



Plymouth City Commission

Meeting Notice & Regular Meeting Agenda

Monday, November 8, 2021 7:00 p.m.-Plymouth City Hall
And Livestream on Facebook

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 – Current Mayor & City Commission
2. Roll Call
3. Approval of the Agenda
4. Election Results
5. Recognition of Retiring Mayor & Commissioners
6. Oath of Office for Elected Commissioners –Judge James Plakas
 - a. *(New Commission Takes Seats)*
 - b. *(City Clerk or Deputy chairs meeting at this point)*
7. Election of Mayor
 - a. *(Oath of Office for Mayor) – Judge Plakas*
 - b. *(Mayor is seated and chairs meeting)*
8. Election of Mayor Pro-tem
 - a. *(Oath of Office for Mayor Pro-tem) – Judge Plakas*
9. Adoption of Rules & Order of Business
10. Adoption of Regular Meeting Schedule
11. Adjournment

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.

City of Plymouth Strategic Plan 2017-2021

GOAL I - QUALITY OF LIFE
<p>OBJECTIVES</p> <ul style="list-style-type: none"> 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
<p>OBJECTIVES</p> <ul style="list-style-type: none"> 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
<p>OBJECTIVES</p> <ul style="list-style-type: none"> 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
<p>OBJECTIVES</p> <ul style="list-style-type: none"> 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 UNOFFICIAL RETURNS
 GENERAL CITY ELECTION NOVEMBER 2, 2021

Item #4

	Poll Voters				Absentee Voters				Grand Total
	Prct. #1	Prct. #2	Prct. #3	Prct. #4	Prct. #1	Prct. #2	Prct. #3	Prct. #4	
Non-Partisan									
City Commission									
Linda Filipczak	26	23	60	33	95	219	170	837	
Jennifer Kehoe	39	29	76	43	119	294	215	1078	
Alanna Maguire	32	25	58	35	117	278	203	995	
Nick Moroz	36	23	78	47	111	294	228	1086	
Total Number of Registered Voters	2431	1523	2410	1768				8,132	
Total Number of Poll Voters This Date	47	38	111	56				252	
Percentage of Registered Precinct Voters	1.93%	2.50%	4.61%	3.17%				3.10%	
Total Absentee Ballots Returned	312	135	365	266				1,078	
Percentage of Registered Precinct Voters	12.83%	8.86%	15.15%	15.05%				13.26%	
Total Voters This Date	359	173	476	322				1,330	
Percentages of Voters Voting in Precinct	14.77%	11.36%	19.75%	18.21%					
Percentage of Total Voters	4.41%	2.13%	5.85%	3.96%				16.36%	



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 - Selection of Mayor and Mayor Pro-Tem 11-8-21.doc
Date: 11/4/2021
Re: Selection of Mayor & Mayor Pro-Tem

The members of the City Commission have the duty to select a Mayor and Mayor Pro-Tem in accordance with the City Charter. The selection process in the Charter is very specific as to how the Mayor and Mayor Pro-Tem are selected. We have attached a copy of the appropriate City Charter sections here for the information of the City Commission.

After the acknowledgement of election results, the Honorable Judge James Plakas will issue the Oath of Office for all four of the re-elected or newly elected Commissioners, and each will sign the Oath of Office at that time. Then the new City Commission takes a seat on the dais and the City Clerk will come forward as Clerk of the Commission and chair the meeting. At that time, she will accept the nomination of sitting Mayor Pro-Tem as being nominated for Mayor. In the event that the sitting Mayor Pro-Tem declines the nomination for Mayor, then the floor will be open for nominations for the Office of Mayor.

Once a Mayor is selected that person will immediately be sworn into Office by Judge Plakas and that person shall relieve the City Clerk and take over as Chair of the Meeting and will lead the group to the selection of the Mayor Pro-Tem in accordance with the Charter.

Any questions regarding this process should be directed to the City Attorney.

CHAPTER 5. THE CITY COMMISSION

Section 5.5. Selection of Mayor and Mayor Pro Tem.

The Commission shall, at its first regular meeting following each regular biennial City election, select one of its members to serve as Mayor and one to serve as Mayor Pro Tem. The selection of Mayor and Mayor Pro-tem shall be based on a majority vote of the City Commission. The Mayor Pro-tem who was in office prior to the regular biennial election shall be the first person to have his/her name placed into nomination for Mayor, provided that he/she is still seated on the Commission following the regular biennial election. **The person who received the highest number of votes in the regular biennial election shall be the first person to have his/her name placed into nomination for Mayor Pro-tem. If the person nominated for the office of Mayor or Mayor Pro-tem declines the nomination or if there is a vacancy in the office of Mayor Pro-tem or if the sitting Mayor Pro-tem did not carry over at the regular biennial election, then the floor shall be open for nominations for that office.**

If the person nominated for the office of Mayor or Mayor Pro-tem does not receive a majority of votes from the members of the City Commission then the chair shall accept additional nominations for the office of Mayor or Mayor Pro-tem. Once a nomination is placed on the floor, a vote of the City Commission shall be taken. Once a nominated person receives a majority vote from the City Commission he/she shall take the office of Mayor or Mayor Pro-Tem in accordance with this Charter.

The Mayor Pro Tem shall perform the duties of the Mayor when, on account of absence from the City, disability, or otherwise, the Mayor is temporarily unable to perform the duties of his/her office, and shall succeed to the office of Mayor in case of vacancy in that office. The Mayor Pro Tem shall preside over the meetings of the Commission during the absence of the Mayor, and at the call of the Mayor. In the event that a vacancy occurs in the office of Mayor Pro Tem, through advancement to the office of Mayor, the Commission shall appoint one of its elected members to fill such vacancy. Until such time as the Commission shall so appoint a Mayor Pro Tem, the line of succession of persons who shall act as Mayor, shall be Commissioners according to their seniority in their present terms of office and, among Commissioners of equal seniority, according to the number of votes received by them at the time of their election to office.



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 - Adoption of Rules and Order of Business 11-8-21.doc*
Date: 11/4/2021
Re: Adoption of Rules and Order of Business

BACKGROUND:

The City Charter in section 5.7(f) indicates that the City Commission shall adopt its own rules and order of business. This is a Charter requirement that the City Commission adopts Rules of Order and determines the Order of Business. The Commission will always have the option to change the rules and order of business by Resolution. The City Administration has reviewed the past practices of the Commission and reviewed these practices to make sure that they match up to the Charter that was adopted in November 2007.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt the proposed Resolution to set the rules for the meetings as well as the adoption of the order of business for the meetings.

Should you have any questions in advance of the meeting related to these matters, please feel free to contact me.

Section 5.7. - Meetings of the commission.

- a) The Commission shall provide by resolution for the time and place of its regular meetings and shall hold at least two regular meetings each month: Provided, That no change shall be made in the time or place of its regular meetings, until after not less than ten days following publication of notice of such change. If any time set for the holding of a regular meeting of the Commission shall be a holiday, then such regular meeting shall be held at the same time and place on the next secular day which is not a holiday. The business of the City Commission shall be conducted at public meetings held in compliance with the open meetings act (MCL § 15.261-275).
- b) Special meetings shall be called by the Clerk on request of the Mayor or any two Commission members. Written notice stating each matter to be considered at a special meeting shall be given each Commission member and the Mayor, as provided by Commission rules, unless the entire Commission and the Mayor are present and waive notice.
- c) Four members of the Commission shall be a quorum for the transaction of business at all meetings of the Commission, but in the absence of a quorum, any number less than a quorum may adjourn any regular or special meeting to a later date.
- d) The Commission shall determine its own procedural rules and order of business and shall keep a journal in the English language of all its proceedings which shall be signed by the Clerk, and by the Mayor after approval thereof by the Commission. The vote upon the passage of all ordinances, and upon the adoption of all resolutions shall be taken by "Yes" or "No" votes and entered upon the record, except that where the vote is unanimous, it shall only be necessary to so state.
- e) Each Commissioner shall be required to attend all meetings of the Commission. The Commission may compel the attendance of its members and other officers and department heads of the city, and the president or chair of each board of the city government, at its meetings, and may enforce fines for nonattendance in such amount and manner as may, by ordinance, be prescribed. Any member of the Commission, or other officer of the city, who refuses to attend such meetings, for reasons other than confining illness, or to conduct himself in an orderly manner thereat shall be deemed guilty of misconduct in office. The Police Chief, or such other person as the Commission shall designate, shall serve as the Sergeant-at-Arms of the Commission in the enforcement of the provisions of this section.
- f) Except as otherwise provided in this Charter, each commissioner present shall vote on each question before the Commission for a determination unless excused therefrom by a vote of at least a majority, plus one member of the members of the Commission present, or unless prohibited by applicable state law.

RES. #2021-_____

ADOPTION OF RULES AND ORDER OF BUSINESS

The following resolution was offered by Commissioner _____ and seconded by Commissioner _____ for approval:

RESOLVED, that pursuant to Section 5.7(f) and 5.7(d) of the City Charter, the City Commission does hereby establish its rules to be (1) the applicable provisions of the City Charter; (2) to the extent not in conflict with (1), the Ethics Code of the City of Plymouth; and (3) to the extent not in conflict with either (1) or (2), Roberts Rules of Order Newly Revised; and

RESOLVED FURTHER, that pursuant to Section 5.7(f) of the City Charter, the City Commission does hereby establish its order of business for regular meetings to be as follows:

1. Call to Order
2. Citizens Comments
3. Approval of the Agenda
4. Enactment of the Consent Agenda
5. Commission Comments
6. Old Business
7. New Business
8. Reports and Correspondence
9. Adjournment

With the items on the Consent Agenda to be approved as one motion; and

RESOLVED, that pursuant to City Charter Section 5.7(f), the seating arrangement at the City Commission table, from the perspective of facing the audience, shall be as follows:

Mayor – in the center seat

City Manager – seat to the left of the Mayor

Mayor Pro-Tem – seat to the left of the City Manager

City Attorney – seat to the right of the Mayor

Immediate Past Mayor (if a Commissioner) – seat to the right of the City Attorney

Four (or five) remaining Commissioners – as assigned by the Mayor; and

RESOLVED FURTHER, that pursuant to Section 5.7(f) of the City Charter, the attendance policy for the City Commission shall be as follows:

Each City Commissioner shall attend every regular and special meeting of the City Commission, unless unable to do so for one of the following reasons:

1. an emergency or a confining illness of the Commissioner, or of a member of the Commissioner's family, which requires the Commissioner's personal care;
2. attendance at another function by a Commissioner as the official representative of the City, as authorized by the City Commission; or
3. absence from the City of Plymouth on personal business at a location from which it is not practical to return for the Commission meeting.

As soon as a Commissioner anticipates that he or she will miss any regular or special City Commission meeting, or will arrive late to such meeting, the Commissioner shall advise the Mayor or the City Manager of such anticipated absence or late arrival, including the reason for it.

If a Commissioner anticipates having to leave a regular or special City Commission meeting, the Commissioner shall advise the Mayor prior to the start of the meeting as to the reason.

At the appropriate meeting's roll call, the Mayor or Clerk shall advise the Commission of any absent Commissioner's reason for such absence, if known; and any Commissioner's anticipated early departure from the meeting. The Mayor shall then state that without objection, the Commissioner shall be recorded as "Absent – excused, reason for absence" or "Absent – unexcused", or if it an early departure, then "Absent as of ___p.m. – excused, reason for absence" or "Absent as of ___p.m. – unexcused". If there is an objection, then the Mayor shall call for a vote of the Commission on the proposed recording of the absence.

If a Commissioner is unable to notify the Mayor or Clerk prior to the meeting from which the Commissioner is absent, then the Commissioner shall submit a written explanation of such absence to the Mayor or Clerk prior to the meeting at which the applicable minutes are approved. The City Commission shall then consider such explanation, and determine whether to make a correction to the minutes regarding that meeting's attendance record. No further change in the attendance record for any meeting shall be made after the applicable minutes have been approved.

AYES:

NAYS:

November 8, 2021



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 - Adoption of Regular Meeting Schedule 11-8-21.doc
 Date: 11/4/2021
 Re: Adoption of Regular Meeting Schedule

BACKGROUND:

The City Charter requires that the City Commission adopt a schedule of regular meetings dates for their meetings for the upcoming two years. The Charter requires that a minimum of two meetings per month be established. Regular meeting dates can be changed with appropriate notice as required by the Charter. This is a standard procedural action by the City Commission and this will establish the Regular Meeting Schedule as the first and third Mondays of each month. It will also establish a regular meeting of the Monday following the next City Commission election.

Section 5.7. - Meetings of the commission.

The Commission shall provide by resolution for the time and place of its regular meetings and shall hold at least two regular meetings each month: Provided, That no change shall be made in the time or place of its regular meetings, until after not less than ten days following publication of notice of such change. If any time set for the holding of a regular meeting of the Commission shall be a holiday, then such regular meeting shall be held at the same time and place on the next secular day which is not a holiday. The business of the City Commission shall be conducted at public meetings held in compliance with the open meetings act (MCL § 15.261-275).

RECOMMENDATION:

The City Administration recommends that the City Commission adopt a regular meeting schedule of the first and third Mondays of each month. 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.

Official Holidays

The holidays and the days they are observed are:

- New Year's Day, January 1.
- Martin Luther King, Jr. Day, Third Monday in January.
- President's Day, Third Monday in February.
- Memorial Day, Last Monday in May.
- Independence Day, July 4.
- Labor Day, First Monday in September.
- General Election Day, even-numbered years
- Veterans Day, November 11.
- Thanksgiving Day and the day after, the fourth Thursday and Friday in November.
- Christmas Eve and Christmas Day, December 24 and 25.
- New Year's Eve, December 31.

The calendar dates for 2021 are:

- January 1
- January 18
- February 15
- May 31
- July 5
- September 6
- November 11
- November 25 and 26
- December 23 and 24
- December 30 and 31

The calendar dates for 2022 are:

- January 17
- February 21
- May 30
- July 4
- September 5
- November 8
- November 11
- November 24 and 25
- December 23 and 26
- December 30 and January 2, 2023

State office closings for state holidays are regulated by the Michigan Department of Civil Service Regulation 5.08. Public Act 124 of 1865 is the Michigan law governing official state holidays.



[Foreign Languages](#)
[Disability Resources](#)

[MICHIGAN.GOV HOME](#)
[ADA](#)
[MICHIGAN NEWS](#)
[POLICIES](#)

COPYRIGHT 2021 STATE OF MICHIGAN





City of Plymouth 2022 Regular Meeting Schedule

Due to COVID-19 restrictions, meetings may be held via Zoom.us and/or livestreamed on social media. Please check City website for Zoom.us meeting links, livestream information, meeting cancellations or other changes. www.plymouthmi.gov

City Commission: First and third Monday of month unless otherwise indicated. Meetings that fall on a State observed holiday are held on the next day that is not a holiday.

January 3, 2022	April 4, 2022	July 5, 2022 (Tuesday)	October 3, 2022
January 18, 2022 (Tuesday)	April 18, 2022	July 18, 2022	October 17, 2022
February 7, 2022	May 2, 2022	August 1, 2022	November 7, 2022
February 22, 2022 (Tuesday)	May 16, 2022	August 15, 2022	November 21, 2022
March 7, 2022	June 6, 2022	September 6, 2022 (Tuesday)	December 5, 2022
March 21, 2022	June 20, 2022	September 19, 2022	December 19, 2022

Downtown Development Authority: Second Monday of month unless otherwise indicated

January 10, 2022	March 14, 2022	May 9, 2022	July 11, 2022	September 12, 2022	November 14, 2022
February 14, 2022	April 11, 2022	June 13, 2022	August 8, 2022	October 10, 2022	December 12, 2022

Historic District Commission: First Wednesday of month unless otherwise indicated

January 5, 2022	March 2, 2022	May 4, 2022	July 6, 2022	September 7, 2022	November 2, 2022
February 2, 2022	April 6, 2022	June 1, 2022	August 3, 2022	October 5, 2022	December 7, 2022

Planning Commission: Second Wednesday of month unless otherwise indicated

January 12, 2022	March 9, 2022	May 11, 2022	July 13, 2022	September 14, 2022	November 9, 2022
February 9, 2022	April 13, 2022	June 8, 2022	August 10, 2022	October 12, 2022	December 14, 2022

Zoning Board of Appeals: First Thursday of month unless otherwise indicated

January 6, 2022	March 3, 2022	May 5, 2022	July 7, 2022	September 1, 2022	November 3, 2022
February 3, 2022	April 7, 2022	June 2, 2022	August 4, 2022	October 6, 2022	December 1, 2022

City Offices are CLOSED on the Following Dates:

April 15, 2022	May 30, 2022	July 4, 2022	September 5, 2022	November 24, 2022
November 25, 2022	December 23, 2022	December 26, 2022	December 30, 2022	January 3, 2023 (Tuesday)

BOLDED dates above indicate there will be no refuse, recycling, and yard waste collections on that day and the rest of that week's collections will be one day later than usual, if applicable. If these holiday dates fall on a weekend, your collection day will not be affected.

ADOPTION OF REGULAR MEETING SCHEDULE:

RES. #2021-_____

BE IT RESOLVED, that the Plymouth City Commission shall hold regular City Commission Meetings at 7:00 p.m. on the first and third Mondays of each month, and also on the second Monday of each November following a regular City Commission Election, in the City Commission Chambers at the Plymouth City Hall, 201 S. Main Street or other designated locations; and

BE IT RESOLVED FURTHER, that should the meeting date fall on a holiday, then the meeting shall be held on the Tuesday immediately following said holiday unless otherwise determined, at the above specified time and place; and

BE IT RESOLVED FURTHER, that for the purposes of establishing the regular meeting schedule pursuant to City Charter Section 5.7, the term "holidays" shall mean those days designated as holidays by the State of Michigan in its current statute (*Regulation 5.08. Public Act 124 of 1865*), or as amended in the future; and that if any of these holidays falls on a Sunday, then the next Monday will be considered to be the public holidays for purposes of this schedule.

A motion was made by _____ and seconded by Commissioner _____ for approval of the resolution.

MOTION PASSED

RES. #2021-_____

ADOPTION OF REGULAR MEETING SCHEDULE

The following resolution was offered by Commissioner _____ and seconded by Commissioner _____ for approval:

BE IT RESOLVED That the Plymouth City Commission shall hold regular City Commission Meetings at 7:00 p.m. on the first and third Mondays of each month, and also on the second Monday of each November following a regular City Commission Election, in the City Commission Chambers at the Plymouth City Hall, 201 S. Main Street or other designated location; and

BE IT RESOLVED FURTHER That should the meeting date fall on a holiday, then the meeting shall be held on the Tuesday immediately following said holiday unless otherwise determined, at the above specified time and place; and

BE IT RESOLVED FURTHER That for the purposes of establishing the regular meeting schedule pursuant to City Charter Section 5.7, the term "holidays" shall mean those days designated as holidays by the State of Michigan in its current statute (*Regulation 5.08. Public Act 124 of 1865*), or as amended in the future; and that if any of these holidays falls on a Sunday, then the next Monday will be considered to be the public holidays for purposes of this schedule.

AYES:

NAYS:

November 8, 2021