



# Plymouth City Commission

## Regular Meeting Agenda

Monday, August 16, 2021 7:00 p.m.  
KIWANIS PARK (Auburn & Junction)

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

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

Join Zoom Webinar - <https://us02web.zoom.us/j/81899431034> Webinar ID: 818 9943 1034 Passcode – 610092

International numbers available: <https://us02web.zoom.us/j/81899431034>

Statement on explanation of the reason why 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. As a part of the response to that emergency certain changes were deemed to be reasonable and necessary to protect the public health, safety, and welfare. Due to the on-going emergency situation the Michigan Department of Public Health and Human Services has recently made certain rules about gathering in groups of people. Further, the Michigan Legislature passed legislation to temporarily suspend certain rules, regulations and procedures related to the 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. Recently passed legislation has made it possible for public boards to meet electronically. Due to the Public Health declarations the City of Plymouth will have its Boards and Commissions meet electronically as permitted under the newly enacted law that is known as SB1108.

### 1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Presentation – Ruth Huston Whipple Award

### 2. CITIZENS COMMENTS

### 3. APPROVAL OF THE AGENDA

### 4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of August 2, 2021 City Commission Regular Meeting Minutes
- b. Approval of July 2021 Bills
- c. Special Event: Ladies Night Out, Thursday, September 16, 2021
- d. Special Event: Scarecrows in the Park, September 24-November 1, 2021
- e. Special Event: Heroes on Hines 5K Run/Walk, Saturday, September 25, 2021
- f. Special Event: Susan G. Komen 3-Day Nation, Sunday, October 17, 2021
- g. Special Event: Pumpkin Palooka, Sunday, October 24, 2021
- h. Special Event: Main St. Tree Lighting/ Salvation Army Red Kettle Kickoff, Friday, November 12, 2021

### 5. COMMISSION COMMENTS

### 6. PUBLIC HEARING

- a. Liquor License Transfer for Liberty Street Brewing to Bearded Lamb LLC

### 7. OLD BUSINESS

### 8. NEW BUSINESS

- a. Plymouth Canton Little League - Bingo at Fall Festival
- b. 2021 Infrastructure Plan – Harvey Street Easements
- c. Roof Repairs at City Hall – Police Area

### 9. REPORTS AND CORRESPONDENCE

- a. Liaison Reports
- b. Appointments

### 10. ADJOURNMENT

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

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

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

## City of Plymouth Strategic Plan 2017-2021

### GOAL I - QUALITY OF LIFE

#### OBJECTIVES

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

#### ONE-YEAR TASKS 2021

Restore sports and recreational programs that were halted by COVID-19 as soon as possible  
Review and evaluate the special event policy with safety considerations  
Address challenges with the Kellogg Park improvements with safety considerations  
Move Kellogg Park Fountain project forward  
Continue to re-engage service clubs to help enhance parks and public properties  
Increase followers by 2,000 on all our communications platforms  
Develop an internal and external communications plan  
Upgrade City Hall facilities to accommodate remote meetings and remote participation  
Continue investigating multi-modal transportation opportunities  
Revisit noise ordinance

### GOAL II - FINANCIAL STABILITY

#### OBJECTIVES

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

#### ONE-YEAR TASKS 2021

Identify mechanisms for funding sources for capital improvement projects  
Increase funding to the Public Improvement Fund  
Create a potential package for financing emergency structural repairs  
Develop a comprehensive asset management plan that includes a review of the equipment fleet  
Search out other possible revenue streams through continued association with the CWW and the MML  
Develop a financial plan for public safety  
Continue to make extra payments towards legacy costs  
Monitor outside influences on our revenue sources, including unfunded mandates, the 35<sup>th</sup> District Court and the PCCS  
Negotiate three labor contracts

### GOAL III - ECONOMIC VITALITY

#### OBJECTIVES

Continue to support and improve active, vibrant downtown branding  
Support community and economic development projects and initiatives  
Support a mix of industrial, commercial and residential development  
Reference the Master Plan in economic decision-making

#### ONE-YEAR TASKS 2021

Complete Saxton's development  
Develop municipal parking lot at Saxton's site  
Support development of 23 parcels adjacent to the Starkweather School property  
Continue to administer the grant and the brownfield plan to support the Pulte project's completion  
Finish Redevelopment Ready Community (RRC) certification by the end of the 2021  
Develop an annual training calendar for the Planning Commission, the Historic District Commission, the Zoning Board of Appeals and the DDA, and identify a funding source  
Implement temporary plans to assist businesses in recovery efforts

### GOAL IV - SERVICE AND INFRASTRUCTURE

#### OBJECTIVES

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

#### ONE-YEAR TASKS 2021

Explore enhanced pedestrian safety opportunities into targeted intersections  
Research funding opportunities for ADA compliance at the PCC  
Implement 2021 infrastructure program  
Continue training for future career development and succession planning  
Conduct a traffic study to determine whether to make additional streets one way  
Update mapping resources including parcel data, completing **50%** by the end of the year  
Update/replace current technology to ensure compliance with new regulations, rules, and operating systems  
Revisit paid parking

## Ruth Huston-Whipple Award for Civic Engagement

The Ruth Huston-Whipple Award for Civic Engagement is named in honor of Ruth Huston-Whipple, Plymouth's first female elected City Commissioner (1934-1949), first female mayor of Plymouth (1940-1942) and first female Wayne County Board of Supervisors member.

She was a 1913 graduate of Plymouth High School and later worked as a teacher and debate coach at the school. She fought against school policies that discriminated against married women and eventually left the district in protest. She remained, however, a leader in the Plymouth community, championing the improvement of inhumane conditions at a local juvenile detention center and addressing environmental and beautification concerns in the City.

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As an elected official, Ruth Huston-Whipple organized the first city-wide refuse collection system in Plymouth, served on the Zoning Board and represented Plymouth in the Michigan Municipal League. She was a tireless volunteer leader of local organizations such as the Plymouth Historical Society, Plymouth Woman's Club, Plymouth Garden Club, Plymouth Business and Professional Women's Club and Plymouth Canteen Club's War Service Committee.

Though disabled at a relatively young age by a series of strokes, her example of selfless dedication to the community and leadership on issues both profound and practical improved life for every resident of Plymouth during her tenure.

**The purpose of the Ruth Huston-Whipple Award for Civic Engagement is to honor a community member who, like Ruth Huston-Whipple, has positively impacted the quality of life in the City of Plymouth through his or her exceptional civic and/or philanthropic engagement.**

### Nomination Criteria

Nominees must meet the following eligibility criteria:

- Person must have demonstrated civic and/or philanthropic engagement within the City of Plymouth. Examples of impact should show a community benefit, delivered with integrity and perseverance.
- Married couples can be nominated
- Past Ruth Huston-Whipple Award recipients, current members of the Plymouth City Commission and full-time employees of the City of Plymouth are not eligible to be nominated.

### Selection Criteria

The Ruth Huston-Whipple award winner will have demonstrated engagement, leadership and achievement over a period of time and in one or more of the following areas:

- Contributed to the City of Plymouth above and beyond reasonable expectations
- Demonstrated character, commitment and/or leadership qualities
- Actively participated in community or civic organizations whose sphere of influence falls within the City of Plymouth
- Exemplified accomplishments and contributions to the economic vitality and/or residential quality of life in the City of Plymouth

The nomination period opens January 1 and closes April 30 of each year, when a selection committee comprising two mayor-appointed City Commissioners and a representative from the City of Plymouth administration will select and notify the winner(s). Winners will be recognized at a City Commission meeting in June of each year and their names will be etched on a plaque to be displayed at City Hall. Applications will remain on file and be reviewed annually for up to three years.





## City of Plymouth

### City Commission Regular Meeting Minutes

Monday, August 2, 2021 - 7:00 p.m.

In-Person at K of C Park Firehouse Playground (Spring/N. Holbrook)  
and Online Webinar

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

#### 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, Kelly O'Donnell, Tony Sebastian and Marques Thomey

Excused: Commissioner Ed Krol

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

#### 2. CITIZENS COMMENTS

Ellen Elliott of 404 Irvin commented that we had a great Friday night concert- thank you to Tony Bruscato and Sam Plymale. Also commented that the planters on corners are getting too tall and blocking driver/pedestrian view.

#### 3. APPROVAL OF THE AGENDA

Sebastian offered a motion, seconded by Moroz, to approve the agenda for Monday, August 2, 2021.

There was a roll call vote.

Yes: Sebastian, Deal, Moroz, O'Donnell, Thomey, Wolcott

MOTION PASSED 6-0

#### 4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of July 19, 2021 City Commission Regular Meeting Minutes
- b. Special Event: Plymouth Ghosts Cemetery Walk Fundraiser, Saturday, October 23, 2021
- c. Special Event: Sun & Snow Ski and Snowboard Swap, November 19-21 and December 10-12, 2021
- d. Special Event: Christmas in Plymouth/Mistletoe Market, Thursday, December 2, 2021

Sebastian offered a motion, seconded by Moroz, to approve the consent agenda.

There was a roll call vote.

Yes: Sebastian, Deal, Moroz, O'Donnell, Thomey, Wolcott

MOTION PASSED 6-0

#### 5. COMMISSION COMMENTS

O'Donnell – Keep Plymouth Leafy completed the last Park Tree Blitz that included planting a new tree, and recognized Robert Hurley and Adam Gerlach for their work on this. She also recognized Carly Cirilli, founder of the Plymouth Pollinator's group, that has been planting gardens in public spaces for bees,



butterflies and other pollinators. Cirilli also spoke about the group, noting that there is a Facebook group and they are also looking for volunteers.

Moroz – Commended City staff for putting together the park meetings and also getting the meeting videos up on the website.

Wolcott – Also thanked and commended staff and service clubs for their efforts on these projects.

## **6. OLD BUSINESS**

There was no old business.

## **7. NEW BUSINESS**

a. Traffic Control Order No. 21-2

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

### RESOLUTION 2021-69

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

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

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt Traffic Control Order number 21-02 for parking restrictions in the downtown area related to parking allowed time.

BE IT FURTHER RESOLVED THAT the City Clerk shall make Traffic Control Order 21-02 a part of the official meeting minutes of this City Commission Meeting.

Jennifer Kehoe of 418 Blunk St. had questions about overnight parking/signage and cars left overnight.

Sincock explained that the signage helps with cars left overnight that might be blocking space needed for following morning events, maintenance, etc.

Plymouth resident at 740 Parkview had concerns about need overnight parking and cannot park in street since he doesn't qualify for an overnight parking pass because his job prevents him from listing Plymouth as his place of residence.

Claire McGinn of 740 Parkview received a ticket and has a need for parking for a non-resident babysitter's car and doesn't understand the need for no overnight parking.

Wolcott explained that the city tries to be as reasonable as possible related to enforcement of ordinances in the city and is always willing to look at individual issues. The City continuously reviews policies as needed.

Sebastian commented that he lives across the street from a bar and has never seen a car ticketed that has been left overnight. He also noted that while cars left overnight can prevent snow plowing/street cleaning, etc., the cars left at the bar are still not ticketed, which demonstrates one way that drivers are encouraged not to drink and drive.

Ellen Elliott of 404 Irvin commented that additional signage could be added on Penniman while this is being done, showing that Penniman is a one-way street.

Thomey commented that the City does offer an online service to apply for overnight parking for up to 14 days for anyone.

There was a roll call vote.

Yes: Sebastian, Deal, Moroz, O'Donnell, Thomey, Wolcott

**MOTION PASSED 6-0**

b. Intergovernmental Agreement Between Oakland County & City of Plymouth - CLEMIS I.T. Services  
The following resolution was offered by Thomey and seconded by Moroz.

RESOLUTION 2021-70

WHEREAS The City Police Department uses a computer program called CLEMIS or Court and Law Enforcement Management Information System to help protect the public health, safety and welfare; and

WHEREAS The Department has used this software for a number of years and the program is developed by and supported by Oakland County; and

WHEREAS There is a need to adopt an intergovernmental agreement between the City of Plymouth and Oakland County for the continued use of this system; and

WHEREAS The proposed agreement has been reviewed by the City Police Department and the City Attorney's Office.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Agreement for I.T. Services between Oakland County and the City of Plymouth. Further, that the Mayor of the City of Plymouth is hereby authorized to sign this agreement on behalf of the City of Plymouth.

BE IT FURTHER RESOLVED THAT THE CITY CLERK Shall cause the entire agreement to be a part of the Meeting Minutes for this meeting and shall insure that the Official Meeting Minutes contain this agreement.

There was a roll call vote.

Yes: Sebastian, Deal, Moroz, O'Donnell, Thomey, Wolcott

MOTION PASSED 6-0

c. Massey Field Lighting Bid Award

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

RESOLUTION 2021-71

WHEREAS The City of Plymouth maintains a variety of recreational facilities and the only outdoor turf facility that the City owns is Don Massey Field; and

WHEREAS The City and the County of Wayne have entered into an Intergovernmental Agreement related to the use of certain County Park Millage funds that are reimbursed back to the municipalities for use in recreational facilities; and

WHEREAS There is a need to make certain repairs to the lighting system at Don Massey Field and the City will be using funds designated from the Intergovernmental Agreement to make those Repairs; and

WHEREAS The City accepted bids for new LED lighting fixtures for a portion of the lighting system at Don Massey Field and the low bid is from Light Experts of San Diego, California.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of LED Stadium Light Fixtures in the amount of \$589.79 each for a purchase total of \$6,993.48. Funding for this purchase is authorized from the Recreation Capital Improvement Fund, with reimbursement from Wayne County to that Fund in accordance with the Intergovernmental Agreement between the City and the County.

Steve Anderson confirmed that this was done through the RFP process hoping to match the current lights.  
There was a roll call vote.

Yes: Sebastian, Deal, Moroz, O'Donnell, Thomey, Wolcott

MOTION PASSED 6-0

**8. REPORTS AND CORRESPONDENCE**

**a. Liaison Reports**

Moroz reported on the school board. School district is considering, but not yet requiring vaccines for staff/students. School currently planned to be in-person in fall. Also, they are looking to use some bond money for updated/standardized recreation and playground equipment for Smith and Bird schools. Patrick Kehoe 418 Blunk, also added comments on in-person plans in fall in line with CDC recommendations.

Wolcott – next DDA meeting will be September in person.

Sebastian – ZBA will be meeting this Thursday, August 19.

**9. ADJOURNMENT**

Hearing no further discussion, Wolcott asked for a motion to adjourn at 7:37 p.m. A motion to adjourn was offered by Thomey and seconded by Sebastian.

There was a roll call vote.

Yes: Sebastian, Deal, Moroz, O'Donnell, Thomey, Wolcott

MOTION PASSED 6-0

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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 Ladies Night Out

Event Purpose Ladies Shopping Event

Event Date(s) Thursday, September 16, 2021

Event Times 5 p.m. to 9 p.m.

Event Location Downtown Plymouth

What Kind Of Activities? Shopping

What is the Highest Number of People You Expect in Attendance at Any One Time? 200

Coordinating With Another Event? YES ☐ NO ☒ If Yes, Event Name:

Event Details: A special shopping day just for women with special sales, treats, give-a-ways & door prizes.  
Restaurants will have specials for ladies only.

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 ☐  
at restaurants
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)

None

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:

The length of the event is over the 2-3 hour time limit in public parking areas

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 .

7/30/2021  
Date

Mary Nyhus  
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 Ladies Night Out (*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

Date 7/30/2021

Witness Wanda Clouston

Date 7/30/2021

# EVENT REVIEW FORM **LADIES NIGHT OUT**

<b>MUNICIPAL SERVICES:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial	CP
No Services Needed					
\$250 Bathroom Cleaning Fee Per Day of Event? <b>YES</b> <b>NO</b>					
Labor Costs: \$	Equipment Costs: \$	Materials Costs \$			
<b>POLICE:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial	QC
No Services Needed					
Labor Costs \$	Equipment Costs \$	Materials Costs \$			
<b>FIRE:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial	gao
No Services Needed					
Labor Costs \$	Equipment Costs \$	Materials Costs \$			
<b>HVA:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial	
<b>DDA:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial	SBP
Labor Costs \$	Equipment Costs \$	Materials Costs \$			
<b>RISK MANAGEMENT:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial	MB
<u>Class I – Low Hazard</u>					
Class II – Moderate Hazard					
Class III – High Hazard					
Class IV – Severe Hazard					

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).*

# 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 24 through November 1, 2021

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 scarecrows. There will be 100 spaces available in Kellogg Park along Main Street, Ann Arbor Tr. and Penniman Ave. working around the fountain construction and in flower beds around the park and in DTP.



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., and in flower beds around the park and along streets in DTP, 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:

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**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.

7/29/2021  
Date

Mary Nyhus  
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

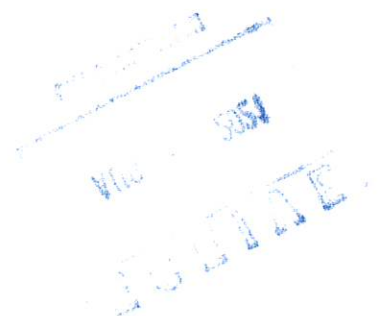
11. INDEMNIFICATION AGREEMENT

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 7/29/2021

Witness Tom Young Date 7/29/2021





## EVENT REVIEW FORM

## SCARECROWS IN THE PARK

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial	CP
SET UP \$ 500 INCL LABOR & EQUIP					
TEAR DOWN 600					
\$250 Bathroom Cleaning Fee Per Day of Event? YES <u>NO</u>					
Labor Costs:	\$	Equipment Costs:	\$	Materials Costs	\$
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial	JEC
NO SERVICES NEEDED					
Labor Costs	\$	Equipment Costs	\$	Materials Costs	\$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial	JEC
NO SERVICES NEEDED					
Labor Costs	\$	Equipment Costs	\$	Materials Costs	\$
HVA:	<u>Approved</u>	Denied	(list reason for denial)	Initial	
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial	TB
Labor Costs	\$	Equipment Costs	\$	Materials Costs	\$
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial	MB
Class I – Low Hazard					
Class II – Moderate Hazard					
Class III – High Hazard					
Class IV – Severe Hazard					

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).



# Special Event Application

ITEM #4.e

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

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

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

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

Sponsoring Organization's Legal Name		Wayne County Parks							
Ph#	734-261-1990	Fax#		Email		Website	www.waynecounty.com		
Address	33175 Ann Arbor Trail		City	Westland		State	MI	Zip	48185
Sponsoring Organization's Agent's Name		Kim Healy				Title	Manager of Recreation		
Ph#	734-261-9087	Fax#		Email	khealy@waynecounty.com	Cell#	313-2132298		
Address	33175 Ann Arbor Trail		City	Westland		State	Mi	Zip	48185

Event Name	Heroes on Hines 5K Run/Walk		
Event Purpose	To benefit the First Responders Memorial in Hines Park		
Event Date(s)	Saturday, September 25, 2021		
Event Times	8:00 am-12:00 pm		
Event Location	Haggerty Park Area in Hines Park		
What Kind Of Activities?	5K Run		

What is the Highest Number of People You Expect in Attendance at Any One Time?	300
Coordinating With Another Event?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If Yes, Event Name:

Event Details:	(Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
We will be having a 5k Run/Walk on Hines Drive beginning at Haggerty Rd. to Wilcox Rd and return back to the First Responders Memorial at Haggerty Rd and Hines Drive.	

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: \_\_\_\_\_

\*\*\*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)*

None required. Wayne County Parks maintenance, Sheriffs, Homeland Security staff will be handling road closures and emergency situations.

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.

8-4-2021

Date

Kim Healy  
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 Wayne County Parks (*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 Heroes on Hines 5K Run/Walk (*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 Kim Healy

Date 8-4-21

Witness [Signature]

Date 8-4-21

## EVENT REVIEW FORM

## Heroes on Hines 5K Run/Walk

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
<u>NO SERVICES NEEDED</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> <u>NO</u>				
Labor Costs: \$	Equipment Costs: \$	Materials Costs \$		
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>gce</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$	Equipment Costs \$ <u>0</u>	Materials Costs \$		
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>JO</u>
Labor Costs \$	Equipment Costs \$	Materials Costs \$		
HVA:	<u>Approved</u>	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>TB</u>
Labor Costs \$ <u>0</u>	Equipment Costs \$	Materials Costs \$		
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>WB</u>
Class I – Low Hazard				
<u>Class II – Moderate Hazard</u> <u>Certificate of Insurance needed naming City of Peapack as additional insured</u>				
Class III – High Hazard				
Class IV – Severe Hazard				

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).



# 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.

The Susan G. Komen Breast Cancer Foundation, Inc.

Sponsoring Organization's Legal Name d/b/a Susan G. Komen

Ph# 773-247-5360 Fax# N/A Email mparker@event360.com Website The3Day.org  
c/o Event 360, Inc.

Address 55 E. Jackson Blvd., Suite 1030 City Chicago State IL Zip 60604  
Event Production Manager

Sponsoring Organization's Agent's Name Meredith Parker Title for Event 360, Inc.  
773-247-5360

Ph# ext 197# Fax# N/A Email mparker@event360.com Cell# 619-249-4128

Address See Above City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event Name 2021 Susan G. Komen Michigan 3-Day Nation

Event Purpose Fundraising event for Susan G. Komen®

Event Date(s) Set-Up: Sat., 10/16/21 Event Day and Breakdown: Sun., 10/17/21

Event Times 10:00 AM - 2:00 PM 7:00 AM - 5:00 PM

Event Location See Site Maps: ATTACHMENT A and Route Maps: ATTACHMENT B

What Kind Of Activities? 10-mile Walk

What is the Highest Number of People You Expect in Attendance at Any One Time? 200

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.)

The 2021 Susan G. Komen 3-Day Nation is a 10-mile walk for women and men who are ready to go the distance to end breast cancer. Participants raise a minimum of \$1,000 and walk to educate people about breast health while raising funds to support breast cancer research, community health, patient care and advocacy

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

\*\*\*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 ☒

If Yes, list the lots or locations where/why this is requested:

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

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

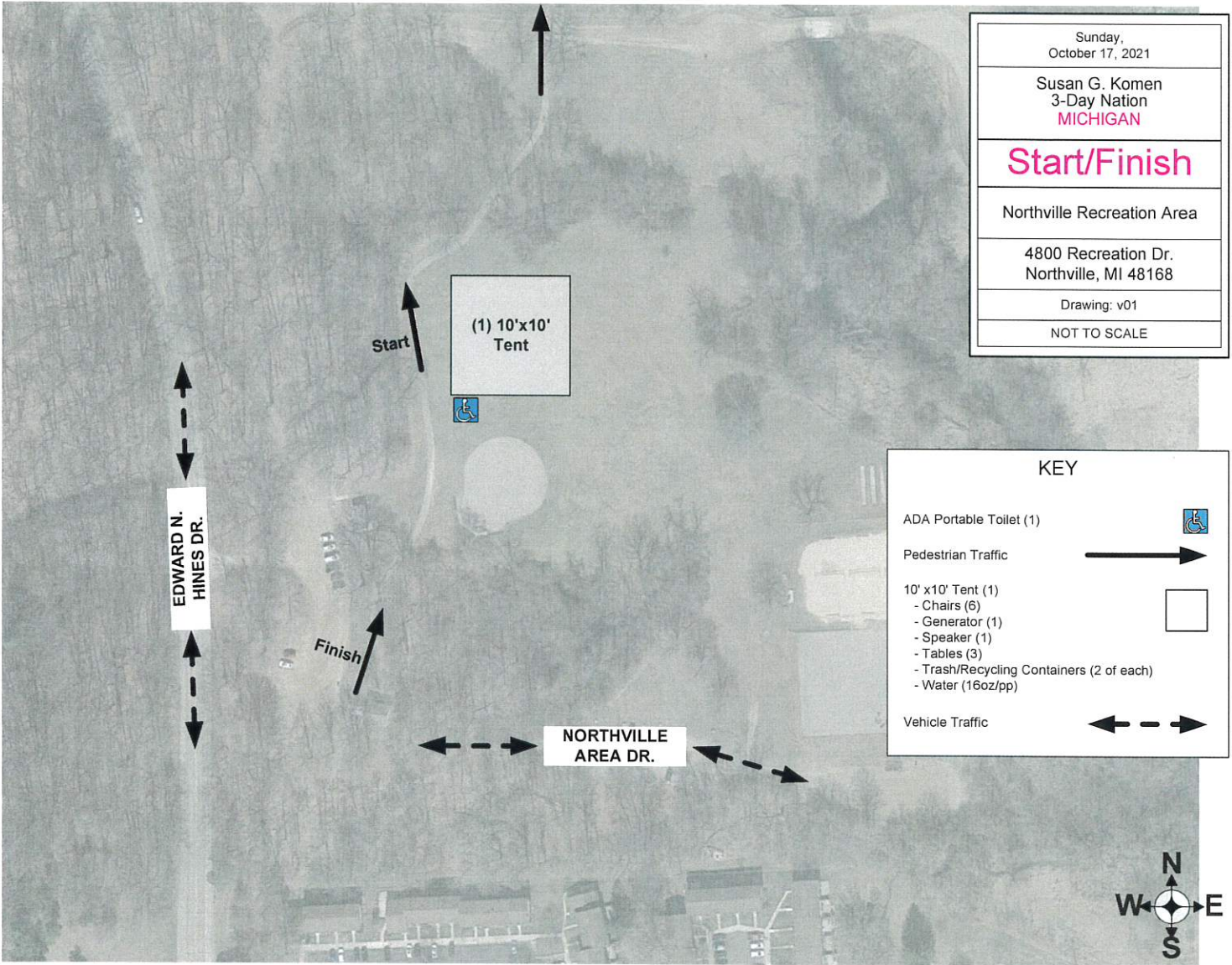
The \_\_\_\_\_ (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the \_\_\_\_\_ (*event name*) by reason of any damage to 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 Jennifer Hagan

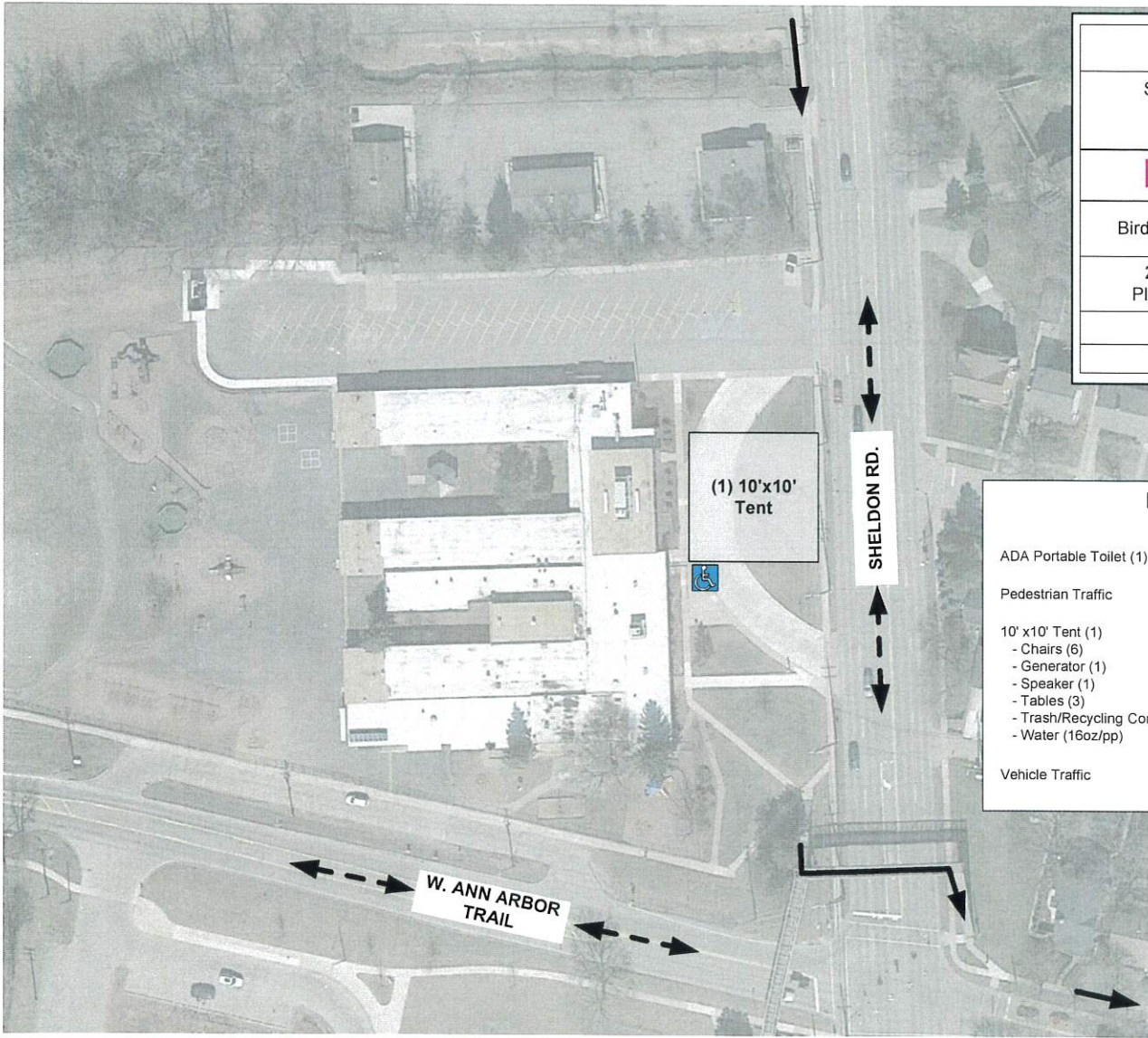
Date 7/21/2021

Witness Irina Gelfand

Date 7/21/21



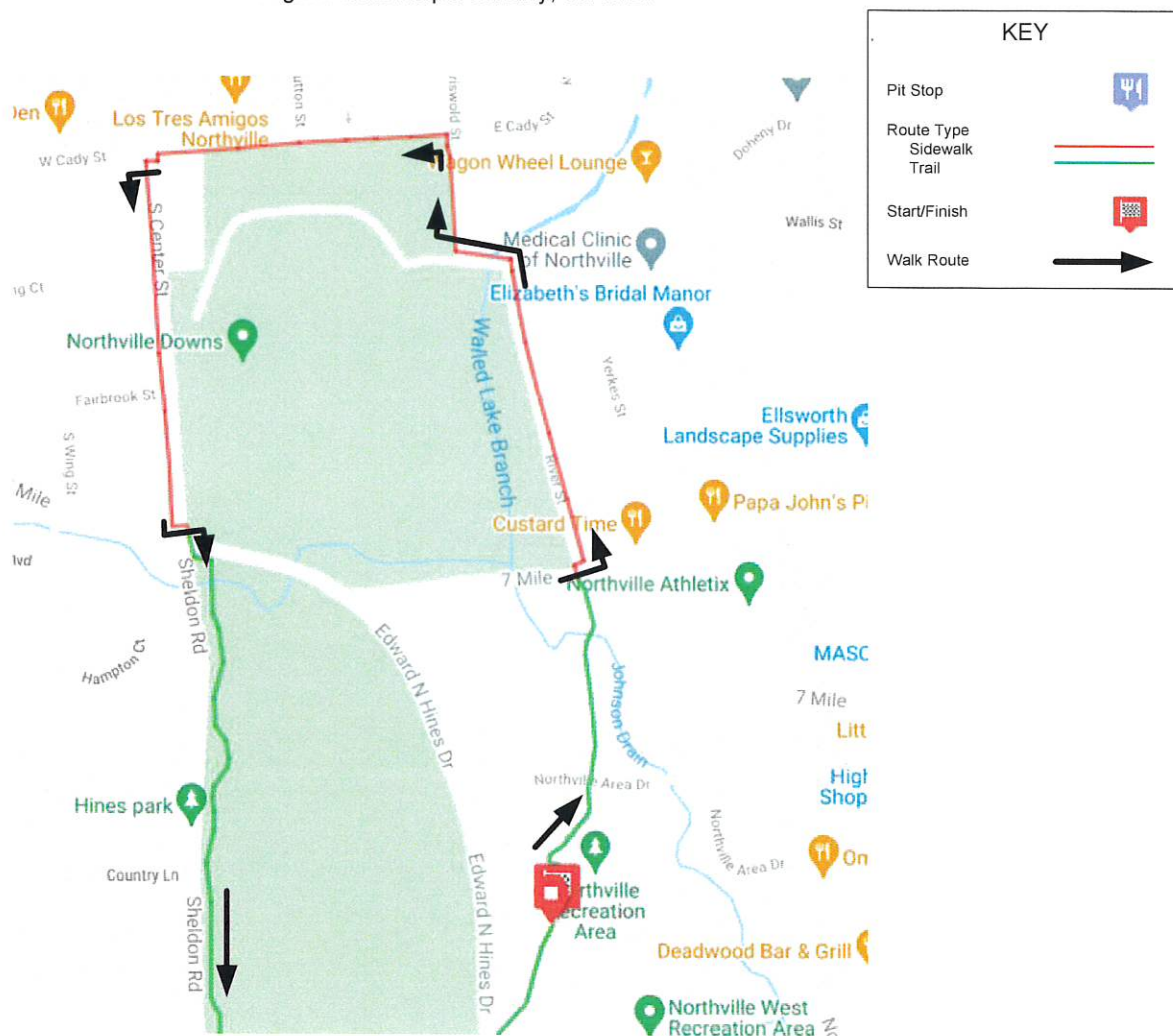




Sunday, October 17, 2021
Susan G. Komen 3-Day Nation MICHIGAN
Pit Stop
Bird Elementary School
220 Sheldon Rd. Plymouth, MI 48170
Drawing: v01
NOT TO SCALE

KEY	
ADA Portable Toilet (1)	
Pedestrian Traffic	
10' x 10' Tent (1) - Chairs (6) - Generator (1) - Speaker (1) - Tables (3) - Trash/Recycling Containers (2 of each) - Water (16oz/pp)	
Vehicle Traffic	

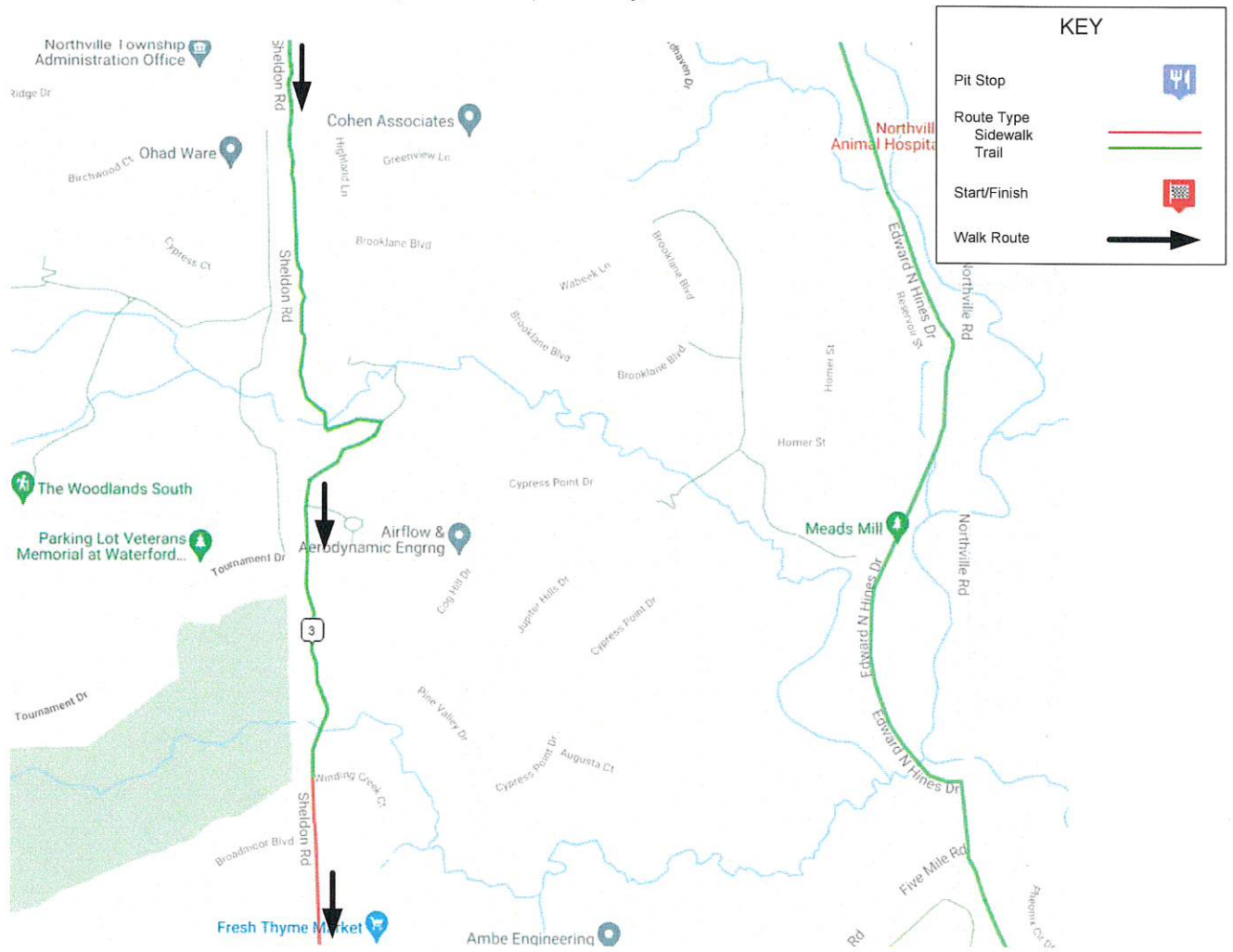






2021 Susan G. Komen 3-Day Nation  
Michigan Route Maps: Sunday, 10/17/21





2021 Susan G. Komen 3-Day Nation  
Michigan Route Maps: Sunday, 10/17/21



KEY

Pit Stop

Route Type

Sidewalk

Trail

Start/Finish

Walk Route



2021 Susan G. Komen 3-Day Nation  
Michigan Route Maps: Sunday, 10/17/21



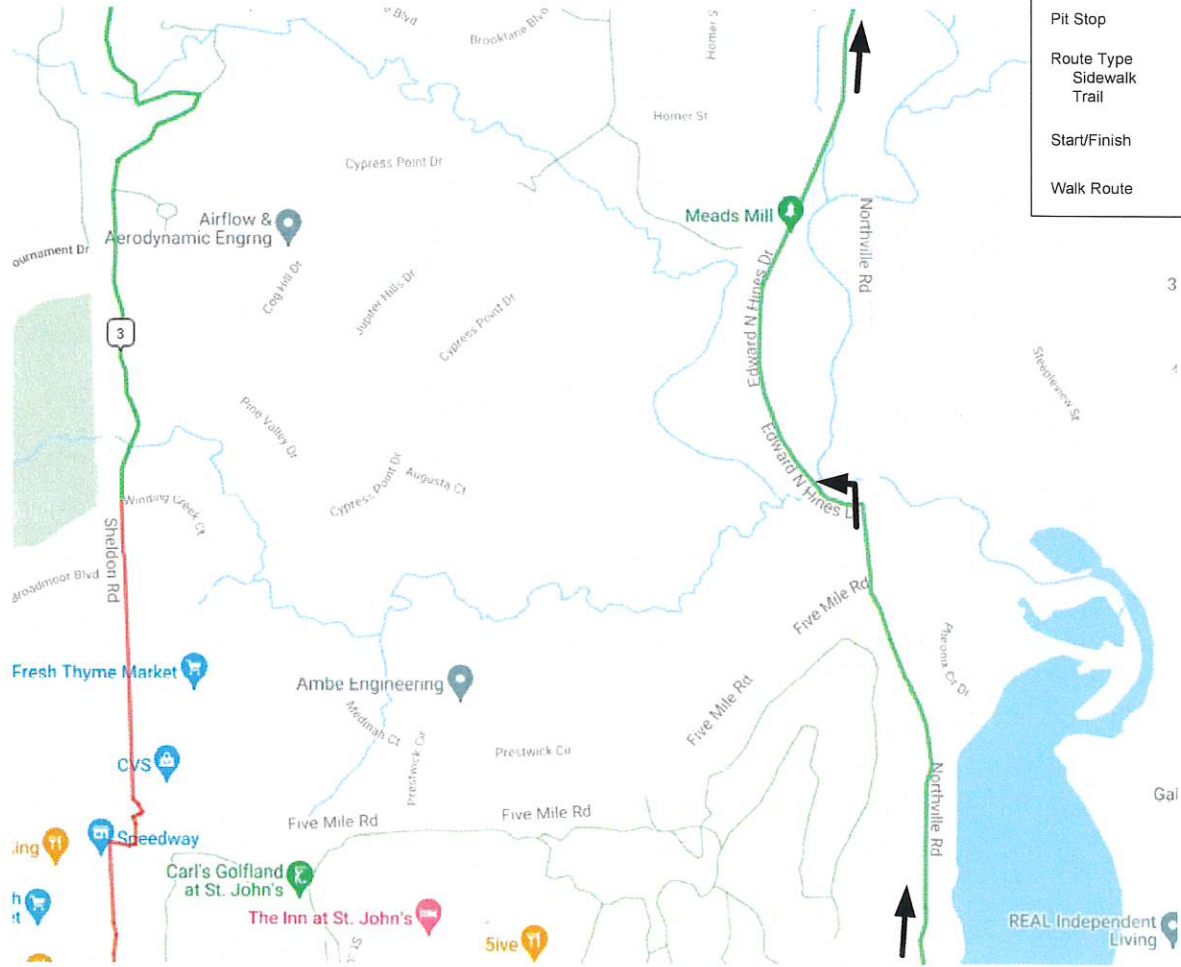
**KEY**

- Pit Stop
- Route Type
  - Sidewalk
  - Trail
- Start/Finish
- Walk Route

The map shows a walk route starting at the intersection of Sheldon Rd and Edward N Hines Dr, heading north on Edward N Hines Dr, and ending at the intersection of Edward N Hines Dr and Dunn St. The route is marked with a green line. Various landmarks and businesses are labeled, including The Inn at St. John's, Sanctorum Comics & Oddities, Lakeshore Tire & Auto, and Wilcox Lake Recreation Area. A compass rose is located in the top left corner, and a key is in the top right corner.

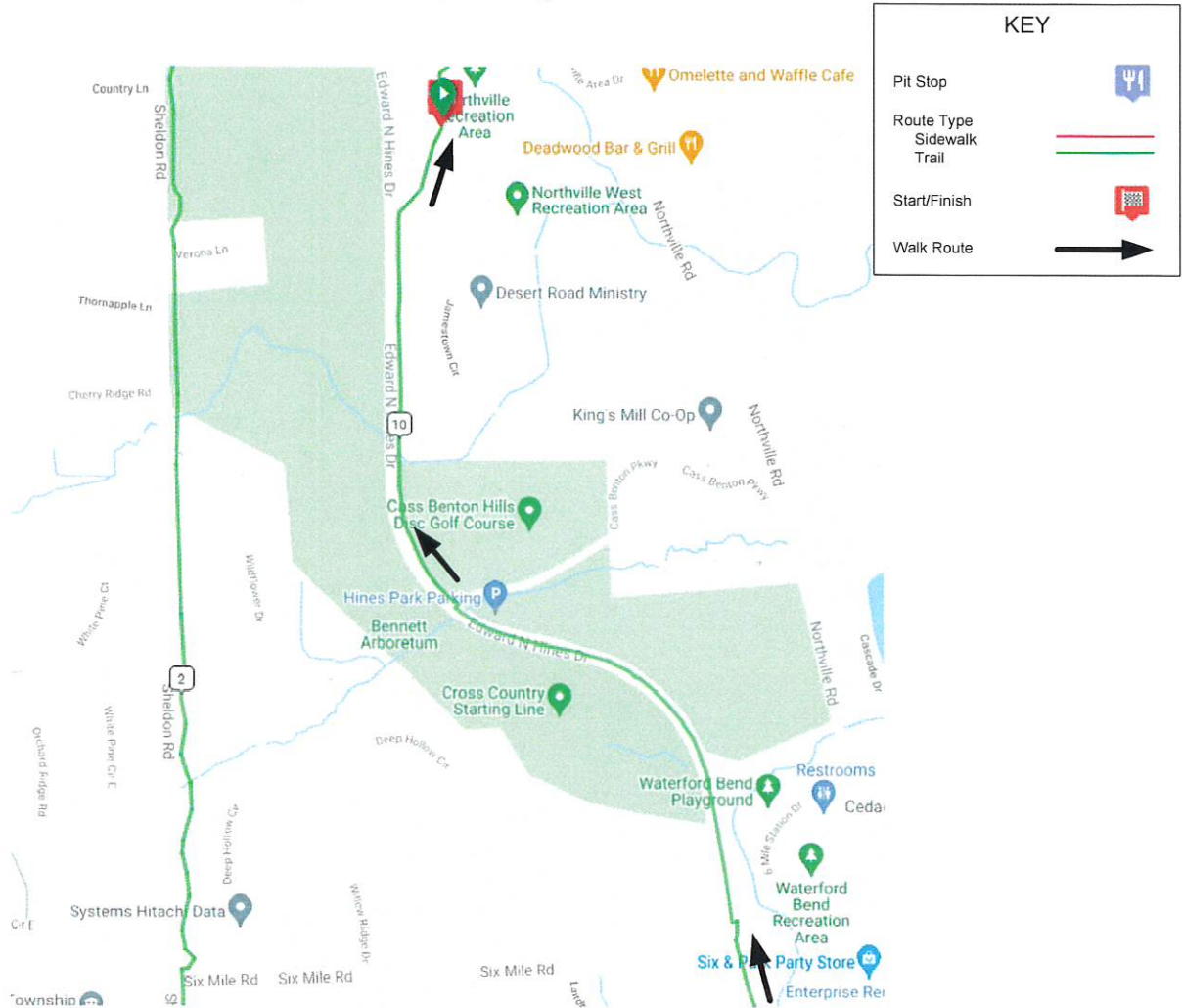


2021 Susan G. Komen 3-Day Nation  
Michigan Route Maps: Sunday, 10/17/21



KEY	
Pit Stop	
Route Type	
Sidewalk	
Trail	
Start/Finish	
Walk Route	

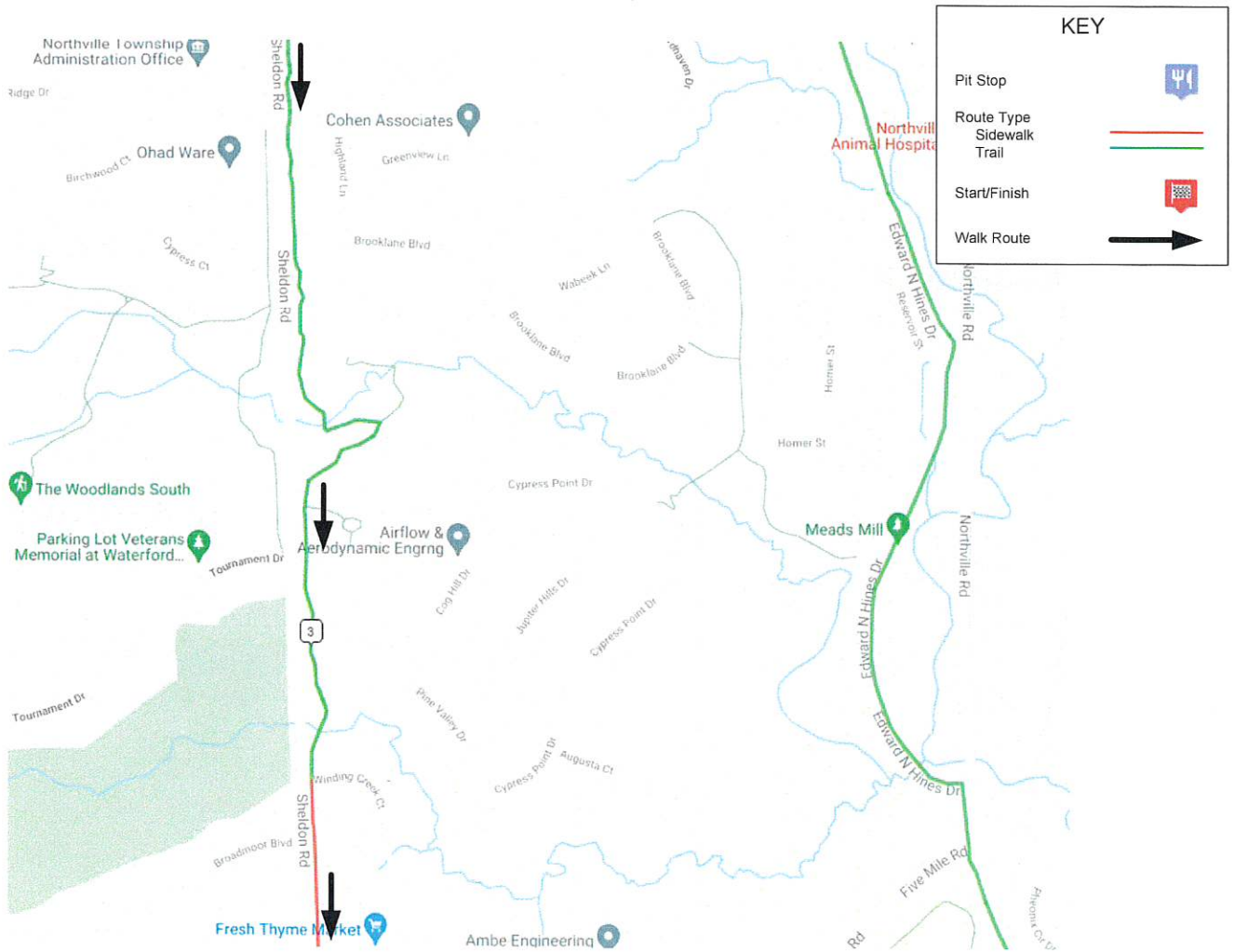
2021 Susan G. Komen 3-Day Nation  
Michigan Route Maps: Sunday, 10/17/21







2021 Susan G. Komen 3-Day Nation  
Michigan Route Maps: Sunday, 10/17/21



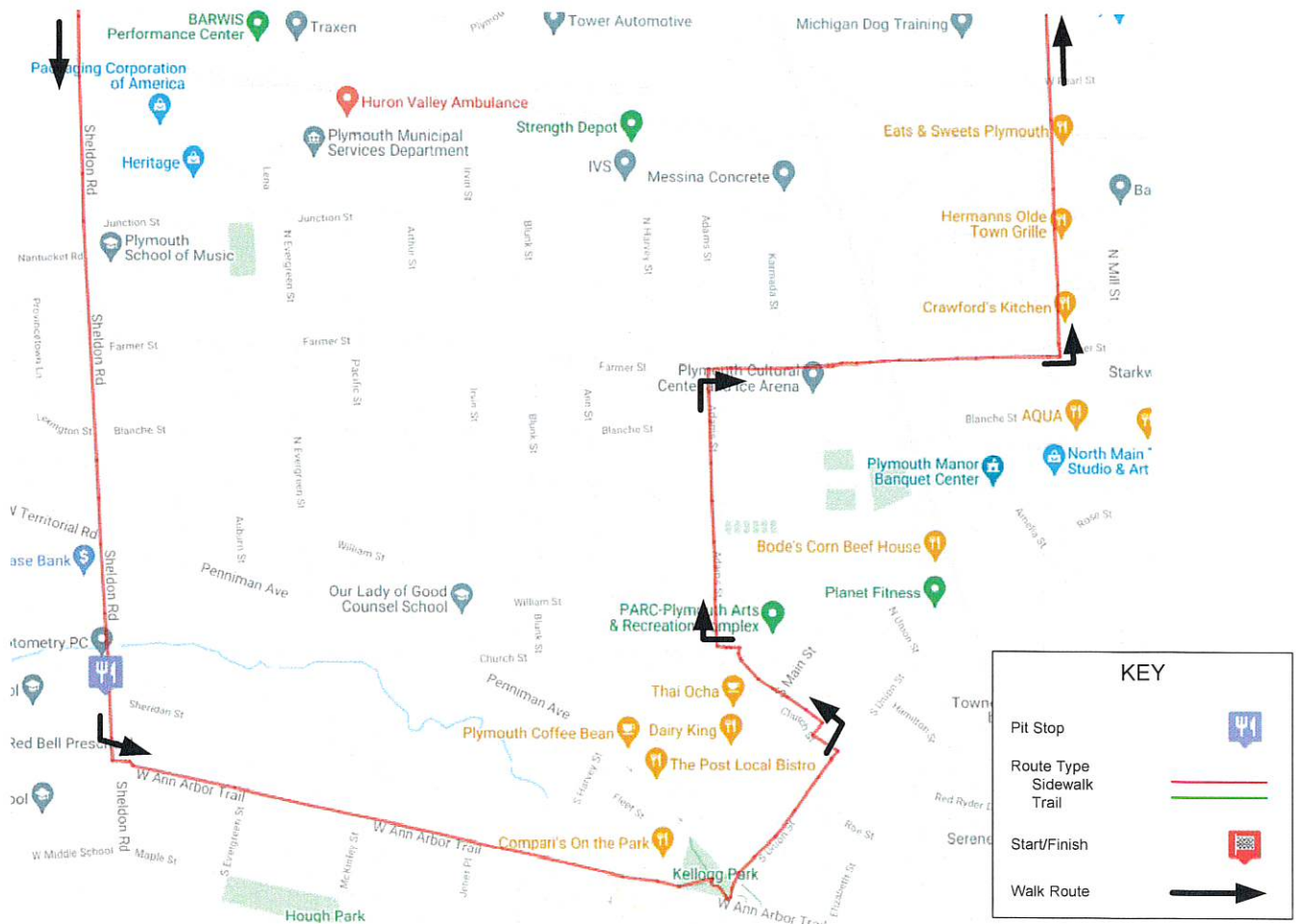


2021 Susan G. Komen 3-Day Nation  
Michigan Route Maps: Sunday, 10/17/21

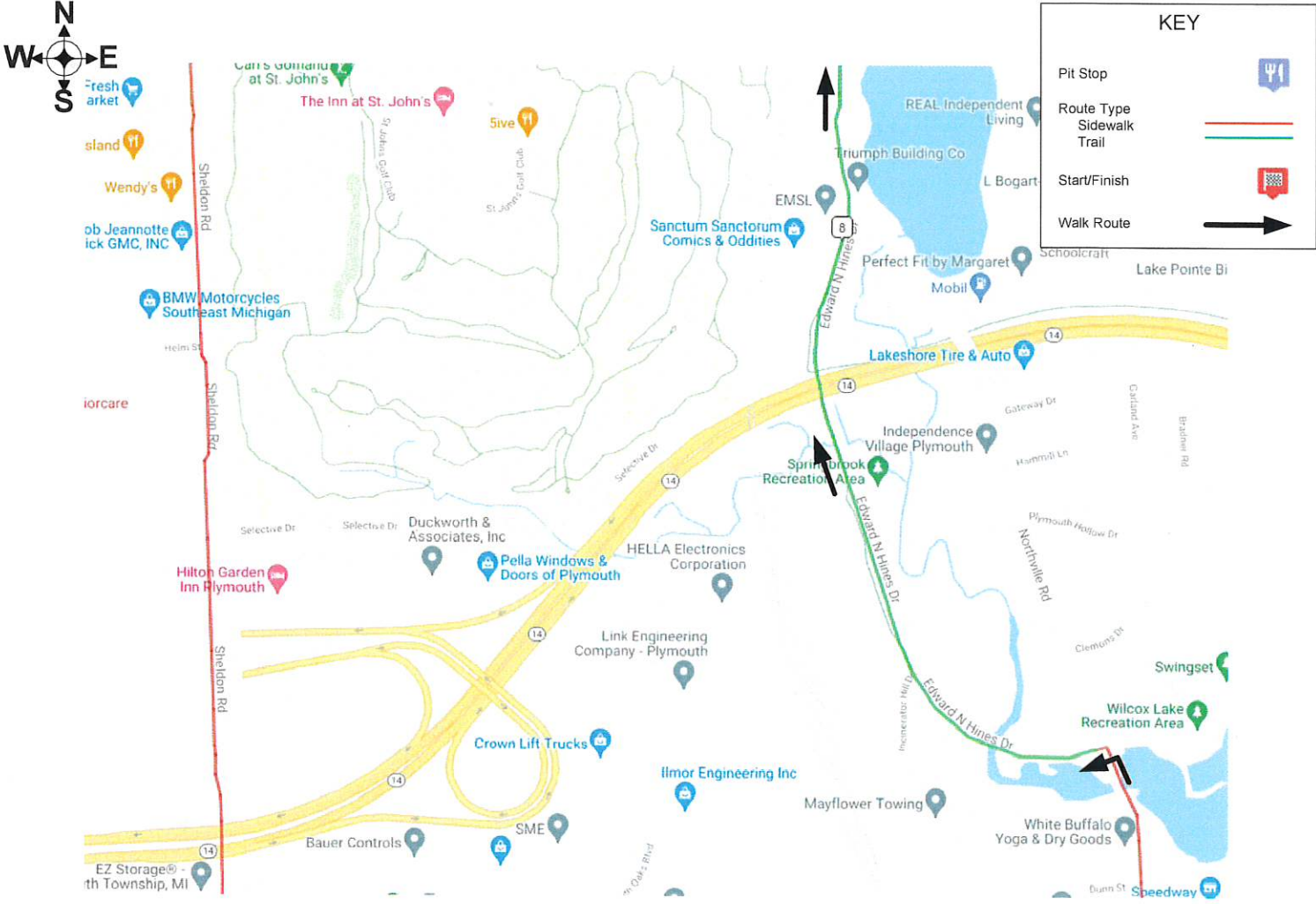


KEY	
Pit Stop	
Route Type	
Sidewalk	
Trail	
Start/Finish	
Walk Route	

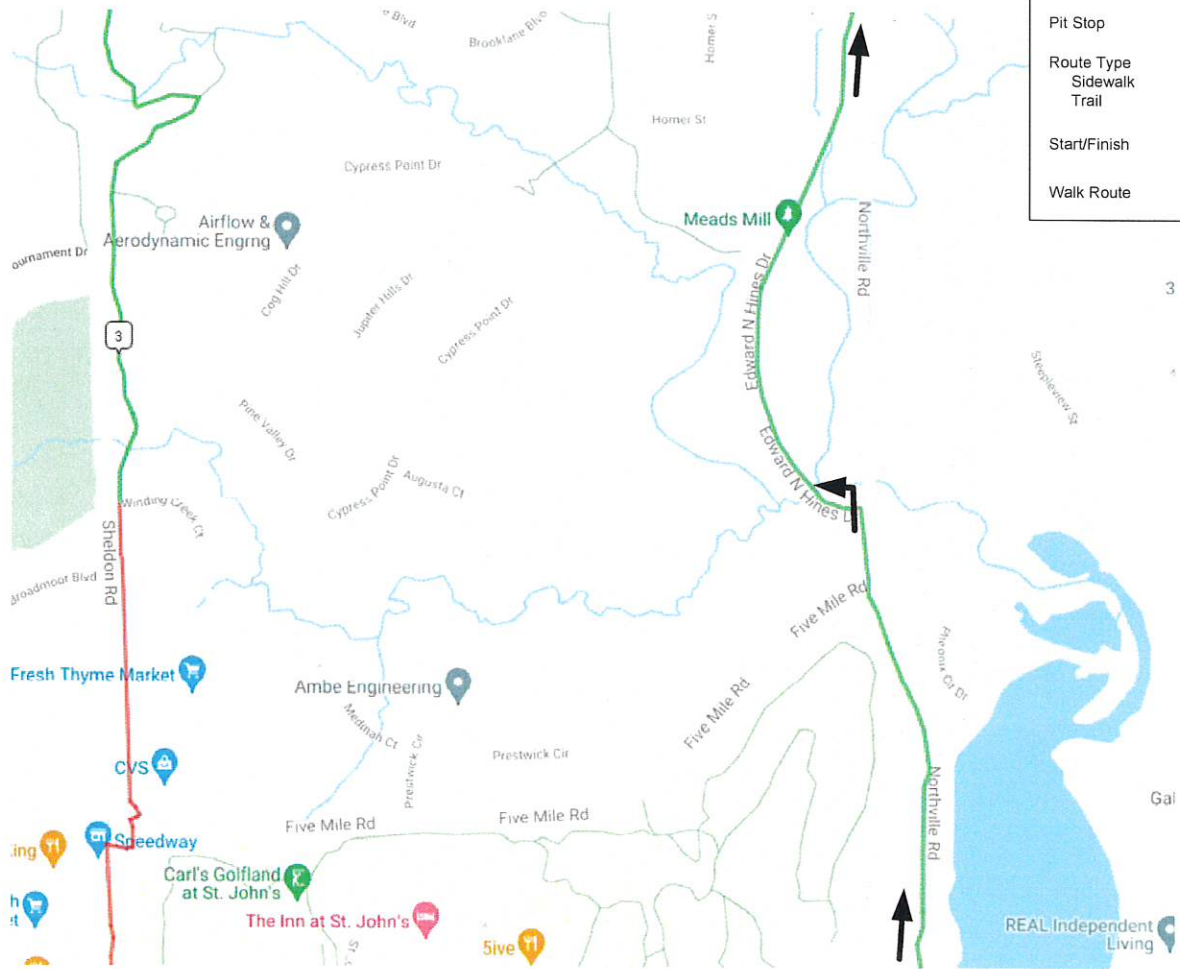
2021 Susan G. Komen 3-Day Nation  
Michigan Route Maps: Sunday, 10/17/21



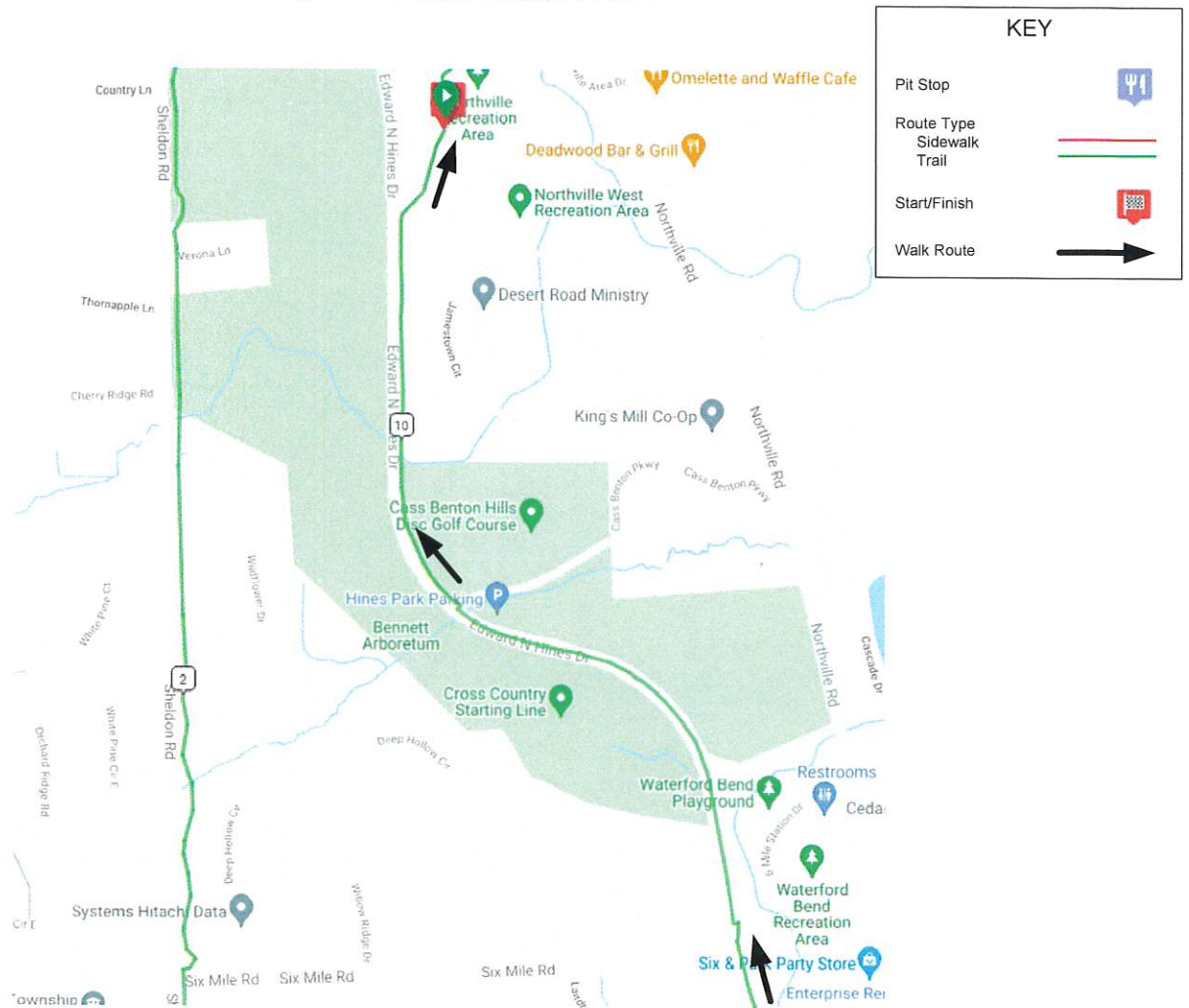
2021 Susan G. Komen 3-Day Nation  
Michigan Route Maps: Sunday, 10/17/21



2021 Susan G. Komen 3-Day Nation  
Michigan Route Maps: Sunday, 10/17/21




KEY	
Pit Stop	
Route Type	
Sidewalk	
Trail	
Start/Finish	
Walk Route	





CINCINNATI OH 45999-0038

In reply refer to: 0248188030  
Nov. 19, 2018 LTR 4167C 0  
75-1835298 000000 00  
00014268  
BODC: TE

  
SUSAN G KOMEN BREAST CANCER  
FOUNDATION  
SUSAN G KOMEN FOR THE CURE  
% ROBERT GREEN  
5005 LBJ FREEWAY 526  
DALLAS TX 75244

012879

Employer identification number: 75-1835298  
Group exemption number: 7164

Dear Taxpayer:

This is in response to your request dated Nov. 08, 2018, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in June 1992, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Please refer to [www.irs.gov/charities](http://www.irs.gov/charities) for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

0248188030  
Nov. 19, 2018 LTR 4167C 0  
75-1835298 000000 00  
00014269

SUSAN G KOMEN BREAST CANCER  
FOUNDATION  
SUSAN G KOMEN FOR THE CURE  
% ROBERT GREEN  
5005 LBJ FREEWAY 526  
DALLAS TX 75244

Sincerely yours,



Kim A. Billups, Operations Manager  
Accounts Management Operations I

## EVENT REVIEW FORM

Susan G. 3-Day

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>GP</u>
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> NO				
Labor Costs: \$	<u>250</u>	Equipment Costs: \$	<u>75</u>	Materials Costs \$ <u>25</u>
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>qec</u>
<u>2 OFFICERS @ 8 HOURS</u>				
Labor Costs \$		Equipment Costs \$	<u>1216</u>	Materials Costs \$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>JL</u>
<u>4 Fire Fighters - 32 hrs</u>				
Labor Costs \$	<u>525.00</u>	Equipment Costs \$		Materials Costs \$
HVA:	<u>Approved</u>	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>TB</u>
Labor Costs \$	<u>500</u>	Equipment Costs \$	<u>100</u>	Materials Costs \$
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MB</u>
Class I - Low Hazard				
<u>Class II - Moderate Hazard</u>				
<u>Certificate of Insurance naming City of Plymouth</u>				
<u>as Additional Insured in description area</u>				
Class III - High Hazard				
Class IV - Severe Hazard				

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 \_\_\_\_\_

# 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 Tom Young Title Event Manager

Ph# same Fax# same Email same Cell#

Address same City  State  Zip

Event Name Pumpkin Palooza

Event Purpose Children's Halloween Event

Event Date(s) Sunday, October 24, 2021

Event Times Noon to 2:30 p.m.

Event Location Downtown Plymouth

What Kind Of Activities? Games, activites, entertainment, costume contests and trick-or-treating at vendor booths.

What is the Highest Number of People You Expect in Attendance at Any One Time? ~7000

Coordinating With Another Event? YES ☐ NO ☒ If Yes, Event Name:

Event Details: This is family designed event to give children a hands-on Halloween experience with games, activities, entertainment, costume contests, trick-or-treating and more...

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)

Yes, the streets will need to closed by 10:00 a.m. for setting up tents and tables and reopened at 3:00 pm  
We will need trash containers throughout the closed streets.

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:

The length of the event is over the 2-3 hour time limit in public parking areas



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 .

7/23/2021  
Date

Tom Young  
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 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 Pumpkin Palooza (*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.

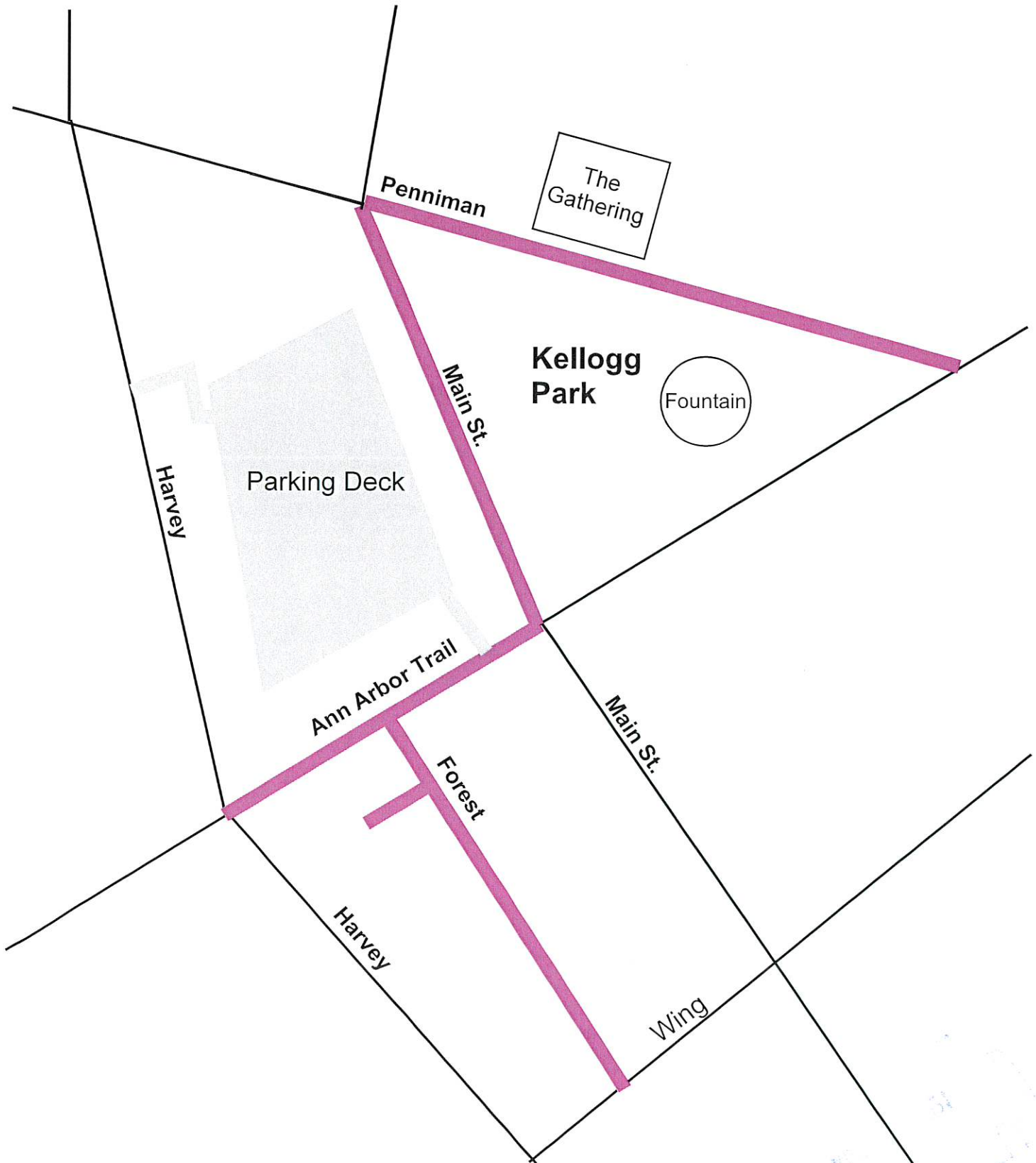
Signature Tom Young

Date 7/23/2021

Witness Mary Nyhus

Date 7/23/2021

# 2021 Pumpkin Palooza



Streets Closed 

## EVENT REVIEW FORM

## PUMPKIN PALOOZA

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
2 FTE + SUPERVISOR APPROX 7 HRS BARRICADES + TRASH COLLECTION				
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> NO				
Labor Costs:	\$ <u>1500<sup>00</sup></u>	Equipment Costs:	\$ <u>250</u>	Materials Costs \$ <u>100</u>
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>ACC</u>
2 - OFFICERS @ 3 HRS				
Labor Costs \$		Equipment Costs \$	<u>456<sup>-</sup></u>	Materials Costs \$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>JD</u>
4 firefighters - 16 hrs				
Labor Costs \$	<u>250.00</u>	Equipment Costs \$		Materials Costs \$
HVA:	<u>Approved</u>	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>TB</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MR</u>
Class I - Low Hazard				
<u>Class II - Moderate Hazard</u>				
Class III - High Hazard				
Class IV - Severe Hazard				

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).





# Special Event Application

ITEM #4.h

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

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

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

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

Sponsoring Organization's Legal Name	Plymouth DDA/Salvation Army Plymouth Corps				
Ph#	734-455-1453	Fax#		Email	tbruscato@plymouthmi.gov
Website	www.downtownplymouth.org				
Address	831 Penniman	City	Plymouth	State	MI
				Zip	48170
Sponsoring Organization's Agent's Name	Tony Bruscato			Title	Director
Ph#		Fax#		Email	
Cell#					
Address		City		State	
				Zip	

Event Name	Main Street Tree Lighting and Plymouth Salvation Army Red Kettle Kick Off
Event Purpose	Lighting the Main Street Holiday Trees to kick off the Salvation Army's Red Kettle Campaign
Event Date(s)	November, 12
Event Times	5-8 p.m.
Event Location	Kellogg Park

What Kind Of Activities? Salvation Army Band/PCEP Choir/collection of non-perishable food items/light refreshments

What is the Highest Number of People You Expect in Attendance at Any One Time? 300

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.)

The event kicks off the holiday season in Downtwon Plymouth and the Plymouth Salvation Army's Red Kettle campaign. Music, light refreshments, collection of non-perishable food items and lighting of the Main Street holiday trees.



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

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES ☒ NO ☐

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

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

first or second Friday in November

Next year's specific dates:

Nov 11

\*\*\*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)

DMS Worker

Trash containers

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.

8/10/2021

Date

  
Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

# EVENT REVIEW FORM

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial	CP
2 FTE PA SYSTEM					
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> NO					
Labor Costs:	\$ 650	Equipment Costs:	\$ 75	Materials Costs	\$ 100
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial	gpc
N. SERVICES NEEDED					
Labor Costs \$		Equipment Costs \$	0	Materials Costs \$	
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial	ALS
NO SERVICES REQUIRED					
Labor Costs \$		Equipment Costs \$		Materials Costs \$	
HVA:	<u>Approved</u>	Denied	(list reason for denial)	Initial	
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial	SBP
Labor Costs \$		Equipment Costs \$	0	Materials Costs \$	
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial	WR
Class I - Low Hazard					
<u>Class II - Moderate Hazard</u>					
Class III - High Hazard					
Class IV - Severe Hazard					

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 - PUBLIC HEARING - Liquor License Transfer Liberty Street Brewing to Bearded Lamb 08-16-21.docx  
Date: July 26, 2021  
RE: Public Hearing - Liquor License Transfer for Liberty Street Brewing to Bearded Lamb, LLC

---

### Background

The City Commission may have been aware that Liberty Street Brewing, LTD has been in discussions for some period of time related to selling their business. The new owners have applied for a transfer of Brewing and Wine Maker Licenses from the current ownership group of Norton X Brewing to Bearded Lamb, LLC at the same location. They have already applied to the State for the transfer ownership of the license, which includes Micro-Brewer, Small Wine Maker with on-premises tasting room license with outdoor service area. Along with a new Beer & Wine Tasting Permit.

The new owners have completed all of the necessary documentation with the City. We are aware that the new owners have been operating under a management agreement, known as a participation permit or with the MLCC's knowledge.

The Local Liquor License Review Committee met prior to the City Commission Meeting to make a recommendation to the City Commission related to this transfer.

There is no change in the City's Liquor License Cap, as these are existing licenses in the city, and it is simply being transferred to new ownership. In addition, we have room under the cap to add establishments outside of the DDA. This is a simple transfer of the license within the City and at the same location, there are no "outside" considerations, such as the license cap.

### **RECOMMENDATION:**

The LLRC made a recommendation on the transfer of ownership. The City Commission will then take formal action at their regular meeting to open and hold a Public Hearing, as well as make a recommendation to the State Liquor Control Commission.

There are really three options at this point for the City Commission,

- 1) The City Commission could recommend approval of the transfer.
- 2) Recommend against the transfer.

- 3) The City Commission could recommend no action be taken at this time. In any case the State will most likely approve the transfer.

We have prepared a proposed Resolution for the City Commission that would recommend approval of the transfer of the existing license and the addition of the new Beer & Wine Tasting Permit to the State of Michigan Liquor Control Commission.

Should you have any questions in advance of the meeting please feel free to contact either Al Cox or myself.



## **NOTICE OF PUBLIC HEARING**

### **CITY OF PLYMOUTH CITY COMMISSION WILL HOLD A PUBLIC HEARING IN ACCORDANCE WITH LIQUOR MANAGEMENT ORDINANCE**

PLEASE TAKE NOTICE THAT a public hearing shall be held before the City Commission of the City of Plymouth on **Monday, August 16, 2021, at 7:00 p.m.** **at the regular meeting of the Plymouth City Commission at Kiwanis Park (Auburn & Junction)** or in the event of inclement weather the meeting will be **at 201 S. Main, Plymouth, Michigan.** The Public Hearing will consider the following:

- 1) Application for approval to transfer Microbrewer License, Small Wine Maker License, On-Premises Tasting Room, with Outdoor Service Area from Norton X Brewing Company dba/ Liberty Street Brewing to Bearded Lamb, LLC.**

This is a public meeting, and any interested person is invited to attend at the place and time stated.

**THERE WILL BE A MEETING OF THE LOCAL LIQUOR LICENSE REVIEW COMMITTEE (LLRC) ON MONDAY, AUGUST 16, 2021, AT 6:15 p.m. AT Kiwanis Park (Auburn & Junction) or in the event of inclement weather the meeting will be at 201 S. Main, Plymouth, Michigan. TO CONSIDER A RECOMMENDATION TO THE CITY COMMISSION.**

Maureen Brodie, CMC  
City Clerk

Posted: City Hall  
Cultural Center  
Public Library

**CITY OF PLYMOUTH  
LIQUOR LICENSE REVIEW COMMITTEE  
APPLICATION**

Name of Applicant: Bearded Lamb, LLC

Address of Applicant: 149 West Liberty Street  
Plymouth, MI 48170

Phone Number of Applicant: 734.267.0000

Fax Number of Applicant: \_\_\_\_\_

Email Address of Applicant: lamb@beardedlamb.com

Please List Name, Address and type of license as it appears on current Liquor License:

Norton X Brewing Company, D/B/A Liberty Street Brewing

149 West Liberty Street, Plymouth, MI 48170

License Types: Microbrewer, Small Wine Maker, On-premise Tasting Room

List All Persons Listed on Liquor License (Partners):

Norton X Brewing Ltd Partners are Mark McAlpine, Joseph Walters, Mark Reppa, Mike Overbeek, James Satterfield  
and Joshua Traylor

Please list type of license that you are requesting (new, permit, transfer of ownership, transfer into the City, etc.):

Transfer of all existing licenses and permits

Please list Name, Address and type of license as it is proposed (If change approved):

Bearded Lamb, LLC D/B/A Bearded Lamb Brewing Company 149 West Liberty Street, Plymouth, MI 48170

License Types: Microbrewer, Small Wine Maker, On-premise Tasting Room

Please list all persons listed on proposed Liquor License (Partners):

Bearded Lamb, LLC Partners (Members) are Lucy Klohs and Ryan Lamb

Fee Schedule:

<b>Liquor License Investigations</b>	
<b>Class C or Private Club License:</b>	
New license or transfer of ownership	\$600.00
Amend stockholders	\$300.00
Relocation of existing license (per person named on request)	\$300.00
Dance or entertainment permit	\$200.00
<b>SDD/SDM:</b>	
New license or transfer of ownership	\$400.00
Relocation of existing license (per person named on request)	\$300.00
Add or drop space on license	\$100.00
Special license and one-day permits	\$100.00

Please submit plan of operation (if required, see Section #4 of Ordinance):

CITY OF PLYMOUTH  
201 S MAIN  
PLYMOUTH, MI 48170  
Phone : 734-453-1234  
WWW.CI.PLYMOUTH.MI.US

Received From:  
Date: 07/23/2021  
Receipt: 389686  
Cashier: TLB  
Time: 9:40:39 AM

ITEM REFERENCE	AMOUNT
LICEN LICENSES	\$600.00
LIQUOR LICENSE	
TOTAL	\$600.00
CHECK 1006	\$600.00
Total Tendered:	\$600.00
Change:	\$0.00

Signature of Applicant:

*Larry Kloba*

Date:

*7/16/21*



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

Thursday, June 03, 2021

Elaine Pohl -- Attorney  
c/o BEARDED LAMB LLC  
[epohl@plunkettcooney.com](mailto:epohl@plunkettcooney.com)

**RID #** RQ-2105-04005      **Reference/Transaction:** TRANSFER OWNERSHIP 2021 MICRO BREWER, SMALL WINE MAKER AND ON-PREMISES TASTING ROOM LICENSE WITH OUTDOOR SERVICE (1 AREA) AND PARTICIPATION PERMIT WITH BEARDED LAMB LLC FROM NORTON X BREWING, LTD.; NEW BEER & WINE TASTING PERMIT; CANCEL PARTICIPATION PERMIT WITH BEARDED LAMB LLC AT 149 W LIBERTY ST, PLYMOUTH, MI 48170 PLYMOUTH CITY IN WAYNE COUNTY.

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

**Applicant/Licensee:** BEARDED LAMB LLC

**Business address and phone number:** 149 W LIBERTY ST, PLYMOUTH, MI 48170 PLYMOUTH CITY IN WAYNE COUNTY.

**Home address and phone number of partner(s)/subordinates:**

Ryan Lamb -- [REDACTED] Cell Phone [REDACTED]  
Lucy Kohls -- [REDACTED] Cell Phone [REDACTED]

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

**Southfield District Office (313) 456-1170**

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION  
Retail Licensing Division  
(866) 813-0011

cc: BEARDED LAMB LLC [ryanlamb81@gmail.com](mailto:ryanlamb81@gmail.com)  
NORTON X BREWING, LTD. [mark@libertystreetbeer.com](mailto:mark@libertystreetbeer.com)  
PLYMOUTH CITY [cityclerk@ci.plymouth.mi.us](mailto:cityclerk@ci.plymouth.mi.us)

MICHIGAN LIQUOR CONTROL COMMISSION  
PAT GAGLIARDI, CHAIR  
525 W. Allegan St. • P.O. BOX 30005 • LANSING, MICHIGAN 48909  
[www.michigan.gov/lcc](http://www.michigan.gov/lcc) • 866-813-0011

**Bearded Lamb, LLC  
D/B/A Bearded Lamb Brewing Company  
149 West Liberty Street  
Plymouth, MI 48170**

**July 21, 2021**

**Chief Al Cox  
Director of Public Safety  
Plymouth Police Department  
201 S Main Street  
Plymouth, MI 48170**

**RE: MLCC Liquor License Transfer of Ownership re: RID #RQ-2105-04005**

Dear Chief Cox,

We are pleased to present the attached application for a Liquor License Transfer of Ownership for Liberty Street Brewing Company to Bearded Lamb. Included in the attachments are the Local Application, Operations Plan, and application fee in the amount of \$600.

We are excited for the opportunity to be part of the Old Village business community and to foster and enhance the excellent reputation of the Brewery.

Sincerely,



Lucy Klohs  
Member & Chief Financial Officer

Cc: Elaine Pohl, Attorney  
Plunkett, Cooney





# STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

**THIS LICENSE SUPERSEDES ANY AND ALL OTHER LICENSES ISSUED PRIOR TO APRIL 22, 2021**  
**BUSINESS ID: 211738**  
**NORTON X BREWING, LTD.**  
**D/B/A LIBERTY STREET BREWING COMPANY**

149 W LIBERTY ST,  
PLYMOUTH, MI 48170-8001  
WAYNE COUNTY  
D-254  
PLYMOUTH CITY

LICENSE # LICENSE:  
L-000175812 Micro Brewer  
L-000206606 Small Wine Maker  
L-000418423 On-Premises Tasting Room Permit

TOTAL BARS: 0 OUTDOOR SERVICE AREA: 1  
DIRECT-CONNECTIONS: 0 PASSENGERS:

PERMIT  
Outdoor Service Area(1), Participation(BEARDED LAMB, LLC)

LICENSEE(S) SIGNATURE(S)

2021  
2022

LICENSE EFFECTIVE MAY 1, 2021 - EXPIRES APRIL 30, 2022

**CITY OF PLYMOUTH  
CLASS C LIQUOR LICENSE OR TAVERN LICENSED BUSINESS  
PLAN OF OPERATION**

**Business Name:** Bearded Lamb, LLC

**Doing Business As:** Liberty Street Brewing Co; Bearded Lamb Brewing Co

**Street Address:** 149 W. Liberty Street, Plymouth, MI 48170

**Preamble:** We have received copies of Plymouth City Ordinance 2003-04, An Ordinance to Establish a General Policy for the management of Liquor Licenses and Permits, understand its provisions and will be governed by them. The following Plan of Operation is developed in keeping with the spirit and intent of this Ordinance.

**Section 1: Hours of Operation**

Our current hours of operation are:

Mon - Thu 3p - 11p

Fri 3p - 12a

Sat 12n - 12a

Sun 12n - 10p

These hours are subject to change seasonally and to accommodate special events. Last service occurs 20 minutes prior to closing.

**Section 2: Format of Premises**

The premises include a brewery facility, small wine making facility, and an on-premise tasting room. Currently, small food items and non-alcoholic beverages are served daily. In the future, we expect to resume serving additional food options, which were halted due to the COVID-19 pandemic. Capacity in our main level is 45 patrons, plus 95 patrons in our upper hall area. Additionally, there is a small attached patio in the back of the building that seats 16 and a temporary front patio that seats 20-30. Total capacity is 176-186 patrons.

On occasion, our upper hall will host special events, such as comedy night or live musical or artistic entertainment, and the hall is frequently reserved for private parties such as wedding showers, birthdays, and company meetings, which may be catered by outside providers. At this time, there is no recurring schedule for these events, they are each scheduled individually.

It is agreed that we will not change the format or type of business without written approval of the City Commission. This includes changing from a full-service restaurant to a bar where food service is reduced, etc. The ratio of food sales to alcohol sales is anticipated to be: *10% Food / 80% Alcohol / 10% Other.*

### **Section 3: Code Compliance**

The premises will fully comply with all applicable health, safety, building, sanitation, electrical, plumbing and fire codes as well as zoning requirements.

### **Section 4: Plan of Operation**

It is acknowledged that under Ordinance 2003-04, the business shall be operated in accordance with an approved plan of operation. Changing the operation of the business in any manner inconsistent with the approved plan of operation is a violation of the ordinance and the rules of the Liquor Control Commission. Any change to the plan of operation must be approved by the City Commission prior to it being placed into effect on the business premises.

### **Section 5: Security**

Security for the customer, building, and community is the first priority for the organization, and as such, we will undertake whatever measures are necessary to maintain and supervise the expected level.

### **Section 6: Parking**

Parking for the facility is as follows:

- Public street parking in Old Village area.
- Additional 25 non-exclusive spaces available to our leased premises in the parking lot at 696 North Mill Street which may be used by patrons, employees, and guests.
- Employees may park at designated private parking behind the building accessible via the alleyway.

### **Section 7: Alcohol Management**

The establishment will strictly obey all rules and regulations promulgated by the City of Plymouth and the State of Michigan Liquor Control Commission. There will be neither service to nor consumption of alcoholic beverages by minors at any time. No alcohol will be sold, or permitted to be sold, on a commission basis by any person.

The following policies will be enforced at the establishment:

1. No alcoholic beverages will be allowed on the premises, other than what is dispensed by the establishment.
2. All serving staff will be required to achieve and maintain TIPS certification status through state-approved training partners. Proof of certification will be kept by management.
3. Patrons who appear to be 30 years of age or younger will be asked to show proper identification to prove their age. Identification will be checked for the state seal and other valid markings. Falsified ID cards will be retained and management will be notified immediately. Standard signage is posted at the serving locations. Patrons under 21 years of age will be prohibited from purchasing alcoholic beverages. Anyone violating these rules will be expelled from the premises.
4. All staff will be trained and will pay attention and be alert to observable clues displayed by an intoxicated individual such as: impaired reflexes, impaired coordination, reduced judgement and inhibitions, impaired vision, etc. Training and assessment will be

consistent with state-approved TIPS certification, including how to handle intoxicated individuals, when to refuse service due to intoxication, and when to request assistance from management. Patrons will be observed while on the premises as well as when leaving the property to ensure that alcohol is not allowed to leave the facility improperly.

5. Patrons who appear intoxicated will be approached by staff and referred to a form of public transportation or ride sharing. Non-alcoholic beverages are offered for designated drivers.
6. All staff will be alert to potential problems while on duty. All such problems shall be reported to management, documented, and addressed as required.

### **Section 8: Refuse Disposal**

The business will comply with all refuse disposal requirements in approved dumpsters in the rear of the leased premises. Pick up will occur 1 time per week, or as required to maintain a clean area. A water line is located near the dumpster area for cleaning. Staff are required to inspect this area once per day for cleanliness.

### **Section 9: Relationships & Community**

We firmly believe in establishing and maintaining positive and productive relationships with our neighbors in the spirit of promoting a safe and desirable community experience for all. Every effort will be made to preserve the unique charm and appeal of the Historic Old Village area. We will cooperate fully with the City of Plymouth, the LCC, and local departments, and will proactively address any problems that may arise.

### **Section 10: Emergency Contact**

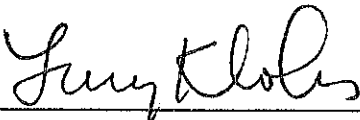
The company designates the following individual for emergency contact:

Mr. Ryan Lamb: 734-207-9600

**Date:** July 11, 2021

**Business Name:** Bearded Lamb, LLC

**Doing Business As:** Liberty Street Brewing Co; Bearded Lamb Brewing Co

**Name/Title:**   
Lucy Klohs, Member

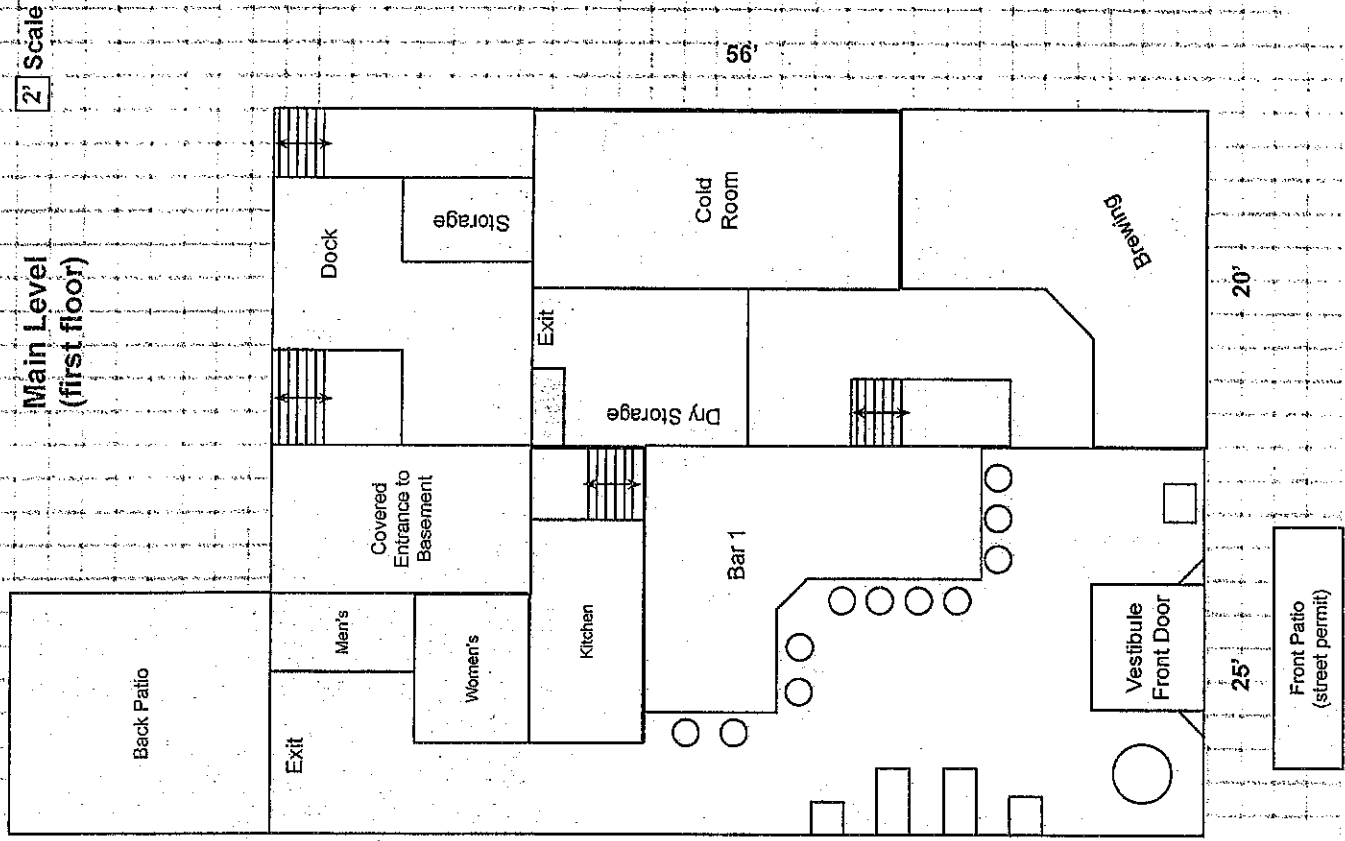
**Name/Title:**   
Ryan Lamb, Member

**Liberty Street Brewing Company**  
149 West Liberty Street  
157 West Liberty Street  
Plymouth, MI 48170





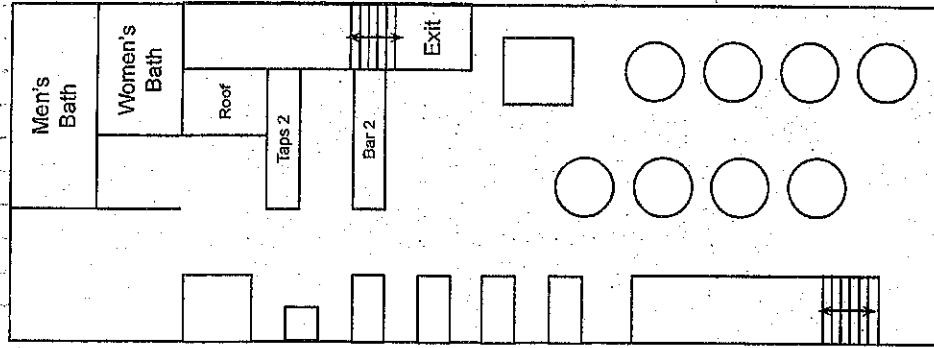
**Liberty Street Brewing Company**  
149 West Liberty Street  
157 West Liberty Street  
Plymouth, MI 48170



**Liberty Street Brewing Company**  
149 West Liberty Street  
157 West Liberty Street  
Plymouth, MI 48170

2" Scale

Upper Hall  
(second floor)



20'

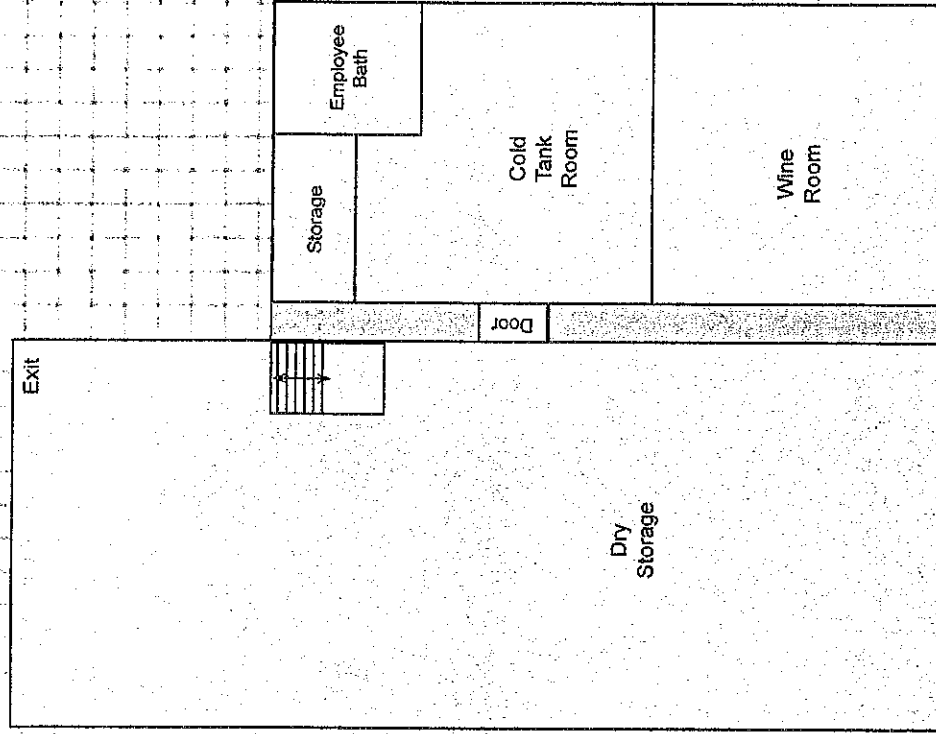
.99

**Liberty Street Brewing Company**  
149 West Liberty Street  
157 West Liberty Street  
Plymouth, MI 48170

Basement Level

2' Scale

(underground floor)



9

## RESOLUTION

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

WHEREAS There has been a request for a transfer of a Liquor License ownership from Norton X Brewing – Liberty Street Brewing to Bearded Lamb, LLC and

WHEREAS The proposed ownership of Bearded Lamb, LLC has appeared Before the Local Liquor License Review Committee (LLRC), and

WHEREAS The LLRC made a recommendation to the City Commission.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby recommend that the State Liquor License, related permits, and a new Beer & Wine Tasting Permit be transferred from Norton X Brewing, LTD, Liberty Street Brewing to Bearded Lamb, LLC. This is to include the Micro Brewer License, Small Wine Maker License and on-premises tasting room license with outdoor service area, as well as a new Beer & Wine Tasting Permit.



## Administrative Recommendation

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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

To: Mayor & City Commission  
From: Paul J. Sincock – City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Plymouth Canton Little League Bingo Fall Fest 8-16-21.doc  
Date: 8/9/2021  
Re: Plymouth Canton Little League - Bingo at Fall Festival

---

### BACKGROUND:

We have received a request from Plymouth Canton Little League related to using the Gathering as a part of the Fall Festival for Bingo Games. The Plymouth Canton Little League is coordinating Bingo Games during the Festival on September 10, 2021. Due to the fact that the Gathering Pavilion is a public facility, the Little League Group is asking that the City Commission authorize them to use the facility for the Bingo during the Festival.

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

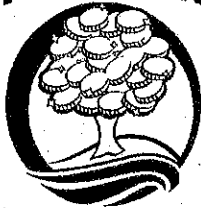
### RECOMMENDATION:

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

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



**MICHIGAN**



**LOTTERY**

License Number V10082

Organization ID 133762

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

is hereby issued to

PLYMOUTH CANTON LITTLE LEAGUE

to conduct the game of bingo at

THE GATHERING  
736 PENNIMAN AVE  
PLYMOUTH, MI 48170

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

Authorized Date(s) and Time(s)

09/10/21 06:00 PM - 09:30 PM

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

Brian Neill, Commissioner

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

## RESOLUTION

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

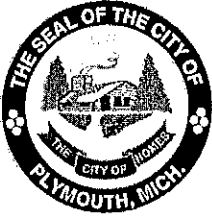
WHEREAS The City of Plymouth is host to the annual Plymouth Fall Festival which is held in the City's Downtown Area, Kellogg Park and the Gathering Pavilion; and

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

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

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

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the Plymouth Canton Little League to use the Gathering Pavilion for Bingo Games during the 2021 Plymouth Fall Festival.



## Administrative Recommendation

---

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - 2021 Infrastructure Plan - Harvey Street Easement 322 N. Harvey 08-16-21.docx*  
Date: August 11, 2021  
RE: 2021 Infrastructure Plan – Harvey Street Easements

---

### Background

The City Commission is aware that they recently approved several permanent and temporary easements for the Harvey Street Construction Project. One of the property owners has made some minor changes to their temporary easement agreement, related to terminating the easement when we complete construction. As a result of this minor change to this one agreement, we need to gain City Commission approval for this one special case.

There are a total of 17 easements that are necessary for the project to move forward. Our team has met with all of the property owners, and this is the only one that needs to be changed at this point. The form of the changed easement has been approved by the City Attorney's Office and the technical design of the easements was completed by Wade Trim and their survey team.

### Recommendation

The City Administration recommends that the City Commission authorize the easement for 322 S. Harvey for the 2021 Infrastructure Plan – Harvey Street Project. We have attached proposed Resolution for the City Commission to consider regarding this matter.

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

**TEMPORARY CONSTRUCTION AND GRADING EASEMENT**

THIS INDENTURE made the \_\_\_\_\_ day of August, 2021 between **KELLY ROGALSKI, M.D.**, party of the first part, and **CITY OF PLYMOUTH**, a municipal corporation of the State of Michigan, party of the second part.

WITNESSETH; that the said Party of the first part, for and in consideration of the sum of One Dollar (\$1.00) and other valuable consideration to them in hand, paid by the said party of the second part, the receipt of which is hereby confessed and acknowledged, do hereby these presents grant unto the party of the second part, a Temporary Construction and Grading Easement in, on, over, under and through a certain parcel(s) of land situated in the City of Plymouth, County of Wayne, and State of Michigan, more particularly described as:

PARCEL/LOT & SUBN. SLY 50 FT. OF LOT 328 ASSESSORS PLYMOUTH PLAT NO. 13  
SIDWELL NO. 49-009-03-0335-002

**322 HARVEY TEMPORARY GRADING EASEMENT EXHIBIT**

including the right of access in the said party of the second part to go over and upon the land of the said parties of the first part for the purpose of the Temporary Construction and Grading Easement, provided that the granting of the above easement does not vest in the party of the second part authority to use any portion of land for purposes other than herein designated.

IT IS UNDERSTOOD AND AGREED, as a part of the consideration of the granting of the above Temporary Construction and Grading Easement, that the said party of the second part, its successors or assigns, will make reasonable efforts to leave the premises in as good condition as presently exists and repair any damage to the premises caused by the party of the second part or its contractors.

IT IS FURTHER UNDERSTOOD AND AGREED, as part of the consideration for the granting of the above Temporary Construction and Grading Easement, that the rights of the said party of the second part in land herein granted shall cease to exist upon the completion of the project, as evidenced by the acceptance of the work by the said party of the second part or six (6) months following the execution date of this Temporary Construction and Grading Easement, subject to extension or Force Majeure as stated below, subject to extension or a Force Majeure event ("Termination Date").

IT IS FURTHER UNDERSTOOD AND AGREED, that during the term of this Agreement the party of the second part will provide the party of the first part with reasonable access to the premises, similar to that access provided to adjoining property owners.

IT IS FURTHER UNDERSTOOD AND AGREED, as part of the consideration for the granting of the above Temporary Construction and Grading Easement, that party of the second part shall be excused from performance under this Agreement and shall have the Termination Date stated above extended for a like period of time in the event it is prevented from performing all of the work, in whole or in part, as a result of material delay caused by an act of God, war, terrorism, civil disturbance, court order, pandemic, declaration of state of emergency, shortage of labor or materials, governmental action, or a natural disaster, each a "Force Majeure" event; and the party of the second part may extend the Termination Date by sending the party of the first part written notice. Such extensions shall be limited to two (2) thirty (30) day extensions with written notice being given by party of the second part prior to the end of the Termination Date and specifying the remaining work that needs to be completed

IN WITNESS WHEREOF, the said parties of the first part have hereunto set their hands and seals the day and year first above written.



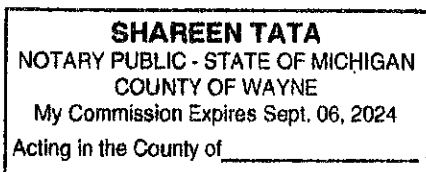
KELLY ROGALSKI, M.D.

STATE OF MICHIGAN )

)§

COUNTY OF Wayne)

The foregoing instrument was acknowledged before me on AUG 11, 2021 by Kelly Rogalski, M.D.



\_\_\_\_\_, Notary Public  
County of \_\_\_\_\_, State of Michigan  
Acting in the County of \_\_\_\_\_, Michigan  
My commission expires: \_\_\_\_\_

*Signatures continued on Page 3.*



*Signatures continued from Page 2.*

**CITY OF PLYMOUTH,**  
a Michigan municipal corporation

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

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

STATE OF MICHIGAN    )  
                                  )§  
COUNTY OF \_\_\_\_\_)

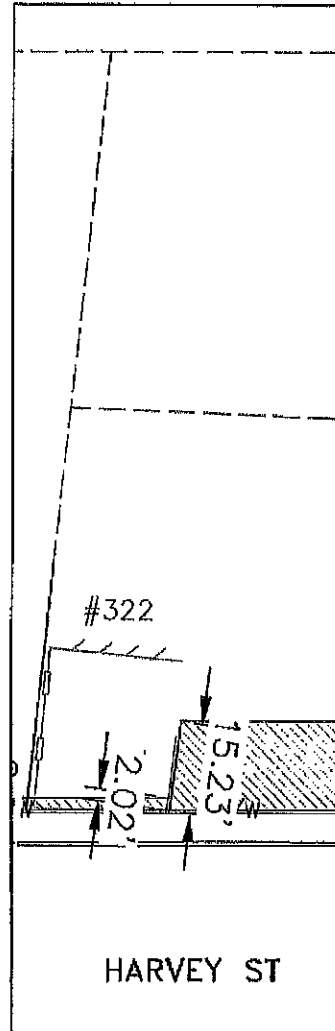
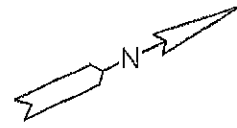
The foregoing instrument was acknowledged before me on \_\_\_\_\_, 2021  
by \_\_\_\_\_ of and on behalf of the City of Plymouth.

\_\_\_\_\_, Notary Public  
County of \_\_\_\_\_, State of Michigan  
Acting in the County of \_\_\_\_\_, Michigan  
My commission expires: \_\_\_\_\_

Drafted by and when recorded  
return to:

Dennis G. Cowan, Esq.  
Plunkett Cooney  
38505 Woodward Ave., Suite 100  
Bloomfield Hills, MI 48304

Open.09992.80534.26971249-1



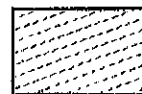
322 HARVEY

TEMPORARY GRADING EASEMENT EXHIBIT

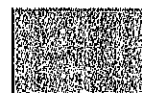
PERMANENT ROW NEEDED FOR  
PUBLIC WALKWAY TO BE IN  
PUBLIC ROW AT CORNER AND  
PROPOSED MAST ARM  
INSTALLATION. TEMPORARY  
GRADING EASEMENT NEEDED  
DURING CONSTRUCTION ONLY..



25251 Northline Rd.  
Taylor, MI 48180  
734.947.9700  
www.wadetrim.com



TEMPORARY GRADING  
EASEMENT REQUIRED



PROPOSED NEEDED ROW

## RESOLUTION

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

WHEREAS The City of Plymouth plans to rebuild Harvey Street in the area of Penniman to Ann Arbor Trail, as well as to make improvements to the underground infrastructure in the construction area, and

WHEREAS In order to complete the project in accordance with various state, federal and local Standards it is necessary to obtain certain easement documents to allow the City To proceed with the project as planned.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize obtaining a temporary easement from private property owners at 322 S. Harvey to accommodate the project. Further, the Mayor is hereby authorized to sign said easement on behalf of the City of Plymouth.



## Administrative Recommendation

---

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Roof Repairs City Hall 08-16-21.docx  
Date: August 11, 2021  
RE: Roof Repairs at City Hall – Police Area

---

### Background

There is a need to make repairs to the roof above the police department. This is an area where a lot of mechanical equipment is located, most notably the water-cooling tower for the general HVAC system at city hall. We have experienced some minor leaks in this area

We have used Energy Shield roofs for several our flat roofs, starting in 1982 and with proper maintenance we have had excellent long-term results. They have put on roofs at City Hall, the Cultural Center and at the Department of Municipal Services. All these roofs have been excellent, and we would highly recommend continuing the maintenance with the Energy Shield product.

The current proposal is to make repairs in the about of \$9,474 and have a contingency in the project of \$1,894 for a total project of 11,368. We have attached a write up from the Department of Municipal Services as additional background on this repair.

### RECOMMENDATION:

The City Administration recommends that the City Commission authorize roof repairs to City Hall with a total project cost of \$11,368. To include \$9,474 for repairs to the Energy Shield Roof System and a contingency of \$1,894.

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



## Department of Municipal Services

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

Date: August 10, 2021  
To: Paul J. Sincock, City Manager  
Chris Porman, Asst. City Manager  
From: Chris A. Helinski, Asst. Director Municipal Services  
Re: City Hall Foam Roof Coating Repair

### Background

The original City Hall building was built in 1963. Since then, there have been multiple additions and alterations to the building. With the different phases of the building come different types of construction for the roofs. The roofs on City Hall vary from residential style fiberglass shingles, to commercial membrane, to a spray foam membrane. The spray foam membrane was installed by Energy Shield, Inc. in 1986, and the roof was recoated for warranty work in 2006.

The spray foam membrane roof is currently leaking in several areas; including any area of the police department where equipment had to be relocated. We had Energy Shield, Inc. come out and inspect the roof after the appearance of leaks in the building. During the inspection, it was determined that the best course of action at this time is to re-seal the affected areas. The scope of the work will be re-sealing flat roof around the cooling tower, replacing broken coping stones, and adding a protective pad. In addition, any other damage found while the contractor is onsite will be addressed and resealed.

We would request an added contingency for any additional work found that was not covered by the previous inspection. This was included in the 21-22 budget under roof repairs for City Hall. It is on page 109 of the current budget and a copy is attached for your reference.

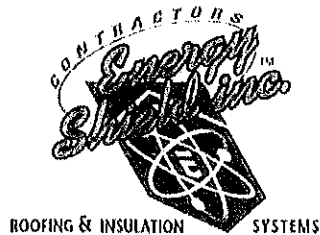
### Recommendation

It is our recommendation that the City Commission approve the repairs at City Hall to repair the spray foam roof from Energy Shield, Inc. in the amount of \$9,474 with a contingency of \$1,894 for a total not to exceed \$11,368. Please see attached quote and aerial view of City Hall for reference.

Should you have any questions, please feel free to contact us in advance of the meeting.



MICHIGAN  
138 West Pike Street  
Pontiac, MI 48341-1747  
PH: 248-332-2910  
FX: 248-332-4777  
[karl@energyshield.net](mailto:karl@energyshield.net)



| Serving You Since 1978 |

Lic#2101179705

## Quotation

August 3, 2021

Attn: Chris Helinski  
City of Plymouth  
201 S. Main St.  
Plymouth, MI 48170

Re: SPF roof rehabilitation at Plymouth City Hall

I am pleased to offer this revised proposal for repairing and re-coating a portion of the existing Spray Foam Roofs at the Plymouth City Hall. The existing Spray Foam Roofs were installed by Energy Shield in 1986 and are in over fair condition. See attached photo regarding roof area under consideration. We propose to perform the following work:

1. Clean existing roofing surface to be free of all dirt and debris. Cut out and remove loose, blistered and deteriorated roofing materials.
2. Remove roofing material around roof drains and detail as required. Install new roof drain covers.
3. Apply spray foam roofing material to any areas that have been removed. Spray foam will match existing thickness.
4. Coat entire roof with 34 dry mils of Gaco Western silicone rubber roof coating. Finish coat will be bright white.
5. Install reinforced walk-pad where door way exits on to roof.
6. Inspect finished work and detail as required, clean up and remove all debris from the jobsite.

Total price all roofing work on one (1) roof area..... \$ 6,274.00

Add: \$ 3,200.00 to the above price should you like three (3) perimeter stone copings replaced.

Additional copings will be replaced for \$ 700.00. Copings will be sealed with roof coating if they are not replaced.

TERMS OF PAYMENT: Balance net 30 upon completion.

WORK SCHEDULE: Job is estimated at 2-3 working days.

SITE REQUIREMENTS: Staging area for truck. Quote is valid for 60 days.

WARRANTY: Gaco Western will issue a 20-year material & labor warranty.

I wish to thank you for contacting Energy Shield, Inc. Should you like the above work completed, please sign below and return a copy of this proposal back to our office.

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

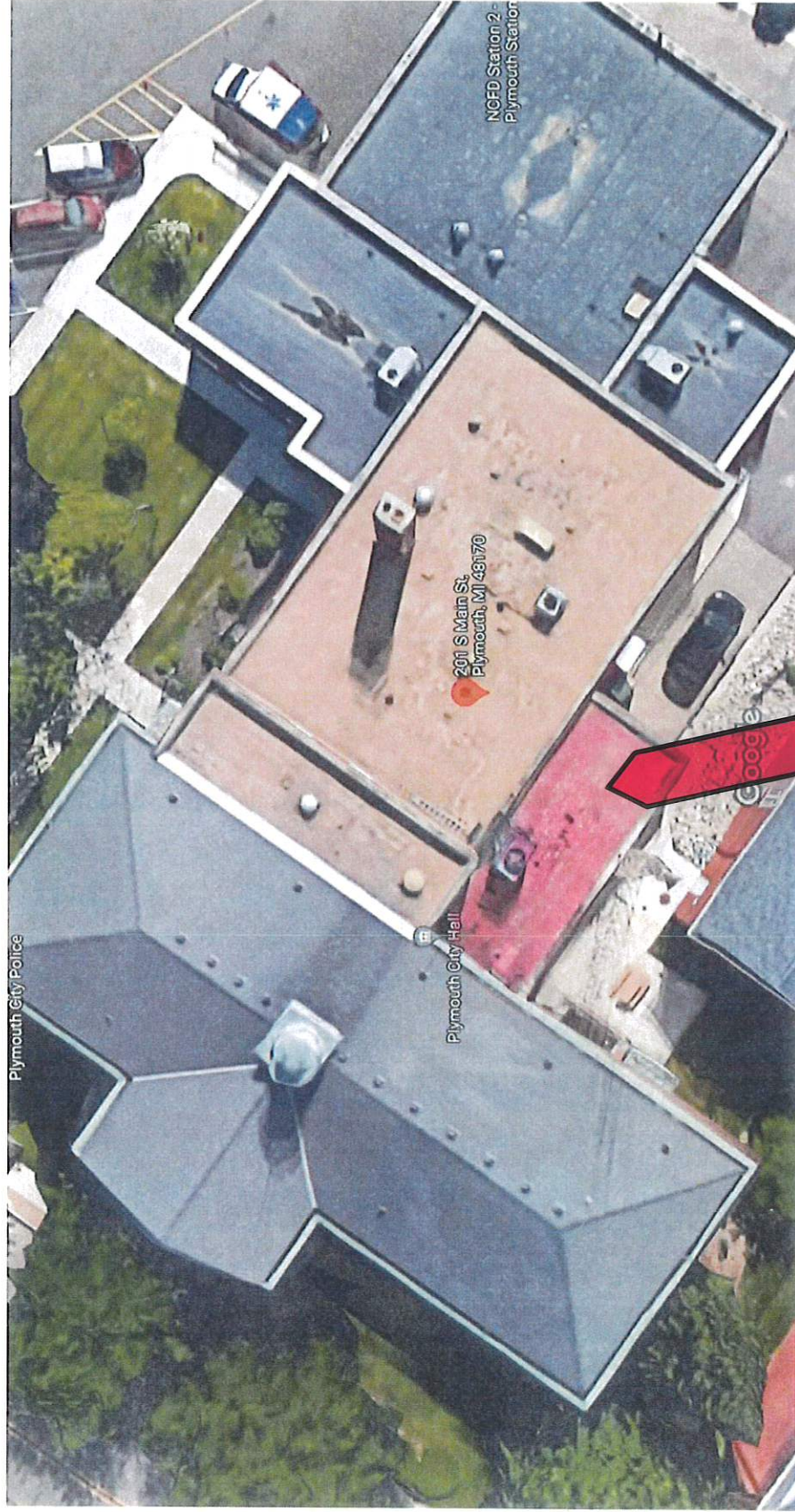
Thank you,

*Karl Fritzinger*  
Karl Fritzinger

8/3/2021

201 S Main St - Google Maps

Google Maps 201 S Main St



Proposed roof area



Capital Item	Req By	Account #	R N	Est Life	Dept Priority	Method of Funding Approp	Bonds	Dept Req Est Cost	Manager Revisions	Budgeted Cost
<b>Municipal Services Department</b>										
<b>DMS FACILITY</b>										
Entry Gate & Fence Repair	MSD	101-900 -971.438	R	15	2	X		20,000	-	20,000
Entry Doors - DMS Garage	MSD	101-900 -971.438	R	10	1	X		5,000	-	5,000
OFFICE - Garage Doors	MSD	101-900 -971.438	R	6	1	X		12,000	-	12,000
OFFICE - Gutters & Soffits	MSD	101-900 -971.438	R	15	1	X		=	=	=
OFFICE - Fire Alarm System	MSD	101-900 -971.438	R	15	2	X		-	-	-
DMS Lean-to Floor - Concrete Repairs	MSD	101-900 -971.438	R	10	2	X		-	-	-
<b>CEMETERY</b>										
Perimeter Fence Repairs	MSD	101-900 -976.276	R	20	3	X		10,000	(10,000)	-
Mausoleum Repairs - HVAC	MSD	101-900 -976.276	R	12	1	X		10,000	(10,000)	-
Mausoleum Repairs - Carpet	MSD	101-900 -976.276	R	10	3	X		10,000	(10,000)	-
Mausoleum Repairs - Granite	MSD	101-900 -976.276	R	20	1	X		10,000	-	10,000
<b>CITY HALL</b>										
Air Handler - City Hall	MSD	101-900 -971.436	R	20	1	X		60,000	-	60,000
Mechanical System / Security System / Fire Alarm Upgrades	MSD	101-900 -971.436	R	25	2	X		12,000	-	12,000
Roof Repairs - City Hall	MSD	101-900 -971.436	R	20	1	X		25,000	-	25,000
<b>PARKS &amp; PUBLIC PROPERTY</b>										
Park Pavilion Repairs - K of C & Garden Parks	MSD	101-900 -976.437	R	10	2	X		5,000	-	5,000
Play Equipment - Surfacing Replacement	MSD	101-900 -976.437	R	5	1	X		25,000	-	25,000
Park Backstop Replacements	MSD	101-900 -976.437	R	10	2	X		-	-	-
Park Play Equipment - Public/Private Partners - Lions Club	MSD	101-900 -976.437	R	15	2	X		-	-	-
Pointe Park Retaining Wall/Mound Replacement	MSD	101-900 -976.437	R	20	3	X		-	-	-
Tonquish Creek Nature Walk Lighting	MSD	101-900 -976.437	R	20	2	X		-	-	-
<b>FIRE DEPARTMENT - STATION 3</b>										
HVAC Replacement - Station 3	MSD	101-900 -976.437	R	20	1	X		13,000	-	13,000
Lead Paint Abatement - Station 3	MSD	101-900 -976.437	R	20	1	X		5,000	-	5,000
Wall Repair - Station 3	MSD	101-900 -976.437	N	10	2	X		5,000	-	5,000
<b>INFRASTRUCTURE FACILITIES</b>										
DMS Yard Paving	MSD	101-900 -976.438	R	20	2	X		50,000	(50,000)	-
GIS Upgrades	MSD	101-900 -976.438	R	5	1	X		10,000	-	10,000
<b>SIDEWALKS</b>										
Residents - AREA C	MSD	101-900 -976.437	R	12	1	X		50,000	-	50,000
City - Including ADA and Corners	MSD	101-900 -976.437	R	12	1	X		25,000	-	25,000
<b>Total</b>								<b>362,000</b>	<b>(80,000)</b>	<b>282,000</b>
<b>GENERAL FUND TOTAL</b>								<b>391,500</b>	<b>(80,000)</b>	<b>311,500</b>

## RESOLUTION

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

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  
\$9,474 and a construction contingency in the amount of \$1,894 for a total project cost of \$11,368.  
Funding for this repair is authorized from the City's Capital Improvement Fund.