



Plymouth City Commission

Regular Meeting Agenda

Tuesday, September 7, 2021 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

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/81201858427> Webinar ID: 812 0185 8427 Passcode – 941833

International numbers available: <https://us02web.zoom.us/u/kdsMLZanaM>

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

2. CITIZENS COMMENTS

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of August 16, 2021 City Commission Regular Meeting Minutes

5. COMMISSION COMMENTS

6. OLD BUSINESS

7. NEW BUSINESS

- a. Emergency Replacement of A/C Unit - DMS
- b. Authorization to Hire – Police Department

8. REPORTS AND CORRESPONDENCE

- a. Liaison Reports
- b. Appointments – DDA, Planning Commission

9. ADJOURNMENT

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

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

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

City of Plymouth Strategic Plan 2017-2021

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 35th 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



City of Plymouth
City Commission Regular Meeting Minutes
Monday, August 16, 2021 - 7:00 p.m.
In-Person at Kiwanis Park (Auburn /Junction) and Online

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

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

1. CALL TO ORDER

- a. Mayor Wolcott called the meeting to order at 7:01 p.m., followed by the Pledge of Allegiance.
- b. Roll Call

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

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

- c. Presentation – Ruth Huston Whipple Award
Mayor Wolcott presented the Ruth Huston Whipple award to Jim Jabara, who also said words of appreciation for the recognition and award.

2. CITIZENS COMMENTS

Ellen Elliott of 404 congratulated Jim Jabara and thanked City Manager Sincock for facilitating the shortening of the height of the planters in downtown.

3. APPROVAL OF THE AGENDA

Thomey offered a motion, seconded by Sebastian, to approve the agenda for Monday, August 16, 2021.

There was a roll call vote.

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

MOTION PASSED 7-0

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

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

There was a roll call vote.

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

MOTION PASSED 7-0

5. COMMISSION COMMENTS

Thomey – Encouraged everyone that can to donate blood as there is a critical need.

Wolcott – Recognized Assistant City Manager Chris Porman and team for assisting City of Dearborn with flooding.

Moroz – Thanked City Manager Sincock and team for great customer service related to Harvey Street construction.

6. PUBLIC HEARING

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

Mayor Wolcott opened a public hearing at 7:21 p.m. After hearing no public comments, Mayor Wolcott closed the public hearing at 7:22 p.m.

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

RESOLUTION 2021-72

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.

There was a roll call vote.

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

MOTION PASSED 7-0

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a. Plymouth Canton Little League - Bingo at Fall Festival

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

RESOLUTION 2021-73

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.

There was a roll call vote.

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

MOTION PASSED 7-0

b. 2021 Infrastructure Plan – Harvey Street Easements

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

RESOLUTION 2021-74

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.

There was a roll call vote.

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

MOTION PASSED 7-0

c. Roof Repairs at City Hall – Police Area

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

RESOLUTION 2021-75

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.

There was a roll call vote.

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

MOTION PASSED 7-0

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Deal reported that the next DDA meeting will be September in person.

O'Donnell reported that there may be changes coming to multi-family residential district zoning.

Wolcott read a proclamation recognizing retiring police officer Anthony Angelosanto after 24 years of service.

10. ADJOURNMENT

Hearing no further discussion, Wolcott asked for a motion to adjourn at 7:31 p.m. A motion to adjourn was offered by Sebastian and seconded by Thomey.

There was a roll call vote.

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

MOTION PASSED 7-0

OLIVER WOLCOTT
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Emergency Purchase Authorization - Replace A-C unit DMS 09-07-21.docx
Date: August 31, 2021
RE: Emergency replacement A/C Unit DMS

Background

Recently, the City Administration informed the City Commission that the air conditioning in the DMS lunchroom and locker room had broken down and needed replacement. This was one of the original A/C units that was installed when the building was built. On August 18th, I informed the City Commission that I authorized the emergency replacement of the unit. The cost of replacement is \$6,200 and we had Miller Boldt our HVAC contractor complete the repairs.

The contractor had the system up and running again prior to last week's heat and humidity. Funding for this authorization will come from a multitude of funds due to the nature of the DMS Facility.

RECOMMENDATION:

The City Administration recommends that the City Commission confirm the emergency replacement of the air conditioning system at the DMS Lunchroom and Locker Room areas. The cost for this is a total of \$6,200 and the contractor is Miller Boldt.

We have attached a proposed Resolution for the City Commission to consider regarding this matter.



Department of Municipal Services

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

Date: Wednesday, August 25, 2021
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Assistant City Manager
Re: Emergency HVAC Repair/Replacement

Background:

As you are aware, on August 18th, one of our Air Conditioner units has failed at the DMS yard. This unit provides air for the lunchroom and locker room areas. The other AC unit is for the front office operations and was replaced in 2018. We have had our HVAC tech out and the unit is beyond repair.

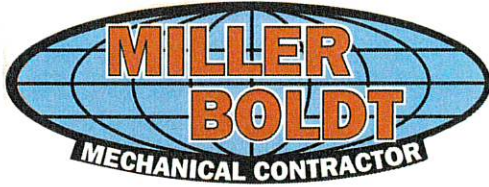
We requested a replacement quote from our vendor Miller Boldt Mechanical Contractor, and they returned with a replacement quote in the amount of \$6,200.00. The price includes the removal of the old equipment and installation of the new condenser as well a new "A" coil to be compliant with EPA guidelines on refrigerant usage. There is also a one-year warranty on parts and labor as well as a manufacturer's 4-year warranty.

You granted Emergency Authorization on this purchase and installation and the unit has been ordered and the installation has been scheduled. We have been keeping the lunchroom bearable using a temporary unit like what we did with the PD last year.

Recommendation:

Based on the Emergency Authorization, this additional background information can be used to have the City Commission confirm the authorization at their next scheduled meeting in September. I would request they approve the emergency authorization to Miller Boldt Mechanical Contractor in the amount not to exceed \$6,200.00 for the material, labor, and equipment necessary to complete the work as described in their attached proposal. We have a positive working relationship with Miller Boldt and we have had experience with working with them on previous HVAC projects.

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



21481 Carlo Drive
Clinton Township, MI 48038
586.997.3300
586.997.3306 fax

PROPOSAL

Quote # SP21214R

8/18/2021

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

RE: DPW Air Condition Replacement

We propose to supply all material, labor, and equipment necessary to complete the mechanical work as described below:

- Recover refrigerant in accordance with EPA guidelines
- Removal of old equipment
- Supply and install (1) 2 ton cased A coil
- Supply and install (1) Weather King 2 ton condenser
- Supply and install sheet metal modifications
- Supply and install new refrigerant line set (up to 100')
- Supply and install new 30 amp raintight fused disconnect and whip
- Supply and install new condenser pad
- Perform complete check, test and start upon completion
- (1) Year parts and labor warranty
- Manufactures extended 4-year warranty on compressor

For the Sum of \$ 6,200.00

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Paul Cornett', is written over a horizontal line.

Paul Cornett

Miller-Boldt Inc.

Purchaser Printed Name

Purchaser Acceptance Signature

Date Accepted _____

Any alteration or deviation from above plans and specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. This proposal does not constitute an agreement. No agreement will be entered into without all the items listed in includes and excludes as stated above listed in the sub-contract. Price quoted is good for 30 days. Quote is based on 30 day payment terms.

RESOLUTION

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

WHEREAS The City of Plymouth maintains a variety of buildings and from time to time the buildings are in need of repairs or upgrades, and

WHEREAS The City Department of Municipal Services building air conditioning and is in need of Replacement in order to make the system operational again, and

WHEREAS The City Administration authorized the emergency replacement of the unit and Notified the City Commission of the emergency purchase.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby confirm the emergency replacement of the air conditioning unit at the Department of Municipal Services in the amount of \$6,200.00.



Administrative Recommendation

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To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Authorization to Hire Police Officer 09-07-21.docx
Date: September 1, 2021
RE: Authorization to hire – Police Officer

Background

In August of 2000 the City Commission adopted a Hiring Ordinance, which requires the Administration to seek prior and express approval for any full time hiring. In compliance with that Ordinance the Administration is seeking approval to proceed with the hiring of a full time Police Officer.

As you know, we had one police officer leave our department and move to the Canton Township Police Department. That position has already been authorized by the City Commission and the new hire should be on-board in September. Since that time, we had another police officer retire and this has created another opening in our ranks. Since we already were doing interviews for the first position, we went into those interviews thinking that if we found a second person, we could use the same interviews pending Commission authorization. We did find a second person from our recent interviews. That person is still in the Police Academy and will be complete in November. We would request to have hiring authorization for the second position, so that we can complete the hiring process and bring this person on board when he completes the academy.

The Commission is also aware that it takes a new police officer approximately four months to complete the Field Training Officer (FTO) Program. Upon completion of the FTO the officer can then be on their own and a part of the regular shift rotation.

This is a replacement position, and it will maintain our police staffing at the budgeted levels.

RECOMMENDATION:

The City Administration recommends that the City Commission provide prior and express approval to hire a police officer in accordance with the City's Hiring Ordinance. We have attached a proposed Resolution for the City Commission to consider regarding this matter.

Should you have any questions regarding this matter please feel free to contact me in advance of the meeting.

RESOLUTION

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

WHEREAS The City Commission did adopt what is commonly known as the Hiring Ordinance in August of 2000, and

WHEREAS The Ordinance requires that the City Administration seek prior and express approval For any full time, position, and

WHEREAS The City Administration is seeking Prior and Express approval for the hiring of a Police Officer to fill a vacancy in that Department.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize prior and express approval to hire a police officer. The City Administration is authorized to proceed with hiring the new Police Officer.