



CITY OF PLYMOUTH
CITY COMMISSION MEETING MINUTES
MONDAY, APRIL 16, 2018 - 7:00 P.M.
PLYMOUTH CITY HALL COMMISSION CHAMBERS

City of Plymouth
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1. CALL TO ORDER

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

PRESENT: Mayor Oliver Wolcott, Mayor Pro Tem Colleen Pobur, Commissioners Daniel Dalton, Suzi Deal, Ed Krol, Nick Moroz and Mike Wright.

ABSENT: None

Also present were City Manager Paul Sincock, City Attorney Bob Marzano and various City Department Heads.

2. CITIZENS COMMENTS

Denise Burrows of 1014 Dewey expressed concern about receiving only 1 bid for the recent Kellogg Park fountain bid and about the amount of \$1.5 million being over the amount offered by the Wilcox Foundation of \$700,000, and believes that we should try to stay within that budget for the fountain project.

Lee Jasinski of 1380 Maple noted a positive impact that the City Commission has been making. He also provided an update on the Keep Plymouth Leafy program for planting new trees in the City. Also noted that tree cutting continues and asked if there is some place to find out what trees are scheduled to be cut down.

3. APPROVAL OF THE AGENDA

A motion was made by Mayor Pro Tem Pobur and seconded by Commissioner Deal for approval of the Agenda for Monday April 16, 2018.

MOTION PASSED 7 – 0

4. ENACTMENT OF THE CONSENT AGENDA

- a) Approval of April 2, 2018 Commission Regular Meeting Minutes
- b) Approval of April 5, 2018 Budget Study Session Minutes
- c) Approval of March, 2018 Bills

A motion was made by Commissioner Krol and seconded by Commissioner Wright for approval of the Consent Agenda for Monday, April 16, 2018.

MOTION PASSED 7 – 0

5. COMMISSION COMMENTS

Commissioner Dalton asked about the status of the DTE Sub Station. City Manager Sincock reported that they anticipate being operational in late May, dependent on weather.

Commissioner Dalton also asked about the status of the Kellogg Park fountain project. Commissioner Wright stated they are re-evaluating possibilities and having discussions with Marc Russell and also with the Wilcox Foundation. Feedback from potential bidders indicated that timing,

up-front costs, and the construction schedule were some of the issues that prevented them from submitting a bid. Mayor Wolcott added that the Wilcox Foundation is still committed to the project. Commissioner Dalton also inquired about the tree subject. City Manager Sincock stated that there have been some preliminary discussion related to fixing various conflicting issues with the tree ordinance.

Commissioner Krol commented that the unveiling of Starkweather Lofts is on March 28th and that they have paintings displayed that were done by a local artist, Tony Rocco.

Commissioner Krol acknowledged the City clerk's recent CMMC designation that has been added to her credentials.

Commissioner Wright cited a memo by Steve Spritzer related to a Rochester Hills incident where a teen had been shot at by a homeowner mistakenly thinking the teen was a threat. he also reported on the purpose of the Know Our Neighbors events to educate, bring awareness and break down barriers.

6. OLD BUSINESS - None

7. NEW BUSINESS

a) Soccer Equipment Bid Award

City Manager Sincock reviewed this item noting that revenue to make these purchases is generated by soccer registration fees and these are routine expenses of the soccer program.

RES. #2018-29

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.

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 2018 - 19 Fiscal Year as follows:

PLYMOUTH TRADING POST:

Prottime – Youth Size Jerseys	\$15.55 each
Prottime – Adult Size Jerseys	\$16.75 each
Prottime "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 Mayor Pro Tem Pobur and seconded by Commissioner Krol for approval of the above resolution.

Commissioner Moroz asked if we would typically expect more than 2 bids. City Manager Sincock explained that it depends on the year and we typically receive bids from BSN and Trading Post Recreation Director Steve Anderson explained that Trading Post is one of the larger vendors in the area that can provide most of the brands we usually look for.

Commissioner Krol reported that he had spent some time working with Steve Anderson learning how the soccer program works and was impressed we they handle such an involved program.

Commissioner Wright asked for an update on the closed Wayne County bridges. Steve Anderson explained how things for the soccer program had been rearranged for the various teams' games due to fields being inaccessible due to the bridges being closed. He also noted that Supervisor Heise and the Plymouth Township staff has been very helpful in making some of their fields available to make all the scheduling possible .

MOTION PASSED 7 – 0

b) LED Lights for Cultural Center

City Manager Sincock explained this item and that funding for this would come from the Recreation Capital Improvement and there is no impact on the General Fund. It is anticipated the new lights will save \$2,325 annually in energy costs.

RES. #2018-30

WHEREAS The City of Plymouth operates the Plymouth Cultural Center and Ice Arena to provide for the public health and welfare; and

WHEREAS From time to time there is a need for maintenance of this facility and there is a need to do a major maintenance on the lighting in the Ice Arena; and

WHEREAS Time is critical to this project as the Ice will only be out of the arena for a short period of time during the summer; and

WHEREAS The City has a desire to replace the lighting systems in the Ice Arena in an effort to make the facility more energy efficient and the City has received a proposal from Thermo Source related to the lighting project; and

WHEREAS The City has completed a number of energy saving projects with Thermo Source and all have been on-time and on-budget and delivered the promised energy savings; and

WHEREAS Thermo Source is highly qualified to complete this project in the timeline available and Thermo Source would like to use this facility as an example of their "High Bay" lighting projects.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a contract with Thermo Source in the amount of \$17,600 in accordance with their LED Lighting Proposal of April 10, 2018. This project is to be funded from the Recreation Capital Improvement Fund. All rebates from DTE Energy or others related to this project are to be returned to the Recreation Capital Improvement Fund. This project will have no impact on the General Fund.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth has determined that Thermo Source is the most highly qualified to complete this project in the time line and budget that has been determined by the City and hereby grants the project to Thermo Source.

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

Commissioner Moroz asked if there is a warranty on the lights and if it would cover the return on investment time. City Manager Sincock and Recreation Director Steve Anderson noted that the warranty is 5 years and the ROI is 3-4 years.

Commissioner Krol asked if the Commission Chambers we LEDs and it was confirmed that they are.

MOTION PASSED 7 – 0

c) Update to Personnel Manual - Exposure Control Plan

City Manager Sincock explained this item is a standard update of policies for OSHA compliance.

RES. #2018-31

WHEREAS The City of Plymouth needs to ensure compliance with various OSHA standards regarding occupational exposure to blood other potentially infectious materials (Bloodborne Pathogens); and

WHEREAS The City of Plymouth in consultation with its insurance provider, Trident Insurance has developed an Exposure Control Plan (ECP) for all employees of the organization; and

WHEREAS An employee subcommittee has reviewed the Exposure Control Plan (ECP) on behalf of the City and recommended its adoption.

NOW THEREFORE BE IT RESOLVED, that the City of Plymouth adopt the Exposure Control Plan (ECP) as Appendix Q in the Employee Manual.

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

MOTION PASSED 7 – 0

d) Approve 2018 Strategic Plan

City Manager Sincock reviewed process leading up to the completion of the 2018 Strategic Plan.

RES. #2018-32

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 in another full day open meeting on February 17, 2018; and

WHEREAS After review 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 2018 - 19.

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 Pobur and seconded by Commissioner Wright for approval of the above resolution.

Mayor Wolcott reviewed items in the Strategic Plan and the direction of the community over the next 5 years, and commended everyone's work in the process.

Commissioner Wright suggested some wording edits to various items in the Strategic Plan and Commissioner Moroz offered one wording edit. After discussion, it was decided move forward with the document as is due to any changes being made would delay the unveiling of the plan.

MOTION PASSED 7 – 0

City of Plymouth Strategic Plan 2017 - 2022

Overview

On Saturday, January 14, 2017, the City of Plymouth Boards, Mayor, City Commission, City Manager and Department Heads met to discuss the future of the City. The discussion began with identifying mutual expectations of the Manager, Mayor, Council Members and Department Heads and steps to continue to have a strong working team. The discussion continued with developing a shared vision of the City's future with major strategic goals and key objectives. The Plan with One Year Tasks was adopted by the City Commission on February 20, 2017.

That plan was reviewed by the City Commission and Senior City Administrative Leadership in an open day-long joint session on February 17, 2018. The status of the one year tasks was reviewed by the entire group.

It was recognized that the Strategic Plan was an excellent guiding document for the staff and the City Commission, as well as their appointed Boards and Commissions. During that meeting a plan was developed that once the City Commission formally adopted the new one-year tasks for 2018-19 they would then provide for an unveiling of the plan and one-year tasks to all appointed Boards and Commissions. This unveiling event, which is planned for spring of 2018, will help ensure that the entire City organization understands the City Commission's direction related to the Strategic Plan.

The following reflects the main points of the adopted Five Year Strategic Plan:

A Vision Tour

By 2022, visitors to the City of Plymouth will see the following:

- Vibrant/active downtown
- Increased and diverse experiences
- Quality of life through continuing, improving partnerships
- Collaboration – neighboring towns, school districts, private sector
- Improving delivery of services through technology
- Continuous infrastructure improvement
- Parking/transportation
- Stable financial picture
- Flexible public safety model: police, fire, EMS
- Serious financial issues – legacy and revenues
- Population flat
- Development
 - Community
 - Kellogg Park
 - Parking expand and/or replace/repair deck
 - PARC – permanency, taxes
 -
 - Private
 - Saxton's mixed use
 - North Main/Old Village
 - Mill Street/Bathey
- Staffing
 - Large turnover

- Service delivery model
- Privatization
- Regionalization
- Merger of operations with other city or municipality
- Combined staff - shared services opportunities
- Succession planning
- Neighborhoods
 - Teardowns will continue
 - Data recovery/maintenance - improve data collection methods/processes
 - Website update
- Infrastructure
- Projects
 - PARC prominence
 - One Plymouth community
 - Saxton's Development
 - Plan in place for new central parking deck
 - Strong school district
 - Affordable housing
 - Keeping downtown vibrant (adaptation)
 - Succession planning
 - Combined staff resources

Major Goal Areas with Key Objectives and One Year Tasks

In order to realize this shared vision of the future of the City of Plymouth, the Commission and staff identified the following four goal areas with supporting objectives and one-year tasks:

I. Quality of Life

Key Objectives

1. Neighborhoods supported
2. Parks, recreation collaboration
 - PARC taxes?
3. Communication (multi-platform)
4. Cleanliness
5. Events - continue to host

One-Year Tasks 18 - 19

- Increase the amount of information available, including top-ten FAQs by department, and keep it consistent across all websites and platforms
- Continue management of construction sites to include pre-construction meetings and site visits
- Repair Kellogg Park Fountain in 2018, and determine future plan for 2019 and beyond
- Develop parking vision and plan to move forward
- Define relationship with PARC
- Continue pursuing partnership opportunities in recreation – Recreation Master Plan
- Perform schools, facility and event security review

- Define Plymouth as a "lifelong community" using Recreation Master Plan, Zoning and New City Master Plan as guiding documents for future decision making
- Advance multi-modal interconnectivity between City and Township
- Conduct a professional survey of City residents related to quality of life topics

Continuing Tasks from 17 - 18 That Are In Progress

- * Complete Master Plan (originally scheduled June of 2017)
- * Complete Joint Recreation Master Plan (scheduled for May/June 2018)
- * Planning Commission Parking Report to City Commission (scheduled June 2018)

II. Financial Stability

Key Objectives

1. Balanced Budgets
 - Caution regarding new initiatives
 - Recapture state revenue sharing
2. Revenue Issues
 - Taxes, Headlee, recoup state share
3. Partnerships
 - School district
 - Neighboring communities including Wayne County - share equipment, public safety dispatch
 - Inter-department
4. Legacy cost
 - Health and pension – ours
 - Plymouth Township
 - Dispatch - Plymouth Township
 - City of Northville
5. Contract out for services
6. HVA – mechanics
7. Marketing what
 - Do what we do well
 - Building industry base

One-Year Tasks 18 - 19

- Continue to support MML efforts to coordinate state initiatives related to revenue sharing
- Explore internal and external potential for supplemental funding of legacy costs
- Develop a plan for capital improvement funding projects and purchases
- Explore/enhance investment planning opportunities

Continuing Tasks from 17 - 18 That Are In Progress

- * Complete Joint Agreement for shared DMS Director with Northville (June 30, 2018)
- * Come to conclusion on Fire Legacy Costs with Township

III. Economic Vitality

Key Objectives

1. Vibrant downtown – active – brand

2. Community development
 - Parking
 - Saxton's
 - Old Village
 - Bathey
3. Business friendly mix
4. Master Plan

One-Year Tasks 18 - 19

- Reach decision on Saxton's development and determine feasibility of paving dirt portion of Saxton's parking lot
- Offer training specific to HDC, Zoning and Planning
- Continue to schedule quarterly Mayor and Chairs meetings
- Continue to foster relationships with developers and business owners
- Continue Redevelopment Ready Community status with MEDC

IV. Service and Infrastructure

Key Objectives

1. Staffing
 - Turnover
 - Succession planning
2. Public Safety flexibility: Police and Fire
3. Website design and data management
4. Continuous infrastructure improvement

One-Year Tasks 18 - 19

- Continue developing succession plan for staff and boards and commissions
- Reach administrative recommendation on current Emergency Services delivery model and possible joint, four-jurisdictional dispatch and lockup
- Implement infrastructure asset management plan
- Complete a study of infrastructure in the DDA including electricity, plumbing, water, sidewalks and trees
- Develop a "Government 101" brochure
- Develop a plan for capital improvement issues
- Draft agreement on sanitary sewer with WTUA

Continuing Tasks from 17 - 18 That Are In Progress

- * Parking Deck Repairs (Scheduled completion fall of 2018)

e) Closed Session - Attorney/Client Privileged Communication

RES. #2018-33

WHEREAS The City Commission of the City of Plymouth is authorized by the Michigan Open Meetings Act to go into closed session to consider material exempt from discussion or Disclosure by state or federal statute.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a closed session in accordance with the Michigan Open Meetings Act to discuss material from the City Attorney that is Attorney Client Privileged and exempt from discussion or disclosure by state or federal statute.

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

Roll Call Vote:

Commissioner Krol- Yes
Commissioner Dalton-Yes
Commissioner Wright-Yes
Mayor Pro Tem Pobur-Yes
Commissioner Deal-Yes
Commissioner Moroz-Yes
Mayor Wolcott-Yes

MOTION PASSED 7 – 0

The City Commission went into closed session at 7:48 p.m.

8. OPEN SESSION

Hearing no further discussion, Mayor Wolcott asked for a motion to reconvene into Open Session. A motion was made by Mayor Pro Tem Pobur and seconded by Commissioner Moroz to return to open session at 8:54 p.m. Mayor Wolcott asked for a roll call vote:

Roll Call Vote:

Commissioner Moroz- Yes
Commissioner Deal-Yes
Mayor Pro Tem Pobur-Yes
Commissioner Wright-Yes
Commissioner Dalton-Yes
Commissioner Krol-Yes
Mayor Wolcott-Yes

MOTION PASSED 7 – 0

9. REPORTS AND CORRESPONDENCE

a) City Commission Liaison Reports

Mayor Pro Tem Pobur and Mayor Wolcott provided an update on PARC. It is anticipated that there will be a 5 member appointed board consisting of 3 members from Plymouth Township and 2 members from Plymouth City.

The next Parking Committee Meeting is on Wednesday, April 18th at 5:00 p.m.

10. ADJOURNMENT

Hearing no further discussion, Mayor Wolcott asked for a motion to adjourn. A motion to adjourn was made by Commissioner Moroz and seconded by Mayor Pro Tem Pobur for adjournment of the meeting at 9:10 p.m.

MOTION PASSED 7 – 0