



Plymouth City Commission

Regular Meeting Agenda

Monday, October 3, 2022 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

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

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

Join Zoom Webinar: <https://us02web.zoom.us/j/82749373669>

Passcode: 568997

Webinar ID: 827 4937 3669

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Proclamation – Stella the Bernese Mountain Dog

2. APPROVAL OF MINUTES

- a. September 19, 2022 C.O.W. Minutes
- b. September 19, 2022 City Commission Regular Meeting Minutes

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

5. CITIZEN COMMENTS

6. COMMISSION COMMENTS

7. OLD BUSINESS

8. NEW BUSINESS

- a. Architectural Services Contract – Cultural Center Locker Rooms
- b. Snow and Ice Control Policy 2022-23

9. REPORTS AND CORRESPONDENCE

- a. Presentation on Old Village – Economic Development Director John Buzuvis
- b. Liaison Reports
- c. Appointments – if needed

10. 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 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

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

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

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

GOAL AREA THREE - COMMUNITY CONNECTIVITY

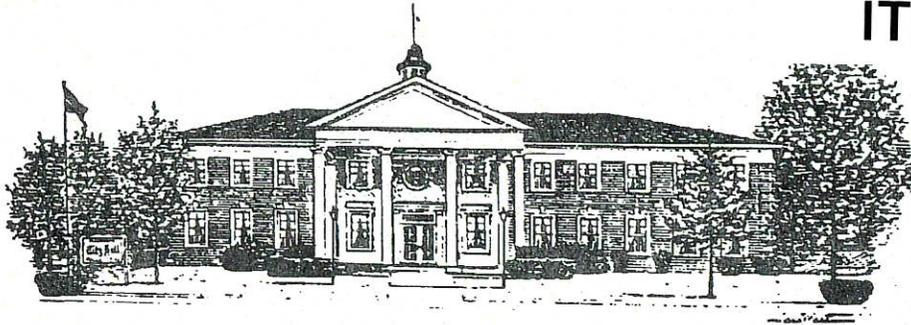
OBJECTIVES

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

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

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



Proclamation

- WHEREAS The City of Plymouth strives to be a welcoming and caring community for all; and
- WHEREAS Stella the Bernese Mountain Dog of local fame and notoriety was a staple of the City for the last 11 years; and
- WHEREAS Stella greeted and entertained all those who came to Stella's Black Dog Tavern, bringing joy to so many; and
- WHEREAS Stella, along with her kind and caring human companions Bob and Dorothy Ostendorf, dedicated herself to the service of others by helping to raise money for animals and people in need; and
- WHEREAS This service benefitted the Huron Valley Humane Society and also comforted patients at the VA Hospital; and
- WHEREAS We acknowledge that Stella brought many smiles to all those who met her; and
- WHEREAS We recognize that Stella was indeed a very good dog.

NOW THEREFORE, I, Nick Moroz, Mayor of the City of Plymouth, do hereby proclaim the 23rd of October of the year 2022, Stella's birthday, as **Stella the Bernese Mountain Dog Day** in the City of Plymouth.



In Witness whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto this 3rd Day of October of Two-Thousand Twenty-Two.

Nick Moroz, Mayor
City of Plymouth, Michigan

ITEM 2.a



Plymouth City Commission Parking Study Session

September 19, 2022 5:30 p.m.

Plymouth Cultural Center, 525 Farmer Plymouth, MI

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

Mayor Nick Moroz called the meeting to order at 5:30 p.m.

PRESENT: Mayor Moroz, Commissioners Suzi Deal, Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Kelly O'Donnell

ALSO PRESENT: City Manager Paul Sincock, Director of Public Safety Al Cox, and Attorney Bob Marzano

2. PARKING PRESENTATION

Moroz welcomed the group, then Sincock shared a presentation on the history of parking issues in the City. Topics included the various parking committees from 1976 to the present and each committee's focus and outcomes. Commissioners and audience members asked questions and commented about enforcement of timed parking, a resident survey, the impact of paid parking on employees and volunteers and the cost of maintaining the parking deck. The group was reminded that this meeting was informational in nature, and that no decisions had been made.

3. ADJOURNMENT

The meeting was adjourned at 6:46 p.m.

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



City of Plymouth
City Commission Regular Meeting Minutes
Monday, September 19, 2022, 7:00 p.m.
Plymouth Cultural Center, 525 Farmer, Plymouth, MI

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

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

a. Pledge of Allegiance

b. Roll Call

Present: Mayor Moroz, Commissioners Suzi Deal, Linda Filipczak, Jennifer Kehoe, Alanna Maguire and Kelly O'Donnell

Excused: Mayor Pro Tem Tony Sebastian

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

2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Maguire, to approve the minutes of the September 6, 2022, regular meeting. O'Donnell asked for an amendment to correct "Wiltsie's" to "Christian Science Church" in her comments. The Commission agreed to her amendment.

MOTION PASSED 6-0

3. APPROVAL OF THE AGENDA

Moroz offered a motion, seconded by Filipczak, to amend the agenda for Monday, September 19, 2022, to add Resignation of Mayor Pro Tem Sebastian as item 8.b and Election of Mayor Pro Tem as item 8.c.

MOTION PASSED 6-0

4. ENACTMENT OF THE CONSENT AGENDA

Kehoe offered a motion, seconded by Maguire, to approve the Consent Agenda for Monday, September 19, 2022.

a. Approval of August 2022 Bills

MOTION PASSED 6-0

5. CITIZEN COMMENTS

Pete Mundt, 643 N. Harvey, asked that if the City Commission engages in a discussion during Commission Comments, it be moved to the agenda so there can be citizen comment.

Ellen Elliott, 404 Irvin, said the Friends of the Penn would be hosting mental health presentations in cooperation with the Plymouth-Canton Community Schools.

Mark Pulice, representing LiUNA, spoke in support of RAM Construction.

6. COMMISSION COMMENTS

Moroz asked Marzano to clarify the protocol for discussion during the Commission Comments portion of meetings. Marzano explained that a discussion can ensue without moving the subject to the agenda if no decision is made, or no vote is held.

Maguire thanked Sebastian for his service.

Kehoe said the Fall Festival was a great event.

Moroz thanked everyone involved in the Fall Festival.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a. Set Public Hearing for Liquor License Cap Review/Change

RESOLUTION 2022-70

The following resolution was offered by O'Donnell and seconded by Kehoe

WHEREAS The City of Plymouth has a Liquor Management Ordinance to help protect the public peace, safety, and welfare; and

WHEREAS The City Commission is requesting to review the Liquor Management Ordinance to review recommendations to maintain, expand, or delete the total number of allowable on-premises retail licenses for establishments that serve alcohol by the glass under a variety of State of Michigan licenses; and

WHEREAS The Liquor Management Ordinance calls for additional notifications of potential changes in the Ordinance; and

WHEREAS The city currently allows for 16 licenses in the Central Business District B-2 Zoning District and allows 12 licenses within the B-1, B-3, and ARC Zoning Districts.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby establish a public hearing date of Monday, October 17, 2022, at 7:00 p.m. to discuss and possibly amend the Liquor Management Ordinance to maintain, expand or delete the total number of allowable on-premises retail licenses for establishments that serve alcohol by the glass under a variety of State of Michigan licenses.

BE IT FURTHER RESOLVED that the City Administration is directed to prepare reports that will allow the City Commission to review this matter in detail. Further, the Administration is directed to provide proper notice of the Public Hearing date and time to the general public and as required by the Liquor Management Ordinance.

Ellen Elliott, 404 Irvin, said she wanted information about what the police department has to do when there is an alcohol-related incident in the City.

MOTION PASSED 6-0

b. Resignation of Mayor Pro Tem Tony Sebastian

O'Donnell offered a motion, seconded Filipczak, to accept the resignation of Sebastian.

Commission members thanked Sebastian for his service.

MOTION PASSED 6-0

c. Election of Mayor Pro Tem

Filipczak offered a motion, seconded by O'Donnell, to nominate Suzi Deal for the office of Mayor Pro Tem. Deal accepted the nomination.

MOTION PASSED 6-0

City Clerk Maureen Brodie performed the swearing-in of Deal as Mayor Pro Tem.

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

O'Donnell said the Planning Commission approved a special land use and site plan review and agreed on language for an update to the impervious surface and the central business district ordinances that will be sent to the City Commission.

Kehoe said the Old Village Association was hosting several upcoming events.

Maguire said the library board would be meeting on September 20 and that a library board trustee position would be on the November ballot.

b. Appointments

There were no appointments

c. Project Update Report

Sincock provided an update on the Saxton's parking lot, RRFB installations and the 2022 Infrastructure Improvement Program.

10. ADJOURNMENT

A motion to adjourn was offered by Filipczak and seconded by Maguire at 7:39 p.m.

MOTION PASSED 6-0

NICK MOROZ
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 - Architectural Services P.C.C. Bathrooms 10-18-21.docx
Date: October 13, 2021
RE: Architectural Services Contract – Cultural Center Locker Rooms

Background

The City Commission is aware that the city has been awarded a \$400,000 grant from the Federal Government through Representative Haley Stevens for improvements to the original locker and rest rooms at the Plymouth Cultural Center. This grant will help make the four original locker rooms ADA compliant and provide a gender-neutral changing area. We are having more experiences now with teams that may have more than one gender playing or practicing. Currently, we provide a closet or a bathroom for the athlete to change. This project was “earmarked” in the adopted Federal Budget as a part of the FY 2022 Community Project Funding Grant Program (CFP).

In order to start the process moving forward we will need to enlist the services of an architect. The original building architect, as well as for the expansion project and recent bathroom project was NSA out of Farmington Hills. They were bought out during the bathroom project and the new firm is much larger and has a focus on international projects. However, prior to their departure we asked for a recommendation on a new firm, and we also checked with our contractor on the project and they both recommended Detroit Architectural Group (DAG). Steve Anderson and I both met with the principal of the firm, and we are confident in their ability to complete our project. They also came to our site and did a complete walk through of the project scope and submitted a proposal.

We have attached a memorandum from Steve Anderson which further outlines this project.

Recommendation

We have attached a proposed Resolution for the City Commission to designate Detroit Architectural Group (DAG) of Wyandotte as designated architect for the Plymouth Cultural Center and authorizes \$24,000 for professional Services Fees for architecture/design phase services as well as construction administration for improvements to the Plymouth Cultural Center original locker & rest rooms. This project is grant funded and will not affect the General Fund.

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



CITY OF PLYMOUTH

www.plymouthmi.gov

Recreation Department
Plymouth Cultural Center
525 Farmer
Plymouth, MI 48170

Phone 734-455-6620

Memo

To: Paul Sincock, City Manager
From: Steve Anderson, Recreation Director 
CC:
Date: Oct. 12, 2021
Re: Detroit Architectural Group Proposal – Cultural Center Federal ADA Compliance Project

As you are aware, with the assistance of our U.S. House Representative, Haley Stevens, the City of Plymouth has been awarded a \$400,000.00 grant from the Federal Government to address Americans with Disabilities Act (ADA) compliance at the Cultural Center. This funding has been confirmed with a "Letter of Invitation" (LOI) received from the US Department of Housing and Urban Development (HUD). HUD is the Federal agency that is coordinating the FY 2022 Community Project Funding Grant Program (CFP).

In order to begin the project, the City must secure an architect to develop plans that then allows us to create a line item budget required to submit the proper paperwork to HUD. Unfortunately, Nordstrom Sampson and Associates (NSA), the architect for the ADA bathroom project, is no longer working in the field of municipal government construction. However, the staff at NSA and at Shaw Construction have both recommended another local architect that would be a good fit for this phase of the facility ADA project.

Both NSA staff members and Shaw Construction have recommended the Detroit Architectural Group (DAG) for this ADA project. DAG has a background specifically geared toward municipal government construction projects and the associated processes. Additionally, they have accommodated our request of an on-site visit, review of the scope of the project and has met with City Staff in a timely manner. With this being the case, we asked them to present the City with a proposal for the project.

DAG has written a proposal for architecture and design services for this ADA compliance project in the base fee amount totaling \$24,000.00 not to include any change orders or reimbursable (see attached). I feel this is right in-line with the project design cost for a project of this size considering that the NSA fees for the two sets of ADA bathrooms was \$34,000.00 (\$24,000.00 for Design Services, \$10,000 for Construction Phase Services).

The City Staff feels that DAG is at logical choice to provide this architectural service for the upcoming ADA project. Their endorsement by our construction partners and the professional respect given by one of their rivals in the field of municipal government construction (NSA) is a very positive sign.

As a reminder, this architectural design, planning and construction administration costs are covered within the Federal CPF Funding. In short, this is not an out of pocket expense for the City.

Again, we would like to express our gratitude to our U.S. House Representative, Haley Stevens, for her assistance in obtaining this Federal Grant. The ADA improvements accomplished this summer have been greatly appreciated and utilized by many of the disabled visitors to the Plymouth Cultural Center. Being able to once again expand ADA compliance at the facility during the upcoming summer season (2023) is a very welcome task for the staff.

We would like to recommend that the City Commission accept the architectural, design and construction administration services proposal from the Detroit Architectural Group of Farmington Hills, MI for the Federal Community Funding Project (ADA Compliance) at the Plymouth Cultural Center in the amount of \$24,000.00

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



1644 Ford Avenue
Wyandotte, MI 48192
734.556.3259

30445 Northwestern Hwy, Ste 360
Farmington Hills, MI 48334
248.583.4990

September 28th, 2022

Mr. Steve Anderson
Plymouth Cultural Center
525 Farmer Street
Plymouth, MI 48170

RE: Plymouth Cultural Center – Locker Room Renovations
525 Farmer Street
Plymouth, MI 48170
DAG Job # 22-092

**Professional Architecture and Engineering
Design Services**

Steve,
Detroit Architectural Group, Inc would like to thank you for your request for professional architectural design services. Please find below the project understanding, proposed scope of services, rate schedule and our standard terms and conditions.

PROJECT UNDERSTANDING

Detroit Architectural Group (DAG) understands that the City of Plymouth seeks to improve accessibility within the Plymouth Cultural Center. Following recent improvements to the general toilet rooms, the next phase of work is to upgrade the team/referee changing rooms, increase the total capacity and improve overall accessibility of the spaces.

The two team changing rooms will include demolition of the existing outdated, non-compliant shower and toilet facilities. New construction includes fully accessible facilities toilet rooms, showers and support elements (lavatories, counters, etc.) to support each of the changing rooms. Additional changing rooms will be created off the existing corridor and the corridor will be widened as needed to achieve ADA compliant entrance points for each room. The referee changing area will be primarily finish upgrades. The existing shower insert in the bathroom will be removed and the fixtures will be reconfigured to allow for an ADA compliant layout that accommodates a toilet, wall mounted sink and integrated shower area.

The new plumbing fixtures will include automatic flush valves and faucets. The existing domestic water, sanitary and vent piping will be modified and extended to the new plumbing fixture locations. The locker rooms will include new lighting and power as required. The existing roof mounted exhaust fans will be replaced. The main air handling unit is assumed to be adequate to serve the area. The ductwork to the rooms will be modified as required. The architectural finishes are expected to be a combination of painted concrete block, ceramic tile, padded sport floor and/or other highly durable products. Final color and material selections are to be coordinated with Owner.

PROPOSED SCOPE OF SERVICES

DAG will review the anticipated program with the Owner and develop a programming summary which will guide the development of a schematic floor plan. DAG will revise the schematic floor plan based on feedback from Owner.

Schematic Design

- As-Built Drawings
 - Convert from CAD Provided by Landlord
 - Field Verify
- Program Verification
- Develop Schematic Floor Plan

Upon acceptance of the schematic floor plan, DAG will work to develop a more complete set of drawings and begin the development of the building systems (mechanical/electrical, etc.). DAG will provide signed and sealed architectural and engineering Construction Documents for submittal to the City of Plymouth for permitting and subsequent construction by a General Contractor/Construction Manager.

Construction Documents

- General
 - Cover Sheet & General Info
 - Code Information & Life Safety
- Architectural
 - Demolition Plan
 - Floor Plan
 - Wall Section(s)
 - Reflected Ceiling Plan & Details
 - Door/Window/Finish Schedules
- Mechanical Engineering
 - HVAC Plan
 - Diffuser Layout Plan
- Electrical Engineering
 - Power Plan
 - Lighting Plan
 - Panel Schedule
- Plumbing
 - Domestic Water Piping Plan
 - Sanitary Piping Plan
 - Vent Plan

DAG will assist with the submittal of the construction documents to the City of Plymouth for building permit approval. No guarantees can be made regarding the timing of the City's review, submittal/resubmittal, and approval process. However, DAG will prioritize revision of the documents as necessary, based on the comments received from the City. Owner (or Contractor) will be responsible for all applicable fees.

Permitting

- Permit Assistance

DAG will assist the Owner through the dissemination of the construction documents for bidding purposes to a pre-selected list of invited general contractors, respond to requests for information (RFI's), and collect the bids at a specified date/time. DAG will conduct a bid evaluation and make a recommendation to the Owner, who will ultimately be responsible for the selection of the Contractor.

Bidding & Negotiation

- Bidding & Negotiation

Upon selection of a Contractor, DAG will assist in the development of a contract between the Owner and Contractor (if needed). DAG will be responsible for 'office CA services' that is to include review of shop drawings, RFI's, change order requests, and pay applications. Field CA services will include periodic site visits to observe progress and assure general conformance with the construction documents. DAG will not be responsible for any construction inspection or testing.

Construction Administration

- Construction Administration (Office)
- Construction Administration (Field)

FEES & PAYMENTS

The total DAG project fee estimate for the above services is to be a lump sum billed monthly of:

TOTAL PROJECT FEE ESTIMATE
Twenty-Four Thousand Dollars (\$24,000.00)

Change Orders

Any modifications to an existing 'in process' plan shall be billed at an hourly rate per attached Rate Schedule. For these additional services and charges in the scope of our work, Change Orders shall be procured and approved by you prior to proceeding with work.

Reimbursables

All printing, reproduction, expediting expenses and postage necessary for this project other than inter-office use shall be reimbursable in full plus 15% administrative fee unless client has reserved printer that will be utilized and billed directly. Travel expense, such as basic mileage, within the metro Detroit area including this project site are included in the above fees.

Billing – Payments

Invoices will be issued monthly based on a percent complete basis. Payment shall be expected within 30 days of invoice receipt.

SUPPLEMENTAL INFORMATION

Assumptions

DAG assume the following conditions:

- Project will not require 'Site Plan Approval' via the Planning Commission or similar
- The existing gas and electrical service has sufficient capacity to handle the proposed new loads without new service or major re-work of the existing services.

Exclusions & Clarifications

The following disciplines and/or services are not included:

- Fire Protection/Suppression Design including Smoke/Fire Alarms
- Geotechnical Services/Soil Borings
- Topographical/ALTA/Boundary Survey
- Equipment Acquisition / Installation Drawings
- Identification/Remediation of Hazardous Materials
- Special Inspections/Construction Inspection or Testing
- Municipal Administrative/Permit Fees
- Municipal Meetings/Planning Commission/ZBA (other than those described above)
- BIM Modeling

Thank You for the opportunity to provide this proposal to you. We look forward to our opportunity in assisting you in the future. If the terms and conditions described above are acceptable, your signature below shall serve as our authority to proceed.

Sincerely,
Detroit Architectural Group



Brandon M. Kritzman
Principal

Schedule "A" Rates for Services (2022)

Admin/Clerical	\$65.00
Architectural Designer I/II	\$75.00
CAD Drafting/Support	\$80.00
CAD Modeling/Rendering	\$85.00
Interior Designer I/II	\$85.00
Architect/Engineer I	\$85.00
Architect/Engineer II	\$95.00
Architect/Engineer III	\$110.00
Project Manager I /Senior Architect/Engineer I	\$110.00
Project Manager II /Senior Architect/Engineer II	\$125.00
Project Manager III /Senior Architect/Engineer III	\$140.00
Principal	\$165.00

Schedule "B" Terms and Conditions

Access to Site:

Unless otherwise stated, the Architect will have access to the site for activities necessary for the performance of the services. The Architect will take precautions to minimize damage due to these activities but have not included in the fee the cost of restoration of any resulting damage.

Fee:

The total fee, if stated, shall be modified only with written approval of the Owner. Where the fee arrangement is to be an hourly basis, the rates shall be those that prevail at the time services are rendered. Current rates are as indicated on Schedule "A".

Billings/Payments:

Unless stated otherwise in the preceding agreement, invoices for the Architect's services shall be submitted at the Architect's option, either upon completion of such services or monthly. Invoices shall be payable immediately, unless stated otherwise. If the invoice is not paid within 10 days, the Architect may, without waiving any claim or right against the Owner, and without liability whatsoever to the Owner, terminate and/or rescind the performance of the service.

Late Payments:

Accounts unpaid 20 days after the invoice date may be subject to a monthly service charge of 1.5% on the then unpaid balance (18.0% true annual rate), at the sole election of the Architect. In the event all or any portion of an account remains unpaid 90 days after billing, the Owner shall pay all costs of collection, including reasonable attorney fees.

Indemnification:

The Owner shall indemnify and hold harmless the Architect and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the Owner, anyone directly or indirectly employed by the Owner (except the Architect), or anyone for whose acts any of them may be liable.

Risk Allocation:

In recognition of the relative risks, rewards and benefits of the project to both the Owner and the Architect, the risks have been allocated such that the Owner agrees that to the fullest extent permitted by law, the Architect's total liability to the Owner for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed our fee amount or \$50,000, whichever is less. Such causes include, but are not limited to, the Architect's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services:

This agreement may be terminated by the Owner or the Architect should the other fail to perform its obligations hereunder. In the event of termination, the Owner shall pay the Architect for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents:

All documents and intellectual property produced by the Architect under this agreement are copyrighted by and shall remain the property Detroit Architectural Group and may not be used by the Owner for any other endeavor without the written consent of the Architect.

Applicable Laws:

Unless otherwise specified, this agreement shall be governed by the laws of the State of Michigan.

DAG



DETROIT ARCHITECTURAL GROUP



1974 2004 2012 2016 2022



DETROIT ARCHITECTURAL GROUP

Detroit Architectural Group (DAG) is a Michigan based corporation that provides a full complement of architectural design and engineering services.

Detroit Architectural Group emerged as the result of decades of collaboration between Beau Wynn and Jacob Root. Having once worked together at a local firm, each went on to be sole practitioners of successful architecture and design firms known as Wynn Design and Medium Cool Architects.

Founded in 2016, Detroit Architectural Group was formed by the merger of these two firms and has continued the tradition of their positive efforts.

January 2020 brought the expansion of the firm with the acquisition of Ventura & Associates, further increasing the expertise and capacity of the Detroit Architectural Group.

Principals and Leadership Team:

- Beau Wynn
- Jacob M. Root
- Brandon M. Kritzman



Featured Municipal Project



FORD FIELD COMFORT STATION & CONCESSIONS
Livonia, MI

PROJECT INFORMATION

Date Completed: 2020 (Design)

Construction Cost: \$1,275,000 (Estimated)

SERVICES

Programming

Architectural Design

DAG Municipal Experience

Detroit Architectural Group is currently serving the City of Livonia and Northville Twp as pre-approved providers of architectural & engineering services on multi-year contracts.

City of Livonia

- Various Project Scoping Studies
- City Hall Air Handler Unit Replacement
- Wilson Barn Roof Replacement
- Sandburg Library Roof Replacement
- Newburgh Village HVAC Upgrades

Northville Township

- Public Safety - Facility Condition Assessment

Redford Township

- DPW Cold Storage Building

Allen Park

- Library - Facility Condition Assessment

Grand Blanc Township

- Public Works Facility
- Fire Station

DAG Principal Experience

Prior to joining DAG in January 2020, Brandon Kritzman, Principal at DAG, completed many significant municipal projects including:

- **Fallen Heroes Monument at Nehasil Park** | Livonia, MI*
- **Livonia Senior Center Renovation** | Livonia, MI*
- **City of Taylor Parks/Rec Building** | Taylor, MI*
- **City of Taylor Media Center** | Taylor, MI*
- **Novi Gun Range Addition** | Novi, MI*
- **Novi DPS Building** | Novi, MI*
- **Novi ITC Park Storage Bldg** | Novi, MI*
- **Westland City Hall** | Westland, MI*

DETROIT ARCHITECTURAL GROUP was recently selected by Grand Blanc Township to lead the design of their upcoming fire station and public works facility projects. These two-projects are starting design in fall 2022 and construction in 2023.

DETROIT ARCHITECTURAL GROUP



DETROIT ARCHITECTURAL GROUP strives to be reliable design partners with credible knowledge, valuable creativity, demonstrated quality, and industry expertise who provide a range of professional services for all stages of design and construction.

The principals and design professionals of Detroit Architectural Group are obsessed with positively affecting the experience of those clients who have entrusted DAG with the success of their projects.

DAG recognizes that each project and client face unique challenges that require custom solutions, rising to meet those challenges and exceed expectations. DAG relies on the benefit of commitment to the following core principles to guide our processes, communication and operations.

Expect Excellence in our work and actions, constantly learning, leading and improving

Act with Integrity both professionally and personally regardless of context

Reliable Delivery of a high quality product that meets the client's schedule and budget

Valued Partnership achieved through active engagement and responsive collaboration

Technical Innovation with evolving building products, technology, construction methods

DETROIT ARCHITECTURAL GROUP



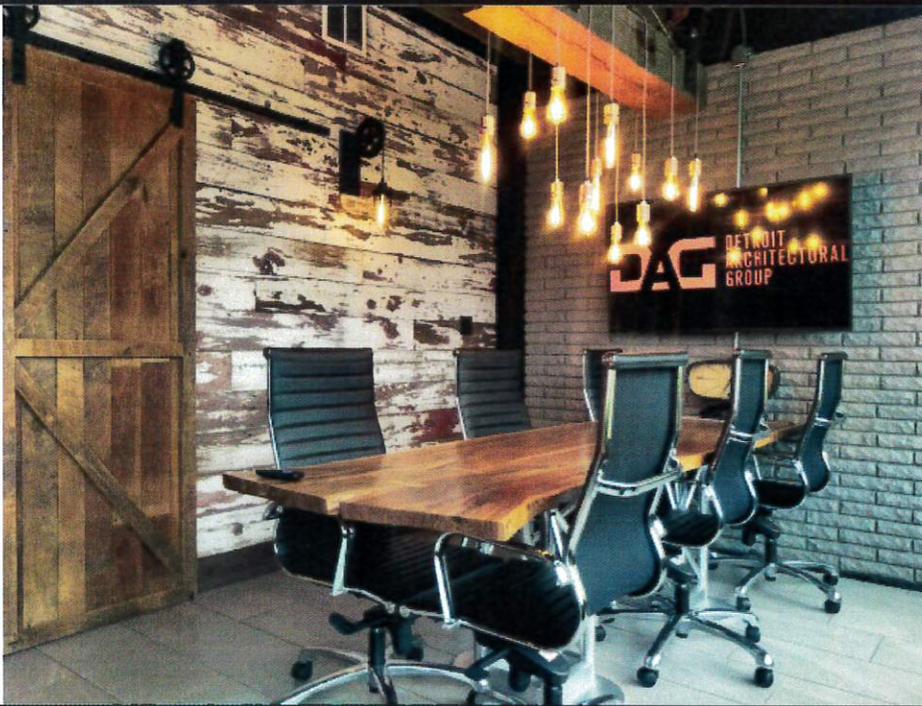
**Commercial & Retail
Office & Workplace
Healthcare & Senior Living
Industrial & Warehouse
Hospitality & Restaurants
Municipal & Community
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DETROIT ARCHITECTURAL GROUP



Locations

DAG South (Main Office)
1644 Ford Avenue
Wyandotte, MI 48192
o. 734.556.3259

DAG North
30445 Northwestern Highway
Suite 360
Farmington Hills, MI 48334
o. 248.583.4990

WWW.DETROITARCH.COM

RESOLUTION

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

WHEREAS The City of Plymouth owns and operates a facility named the Plymouth Cultural Center for the health and welfare benefit of the community,

And,

WHEREAS There is a need to make the locker room facilities in the building compliant With Federal Americans with Disabilities Act, and

WHEREAS More and more teams are having multi-gender members and there is a Need to be able address multi-gender changing rooms need, and

WHEREAS The United States Government has authorized a grant in the amount of \$400,000 under the FY 2022 Community Project Funding Grant Program.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize Design Phase and Construction Phase Services in an amount of \$24,000.00 for improvements to the bathrooms at the Plymouth Cultural Center. The authorizes a professional services contract with Detroit Architectural Group of Wyandotte, Michigan for this project.



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 - Snow and Ice Control Policy Adoption 2022 - 10-03-22.docx
Date: September 29, 2022
RE: Snow & Ice Control Policy 22 - 23

Background

Annually, the City Commission restates its Snow and Ice Control Policy, which contains the priorities for snow and ice control measures. The City Commission has been adopting this policy on an annual basis since 1996, this annual adoption helps to cover a number of legal issues related to snow and ice control. There are only grammatical changes in the policy between last year and this year.

Under the terms of this policy, the City will plow all residential streets anytime that there are four (4) or more inches of snow. In addition, the policy clearly indicates how the City will begin to respond to any snow event and the responsibilities of the various departments for that response. The policy outlines the responsibilities of our Municipal Service Employees as well as our Police Officers and the Community Dispatch Center in a snow event. The City has had a long-standing practice of responding aggressively to snow events and this policy will help continue that tradition of response. The policy also establishes training requirements for the Municipal Services Staff.

Historically, responding to a snow event was a reactive measure and, in many respects, it still is however, with the inclusion of brine; Municipal Services has moved towards a more proactive approach. The ability to make and apply brine prior to and during a snow event will help eliminate or severely decrease the moisture bonding to the road surface prior to crews responding, especially in the overnight hours. With a smaller snow event, the application of brine ahead of the snow fall may be all that is needed to keep the roadway clear. In other snow events, applying brine may provide the extra time crews need to respond in the middle of the night to clear roadways and do so without having to apply a significant amount of salt to break the bond between the ice and roadway. In addition, during road salt operations we will often use a brine/road salt mix to increase the effectiveness of the road salt. Using a brine/road salt mix allows the road salt to be effective at lower temperatures.

For more information on the City of Plymouth "Brine Lab" and how this system works you can go to our YouTube Channel and Aaron will take you through the process. <https://www.youtube.com/watch?v=hqSinkCk2dI> You can also see Aaron show us how the pre-storm brine operations work <https://www.youtube.com/watch?v=7v3Rg3XYESA>

One of the biggest complaints that we receive related to snow plowing operations is snow that is pushed up into resident's driveways. In this video, Trent from the DMS explains how to lessen the snow load in the driveway <https://www.youtube.com/watch?v=9GIC8saraiA>

This policy also addresses the "emergency response" of Municipal Services Crews to respond to emergency situations on County or State highways as requested by our Police or Fire Departments. It also addresses the needs of our Fire Services Operations and the need to keep both City Fire Stations clear of snow and ice.

The policy also serves as a reminder to our property owners that in the event that the City has to remove or hire contractors to remove snow from sidewalks that our minimum billing is \$150 per hour with a one hour minimum and increases with each offense. Failure to remove snow from sidewalks is the biggest complaint generators for our Code Enforcement, Municipal Services, and the City Manager's Office. This also takes a tremendous amount of time processing each address.

RECOMMENDATION:

The City Administration recommends the annual adoption of the attached Snow and Ice Control Policy. The policy is mainly a departmental operational policy, but there are a number of legal issues contained within the policy and because it involves a major city service, it is appropriate that the City Commission take action on this matter. This policy sets certain legal standards that the City operates under when it comes to snow and ice control measures.

We have provided a proposed resolution for the City Commission to consider regarding this matter. Should you have any questions regarding this matter please feel free to contact either Chris Porman or myself. Once the City Commission adopts the policy, we will place the Policy on our Web Site.



**CITY OF PLYMOUTH
DEPARTMENT OF MUNICIPAL SERVICES
SNOW & ICE CONTROL POLICY**

Revised: October 2022

ORIGINALLY ADOPTED BY THE CITY COMMISSION 12/2/96

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The City of Plymouth has developed this policy in the interest of protecting the health, safety, and welfare of the residents, businesses, visitors, and employees of the City of Plymouth. This policy has been developed to address known hazards under normal and ideal conditions. It is not practical to attempt to cover every possibility that may arise. While this policy sets minimum standards, the policy does not preclude the use of common sense and additional measures to respond to snow and ice storms. Employees are encouraged to anticipate adverse conditions in any particular area of the City and make appropriate response to those conditions. Employees are authorized to change the priority list as particular situations arise. *(An example of changing the priorities would be to keep the Cultural Center Parking Lot salted on at night while they have activities taking place. A second example would be to drop the school route priority on a weekend.)*

All or parts of this policy may be affected by at least; one or more of the following conditions, which will delay all or some of the services, provided:

- * Equipment Breakdowns
- * Vehicles disabled in deep snow or blocking roadways
- * Weather so severe as to cause crews to be called in from streets; i.e. White out Conditions.
- * Equipment rendered inadequate by the depths of the snow or drifts.
- * Crew Breaks and breaks required for safety, refueling, refilling of material spreaders and equipment repairs.
- * Unforeseen emergencies

ADVERSE CONDITIONS TO BE MONITORED:

It shall be the duty of the Municipal Service Supervisors to monitor winter weather conditions and to advance plan for particular storm conditions. Winter storm monitoring shall include gathering data from the National Weather Service, Weather Channel, College or University Weather Information Centers, actual observations, internet links to Doppler radar, weather service radar, television or radio reports and other sources that may contain information vital to advance planning.

During regular hours, the Municipal Services Supervisors, in cooperation with the Police Department on duty staff, shall determine a need for snow and ice control measures. After regular hours, the Police Department on duty staff shall have the responsibility of notifying the Plymouth Community Dispatch Center to make contact with the Municipal Services On-Call employee of a possible need for snow and ice control measures. The Police Department should

be aware of the need to begin snow and ice control measures early in the storm period in order to obtain maximum effectiveness of road salt and other measures.

CREWS WORKING AFTER HOURS:

It shall continue to be the policy of the Department of Municipal Services to make radio contact with the Plymouth Community Dispatch Center when they sign on or off the air. The Municipal Services staff will call the Dispatch Center via radio using the call sign "City DMS." The Municipal Services staff will then inform the Dispatch Center that they are beginning snow & ice response. When signing off after the snow & ice response, the DMS staff will again contact the Dispatch Center to inform them that they are signing off from the detail. The Dispatcher must enter the time that the crews came on the air and when they leave into the daily log. This will allow for a legal documentation should that information be needed in the future.

Making radio contact with the Community Dispatch Center as the crews go on the air will also help add a measure of safety for the employees. The radio will provide employees with a direct contact to the Dispatch Center in the event of an equipment break down or in the event that the salt crew comes across some hazardous situation needing police, fire or medical response.

If Municipal Services crews are not able to contact the Dispatch Center via radio, they will attempt to make contact via the non-emergency phone number at 734-453-8600. If they are unsuccessful in their multiple attempts to make radio contact, they shall note this information on their daily job assignment log, including the approximate time that they attempted contact with dispatch. In addition to noting on daily job assignment log, Municipal Services Supervisory Staff will be notified the next business day of the unsuccessful radio contact with the Dispatch Center. The Municipal Services Department Supervisory Staff shall make the Police Chief and the City Manager aware of the lack of radio contact with dispatch.

After hours crews are also issued cell phones to allow them the ability to stay in contact with Municipal Services Supervisors, Police Department and/or the Community Dispatch Center as an additional safety measure.

SNOW & ICE CONTROL PRIORITY ROUTES:

This policy shall set up a total of six priority routes for snow and ice control measures, those areas shall be known as:

- * PRIORITY ROUTE 1 - Major Streets, including; Main, Penniman, Ann Arbor Trail, and Starkweather, City Hall to include PD & FD.
- * PRIORITY ROUTE 2 - Secondary Streets, including; Harvey, Farmer, Junction, Industrial Drive, Church, Union, Fire Station #3 (Old Village)
- * PRIORITY ROUTE 3 - School Routes, including; Smith School, East Middle School, OLCG
- * PRIORITY ROUTE 4 - City Parking Lots and Contracted Service Parking Lots, Including; East Central, Penniman, Tonquish Creek Manor, Cultural Center, Library, Harvey & Wing Lot, Saxton's.
- * PRIORITY ROUTE 5 - Hills, including; Amelia, Rose, Holbrook, Evergreen, Pacific, New England Village area @ Sheldon
- * PRIORITY ROUTE 6 - Spot salt all other streets in the City System.

When it becomes necessary to dispatch a road salt truck to respond to snow and ice conditions, the crew responding to salt shall work Priorities 1 - 4 as conditions dictate. Typically, priorities 5 & 6 are responded to during regular work hours, after priorities 1 through 4 have been completed.

City Hall has been added to Priority Route 1 as we need to be able to protect our staff; especially the Police and Fire departments to be able to respond in poor weather conditions, as they are both 24 hour operations. Fire Station #3 was added to Priority Route 2.

This policy shall not prohibit employees from completing any combination of Priority Routes at the same time; providing that conditions allow the mixing of Priority Routes. A specific example of mixing priority routes would include allowing employees who are driving the salt truck to spread salt at the Cultural Center while salting on Farmer St.

Hours of operations of various facilities will also dictate Salt Priority Routes. Employees operating the salt truck should be aware of various city operations including, but not limited to; special events, Ice Arena or Room Rentals at Cultural Center, Library Hours of Operations, and merchant's hours of operations. The schedule for schools is also important; obviously it is not necessary to complete the school routes during the Christmas Holiday Break period.

If an employee is working in a single salt truck after hours and in the employee's opinion, additional equipment and manpower may be needed to address the snow and ice control measures, the employee shall make contact with the on-call staff via phone or by contacting the Plymouth Community Dispatch Center to ask them to call the Municipal Services On-Call staff to indicate a possible need for additional manpower and equipment. Community Dispatch will then be responsible for making the necessary notifications. The Municipal Services On-Call

staff will then be responsible for calling in additional manpower as needed based on the review of the storm situation.

SALT/BRINE:

Over the last few years, DMS staff has integrated salt brine into the snow & ice control response. The ability to make/store salt brine was installed inside the DMS garage, as well as the purchase of a brine attachment and a pre-wet attachment for the new Swaploader. In addition, two of the other front-line trucks used for snow & ice control were retro fitted to be able to apply brine for parking lots and other smaller areas.

Rock salt is simply crystals of sodium chloride, or table salt, just not as refined. Until rock salt has been formulated into brine, it will do nothing to stop snow from freezing to the roadway. Agencies that use rock salt in their winter maintenance activities are doing so to create brine on the road surface by having rock salt mix with snow, ice or freezing rain.

Salt brine is a solution of salt and water that has a freezing point lower than water alone. In turn, salt brine can reduce snow and ice adhering to road surfaces. As temperatures dip, either the amount of rock salt or the frequency of application must be increased. Anti-icing, which is spraying brine on roadways before the storm arrives, requires approximately one-third to one-fourth the material of deicing, making it the more cost-effective option. This is proactive approach in dealing with a snow and ice event by treating the road surface before the snow falls. By doing so, you are preventing the formation of ice on the road surface and providing additional time for crew(s) to respond with other measures.

SNOW PLOWING:

It shall continue to be the policy of the City of Plymouth to plow all residential streets in the City when more than four (4) inches of snow has fallen. In addition, the Municipal Services Supervisory Staff has the authority to plow all streets if conditions exist where it would seem reasonable to plow streets due to snow conditions or density.

The Department shall not remove snow from alleyways, unless there is an extreme and critical health and safety issue. Alleyways must have snow removed by private contractors if the adjoining property owners desire that service.

In accordance with the Plymouth City Code Section 70-111, the City Manager, as supervisor and director of the public parking system, shall be deemed to have the authority to order the restriction of on-street and municipal parking lot parking by declaring a "Snow Emergency." The declaration of a "Snow Emergency" shall authorize the City Manager to declare that all on street parking or municipal parking lot parking as being prohibited. This authority will allow crews to plow side streets without the hazards of parked cars on the streets. The Snow Emergency Advisory should be issued to area electronic media and distributed on the City's Email and Fax Alert System, as well as added to the City's social media presence.

CONTRACTS AUTHORIZED:

The Department of Municipal Services is authorized to render snow and ice control services to other governmental units or public agencies as manpower and equipment allows and providing that the City Priorities can be maintained. Contracting of City services to other governmental units or public agencies (ie-HVA) must be for either fair compensation or in exchange for similar use of the other agency' s equipment and manpower (*mutual aid*).

EMERGENCY HEALTH & SAFETY RESPONSE:

The Department of Municipal Services is authorized to render snow and ice control services on an emergency basis to other governmental agencies including, but not limited to police, fire and emergency medical response agencies. Services can be delivered when requested and only on a time available basis and should only be rendered to protect the public health, safety and welfare. This authorization is for emergency situations only. (*i.e. County salt crew has not responded to Sheldon Road and our Police and/or Fire Department has a call for service.*)

STORM UPDATES:

Whenever possible, the Department of Municipal Services shall provide, to various public agencies, information on the storm and road conditions in the City. This may be accomplished using the City Fax Update and/or E-Mail Programs and/or social media platforms. These programs are an informational fax or e-mail that is prepared and is computer faxed or e-mailed to agencies including; School Transportation Office, City Police, Community Dispatch Center, Community Fire Department, Chamber of Commerce, Tonquish Creek Manor and others who have requested this service.

TRAINING:

All Department of Municipal Services employees will annually be trained on the use of the salt and plow trucks and will be made aware of this policy. Employees operating snowplows and salt trucks should be tested annually with documentation in order demonstrate a working knowledge of safe work practices and procedures for snow and ice control.

ADMINISTRATION:

This policy is to be administered by the City Manager and the Supervisory Staff of the Municipal Services Department.

WORST STORMS:

According to the National Weather Service some of the worst snowstorms that have hit the Metro Area have included the following:

- April 6, 1886 - more than 24 inches
- December 1 – 2, 1974 - 19.3 inches
- December 31, 2013 – January 2, 2014 – 11.1 inches
- January 4-5, 2014 – 10.6 inches
- February 1, 2015 – 16.7 inches

RESIDENTIAL OR COMMERCIAL SIDEWALK SNOW REMOVAL REQUIRED:

The Code of Ordinances for the City of Plymouth Sections 62-89 and 62-90 requires that “Every owner or occupant of any lot or parcel of land adjoining any street or public place in the city along or across which there shall be a sidewalk shall, **within 24 hours after** the same has fallen or formed, remove or cause to be removed any snow or ice which may have fallen or accumulated...and in case of neglect or refusal so to do the City Manager may forthwith cause the removal of same and the expense thereof shall be a lien upon such premises.”

Failure by a property owner or occupant to clear the sidewalks shall cause the City or a City contractor to clear the sidewalks and bill for the removal. This policy hereby establishes the following fee schedule:

First offense = Minimum billing of \$150.00

Second offense = Minimum billing of \$200.00

Third offense & subsequent offenses = Minimum billing of \$250.00

Actual billing will be based on the current hourly rates for manpower, equipment and material; however, in any case, the billing shall not be less than \$150.00 for the first offense, \$200.00 for the second offense and \$250.00 for the third and any subsequent offenses. The determination of the number offenses will be tallied from the date of this policy and will end with the adoption of this policy for the next season. Failure to pay the billing will result in the bill being placed on the tax roll and as a lien against the property.

DUMPING OR PUSHING OF SNOW ONTO THE STREETS IS NOT ALLOWED:

Sections 62-39 and 62-40 of the City of Plymouth Code of Ordinances do not allow the pushing or dumping of snow from any privately owned premises into or onto any street. Most commonly, a private contractor may push snow from a parking lot into the street. These sections of the City of Plymouth Code of Ordinances forbid this type of action. If violations must be corrected by the City the minimum charge for this service shall be \$150.00. Actual billing will be based on the current hourly rates for manpower, equipment and material; however, in any case, the billing shall not be less than \$150.00. Further, violators may be subject to violations of various traffic laws and would be subject to ticketing as deemed appropriate by the Police Department.

RESOLUTION

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

WHEREAS The City of Plymouth completes snow and ice control measures in order to protect the
Public health, safety, and welfare, and

WHEREAS The City annually reviews and updates its Snow and Ice Control Policy that directs and gives
Responsibilities to various city departments.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt
the City of Plymouth Department of Municipal Services Snow & Ice Control Policy as reviewed and revised on
October 3, 2022.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby establish that
the minimum billing for the City or its contractors removing snow as a result of violations of Section 62-39 and
62-40 of the Plymouth City Code shall be a minimum of \$150.00 and the hourly rate shall not be less than
\$150.00 per hour for city or contractor services and billings shall also include all administrative costs for
inspections, follow up, and billing.

INFORMATIONAL PRESENTATION

To: Mayor & City Commission
CC: *S:\Manager\Sincock Files\Memorandum - Old Village Prelim Presentation Tax Increment District 10-03-22.doc*
From: Paul J. Sincock -City Manager
Date: 9/29/2022
Re: Process & potential for Old Village Commercial T.I.F. District

The City Administration is aware that there has been some interest from some members of the City Commission related to the possibility of the creation of a Tax Increment Finance District or TIF for Old Village. This would be similar to the Downtown Development Authority or our Brownfield Districts. The direction for this project is covered in the City Commission's Strategic Plan under Sustainable Infrastructure, with the key objective of financial models.

As of this writing we are putting together a PowerPoint for Monday night. The presentation will provide a brief overview of the process involved in setting up a TIF, as well as some information on a preliminary scope of a potential TIF District.

In simple terms, TIF Districts establish a "baseline taxable value" of a district, and then in future years the taxes collected on those gains in taxable value would be diverted to this special tax district, while the base value taxes will continue to go to the city and other taxing units. It is just the "gains" that are diverted. We will go into more detail on this and "opt out" provisions on Monday night.

Once we make the presentation on Monday, we will put the PowerPoint up on our web site and it will be available as part of the on-line accessible video of the City Commission meeting.

If you have any questions in advance of the meeting, please feel free to contact John Buzuvis or myself.