



Plymouth City Commission

Regular Meeting Agenda

Monday, December 4, 2023 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

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

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

Join Zoom Webinar <https://us02web.zoom.us/j/87846296966>

Passcode: 636201 Webinar ID: 878 4629 6966

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
2. **APPROVAL OF MINUTES**
 - a. November 20, 2023 City Commission Regular Meeting Minutes
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
 - a. Special Event: Meet Santa in Starkweather Park- Sunday December 10, 2023
5. **CITIZEN COMMENTS**
6. **COMMISSION COMMENTS**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
 - a. Authorization to Hire – Municipal Services Department
 - b. Adoption of the Snow and Ice Policy
9. **REPORTS AND CORRESPONDENCE**
 - a. Liaison Reports
 - b. Appointments – if needed
 - c. Bob's Soup Talk
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.

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

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

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

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

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

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

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

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

"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
 Monday, November 20, 2023, 7:00 p.m.
 Plymouth City Hall 201 S. Main Street

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

b. Roll Call

Present: Mayor Suzi Deal, Mayor Pro Tem Kelly O'Donnell, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton, Nick Moroz

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

2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Moroz, to approve the minutes of the November 6, 2023, and November 13, 2023 City Commission meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

Moroz offered a motion, seconded by Filipczak, to approve the agenda for the November 20, 2023, meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. ENACTMENT OF THE CONSENT AGENDA

a. Approval of October 2023 Bills

b. Special Event: Wreaths Across America – Saturday, December 16, 2023

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. CITIZEN COMMENTS

Adam Covington, 674 Sunset, spoke about transparency in local government.

Pete Mundt, 643 N. Harvey, thanked those in Old Village who decorated the park.

6. PUBLIC HEARING

a. 2024-2028 Recreation Master Plan

Deal opened the public hearing at 7:11 p.m.

Jeff Sisolak, 939 Penniman, voiced concerns about the process and content in the plan.

Adam Covington, 674 Sunset, spoke about priorities for local government.

Karen Sisolak, 939 Penniman, spoke about community engagement.

Scott Lorenz, 1310 Maple, also spoke about community engagement.

Ellen Elliott, 404 Irvin, noted that Doug Griffiths mentions the need for community engagement in his book.

Karen Sisolak, 939 Penniman, said communication goes both ways.

Ron Picard, 1373 Sheridan, spoke about partnerships.

Deal closed the public hearing at 7:34.

Recreation Director Steve Anderson said the Department of Natural Resources requires a master plan to be submitted no later than February 1 to be eligible for grants and that he'd like it to be ready no later than January 3. He said he welcomed public engagement in the process.

Commission members discussed their thoughts about the value of partnerships, the need to be specific as well as broad in the action plan, whether items in the action plan should be prioritized, and the potential to add items, including infrastructure around Wilcox Lake, a dog park, and a public pool.

It was agreed that a revised recreation master plan would be reviewed in December.

7. COMMISSION COMMENTS

Maguire commended the DMS on leaf pickup and wished all a happy Thanksgiving.

Filipczak also wished all a happy Thanksgiving.

Moroz offered condolences to the family and friends of former City of Plymouth Finance Director Mark Christiansen.

Kehoe thanked the DMS for putting up holiday decorations.

Deal said the Red Kettle Kickoff was very successful, and she thanked Jimmy Johns for providing additional cups for hot chocolate. She said retailers liked the Ladies Shopping Night and she thanked DMS for putting up decorations. She also reminded the group about the December 5 Doug Griffiths event and said the Santa parade would be on November 24.

8. OLD BUSINESS

There was no old business.

9. NEW BUSINESS

a. Annual County Right of Way Maintenance Permits A-24119 & A-24064

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

RESOLUTION 2023-98

WHEREAS The City of Plymouth (hereinafter the "Community") periodically applies to the County of Wayne Department of Public Services, Engineering Division Permit Office (hereinafter the "County") for permits to conduct emergency repairs, annual maintenance work and for other purposes on local and County roads located entirely within the boundaries of the Community, as needed from time to time to maintain the roads in a condition reasonably safe and convenient for public travel; and

WHEREAS Pursuant to Act 51 of 1951, being MCL247.651 *et seq*, the County permits and regulates such activities noted above and related temporary road closures.

NOW THEREFORE BE IT RESOLVED, in consideration of the County granting such Permit (hereinafter the "Permit"), the Community agrees and resolves that:

Any work performed for the Community by a contractor or subcontractor will be solely as a contractor for the Community and not a contractor or agent of the County. Any claims by any contractor or subcontractor will be the sole responsibility of the Community. The County shall not be subject to any obligations or liabilities by vendors and contractors of the Community or their subcontractors.

The Community shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the Permit which results in claims being asserted against or judgment being imposed against the County, and all officers, agents and employees therefore pursuant to a maintenance contract. In the event that same occurs, for the purposes of the Permit, it will be considered a breach of the Permit, thereby giving the County a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

With respect to any activities authorized by Permit, when the Community requires insurance on its own or its contractor's behalf, it shall also require that such policy include as named insured the County of Wayne and all officers, agents and employees thereof.

The incorporation by the County of this resolution as a part of a Permit does not prevent the County from requiring additional performance security or insurance before issuance of a Permit.

This resolution stipulates that the requesting Community shall, at no expense to Wayne County, provide necessary police supervision, establish detours and post all necessary signs and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.

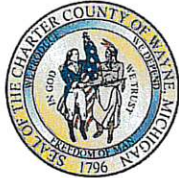
The resolution shall continue in force from the date of execution until cancelled by the Community or the County with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the Community with regard to any Permit which has already been issued or activity which has already been undertaken.

The Community stipulates that it agrees to the terms of the County of Wayne permit at the time a permit is signed by the Community's authorized representative.

BE IT FURTHER RESOLVED that the following individuals are authorized in their official capacity as the Community's authorized representative to sign and so bind the Community to the provisions of any and all permits applied for to the County of Wayne, Department of Public Services Engineering Division Permit Office for necessary permits from time to time to work with the County road right-of-way or local roads on behalf of the Community:

Chris Porman,	Municipal Services Director
Dave Cirilli,	Municipal Services
Adam Gerlach,	Municipal Services
Steve Faiman,	Municipal Services
Mike Brindley,	Municipal Services
Al Cox,	Director of Public Safety
Paul Sincock,	City Manager

PERMIT OFFICE
33809 MICHIGAN AVE
WAYNE, MI 48184
PHONE (734) 858-2774
FAX (734) 595-6356



Permit No. A-24064	
ISSUE DATE 10/9/2023	EXPIRES 12/31/2024
REVIEW NO.	Work Order 79646

72 HOURS BEFORE ANY
CONSTRUCTION CALL
Inspection Staff
(734) 858-2761
FOR INSPECTION

**WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES**

PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PROJECT NAME: City of Plymouth - Maintenance

LOCATION: CITY/TOWNSHIP: City of Plymouth

PERMIT HOLDER: 1231 Goldsmith Plymouth, MI 48170-1637 Contact: MR CHRIS PORMAN	Work: (734) 453-7737 Work Ext: Mobile: Home:	CONTRACTOR: Work: Work Ext: Mobile: Home: Contact:
---	---	---

DESCRIPTION OF PERMITTED ACTIVITY (72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

·TO OCCUPY THE RIGHT-OF- WAY OF COUNTY ROADS FOR THE BELOW ACTIVITIES

- SANITARY SEWER INSPECTION, REPAIR AND ROUTINE MAINTENANCE.
- WATERMAIN INSPECTION, REPAIR AND ROUTINE MAINTENANCE
- DUST PALATIVE, CALCIUM& SALT APPLICATIONS.
- SIDEWALK REPAIR AND REPLACEMENT.
- TO PERFORM STREET SWEEPING OPERATIONS DURING DAYLIGHT HOURS ONLY.

ALL ACTUAL INSPECTION COSTS, INCLUDING OVERTIME, SUPERVISION, TESTING OF MATERIALS AND EMERGENCY WORK , IF REQUIRED, SHALL BE BILLED TO PERMIT HOLDER
REFER TO ATTACHMENTS REFERENCED BELOW FOR ANNUAL PERMIT REQUIREMENTS AND CONDITIONS
ALL ATTACHMENTS ARE INCORPORATED BY REFERENCE AS PART OF THIS PERMIT
PAVEMENT REPAIRS REQUIRE A SEPARATE PERMIT AND ARE NOT TO BE COMPLETED UNDER THE TERMS OF THIS ANNUAL PERMIT.
PERMIT HOLDER AGREES TO SUBMIT MONTHLY REPORTS OF WORK PERFORMED UNDER THIS PERMIT

FINANCIAL SUMMARY TOTAL PERMIT AMOUNT Credit	DEPOSITOR Bank: Tender Type: Date: Check No.: Final Check:	APPROVED PLANS PREPARED BY Applicant : PLANS APPROVED BY Matthew Fiems DATE REQUIRED ATTACHMENTS Approved Plans, General Conditions, Indemnity and Insurance Attachment, Rules, Specifications and Procedures for Permit.
--	---	---

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans , Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit .

MR CHRIS PORMAN PERMIT HOLDER NAME / AUTHORIZED AGENT	DATE	WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES	PREPARED BY
CONTRACTOR NAME / AUTHORIZED AGENT	DATE	VALIDATED BY PERMIT COORDINATOR	DATE

PERMIT OFFICE
33809 MICHIGAN AVE
WAYNE, MI 48184
PHONE (734) 858-2774
FAX (734) 595-8356



Permit No. A-24119	
ISSUE DATE 10/16/2023	EXPIRES 12/31/2024
REVIEW NO.	Work Order 79359

72 HOURS BEFORE ANY
CONSTRUCTION CALL
Inspection Staff
(734) 858-2761
FOR INSPECTION

WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES
PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PROJECT NAME: PAVEMENT RESTORATION

LOCATION: VARIOUS CITY/TOWNSHIP: City of PLYMOUTH

PERMIT HOLDER: 1231 Goldsmith Plymouth, MI 48170-1637 Contact: MR CHRIS PORMAN	Work: (734) 453-7737 Work Ext: Mobile: Home:	CONTRACTOR: Work: Work Ext: Mobile: Home:
---	---	---

DESCRIPTION OF PERMITTED ACTIVITY (72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

TO REPLACE AND REPAIR PAVEMENT CUTS DUE TO UTILITY REPAIRS WITHIN THE RIGHT-OF-WAY OF VARIOUS ROADS IN WAYNE COUNTY IN ACCORDANCE WITH THE WAYNE COUNTY RULES, SPECIFICATIONS AND PROCEDURES MANUAL & WAYNE COUNTY STANDARD PLANS FOR PERMIT CONSTRUCTION.

AT LEAST 72 HOURS PRIOR TO CONSTRUCTION, THE PERMIT HOLDER SHALL SUBMIT WRITTEN NOTICE OF CONSTRUCTION, INCLUDING THE LOCATION AND DATE OF THE WORK ALONG WITH CONSTRUCTION PLANS TO THE PERMIT OFFICE FOR APPROVAL.

THE FINAL AREA OF ANY PAVEMENT TO BE REPLACED AND/OR OVERLAID SHALL BE DETERMINED AND MARKED OUT BY THE COUNTY.

FOR EACH PROJECT, ALL ACTUAL PLAN REVIEW AND INSPECTION COSTS, INCLUDING OVERTIME, SUPERVISION, TESTING OF MATERIALS AND EMERGENCY WORK, IF REQUIRED, SHALL BE BILLED TO THE PERMIT HOLDER ON A MONTHLY BASIS.

ANY ROAD CLOSURE SHALL BE IN COMPLIANCE WITH THE MICHIGAN MANUAL OF TRAFFIC CONTROL DEVICES.
<http://mutcd.fhwa.dot.gov>

THE ATTACHMENTS LISTED BELOW ARE INCORPORATED BY REFERENCE AS PART OF THE CONDITIONS OF THIS PERMIT.

FINANCIAL SUMMARY TOTAL PERMIT AMOUNT Credit	DEPOSITOR Bank: Tender Type: Date: Check No.: Final Check:	APPROVED PLANS PREPARED BY Applicant :
		PLANS APPROVED BY Matthew Fiems DATE
		REQUIRED ATTACHMENTS Approved Plans, General Conditions, Indemnity and Insurance Attachment, Rules, Specifications and Procedures for Permit.

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

_____	_____	WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES	_____
MR CHRIS PORMAN PERMIT HOLDER NAME / AUTHORIZED AGENT	DATE		PREPARED BY
_____	_____	VALIDATED BY PERMIT COORDINATOR	_____
CONTRACTOR NAME / AUTHORIZED AGENT	DATE		DATE



**Wayne County Department of Public Services
Engineering Division - Permit Office
Scope of Allowable Work and Conditions
for Annual Pipeline Utility Permits**

General Conditions:

The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG" at (800) 482-7161, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.

The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office, at (734) 955-9920, before starting any emergency underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County. For non emergency work, the Permit Holder shall call (734) 955-2154 at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting work.

Traffic shall be maintained in accordance with the current Manual on Uniform Traffic Control Devices and Wayne County Specifications.

A current copy of the, "Wayne County Rules, Specifications and Procedures for Construction Permits" shall be attached and incorporated as part of the conditions of the permit is available online at:

http://waynecounty.com/das_engineering_office.htm

Annual Utility Permits are limited to the following scope of work:

Excavation within the right-of-way for the purpose of inspection, making repairs, and routine maintenance of the utility owned facilities.

Special Conditions for Annual Pipeline Utility Permits

1. Emergency repairs may be made provided notification is given to the Permit Office as soon as possible, and no later than the next Wayne County business day.
2. Immediate notification must be given for emergency (public safety, health and welfare) operations which involve cutting of pavement. An individual permit shall be obtained by the Permit Holder as soon as possible.
3. The Permit Office shall be notified of normal repairs in advance and in writing. The Permit Holder shall provide the approximate location and date of all work to be performed.
4. Utility companies shall submit monthly reports to the Permit Office listing location, date and type of activity for each activity performed under the blanket permit for that month. These reports may be faxed to 734.595.6356.



Wayne County Department of Public Services
Engineering Division - Permit Office

Indemnity and Insurance Attachment for Pipeline Permits

The Permit Holder shall defend and hold harmless Wayne County, the Department of Public Services, its officials and employees against any and all claims, suits and judgments to which Wayne County, the Department, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including County property. The Permit Holder shall provide this indemnity whether the negligence is due to the Permit Holder or to joint negligence of the Permit Holder and the County, arising out of any and all activities performed under the permit or in connection with work not authorized by the permit, or resulting from the failure to comply with the terms of the permit, or arising out of the continued existence of the work product that is subject to the permit.

Certificates of Insurance shall be required for all construction permits, excluding residential driveway permits. General liability and automotive liability insurance coverage shall be in amounts detailed below:

The general liability insurance coverage shall be in amounts not less than \$2,000,000 each occurrence and \$5,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$2,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$2,000,000 for bodily injury each person, each occurrence and property damage liability \$2,000,000 each occurrence.

The certificate of insurance must be provided by a person, the corporation, or by authorized representatives who signed personally either the application or permit. Insurance shall remain in force until the permit is released by Wayne County.

The WCDPS shall be a Certificate Holder on the policy of insurance worded as, "Wayne County, and its officers, agents and employees are named as additional insured parties." It is also required that the annual permit numbers are included on each certificate of insurance.

The insurance shall cover a period not less than the term of the permit and shall provide that it cannot be cancelled or reduced without thirty (30) days advance written notice to Wayne County, by Certified mail, first-class, return receipt requested. The thirty (30) days shall begin on the date when the County received the notice, as evidenced by the return receipt.

Such insurance shall provide by endorsement therein for the thirty (30) day notice by the insurer to the Permit Office prior to termination, cancellation or material alteration of the policy.

Licensee agrees to make application for renewal thereof at least sixty (60) days before the expiration date of the policy then in force and to file a certified copy of such renewed policy with the Permit Office. The policy shall also provide by endorsement for the removal of the contractual exclusion.

Should insurance coverage be cancelled or reduced below acceptable limits, or allowed to expire, the authorization to continue work under the permit shall be suspended or revoked and shall not resume until new insurance is in force and accepted by Wayne County. Wayne County may, in such cases, take appropriate action to restore or protect the road and appurtenances. All costs incurred by this action shall be deducted from any remaining inspection deposit, bond and/or Letter of Credit and, if necessary, the Permit Holder may be billed to defray actual expenses.



**Wayne County Department of Public Services
Engineering Division – Permit Office
Conditions & Limitations of Permits**

Plan Approval and Specifications: All work performed under the permit shall be done in accordance with the approved plans, specifications, maps, statements and special conditions filed with the County and shall comply with Wayne County Specifications as filed in the current issue. **County Rules, Specifications and Procedures for Permit Construction**, included as an attachment to this permit, the **Michigan County Standard Electrical, Mechanical, and Plumbing Specifications for Construction**, as modified by WCCPS Special Provisions, and other WCCPS specifications. Any changes or omissions which occur as a result of the construction, operation, use and/or maintenance of the facility in the right-of-way shall not be covered by the approved plans nor by the County's current Standards and Specifications shall be required by the Permit Holder as directed and approved by the Permit Office. Any significant change to the plans must be approved by the Permit Office and is authorized only when an approved addendum is obtained from the Permit Office.

Fees: The Permit Holder shall be responsible for all fees and costs incurred by the County in connection with the permit and shall deposit payment for fees and costs as determined by the County at the time the permit is issued.

Bond: The Permit Holder shall furnish a bond in cash or Certified check in an amount acceptable to the County to guarantee performance under the conditions of the permit. The County may use all or any portion of the bond which shall be necessary to cover any expense, including inspection costs or damage incurred by the County through the granting of this permit. Should the bond be insufficient to cover the expenses and damages incurred by the County, the Permit Holder shall pay such deficiency upon billing by the County. If the bond amount exceeds the expenses and damages incurred by the County, the excess portion will be returned to the Depositor. The excess performance bond provided for herein to the Permit Holder shall be deposited into the County Road Fund and become a part thereof unencumbered by the Depositor within one year of the date of satisfactory completion of the construction authorized by the permit.

Insurance: The Permit Holder shall furnish proof of liability and property damage insurance in the form and amounts acceptable to the County with Wayne County named as an insured party. The Permit Holder shall maintain this insurance until the permit is released, revoked or expired by the County.

Indemnification/ Hold Harmless Sub-Section 1 hereon applies to all Permit Holders except municipalities. Sub-Section 2 herein applies to municipalities.

- The indemnitor allowed by law, the Permit Holder shall indemnify, hold harmless and defend Wayne County, its Department of Public Services, its Department of Public Services, its officials and employees against any legal claims, suits and judgments which the County, its Department, its officials and employees may be held liable for all costs and actual attorney fees which may be incurred on account of injury or personal or damage to property, including property of the County, whether due to negligence of the Permit Holder or the joint negligence of the Permit Holder and the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of the work product that is the subject of the permit. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County.
- To the extent allowed by law, the Permit Holder shall hold harmless and defend Wayne County, its Department of Public Services, its officials and employees, for the Municipality's strict negligence, negligent acts, errors, or omissions, and for acts, errors, or omissions of any of its employees, on account of injury to persons or damage to property, including property of the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County or the Municipality's, as provided by statute or modified by court decisions.

Permit on Site: The Permit Holder shall keep available a copy of the permit and any associated approved plans on site during permitted activities.

Notification for Start and Completion of Work: The Permit Holder shall notify the County before starting construction and shall notify the County when work is completed. The Permit Holder or their representative shall have copies of the approved permit and approved plans in their possession at the job site at all times.

- The Permit Holder shall provide advance notice, excluding Saturdays, Sundays and holidays, to the Permit Office prior to the commencement of any permitted activities by submitting a START OF WORK NOTIFICATION form by mail, fax or e-mail. In certain instances, additional notice may be required by the Permit Office. In the event that construction work occurs for a period of time, then the Permit Holder shall notify the Wayne County Inspector at least 24 hours prior to resuming work.
- The Permit Holder shall comply with all requirements of the Michigan Department of Transportation, MCL 346.970 et seq., as amended. The Permit Holder shall call "911" at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
- The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office at (734) 955-4154, at least 72 hours prior, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any construction work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County.

Safety: The Permit Holder agrees that all work under this permit shall be performed in a safe manner and to keep the area affected by the permit in a safe condition until the work is completed and accepted by the County. The Permit Holder shall furnish, install and maintain all necessary traffic control and protection which are in accordance with the current Michigan Traffic Control Manual (MTCM). The Permit Holder shall conduct all activities and maintain all facilities as set forth in a manner so as not to damage, impair, interfere with, or obstruct a public road or create a foreseeable risk of harm to the traveling public. The Permit Holder shall comply with all applicable OSHA and MOCCHA requirements.

Indemnification/ Hold Harmless: The Permit Holder shall contract all utility owners regarding their facilities prior to beginning work and shall comply with all applicable provisions of Act 83, Public Act of 1974, as amended. Wayne County agrees to warranty either expressed or implied in the condition or suitability of subsurface conditions or any existing facility which may be encountered during an excavation. The presence or absence of utilities is based on the best information available and the County is not responsible for the accuracy of this information. The Permit Holder assumes all responsibility for the interruption and damage to underground utilities. The Permit Holder is responsible for proper disposal, in accordance with current regulations, of any material excavated from within the right-of-way. Such materials include, without limitation, soils or groundwater contaminated by petroleum products or other pollutants identified or implied identified by the MOCCHA. Reports on non-petroleum substances found on or near the project shall be submitted to the County.

Acceptance: The permit is neither transferable nor assignable without the written consent of the County.

Limitations of Permit: The Applicant and the Permit Holder shall be responsible for obtaining and shall obtain any permits or permissions necessary or required by law from State, Federal or other local governmental agencies and appropriate organizations or individuals. These include, without limitation, those pertaining to rivers, inland lakes and streams, wetlands, woodlands, flood plains, filling, noise regulation and hours of operation. Records of a Wayne County Permit Holder and statistics submitted hereto are regulated by State, Federal or local agencies.

Access of Other Vehicles: The Permit Holder shall, at all times possible, maintain a minimum of one accessible lane at all existing occupied properties, driveway easements, streets, alleys, sidewalks and other accessible areas. The Permit Holder shall notify all owners or occupants of properties whose access may be temporarily disrupted during the permitted work. The local police, fire or emergency services agencies shall be notified as soon as possible. The Permit Holder shall provide signage and other improvements necessary to ensure adequate access until the roadway, driveway, or sidewalk is restored. The Permit Holder shall conduct all work to maintain convenience to existing property owners. Wayne County reserves the right to reasonably restrict the progress of work by the Permit Holder based on the rate of recovery and right-of-way restoration, including permanent or temporary property. Wayne County may require that work be suspended until satisfactory backfilling of open trenches or excavations has been completed and driveways, sidewalks, streets, and alleys restored.

Right-of-Way: The Permit Holder agrees to obtain the County road and right-of-way. County rules require the County road property to a condition equal to or better than its condition before work under the permit begins. If the Permit Holder wishes to substantially enclose the permitted work area, Wayne County may install additional signage necessary to provide reasonable safe and convenient public travel, preservation of the roadway and drainage, protection of utility services and administration, and elimination of nuisances by allowing property owners owned by the permit holder. Signage in the form of signs, a certified shute or survey board shall be required to secure the area of remaining the portion of the right-of-way to an acceptable condition. The amount of the security shall be determined by the Permit Office. In the event that a suspension of work will be required or that the work will not be completed by the Permit Holder, the Permit Holder shall return the right-of-way to a condition similar to the condition that existed prior to issuance of the permit.

Acceptance: Acceptance by the County of work performed does not relieve the Permit Holder of full responsibility for work performed to the presence of the permitted facility. The Permit Holder acknowledges that the County has no liability for the presence of the Permit Holder's facility located within the County road right-of-way, Countywide easements or County road property.

Permit Expiration and Extension of Time: All work authorized by the permit shall be completed to the satisfaction of the Permit Office on or before the expiration date specified in the permit. Any request for an extension of time for completion shall be on a completed County form and shall demonstrate good cause for granting the request. Additional requirements may be imposed as a condition of an extension of time due to seasonal limitations or other considerations. These additional requirements may include, without limitation, changes to construction methods, establishment of fees, bonds, deposits and insurance requirements.

Responsibility: The design, construction, operation and maintenance of all work covered by the permit shall be at the Permit Holder's expense with the exception that the Permit Holder will not be responsible for maintaining cost overruns or similar charges which become a part of the County roadway.

Revocation: The permit may be suspended or revoked at the will of the County. Upon order of the County, the Permit Holder shall surrender the permit, cease operations and remove, alter or relocate, at their expense, the facilities for which the permit was granted. The Permit Holder expressly waives any right to claim damages for the suspension resulting from the revocation of the permit.

Violation: The County may declare the permit null and void if the Permit Holder violates the terms of the permit. The County may require immediate removal of the Permit Holder's facilities and restoration of the County property, or the County may remove the facilities and restore the County property at the Permit Holder's expense. The Permit Holder agrees that in the event of a violation of the terms of the permit or the permit holder's work authorized by the permit is not satisfactorily completed by the permit expiration date, the County may use all or any portion of the performance bond to restore the County road right-of-way, drain adjacent, easement, facility or park property as necessary for reasonable safe and efficient operation and maintenance, or to establish emergency maintenance procedures as required to assure reasonably safe and efficient operation of the County facility.

Inspection and Testing of Materials: Wayne County reserves the right of inspection and the testing of materials by its authorized representatives of all permitted activities under activities within the road right-of-way, County owned property or within a County owned easement. All items identified by the final inspection shall be resolved prior to release of the permit. All materials and methods utilized during the course of the authorized permit work shall meet the requirements of the current MOCCHA Standard Specifications for Construction as modified by Wayne County Special Provisions, Standard Plans for Permit Construction and this manual. The Permit Holder shall reimburse Wayne County for all required inspection and testing of materials.

Design: The Permit Holder is fully responsible for the design of the permitted facility, and that the design shall be consistent with all applicable County standards, specifications, policies, requirements and with good engineering practice. Any proposed plans that become evident after the issuance of a permit, and which change the scope of permitted work, are subject to review and may be grounds for revocation of the permit. The Permit Holder will not release the Permit Holder of the responsibility of coordinating, delineating, or delineating to establish or enforce construction practices such as safety signage, poor placement, conditions on the failure of the Permit Holder's engineer to show all the required permit conditions inside or outside the plan area.

Overlays: "Overlays" shall not be altered or flow into the road right-of-way or road drainage system unless approved by Wayne County.

Permit Holder Compliance: The Permit Holder shall comply with the conditions and limitations contained on the permit and all other conditions listed within the WCCPS Rules, Specifications and Procedures for Construction Permits. The application of any work under the permit shall constitute the Permit Holder's agreement to the provisions.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

b. Authorization to Hire - Municipal Services Department

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

RESOLUTION 2023-99

WHEREAS The City of Plymouth has an Ordinance which requires that the City Manager seek prior and express approval before filling any full-time employee position within the City staff; and

WHEREAS The City Administration is currently seeking prior and express approval to fill one open position at the Department of Municipal Services at this time.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby grant prior and express approval for the hiring of one full time position at the Department of Municipal Services at this time.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. Authorization to Hire – Recreation Department

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

RESOLUTION 2023-100

WHEREAS The City of Plymouth has a hiring policy which prohibits the hiring of any relative of a current City employee unless authorized by the City Commission; and

WHEREAS The Recreation Department has recommended the hiring of Ethan Buzuvis and he is the son of employee John Buzuvis.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby specifically authorize the hiring of Ethan Buzuvis as a part-time employee at the Recreation Department.

Ed Walton, 1465 Palmer, asked whether the position could become full time without Commission approval. He was told no.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

10. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Kehoe gave an update on the Planning Commission's November meeting.

b. Appointments

There were no appointments.

11. ADJOURNMENT

A motion to adjourn was offered by Minton and seconded by Maguire at 8:14 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Plymouth, Michigan 48170-1637

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 Old Village Association

Ph# 517-712-0440 Fax# — Email plymoutholdvillageassociation@yahoo.com Website oldvillageplymouth.com

Address 638 Starkweather St City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Latricia Horstman Title President

Ph# 517-712-0440 Fax# — Email plymoutholdvillageassociation@yahoo.com Cell# 517-712-0440

Address 771 Davis St City Plymouth State MI Zip 48170

Event Name Meet Santa in Starkweather Park

Event Purpose Kids meet Santa in the Gazebo

Event Date(s) Sun Dec 10

Event Times 1-3 pm

Event Location Starkweather Park

What Kind Of Activities? Kids meet Santa in Gazebo, coloring w/ Tony Roko, Hot Coco

What is the Highest Number of People You Expect in Attendance at Any One Time? 50-100?

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.)

We will have our Santa [REDACTED] in the gazebo. Kids can meet him, have pic taken by Pete Mundt, and then do some Holiday coloring w/ Tony Roko sponsored by CFCU, and enjoy holiday goodies.

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):

Next year's specific dates:

2nd Sun. in Dec.
12/6/24 or 12/15/2

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)

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.

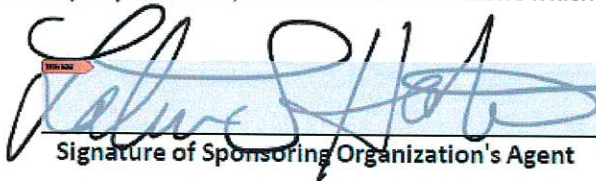
Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)? YES NO

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.

11/24/23
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

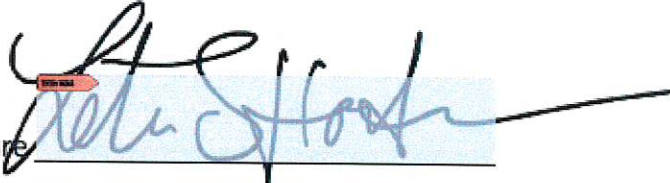
Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature 

Date 11/29/23

Witness _____

Date _____

EVENT REVIEW FORM

EVENT NAME: Meet Santa in Starkweather TOTAL ESTIMATED FEE: _____

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

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>CP</u>
<u>No services needed</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input checked="" type="radio"/> NO <input type="radio"/>				
Labor Costs: \$	_____	Equipment Costs: \$	_____	Materials Costs \$ _____
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial _____
Labor Costs \$ _____ Equipment Costs \$ _____ Materials Costs \$ _____				
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>[Signature]</u>
<u>No services</u>				
Labor Costs \$ _____ Equipment Costs \$ _____ Materials Costs \$ _____				
HVA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>[Signature]</u>
<u>No services</u>				
Labor Costs \$ _____ Equipment Costs \$ _____ Materials Costs \$ _____				
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial _____
Labor Costs \$ _____ Equipment Costs \$ _____ Materials Costs \$ _____				
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <u>MB</u>
Class I – Low Hazard Event Sponsors must provide current Certificate of Insurance naming City <u>Class II – Moderate Hazard</u> of Plymouth as 'Additional Insured' including in the Description Box/Area. Class III – High Hazard <u>Food vendor/service requirements</u> per Special Event Policy, must also be Class IV – Severe Hazard met for any food.				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - Authorization to Hire - DMS - 12-04-23.docx*
Date: November 29, 2023
RE: Authorization to Hire DMS

Background

The City Commission adopted the Employment Ordinance on August 7, 2000, and it requires that the City Manager seek advance and express approval prior to filling any full-time position. The Commission will recall at their last meeting they authorized a hiring of a replacement for a position that opened up due to a resignation. This week we were notified by another employee that they were leaving to take a position with the University of Michigan. This requires us to seek approval to fill the second slot. We have filled the first slot effective on Monday.

As we enter our busy winter season, we need to have full staffing in order to address all of the issues that we have before us including our winter and emergency operations. This position is in the budget, and it does not expand our F.T.E. count. We anticipate that it will take some time to be able to fill this open position.

The City Administration is seeking the approval of the City Commission at this time in order to move forward with the hiring procedure.

Recommendation

The City Administration recommends that the City Commission authorize the filling of one position with the Department of Municipal Services. We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions regarding this matter please feel free to contact me.



Department of Municipal Services

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

Date: November 28, 2023
To: Paul Sincock, City Manager
From: Chris S. Porman, Assistant City Manager/Director of Municipal Services
Re: Authorization to Hire

Background

On Monday, November 27, 2023, Dave Cirilli, Foreman for the Municipal Services Department submitted his resignation effective December 8, 2023. The role of Foreman is critical to our operations, especially during the winter season as we balance our routine tasks with the unknown weather. Per the City of Plymouth Hiring Ordinance adopted in August 2000, I am requesting to seek approval to proceed with hiring a full-time employee for the Department of Municipal Services.

Recommendation

It is my recommendation that we seek approval to hire a full-time employee to fill the vacancy which will be created by the resignation. This is a position that was budgeted for in the current year and will be requested in the budget for subsequent years. This will not add to our full-time equivalent staffing levels, but merely continue as we previously operated. Should you have any questions, please feel free to contact me.

RESOLUTION

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

WHEREAS The City of Plymouth has an Ordinance which requires that the City Manager seek prior and express approval before filling any full-time employee position within the City staff; and

WHEREAS The City Administration is currently seeking prior and express approval to fill one open position at the Department of Municipal Services at this time.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby grant prior and express approval for the hiring of one full time position at the Department of Municipal Services at this time.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Snow and Ice Control Policy Adoption 2023 - 12-04-23.docx
Date: November 29, 2023
RE: Snow & Ice Control Policy 2023 - 2024

Background

Annually, the City Commission restates its Snow and Ice Control Policy, which contains the priorities for snow and ice control measures. The City Commission has been adopting this policy on an annual basis since 1996, this annual adoption helps to cover a number of legal issues related to snow and ice control. There are a few grammatical changes in the policy between last year and this year. In addition, we have increased the cost of residential sidewalk snow removal violations to better cover our costs. Each violation requires a minimum of four visits from staff to provide notice to the property owner and take a photo, the next day review if they completed the removal as required, contact the contractor to do the work, ensure that the contractor has completed the work and take another photo of the property, post sidewalk clearing.

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

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

For more information on the City of Plymouth "Brine Lab" and how this system works you can go to our YouTube Channel and Aaron will take you through the process. <https://www.youtube.com/watch?v=hqSlmkCk2dI> You

can also see Aaron show us how the pre-storm brine operations work
<https://www.youtube.com/watch?v=7v3Rg3XYESA>

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

The policy also serves as a reminder to our property owners that in the event that the City has to remove or hire contractors to remove snow from sidewalks that our minimum billing is \$200 and increases with each offense. Failure to remove snow from sidewalks is the biggest complaint generators for our Code Enforcement, Municipal Services, and the City Manager’s Office. This also takes a tremendous amount of time processing each address.

RECOMMENDATION:

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

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



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

Revised: December 2023

ORIGINALLY ADOPTED BY THE CITY COMMISSION 12/2/96

Z:\Main DMS\Personnel\Manuals and policies\Snow Ice Control Policy 2023.docx

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

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

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

ADVERSE CONDITIONS TO BE MONITORED:

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

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

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

CREWS WORKING AFTER HOURS:

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

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

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

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

SNOW & ICE CONTROL PRIORITY ROUTES:

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

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

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

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

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

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

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

then be responsible for making the necessary notifications. The Municipal Services On-Call staff will then be responsible for calling in additional manpower as needed based on the review of the storm situation.

SALT/BRINE:

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

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

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

SNOW PLOWING:

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

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

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

City's Email and Fax Alert System, as well as added to the City's social media presence.

CONTRACTS AUTHORIZED:

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

EMERGENCY HEALTH & SAFETY RESPONSE:

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

STORM UPDATES:

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

TRAINING:

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

ADMINISTRATION:

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

WORST STORMS:

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

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

RESIDENTIAL OR COMMERCIAL SIDEWALK SNOW REMOVAL REQUIRED:

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

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

First offense = Minimum billing of \$200.00

Second offense = Minimum billing of \$250.00

Third offense & subsequent offenses = Minimum billing of \$400.00

Actual billing will be based on the current hourly rates for manpower, equipment and material; however, in any case, the billing shall not be less than \$200.00 for the first offense, \$250.00 for the second offense and \$400.00 for the third and any subsequent offenses. The determination of the number offenses will be tallied from the date of this policy and will end with the adoption of this policy for the next season. Failure to pay the billing will result in the bill being placed on the tax roll and as a lien against the property.

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

Sections 62-39 and 62-40 of the City of Plymouth Code of Ordinances do not allow the pushing or dumping of snow from any privately owned premises into or onto any street. Most commonly, a private contractor may push snow from a parking lot into the street. These sections of the City of Plymouth Code of Ordinances forbid this type of action. If violations must be corrected by the City the minimum charge for this service shall be \$250.00. Actual billing will be based on the current hourly rates for manpower, equipment and material; however, in any case, the billing shall not be less than \$250.00. Further, violators may be subject to violations of various traffic laws and would be subject to ticketing as deemed appropriate by the Police Department.

RESOLUTION

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

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

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

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the City of Plymouth Department of Municipal Services Snow & Ice Control Policy as reviewed and revised on December 4, 2023.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby establish that the minimum billing for the City or its contractors removing snow as a result of violations of Section 62-39 and 62-40 of the Plymouth City Code shall be a minimum of \$200.00.