



CITY OF PLYMOUTH  
CITY COMMISSION MEETING MINUTES  
MONDAY, MARCH 4, 2019 - 7:00 P.M.  
PLYMOUTH CITY HALL COMMISSION CHAMBERS

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City of Plymouth  
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Plymouth, Michigan 48170-1637

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### CALL TO ORDER

Mayor Wolcott called the meeting to order at 7:00 p.m.

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

ABSENT: Commissioner Ed Krol

Also present were Acting City Manager Chris Porman, City Attorney Robert Marzano, Police Chief Al Cox, various City Department Heads.

### CITIZENS COMMENTS

Todd Osann of 499 S. Main St. asked that Item 4.c – Sushi Fest event be moved to New Business for discussion.

Dave Rucinski of 1392 Maple asked in Coffee With Commissioners will be resuming.

### APPROVAL OF THE AGENDA

A motion was made by Commissioner Moroz and seconded by Commissioner Thomey for approval of the Agenda for Monday March 4, 2019, amending to move Item 4.c to New Business Item 7.f.

MOTION PASSED 6– 0

### ENACTMENT OF THE CONSENT AGENDA

- a) Approval of February 18, 2019 City Commission / DDA Joint Regular Meeting Minutes
- b) Approval of February 18, 2019 Commission Regular Meeting Minutes
- c) Special Event – Wednesday Night Workouts – Wednesdays Memorial Day to Labor Day

A motion was made by Mayor Pro Tem Deal and seconded by Commissioner O'Donnell for approval of the Consent Agenda for Monday, March 4, 2019, as amended.

MOTION PASSED 6 – 0

### COMMISSION COMMENTS

Mayor Wolcott commented that Coffee With Commissioners will resume and likely will open up to a broader selection.

Commissioner O'Donnell stated that she has scheduled two times a day every day of the week that she will accept calls to address questions from residents. She can be contacted by email at [kodonnell@plymouthmi.gov](mailto:kodonnell@plymouthmi.gov) to schedule a call.

**OLD BUSINESS** – None

**NEW BUSINESS**

a) Soccer Equipment Bid Award

RES. #2019-08

WHEREAS The City offers a soccer program to help promote the public health and welfare and to promote the benefits of a parks and recreation program; and

WHEREAS Each year it is necessary to purchase a variety of soccer equipment in order to operate the program each year; and

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Plymouth does hereby accept as the lowest best bid the bid from Plymouth Trading Post for a variety of soccer equipment for the 2019 - 20 Fiscal Year as follows:

**PLYMOUTH TRADING POST:**

Protime – Youth Size Jerseys	\$14.30 each
Protime – Adult Size Jerseys	\$15.50 each
Protime “All Sport” Sock Black	\$ 3.30 per pair
Select Brilliant Replica – Soccer Balls	\$11.50 each
Corner Flags – Bicycle Type	\$ 3.75 each

Funding for these purchases is authorized from the Recreation Fund. The City Commission further rejects all other bids for these products.

A motion was made by Commissioner Moroz and seconded by Mayor Pro Tem Deal for approval of the above resolution.

MOTION PASSED 6 – 0

b) Emergency Purchase – Zamboni Garage Door Repairs

RES. #2019-09

WHEREAS The City of Plymouth operates a parks and recreation program to promote the public health and welfare; and

WHEREAS As a part of this operation the City operates an ice arena facility and part of that operation includes a garage area for Zamboni and equipment storage; and

WHEREAS The internal motor of the garage door to that facility experienced a total failure and it is in need of immediate replacement.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby confirm and authorize the emergency purchase of a new garage door in the amount of \$9,794.00 from Overhead Door Co. of Jackson. Funding for this purchase is authorized from the Recreation Department Capital Improvement Fund 402-900-976.751.

A motion was made by Commissioner Moroz and seconded by Commissioner Sebastian for approval of the above resolution.

MOTION PASSED 6 – 0

c) Authorization for Western Wayne County Special Operations Team Participation Fee

RES. #2019-10

WHEREAS The City of Plymouth participates with the Western Wayne County Special Operations Team (WWCSOT) in an effort to secure the public health, safety and welfare; and

WHEREAS The City Commission did adopt the Memorandum of Understanding on September 5, 2017 and updated the MOU on October 15, 2018 to insure the City's participation in the WWCSOT; and

WHEREAS The MOU requires that the City pay a participation fee each year.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the annual participation fee of \$7,000 for the WWCSOT. The funding for this authorization is covered in the Police Department General Fund Budget.

A motion was made by Commissioner Thomey and seconded by Commissioner O'Donnell for approval of the above resolution.

MOTION PASSED 6 – 0

d) Authorization to Purchase a Swap Loader

RES. #2019-11

WHEREAS The City of Plymouth maintains a municipal fleet of vehicles to help protect the public health, safety and welfare; and

WHEREAS From time to time these vehicles need to be replaced and the Department of Municipal Services has researched various options for replacement of vehicles and has developed a creative proposal to replace three vehicles with one, known as a Swap Loader; and

WHEREAS The City Commission did budget for the replacement vehicle to be a Swap Loader with various attachments.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of a Swap Loader as outlined in the Departmental Proposal. This authorization includes the purchase of a Freightliner 108 SD Single Axle, 39,000# Cab/Chassis from Wolverine Freightliner – Eastside, Inc. in an amount of \$91,021.00 through the Municipal Rochester Hills Co-Op Purchasing Plan Reference RFP-RH-13-30.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of various equipment and upgrades to facilitate the Swap Loader. This equipment and upgrades are authorized from Truck and Trailer Specialties through the Municipal Rochester Hills Co-Op Purchasing Plan to include Swap loader Hook lift hoist model #SL-2418, Rexroth A10V085 Central Hydraulic System, Monroe Combination Hydraulic Oil/Valve enclosure, Rexroth 9m4-12 Load-Sense Hydraulic Valve Assembly, TTS Pneu-Logic multi-function single air operated joystick, Rexroth CS550 Electric Spreader Controller, Monroe model MS4512 Underbody Scraper, Monroe QCP Loop Plow-Portion Front Hitch, Monroe model MP41R12-ISCT Full Moldboard Trip Reversible Plow, Custom Sound Off Lighting, ¾" Rear Hitch Plate, Electric Brake Controller, Rearview Camera, Crysteel 11' Select Stainless Dump body skid mounted, Roll-Rite Tarp Assembly, Monroe MCV-120-84-56 Dual Auger Salt Spreader skid mounted, Monroe Pre-wet system, Supreme 12' Aluminum Van Body/Jobber Box skid mounted from Truck and Trailer Specialties, Inc. for a not to exceed price of \$166,354.00.

BE IT STILL FURTHER RESOLVED THAT the City Commission of the City of Plymouth authorizes a Build Contingency of \$2,625.00 to cover retro-fitting of current City equipment or other equipment for the truck.

BE IT STILL FURTHER RESOLVED THAT the City Commission of the City of Plymouth authorizes the purchases as outlined to be from the City's Equipment Fund.

A motion was made by Commissioner Moroz and seconded by Commissioner Sebastian for approval of the above resolution.

DMS Chief of Operations, Chris Helinski addressed Mayor Wolcott's question about how the vehicle is warranted and Mayor Wolcott noted how purchasing a multi-function vehicle this way will have a favorable impact on the City's Liability insurance.

Chris Porman responded to Commissioner O'Donnell's question related to potential revenue for the vehicles selling from the fleet that this vehicle will replace.

Chris Helinski and Chris Porman responded to Commissioner Thomey's questions of whether the City has experience working with Freightliner, does the City use V-bottom style salt spreaders as being provided from Monroe, and whether the City will be using brine. The City has worked with Freightliner many times, the City's 1993 Kodiaks use older style spreaders and the salt trucks currently in use are similar, but have limited use outside of winter months. The City is currently looking at making brine in-house to start with.

MOTION PASSED 6 – 0

e) Adoption of Strategic Plan and One Year Tasks 19-20

RES. #2019-12

WHEREAS The City Commission of the City of Plymouth did hold a Strategic Planning Session with the City staff on January 14, 2017; and

WHEREAS This session was facilitated by Dr. Lew Bender and the group developed a five-year Strategic Plan with One Year Tasks; and

WHEREAS This plan and tasks was reviewed by the City Commission and staff on January 21, 2019; and

WHEREAS After reviewing the plan and new one-year tasks was developed and provided to the City Commission for additional comments.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby endorse and Adopt the Strategic Plan for 2017 - 2022 with one-year tasks for 2019 - 20.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to include a complete copy of the adopted Strategic Plan as a part of the Meeting Minutes for this meeting.

A motion was made by Mayor Pro Tem Deal and seconded by Commissioner Thomey for approval of the above resolution.

MOTION PASSED 6 – 0

City of Plymouth Strategic Plan  
Major Goal Areas with Key Objectives and One Year Tasks

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**Quality of Life**

Key Objectives

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

## One Year Tasks 19-20

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

## Financial Stability

### Key Objectives

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

## One Year Tasks 19-20

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

## Economic Vitality

### Key Objectives

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

## One Year Tasks 19-20

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

## Service and Infrastructure

### Key Objectives

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

### One Year Tasks 19-20

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

### [Reference the Plymouth City Master Plan \(Adopted September 17, 2018\) for more details](#)

f) Special Event – Sushi Fest, September 20, 2019

The Sushi Fest special event was moved from the Consent Agenda to New Business as Item 7.f for review of information.

A motion was made by Mayor Pro Tem Deal and seconded by Commissioner O'Donnell for approval/discussion of the above event.

Various points of information were discussed regarding logistics of the event. Chief Al Cox and Chris Porman provided information related to unlimited parking, road closures, event footprint and expected attendance. DDA Chair Adam Covington commented that the DDA Board may like to have additional information on the event.

Mayor Wolcott suggested that the item be tabled until the next Commission meeting to allow for additional questions from various parties to be addressed. It would then return on the March 18<sup>th</sup> meeting's Consent Agenda.

A motion was made by Commissioner Moroz and seconded by Commissioner Sebastian to table the approval of the above event until the March 18, 2019 Commission meeting.

MOTION PASSED 6 – 0

## REPORTS AND CORRESPONDENCE

a) F.A.R. Report

The City Commission was presented with a Floor Area Ratio Ordinance Impact Report as previously requested by the Commission.

In addition, Commissioner Thomey reported on upcoming events: American Red Cross Blood Drive at Plymouth City Hall on 3/28/18, and the next DDA Meeting is Monday, March 11, 2019 at City Hall at 7:00 p.m.

b) Appointments

Mayor Wolcott and the Appointments Committee recommended the appointments to the following boards:

Downtown Development Authority-

Daniel Farmer to the remainder of a 4-year term expiring December 31, 2021

Scott Foess to the remainder of a 4-year term expiring December 31, 2022

Historic District Commission-

Linda Filipczak to the remainder of a 3-year term expiring December 31, 2021

Joshua Mrozowski to the remainder of a 3-year term expiring December 31, 2021

A motion was made by Mayor Pro Tem Deal and seconded by Commissioner Moroz for approval of the above appointments.

MOTION PASSED 6 – 0

### **ADJOURNMENT**

Hearing no further discussion, Mayor Wolcott asked for a motion to adjourn. A motion to adjourn was made by Commissioner Thomey and seconded by Commissioner Moroz for adjournment of the meeting at 7:52 p.m.

MOTION PASSED 6 – 0