

# Plymouth City Commission

## Regular Meeting Agenda

MONDAY, August 21, 2023 - 7:00 p.m.  
KIWANIS PARK – Auburn & Junction

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

1. **CALL TO ORDER**
  - a. Pledge of Allegiance
  - b. Roll Call
2. **APPROVAL OF MINUTES**
  - a. August 7, 2023 City Commission Regular Meeting Minutes
3. **APPROVAL OF THE AGENDA**
4. **PRESENTATION BY THE CITY ATTORNEY**
5. **ENACTMENT OF THE CONSENT AGENDA**
  - a. Approval of July 2023 Bills
6. **PRESENTATION OF RUTH HUSTON WHIPPLE AWARD**
7. **CITIZEN COMMENTS**
8. **COMMISSION COMMENTS**
9. **OLD BUSINESS**
10. **NEW BUSINESS**
  - a. Plymouth Canton Little League – Bingo at Fall Festival
  - b. Resolution of City Commission - Support Community Center Grant
  - c. Extend Outdoor City Commission Meetings
11. **REPORTS AND CORRESPONDENCE**
  - a. Recreation Millage Update
  - b. Liaison Reports
  - c. Appointments
12. **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, 35<sup>th</sup> 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

# ITEM 2.a



## City of Plymouth City Commission Regular Meeting Minutes Monday, August 7, 2023, 7:00 p.m. Caster Park – Caster & N. Holbrook

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### 1. CALL TO ORDER

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

b. Roll Call

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

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

### 2. APPROVAL OF MINUTES

Maguire offered a motion, seconded by O'Donnell, to approve the minutes of the July 17, 2023, City Commission meeting.

There was a voice vote.

MOTION PASSED

### 3. APPROVAL OF THE AGENDA

Kehoe offered a motion, seconded by Filipczak, to approve the agenda for the August 7, 2023, meeting.

There was a voice vote.

MOTION PASSED

### 4. ENACTMENT OF THE CONSENT AGENDA

- a. Special Event: Downtown Day in Plymouth-Saturday, September 23, 2023
- b. Special Event: Plymouth Ghosts Cemetery Walk-Saturday, October 28, 2023
- c. Special Event: Pumpkin Palooza-Sunday, October 22, 2023
- d. Special Event: Ski & Snowboard Swap, (Fri-Sun) November 3-5 & (Fri-Sun) December 1-3, 2023

There was a voice vote.

MOTION PASSED

### 5. CITIZEN COMMENTS

Eric Nemeth, 140 S. Union, thanked the Department of Municipal Services for the water meter switch-out. He also asked about a stop sign or light on S. Union, and a parking space near a fire hydrant on Church at S. Union.

Kristi Holmes, 633 Starkweather, asked when ballot language for the upcoming parks and recreation millage would be available. She also asked if there would be an opt-out for the new water meters.

Adam Covington, 674 Sunset, said he supported items on the consent agenda.

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Tom Doran, 1191 Sheridan, spoke about a PUD request at the First Church of Christ, Scientist property and cited concerns about traffic safety, parking, and the parking currently being leased by Tonquish Creek Manor.

## 6. COMMISSION COMMENTS

Thomey said the paver and flag project organized by Eagle Scout candidate Gage Ellis was complete. He also thanked the DMS for their work on the water meter project.

O'Donnell said the Ruth Huston Whipple Award would be presented at the August 21 City Commission meeting at Kiwanis Park.

Filipczak expressed gratitude over the Carol/Evergreen project being completed ahead of schedule and under budget. She announced that the City of Plymouth received a state grant of \$112,513 to make an additional payment toward the City's retirement obligations.

Moroz congratulated staff members Ken Campbell for one year of service and Josh Carroll for 19 years. He said registration was open for the next Citizens Academy and thanked the administration for coordinating construction on the parking lot on Ann Arbor Trail and Deer and the new restrooms at the Plymouth Cultural Center.

## 7. PUBLIC HEARING

### a. Fence Ordinance Amendment – Second Reading

Moroz opened the public hearing at 7:18 p.m. There were no comments, and he closed the public hearing at 7:19 p.m.

The following motion was offered by Filipczak and seconded by Deal.

### RESOLUTION 2023-72

WHEREAS The City Commission has adopted a key objective to modernize and update zoning ordinance to reflect community vision; and

WHEREAS The proposed fence ordinance language aligns with the goals of the City's Master Plan and City Planning Commission; and

WHEREAS The Planning Commission held a public hearing to hear comments on the fence ordinance amendments; and

WHEREAS The Planning Commission approved the amendments to Section 78-208 on November 9, 2022.

WHEREAS The City Commission held a first reading on July 17, 2023 where the ordinance amendments were approved unanimously.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby direct that the Code of Ordinances of the City of Plymouth, Michigan Section 18 and Section 78 are to be amended after the public hearing, second reading, and publication.

## ARTICLE X. FENCES

### **Sec. 18-371. Purpose, intent.**

It is the intent and purpose of this article to assure to occupants of all properties adequate light and air adjacent to structures and in yard areas, effective and desirable sight distance from the front of all structures in all directions, the right to provide for their own privacy within their properties, to protect plantings from damage by trespass, and to prevent such construction related thereto as would be hazardous.

(Ord. No. 82-11, § 1(8.21), 8-16-82)

### **Sec. 18-372. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

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*Border* means a planting area composed of shrubs, trees, etc., which is utilized as a part of the landscaping of a lot.

*Decorative fence* means a permanent barrier not used for enclosure. Any such fence shall be a part of the overall landscape plan and shall be composed of natural materials such as wood (i.e., split rail fence, picket, etc.) or a decorative metal construction (i.e., aluminum, wrought iron, etc.).

*Fence* means a permanent barrier enclosing a plot of land or portion thereof composed of manmade or processed materials erected on posts, for the purpose of preventing or controlling entrance or to confine within or to mark a boundary.

*Gutter grade* means the lowest point of integral curb and gutter down which water flows, or, when no curb or gutter exists, is the lowest point between the street and sidewalk down which water will flow or drain.

*Picket fence* means a permanent barrier enclosing a plot of land or portion thereof composed of manmade or processed materials erected on posts, for the purpose of preventing or controlling entrance or to confine within or to mark a boundary. A picket fence shall have spaced uprights connected by two or more horizontal rails. The uprights shall not exceed 4 inches in width. The space between uprights shall be a minimum of 2.5 inches and must not exceed 4 inches.

*Sidewalk line* means the edge of the constructed public sidewalk that is adjacent or closest to the lot line.

*Wall* means a barrier constructed of masonry or other solid materials on a continuous concrete footing for the purpose of controlling entrance, sound and/or view.

(Ord. No. 82-11, § 1(8.22), 8-16-82; Ord. No. 2011-02, § 1, 1-17-11)

Cross reference(s)—Definitions generally, § 1-2.

#### **Sec. 18-373. Prevention of hazards.**

(a) No fence, border or wall shall have exposed beneath a height of eight (8) feet any sharp protrusions which would be likely to cause physical or material damage to persons or clothing passing by the fence, border or wall.

(b) Any wall shall be capped with a peaked coping of sufficient pitch to discourage walking.

(Ord. No. 82-11, § 1(8.26), 8-16-82; Ord. No. 2011-02, § 1, 1-17-11)

#### **Sec. 18-374. Line fences and walls.**

All fences and walls must be located entirely on the private property of the person constructing the same; provided, however, that if adjoining property owners jointly apply for and sign a permit to erect a fence upon their common property line, such fence may be so erected. No temporary type of barrier or temporary fence of any type shall be permitted in the front yard areas.

(Ord. No. 82-11, § 1(8.27), 8-16-82)

#### **Sec. 18-375. Electric fences.**

It shall be unlawful for any person to construct or maintain, or to allow to be constructed or maintained upon property owned or occupied by such person, any fence charged or connected with an electrical current in such manner as to transmit such current in the form of shock to persons or animals which might come in contact with such charged fence. This shall exclude underground electric pet containment fences.

(Ord. No. 82-11, § 1(8.28), 8-16-82; Ord. No. 2011-02, § 1, 1-17-11)

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**Sec. 18-376. Appeals.**

If there is believed to be a conflict between the stated intent and any specific provisions of this article, the zoning board of appeals may, in accordance with established procedures, permit modification of such specific provision, while retaining the intent, in such appealed instance. (Ord. No. 82-11, § 1(8.29), 8-16-82)

**Sec. 18-377. Permits.**

- (a) It shall be unlawful for any person to construct, or cause to be constructed, any fence or wall upon any property within the city without first having obtained a permit therefor.
- (b) Any person desiring to construct, or cause to be constructed a fence or wall upon property in the city shall first apply to the building department of the city for a permit, for which there shall be a fee, the amount of which shall be set by resolution of the city commission. Such permit shall be issued by the building inspector upon a written application, and shall contain such information as may be required by the inspector in order to determine that such fence or wall will not violate any provision of the city Code or state law.

(Ord. No. 82-11, § 1(8.23), 8-16-82)

**Sec. 18-378. Establishing lot lines.**

The building inspector may require the owner of property upon which a fence is to be constructed to establish lot lines upon such property, through the placing of permanent stakes located by a licensed surveyor. Such lot line shall be established before such fence shall be erected, and the building inspector may withhold the issuance of the required permit until the lot lines are established and permanent stakes are placed.

(Ord. No. 82-11, § 1(8.30), 8-16-82)

**Sec. 18-379. Borders.**

Borders may be planted in any yard area subject to the following provisions:

- (1) Borders shall not be located nearer than two feet to any drive or walkway. Borders are also subject to additional restrictions as specified in this section.
- (2) No border shall obscure visibility within the triangular area formed at the intersection of any street right-of-way lines by a straight line drawn between the right-of-way lines at a distance along each line of 25 feet from their point of intersection. Shrubs or hedges or other plantings (excluding trees) in this area shall not exceed 30 inches in height above the average gutter grade adjacent to this area. Trees planted within this same area shall not have branches lower than eight feet above the average gutter grade. Sight visibility shall be in accordance with Section 78-207 of the Zoning Ordinance.
- (3) Similar restrictions as above shall be required in a 15-foot corner triangle formed at the intersection of any driveway and alley or any driveway and street right-of-way line.

(Ord. No. 82-11, § 1(8.24), 8-16-82; Ord. No. 2011-02, 1-17-11)

**Sec. 18-380. Fences and walls.**

- (a) All posts thereof shall be of materials designed to withstand rusting, rotting and other weather-related deterioration for a period of not less than ten years.
- (b) Fences shall be setback a minimum of 1-foot away from the sidewalk line.
- (c) Solid masonry walls shall be erected on continuous foundations at least 42 inches below grade.
- (d) Fences or walls within a required front yard area shall be decorative style only consisting of wrought iron, metal, or pickets and masonry or stone walls. Decorative fences or walls placed within a front yard shall not exceed 30 inches

in height. A decorative fence or wall shall contribute to the identification and beauty of the principal building. Chain link fences are not allowed within a required front yard area.

- (e) Fences on all lots of record in all residential districts which enclose property and/or are within a required side or rear yard shall not exceed six and one-half feet in height, measured from the surface of the ground, and shall not extend toward the front of the lot nearer than the front of the house or the required minimum front yard setback, whichever is greater (see Figure 1). In the case of a rear yard abutting a side yard, the side yard abutting a street shall be a continuation of the required front setback on the lot to the rear, and a 48-inch-tall picket fence may project into this area but shall not extend toward the front of the lot nearer than the front of the house (see Figure 2).

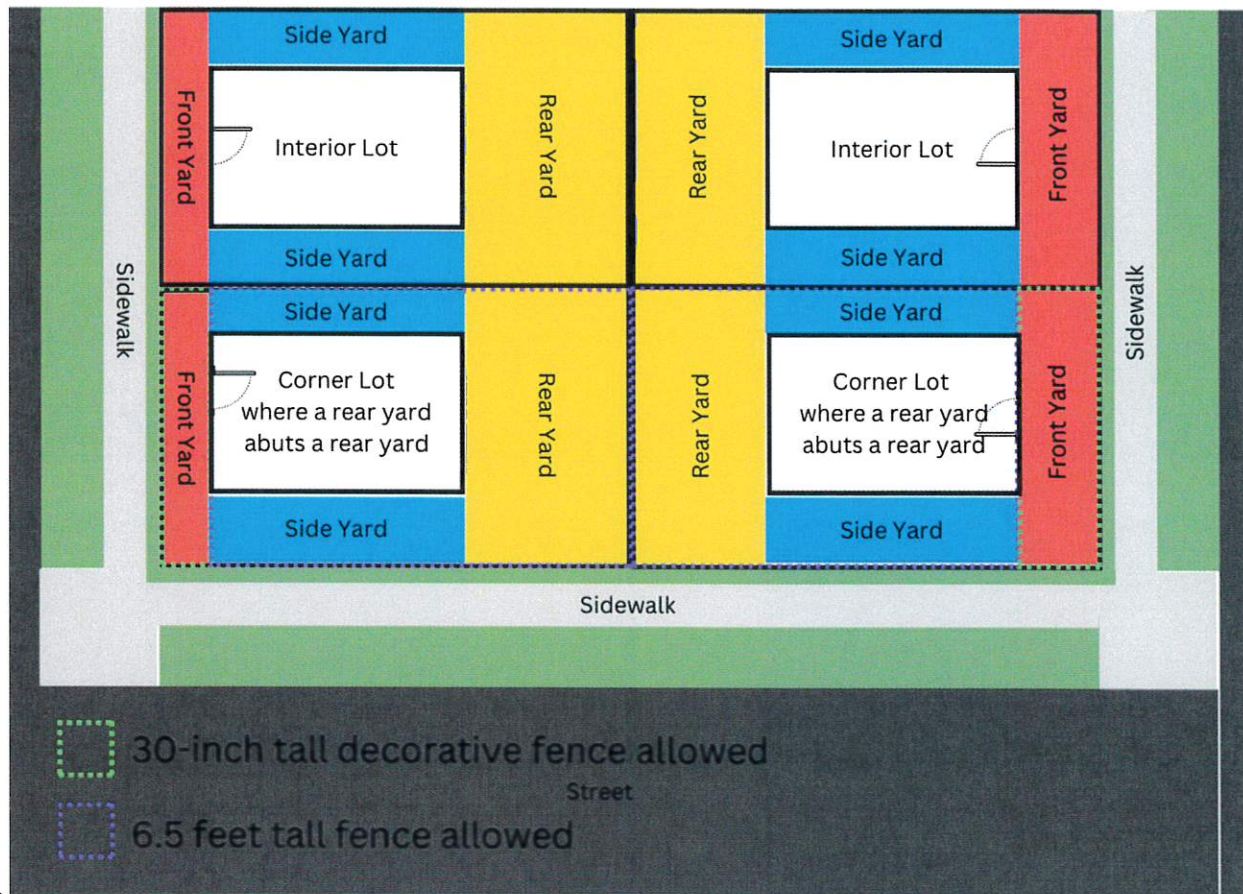


Figure 1.

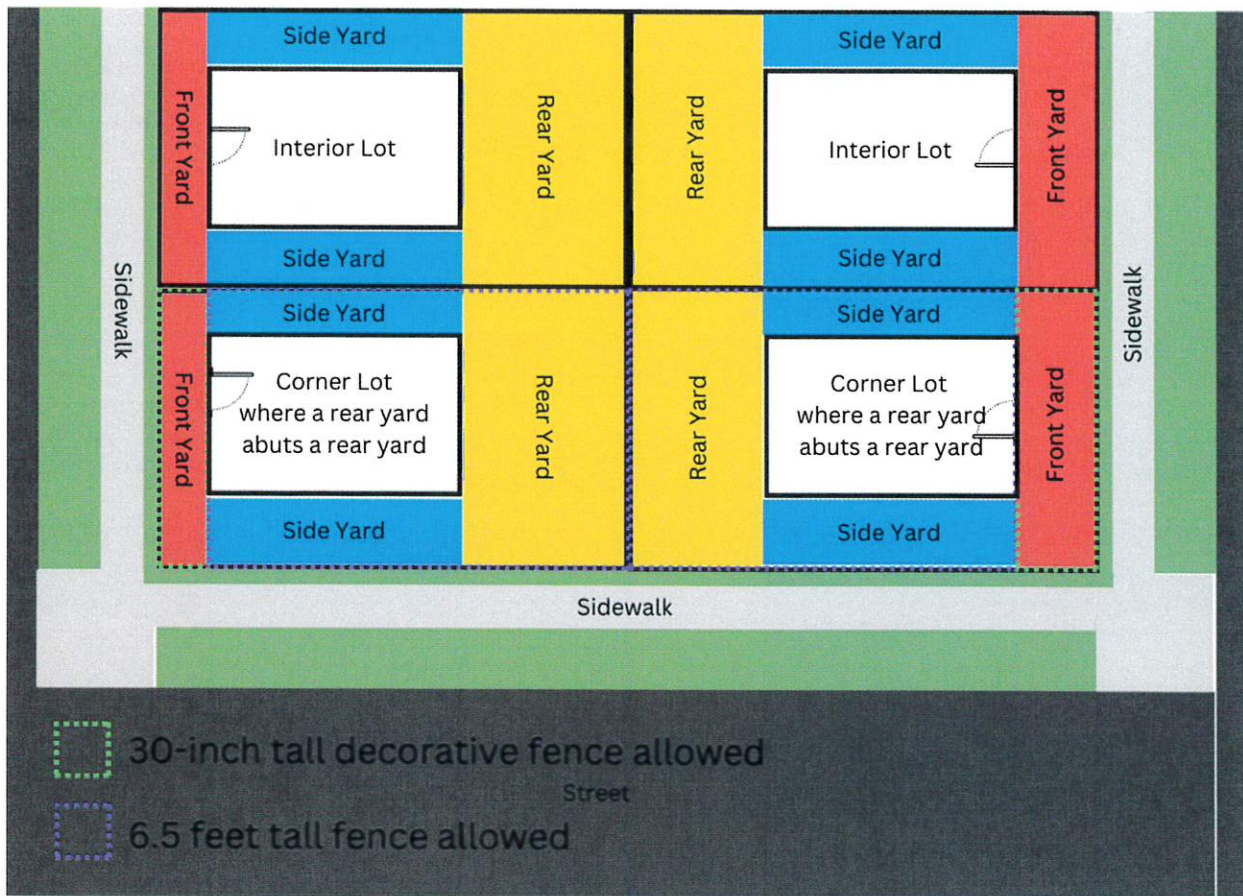


Figure 2.

- (f) In business zoned areas, fences and walls should not exceed a height above ground level of more than six and one-half feet. On corner lots, no fence, wall, shrubbery or other obstruction to vision above a height 30 inches from the established street gutter grades shall be permitted within the triangular area forward at the intersection of any street right-of-way lines by a straight line drawn between such right-of-way lines for a distance along each line of 25 feet from their point of intersection.
  - (g) In industrial zoned areas, fences and walls may be constructed up to eight feet in height. On corner lots, no fence, wall, shrubbery or other obstruction to vision above a height of 30 inches from the established street gutter grades shall be permitted within the triangular area formed at the intersection of any street right-of-way lines by a straight line drawn between such right-of-way lines for a distance along each line of 25 feet from their point of intersection. Barbed wire may be installed on the top of such fences on arms or supports over the private property of the owner of the fence at least eight feet above the adjacent grade level.
- (Ord. No. 82-11, § 1(8.25), 8-16-82; Ord. No. 2011-02, § 1, 1-17-11)

**Secs. 18-381—18-400. Reserved.**

**Sec. 78-208. Residential fences.**

Fences or walls are permitted, subject to the paramount provisions of the City of Plymouth Fence Ordinance (Chapter 18, Building Regulations Article X, Fences 18-371—18-380) and subject to the further provisions of this section. If any of the provisions of this section should conflict with the City of Plymouth Fence Ordinance, the stricter provision shall prevail. It is the intent, however, that the following provisions be construed harmoniously with the fence ordinance where possible.

- (1) Fences on all lots of record in all residential districts which enclose property and/or are within a required side or rear yard shall not exceed six and one-half feet in height, measured from the surface of the ground, and shall not extend toward the front of the lot nearer than the front of the house or the required minimum front yard, whichever is greater (see Figure 1). In the case of a rear yard abutting a side yard, the side yard abutting a street shall be a continuation of the required front setback on the lot to the rear, and a 48-inch-tall picket fence may project into this area but shall not extend toward the front of the lot nearer than the front of the house (see Figure 2).

Figure 1.

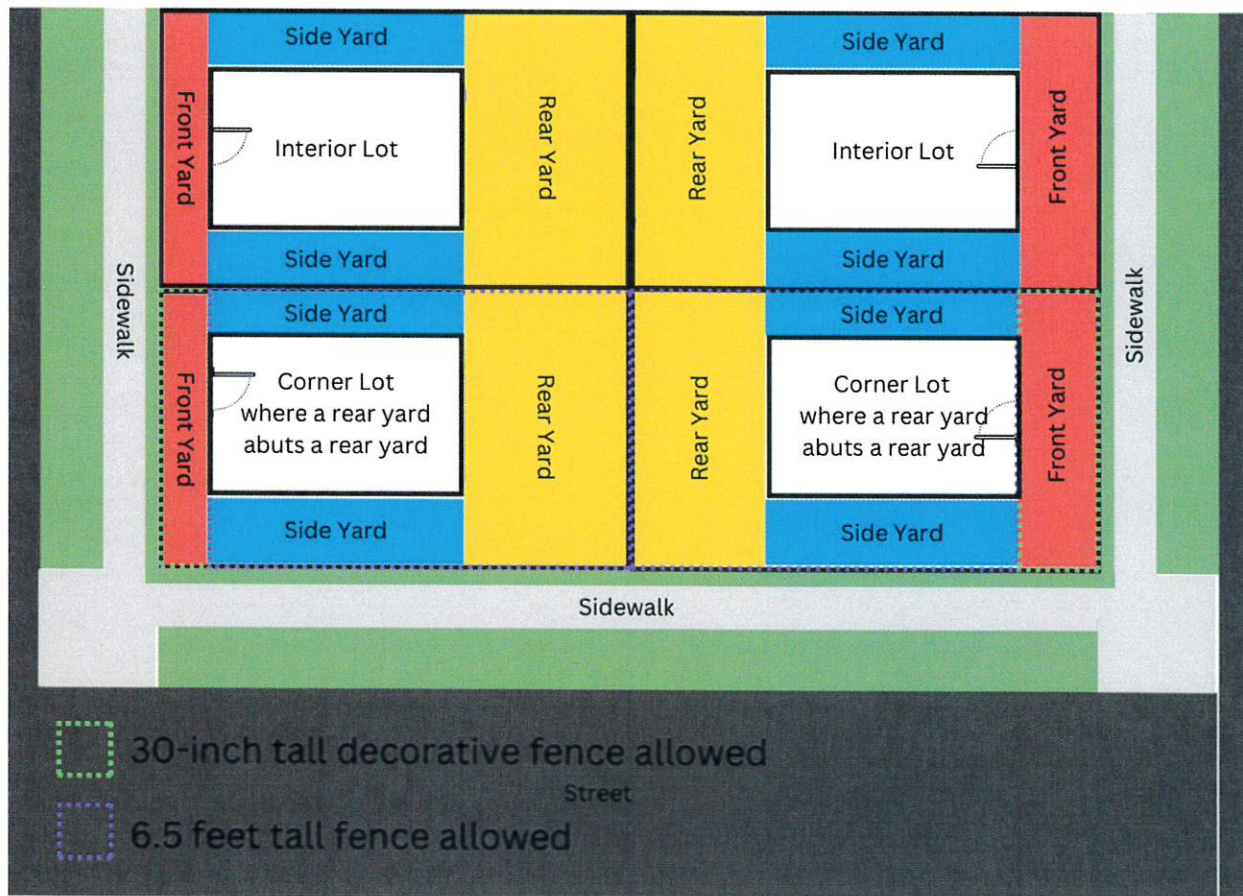


Figure 2.



- (2) Fences on lots of record shall not contain barbed wire, electric current, or charge of electricity. This shall exclude underground electric fences used for pet containment.
- (3) All fences or walls shall be constructed with the finished side exposed to neighboring properties, the support posts placed on the inside, and in a manner which serves to enhance the aesthetic appearance of the neighborhood or surrounding area.
- (4) Posts and finials may extend no more than six inches above the maximum permitted height of a fence.
- (5) Fences for swimming pools shall comply with the regulations of the state construction code.
- (6) No fence, wall, or plantings shall interfere with visibility from a driveway, alley or intersection. All fences, walls, or plantings shall comply with the corner clearance requirements of section 78-207.
- (7) Fences which enclose public or institutional parks, playgrounds, or public landscaped areas, situated within an area developed with recorded lots, shall not exceed eight feet in height measured from the surface of the ground, and shall not obstruct vision to an extent greater than 25 percent of their total area.
- (8) Fences or walls within a required front yard area shall be decorative style only consisting of wrought iron, metal, or pickets and masonry or stone walls. Decorative fences or walls placed within a front yard shall not exceed 30 inches in height. A decorative fence or wall shall contribute to the identification and beauty of the principal building. Chain link fences are not allowed within a required front yard area.

- (9) Walls constructed of masonry, stone or pre-cast materials and constructed within a side or rear yard shall have a maximum height of 30 inches. This shall exclude screening walls constructed between conflicting land uses as specified in section 78-206.

(Ord. of 10-6-03; Ord. No. 2011-03, § 2, 1-17-11)

**Sec. 78-209. Industrial fences.**

Fences are permitted in industrial districts as follows:

- (1) Fences shall not be allowed within the front yard of any industry on sites of less than ten acres in size. Fences may be allowed in front yards of sites of ten acres or more after review and approval of the planning commission.
- (2) Fences not to exceed eight feet in height shall be permitted in side and rear yards. Barbed wire shall be allowed on fences not less than eight feet in height in not more than three strands mounted in a "Y" at the top of the fence and shall be permitted provided such "Y" is located to project over the property being fenced.

(Ord. of 10-6-03)

There was a voice vote.

MOTION PASSED

**8. OLD BUSINESS**

a. Outdoor Dining Area Policy

The following item was on the table from the previous meeting, and the friendly amendments were offered by Moroz and seconded by O'Donnell.

RESOLUTION 2023-73

WHEREAS Outdoor dining has helped to maintain the public welfare and community during the recent pandemic and now that the pandemic emergency is closed the City Commission is interested in establishing a longer-term policy which will continue to allow outdoor dining in our commercial districts; and

WHEREAS The City Commission is aware that there are those establishments who use public property for the expansion of outdoor dining, while others use a combination of public and private property, while others use a combination of public and private property and still others use only private property for outdoor dining; and

WHEREAS Restaurant owners have requested that the city adopt a policy that will allow them to know what the policy will be well in advance of the 2024 season and beyond; and

WHEREAS The City Commission has reviewed the attached policy, received input from the Downtown Development Authority, restaurant owners, city residents, and non-resident users of the outdoor dining spaces.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Outdoor Dining Area Policy for 2024 with the following amendments:

- 6-foot minimum clearance for all streets
- \$2 per square foot, subject to change by the City Commission
- Add the following language. "In addition, this area also extends from the roadway across the sidewalk to the building and may not be encroached upon by an outdoor dining area. This is designed to allow more walkability in and near the crosswalks."

BE IT FURTHER RESOLVED THAT the City Clerk shall make a copy of the final adopted policy as a part of the meeting minutes of this City Commission meeting.

## City of Plymouth Outdoor Dining Area Policy

Revised and adopted by the City Commission on \_\_\_\_\_

### History of Outdoor Dining Area(s)

On Monday, May 18, 2020, the Plymouth City Commission passed a resolution authorizing City Administration to make additional public space available for use by dining establishments to expand their service area within the scope of the rules and regulations of the State of Michigan. In addition, the resolution designates public spaces in front of or on the side of a business as space available for use; this would include parking spaces.

In 2021, the City of Plymouth, once again, allowed dining establishments the ability to use public spaces adjacent to their business, including parking spaces for patio extensions.

In 2022, the City of Plymouth updated the program to reflect the changes in health orders, restrictions, etc. for the 2022 season. The city took feedback from the businesses in its creation of the 2022 City of Plymouth Patio Extension Program.

At the August 15, 2022, City Commission meeting, the City Commission authorized the extension of the 2022 program through the 2023 patio season. While the City of Plymouth continues its discussions on potential long term "parklets," one idea that has been discussed by the business community related to outdoor dining and patio extensions is that of dining platforms.

### Fees and Permits

1. All proposed Outdoor Dining Area(s) owners/operators shall submit an annual application depicting the location and layout of the outdoor dining area to the Community Development Department for approval. Approval of the application shall be subject to compliance with this policy and all applicable building codes.
2. Fees for Outdoor Dining Area(s) shall consist of an application fee and a fee based on the square footage of area used for the outdoor dining area, fees shall be determined by resolution of the City Commission.
3. Before receiving an Outdoor Dining Area permit, the applicant shall pay all required fees.
4. Prior to issuance of an Outdoor Dining Area permit, the City's finance department shall verify that there are no outstanding fees owed to the City by the person or entity requesting an Outdoor Dining Area permit. An Outdoor Dining Area permit will not be issued until all outstanding debts to the City of Plymouth are paid in full.
5. It is the responsibility of the owner to maintain adherence to federal (including ADA requirements), state (including Michigan Liquor Control Commission), and local regulations. The city will not accept responsibility for any damage whether direct or implied because of the construction, installation, or operation of the outdoor dining platforms.
6. All outdoor dining area operations shall indemnify and hold the City free, clear, and harmless from any and all claims arising out of the operation of the outdoor dining area. The City shall be

TABLED ITEM  
Anticipate amendments on 8/7/23

added as a named insured on the application/operator's general liability insurance policy and provide the City with a copy of the certificate of insurance. The operator shall carry insurance in the amount of \$500,000 per person, per incident, for general and product liability and have umbrella coverage in the amount of \$1,000,000.

7. The City shall have the right to prohibit the operation of an outdoor dining area because of anticipated or actual problems or conflicts in the use of the business. Some problems may arise from, but are not limited to, festivals and similar events, parades, or repairs to the street, sidewalk, or utilities within the public right of way. To the maximum extent possible, the outdoor dining area owner will be given prior written notice of any time period during which the operation of the outdoor dining area may be impacted.

### Construction

1. To provide the most flexibility and provide options for the food servicing establishments, the outdoor dining platform may be purchased as a kit from a vendor or constructed using raw materials so long as either option conforms to the guidelines listed below. This section does not attempt to address each and every option available but provides reasonable framework for the establishment to reference while planning and submitting the plan to the city for consideration and approval.
2. The dining platform structure must be constructed of quality materials, such as pressure treated wood, or wood composite, vinyl, metal, etc. The floor of the dining platform must be constructed out of a composite material or wood (such as Ipe) in a neutral color such as brown or grey and reflect the characteristics of the restaurant or food establishment. The floor may also be constructed out of stone or tile in the same neutral colors as exemplified above.
3. Dining platform railings must be constructed of a rigid material (wrought iron, cast aluminum, steel, stained/painted wood, composite, etc.) and be black or neutral; and not solid walls (unless it is a piece designed to hold plantings). Rails must meet specifications as defined by the MLCC for liquor serving establishments and any pertinent building codes; this would include height requirements. Rails must be attached securely to the platform and cannot be loose standing.
4. Dining furniture must be consistent with the quality and character of commonly found outdoor dining area furniture. It must be durable and weather resistant.
5. Umbrellas must be constructed of canvas/synthetic canvas material and be aesthetically compatible with the color scheme of the front building facade and contain no logo or advertising. Umbrellas when open shall be fully contained within the dining platform area and shall not hang over into any traffic lane and/or sidewalk area.
6. A pergola may be constructed as part of the outdoor dining area. The materials for the pergola must be consistent with the materials for the construction of the outdoor dining area. The maximum height of the pergola measured from the top of the platform to the top of the pergola shall not exceed nine feet (9').
7. Lighting in the style of tabletop or accessory lighting such as "string lights" will be allowed on the outdoor dining platform.

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8. Each outdoor dining platform shall contain a form of planter with live planting(s) maintained through the patio season (October 31). Planters with live plantings can be incorporated into the wall structure of the patio or be added on/hanging to the railing. Pots or other containers must blend into the planting areas and not simply have a stand-alone pot placed inside a piece of wall structure. Planting areas must account for 25% of the perimeter measurement of the patio area. For example, if the perimeter of the outdoor dining area measures 100', the planters must account for 25'. Please note that in the event the planters are hanging on the railing, the spacing will be measured from the edge of the planter to the nearest obstruction where applicable.
9. The outdoor dining areas may be installed during the month of March to allow for inspection by the MLCC; however, they may not be in use for patrons until April.

### Outdoor Dining Area Location and Placement

A dining platform is an option available to food serving establishments with the following conditions:

1. A dining platform is an option for outdoor dining areas and is defined as a platform operated by an existing restaurant, bar, or other food serving establishment which sells food and beverage for immediate consumption, located on the adjacent parking space(s), alleys, streets, or other public property areas, for patrons and other persons, subject to design guidelines.
2. The dining platform must only be accessible from the sidewalk area and not from the street. The platform area shall use readily removable tables, chairs, umbrellas, railings, and planters. The perimeter must be secured by a railing and open to the air, except for any coverage provided by umbrellas or pergolas.
3. Outdoor dining area facilities may extend in front of adjacent businesses if written consent is obtained, annually, from the affected adjacent property owners. If the parking space in front of the applicant's frontage exceeds the width of the building, the applicant may request the use of the entire parking space. The outdoor dining area may not encroach upon the area(s) that transition between the parking space(s) and the crosswalks, so as to not negatively impact sight lines for crosswalks and/or Rectangular Rapid Flashing Beacons or other crosswalk elements. This is typically the area where the curb transitions from parallel to the roadway to a diagonal that leads toward the crosswalk.
4. An inspection of all outdoor dining area(s) by the Community Development Department is required before opening the premises for use.
5. Minimum clearances from the building to the outdoor dining area must be maintained during the patio season. They can be found in the table below:

Street	Boundary	Min. Distance from Bldg. to Dining Area
Starkweather	Farmer to train tracks	9 Feet
Main St.	Penniman to Ann Arbor Trail	9 Feet
Ann Arbor Trail	Main St. to Union/Deer St.	9 Feet
Ann Arbor Trail	Main St. to Harvey St.	6 Feet
Forest Ave	Ann Arbor Trail to Wing St.	6 Feet
Penniman	Main St. to Harvey St.	6 Feet

TABLED ITEM  
 Anticipate amendments on 8/7/23

In the event that the food service establishment owns, leases, rents, etc. the building that has private sidewalk of no less than 18" that adjoins the city sidewalk, said food service establishment will be allowed to install outdoor dining area continuous from their private property sidewalk to include city sidewalk near the building and not be required to move the outdoor dining area away from the building. The minimum distance requirement would then be in effect as a measurement from the back of the curb to the beginning of their outdoor dining area.

6. The dining platform must leave no less than a two-foot (2') clearance offset on each end contained within the footprint of the designated parking spaces being used for the patio extension from adjacent parking spaces. A two-foot (2') clearance offset will apply to the side that faces the traffic.
7. A sidewalk only outdoor dining area must leave no less than a one- and one-half foot (1 ½') clearance from the top of the curb to the beginning of the outdoor dining area to allow for the opening of a car door.
8. The dining platform must be flush with the sidewalk or top of curb level if only using the on-street area for the platform option. There may be no more than a ½ inch horizontal space between the curb/sidewalk and the edge of the dining platform.
9. The outdoor dining area may be built in a continuous fashion that combines sidewalk and on street areas. The platform must provide a flat surface and match the slope of the existing street or 2%, whichever is less.
10. The dining platform shall not interfere with any public service facility or utility, such as telephone pole, light pole, traffic signal, tree, planter, mailbox, sign pole, mailbox, bench, planter, fire hydrant, etc. These elements may be incorporated into the design element of the platform as they are permanent fixtures in the city but will not be removed or relocated.
11. The dining platform must be designed and constructed in such a way to allow for the flow of storm water to run adjacent to the curb unobstructed.
12. The dining platform cannot be anchored into the street or existing curb.

The maximum number of outdoor dining seats in an outdoor dining area will be determined by a formula: The square footage divided by 8.5. For example: If the patio is 200-square-feet, divided by 8.5, the maximum number of seats is 24.

### Operation and Maintenance

1. The maintenance of the dining platform shall be the responsibility of the business owner including, but not limited to surface treatment and cleaning, litter control, rodent control, sweeping, and snow & ice removal. The sidewalk and public property shall be kept neat and clean and free from any substance that may cause damage to the sidewalk or public property (including parking spaces) or cause pedestrian injury.
2. Dining platforms must remain clear of litter, food scraps, and soiled dishes at all times. This includes areas on, around, next to, or underneath the platform. In addition, the outdoor dining area must remain clear of plates, cups, utensils, accoutrements, etc. when the outdoor dining

platform is outside regular business hours. Chairs, tables, umbrellas, etc. must be kept contained and secured in the outdoor dining area and organized within reason at the end of each service day.

3. All alcoholic beverages to be served in an outdoor dining area shall be prepared within the existing restaurant, and alcoholic beverages shall only be served to patrons seated at tables. The operator of the outdoor dining area shall take all necessary action to procure the appropriate license(s) or permit(s) from the MLCC to serve alcoholic beverages on the dining platform and shall comply with all other laws and ordinances concerning the serving of alcoholic beverages in the state of Michigan.
4. The exterior of the premises shall be kept in a clean, orderly, and maintained condition. Sidewalks shall be cleaned daily with water by the outdoor dining area operator to prevent buildup of dirt and grease. Each establishment with an outdoor dining area must sweep the frontage sidewalk clear of cigarette butts and garbage during hours of operation and following the closure of the outdoor dining area for the evening. No remnants of cigarette butts or trash will be visible outside the establishment after closing.
5. Containers for cigarette butts must be made available to patrons outside each establishment with an outdoor dining area. The containers, free standing or attached to private property, must be located directly adjacent to the establishment, and meet the standards and be approved by the Downtown Development Authority staff. No unauthorized containers, coffee cans or other receptacles are allowed.
6. Outdoor dining areas shall be permitted to operate for the period of April 1 to November 1 only and may be used only during operation hours of the applying establishment. Installation of the outdoor dining areas are allowed, contingent upon city approval, during the month of March to allow for pertinent inspections prior to service beginning in April.
7. For liquor serving establishments, security cameras must be mounted on private property to give adequate coverage of the outdoor dining area. The specifications are attached and can be changed as technology changes. All cameras must have the approval of the Police Chief before being installed. That includes both the number of cameras needed and the specifications of the cameras to be installed. Each day's video recording must be saved for at least seven days. Upon request, establishments must make video available to the Police Department for investigations within 48 hours of the request. Failure to do so WILL result in immediate suspension of the outdoor dining area, AND revocation of the Outdoor Dining Area permit for the remainder of the season.
8. Outdoor dining areas shall be allowed to continue service until 11:00 pm, Sunday through Wednesday, and be closed and clear at 11:30 pm. Outdoor dining areas shall be allowed to continue service until 12:00am (Midnight) on Thursday, Friday and Saturday and be closed and clear at 12:30am.
9. All food preparation shall be performed inside the premises.
10. Establishments with an outdoor dining area are only allowed to store and secure the number of seats allowed per establishment, tables, and propane heaters each night. At the end of business, tables and chairs can be stacked against the wall, left standing in place or stored inside the establishment. Additional property, not limited to but including chairs, tables, cleaning materials, are not allowed to be stored outside during or after outdoor dining hours.
11. Each establishment with an outdoor dining area on city property must have a 36-inch high by 24-inch-wide sign attached to the fencing and/or the entrance of the outdoor dining area, noticeable to all patrons that reads:

TABLED ITEM  
Anticipate amendments on 8/7/23

TABLED ITEM  
Anticipate amendments on 8/7/23

**"Local City & State Ordinances for Outdoor Public Seating**

1. No smoking in the patio
  2. All patrons must be seated in the patio
  3. No pets allowed on the inside of the patio
  4. All alcohol must be brought across the sidewalk by an (establishment name) employee
- City Ordinances Pertaining to Hours of Operation  
 Sunday-Wednesday  
 The last call will be at 11 p.m. and all patrons must be inside by 11:30 p.m.  
 Thursday-Saturday  
 Last call will be at 12 a.m. and all patrons must be inside by 12:30 a.m."
12. Outdoor dining areas shall abide by the City's Noise Ordinance.

**General Regulations**

1. Failure to comply with all state, county and municipal laws and this policy shall result in the immediate revocation of the outdoor dining area by the city.
2. All denials of applications and revocations of said authority to operate may be appealed to the City Commission, whose decision is final. (Note: The use of public right of way is subject solely to the control of the City Commission.)
3. Appeals of revocations shall stay further proceedings and the applicant shall be permitted to continue the outdoor dining area operation pending a decision by the City Commission. Provided, if a violation poses an immediate danger to the public's health, safety, or general welfare, the City Manager or his designee may order the suspension of all outdoor dining area operations pending a hearing and the applicant shall cease carrying on such activities pending such hearing.
4. All applicants, prior to being issued an Outdoor Dining Area permit, shall enter into a written contract whereby the City shall "permit" the operation and the owner/applicant shall acknowledge the conditions and the City's authority to revoke the permit upon failure to comply with any of the conditions set forth herein.

**Security System Requirements (Liquor Serving Establishments)**

**Specifications:**

1. Storage capacity must be capable of storing five (5) days of captured video footage.
2. The system must have the ability to transfer data to an external drive/source.
3. All new camera installations must be of 4K resolution quality.
4. A camera's night vision feature must be capable of capturing 100 feet out from the camera.

**Fee Schedule**

Application Fee:	\$500.00 per season
Application Fee:	\$250.00 per season non-liquor serving establishments with three or fewer tables.
Outdoor Dining Area Usage Fee:	\$15.00 per square foot per season

**Commissioner Comments**

Commission members discussed the proposed policy and amendments. Disappointment over the tone and tenor of comments by restaurant owners and residents after the prior meeting was expressed. Commission members also discussed walkability and ADA access and suggested fees of \$2-\$2.50 per square foot, and distances of 6'-7' from buildings.

There was a roll call vote seeking support of the friendly amendments.  
Yes: Filipczak, Moroz, O'Donnell, Thomey

No: Deal, Kehoe, Maguire  
MOTION PASSED

***Citizen Comments***

Kerri Collins, 730 Penniman, spoke about ADA requirements and fees.

Adam Covington, 674 Sunset, said he opposed the proposal and felt that the DDA recommendation did not include all the items in the proposed policy.

Laura Mesner, 45715 Woodleigh Way, said she opposed moving patios away from buildings.

Ryan Yaquinto of Sardine Room, Fiamma, and Comparis, spoke about the fee structure and his desire to keep his patios where they are.

Kristi Holmes, 633 Starkweather, said walkability was not an issue.

Hollie Saraswat, 1655 Lexington, said she was disappointed in the online comments about the City Commission and inequity in the payment in lieu of parking policy.

Dean Rovinelli, owner of Barrio, asked about the policy component of flowers on the platforms.

Wes Graff, Plymouth Chamber of Commerce, said the Chamber board supported 6-feet away from buildings and keeping the fees within the range of other nearby communities.

***Commission Comments***

Commission members further discussed the potential policy, and some suggested taking more time to fine tune it. Recommendations by the DDA and the Chamber of Commerce were also considered.

Kerri Pollard, Chair of the DDA, said that they sent a recommendation to the City Commission, but the recommendation did not include 6 feet across the board.

There was a roll call vote for the motion on the table.

Yes: Moroz

No: Deal, Filipczak, Kehoe, Maguire, O'Donnell, Thomey

MOTION FAILED

**9. NEW BUSINESS**

**a. MML Annual Meeting**

The following resolution was offered by Moroz and seconded by Filipczak.

**RESOLUTION 2023-74**

WHEREAS Each year the Michigan Municipal League hosts an annual business meeting to discuss matters and to form policy related to local government; and

WHEREAS The City of Plymouth has an opportunity to designate a voting delegate and alternate for the annual business meeting.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby designate Suzi Deal as the voting delegate to the Michigan Municipal League Annual Convention meeting.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby designate Paul Sincok as the voting alternate to the Michigan Municipal league Annual Convention meeting.

There was a voice vote.

MOTION PASSED

b. Louise Markham Park Naming Acknowledgement Proposal

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

RESOLUTION 2023-75

WHEREAS On July 11, 1940, Louise Markham did execute a quitclaim deed that bequeathed a small piece of property to the city, located on Holbrook and Caster Street; and

WHEREAS the terms of the gift to the City included that the property shall never be used as a gravel pit and it shall be used as a municipal park; and

WHEREAS The park has had different names since it was first acquired by the city in 1940, and most recently, it was commonly called Caster Park; and

WHEREAS The City Commission on July 15, 1940, the City Commission did accept the gift of Park and officially named the park Louise Markham Park.

NOW THEREFORE BE IT RESOLVED THAT the park commonly known (in 2023) as Caster Park shall have the name confirmed as Louise Markham Park in accordance with the City Commission action of July 15, 1940. The park shall be shown on City Maps and other official documents, including, but not limited to the City Recreation Master Plan and Zoning documents as Louise Markham Park.

***Citizen Comments***

Ellen Elliott, 404 Irvin, said she supported the proposal.

Liz Kerstens, Plymouth Historical Museum, requested a new sign.

There was a voice vote.

MOTION PASSED

c. Adult Sports Policy

The following resolution was offered by Thomey and seconded by Deal.

RESOLUTION 2023-76

WHEREAS The City of Plymouth offers a variety of recreational programs to help protect the public health, safety, and welfare, and

WHEREAS There is need to Adopt certain rules and policies in order to provide for a smooth operation of the programs and to inform participants of the expectations and rules of the programs.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Adult Recreational Leagues Rules & Policies. In addition, the City Commission adopts the Over 60 and Over 70 Hockey Rules & Policies. Both policies are to be effective immediately.

BE IT FURTHER RESOLVED THAT the City Clerk shall include a complete copy of the Rules and Policies as a part of the meeting minutes of this meeting.

# City of Plymouth Recreation Department



Adopted by City Commission as of:

## Adult Recreational Leagues Rules & Policies

### **League Administration:**

1. The City of Plymouth Recreation Department reserves the right to amend the rules, game times or policies if deemed to be in the best interest of the league
2. All fees and registration procedures to be determined by City Staff
3. The City Administration shall appoint the Program Coordinator as required for each activity
4. The Program Coordinator may appoint Assistant Coordinators to run the day to day activities
5. The Program Coordinator will make final determination of any policies or judgments not covered in this document
6. No protests or appeals will be taken based upon judgment decisions of the referees or site coordinator
7. The listed governing body of each activity will have their rules in play unless otherwise stated in the City League "house rules"

### **Team Membership and Registration**

1. Every player must be 18 years old before participating in any adult league
2. For a team to be eligible to play, a team manager must register online or in person at the Plymouth Cultural Center
3. Teams must stay within the roster minimum and maximum for a given sport or activity
4. Players can be added to a roster up until tournament or playoff play. Players who did not play prior to tournament or playoff play will be ineligible for the playoff or tournament
5. Players may not play for more than one team in the same league
6. Any teams playing with an illegal player will forfeit those games and the team manager will need to meet with a City of Plymouth Recreation representative

### **Team Manager Duties**

1. Will act as the team representative in all team matters
2. Will be responsible for communicating all league business with their team members
3. Will contact a City of Plymouth Recreation representative 24 hours (or more) prior to a scheduled sport or activity if their team will be unable to participate
4. Will be responsible for the eligibility of players on their team roster
5. Will contact a City of Plymouth Recreation representative with any pertinent comments, questions, or concerns

**Waitlist**

1. A Waitlist will be offered for each sport and activity once registration hits its maximum number
2. City of Plymouth Recreation representatives will remove participants from the Waitlist and enroll participants into a sport or activity at their own discretion

**Refund Policy**

1. Two weeks prior to the first day of gameplay – full refund minus a 25% cancellation fee
2. Thirteen days prior to – no refund
  - a. Exception will be made if a team on a Waitlist is available to replace the team leaving a league or activity. Then a refund will be given prorated by the percentage of games played
3. When a team is removed from a league due to player or team conduct – refund will be given prorated by the percentage of games played
4. League or activity cancelled by the Recreation Department – full refund
5. League or activity must be cancelled by the Recreation Department after the league or activity has begun – refund will be given prorated by the percentage of games played

**Player Conduct**

1. The Recreation Division shall reserve the right to withdraw any team from the League at any time. The removed team shall receive a prorated refund on any entry fees and non-resident fees, from the date of the removal from the league
2. Any player physically assaulting or spitting on any other player, official, referee, or City employee shall be suspended indefinitely from all City recreational leagues.
3. Any players threatening physical harm or retaliatory legal action (in any form or expression) against the City, or any City employee or its representative, may result in the player or team being removed from the league. The removed team shall receive a prorated refund on any fees, from the date of the removal from the league.
4. All players removed from a game because of unsportsmanlike conduct will be suspended for the next two scheduled game / league nights
5. All players removed from a game because of unsportsmanlike conduct must leave the playing area. Failure to do so will result in an additional 1 game / league night suspension

# City of Plymouth Recreation Department



Adopted by City Commission as of:

## Over 60 & Over 70 Hockey Rules & Policies

### **League Administration:**

- The City of Plymouth Recreation Department reserves the right to amend the rules, game times or policies if deemed to be in the best interest of the league
- All fees and registration procedures to be determined by City Staff
- The City Administration shall appoint a Program Coordinator for the Over 60 & Over 70 hockey leagues
- The Program Coordinator shall appoint no more than four league participants or volunteers as assistant coordinators of the league
- The Program Coordinator and Assistant Coordinators shall comprise the leagues "executive committee" and will make final determination of any policies or judgments not covered in this document
- The Program Coordinator may replace or recuse members of the executive committee in matters of that may be a conflict of interest
- Assistant Coordinator will receive discounted participation fees in consideration of their work. Discounted fee to be determined by the Program Coordinator
- No protests or appeals will be taken based upon the decisions of the referees
- Current USA Hockey Rules will be in play unless otherwise stated below

### **PCC Over 60 & Over 70 House Rules**

#### **Game Time:**

- Games will be 48 minute running time. (NO stop time in last 2 minutes)

#### **Game Begins:**

- Referees will puck drop at the top of the hour i.e. puck drop 9 am, 10 am, 11 am regardless of teams readiness

**Center Line:**

- League will not play the center red line.

**No Checking:**

- Play the puck not the man, penalties may be assessed based on referees judgment

**Slap shots:**

- Not allowed and may be assessed an unsportsmanlike penalty

**Penalty Time Duration:**

- Two minutes (2:00) Major Five minutes (5:00)

**Fighting Penalty:**

- A player will receive a game misconduct and will be suspended for the next 2 games

**Game Misconduct for Non Fighting Penalty:**

- The player will be suspended for the remainder of that game and the next game

**Maximum Number of Penalties in One Game:**

- A player with three penalties (of any kind) in one game is immediately suspended for the balance of the game

**Maximum Number of Penalties in One Season: (Including Playoffs):**

- Eight (8) penalties in the over 70 League and Ten (10) penalties in the over 60 League will result in a player being immediately removed from the league and forfeiture of all league fees paid

**Gross Misconduct:**

- Any intent to injure penalties will result in a player being immediately removed from the league and forfeiture of all league fees paid

**Sub Players:**

- All subs must be registered and submit ice fee to the team captain.

**Conduct Towards Referees:**

- Disrespect of referees is not tolerated, will be considered a Game Misconduct for Non Fighting Penalty

**Age Classifications:**

- Based on a player's true age, players may play down an age classification but may not play up. Goalies shall be exempt from this rule.

**ARENA RULES:**

1. No one is to go on the ice until after the Zamboni has left the ice and the doors are closed. The Zamboni Driver has the right to abandon the resurface for any safety concerns
2. No alcoholic beverages in the building or the parking lot.
3. Take any other cans or bottles out with you.
4. No smoking in the building. (This includes the locker rooms)
5. Get the locker room key from Arena Staff and return when you leave

There was a voice vote.

MOTION PASSED

d. Emergency Repair to Chipper

The following resolution was offered by Filipczak and seconded by Maguire.

**RESOLUTION 2023-77**

WHEREAS The City of Plymouth maintains a city-wide brush collection and chipping program; and

WHEREAS The City's brush chipper needs immediate repairs and the repairs have been reviewed by the manufacturer; and

WHEREAS The City Administration has requested that the City Commission authorize emergency repairs.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize emergency repairs to the Bandit 1390XP Chipper. This authorization is in the amount of \$12,646.11 for repairs and a possible addition \$2,500 in contingency for Bandit Industries of Remus, Michigan.

There was a voice vote.

MOTION PASSED

**10. REPORTS AND CORRESPONDENCE**

O'Donnell said the Planning Commission meeting is on August 9.

Thomey said the Northville Plymouth Fire Advisory Board met prior to this meeting.

Kehoe gave a Zoning Board of Appeals update and said she planned to attend a ribbon cutting at LaFontaine this week.

**11. ADJOURNMENT**

A motion to adjourn was offered by Maguire and seconded by Kehoe at 8:45 p.m.

There was a voice vote.

MOTION PASSED

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NICK MOROZ  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK



## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock – City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Plymouth Canton Little League Bingo Fall Fest 8-21-23.doc  
Date: 8/11/2023  
Re: Plymouth Canton Little League - Bingo at Fall Festival

---

### BACKGROUND:

We have received a request from Plymouth Canton Little League related to using the Gathering as a part of the Fall Festival for Bingo Games. The Plymouth Canton Little League is coordinating Bingo Games during the Festival on September 8, 2023. Due to the fact that the Gathering Pavilion is a public facility, the Little League Group is asking that the City Commission authorize them to use the facility for the Bingo during the Festival.

Since this activity has been a part of the Fall Festival for many, many years this is a normal request and the Little League has already received their license from the State of Michigan for this activity.

### RECOMMENDATION:

The organization has requested that the City Commission recognize the Plymouth Canton Little League as being authorized to use the Gathering Pavilion for Bingo Games during the Fall Festival. The request merely recognizes the group as the group authorized and licensed by the State of Michigan to host Bingo during the Fall Festival. The Resolution makes no endorsement of their proposed activity or organization, just that they are located here in the City.

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

**MICHIGAN**



**LOTTERY**

License Number V10652

Organization ID 133762

STATE OF MICHIGAN  
BUREAU OF STATE LOTTERY  
CHARITABLE GAMING DIVISION  
**SPECIAL BINGO LICENSE**

is hereby issued to

PLYMOUTH CANTON LITTLE LEAGUE

to conduct the game of bingo at

THE GATHERING  
736 PENNIMAN AVE  
PLYMOUTH, MI 48170

in accordance with Act 382 of the Public Acts of 1972, as amended, charitable gaming rules, terms of probation, directives of the bureau, public policy of the State of Michigan, and any other local, state, and federal laws and regulations.

Authorized Date(s) and Time(s)

09/08/23 06:00 PM - 10:00 PM

A handwritten signature in cursive script that reads "Brian Neill".

Brian Neill, Commissioner

This license is the property of the State of Michigan and must be prominently displayed at the location where the game of bingo is conducted and is valid only on the date(s) and time(s) authorized.

RESOLUTION

The following Resolution was offered by Comm. \_\_\_\_\_ and seconded by Comm. \_\_\_\_\_.

WHEREAS The City of Plymouth is host to the annual Plymouth Fall Festival which is held in the City's Downtown Area, Kellogg Park and the Gathering Pavilion; and

WHEREAS Bingo Games have been a part of the Festival for many years; and

WHEREAS The Plymouth Fall Festival is held the weekend after Labor Day each year; and

WHEREAS The Plymouth Fall Festival Board has indicated that the Plymouth Canton Little League is authorized to run the Bingo Games at the Fall Festival and they have a duly authorized license from the State of Michigan Bureau of the State Lottery to host the Bingo Games.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the Plymouth Canton Little League to use the Gathering Pavilion for Bingo Games during the 2023 Plymouth Fall Festival.



## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Community Center Grant Application authorization - 08-21-23.docx  
Date: August 17, 2023  
RE: Community Center Grant Application

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### Background

The City Commission is aware that the City Administration has dedicated a significant amount of staff time to completing a State of Michigan Community Center Grant Application. The City Staff has been working on a very tight and compressed time schedule to complete the grant application in time for the August 31, 2023, deadline.

We are applying for a grant to replace the roof at the Plymouth Cultural Center, in addition we are applying for replacing the windows on the facility, to allow the building to become more energy efficient. The total grant request is \$1,554,237.00. We are suggesting that the City Commission indicate that they will provide a grant match of \$100,000, if awarded.

We have attached a memorandum from Recreation Director Steve Anderson which further outlines the grant application and the costs related to the proposed projects.

### Recommendation

The City Administration recommends that the City Commission authorize a grant application for Community Centers, to replace the roof and windows at the Plymouth Cultural Center to help make the building more energy efficient. This facility is a large gathering spot for the community and a significant number of senior citizen activities take place there, including food distribution, over 60 and over 70 hockey, senior exercise and other activities. In addition, this facility serves as the base of operations for the Recreation Department and the facility houses all of our voting precincts. Further, the building is used as an emergency operations center and a police/fire/ems training 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.




# 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:** 8/15/2023  
**Re:** State of Michigan – Community Center Grant Resolution

As you are aware, the State of Michigan, Department of Labor and Economic Opportunity (LEO) has fast tracked a grant specifically geared for Community Centers. The overall grant allocation is approximately 65 million with any one project capped at 2.5 million. The funding is coming from the Federal Government and distributed at the State level. The State of Michigan is requiring the grant to be submitted through the LEO E-GRAMS portal and must be submitted by Aug. 31 at 5:00pm.

The City Staff has taken on the challenge of working against the condensed timeline and will be applying for the Community Center Grant. It appears by the State of Michigan grant narrative that the funding is more geared toward communities and community centers that serve ALICE (Asset Limited, Income Constrained Employed) populations bases. However, due to the fast-track timeline, we are hoping that it will work to our advantage on how many grant applicants apply.

With City Commission approval, we would like to apply for a State of Michigan Community Center Grant, administered by Leo in the amount of \$1,554,237.00.

The projects that we will include in the grant application are as follows:

1. Replace 19-year-old roof on the Cultural Center - \$1,218,976.00

As we understand through Shaw Construction and two roofing contractors is that any new roof for this type of application must now have an R-30 insulation rating. The current roof basically has little or no "R" value whatsoever. With this being the case, any new roof put on the facility must have the current roofing material removed before the ridged insulation and roofing top surface can be installed. The extensive labor required to accomplish this is the primary driver in the million-dollar price tag.

2. Replace original 1972 Cultural Center Windows - \$90,490.000

All the windows in the Cultural Center are the original single pane, aluminum frame window installed with the building in 1972. During high winds, you can feel the breeze right through the frames. Also, in the Winter and the Summer, you can feel the cold and heat come right thru the glass.

To multiply the issue, as you are aware, the front façade of the building has a glass exterior wall measuring 47'x15' and the fireplace area has a glass wall measuring 11'x 9'. This gives the building 804 sq. feet of single pane glass windows, not including the other smaller windows and glass entryways around the facility.

3. State of Michigan Required Prevailing Wage Recording, Administrative / Miscellaneous, Contingency and Overhead - \$ 244,771.00

Lastly, the General Contractor must build in the State of Michigan Prevailing Wage requirements as well as the cost of recording associated mandated State of Michigan required paperwork. In addition, included in the amount is standard 5% contingency as well as administrative oversight and the fees charged by the General Contractor to run the project (profit).

Please see attached quotes and budget breakdowns associated with these projects.

To proceed with this State of Michigan Grant, LEO requires a resolution of support from the City Commission as a commitment by the City of Plymouth if it is so awarded. Unlike most DNR Grants, LEO does not require a match for this grant. However, it does strongly recommend that a matching grant amount is offered to enhance the strength of the submittal.

Since the City is only obligated to a matching amount if we were to be awarded the grant, the administration feels that a match in the amount of \$100,000.00 would not be out of line considering in exchange, we would be receiving approximately 1.6 million dollars. However, the amount of the match is up to the City Commission and can be adjusted on the attached resolution.

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





# Royal-West Roofing & Sheet Metal

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August 15, 2023

Ted Barker  
Shaw Construction and Management Co.  
13980 Farmington Rd  
Livonia, MI 48154

Re: Plymouth Cultural Center

We propose the following specifications and budget pricing for the above-referenced project.

1. Remove the existing foam and BUR roof systems down to the decking, along with associated flashings and sheet metal and legally dispose of it offsite.
2. Inspect decking for signs of deterioration.
3. Install two layers of 2.6" polyisocyanurate insulation R-30 over the decking. Insulation to be mechanically fastened to the decking using approved screws and plates from the manufacturer.
4. On high roof (ice rink) fill any voids between new insulation and existing walls and curbs with spray foam insulation.
5. Install 60 mil white TPO Invisi-weld roof system per the manufacturer requirements.
6. Install new flashing on roof penetrations and parapet walls.
7. Fabricate and install 24-gauge pre-finished edge metal at perimeter of roofs.
8. Provide new 24-gauge pre-finished slip flashing on existing curbs as needed.
9. Provide new roof drain inserts at existing drain locations.
10. Provide 20-year manufacturer warranty on roof system.

Budget Price: \$1,218,976.00

## Unit Cost

1. Remove and replace deteriorated metal decking if needed at \$9.50 sq.ft.
2. Remove and replace deteriorated wood decking if needed at \$7.50 sq.ft.
3. Remove and replace deteriorated wood blocking if needed on parapet at \$2.75 LF.

## Clarifications.

1. New sheet metal color to be selected from manufacturer's standard color chart.
2. Does not include any electrical or mechanical work. If existing roof equipment needs to be raised or disconnected this would need to be done by others.

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

Thank you,

Jason Wilkerson

51 Summit Street  
Brighton, Mi 48116  
Ph. 810.360.0412 Fax 810.588.4255  
[www.royalwestroofing.com](http://www.royalwestroofing.com)



**Sandhill Glass Co.**  
30155 Groesbeck Hwy  
Roseville, MI 48066  
586-777-6760



**QUOTE**

Q2301529

Prepared by: Paul Millitello  
Date Prepared: Jul 21, 2023  
Valid Until: Aug 20, 2023

**BILL TO**  
SHAW CONST  
13980 FARMINGTON RD  
LIVONIA, MI 48154

**SHIP TO**  
Plymouth Cultural Center  
525 Farmer St.  
Plymouth Twp, Michigan 48170

Product Description	List Price
---------------------	------------

**Product Description**

**List Price**

1. Office Windows: \$ 90,490.00

Remove existing sash windows.  
customer to allow for new dark bronze anodized (1-1/4" x 2-1/2" ) thermal clip sash windows glazed with bronze solarcool reflective tinted tempered glass over low e tempered glass in an insulated unit. Existing windows sills and drywall will need to be cut back or change out to accept new bigger depth windows.

Frame Sizes:  
(10) 24" x 99"

**Storefront Areas:**

Customer to remove walkway as needed at street side of building for installation of new windows.

**Demo existing windows:**

Furnish and install dark bronze anodized (2" x 4-1/2" thermal aluminum glazed with bronze tinted solarcool reflective tempered glass over low e tempered glass in an insulated unit.

Furnish and install dark bronze anodized aluminum brake metal as needed to trim out angles

Reuse doors and hardware for pair of doors right emergency exit.

**Frame Sizes:**

**Street Side:**

**Left of Entrance:**

- (1) 117" x 104-1/4"
- (1) 29-1/4" angle return

**Exercise Room:**

- (1) 113" x 29-3/4" top left
- (1) 108" x 29-3/4" top middle
- (1) 114" x 72" top right
- (1) 113" x 107" left
- (1) 108" x 107" middle
- (1) 114" x 82-1/2" right

**Parking Lot Side**

- (2) 82" x 119" vestibule returns
- (1) 126" x 49-1/2" Hallway top #1
- (2) 134-1/2" x 49-1/2" Hallway top #2 and 3
- (1) 131-5/8" x 72" Hallway top #4
- (1) 126" x 114-1/2" Hallway bottom #1
- (2) 134-1/2" x 114-1/2" Hallway bottom #2 and 3
- (1) 131-5/8" x 87-3/4" includes reusing existing pair of 36" x 86" doors Hallway bottom #4

**Terms & Conditions**

We propose to furnish and install material, equipment and insurance to do the scope of work described below between the hours of 8:00 am - 4:00 pm, Monday through Friday.

**ACCEPTANCE OF PROPOSAL:** The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the scope of work as described.

**STANDARD EXCLUSIONS: \*CLEANING, \*PROTECTION, \*DEMO, LIQUIDATED DAMAGES, BLOCKING, ENGINEERING, MOCKUPS, TEMPORARY BOARDUP OR SECURITY.**

\_\_\_\_\_  
Signature

**EXTRA CHARGES MAY APPLY FOR SEVERE OUT OF SQUARE/PLUMB OPENINGS.**

\_\_\_\_\_  
Date

**STANDARD QUALIFICATION: \*ALL WARRANTIES AND TOLERANCES ARE MANUFACTURER'S STANDARD**

RESOLUTION

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_

WHEREAS The City of Plymouth operates a community center known as the Plymouth Cultural Center, This facility houses a number of community wide activities and serves as a base for Senior citizen activities ranging from card games, exercise classes to even over 60 and Over 70 ice hockey, and

WHEREAS The Plymouth Cultural Center is the location for all of the city's voting precincts, and The building houses the city's Recreation Department, and serves as an emergency Operations center, as well as a training facility for police/fire/ems, and

WHEREAS The building also houses community groups including the Rotary Club of Plymouth, which Meets at the facility on a weekly basis and brings many community members to the Building. The facility also houses the Kiwanis Plymouth Community Hall of Fame, and

WHEREAS The City Commission has included upgrades to city facilities as a part of their five-year Plan.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the City Administration to submit a Community Center grant under the State of Michigan, Department of Labor and Economic Opportunity (LEO) program. The grant application is to replace the roof and replace the windows at the Plymouth Cultural Center. The total grant application is in the amount of \$1,544,237.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does authorize up to \$100,000 for grant match from city funds.



# 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 - Summer Concert Tour Extension - 08-21-23.docx  
Date: August 17, 2023  
RE: City Commission Summer Concert Tour Extension

## Background

The City Administration proposed adding one more Summer City Commission meeting on the road for Tuesday, September 5, 2023. This would be to hold the meeting at the new Saxton’s parking lot. We are hopeful that the lot will be nearly complete at the time of the meeting and that would allow us to do a ribbon cutting as a part of the meeting. There is still a lot to do and scheduling the contractors to bring the project to completion is like conducting an orchestra, to get all of parts to come in on time and in the right order.

The City Commission has seemed supportive of this concept, and we would like to propose an additional meeting be added to the schedule.

## RECOMMENDATION:

The City Administration recommends that the City Commission extend its “summer concert tour” and schedule the Tuesday, September 5, 2023, meeting at what is called the Saxton’s Parking Lot on the corner of Ann Arbor Trail and Deer Street. We have attached a proposed Resolution for the Commission to consider regarding this matter.

## RESOLUTION

The following Resolution was offered by Comm. \_\_\_\_\_ and seconded by Comm. \_\_\_\_\_.

WHEREAS The City Commission has held many of the summer meeting out of doors in all parts of the City for the last twenty (20) years with great success, and

WHEREAS The City Commission would like to host a “ribbon cutting” event at the new municipal parking lot at Ann Arbor Trail and Deer Street.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby establish that the regular Tuesday, September 5, 2023, meeting of the City Commission will be held out of doors at 7:00 p.m. at the new municipal parking lot at Ann Arbor Trail and Deer Street.

# ADMINISTRATIVE UPDATE

**To:** Mayor & City Commission  
**CC:** *S:\Manager\Sincock Files\Memorandum - Recreation Millage draft multi-year plan - 08-21-23.doc*  
**From:** Paul J. Sincock -City Manager  
**Date:** 8/18/2023  
**Re:** Report on Recreational Draft Concepts related to Charter Amendment

---

The City Commission has established several one-year tasks in their five-year goal structure. Namely, to prioritize capital projects and funding opportunities. In addition, the Commission has directed the city administration to identify green space for the Recreation Department and to provide additional recreational opportunities.

As a result of this priority on recreation and leisure time activities we have developed some very preliminary concepts. Obviously, much more discussion with the City Commission and through our Recreation Master Planning process would need to take place prior to implementation.

We have had some discussions related to the old Lumber Mart property on Mill Street and we have developed a very preliminary draft concept of what might be possible on that site. Again, this is very preliminary and could be used as a starting point. There have also been some discussions about activating Pointe Park in Old Village. Again, preliminary and could be used as a starting point. We have attached these preliminary concept drawings as a reference.

The City Commission adopted a formal Resolution for a Charter Amendment that would be in effect for 12 years at their meeting on July 17, 2023. That Resolution required review and approval from the Attorney General's Office and the Governor's Office. Both of those were recently received and we have attached them for your reference.

Also attached is a memorandum from Recreation Director Steve Anderson which provides a conceptual 12-year program for capital improvements for neighborhood recreation. Steve also presents a program to use tax funding to offer city residents discounts on class and program registration. This is a very interesting concept, and it is addressed in his memorandum.

*August 18, 2023*

The key to this entire program is that the City Commission will select the schedule of acquisition, development, and programming discounts with each budget year. If the plan is to purchase the currently on the market Lumber Mart property, that will take the majority of millage funding in the first few years, depending on the terms of the sale.

Hopefully, this preliminary information will provide the City Commission with some discussion points related to the millage election. If you have any questions or would like more information, please feel free to contact either Steve or myself.



STATE OF MICHIGAN  
OFFICE OF THE GOVERNOR  
LANSING

GRETCHEN WHITMER  
GOVERNOR

GARLIN GILCHRIST II  
LT. GOVERNOR

August 15, 2023

Patrick F. McGow  
Miller Canfield  
150 West Jefferson Ave.  
Suite 2500  
Detroit, MI 48226

**Re: City of Plymouth - Proposed Charter Amendment to Section 8.5**

Dear Mr. McGow,

I am responding to the request for approval of the proposed charter amendment for the City of Plymouth. The resolution proposing this amendment was adopted by the Plymouth City Commission at its meeting held on July 17, 2023. Based on the review by the Attorney General's Office, I am notifying you that I approve the proposed amendment pursuant to the Home Rule City Act, 1909 PA 279, MCL 117.1 *et. seq.*, for submission to the voters at the general election to be held on November 7, 2023.

Please contact my office if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Gretchen Whitmer".

Gretchen Whitmer  
Governor

c: George M. Elworth, Assistant Attorney General

STATE OF MICHIGAN  
DEPARTMENT OF ATTORNEY GENERAL



P.O. Box 30754  
LANSING, MICHIGAN 48909

DANA NESSEL  
ATTORNEY GENERAL

July 31, 2023

**By email only**

Honorable Gretchen Whitmer  
Governor, State of Michigan  
The George Romney Building  
Lansing, MI 48909

Attention: Christina Grossi  
Legal Counsel to the Governor

**Re: City of Plymouth – Proposed Charter Amendment**

Section 8.5 – authorizes the city to levy an amount not to exceed 1.75 mills for 12 years, beginning in 2024 and through 2035, to acquire, construct, improve, furnish, operate and maintain parks and recreation facilities.

Dear Governor Whitmer:

You have referred to this office the referenced charter amendment adopted by resolution of the Plymouth City Commission at its meeting held on July 17, 2023, for submission to the city's voters at the General Election to be held on November 7, 2023.

**Discussion of Proposed Amendment**

The proposed amendment to Section 8.5 authorizes the levy of up to 1.75 mills of the taxable value of all real and personal property in the city, for 12 years, beginning in 2024 and through 2035, to acquire, construct, improve, furnish, operate and maintain parks and recreation facilities.

Section 8.5 currently authorizes the city to levy up to 15 mills for municipal purposes. If this millage is approved, the city would be authorized to levy up to 16.75 mills – which is still within the limit in Section 3(g) of the Home Rule City Act (HRCA), 1909 PA 279, MCL 117.1, *et seq.*, which provides for a maximum levy of 20 mills, in the absence of statutory authorization to exceed that amount.

Honorable Gretchen Whitmer  
Page 2  
City of Plymouth  
July 31, 2023

### **Conclusion as to Proposed Amendment**

As discussed above, I have reviewed the proposed amendment in light of the Home Rule City Act (HRCA), 1909 PA 279, MCL 117.1, *et seq.*, and conclude that the proposed amendment is consistent with that act.

### **Review of Ballot language**

The Attorney General has a separate responsibility to review proposed ballot language for compliance with the requirements of Section 21 of the HRCA. I have examined the ballot language for the proposed amendment as set forth in the City Commission's resolution and conclude that the ballot language conforms to the requirements of Section 21(2) of the HRCA, including being accurate, impartial, and not more than 100 words, exclusive of caption.

Sincerely,

*/s/George M. Elworth*

George M. Elworth  
Assistant Attorney General  
State Operations Division  
(517) 335-7573

GME:bjb

Enc.

cc by email only:

Maureen Brodie, City Clerk, [mbrodie@plymouthmi.gov](mailto:mbrodie@plymouthmi.gov)  
Patrick McGow, Attorney, [mcgow@millercanfield.com](mailto:mcgow@millercanfield.com)  
Kristina Gierhart, Executive Assistant, Governor's Office,  
[Gierhartk1@michigan.gov](mailto:Gierhartk1@michigan.gov)



1. Proposed Amendment; Existing Provision. The City Commission by a three-fifths vote of its members-elect, pursuant to the authority granted by Act 279, proposes that Section 8.5 of the City Charter of the City shall be amended, to read as follows:

**Section 8.5. - Adoption of Budget Tax Limit.**

No later than the second regular meeting of the Commission in the month of June, the Commission shall, by resolution, adopt the budget for the next fiscal year and shall in such resolution make an appropriation of the money needed for municipal purposes during the ensuing fiscal year of the city and provide for a levy of the amount necessary to be raised by taxes upon real and personal property for Municipal Purposes, which levy shall not exceed one and one-half percent (15 mills) of the taxable valuation of all real and personal property in the city: Provided, that such levy may be increased from time to time for one-year periods by a majority of the electors of the city voting at the election at which the proposition to do so shall be so submitted, but such increase shall be limited to an amount which will not cause the total levy under authority of this section to exceed two percent of the assessed value of the real and personal property in the city for the year in which such increase shall be authorized, subject to the provisions of state law relative to the assessment and levy of taxes for the payment of the principal of, or the interest on, bonds or other evidence of indebtedness issued by the city. In addition, the city may levy an amount not to exceed one and three-quarter thousandths (1.75 mills) of the taxable value of all real and personal property in the city, for 12 years, beginning in 2024 and through 2035, to acquire, construct, improve, furnish, operate and maintain parks and recreation facilities.

The existing Section 8.5 of the City Charter of the City of Plymouth to be altered by such proposal, if adopted, now reads as follows:

**Section 8.5. - Adoption of Budget Tax Limit.**

No later than the second regular meeting of the Commission in the month of June, the Commission shall, by resolution, adopt the budget for the next fiscal year and shall in such resolution make an appropriation of the money needed for municipal purposes during the ensuing fiscal year of the city and provide for a levy of the amount necessary to be raised by taxes upon real and personal property for Municipal Purposes, which levy shall not exceed one and one-half percent (15 mills) of the taxable valuation of all real and personal property in the city: Provided, that such levy may be increased from time to time for one-year periods by a majority of the electors of the city voting at the election at which the proposition to do so shall be so submitted, but such increase shall be limited to an amount which will not cause the total levy under authority of this section to exceed two percent of the assessed value of the real and personal property in the city for the year in which such increase shall be authorized, subject to the provisions of state law relative to the assessment and levy of taxes for the payment of the principal of, or the interest on, bonds or other evidence of indebtedness issued by the city.

2. Form of Ballot Proposal. The proposed amendment to Section 8.5 shall be submitted to the electors in the following form:

**PLYMOUTH CITY CHARTER AMENDMENT**  
**FOR PARKS AND RECREATION MILLAGE**

Shall Section 8.5 of the Charter of the City of Plymouth, Wayne County, Michigan, be amended to permit the levy by the City of a new additional ad valorem property tax in an amount not to exceed one and three-quarters (1.75) mills, for 12 years, from 2024 through 2035, to provide funds to the City to acquire, construct, improve, furnish, operate and maintain parks and recreation facilities? It is estimated that 1.75 mills would raise approximately \$1,275,955 when first levied in 2024.

YES

NO

3. Submission to the Governor and Attorney General. The City Clerk shall transmit copies of the proposed amendment of Section 8.5 of the City Charter to the Governor of the State of Michigan for approval and transmit a copy of the foregoing statement of purpose of the proposed amendment of Section 8.5 of the City Charter to the Attorney General of the State of Michigan for approval, as required by law.

4. Submission at the General Election. The proposed charter amendment of Section 8.5 shall be, and the same is hereby ordered to be, submitted to the qualified electors of this City at a City election to be held on November 7, 2023, and the City Clerk is hereby directed to give notice of the election and notice of registration thereof in the manner prescribed by law and to do all things and to provide all supplies necessary to submit the charter amendment to the vote of the electors as required by law.

5. Publication. The proposed amendment of Section 8.5 shall be published in full together with the existing charter provision altered or abrogated thereby as part of the notice of election.

6. Canvass. The canvass and determination of votes of said question shall be made in accordance with the laws of the State of Michigan and the City Charter of the City of Plymouth.

AYES: Members Mayor Moroz, Mayor Pro Tem Deal, Commissioners Filipczak, Kehoe,  
O'Donnell, Thomey

RECUSED: Members Maguire

NAYS: Members \_\_\_\_\_

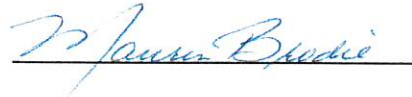
**RESOLUTION DECLARED ADOPTED.**



Maureen Brodie

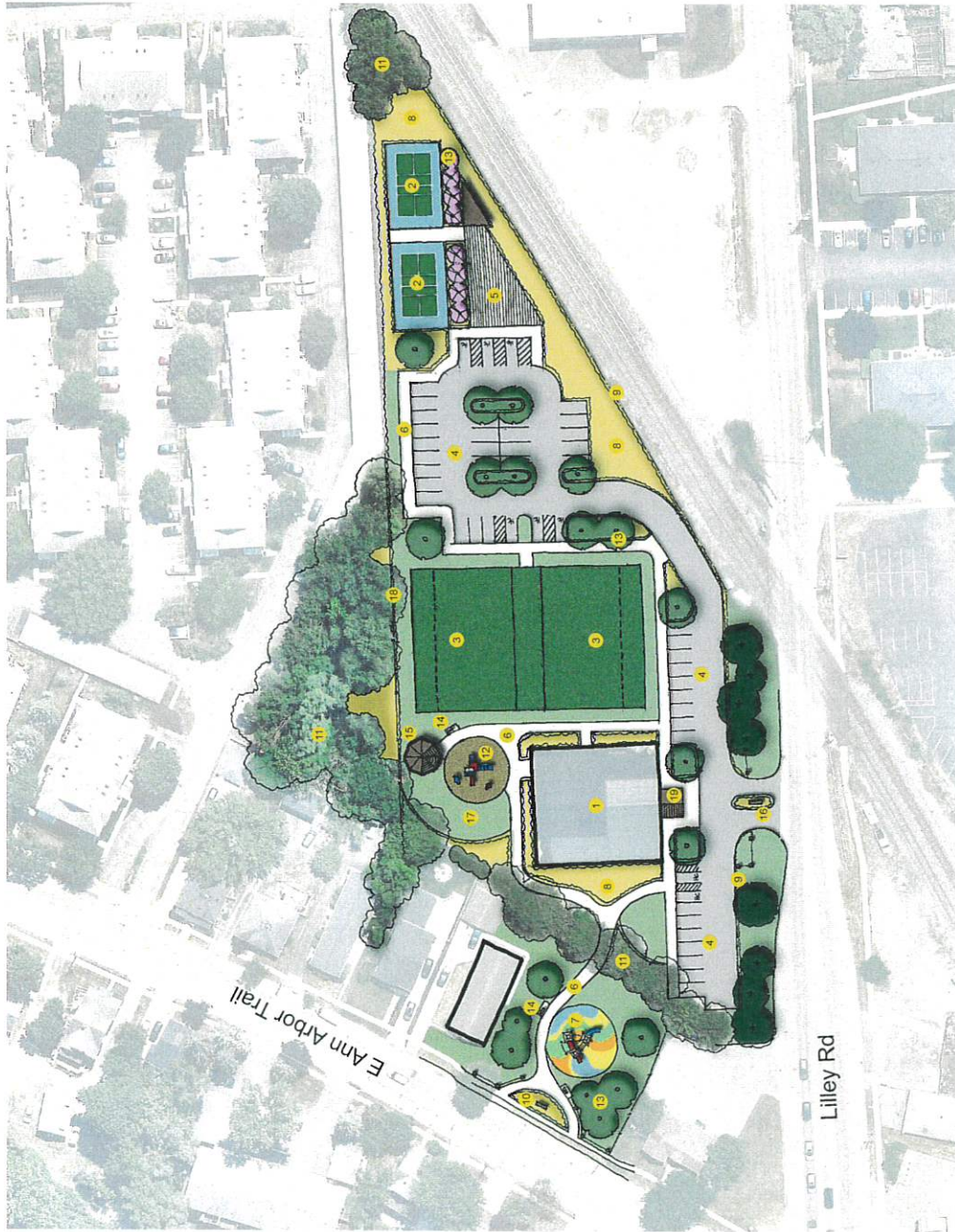
City Clerk

I HEREBY CERTIFY that the attached is a true and complete copy of a resolution adopted by the City Commission of the City of Plymouth, County of Wayne, State of Michigan, at a regular meeting held on July 17, 2023, and that the meeting was conducted and public notice of the meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.



Maureen Brodie

City Clerk



**KEY**

- 1 Existing Building Converted to Open Air Pavilion with Pickleball Courts and Special Event Space
- 2 Fenced Pickleball Court
- 3 Soccer Fields (2 3/4 fields, 1 5x6 field)
- 4 Accessible Parking Lot (48 Total With 9 Accessible Parking Spaces)
- 5 Train Viewing Platform with Shelter
- 6 Concrete Pedestrian Walk
- 7 Playground (5-12 year old) with Four-in-Place Surface (Possible Dog Park Encircling Entry Area)
- 8 Native Planting
- 9 Decorative Fence with Masonry Piers at Entrance
- 10 Entrance With Sign And Accent Planting
- 11 Existing Trees To Remain
- 12 Tot Lot (2.5 year old) with Wood Mulch and Spring Toys
- 13 Proposed Trees
- 14 Bench With Companion Seating
- 15 30' Pavilion
- 16 New Drive Approach With Sign And Accent Planting
- 17 Lawn
- 18 Existing Chain Link Fence
- 19 New Canopy Entrance

**Conceptual Master Plan**



**KEY**

- 1. Masonry Monument Sign with Back-lit/LED Letters
- 2. Evergreen Hedge with Accent Planting
- 3. Masonry Piers with Decorative Fence
- 4. Multi-purpose Open Lawn Area
- 5. Relocated Flag Pole
- 6. New 8' Wide Concrete Walk
- 7. Decorative Benches with Companion Seating
- 8. Tot Lot (2-5 year old) with Wood Mulch and Spring Toys
- 9. 24' Pavilion
- 10. Existing Trees to Remain or Selectively Remove
- 11. Native Planting
- 12. Existing Utilities
- 13. New Pedestrian Crosswalk
- 14. Existing Pedestrian Light
- 15. Existing Wood Fence
- 16. Play Structure (5-12 year old) with Poured-in-Place Surface
- 17. Decorative Paving
- 18. Trash Receptacle



# Memo

**To:** Paul Sincock, City Manager  
**From:** Steve Anderson, Recreation Director  
**CC:**  
**Date:** 8/15/2023  
**Re:** Optional 2023 Ballot Millage Proposal Project Estimates

---

As you are aware, The City Commission has proposed a possible Parks and Recreation Millage on the Fall 2023 Ballot. As requested, attached is a listing of possible capital outlay projects listing with approximate cost estimates. Please keep in mind that the estimates are based on current approximate pricing. Unfortunately, there is no fool proof method to account for material costs in five or ten years from now.

This attached listing is not an all-inclusive listing of all proposed projects for the Ballot issue. The attached listing is of possible projects that could fall within the scope of the ballot proposal. As always, the City Commission has the final say on what projects may or may not be selected should the funding become available.

In addition, we have attached another possible option for the City Commission to consider. If a ballot issue was to pass, registration discounts to City Residents enrolled in city youth sports programs is also a unique option. Attached is a proposed program of what the proposal may look like, but ultimately this also falls under the City Commission approval. Adult program discounts are also theoretically possible, but due to the format of adult sport registration (a team fees as opposed to a per player fee), this becomes more complex to track and would need additional discussion.

One other item to consider during this exercise is the availability of DNR or other sponsored grants to offset the cost of projects. For example, if the City had funding to work with, and there was a 1.5 million dollar project on the horizon, the City Commission could pursue a DNR Grant. Most annual DNR Grants require a 25% to 50% match.

In a nutshell, that means if the City were to ask for a 1.5 million dollar project grant with a 25% match, and were then awarded the grant, our 1.5 million dollar project now costs the City \$375,000.00. This theoretically frees up 1.125 million toward another City project.

With this being the case, the attached optional project listing is just that, optional. During a 12-year window, any number opportunities could present themselves that could stretch millage ballot dollars farther than the established designated amount.

If you have any additional questions, feel free to contact me at your convenience.

## 2023 Parks & Recreation Millage - Optional Capital Improvement Project Estimates

Proposed millage - 1.75 mills, 12 Year Term

Anticipated revenue per year \$1,275,955

Anticipated total revenue (before Headlee Rollback) \$15,311,460.00

Projects could be done over a 12 year period

Supplemental Information

New Park Development (Lumber Mart Property)		
Land Acquisition	\$1,500,000.00	
Demolition / Restoration and Park	\$3,500,000.00	Pavilions, Play Structures, Pickleball Courts,
Parking and Traffic Control	\$500,000.00	
Planning & Engineering	\$100,000.00	
<b>Project Cost Projection</b>	<b>\$5,600,000.00</b>	
Pointe Park (Old Village)		
Demolition / Restoration and Park	\$ 900,000.00	Pavilion, Play structures, Landscape, Fencing
Traffic Control	\$ 100,000.00	Crosswalk. RRFB System
Planning & Engineering	\$ 25,000.00	
<b>Project Cost Projection</b>	<b>\$ 1,025,000.00</b>	
Synthetic Turf Athletic Field Project - Location TBA		
Demolition / Storm Water Control	\$ 550,000.00	
Synthetic Turf Install	\$ 1,750,000.00	
Hardscape / Accessories / Fencing	\$ 650,000.00	
<b>Project Cost Projection</b>	<b>\$ 2,950,000.00</b>	
<b>New Development Projections</b>		<b>\$ 9,575,000.00</b>
Knights of Columbus Park		
Refurbish / Upgrade Play Structure	\$ 200,000.00	
Safety Surfacing under Play Structure	\$ 30,000.00	
Pavillion Replacement	\$ 50,000.00	
<b>Project Cost Projection</b>	<b>\$ 280,000.00</b>	
Fairground Park		
Safety Surfacing under Play Structures	\$ 50,000.00	
Refurbish or upgrade Play Structures	\$ 250,000.00	
Turf Replacement & add Irrigation	\$ 40,000.00	
Pavilion w ADA Walkways	\$ 160,000.00	
<b>Project Cost Projection</b>	<b>\$ 500,000.00</b>	
Garden Club Park		
Safety Surfacing under Play Structures	\$ 50,000.00	
Refurbish or upgrade Play Structures	\$ 200,000.00	
Turf Replacement & add Irrigation	\$ 20,000.00	
Pavilion Maintenance / Replacement	\$ 60,000.00	
<b>Project Cost Projection</b>	<b>\$ 330,000.00</b>	
Kiwanis Club Park		
Safety Surfacing under Play Structures	\$ 10,000.00	
Turf Replacement & add Irrigation	\$ 50,000.00	
<b>Project Cost Projection</b>	<b>\$ 60,000.00</b>	
Smith Park		
Replace Play Structures	\$ 250,000.00	
Irrigation Repair	\$ 5,000.00	
Safety Surfacing	\$ 50,000.00	
Replace Pavillion	\$ 50,000.00	
<b>Project Cost Projection</b>	<b>\$ 355,000.00</b>	

<b>Rotary Club Park</b>		
Refurbish or upgrade Play Structures	\$ 250,000.00	
Add Irrigation	\$ 20,000.00	
<b>Project Cost Projection</b>	<b>\$ 270,000.00</b>	
<b>Jack Wilcox Park</b>		
Safety Surfacing under Play Structures	\$ 40,000.00	
Replace Play Structures	\$ 200,000.00	
<b>Project Cost Projection</b>	<b>\$ 240,000.00</b>	
<b>Kellogg Park</b>		
Bi-Annual Turf Replacement	\$ 600,000.00	\$100,000 x 6 Years
Upgrade benches	\$ 75,000.00	\$2,500 x 30
<b>Project Cost Projection</b>	<b>\$ 675,000.00</b>	
<b>Lion's Club Park</b>		
Grade west end of park for turf play area	\$ 20,000.00	create 5v5 soccer practice area
<b>Project Cost Projection</b>	<b>\$ 20,000.00</b>	
<b>Starkweather Park</b>		
Gazebo Replacement	\$ 60,000.00	
Add Irrigation	\$ 20,000.00	
<b>Project Cost Projection</b>	<b>\$ 80,000.00</b>	
<b>Louise Markham Park</b>		
	\$ 0.00	
<b>Project Cost Projection</b>	<b>\$ 0.00</b>	
<b>Tonguish Creek Neighborhood Park</b>		
Phase I Pre-Planned Park upgrades	\$ 820,000.00	See Wade Trim Phase I Estimate
<b>Project Cost Projection</b>	<b>\$ 820,000.00</b>	
<b>Existing Parks Projections</b>	<b>\$ 3,630,000.00</b>	
<b>Staffing</b>		
Outdoor Facility Maintenance Staffing	\$ 1,080,000.00	\$90,000 per year to include day, night & weekends x 12 years
Recreation and Programming Staffing	\$ 1,080,000.00	\$90,000 per year to include increased program coordination x 12 years
<b>Project Cost Projection</b>	<b>\$ 2,160,000.00</b>	
<b>Cultural Center</b>		
Expanded Office Space	\$ 750,000.00	
<b>Project Cost Projection</b>	<b>\$ 750,000.00</b>	
<b>Registration Fee - Offset</b>		
Funding for Youth Sports Discounts	\$ 480,000.00	\$40,000 x 12 Years (see worksheet)
<b>Project Cost Projection</b>	<b>\$ 480,000.00</b>	
<b>Operation of Parks Irrigation Systems</b>		
Additional water usage	\$ 600,000.00	5 Parks X \$10,000 X 12 Years
<b>Project Cost Projection</b>	<b>\$ 600,000.00</b>	
<b>Project Support Projections</b>	<b>3,990,000.00</b>	
<b>Total Optional Project Cost Estimates</b>		<b>17,195,000.00</b>

### Optional Youth Sports Fees - Single Fee Season Discount

<u>INS Soccer</u>	<u>Current Flat Rate</u>	<u>Fee Discount</u>	<u>New Reg. Fee</u>	<u>Amount Discounted</u>	<u>Total Discounted Fees</u>
City Res Fees	\$ 124.00	60%	49.60 \$	74.40 \$	2,306.40
Fall 2023 City Residents	31				

<u>House Soccer</u>	<u>Current Flat Rate</u>	<u>Fee Discount</u>	<u>New Reg. Fee</u>	<u>Amount Discounted</u>	<u>Total Discounted Fees</u>
City Res Fees	\$ 150.00	60%	60.00 \$	90.00 \$	5,580.00
Fall 2023 City Residents	62				

<u>WSSL Soccer</u>	<u>Current Flat Rate</u>	<u>Fee Discount</u>	<u>New Reg. Fee</u>	<u>Amount Discounted</u>	<u>Total Discounted Fees</u>
City Res Fees	\$ 171.00	60%	68.40 \$	102.60 \$	7,182.00
Fall 2023 City Residents	70				

<u>WSSL Select Soccer</u>	<u>Current Flat Rate</u>	<u>Fee Discount</u>	<u>New Reg. Fee</u>	<u>Amount Discounted</u>	<u>Total Discounted Fees</u>
City Res Fees	\$ 210.00	60%	84.00 \$	126.00 \$	3,780.00
Fall 2023 City Residents	30				

<u>T-Ball</u>	<u>Current Flat Rate</u>	<u>Fee Discount</u>	<u>New Reg. Fee</u>	<u>Amount Discounted</u>	<u>Total Discounted Fees</u>
City Res Fees	\$ 90.00	60%	36.00 \$	54.00 \$	1,944.00
Fall 2023 City Residents	36				

<u>Total Discounted Fees</u>	<u>Soccer - 1st Season</u>	<u>Soccer - 2nd Season</u>	<u>T-Ball</u>	<u>Total</u>
\$	\$ 18,848.40	\$ 18,848.40	\$ 1,944.00	\$ 39,640.80



City of Plymouth  
 Tonquish Creek Trail - Preliminary Estimate  
 Updated 10/12/22

PHASE I

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL ESTIMATE	NOTES
Mobilization and Site Prep (5%)	1	LS	\$27,605.00	\$27,605.00	
Misc. Cleaning/Grubbing	1	LS	\$4,000.00	\$4,000.00	
Trees Removal	15	EA	\$400.00	\$6,000.00	
Invasive Species Control	1	LS	\$10,000.00	\$10,000.00	
Demolition & Removal (asphalt, concrete, bridge, lights)	1	LS	\$25,000.00	\$25,000.00	Estimated 8 lights, 900 LFT Trail/Boardwalk, 1 Bridge, Misc Items
Site Grading	1	LS	\$17,500.00	\$17,500.00	215 LFT @ ADA trail, total 975 LFT
Harvey Entrance (includes trail enhancement)	1	LS	\$20,000.00	\$20,000.00	
Manor Entrance (includes striped pavement)	1	LS	\$10,000.00	\$10,000.00	
Sheridan Entrance	1	LS	\$10,000.00	\$10,000.00	
Signage (park and interpretive)	1	LS	\$15,000.00	\$15,000.00	
Light Poles	8	EA	\$7,000.00	\$56,000.00	
Electrical Improvements	1	LS	\$20,000.00	\$20,000.00	
8' Wide Asphalt Trail	7780	SFT	\$7.50	\$58,350.00	975 LFT
Aggregate Base	150	CYD	\$50.00	\$7,500.00	
10' Wide Boardwalk (low profile)	250	LFT	\$700.00	\$175,000.00	
10' Wide Bridge	20	LFT	\$1,200.00	\$24,000.00	Reuse existing foundations, cantilever bridge to gain extra width
Benches	5	EA	\$2,500.00	\$12,500.00	
Dog waste station	2	EA	\$500.00	\$1,000.00	
Storm water management	1	LS	\$7,500.00	\$7,500.00	Culvert allowance
Shoreline stabilization	1	AL	\$20,000.00	\$20,000.00	
Landscaping, Trees	12	EA	\$750.00	\$9,000.00	
Landscape Restoration	0.7	AC	\$7,500.00	\$5,250.00	1,250 LFT x 25' / 43,560 = 0.7 acres
Fencing, Privacy	160	LF	\$100.00	\$16,000.00	
Mural on Fence	1	AL	\$12,500.00	\$12,500.00	\$25 per SFT
Fencing, Shoreline	250	LF	\$40.00	\$10,000.00	Select locations focused on east end
			Subtotal	\$579,705.00	
			20% Design Fees	\$115,941.00	
			20% Contingency	\$115,941.00	
			Phase I Total Estimate	\$811,587.00	