



# Plymouth City Commission

## Regular Meeting Agenda

Monday, September 18, 2023 7:00 p.m.  
Plymouth City Hall & Online Zoom Webinar

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City of Plymouth                      www.plymouthmi.gov  
201 S. Main St.                      Phone 734-453-1234  
Plymouth, Michigan 48170-1637                      Fax 734-455-1892

Join Zoom Webinar: <https://us02web.zoom.us/j/83917186864>

Passcode: 972190 Webinar ID: 839 1718 6864

1. **CALL TO ORDER**
  - a. Pledge of Allegiance
  - b. Roll Call
2. **APPROVAL OF MINUTES**
  - a. September 5, 2023 City Commission Regular Meeting Minutes
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
  - a. Approval of August 2023 Bills
  - b. Special Event: K of C Tootsie Roll Drive, Friday & Saturday 10/6-10/7, 2023
  - c. Special Event: Christmas in Plymouth/Mistletoe Market, Thursday-Saturday 12/7, 12/8, 12/9, 2023
5. **CITIZEN COMMENTS**
6. **COMMISSION COMMENTS**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
  - a. Traffic Control Order 23-1
  - b. Traffic Control Order 23-2
  - c. 2024 Infrastructure Program
9. **REPORTS AND CORRESPONDENCE**
  - a. Liaison Reports
  - b. Appointments
10. **ADJOURNMENT**

*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.*

*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.*

*Meetings of the City of Plymouth are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, disability, or any other trait protected under applicable law. Any individual planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) should submit a request to the ADA Coordinator at 734-453-1234 ext. 234 at least two working days in advance of the meeting so an attempt can be made to make reasonable accommodations. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to [clerk@plymouthmi.gov](mailto:clerk@plymouthmi.gov).*

# 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

*"The government in this community is small and accessible to all concerned."*

-Plymouth Mayor Joe Bida  
November 1977



City of Plymouth  
 City Commission Regular Meeting Minutes  
 Tuesday, September 5, 2023, 7:00 p.m.  
 Saxtons Parking Lot – Ann Arbor Trail and Union

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

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

**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, Alanna Maguire, Kelly O'Donnell and Marques Thomey

Excused: Commissioner Jennifer Kehoe

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

c. Ribbon Cutting for Saxtons Parking Lot

Members of the City Commission cut a ribbon in celebration of the nearly complete Saxtons Parking Lot. Moroz thanked Former Mayor Oliver Wolcott, Former DDA Chairs Adam Covington and Jason Smith, and current DDA Chair Kerri Pollard as well as staff members Chris Porman, John Buzuvis, and Adam Gerlach for their involvement in shepherding this project over many years. He also thanked City Manager Paul Sincok for his vision and fortitude to complete this project.

d. Proclamation: Constitution Week

Moroz read a proclamation for Constitution Week.

**2. APPROVAL OF MINUTES**

Filipczak offered a motion, seconded by Maguire, to approve the minutes of the August 21, 2023, City Commission meeting.

There was a voice vote.

MOTION PASSED

**3. APPROVAL OF THE AGENDA**

Deal offered a motion, seconded by O'Donnell, to approve the agenda for the September 5, 2023, meeting.

There was a voice vote.

MOTION PASSED

**4. ENACTMENT OF THE CONSENT AGENDA**

a. Special Event: Ladies Night Out, Thursday September 21, 2023

b. Special Event: Scarecrows in the Park, September 22 – November 2, 2023

c. Special Event: Heroes on Hines, September 30, 2023

There was a voice vote.

MOTION PASSED

**5. CITIZEN COMMENTS**

Laurie Golden, 1260 Linden, spoke about the impact property development has on neighboring properties.

John Birchler, 1260 Linden, also spoke about the impact of property development.

Denise Minch, 101 S. Union, spoke in support of the Penn Theatre.

Martha Walton, 1465 Palmer, spoke in support of the Penn Theatre.

Mary Jo Cunningham, 1717 Old Salem, spoke in support of the Penn Theatre.

Barry Simescu, 1375 William, spoke in support of the Penn Theatre.

Oliver Wolcott, 473 Adams, thanked all of those involved in the Saxtons Parking Lot project.

Karen Sisolak, 939 Penniman, spoke in support of the Penn Theatre and expressed disappointment that the parks and recreation millage proposal had not yet included citizen input.

Jan Waller, 1051 N. Mill, spoke in support of the parks and recreation millage proposal.

Trish Horstman, 771 Davis, spoke in support of the parks and recreation millage proposal

Ellen Elliott, 760 Penniman, spoke about the Friends of the Penn's efforts with the Plymouth-Canton School District on various projects.

**6. PUBLIC HEARING**

a. Liquor License Transfer within the City of Plymouth – Mily Holding

Moroz opened the public hearing at 7:43 p.m.

John Birchler, 1260 Linden, spoke in support of the transfer.

There were no further comments, and Moroz closed the public hearing at 7:44 p.m.

The following motion was offered by Filipczak and seconded by O'Donnell.

RESOLUTION 2023-81

WHEREAS The City of Plymouth has a liquor license management ordinance, and this ordinance requires that the Liquor License Control Committee (LLRC) review renewals of any Class C Liquor License; and

WHEREAS Mily Holding, LLC has requested a transfer of a Class C and SDM Liquor License with a number of permits from Ariella Properties; LLC, and

WHEREAS Mily Holdings, LLC has requested a new Sunday Sales (PM) for the SDM License –mixed spirit drink permit; and

WHEREAS The LLRC has reviewed the request and found that it meets the criteria established in the Liquor License Management Ordinance and has recommended approval to the City Commission.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby recommend to the Michigan Liquor Control Commission that the request from Mily Holding, LLC for the transfer of a Class C Liquor and SDM License and various permits and new permits be recommended for approval to the State of Michigan Liquor Control Commission.

There was a voice vote.

MOTION PASSED

## 7. COMMISSION COMMENTS

Moroz said the Friends of the Penn brought their concerns to the Michigan Tax Tribunal, which required the City to respond and the assessors to hire an attorney.

Thomey thanked all involved in working on the Saxtons Parking Lot and getting it ready for Fall Festival. He said paving wasn't complete due to the weather, but it would be soon.

Maguire encouraged the group to participate in Penn Theatre fundraisers.

Deal said there was a ribbon cutting for the new ADA compliant restrooms and locker rooms at the Cultural Center. She applauded the efforts of Congresswoman Haley Stevens and State Representative Matt Koleszar for securing funding.

O'Donnell said she loves and supports the Penn Theatre and has been dismayed by the threats of harm, vile emails, and allegations of wrongdoing that have been launched against City Commission members in both the outdoor patio ordinance and the Penn Theatre property tax situation. She used this as an example of why people are hesitant to serve in elected positions.

Filipczak added that City Commission members are citizens of the City of Plymouth so decisions they make impact them as well. She said she had been listening to everyone's comments and has been disheartened by the disrespect shown by some. She also complimented the City administration.

## 8. OLD BUSINESS

There was no old business.

## 9. NEW BUSINESS

### a. Authorization to Purchase Brush Chipper

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

### RESOLUTION 2023-82

WHEREAS The City of Plymouth operates an equipment fleet to help protect the public health, safety, and welfare; and

WHEREAS The City Commission determined that a chipper was a piece of equipment that would be included in the 2024-25 budget; and

WHEREAS The City administration obtained chassis pricing based on the National Sourcewell Purchasing Program; and

WHEREAS The City administration and staff are recommending the purchase of a model AX17 brush chipper from Vermeer Midwest, of Fowlerville, MI.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby authorize the purchase of a model AX 17 15" brush chipper from Vermeer Midwest of Fowlerville, MI in the amount of \$106,575.78.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the additional Confidence Plus three-year warranty in the amount of \$11,727.49.

There was a voice vote.

MOTION PASSED

**10. REPORTS AND CORRESPONDENCE**

a. Liaison Reports

Deal said there would be no Historic District Commission meeting in September.  
O'Donnell said the Planning Commission was scheduled to meet on September 13.

b. Appointments

There were no appointments.

**11. ADJOURNMENT**

A motion to adjourn was offered by Deal and seconded by Filipczak at 7:55 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



# Special Event Application

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

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

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

**FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.**

Sponsoring Organization's Legal Name		KNIGHTS OF COLUMBUS RENAUD COUNCIL #3292					
Ph#	734-453-3966	Fax#	NA	Email	gk3292@mikofc.org	Website	www.plymouthkofc.org
Address		150 FAIR ST.		City	PLYMOUTH	State	MI Zip 48170
Sponsoring Organization's Agent's Name		MIKE DRISCOLL				Title GRAND KNIGHT	
Ph#	7349688700	Fax#		Email	GK3292@MIKOF.C.ORG	Cell#	7349688700
Address		150 FAIR ST.		City	PLYMOUTH	State	MI Zip 48170

Event Name	KNIGHTS OF COLUMBUS TOOTSIE ROLL DRIVE
Event Purpose	RAISE FUNDS FOR THE MENTALLY IMPAIRED
Event Date(s)	FRIDAY 10/6/23 & SATURDAY 10/7/23
Event Times	9 A.M. TO 5 P.M.
Event Location	MAIN ST. & ANN ARBOR TRAIL, MAIN ST. & PENNIMAN AVE.

What Kind Of Activities?	GIVING OUT TOOTSIE ROLLS AND ACCEPTING FREE WILL DONATIONS TO SUPPORT THE MENTALLY IMPAIRED.	
What is the Highest Number of People You Expect in Attendance at Any One Time?	2 EACH TIME SLOT PER LOCATION (2 HR SLOTS)	
Coordinating With Another Event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> If Yes, Event Name: _____
Event Details:	(Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)	

GIVING OUT TOOTSIE ROLLS AND ACCEPTING GOOD WILL DONATIONS  
TO SUPPORT THE MENTALLY IMPAIRED. WE WILL BE WEARING OUR  
YELLOW K OF C APRONS.

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

he City of  
d, claimed  
property,  
y or death  
ich claim,  
r by third

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

8/30/23

Date



Signature of Sponsoring Organization's Agent

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

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

**Phone: (734) 453-1234 ext. 203**

**EVENT REVIEW FORM**

EVENT NAME: Kof C Tootsie Roll TOTAL ESTIMATED FEE: \_\_\_\_\_

(Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

<b>MUNICIPAL SERVICES:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
<u>NO SERVICES NEEDED</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? <b>YES</b> <span style="margin-left: 150px;"><b>NO</b></span>				
Labor Costs: \$	<u>0</u>	Equipment Costs: \$	<u>0</u>	Materials Costs \$ <u>0</u>
<b>POLICE:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>JGC</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$		Equipment Costs \$	<u>0</u>	Materials Costs \$
<b>FIRE:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>RS</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
<b>HVA:</b>	Approved	Denied	(list reason for denial)	Initial
<b>DDA:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
<b>RISK MANAGEMENT:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MBS</u>
<u>Class I – Low Hazard</u>	<u>Cannot be in streets</u>			
Class II – Moderate Hazard	Event Sponsors must provide current Certificate of Insurance naming City			
Class III – High Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.			
Class IV – Severe Hazard				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



# Special Event Application

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

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

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

**FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.**

Sponsoring Organization's Legal Name Sun & Snow Sports, Inc

Ph# 7346639515 Fax# \_\_\_\_\_ Email heidt@sunandsnow.com Website sunandsnow.com

Address 388 S. Main Street City plymouth State mi Zip 48170

Sponsoring Organization's Agent's Name Downtown Plymouth Events Title \_\_\_\_\_

Ph# 7348456092 Fax# \_\_\_\_\_ Email \_\_\_\_\_ Cell# 7342338848

Address 388 S. Main Street City Plymouth State mi Zip 48170

Event Name Christmas In Plymouth/Mistletoe Market

Event Purpose To celebrate the season with shopping and entertainment

Event Date(s) Thursday December 7, Friday December 8 and Saturday December 9th

Event Times 5p-9p, 12p - 8pm, 10a-5pm

Event Location The Gathering and throughout downtown

What Kind Of Activities? horse and carriage rides, market at the gathering, music, dancers, entertainment

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

Coordinating With Another Event? YES  NO  If Yes, Event Name: \_\_\_\_\_

Event Details: *(Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)*  
Horse and carriage rides, market in the gathering, dancing and entertainment on the sidewalks, santa visiting, carolers, kids activities.

**RECEIVED**  
 SEP 5 2023  
 City of Plymouth

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies Please Review Section 12.2 f.)*  
City Operated  Co sponsored Event  Other Non Profit  Other For Profit  Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES  NO   
If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July): First Thursday in December

Next year's specific dates: \_\_\_\_\_

\*\*\*See section 12.13 for license & insurance requirements for vendors\*\*\*

- 3. **FOOD VENDORS/ CONCESSIONS?** YES  NO  **OTHER VENDORS?** YES  NO
- 4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES  NO
- 5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES  NO
- 6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES  NO

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

Gathering closed and Penniman in front of gathering, risers brought in for entertainment viewing on Penniman. Same set up as previous years.

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

8. **EVENT SIGNS:** Will this event include the use of signs? YES  NO   
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: Please complete a sign illustration / description sheet and include with the application.

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

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

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)? YES  NO   
If Yes, list the lots or locations where/why this is requested:

\_\_\_\_\_  
\_\_\_\_\_

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

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

9/2/23

Date

Hadi P...t

Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

II. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature Heidi Parent

Date 9/2/23

Witness Robert Parent

Date 9/2/23

**EVENT REVIEW FORM**

EVENT NAME: Christmas in Plymouth TOTAL ESTIMATED FEE: \_\_\_\_\_

*(Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).*

<b>MUNICIPAL SERVICES:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
1 FTE DURING EVENT HOURS				
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES X 3 DAYS</u> NO				
Labor Costs: \$	<u>1500</u>	Equipment Costs: \$	<u>500</u>	Materials Costs \$
<b>POLICE:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>guc</u>
NO SERVICES NEEDED				
Labor Costs \$		Equipment Costs \$	<u>0</u>	Materials Costs \$
<b>FIRE:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>RS</u>
NO SERVICES NEEDED				
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
<b>HVA:</b>	Approved	Denied	(list reason for denial)	Initial
<b>DDA:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>SRP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
<b>RISK MANAGEMENT:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MB</u>
Class I – Low Hazard				
<u>Class II – Moderate Hazard</u> Event Sponsors must provide current Certificate of Insurance naming City				
Class III – High Hazard of Plymouth as 'Additional Insured' including in the Description Box/Area.				
Class IV – Severe Hazard				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



## 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 - Traffic Control Order 23-01 One Way Traffic on Jener Place - 09-18-23.docx  
 Date: September 14, 2023  
 RE: Approval of Traffic Control Order 23 – 01 – One Way Traffic Jener Place

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### Background

The City Administration created a Traffic Control Order 23 – 1 related to one way traffic on Jener Place between Maple Street and Ann Arbor Trail. This was a part of the scope of the Ann Arbor Trail wall replacement project. Jener Place did not meet the standards of a full-width residential street and after meeting with the residents along the street this seemed like an appropriate way to respond to the minimum-width issue.

These orders are first handled administratively with the temporary Traffic Control Order being issued by our Street Administrator and filed with the Police Chief and City Clerk. Following a “waiting period” (between 70-90 days), they are reviewed can either expire or be adopted by the City Commission. The final step to make the signs legal would-be confirmation/approval of the City Commission.

It is now necessary for the City Commission to formally adopt the Traffic Control Order now that the required “waiting period” is nearly complete. If the City Commission does not approve/confirm the TCO, the order will be rescinded.

We have attached a memorandum from Chris Porman which further outlines this situation.

### RECOMMENDATION:

The City Administration recommends that the City Commission adopt Traffic Control Order (TCO) 23-01 for one way traffic on Jener Place. We have prepared a proposed Resolution for the City Commission to consider regarding this matter.



## Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: Monday, July 10, 2023  
To: Paul J. Sincock, City Manager  
From: Chris S. Porman, Assistant City Manager/Director of Municipal Services  
Re: Report of Traffic Control Order No. 23-1

On, July 3, 2023, I issued Traffic Control Order No. 23-1 for changes to Jener Place, between W Ann Arbor Trail and Maple Street. Jener Place is being changed from existing two-way traffic to one-way traffic Northbound only. The changes to Jener Place traffic have been done through consultation with the City Engineer and by request of neighboring residents.

Traffic Control Order No. 23-1 will affect direction of travel, one-way Northbound, on Jener Place between W Ann Arbor Trail and Maple Street.

According to the Uniform Traffic Code, all Traffic Control Orders are temporary until approved by the City Commission and filed with the Clerk. The temporary Traffic Control Order for the signs in the locations listed above is set to expire on October 1, 2023. Formal action will be taken after seventy days from the issue date and before the expiration date above.

The one-way signs have been installed by Municipal Services crews on Thursday, July 6, 2023.

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



# City of Plymouth, Michigan Traffic Control Order



Traffic Control Order No. 23-1

TO: Maureen Brodie, CMC  
City Clerk

FROM: Chris S. Porman  
Street Administrator

RE: Traffic Control Order

DATE: July 3, 2023

+ 90 days = Oct. 1  
+ 70 days = Sept. 11

Pursuant to the authority provided by Chapter 70 of the Code of Ordinances of the City of Plymouth, with the Uniform Traffic Code for Cities, Townships and Villages of Michigan adopted by reference, per Uniform Traffic Code R 28.1153 Rule 153, Traffic Control Orders, and in the interest of public safety and convenience the following Traffic Control Order is hereby issued by Chris S. Porman, duly authorized as the City of Plymouth Street Administrator.

This Traffic Control Order was preceded by study and investigation of traffic conditions on the following public road or roads in the City of Plymouth:

## Jener Place

After said investigation, it is hereby ordered and directed that the City of Plymouth Department of Municipal Services erect and maintain the following traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices:

- Install new One-way sign and pole at the Northeast corner of Jener Place & Maple Street, traffic direction Northbound.
- Remove existing Stop sign and pole at the Northwest corner of Jener Place & Maple Street, traffic direction Southbound. Furthermore, install new One-way sign and pole, traffic direction Northbound.
- Install new One-way sign, reinstall existing Stop sign and pole at the Southeast corner of Jener Place & W Ann Arbor Trail, traffic direction Northbound. Furthermore, install new Do Not Enter sign, traffic direction Southbound.
- Install new One-way sign and pole at the Southwest corner of Jener Place & W Ann Arbor Trail, traffic direction Northbound. Furthermore, install new Do Not Enter sign, traffic direction Southbound.

Said sign(s) to give notice of the following determination:

## One-way traffic Northbound on Jener Place between W Ann Arbor Trail and Maple Street

It is further ordered and directed that this order shall become effective upon being filed with the clerk and upon erection of adequate signs giving notice of the existence of aforesaid. This emplacement is ordered temporary subject to review in seventy (70) days with reports and recommendations to the City Manager prior to the expiration of the 90 day test period.

Traffic Control Order No. 23-1 presented for approval by the City Commission of the City of Plymouth on September 18, 2023, following approval it is hereby ordered and directed that this order be filed in the office of the Director of Public Safety of the City of Plymouth.

cc: Paul J. Sincock, City Manager  
Al Cox, Director of Public Safety

# Work Order

06/19/2023

03:27 PM

Work Order No 00005311

Status: PENDING

LMH

Work Order Type: SIGNS AND SIGNALS

Location: JENER PL

Name: ADAM GERLACH

Phone Number:

Schedule Date:

Entry Date: 06/19/2023 3:25 PM

Worker Group:

WO Description: INSTALL NEW ONE WAY SIGNS

PER ADAM G.

PLEASE INSTALL "ONE WAY" SIGNS ON JENER PLACE

SINCE THIS STREET IS GETTING CONVERTED TO JUST ONE WAY ONLY

SEE ADAM FOR MORE DETAILS

## Tasks

Task	Description
INSTALL SIGN	

Task	Description

- One-way installed @ Maple & Jener Place  
\* stop sign removed

- One-way installed @ W. An Arbor Trail & Jener Place  
\* stop sign adjusted to match pavement markings

## Results:

## Comments:

Labor / Hours	Equipment / Hours	Material / QTY
A.G. - 2.0	DMS III - 2.0	
D.G. - 2.0		

Completed

Not Completed

Date: 7/6/2023

Initial: A.G.

## RESOLUTION

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

WHEREAS The City operates several streets and roads which need Traffic Control Orders, and

WHEREAS A Temporary Traffic Control order has been in place in the Gathering Parking Lot.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt Traffic Control Order number 23-01 for one way traffic on Jener Place.

BE IT FURTHER RESOLVED THAT the City Clerk shall make Traffic Control Order 23-01 a part of the official meeting minutes of this City Commission Meeting.



## 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 - Traffic Control Order 23-02 - Three Hour Parking at museum - 09-18-23.docx  
 Date: September 14, 2023  
 RE: Approval of Traffic Control Order 23-02 – Change two (2) Church Street Parking spaces to 3-hour parking

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### Background

The City Administration created a Traffic Control Order 23 – 02 related to changing two eight-hour parking spaces on Church Street near the museum to three-hour spaces. The intent of this TCO was to create more available parking for the museum.

These orders are first handled administratively with the temporary Traffic Control Order being issued by our Street Administrator and filed with the Police Chief and City Clerk. Following a “waiting period” (between 70-90 days), they are reviewed and can either expire or be adopted by the City Commission. The final step to make the signs legal would be confirmation/approval of the City Commission.

It is now necessary for the City Commission to formally adopt the Traffic Control Order now that the required “waiting period” is nearly complete. If the City Commission does not approve/confirm the TCO, the order will be rescinded.

We have attached a memorandum from Chris Porman which further outlines this situation.

### RECOMMENDATION:

The City Administration recommends that the City Commission adopt Traffic Control Order (TCO) 23-02 for two (2) three-hour parking spaces on Church Street near the museum. We have prepared a proposed Resolution for the City Commission to consider regarding this matter.



## Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: Monday, July 10, 2023  
To: Paul J. Sincock, City Manager  
From: Chris S. Porman, Assistant City Manager/Director of Municipal Services  
Re: Report of Traffic Control Order No. 23-2

Today, July 10, 2023, I issued Traffic Control Order No. 23-2 for changes to parking on Church Street, between S Main Street and S Union Street. Two (2) parking spaces are being changed from existing Eight (8) hour to Three (3) hour parking. The changes to Church Street parking have been done by request of the City Commission.

Traffic Control Order No. 23-2 will affect time limited parking, Three (3) hours, on Church Street between S Main Street and S Union Street.

According to the Uniform Traffic Code, all Traffic Control Orders are temporary until approved by the City Commission and filed with the Clerk. The temporary Traffic Control Order for the signs in the locations listed above is set to expire on October 8, 2023. Formal action will be taken after seventy days from the issue date and before the expiration date above.

The parking signs will be installed by Municipal Services crews beginning Monday, July 17, 2023.

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



# City of Plymouth, Michigan Traffic Control Order



Traffic Control Order No. 23-2

TO: Maureen Brodie, CMC  
City Clerk

FROM: Chris S. Porman  
Street Administrator

RE: Traffic Control Order

DATE: July 10, 2023

Pursuant to the authority provided by Chapter 70 of the Code of Ordinances of the City of Plymouth, with the Uniform Traffic Code for Cities, Townships and Villages of Michigan adopted by reference, per Uniform Traffic Code R 28.1153 Rule 153, Traffic Control Orders, and in the interest of public safety and convenience the following Traffic Control Order is hereby issued by Chris S. Porman, duly authorized as the City of Plymouth Street Administrator.

This Traffic Control Order was preceded by study and investigation of traffic conditions on the following public road or roads in the City of Plymouth:

## Church Street Parking

After said investigation, it is hereby ordered and directed that the City of Plymouth Department of Municipal Services erect and maintain the following traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices:

-Install a total of two (2), new three (3) hour parking signs and poles on Church Street between S Main & S Union at the parking spaces on the North side of the right-of-way adjacent to the property at 155 S Main.

Said sign(s) to give notice of the following determination:

**Three (3) hour parking restriction on Church Street between S Main and S Union for the two (2) parking spaces immediately East of the two (2) existing Handicap Reserved Parking spaces on the North side of the right-of-way adjacent to the property at 155 S Main**

It is further ordered and directed that this order shall become effective upon being filed with the clerk and upon erection of adequate signs giving notice of the existence of aforesaid. This emplacement is ordered temporary subject to review in seventy (70) days with reports and recommendations to the City Manager prior to the expiration of the 90 day test period.

Traffic Control Order No. 23-2 presented for approval by the City Commission of the City of Plymouth on September 18, 2023, following approval it is hereby ordered and directed that this order be filed in the office of the Director of Public Safety of the City of Plymouth.

cc: Paul J. Sincock, City Manager  
Al Cox, Director of Public Safety

# Work Order

07/03/2023

01:35 PM

Work Order No 00005394

Status: PENDING

LMH

Work Order Type: SIGNS AND SIGNALS

Location: CHURCH

Name: ADAM G

Phone Number:

Schedule Date:

Entry Date: 07/03/2023 1:33 PM

Worker Group:

WO Description: INSTALL 3 HOUR PARKING SIGNS  
PER ADAM

PLEASE INSTALL "3 HOUR PARKING" SIGNS ON CHURCH ST

NEXT TO THE HISTORICAL MUSEUM

### Tasks

Task	Description
INSTALL SIGN	



- 2 signs installed

FILE COPY

Results:

Comments:

Labor / Hours	Equipment / Hours	Material / QTY

Completed

Not Completed

Date: 7/17/2023

Initial: B.T.

## **RESOLUTION**

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

WHEREAS The City operates several streets and roads which need Traffic Control Orders, and

WHEREAS A Temporary Traffic Control order has been in place in the Gathering Parking Lot.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt Traffic Control Order number 23-02 to create two (2) three-hour parking spaces near the museum.

BE IT FURTHER RESOLVED THAT the City Clerk shall make Traffic Control Order 23-02 a part of the official meeting minutes of this City Commission Meeting.



## 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 - 2024 Infrastructure Projects - Authorization of Design and Bidding Phase - 09-18-23.docx  
 Date: September 14, 2023  
 RE: Authorization for Design & Bidding services – 2024 Infrastructure Program

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### Background

Each year about this time we ask the City Commission for their input on the future infrastructure improvement program for the following summer. The City Engineer has proposed projects for 2024 and has provided insight into potential future year projects. We have an excess of projects when compared to available funding and capacity for our staff. We are proposing projects with an approximate cost of 2.4 million dollars for 2024. It should also be noted that to fund these projects we will need to be selling approximately five million dollars in voter approved bonds over the next several months. This is the “second half” of the voter approved bond authorization from 2019.

The City Engineer’s report that is attached is extremely detailed to include his recommendations for 2024 and for future projects. A big focus for 2024 is in the Old Village area and repaving streets that were last resurfaced 24 years ago, in 1999. The Engineer is also proposing to address the pedestrian signals at Main and Church, which is in the DDA Master Plan for improvement. Also, on the proposed project list is resurfacing a portion of South Main Street, upgrades to the water system and some preventative maintenance.

Specifically, the City Engineer is proposing the following projects and preliminary estimates:

- Traffic Signal/Pedestrian Crossing Intersection Improvement – Main & Church - \$725,000
- Liberty Street between Amelia & N. Mill – Pavement resurfacing – \$370,000
- Spring Street between Starkweather & N. Mill – Pavement resurfacing – \$160,000
- Main Street between Burroughs & Ann Arbor Rd. – Pavement resurfacing - \$450,000
- Water System Valve Replacements – Various locations - \$480,000 - \$600,000
- Roadway preventative maintenance – Various locations - \$125,000

Again, the attached City Engineer’s letter provides significantly more detail on these proposed projects as well as future projects.

To begin the process of design and development of the bid packages, it is necessary for the City Commission to authorize the preliminary design phase of the 2024 projects. This phase of the project is anticipated to cost approximately \$202,000. Again, the Engineer’s letter provides information on the complete scope of services for the 2024 Design Phase. There is approximately a full page and one-half which outlines what is anticipated in the Design Phase.

The City Engineer has also dedicated a portion of his letter to “looking ahead to 2025, 2026 and beyond.” This will give the City Commission some additional details about potential future projects. We should also make note that we are still working through the details of the State of Michigan grant for railroad crossing improvements which would occur on North Main Street and other locations. We hopefully will have a contract between the City and CSX Transportation at your next regular meeting.

We should always note that economic conditions, such as the price of oil, inflation and other factors will affect the bidding and ultimate cost of the projects.

### **Recommendation**

The City Administration recommends that the City Commission authorize the Design Phase of the 2024 Infrastructure Projects as follows:

#### Preliminary Design Engineering Services Allowances Estimated Fee

Church & Main St Intersection & Traffic Signal/Ped Crossing Upgrade Design	\$42,000
Liberty Resurfacing and Water System Design	\$24,000
Spring Street (Parking) Resurfacing Design	\$12,000
South Main Street Resurfacing Design	\$28,000
Valve Replacement Design	\$30,000
Preventative Maintenance Assistance Allowance	\$ 6,000
Topographic Survey Data Collection (Estimated at 20 days)	\$30,000
Project Management and Coordination	\$10,000

<b>Wade Trim Engineering Services Subtotal:</b>	<b>\$182,000</b>
<b>Geotechnical Investigation and Report Allowance:</b>	<b><u>\$ 20,000</u></b>
<b>2024 Infrastructure Program Initial Design Fee Estimate:</b>	<b>\$202,000</b>

There is a tremendous amount of information related to this proposal and if there are any questions in advance of the meeting, we would be happy to have the opportunity to provide you with additional detail. We have prepared a proposed Resolution for the City Commission to consider this matter.



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

September 13, 2023

City of Plymouth  
201 South Main Street  
Plymouth, MI 48170

Attention: Chris Porman, Director of Municipal Services

Re: City of Plymouth - 2024 Infrastructure Improvement Program  
Proposed Program Description and Initial Design Proposal

Dear Chris Porman:

Per your request, we have prepared this letter as a proposed program description for the City's 2024 Infrastructure Improvement Program. This letter also serves as a proposal for consideration for the City Commission to authorize the initial design phase services for Wade Trim, to assist with preparation of these projects. The 2024 Infrastructure Improvement Program includes a combination of road reconstruction, road resurfacing, traffic signal/pedestrian crossing upgrades and water system improvements. The roadway and storm sewer improvement projects can be paid for through a combination of funding sources, including the next round of bonds issued from the City's 2019 Street millage that was passed by voters on November 5, 2019, and potentially the DDA for projects within the DDA district. The proposed 2024 Infrastructure Improvement Program includes water system improvements in select project locations. The water system (and any identified sanitary sewer system) improvements would be paid for by the City's Water and Sewer Fund. As in the past, the sanitary and storm sewer repairs will be evaluated and based on current sewer system televising obtained by the City.

As you are aware, city staff met with Wade Trim to initiate a discussion regarding several potential projects that are being considered for future years of the City of Plymouth Infrastructure Improvement Program. Since that initial meeting, we have performed site visit(s), compiled current background information, and prepared a preliminary cost estimate for each of those potential projects. Following a subsequent meeting to review that information, we have prepared this letter recommending several key projects for the 2024 Infrastructure Improvement Program (as well as provided some initial thoughts on projects being considered for 2025, 2026 and beyond, as funding allows). As a part of this letter, we are seeking formal approval from the City Commission to begin preliminary design phase services for those projects.

With that information in mind, we have developed the following preliminary program description and preliminary cost estimate for the 2024 Infrastructure Improvement. We are seeking approval to begin the design phase for the 2024 program so that we can begin to coordinate our effort with the City and get the plans developed for any necessary permitting.

### **City Funding Mechanisms**

During our review and evaluation of potential projects, we have kept in mind the various funding mechanisms that the City uses to pay for these important improvements. It is anticipated that the City will utilize a combination of funds from different funding sources to complete the infrastructure improvements, as follows:

- **Street Funding** - We understand that the City will soon be issuing another round of street fund bonds that will be supported by the City's Street Mileage that was approved by voters in 2019. We understand that the City can issue approximately \$5.2 Million in bonds for use in future street improvement projects.

- Water & Sewer Funding - Funds from the City's Water and Sewer Fund will be used to support the water system and sanitary sewer system improvements, as well as any lead service line replacement (LSLR) projects that are identified and/or associated with the potential projects. Typically, the City invests between \$600,000 to \$800,000 on a cash basis, each year, on water system and/or sewer system projects to keep improving these critical assets.
- Downtown Development Authority (DDA) – Infrastructure projects that fall within the City's current DDA boundaries are eligible to be paid for (all or in part) by the DDA, subject to approval by the DDA. It is envisioned that the DDA will participate in partnership with the city as their budget allows on future infrastructure projects.

### **Evaluation Data – Asset Management Techniques**

As a reminder to the City Commission, the City's infrastructure assets are evaluated using several key metrics. For roadways, the City utilizes the PASER Rating System for rating the condition of roadways within the City. PASER ratings were obtained in 2017 and 2020, and we are recommending that they be rated again in early 2024. In addition to our recent visual inspection, the 2020 ratings have served as a key data point in our evaluation and recommendations for the upcoming program. The City Commission will recall that PASER is an acronym for Pavement Surface Evaluation Rating. PASER is a system that evaluates the condition of a roadway segment based on the type and frequency of observable surface defects. It provides each unique block of roadway segment a rating from 1 to 10. A rating of 10 describes a newly constructed with no defects and a rating of 1 would describe a roadway in very poor condition.

When evaluating the water system for potential improvements, the City keeps track of water main breaks and broken system valves, and often compares the age, size and material of the existing water system infrastructure to industry data for useful life of various material types. In addition, the City is undertaking a complete distribution material system inventory (CDMSI) for water service lines. The City also completes a Water Reliability System study every five to six years that provides recommendations for system upgrades. All of these factors were utilized in making the recommendations outlined in this memorandum.

The condition of the City's sanitary sewer and storm sewer within each potential project area are evaluated as part of the preliminary design phase for each year's program. At the start of the design phase, the City hires a company to perform a video inspection of each sewer line within the project area. This provides current information that can be used to verify the condition of these underground assets so that the program can either fully address the deficiencies in that area or so that a decision can be made to modify the program accordingly.

The goal of all of these techniques and the primary reason that these metrics are utilized is to help the City make data driven decisions in order to maximize the value of the City's infrastructure investment.

### **Projects Recommended for 2024**

There are several types of projects that are being considered for completion in 2024. Project types under consideration include Traffic Signal/Pedestrian Crossing Upgrades, Road Resurfacing/Reconstruction Projects, and Water/Sewer System Improvement projects.

The following projects are recommended, by category, for implementation in 2024:

#### Traffic Signal/Pedestrian Crossing Intersection Improvement Projects

There is one project currently being considered in this category, as follows:

1. Main Street & Church Street Traffic Signal Upgrades – This intersection is at the north end of the Downtown Development Authority district. It is envisioned that the DDA and City could potentially share in the cost of upgrades at this intersection.

**Existing Infrastructure:** The current intersection configuration consists of an overhead span wire traffic signal serving both Main Street (north and south) and Church Street (east and west). The intersection does not currently have any pedestrian crosswalk signals but gets a lot of pedestrian use. Main Street is a four-lane roadway with two primary lanes in the north and south directions. There is a right turn lane on NB Main Street to turn onto EB Church. Church Street east and west of Main is currently a boulevard cross-section. The existing overhead traffic signals, while functional, do not align very well in the east and west direction.

**Proposed Traffic Signal & Pedestrian Crosswalk Upgrades:** It is envisioned that the existing overhead traffic signals, wire and poles (NE and SW corners) will be removed and replaced with new Mast Arm Traffic Signals, similar to the recent Mast Arms installed in 2021/2022 on Harvey Street at the Ann Arbor Trail and Penniman intersections. It is further envisioned that push button activated pedestrian crosswalks will be installed on all four corners and programmed with leading pedestrian intervals (LPI) to give pedestrians a four second head start when entering the crosswalks. It is envisioned that the control cabinet(s) will be located on the City property at the SW corner of the intersection. Underground conduit will need to be installed across two of the four legs of the intersection (to be determined during detailed design). There is an existing conduit that was buried under the west leg of Church Street back in 2015, in anticipation of future intersection improvements, when the City completed the Church Street project between Main and Harvey. It is anticipated that some level of curb, sidewalk and sidewalk ramp improvements will be required at each of the four corners of the intersection and the two boulevards to accommodate the new mast arm and pedestrian crossing signals and meet ADA requirements.

**Proposed Water System & Roadway Improvements:** In preparation for future improvements along Main Street, new water main would be installed within the intersection of Church and Main Street. The intersection would be reconstructed as part of the project.

**Anticipated Traffic Signal/Pedestrian Crosswalk Construction Cost: \$400,000**

**Anticipated Water System Construction Cost: \$125,000**

**Anticipate Roadway Reconstruction Cost: \$200,000**

**Additional considerations for this project:**

- It took nearly eight months for the new Mast Arms (on Harvey Street) to be fabricated and delivered once the official order was placed. We would recommend that the design on this project be initiated as early as possible so that this project can account for this long lead item. It may be in the City's best interest to order the materials in advance of awarding a construction contract. This will need to be discussed further once the design has advanced to the point where the size and location of the Mast Arm materials have been fully identified.

### Road Resurfacing & Reconstruction Projects

There are several road resurfacing projects that are recommended for implementation in 2024. In preparing our estimate for these projects, we assumed that each resurfacing project area will be milled to remove 2 inches of existing asphalt and that 2 inches of new asphalt would be placed across the entire surface of the roadway. We have also included several project contingencies as part of our estimating. We have included a 10% contingency for additional asphalt base repair and a 5% concrete curb repair contingency that may be required within each project area. In some cases, a small allowance for storm sewer improvements has been included to improve drainage in areas where we know small problems exist. The following road resurfacing projects are being proposed for the 2024 Infrastructure Program:

1. Liberty b/n Amelia and North Mill Street – This roadway section was last resurfaced in 1999. The most recent PASER rating for these sections of roadway is a 2 (poor) in 2020. The roadway is approximately 40 feet wide and 280 feet long (1,250 SY) between Starkweather and North Mill Street. We envision a full mill and resurface for this section of Liberty.

For the section of Liberty between Amelia and Starkweather, a small amount of water system improvements are proposed as part of the project, primarily between Amelia and Davis. Many of the residents in this stretch are connected to an old 6-inch water main. This project would disconnect these residents from the 6-inch water main and reconnect their services to a newer 12-inch water main that also exists in the Liberty Street right of way. By reconnecting the residents to the 12-inch, the City can remove the old 6-inch, and eliminating an older asset from the water system. The roadway is approximately 31 feet wide and 650 feet long from Starkweather to Amelia (2,240 SY).

Anticipated Pavement Resurfacing Construction Cost: **\$245,000**  
Anticipated Water System – Service Reconnection Cost: **\$125,000**

2. Spring b/n Starkweather and North Mill Street– This roadway section was last resurfaced in 1999. The Spring Street right of way between Starkweather and North Mill serves as a public parking area that is also adjacent to several private parking areas. The most recent PASER rating for this section of roadway was a 3 obtained in 2020. The road right of way that is paved is approximately 45 feet wide and 280 feet long (1400 SY).

As part of this project, we will coordinate our resurfacing efforts with the adjacent businesses and church that also share private parking adjacent to Spring Street. This coordination will help limit disruption in the area, and the adjacent property owners may also want to complete some parking or pavement improvements at the same time as the City. We are aware of a couple of drainage problems within this area and have included an \$80,000 allowance for storm sewer repairs as part of the resurfacing program. Future televising of these storm sewer lines may help identify the problem more accurately as part of the design phase.

Anticipated Pavement Resurfacing/Storm Sewer Improvement Construction Cost: **\$160,000**

3. Main Street b/n Ann Arbor Road and Burroughs/Sutherland – This section of roadway is a composite pavement section consisting of 8 inches of concrete base with 3 to 4 inches of asphalt. It was last improved in 1998 as part of a program that poured new curb and gutter and sidewalk. There was significant investment at that time in repairing the concrete base by cleaning and re-filling each longitudinal and transverse joint to stabilize the concrete base prior to the resurfacing that occurred in 1998. The most recent PASER rating for this section of roadway was a 5 in 2020. The average pavement width is approximately 46 feet, and the length of this section is approximately 2020 feet (10,325 SY).

While this section of Main Street does not currently have the lowest PASER rating along the Main Street Corridor, it is a primary access route into the City from the south and we believe that the City's utilities within this stretch are in good condition. A lot of users would benefit from this resurfacing, and it would upgrade the appearance of the roadway network to many users and visitors to the City.

Anticipated Pavement Resurfacing Cost: **\$450,000**

#### Water System Valve Replacement Program

The City has identified 10 to 12 existing gate valves that are broken throughout the water system. Several of these were identified in the southwest quadrant of the system during the recently completed Carol – Evergreen project when the city needed to shut down the water as part of the water system improvements on that project. Further evaluation of each of these locations is required, however for planning and budgeting purposes, we have estimated that each valve replacement will cost between \$40,000 to \$50,000 depending on whether the valve is located in the greenbelt or within pavement.

Anticipated Water System Valve Replacement Program Cost: **\$480,000 to \$600,000**

Roadway – Preventative Maintenance Treatments

The City recognizes that some sections of the City’s roadway can be improved and/or need to be maintained through pavement maintenance techniques such as crack sealing, asphalt patching, and concrete panel replacement. The City may utilize some of these treatments in 2024, as appropriate, to improve rideability, prolong the life of assets and/or address areas of the roadway network that are outside the above described programs.

Anticipated Preventative Maintenance Budget: **\$125,000**

In summary, the **proposed construction cost for the 2024 Infrastructure Improvement Program** is estimated to require funding as follows:

**City Street Fund – \$1,580,000**  
**City Water & Sewer Fund – \$730,000 to \$850,000**

There is an opportunity for the DDA to share in a portion of the Main Street Church project, which is estimated at approximately **\$725,000**.

Preliminary 2024 Infrastructure Program – Preliminary Design Fee Estimate

We have prepared the following initial design phase fee estimate for the City’s consideration based on the description of the work described above:

<u>Preliminary Design Engineering Services Allowances</u>	<u>Estimated Fee</u>
Church & Main St Intersection & Traffic Signal/Ped Crossing Upgrade Design	\$42,000
Liberty Resurfacing and Water System Design	\$24,000
Spring Street (Parking) Resurfacing Design	\$12,000
South Main Street Resurfacing Design	\$28,000
Valve Replacement Design	\$30,000
Preventative Maintenance Assistance Allowance	\$6,000
Topographic Survey Data Collection (Estimated at 20 days)	\$30,000
<u>Project Management and Coordination</u>	<u>\$10,000</u>
Wade Trim Engineering Services Subtotal:	\$182,000
Geotechnical Investigation and Report Allowance:	\$ 20,000
<b>2022 Infrastructure Program Initial Design Fee Estimate:</b>	<b>\$202,000</b>

Please note that we have not presented any construction phase engineering fees or services at this time. Those will be presented once bids are received and the actual duration of the future construction projects has been better defined.

2024 Design Phase – Scope of Services

Following City Commission authorization to begin work on the design phase, Wade Trim will begin providing design phase services for the proposed project. We will hold a kickoff meeting with the City Department of Municipal Services’ staff to review the proposed program and available program funds. We will review the known deficiencies identified within each project area and coordinate with the City for any unique aspects of the project beyond what is described above. Following the kickoff meeting, residents and businesses within the project areas will be notified of the upcoming project, in order to coordinate and minimize disruption. As always, a public information meeting for the residents will be held as we get closer to the construction start date to describe the project and learn about individual homeowner concerns. This has been a highly successful step on past projects and allows the City and our team to introduce ourselves to the residents. We intend to share a preliminary schedule with the City and the residents at the public information meeting as soon as it is developed.

### Design Phase Engineering Services

A summary of our specific design phase scope of services for the 2024 Program is presented below:

- Topographic survey for the various project areas will be completed, as necessary, and used as the basis for our design and presentation of plan sheets for the project.
- We will review digital videotapes (provided by the city) of the sanitary sewer and storm sewers throughout the project areas. We will discuss the deficiencies that are visible and make recommendations based on the condition assessment data that is collected.
- We will engage the use of SME, as a subconsultant to Wade Trim, to obtain soil borings and pavement cores within each project area. The information collected will help verify soil types, pavement thicknesses, and the ground water level in each project location. This information is helpful during the design phase and the information is helpful to the contractors as they prepare bids for construction.
- We will design the new water main, hydrants, gate valves, and water services in areas as required. Water system improvements are a very important part of the City's comprehensive infrastructure improvement program. While the street improvements bring a smooth, clean look to the project area, it is essential that the infrastructure beneath the streets is structurally sound and in good condition. We will review any known lead and galvanized service line locations per available City records and plan for their immediate replacement as part of this program.
- If upon review of the City's sanitary sewer video inspection, additional design for new sanitary sewer is required, this will be considered an additional service and we will discuss how to proceed with the City Manager and Director of Municipal Services.
- We will design new pavement within each project area. Reconstruction projects involve removal of the old roadway, the old curb and gutter, and the old road base prior to constructing the new roadway. Our plans will include a removal plan, proposed new pavement plan with top-of-curb elevations, proposed cross slopes, and detailed elevations for storm structures along the roadway. Whenever possible, new roadway will be designed to improve driveway slopes and improve drainage. New edge drain is designed in areas with poorly draining soils to help get the water out from under the roadway. For the proposed resurfacing projects along Liberty, Spring & Main Street, we will show the areas to be milled and resurfaced, along with any minor concrete repairs and storm sewer repairs that are identified.
- All designs are reviewed to improve pedestrian and bicycle safety and for compliance with the ADA requirements, including the design of new sidewalk ramps at all intersections within the project area that meet the maximum slope requirements.
- Our plans will include a proposed construction detour plan for each project area.
- We will prepare permit applications as required to support the designs including, but not limited to, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for public water main at Main & Church Street, as well as for coordination of the resurfacing on Main Street with MDOT for work near Ann Arbor Road.
- We will meet and/or communicate with the City often during the design to review progress, permit applications, and our recommended design. City comments will be incorporated into the plans as requested. On past projects, we have sought input from DMS to review items such as gate valve and hydrant location for new water main, existing, and proposed driveway slopes, and to confirm final design elements.
- Following all plan revisions and incorporation of City comments, Wade Trim will prepare complete plans and specifications and coordinate again with the City staff for direction on how to obtain bids for the various projects. We anticipate that a combination of public bidding and use of local contractors may be involved in the 2024 program.
- We will assist the City by reviewing all bids received, checking contractor references, and preparing a bid tabulation.
- We will provide a letter of recommendation of award to the City Commission for the construction phase. The letter will include a complete outline of expected construction costs based on the bids received and a comprehensive recommendation for the Commission packet.

At this time, we are requesting that the City Commission authorize Wade Trim to formally begin the 2024 Preliminary Design Phase Services and Geotechnical Services, as described above, for a Not to Exceed Fee of **\$202,000**. As always, our team's actual effort will be billed monthly in accordance with the actual hours worked and our current Rate Schedule. If extra work is required beyond the scope of this contract, we will notify the City Manager and Director of Municipal Services immediately and provide an estimate for any additional work at that time.

### **Looking Ahead to 2025, 2026 and Beyond**

As part of our planning for future years, we have also been asked to provide a preliminary description for the construction of future potential projects. Some cost estimates have been developed and are shared below. Other project cost estimates can be completed as required and as part of future refinement of this information.

Looking ahead, we have identified a number of additional infrastructure projects for further evaluation and programming. We envision the following potential Infrastructure Program projects for 2025, 2026 and beyond, noting that some of the more complicated projects may require longer planning and design periods in order to coordinate with other agencies and entities:

#### **Future Traffic Signal/Pedestrian Crossing Upgrades**

There are two key signalized intersections that have been identified for future traffic signal and pedestrian crosswalk upgrades. The locations are provided below:

1. Wing & Main Street – this intersection is at the southern end of the DDA District. The right of way is narrow on all four corners of this intersection and easements from the four property owners may be necessary in order to complete the improvements.
2. Ann Arbor Trail and Deer – this is the other signalized intersection located at a very prominent location in downtown near Kellogg Park.

We are recommending a preliminary planning level budget estimate of \$450,000 for each of these traffic signal/pedestrian crosswalk upgrade projects.

#### **Future Road Resurfacing/Reconstruction/Water System Projects**

1. Ann Arbor Trail b/n Sheldon and Harvey – This roadway section was reconstructed in 2001 with new curb and gutter and a deep strength asphalt section consisting of 7 inches of asphalt on 8 inches of aggregate base. New sanitary sewer was installed in 2001 as well. The most recent PASER ratings collected in 2020 within this section of roadway range from 4 to 6, with the section closest to town having the lowest rating. The roadway is approximately 34 feet wide and 2280 feet long (8620 SY).

This project area also requires water system improvements and some lead service line replacements. Approximately 1,400 linear feet of new water main is recommended in the City's Water Reliability Study to replace old water main between Sheldon and Joel. Another potential goal for this project would be the widening of the intersection at Sheldon to incorporate a left turn lane. This portion of the project involves interaction with Wayne County Department of Roads and may require some easements or right of way from the corner properties. We preliminarily programmed this for 2025 or 2026 to allow some preliminary conversations to occur with the County.

Anticipated Pavement Resurfacing Construction Cost:	<b>\$310,000</b>
Anticipated Water System Improvement Cost:	<b>\$350,000</b>
Anticipated Intersection Improvement Cost:	<b>\$250,000</b>

2. Penniman b/n Sheldon and Harvey – This roadway section was reconstructed in 2002 with new curb and gutter and a deep strength asphalt section consisting of 7 inches of asphalt on 8 inches of aggregate base. The most recent PASER ratings for this section of roadway were 5 and 6 in 2020, with the lowest rating near Sheldon. Penniman has an average width of approximately 34 feet and a length of approximately 2950 feet (11,150 SY).

Anticipated Pavement Resurfacing Construction Cost: **\$390,000**

3. Farmer b/n Blunk and Evergreen – This roadway section was last improved in 1997. Many of the driveways in this area have drainage problems that are affected by the prior resurfacing along this portion of the roadway. The most recent PASER ratings along this section of roadway were 3 and 4 in 2020. The pavement section is 31 feet wide and 1,300 feet long (4480 SY).

Anticipated Pavement Resurfacing Construction Cost: **\$240,000**

4. Arthur b/n Penniman and Junction – The roadway section between Penniman and William was resurfaced in 1999. The most recent PASER rating for this section of roadway was 4 (poor) in 2020. The roadway section between William and Junction was rated a 3 (poor). The pavement in this area is approximately 31 feet in width and 2270 feet in length (7819 SY)

Anticipated Pavement Resurfacing Construction Cost: **\$275,000**

5. William b/n Arthur & Harvey – This roadway section was resurfaced in 1999. The most recent PASER ratings for this section of roadway were 3 and 4 (poor) in 2020. The pavement in this area is approximately 31 feet wide and 1250 feet long (4,224 SY).

William also has some residents with lead and/or galvanized water services which will need to be replaced as part of that project.

Anticipated Pavement Resurfacing Construction Cost: **\$165,000**

Water System Improvements/LSLR Cost: To be Determined upon further investigation.

6. North Harvey reconstruction, from Penniman to Church, with new water main replacement, sanitary sewer repairs, storm sewer replacement, and ADA improvements. In 2022, we will be evaluating alignment and right-of-way options to potentially add some additional lighting on the east side of the roadway.
7. North Holbrook reconstruction, from Plymouth Road to Liberty, with new sanitary sewer, new water main, storm sewer repairs, and ADA improvements. Please note that we will likely request the City Commission authorize the design for this street in mid-2022 (earlier than normal) to allow time to coordinate the various utility and pavement improvements and permits that need to occur within the Plymouth Road right-of-way (Wayne County jurisdiction).
8. Ann Arbor Road water main replacement between Mill and Main, this 12-inch cast iron water main sits in the Michigan Department of Transportation (MDOT) right-of-way and will require some additional coordination and permitting time.

The City will be evaluating a pipe bursting installation technology (similar to what was used on Mill Street in 2016) to minimize disruption along the corridor. A lane closure permit will likely be required from MDOT as part of this project, so we will likely request an early start to the design phase of this project.

9. North Main Street, from Church to Mill Street, is in poor condition with PASER ratings of 3 and 4 when rated in 2020 along various segments of this section of roadway. The roadway surface was last resurfaced in 1998. The water main in this area is also very old and in need of replacement. The City has applied for grant money to help with this section of roadway but has been

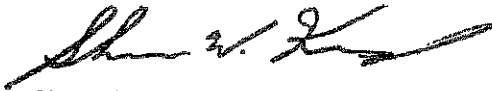
unsuccessful so far in receiving a grant. The City intends to submit another application in Spring of 2024 as we plan this project. The Main Street – Church Intersection improvements will help prepare the City for the North Main Street project.

10. McKinley reconstruction, from Byron to Carol, with new water main replacement, sanitary and storm sewer repairs, and ADA improvements. This project will require coordination with the Plymouth Canton Community School District and construction work will need to occur when school is out for the summer.
11. South Harvey reconstruction between Ann Arbor Trail and Wing with new water main replacement, sanitary and storm sewer repairs, lighting upgrades, and ADA improvements. Please note that some coordination is already underway for some utility improvements with DTE that were identified during the 2021 Harvey Street Improvement Project.
12. Wing reconstruction between Harvey and Forest with new water main replacement, sanitary and storm sewer repairs, lighting upgrades, and ADA improvements.
13. Blanche, Evergreen, and Pacific are all areas being considered for resurfacing.
14. Beech and Beech Court are being considered for concrete panel repairs.
15. Lena and Goldsmith Concrete Intersection Reconstruction – This area in front of the Department of Municipal Services is highly deteriorated and needs to be replaced to serve this busy area of the City.
16. Whenever possible, LSLR should be coordinated and prioritized with other infrastructure projects. So far, AA Trail, Blunk and William are the known areas with existing lead and/or galvanized water service lines.

We hope this letter is helpful to the City Administration and City Commission. If anyone has any questions in advance, please do not hesitate to call me on my cell, anytime at 313.363.1434. I would be happy to discuss any portion of this letter or the proposed program. We appreciate the opportunity to help the City with the 2024 Infrastructure Improvement Program and look forward to collaborating with your team again on the design phase of this project.

Very truly yours,

Wade Trim Associates, Inc.



Shawn W. Keough, PE  
Senior Vice President

SWK:efa  
PLY1010-23T (Task 006)  
20230914\_PORMAN\_2024 PLY INFRASTRUCTURE PROGRAM-LTR.DOCX  
Enclosure

cc: Adam Gerlach, Assistant Director of Public Utilities, City of Plymouth  
John Scanlon, Finance Director, City of Plymouth  
Paul Sincock, City Manager, City of Plymouth

RESOLUTION

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

WHEREAS The City of Plymouth maintains a wide range of infrastructure to help protect and preserve The public health, safety, and welfare, and

WHEREAS There is a need to provide improvements to roads, sewers, and the water system in order To keep them in good condition, and

WHEREAS The voters of the city did authorize the sale of bonds to pay for street improvements in 2019, and

WHEREAS The City Engineer has proposed several projects for the 2024 calendar year, to include. the following and their preliminary estimated construction costs:

- Traffic Signal/Pedestrian Crossing Intersection Improvement – Main & Church - \$725,000
- Liberty Street between Amelia & N. Mill – Pavement resurfacing – \$370,000
- Spring Street between Starkweather & N. Mill – Pavement resurfacing – \$160,000
- Main Street between Burroughs & Ann Arbor Rd. – Pavement resurfacing - \$450,000
- Water System Valve Replacements – Various locations - \$480,000 - \$600,000
- Roadway preventative maintenance – Various locations - \$125,000

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize Wade Trim to provide preliminary design engineering and bidding services as outlined in the Engineer’s letter dated September 13, 2023, in the amount of \$202,000 and as follows:

Church & Main St Intersection & Traffic Signal/Ped Crossing Upgrade Design	\$42,000
Liberty Resurfacing and Water System Design	\$24,000
Spring Street (Parking) Resurfacing Design	\$12,000
South Main Street Resurfacing Design	\$28,000
Valve Replacement Design	\$30,000
Preventative Maintenance Assistance Allowance	\$ 6,000
Topographic Survey Data Collection (Estimated at 20 days)	\$30,000
Project Management and Coordination	\$10,000

<b>Wade Trim Engineering Services Subtotal:</b>	<b>\$182,000</b>
<b>Geotechnical Investigation and Report Allowance:</b>	<b><u>\$ 20,000</u></b>
<b>2024 Infrastructure Program Initial Design Fee Estimate:</b>	<b>\$202,000</b>