trail and Deer Street (formerly a portion of the Saxton's parking lot).

Proposed Scope of Services

Wade Trim will provide the following services related to the preparation of two concept plans for the proposed public parking lot area:

1. We will request the current topographic survey data file from the Jewel Maple PUD Development. We will use their file as a starting point and background layer for the parking lot concept plans.
2. We will meet with the City to discuss greenspace requirements within the public parking lot. This meeting will include a review of the City's ordinances for parking lots to insure that we are following City requirements.
3. We will prepare two concept plans for the remaining public parking lot area that will be adjacent to the Jewel Maple PUD Development. One of the starting assumptions is that the public parking lot will share the same ingress/egress locations off Ann Arbor Trail and Deer that are proposed for the new Jewel Maple PUD Development. One of the two concept plans will exclude the property along Deer Street currently owned by Mark Wira. The other concept plan will include the use of this property in the concept plan.
4. We will meet with the City to review the concept plans and to receive comments and suggestions.
5. We will refine the drawings based on City comments.

Fee Allowance

We are requesting a fee allowance of \$2,500 for our team to assist the City with the development of two concept plans. We anticipate approximately 8 to 10 hours of time associate with the creation of the concept plans. In addition to the time spent creating the concept plans, this allowance includes some time for a couple zoom conference calls to review the concepts with City staff.

As always, our team's actual effort will be billed monthly in accordance with the actual hours worked and our current 2020 Rate Schedule. If extra work is required beyond the scope of this proposal, we will notify the City Manager immediately and provide an estimate for any additional work that may be requested at that time.

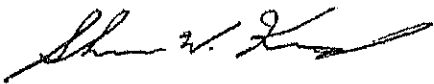
Exclusions

Color concept renderings are not included in this initial proposal. If those are needed after a preferred design concept has been selected, we would be happy to provide a separate proposal.

We appreciate the opportunity to help the City with concept plans for the public parking lot area at Ann Arbor Trail and Deer Street. Please do not hesitate to call me on my cell at 313.363.1434 at any time.

Very truly yours,

Wade Trim Associates, Inc.



Shawn W. Keough, PE

SWK:ka

PLY 1010-20T

Saxtons Parking Lot Concept Plan Proposal Letter.docx

cc: Mr. Chris Porman, Director of Municipal Services
Mr. John Scanlon, Finance Director
Mr. Adam Gerlach, Department of Municipal Services

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth owns certain properties for the development of public parking, and

WHEREAS The City would like to develop a site that is near the recently approved Jewel Maple Planned Unit Development and is formerly known as the Saxton's Parking Lot, and

WHEREAS The City has received a proposal from the City Engineer to develop two preliminary Concept plans for the development of a parking lot on that site, and

WHEREAS The City Administration has the authority to approve this proposal, but in the interest of Transparency has brought this forward to the City Commission.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby approve the proposal from Wade Trim in the amount, not to exceed \$2,500 for the development of two preliminary conceptual plans for a public parking lot on what is known as the former Saxton's parking lot.



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 - Emergency Purchase Confirmation Watertap 12 inch gate valve 10-19-20.docx
Date: October 14, 2020
RE: Emergency Purchase Confirmation Water Main Repairs

Background

The City Administration notified the City Commission on September 28, 2020 that we had authorized an emergency repair to a 12-inch water gate valve on the corner of Farmer and Amelia. We had three companies come in and give us pricing and the lowest price was from Watertap Watermain Specialists. We are happy to indicate that the final price was lower than their price quote for the work.

We have attached a copy of the original email notification of the City Commission as well as a write up from Chris Porman, Director of Municipal Services. Also attached is a copy of the final billing from the company.

The City Administration requests that the City Commission confirm the purchase authorization to have Watertap Watermain Specialist complete the work on the replacement of the 12-inch water valve. Funding for this repair would come from the Water and Sewer Fund and not impact the General Fund.

Recommendation

The City Administration recommends that the City Commission confirm the emergency purchase authorization for repairs to the City's water system, to include the replacement of a 12-inch water gate valve at the corner of Farmer and Amelia.

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.

Sincock, Paul

From: Sincock, Paul
Sent: Monday, September 28, 2020 7:57 AM
To: Commissioner Deal, Suzi; Commissioner Krol, Ed; Commissioner O'Donnell, Kelly; Commissioner Sebastian, Tony; Commissioner Thomey, Marques; Commissioner/Mayor Pro-Tem Moroz, Nicholas; Commissioner/Mayor Wolcott, Oliver; Marzano, Bob
Subject: Emergency Purchase Authorization

I wanted to advise you that I have authorized emergency repairs to water system. Municipal Services has a broken 12 inch valve at the intersection of Farmer and Amelia and the valve is leaking. Crews have a pump in the well pit and are pumping the excess water down the street to a catch basin. Due to the location of the valve next to a DTE Energy Pole, we will need to have DTE Energy on site to assist to "hold" their pole in place with a grapppler truck. Due to the size of the valve that needs to be replaced, the location to other utilities and the possibility that we will need to have an in-line flow stop inserted to make repairs, I have authorized a contractor to handle the valve replacement. We anticipate that the company called Water Tap has coordinated with DTE to do the repairs on Wednesday of this week.

Since this is an emergency repair authorization, it will come to the City Commission for confirmation of the repair authorization after the repairs are completed and we receive final invoicing from the contractor. I will note that we had three companies come and look at the repairs and put together some pricing on the repairs.

Should you have any questions regarding this matter please feel free to contact me.

PJS



Department of Municipal Services

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

Date: October 14, 2020
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Director of Municipal Services
Re: Watertap Inc.– Invoice for 12-inch gate valve – Farmer & Amelia

Background:

On September 23, 2020, DMS crews were replacing the fire hydrant on Amelia between Farmer and Blanche St. In the course of the repair, water needed to be shut off in that area for crews to be able to replace the hydrant safely. To isolate the area, the gate valve at Farmer and Amelia was closed; however, while doing so and in no part the fault of the crews, the valve broke causing water to leak out through the structure and onto Amelia.

Based on the location of the gate valve being next to a DTE pole, as well as the depth of the main and other variables, DMS supervisors sought the assistance of outside contractors to perform the work. Watertap Inc of Wixom was able to provide the lowest estimated cost of work and was able to be the contractor that could complete the work the soonest. We provided you the information and you authorized us to contract with them to complete the work.

The gate valve was repaired on October 1st and the area has already been restored. The contractor has sent their invoice in the amount of \$13,7000.00 for their work and is seeking payment.

Recommendation

It is our recommendation to seek authorization from the City Commission in an amount of \$13,700.00 to Watertap, Inc of Wixom for the 12-inch gate valve replacement. Funds for this work will come from the Water/Serwer Fund.

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

Watertap, Inc.
48595 West Road
Wixom, MI 48393
248.437.7023



INVOICE

BILL TO

City of Plymouth
1231 Goldsmith
Plymouth, MI 48170
Sent Via E-Mail

INVOICE # 13021
DATE 10/02/2020
DUE DATE 11/01/2020
TERMS Net 30

JOB NAME

Farmer & Amelia St., Plymouth

| SERVICE DATE | DESCRIPTION | QTY | RATE | AMOUNT |
|--------------|---|-----|-----------|-----------|
| 10/01/2020 | 12 inch gate valve replacement --7 a.m.-5 p.m., Full crew --Mobilize Volvo ECR88 Excavator, Cat 287 Skid Steer, Dump truck --6A stone and 21AA stone --2 - 12 inch Hymax couplings | 1 | 13,700.00 | 13,700.00 |

BALANCE DUE

\$13,700.00

Also specializing in:

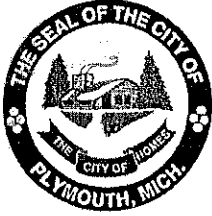
- **Pressure Tapping
- **Valve Insertions
- **Line Stopping
- **Concrete Pressure Pipe Tapping Saddles & Accessories
- **Hydralert Installation

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

- WHEREAS The City maintains a water and sewer system to provide for the public health and From time to time there is a need to make repairs to the system to ensure safe Operations of the system and safe drinking water for the community, and
- WHEREAS There was a need to make emergency repairs to the water system to include the Replacement of a 12-inch water gate valve located at Farmer and Amelia streets, and
- WHEREAS The City Administration did seek price quotes from three firms to complete the Emergency repairs and the low price was from Watertap Water Main Specialists, and
- WHEREAS The City Administration did inform the City Commission of the Emergency Repair Authorization on September 28, 2020 and the company completed the work on October 1, 2020.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby confirm the Emergency Purchase/Repair Authorization for repairs to the City's water system completed by Watertap Watermain Specialists in the amount of \$13,700. Funding for this authorization is to be allocated from the City's Water Sewer Fund.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - Direct City Attorney to begin property acquisition talks for parking 10-19-20.docx*
Date: October 14, 2020
RE: Authorization for City Attorney to begin property acquisition discussions

Background

The City is moving forward with improvements to the public parking system and there is a need to begin discussions related to private property that is located near the City's property that is designated for parking. We would request that the City Commission direct the City Attorney's Office to begin discussions related to the acquisition or other long-term arrangements for certain property located near city parking.

In order to design the parking facility, we need to resolve the matter of a small silver of private property to either work the design around the property or to include the property. This direction to the City Attorney's Office will help resolve that issue.

Recommendation

The City Administration recommends that the City Commission give direction to the City Attorney that they begin discussions related to acquisition or other long-term arrangements for certain real property located near city parking.

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

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The city of Plymouth maintains a public parking system for the economic good of the
The community, and

WHEREAS There is a need to begin discussions with private landowner(s) related to property
Located near city public parking.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct
the City Attorney's Office to begin discussions related to the acquisition or long term arrangements for
certain parking located near the city public parking area.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Pollution Prevention Plan - Integrated Contingency Plan ICP - 10-19-20.docx
Date: October 15, 2020
RE: Pollution Prevention Plan

Background

The City of Plymouth is required to have a Stormwater discharge permit to be able to discharge storm water from our streets into the Tonquish Creek and ultimately the Rouge River and into the Great Lakes. We have a permit that has been issued by the State of Michigan Department of the Environment, Great Lakes and Energy (EGLE). In order to avoid the consequences of the Headlee Amendment the state does not require that we have a permit as a municipality. However, in order to discharge storm water into the state's rivers and lakes we are required to have a permit. This way the municipality has the "option" to obtain a permit. In short, this is one of those voluntary – mandatory things from the State.

As a part of our permit we are required to update our plans, policies, and controls to ensure that we do not pollute the environment. In short, we do not want chemicals, oils, paints, solvents from our day to day municipal operations to end up in the waterways of Michigan. We need to update our pollution prevention plans as well as our required Integrated Contingency Plan (ICP).

We have attached a memorandum from the Department of Municipal Services which provides additional background on this topic. Funding for this would come from the Solid Waste Recycling Fund, as that is where storm water activities are charged.

Recommendation

The City Administration recommends that the City Commission authorize the contract between the City and Environmental Consulting & Technology, Inc. to complete the Integrated Contingency Plan for the city of Plymouth in an amount not to exceed \$7,000.

This is a requirement of EGLE and we need to have a current plan on file for the upcoming audit of our facility. We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact me.



Department of Municipal Services

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

Date: October 14, 2020
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Director of Municipal Services
Adam Gerlach, Assistant Director of Municipal Services – Public Utilities
Re: PIPP/ICP Development Proposal

Background:

As you are aware the City of Plymouth has a Stormwater discharge permit through the State of Michigan Department of Environment, Great Lakes and Energy (EGLE). As a permit requirement, we must have a number of plans, policies, and controls in place to ensure our municipal operations do not pollute our environment. The City stores materials such as oils, paints, solvents, etc. for use in our day to day operations at multiple locations (Fire Department, City Hall, and Department of Municipal Services (DMS) Yard). The only location that meets the volume threshold to require a formal plan is the DMS Yard. Due to the potential for spills or inadvertent discharges of the potentially hazardous materials, we need to develop a series of plans to prevent the potential discharge from occurring, and plan for what to do if a discharge occurs at our DMS Yard.

Through the City's membership in the Alliance of Rouge Communities the City has worked with Environmental Consulting & Technology, Inc. (ECT) for the last several years. ECT staff have assisted the City in preparing our most recent Stormwater permit application in 2016. More recently they have assisted us in preparing and complying with our Stormwater compliance audit with the State this year. We reached out to ECT for assistance in developing our pollution prevention plans and received a quote for the development. Attached is a letter from Annette DeMaria and Scott Johnson of ECT which further details the scope of work for the permit required Integrated Contingency Plan (ICP).

Recommendation

It is our recommendation to seek authorization from the City Commission in an amount not to exceed \$7,000 for ECT to develop the Integrated Contingency Plan (ICP) including a Spill Prevention, Control and Countermeasures (SPCC) Plan, a Storm Water Pollution Prevention Plan (SWPPP) and a Pollution Incident Prevention Plan (PIPP). The funding for this request will come from the Solid Waste/Recycling Fund.

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



September 16, 2020

Mr. Adam Gerlach
City of Plymouth
Special Projects Coordinator
1231 Goldsmith
Plymouth, Michigan 48170

Re: Integrated Contingency Plan Compliance Services

Dear Mr. Gerlach:

At your request, Environmental Consulting & Technology, Inc. (ECT) is pleased to submit this proposal to develop an Integrated Contingency Plan (ICP) for the City of Plymouth. The plans incorporated in the ICP are required by State and Federal law.

SCOPE OF WORK

ECT will develop an ICP for the City's Department of Public Works (DPW) yard, which will include a Spill Prevention, Control and Countermeasures (SPCC) Plan, a Storm Water Pollution Prevention Plan (SWPPP) and a Pollution Incident Prevention Plan (PIPP). Plan development will include: a site visit, preparation of the ICP plan components, and submission to the Michigan Department of Environment, Great Lakes & Energy (EGLE). We anticipate that the ICP will be completed by October 30, 2020, provided the appropriate site information is provided by the City.

TERMS AND CONDITIONS

ECT will provide the services outlined above on a time and materials basis not to exceed \$7,000 following ECT's General Terms and Conditions. If you are in agreement with this proposal, please send a completed purchase order via email to ademaria@ectinc.com.

ECT appreciates the opportunities that the City has provided us to date, and we look forward to our continued collaboration. Should you have any questions, please contact me at 248-765-4085.

Sincerely,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.

Annette DeMaria, P.E., PMP
Principal Engineer

Scott Johnson, CHMM, LEED® AP
Senior Scientist

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1155 Brewery Park
Boulevard, Suite 115
Detroit, MI
48207

(313) 963-6600

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth has a Stormwater Discharge Permit issued by the State of Michigan Department of the Environment, Great Lakes and Energy (EGLE), and

WHEREAS As a requirement of that permit issued by EGLE, the City is required to have an Integrated Contingency Plan to help prevent pollutants, such as, but not limited to Paints, solvents, chemicals from entering the rivers and lakes of Michigan, and

WHEREAS There is a need to have this plan updated by a professional firm to ensure that our Policies and procedures meet the standards required by the permit.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize Environmental Consulting and Technology, Inc. to complete an Integrated Contingency Plan for the City of Plymouth, in accordance with their proposal dated September 16, 2020, in an amount not to exceed \$7,000.00. Funding for this project is authorized from the Solid Waste and Recycling Fund.