



# Plymouth City Commission

## Regular Meeting Agenda

Monday, August 3, 2020 7:00 p.m.  
Garden Club Park (Forest & Sutherland)

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

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

- 1. CALL TO ORDER**
  - a. Pledge of Allegiance
  - b. Roll Call
- 2. CITIZENS COMMENTS**
- 3. APPROVAL OF THE AGENDA**
- 4. ENACTMENT OF THE CONSENT AGENDA**
  - a. Approval of June 20, 2020 City Commission Regular Meeting Minutes
  - b. Approval of July 22, 2020 City Commission Special Meeting Minutes
  - c. Special Event: Scarecrows in the Park, September 18 – November 1, 2020
- 5. COMMISSION COMMENTS**
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
  - a. Final Payment to 2020 Sidewalk Contractor
  - b. Recommendation from Engineer on Crosswalk Signals 2020 Infrastructure
  - c. MML Annual Meeting
- 8. REPORTS AND CORRESPONDENCE**
  - a. Liaison Reports
- 9. ADJOURNMENT**

*Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues for items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.*

*Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m.-4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.*

*Consent Agenda- The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case that item will then be placed on the regular agenda.*

# City of Plymouth Strategic Plan 2017-2022

## GOAL I - QUALITY OF LIFE

### OBJECTIVES

1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the [Joint Recreation Master Plan](#)
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

### ONE YEAR TASKS 2019-2020

- Restore operations for recreation programs after Hines Park bridge repairs are completed
- Explore funding and partnership opportunities to increase and enhance pedestrian crossings
- Finalize [City website](#) update
- Develop and adopt a Master Plan for Kellogg Park, including the fountain
- Develop and implement strategy to market sponsorship opportunities to improve publicly owned assets
- Draft and approve amendments to [Tree Ordinance](#) to clarify implementation, enforcement, and scope

## GOAL II - FINANCIAL STABILITY

### OBJECTIVES

1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

### ONE YEAR TASKS 2019-2020

- Continue to support [Michigan Municipal League \(MML\)](#) efforts to [coordinate state initiatives](#) related to revenue sharing with municipalities
- Increase awareness of and support the [MML Save MI City campaign](#)
- Target revenue enhancements that support large capital projects, including grants and millages
- Explore internal and external potential for supplemental funding of legacy costs
- Develop a plan for capital improvement funding projects and purchases
- Explore enhanced investment opportunities

## GOAL III - ECONOMIC VITALITY

### OBJECTIVES

1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the [Master Plan](#) in economic decision-making

### ONE YEAR TASKS 2019-2020

- Complete and approve the [DDA Master Plan](#)
- Address and implement recommendations in the [Redevelopment Ready Communities baseline report](#)
- Develop and approve city-wide economic development strategies (Saxton's property, parking system, connections between Old Village and the DDA, Bathey property remediation and development, 240 N. Main, Lumber Mart site)
- Identify other properties of significance to the economic development strategy
- Complete a community survey
- Increase collaborations with partners in the community
- Administer the City's [Master Plan](#) using implementation matrix ([Appendix Table 5](#))

## GOAL IV - SERVICE AND INFRASTRUCTURE

### OBJECTIVES

1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

### ONE YEAR TASKS 2019-2020

- Begin implementation of parking recommendations for City parking system
- Develop and utilize consistent message and branding across all platforms
- Develop and approve of plan for future delivery of emergency services
- Implement infrastructure asset management plan
- Approve agreement on sanitary sewer with [Western Township Utilities Authority \(WTUA\)](#)



City of Plymouth  
City Commission Regular Meeting Minutes  
Monday, July 20, 2020 - 7:00 p.m.

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

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

**Meeting was held at Hough Park (Maple & Evergreen)**

**1. CALL TO ORDER**

- a. Mayor Wolcott called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.
- b. Roll call  
Present: Mayor Oliver Wolcott, Mayor Pro Tem Nick Moroz, Commissioners Suzi Deal, Ed Krol, Kelly O'Donnell, Marques Thomey, Tony Sebastian

Also present: City Manager Paul Sincock, City Clerk Maureen Brodie, Attorney Robert Marzano, Public Safety Director Al Cox and various members of the City administration

- c. Wolcott presented the Ruth Huston-Whipple Award to Deb Madonna, who accepted the award and said a few words of appreciation.

**2. CITIZENS COMMENTS**

The attendees below spoke about transparency in city government and the availability of police department data. They also suggested police diversity training that has been attended by other local departments.

George Belvitch of 44526 Clare Blvd., Plymouth Twp. and president of PFLAG  
Jan Dusek of 1181 Dewey and PFLAG member  
Laurie Mayers of 1352 Sheridan and PFLAG member  
Kelly Elizondo of 7006 Fox Creek, Canton and PFLAG member

**3. APPROVAL OF THE AGENDA**

Krol offered a motion, seconded by Sebastian, to approve the agenda for Monday, July 20, 2020.

MOTION PASSED 7-0

**4. ENACTMENT OF THE CONSENT AGENDA**

- a. Approval of July 6, 2020 Regular Meeting Minutes
- b. Approval of June 2020 Bills
- c. Special Event: Inside-Out Sale (sidewalk sales), Friday/Saturday July 24-25, 2020

Thomey made a motion, seconded by Deal to approve the consent agenda.

MOTION PASSED 7-0

**5. COMMISSION COMMENTS**

Sebastian thanked P-Flag members for attending the meeting.  
Moroz highlighted items in the City's 2018 Ethics Ordinance related to citizens' comments.  
O'Donnell, also in relation to citizens' comments, inquired whether responses to individual emails can also be published information.  
Thomey also thanked P-Flag members for attending the meeting.  
Wolcott also thanked P-Flag members for attending the meeting.

**6. OLD BUSINESS**

None

**7. NEW BUSINESS**

**a. HVAC for City Hall**

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

**RESOLUTION # 2020-56**

WHEREAS The City of Plymouth maintains several buildings to help facilitate protecting the Public health, Safety, and welfare; and

WHEREAS The heating, air conditioning and ventilation systems in the Police and Fire Departments at City Hall are not operating and are in need of replacement; and

WHEREAS The City Staff has obtained pricing for replacement of the unit from four different vendors and the low price is from Goyette Mechanical in the amount of \$32,750.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby authorize a contract with Goyette Mechanical in the amount of \$32,750 to replace the HVAC unit in the Police and Fire Departments. Further, the City Commission authorizes a contingency for this project in the amount of \$6,550. Funding for this authorization is to be allocated from the City's Capital Improvement Fund.

MOTION PASSED 7-0

**b. Roof Repair for City Hall**

The following resolution was offered by Krol and seconded by Moroz

**RESOLUTION # 2020-57**

WHEREAS The City of Plymouth operates several buildings and from time to time there is a need to complete maintenance on the buildings; and

WHEREAS The City Hall building needs roof maintenance on the Energy Shield roof; and

WHEREAS The City staff has reviewed the proposed repair estimate and recommends approval with a contingency for additional work that may be discovered once repairs have started.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a repair contract with Energy Shield, Inc. for repairs to the city hall roof in the amount of \$4,301 and a construction contingency in the amount of \$860.00 for a total project cost of \$5,161. Funding for this repair is authorized from the City's Capital Improvement Fund.

MOTION PASSED 7-0

c. Meeting Minutes Policy

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

RESOLUTION # 2020-58

WHEREAS The City of Plymouth is required by State Law and the Charter of the City to keep meeting minutes of the various boards, commissions and committees; and

WHEREAS The Michigan Municipal League and other recognized organizations have provided a framework or outline of how meeting minutes should be prepared; and

WHEREAS The City Commission has adopted a Strategic Plan which calls for a uniform voice or consistency across all communications and this would include meeting agendas and meeting minutes.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the following Policy for Meeting Minutes and that the entire Policy will be made a part of the official Meeting Minutes and that this policy shall affect all Boards, Commissions and Committees of the City. Further, this Policy shall take immediate effect and the Policy is in line with the City's Strategic Plan related to consistency across all communications.



## City of Plymouth Boards and Commissions Meeting Minutes Policy Revised July 2020

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

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

### A. Purpose

The purpose of the Meeting Minutes Policy is to ensure that all boards and commissions in the City of Plymouth follow best practices and adhere to the same standards and format in accordance with the Strategic Plan.

### B. Applicability

This policy is applicable to the meetings of all boards, commissions, and committees. This policy shall take effect for all boards, commissions, and committees on July 20, 2020.

### C. Policy

#### a. Required Information

Meeting minutes are required to include the date, time, place, list of members present, list of members absent, any decisions made at the meeting, the purpose of any closed session, and all roll call votes (MCL 15.269). The name of every person that addresses the board, committee, or commission is also included.

#### 2. Format

- a. The name of the board, commission, or committee, the date, the time, and the location of the meeting must be the heading at the top of the first page of minutes.
- b. Following the heading is a list of the first and last name of the person who called the

meeting to order, the members who are present, the members who are absent or excused, The names of certain members of the administration may also be included. The Chair is listed first, followed by the Vice Chair, an alphabetical list of other members present, an alphabetical list of members absent, and the members of the administration who are included.

### **3. Official Actions**

The body of the minutes must contain a record of all official actions. Requests for action should be numbered in the agenda, and these numbers are to be repeated in the minutes. The minutes will reflect what was done at the meeting, not what was said.

### **4. Motions**

All motions, including all amendments, must be recorded in the minutes and must include the name of the person making the motion and the name of the person seconding the motion. Only last names are used after the list of members at the beginning of the meeting. Positions on the board are not included in identifying the persons making and seconding the motion. The wording should be, "*Adams offered the following motion, seconded by Jefferson,*" followed by the exact words in the motion or resolution. Motions that are withdrawn do not need to be recorded. The minutes must indicate the outcome of the vote. Voice votes should be recorded as either *MOTION PASSED* or *MOTION FAILED* and the number of yes and no votes. Roll call votes must be listed by name as follows:

Yes: Adams, Jefferson and Washington  
No: Madison and Monroe

### **5. Discussions**

A summary of discussions will be included in the minutes. Comments of individuals are not recorded verbatim. However, the main points shall be included without bias.

### **6. Reports**

The name of the staff member or consultant making a report and a summary of the report is recorded. Reports in their entirety may be included in the minutes if directed by the board, commission, or committee.

### **7. Appointments**

The minutes must include any appointments made, including the term of office.

### **8. Consent Agenda**

Items on the consent agenda are listed individually, but voted on as a group. Minutes must record the list of items and the statement, "*A motion was offered by Washington and seconded by Adams to approve the consent agenda.*" The minutes will then indicate whether the motion passed or failed, and if an item is moved off the consent agenda and on to the regular agenda.

### **9. Adjournment**

The name of the person offering the motion to adjourn and the name of the person seconding the motion must be recorded. Upon an affirmative vote, the name of the person declaring the meeting adjourned and the time of adjournment must also be recorded.

### **10. Approval and Signature**

After the minutes are approved at the next meeting of the board, commission, or committee, an official copy is signed by the chairperson of the board, commission, or committee and by the City Clerk. Minutes are then entered into the permanent record of the City.

**11. Publication**

The Open Meetings Act (MCL 15269 (1) – 15.269 (3)) requires unofficial meeting minutes to be ready for the public to see within eight days of the meeting. A watermark stating that the minutes are a draft shall be on all unofficial minutes. Within five days of the approval of minutes, they should be posted on the City’s website with the watermark removed.

**12. Closed Meeting Minutes**

A separate set of minutes must be taken for all closed sessions. These minutes must be retained by the City Clerk for one year and one day and shall not be available to the public, unless required by a civil action or court order.

MOTION PASSED 7 – 0

c. Saxton’s Property Closing Resolution

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

RESOLUTION 2020-59

**OF  
CITY OF PLYMOUTH  
TO AUTHORIZE REAL ESTATE SALE  
AND  
AUTHORIZATION OF SIGNOR**

On this \_\_\_\_ day of July, 2020, in accordance with applicable law and ordinances of the CITY OF PLYMOUTH, a Michigan municipal corporation (the "City"), the City adopted the following resolutions:

**IT IS RESOLVED** that the sale by the City of the real property commonly known as 587 W. Ann Arbor Trail, 624 Maple Street, and 674 Maple Street, Plymouth, Michigan (as more fully stated in the legal description attached to the Purchase Agreement), pursuant to the terms and conditions of that certain Purchase Agreement between the City ("Seller") and Jewell Maple Development, LLC ("Purchaser") dated January 21, 2020, as amended (collectively, the "Purchase Agreement"), was previously approved by the City and shall stand on the books and records of the City.

**FURTHER RESOLVED** that Oliver Wolcott, the Mayor of the City, is the authorized person who may enter into, execute and deliver any and all documents and agreements including, but not limited to, any and all agreements for the purpose of completing the closing on the sale of the Property pursuant to the Purchase Agreement and those agreements will bind the City. Oliver Wolcott shall also be authorized to take any and all actions in furtherance of completing the sale transaction on behalf of the City that that he deems necessary or desirable, consistent with the Purchase Agreement and Planned Unit Development Agreement between Seller and Purchaser.

I have read all the provisions of these Resolutions and certify all statements and representations made in the Resolutions are true and correct. I am authorized by the City to certify these Resolutions being adopted by the City.

CITY OF PLYMOUTH,  
a Michigan municipal corporation

By: \_\_\_\_\_

Its: \_\_\_\_\_

MOTION PASSED 7-0

**8. REPORTS AND CORRESPONDENCE**

a. Update on Special Events Policy

Sincock reported on the status of special events and on updates to the City's Special Event Policy.

b. Liaison Reports

Krol reported that there will not be an August ZBA meeting.

Wolcott reported on the Pulte ribbon-cutting that took place on Saturday, July 18.

Thomey reported on the Keep Plymouth Leafy Tree Blitz at Hough Park prior to the Commission meeting and said that there will be another event on August 3 at Garden Club Park.

**9. ADJOURNMENT**

Hearing no further discussion, Wolcott asked for a motion to adjourn. A motion to adjourn was made by Sebastian and seconded by Krol.

MOTION PASSED 7 – 0

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OLIVER WOLCOTT  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK





City of Plymouth  
 City Commission Special Meeting Minutes  
 Wednesday, July 22, 2020 - 1:00 p.m.

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

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

**Meeting was held online at Zoom.us – Meeting ID 898 8124 1250**

**Statement on the reason the public body is meeting electronically:**

On March 10, 2020 the Governor of the State of Michigan declared a state of emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA302, as amended, MCL 10.31 – 33. These sections provide the Governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

**1. CALL TO ORDER**

- a. Mayor Wolcott called the meeting to order at 1:01 p.m.
- b. Roll call

Present: Mayor Oliver Wolcott, Mayor Pro Tem Nick Moroz, Kelly O'Donnell, Marques Thomey  
 Excused: Commissioners Suzi Deal, Ed Krol, Tony Sebastian

Also present: Acting City Manager Chris Porman, City Clerk Maureen Brodie, Attorney Robert Marzano, Finance Director John Scanlon, IT/HR Manager Tom Alexandris, Assessor Jennifer Nieman-Stamper.

**2. CITIZENS COMMENTS**

None

**3. APPROVAL OF THE AGENDA**

Commissioner Thomey offered a motion, seconded by Commissioner O'Donnell, to approve the agenda for July 22, 2020.

MOTION PASSED 4-0

**4. COMMISSION COMMENTS**

None.

**5. OLD BUSINESS**

None.

**6. NEW BUSINESS**

- a. Re-Appointment Board of Review – Glenn Yeager

The following resolution was offered by Mayor Pro Tem Moroz and seconded by Commissioner O'Donnell for Mayor Wolcott to re-appoint Glenn Yeager to the Board of Review for another 3-year term ending December 31, 2022.

RESOLUTION # 2020-60

WHEREAS The City of Plymouth is required to have to have a Board of Review under the Michigan General Property tax law, Act 206, 1893, as amended.

WHEREAS The Board consists of one-three member board, appointed by the Mayor and subject to confirmation by the City Commission.

NOW, THEREFORE, BE IT HEREBY RESOLVED, The City Commission of the City of Plymouth does hereby reappoint Glenn Yeager to the Board of Review with a term ending December 31, 2022

MOTION PASSED 4-0

b. Resolution for July Board of Review

The following resolution was offered by Commissioner Thomey and seconded by Commissioner O'Donnell

RESOLUTION # 2020-61

SET ALTERNATIVE MEETING DATES FOR THE JULY AND DECEMBER BOARD OF REVIEW MEETINGS

WHEREAS Section 53b of the General Property Tax Act, MCL 211.53b, requires a Board of Review that meets in July and December to meet on the Tuesday following the third Monday in July and the Tuesday following the second Monday in December; and

WHEREAS Public Act 122 of 2008, effective May 9, 2008, allows for an alternate July and December Board of Review meeting date during the week of the third Monday in July and during the week if the second Monday in December, if authorized by the governing body of the municipality.

NOW, THEREFORE, BE IT HEREBY RESOLVED, Pursuant to Public Act 122 of 2008, the City of Plymouth authorizes the Board of Review to schedule an alternative meeting date during the week of the third Monday in July and during the week of the second Monday in December. Said meeting will be posted pursuant to the Open Meeting Act.

MOTION PASSED 4-0

**7. ADJOURNMENT**

Hearing no further discussion, Wolcott asked for a motion to adjourn at 1:04 p.m.. A motion to adjourn was made by O'Donnell and seconded by Thomey.

MOTION PASSED 4-0

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OLIVER WOLCOTT  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK

City of Plymouth  
SPECIAL EVENT APPLICATION

**>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<**

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.

Sponsoring Organization's Legal Name Plymouth Community Chamber of Commerce

Ph# 734-453-1540 Fax# 734-404-6026 Email admin@plymouthmich.org Website www.plymouthmich.org

Address 850 W. Ann Arbor Trail City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Mary Nyhus Title Event Manager

Ph# same Fax# same Email same Cell# \_\_\_\_\_

Address same City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event Name Scarecrows in the Park

Event Purpose To promote the community

Event Date(s) September 18 through November 1, 2020

Event Times 24/7

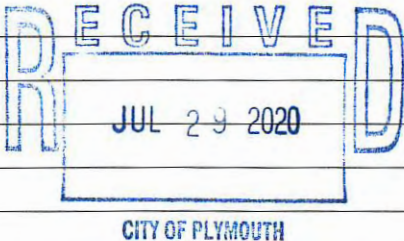
Event Location Kellogg Park

What Kind Of Activities? Local groups create a scarecrow to be viewed by visitors in Downtown Plymouth

What is the Highest Number of People You Expect in Attendance at Any One Time? N/A

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

Event Details: Local businesses, clubs, groups and residents create a scarecrow. There will be 100 spaces available in Kellogg Park along Main Street, Ann Arbor Tr. and Penniman Ave.



1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*  
City Operated  Cosponsored Event  Other NonProfit  Other ForProfit  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: \_\_\_\_\_

\*\*\*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)

We will need 100 poles sunk into the ground in Kellogg Park spaced along Main Street, Ann Arbor Tr. and Penniman Ave., to be removed after November 1.

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 .

7/24/2020  
Date

*Mary Nghus*  
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) 4531234 ext. 203**

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Plymouth Community Chamber of Commerce (*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 Scarecrows in the Park (*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 Mary Nyhus 7/24/2020

Witness Jessica Bell Date 7/24/2020

### EVENT REVIEW FORM

<b>MUNICIPAL SERVICES:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b> (list reason for denial)	Initial <b>CP</b>
<b>POLES + ELECTRICAL SET UP / TEAR DOWN</b>			
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input checked="" type="radio"/> NO			
Labor Costs: \$	1,000	Equipment Costs: \$	200
		Materials Costs	\$
<b>POLICE:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b> (list reason for denial)	Initial <b>QUC</b>
<b>NO SERVICES NEEDED</b>			
Labor Costs \$		Equipment Costs \$	0
		Materials Costs	\$
<b>FIRE:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b> (list reason for denial)	Initial <b>JH</b>
<b>NO SERVICES NEEDED</b>			
Labor Costs \$		Equipment Costs \$	
		Materials Costs	\$
<b>HVA:</b>	<input type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b> (list reason for denial)	Initial
<b>DDA:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b> (list reason for denial)	Initial <b>IB</b>
Labor Costs \$	0	Equipment Costs \$	
		Materials Costs	\$
<b>RISK MANAGEMENT:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b> (list reason for denial)	Initial <b>MB</b>
<input checked="" type="radio"/> <b>Class I – Low Hazard</b> <input type="radio"/> <b>Class II – Moderate Hazard</b> <input type="radio"/> <b>Class III – High Hazard</b> <input type="radio"/> <b>Class IV – Severe Hazard</b>			

EVENT NAME: \_\_\_\_\_ TOTAL ESTIMATED FEE: \_\_\_\_\_  
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

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 - Final Payment to Sidewalk Contractor 2020 - Rotondo - 08-03-20.docx  
Date: July 29, 2020  
RE: Final Payment Sidewalk Contractor 2020

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### Background

City Commission policy requires that we seek final payment approval for major infrastructure projects. As the Commission is aware the City sidewalk program takes approximately one-quarter of the City each year and inspects the sidewalks for trip and other hazards. It should be noted that over the past 15 years the amount of sidewalks needing repair has dropped dramatically. This has also assisted the Administration with documentation when we receive trip and fall claims.

The City Commission previously awarded a unit-based contract based on bids to Rotondo Construction of Farmington Hills. The final payment is to be made to Rotondo Construction. This project covers both the sidewalk repair program and the utility patch program. The payment amount is \$54,736.08 and all amounts have been verified by the Department of Municipal Services inspector and staff. In addition, the billing has been sent out to the residents for their share of the costs of the program, which amounts to \$30,618.

Residents and businesses were billed for their share of the costs of the contractor's work and the City's efforts related to inspection, notification, and construction supervision. We also completed repairs to some concrete streets as well as utility patches.

We have attached a memorandum from the Department of Municipal Services Director Chris Porman which further outlines this project and provides additional background material.

### RECOMMENDATION:

The City Administration recommends that the City Commission authorize final payment to Rotondo Construction.

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 in advance of the meeting.





## Department of Municipal Services

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

Date: July 24, 2020  
To: Paul J. Sincock, City Manager  
From: Chris Porman, Director of Municipal Services  
Mike Brindley, Foreman/Inspector  
Re: Final Payment to Rotondo Construction Inc.

### **Background:**

Per the policy of the City Commission, prior to the final payment being made to contractors on infrastructure projects, City Commission approval is required. The Commission will recall that the City awarded Rotondo Construction, Inc. of Farmington Hills for the Sidewalk Repair and Utility Patch Program/Street Repair. Work has been completed and the contractor is now seeking final payment.

Work was completed in June 2020; coinciding with the close of the fiscal year. It should be noted that the original authorized amount was \$100,000.00; however, the final work completed was \$54,736.08. For reference, approximately \$30,618.00 was billed back to property owners.

For the 2020 project, we replaced approximately

4,374.5 sq. ft sidewalk  
526.6 sq. ft of road replacement  
272.5 sq. feet ADA crosswalks  
86 linear feet curb and gutter

The full payment amount owed to the contractor is \$54,736.08. All work has been inspected and quantities have been verified.

### **Recommendation**

We would recommend that we seek Commission approval to process the final payment to the contractor in the amount of \$54,736.08

Funding for the completed utility patch repairs came from the water/sewer fund 592-000-143.000 in the amount of \$9,977.45.

Funding for the sidewalk repair program comes from 101-900-976.437 as listed in the City's budget in the amount of \$44,758.63.

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

ROTONDO CONSTRUCTION, INC.

20771 RANDALL ST.  
FARMINGTON HILLS, MI 48336

# Invoice

Date	Invoice #
7/22/2020	10990

<b>Bill To</b>
City of Plymouth 1231 Goldsmith Plymouth, MI 48170

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	2019 Fall Sidewalk Program Delayed to Spring 2020		
4,167.5	4" Concrete x \$9.25	9.25	38,549.38
207	6" Concrete x \$10.25	10.25	2,121.75
272.5	6" MDOT Ramps x \$15.00	15.00	4,087.50
489.6	8" Concrete x \$8.13 Deer St.	8.13	3,980.45
37	8" Concrete x \$11.00	11.00	407.00
86	Curb & Gutter x \$65.00	65.00	5,590.00

			<b>Total</b>	\$54,736.08
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Phone #	Fax #	E-mail
248-474-0707	248-474-9305	alice@rotondoco.com

RESOLUTION

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

WHEREAS The City of Plymouth did conduct a sidewalk replacement program during the Summer of 2020 to protect the public health, safety, and welfare, and

WHEREAS The contractor did meet all requirements of the bid documents and has completed Their work, and

WHEREAS The City Commission requires that they approve final payment to contractors For infrastructure projects.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth City Commission does hereby authorize final payment in the amount of \$54,736.08. Payment shall be made to Rotondo Construction Corporation of Farmington Hills, Michigan for the 2020 Sidewalk Replacement, and utility patch Programs.



## 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 - Crosswalk Signals Main and Hartsough - Main and AA Trl - 2020 Infrastructure 08-03-20.docx*  
Date: July 29, 2020  
RE: Recommendation from Engineer on Crosswalk Signals – 2020 Infrastructure

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### Background

The City Commission is aware that the planned enhancements to the crosswalk signals at two locations on Main Street were not included in the original scope of work for the 2020 Infrastructure project but would be added later.

The City Engineer has reviewed the crosswalk option for the area between Wing and Ann Arbor Road on Main Street. The Engineer has recommended that we make improvements to the crosswalk at Main and Hartsough.

Due to the jog in the street alignment as well as this intersection being approximately equidistant from Wing and Ann Arbor Road, this has been determined to be the most logical choice for rectangular rapid flashing beacon at Main and Hartsough. It would be similar to the image that we have shown here.



If you have been to Ann Arbor there are several of these in various parts of the City, including along Plymouth Road from U.S. 23 through the North Campus area. These units are located on a five-lane high speed roadway and are very bright and clearly indicate when a pedestrian is crossing.

The other improvements would be to the intersection of Main and Ann Arbor Trail. The enhancement at this location would include new push button activated crosswalk signals to assist with the high volume of pedestrian traffic at this intersection. Here again, there is a street alignment issue that the pedestrian push buttons will assist with safety at the intersection.

The total cost of the two projects is \$160,127. The engineer has already allocated \$100,000 to these projects. The balance of the \$60,127 will come from the authorized contingency in the 2020 Infrastructure program. That designated contingency was \$95,000 for the projects that are already under construction on Farmer, Main Street, Evergreen and Junction.

#### RECOMMENDATION:

The City Administration recommends that the City Commission authorize the recommendation from the City Engineer for improvements to crosswalks and signals at Main & Hartsough, as well as at Main and Ann Arbor Trail. The total cost for this project is estimated at \$160,127. Funding for the projects is from the Road Bond issue and the contingency in the 2020 Infrastructure Project.

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



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

July 30, 2020

City of Plymouth  
201 South Main Street  
Plymouth, MI 48170

Attention: Mr. Chris Porman, Director of Municipal Services

Re: City of Plymouth - 2020 Infrastructure Improvement Project  
Proposed Pedestrian Crosswalk Enhancements - Main/Hartsough & Main/AA Trail  
Recommendation for Construction Phase

Dear Mr. Porman:

This letter is provided as a recommendation to the City Commission to approve the construction phase of two pedestrian crosswalk enhancements that have been in the design phase over the past several months. Our letter provides a short background on each of the improvement areas as well as a summary of expected costs associated with the proposed improvements.

### **Proposed Rectangular Rapid Flashing Beacon at Main and Hartsough**

In November 2019, following voter approval of the road bond ballot initiative, the City Commission approved the design phase of the 2020 Infrastructure Improvement Program. That approval authorized the design phase for the construction improvements that are currently underway on Farmer and Main Street, as well as other areas that will be improved later during this construction season. As part of that design phase approval, Wade Trim was asked to evaluate improvements to an existing crosswalk at the intersection of Main Street and Hartsough. The intersection of Main Street and Hartsough has a jog in it and is unsignalized. The intersection currently has a striped crosswalk on the south side of the west jog portion of the intersection. For many years, it has also been signed as a designated school crossing, although we understand (through the City) that the Plymouth Canton Community Schools no longer consider this a designated crossing. The existing crosswalk is the only striped crosswalk between the traffic signal at Wing/Main and Ann Arbor Road/Main along the Main Street corridor. As part of the design phase authorization, Wade Trim recommended a preliminary budget allowance of \$100,000 to allow for adding rectangular rapid flashing beacons (RRFBs) at Main Street and Hartsough.

As part of the evaluation to improve the crosswalk at Main Street and Hartsough, Wade Trim traffic engineers reviewed the corridor to see if the current location was best suited for an upgraded crosswalk. Pedestrian counts were taken in mid-December and showed a very low volume of pedestrian activity at that time. A review of the corridor did not identify any better intersection locations for the installation of a new pedestrian crosswalk. The corridor is full of many drive approaches, light poles and trees. We did, however, recommend that the crosswalk is moved to the north side of the existing intersection. Since this crosswalk has historically been at this intersection, we feel local drivers are familiar with its general location.

Since the rapid flashing beacons are solar powered, we felt that upgrading it to the north side of the intersection made more sense rather than leaving it in its current location, where the east side of the crosswalk is impacted by an existing tree. Moving the crosswalk to another intersection altogether would then require a decision on what to do with the existing one at Main/Hartsough. This intersection is also nearly equidistant from Wing and Ann Arbor Road, which seems logical as well for an unsignalized "mid-block" crosswalk location.

There are two additional benefits of this proposed location on the north side of the west jog to Hartsough. The first is the proximity of an existing streetlight pole which is located on the east side of Main Street, just north of the proposed RRFB crosswalk location. This streetlight pole will be relocated a few feet north but will provide light over the crosswalk during the evening hours, which is a good practice at any crosswalk. And last, but not least, the new crosswalk can be constructed while leaving the existing one in place. This last detail may be important as the fall school season approaches. Thus, after discussions with City administration, we proceeded to design the RRFB improvements on the north side of the Main Street/Hartsough intersection. Please note that we were able to complete both the evaluation and subsequent design (additional work) of these improvements within the original design budget.

### **Proposed Pedestrian Crossing Upgrades at Ann Arbor Trail and Main**

Also in mid-November of 2019, the Downtown Development Authority Master Plan process identified and recommended a road diet along Main Street, from Ann Arbor Trail to Ann Arbor Road. The road diet concept was evaluated by Wade Trim, presented to the City, accepted and incorporated into the 2020 Infrastructure Program that the City Commission approved in mid-June 2020. As part of the ongoing construction phase of this year's program, the road diet will convert Main Street from a four-lane roadway (two travel lanes in each direction) to a three-lane roadway (one travel lane in each direction plus a left center turn lane), and allow for dedicated bike lanes in each direction from Ann Arbor Trail to Wing. The resurfacing of Main Street was recently completed and the striping of this new configuration will soon be coordinated.

As part of the road diet evaluation and analysis, Wade Trim and the City administration also focused on and discussed the importance of improving pedestrian safety along this corridor. Due to the high volume of pedestrian activity at the Ann Arbor Trail and Main Street intersection, pedestrian signal upgrades were recommended at this intersection. Those upgrades include new push button activated crosswalk signals along with some slight traffic signal timing modifications to include a leading pedestrian interval phase, which allows pedestrians a few seconds to enter the crosswalk before the light switches for vehicles. Please note that these upgrades were not included in the overall project budget estimates that we provided last November when the 2020 Program was being developed. We are pleased to report that Wade Trim was also able to complete the design of these improvements (additional work) within our original budget authorization.

### **Construction Quote for Pedestrian Improvements**

Since the pedestrian crosswalk improvements at both intersections are a similar type of work, Wade Trim reached out to Rauhorn Electric for a direct quote for the electrical and signal installation portion of these improvement projects. Rauhorn Electric installed the existing mast arms and pedestrian signals in downtown at both the Ann Arbor Trail/Main and Penniman/Main intersections. They have assisted the City on various maintenance aspects of these signals since their original installation in 2010 and 2011, respectively. Since they are familiar with the City and the existing signals, we felt it made the most sense to have them perform the upgrades. Since the City has Proline Asphalt under contract for pavement and concrete work, we have asked them to perform this portion of the work so that it can be coordinated with the rest of the 2020

Infrastructure program. We also asked Old Village Landscaping to provide a quote for a small amount of brick paver replacement that will be required at each corner of the Ann Arbor/Main installation. They provided an allowance that will cover their work, which is not exactly defined because the amount of brick that needs to be cut will be based on the final installation of the new push buttons and the concrete around it. Thus, we are bringing forward a recommendation for consideration by the City Commission to complete these improvements using a team of trusted Contractors.

It is envisioned that the work will be completed on two corners at a time, with each pair of corners taking approximately six to eight days depending on scheduling.

With that information in mind, we have prepared a proposed project cost estimate using bids received from Rauhorn Electric and Proline Asphalt:

Rauhorn Electric Quote dated July 15, 2020	\$ 59,000.00 (lump sum)
Proline Asphalt Quote dated July 20, 2020	\$ 59,827.00 (unit price)
Old Village Landscaping allowance July 24, 2020	<u>\$ 5,000.00 (unit price)</u>
<b>Construction Estimate Received</b>	<b>\$ 123,827.00</b>
Allowance for Construction Administration (+/- 7%)	\$ 8,700.00
Allowance for Project Inspection (\$800/day)	\$ 12,800.00
Allowance for QA/QC & Materials Testing (+/- 2.0%)	<u>\$ 2,500.00</u>
<b>Engineering Allowance</b>	<b>\$ 24,000.00</b>
<b>Recommended Construction Contingency (10%)</b>	<b>\$ 12,300.00</b>
<b>Proposed Construction Phase Estimate</b>	<b>\$ 160,127.00</b>

Based on the above information, we recommend the City award the 2020 Pedestrian Crosswalk Improvements to Rauhorn Electric, Pro-Line Asphalt and Old Village Landscaping for the amounts provided above. The actual contract amount will be based on the actual amount of work completed at the unit prices received in the bid documents. In addition, we recommend the City review their overall street improvement budgets and approve the total estimated construction cost of \$160,127, including construction administration, project inspection, materials testing and construction contingencies, for the 2020 Pedestrian Crosswalk Improvements.

As additional information for the City Commission, the preliminary construction budget for the 2020 Infrastructure Program prior to bidding the first round of street and water and sewer improvements was estimated at \$2,200,000. The City Commission will recall that they previously awarded improvements of approximately \$1,830,000 to Proline Asphalt on June 15, 2020. The lowest bid received came in approximately \$270,000 under our budget estimate. Thus, the cost of the two pedestrian improvement projects still fits within the expected expenditures that were envisioned for this year's program.

#### **Wade Trim Construction Phase Services**

Wade Trim will provide contract administration, construction engineering, staking and layout (if required), and quality control and materials testing (using SME as our subconsultant) during the proposed crosswalk improvements. We have estimated a total of 16 inspection days (8-hour days) to complete the work and hope that some of this will overlap with the other projects ongoing this summer.



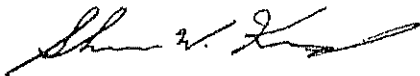
As always, our team's actual effort will be billed monthly in accordance with the actual hours worked and our current 2020 Rate Schedule. If extra work is required beyond the scope of this proposal, we will notify the Director of Municipal Services and City Manager immediately and provide an estimate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

We hope this letter is helpful to the City Administration and City Commission. If anyone has any questions in advance of the meeting, please do not hesitate to call me on my cell at 313.363.1434 at any time. 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 2020 Infrastructure Improvement Program and look forward to working with your team again on the construction phase of this project.

Very truly yours,

Wade Trim Associates, Inc.



Shawn W. Keough, PE

SWK:ka

PLY 2123-01T

2020 Crosswalk Enhancements Letter of Recommendation.docx

Enclosure

cc: Mr. Paul Sincock, City Manager  
Mr. John Scanlon, Finance Director  
Mr. Adam Gerlach, Department of Municipal Services

RESOLUTION

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

WHEREAS The City of Plymouth maintains a variety of streets, roads, and crosswalks to provide For the Public Safety, and

WHEREAS The city is involved in an infrastructure improvement program and a part of that program Includes improvements to pedestrian areas, and

WHEREAS The City Engineer has recommended improvements to the pedestrian crossings at Main Street & Ann Arbor Trail, as well as Main Street and Hartsough.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize pedestrian improvements at Main Street & Ann Arbor Trail, as well as Main Street and Hartsough in the amount of \$160,127. Funding for this authorization is from the Road Street Improvement Fund and the contingency from the previously authorized 2020 Infrastructure project.



## 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 - MML Annual Meeting 2020.docx  
Date: July 31, 2020  
RE: MML Annual Meeting

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### Background

Each year the Michigan Municipal League hosts their annual meeting and the City has had the opportunity to send a voting delegate to the convention. Generally, a member of the City Commission is the voting delegate and the City Manager is the alternate. Occasionally, another member of the staff has filled the alternate slot.

This year, the Michigan Municipal League Annual Convention will be held as an online virtual conference September 29 - October 2, 2020. The League's "Annual Meeting" is scheduled for 3:00 pm on Tuesday, September 29.

We have attached a copy of a notice that we have received from the Michigan Municipal League related to this matter.

### Recommendation

The City Administration recommends that the City Commission appoint a voting delegate and alternate to the Annual Business meeting of the Michigan Municipal League. We would suggest that the City Commission designate a member of the City Commission who may be attending (virtually) the event as the delegate and either another member of the City Commission or the City Manager as the Alternate.

# Michigan Municipal League Annual Meeting

## *Here's Your Official Notice*

July 29, 2020

### Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held as an online virtual conference September 29 - October 2, 2020. The League's "Annual Meeting" is scheduled for 3:00 pm on Tuesday, September 29. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each. (See #1 below.)

2. Policy.

A) **To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) **If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on.** (See #2 below.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 28, 2020**.

3. Other Business. To transact such other business as may properly come before the meeting.

#### Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> **no later than August 28, 2020.**

**Voting Delegates must have access to a computer with reliable internet connection and a smartphone. Delegates will be sent login information and instructions the week of Convention.**

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

"Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative."

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting." Thus the deadline this year for the League to receive resolutions is **August 28, 2020**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the Resolutions Committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

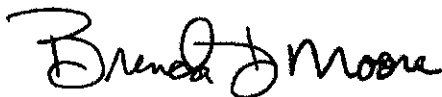
Further, "Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof."

3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 29 for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Brenda F. Moore  
President  
Mayor Pro Tem, City of Saginaw



Daniel P. Gilmartin  
Executive Director & CEO

**RESOLUTION**

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

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

WHEREAS The City of Plymouth has an opportunity to designate a voting delegate and  
Alternate to the Business meeting.

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

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