



City of Plymouth  
City Commission Regular Meeting Minutes  
Monday, October 4, 2021 - 7:00 p.m.  
Plymouth City Hall & Online

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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

**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 and Marques Thomey

Also present: City Manager Paul Sincock, Attorney Robert Marzano, Public Safety Director Al Cox, Police Sergeant David Edwards, and various members of the City administration

**2. CITIZENS COMMENTS**

Holly Smith, 230 Parkview, asked the City to look into a stop sign and a lower speed limit at Park and Lilley. She also mentioned overgrowth blocking the view of traffic as a safety concern and asked for dead animals to be removed promptly. Wolcott asked her to provide her contact information to DMS and Community Development for follow up.

Tim Doren, 1191 Sheridan, said a lack of visitor and vendor parking at Tonquish Creek causes too many vehicles to park in front of his home. He asked the City to consider restricted parking in front of his home for cleanliness and safety purposes.

Jill Marecki, 610 Blunk, asked when Farmer St. would be striped, and signs be posted. She also said she would like to see a social district in Plymouth.

**3. APPROVAL OF THE AGENDA**

Moroz offered a motion, seconded by Thomey, to approve the agenda for Monday, October 4, 2021.

There was a roll call vote.

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

MOTION PASSED 5-0

**4. ENACTMENT OF THE CONSENT AGENDA**

- a. Approval of September 20, 2021 City Commission Regular Meeting Minutes
- b. Special Event: Old Village Halloween Block Party – October 10, 2021
- c. Special Event: Holiday Greens Market – November 27, 2021
- d. Special Event: Walk of Trees – November 19-January 3

O'Donnell offered a motion, seconded by Moroz, to approve the consent agenda.

O'Donnell then offered a motion, seconded by Moroz, to move Consent Agenda item 4.a to regular agenda item 7.f.

There was a roll call vote.

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

MOTION PASSED 5-0

**5. COMMISSION COMMENTS**

Moroz said there had been an uptick of Covid cases in the community and reminded residents to get vaccine boosters and flu shots.

Wolcott congratulated employees for their October work anniversaries: Recreation Director Steve Anderson – 28 years, City Clerk Maureen Brodie – 24 years, Foreman/Sidewalk Inspector Mike Brindley – 23 years, DMS Administrative Assistant Jennifer Coykendall – 21 years, Cable TV Operator Noah Allor, 18 years, Chief of Operations Chris Helinski – 14 years, Sergeant David Edwards – 10 years, Finance Director John Scanlon – 4 years, Operations Technician John Segura – 1 year, Operations Technician Brian Ronayne – 1 year.

Wolcott added that the fountain was nearing completion and that a dedication ceremony was planned for October 16 at 11 a.m. He said that the Downtown Development Authority planned to talk about the future of patio dining, but that a social district is not possible. He asked DMS Director Chris Porman to answer the citizen’s questions about Farmer St. Porman said there was a nationwide paint shortage, which has caused the price to be double over last year. He may wait until spring to purchase paint and stripe the street. He said all signs have been installed on Farmer.

**6. OLD BUSINESS**

There was no old business.

**7. NEW BUSINESS**

a. Resignation of City Commissioner Ed Krol

Krol said he appreciated the opportunity to serve.  
Ellen Elliott, 404 Irvin, thanked Krol for his service.  
Commission members also congratulated him for his accomplishments and thanked him for his dedication to the City.

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

RESOLUTION 2021-80

WHEREAS The City of Plymouth has a number of elected officers, defined as City Commissioners in the City Charter; and

WHEREAS When there is a resignation of office in an elective officer it is necessary for the City Commission to accept the resignation at the next regular meeting of the City Commission; and

WHEREAS The Mayor and City Clerk have received a letter of resignation from City Commissioner Ed Krol to be effective immediately.

NOW THEREFORE BE IT RESOLVED THAT Commissioner Ed Krol has been a valuable asset to the broader Plymouth Community by serving on both the City Commission and the Zoning Board of Appeals. His insight and drive for details in all actions will be missed on both boards. It is with sadness that the City Commission does hereby accept the resignation of City Commissioner and Zoning Board of Appeals member Ed Krol to be effective immediately.

There was a roll call vote.

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

MOTION PASSED 5-0

b. City Planner Retainer Renewal

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

RESOLUTION 2021-81

WHEREAS The City Commission is aware that the City of Plymouth has contracted with Carlisle Wortman for professional planning services for many years; and

WHEREAS The City Commission is aware that Carlisle Wortman has detailed knowledge and understanding of the community, our ordinances, and the administrative structure; and

WHEREAS Carlisle Wortman Assoc. Inc. has provided the administration with a contract that would guarantee a minimum level of services and allow for flexibility as service requirements increase or decrease.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby approve the enclosed contract for a period of three (3) years with Carlisle Wortman for Professional Planning Services beginning on July 1, 2022.



**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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**CONSULTANT AGREEMENT**  
**PROFESSIONAL PLANNING SERVICES**

This agreement is made by and between the City of Plymouth, a Michigan Municipal Corporation, 201 South Main Street, Plymouth, Michigan 48170 (hereinafter referred to as the "Client") and the consulting firm of Carlisle/Wortman Associates, Inc., 117 N. First Street, Suite 70, Ann Arbor, Michigan, 48104 (hereinafter referred to as the "Consultant").

- I. **Services to be Provided:** The Consultant will serve as professional planning Consultants for the Client. Services will include the following:
1. Attendance at regularly scheduled Planning Commission meetings each month.
  2. Written reviews of development applications including:
    - a. Rezoning Requests
    - b. Site Plans
    - c. Special Land Use Applications
    - d. Subdivision Plats
  3. Attendance at special Planning Commission and City Commission meetings on matters pertaining to planning and zoning.
  4. Advising, assisting, and coordinating with City officials on matters dealing with state laws, county regulations and local ordinances pertaining to zoning and development.
  5. Preparation of grant applications to State and Federal agencies.
  6. Coordinating with county and state agencies regarding Client plans for zoning and development.
  7. Providing other services of planning or coordinating nature as may be requested by the City.
  8. Avoid all conflicts of interest or appearances of conflict of interest in performance of the items outlined in this Agreement. Consultant shall inform the Client immediately of any potential conflicts that may arise.

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- II. **Items Included Under Retainer Services:** Services provided under the basic monthly retainer shall include:

1. Attendance at one regularly-scheduled meeting per month.

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6. **Billing/Payment Procedures.** The Consultant shall submit detailed monthly billings which specify the types of work completed and the unit cost for preparation of each work item. The Consultant may bill for work components which have been partially completed and delivered to the client as an on-going review and revision process. The Client shall make payment for properly performed work generally within thirty (30) days of the receipt of the statement.
  7. **Responsibility of Payment of Taxes.** It is understood by the parties that the Consultant shall be responsible for the payment of all Federal, State, and local taxes and/or insurances of any type that may be required for the performance of the services called for under this agreement.
  8. **Equal Employment Opportunity.** There shall be no discrimination against any employee who is employed in the work covered by this agreement or against any applicant for such employment because of race, color, religion, sex, or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection of training.
  9. **Compliance of All Laws.** In the performance of this agreement, the Consultant agrees to comply with all applicable State, Federal, & Local statutes, ordinances, and regulations.
  10. **Liability.** The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from damages and losses arising from the negligent act, errors, or omissions of the Consultant in the performance of professional services under this Agreement, to the extent that the Consultant is responsible for such damages and losses on a comparative basis of fault and responsibility between the Consultant and the Client. The Consultant is not obligated to indemnify the Client for the Client's own negligence.
  11. **Insurance.** Carlisle/Wortman Associates, Inc. must maintain Professional Liability Insurance in the amount of at least \$1,000,000.00 (One Million Dollars). Workers Compensation insurance with statutory coverage must also be maintained. Evidence or proof of insurance must be provided.
  12. **Ownership of Materials.** Upon completion or termination of this agreement, all reports, charts, maps, and graphics produced under the terms of this, or any preceding agreement, shall remain the property of the Client and shall be furnished to the Client, or its agent, upon request.
  13. **Term of Agreement.** This agreement shall remain in effect through June 30, 2025 with the understanding and agreement that either party has the right to terminate the agreement upon thirty (30) days written notice being presented to the other party.

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IN WITNESS WHEREOF, the Client and Consultant have executed this Agreement this

\_\_\_\_\_ day of \_\_\_\_\_, 2021.

**WITNESS**

**CLIENT:**

City of Plymouth  
201 S. Main St.  
Plymouth, MI 48170  
734-453-1234

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John Buzuvis,  
Community Development Director

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Clerk

**CONSULTANT:**

117 N. First Street, Suite 70  
Ann Arbor, MI 48104  
734 662-2200

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Richard K. Carlisle, AICP, PCP  
President  
Carlisle/Wortman Associates, Inc.

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Doug Lewan, AICP  
Executive Vice President  
Carlisle/Wortman Associates, Inc.

There was a roll call vote.  
Yes: Deal, Moroz, O'Donnell, Thomey, Wolcott

MOTION PASSED 5-0

c. Confirmation of Emergency Actions – Chiller for Plymouth Cultural Center

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

RESOLUTION 2021-82

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 Plymouth Cultural Center had two critical pumps fail on the building's refrigeration systems; and

WHEREAS This failure of pumps required the use of a temporary booster chiller unit from Sunbelt Rentals, which had to be delivered, installed, started up and incorporated into the systems at the Cultural Center; and

WHEREAS The City Administration authorized the emergency repairs and actions and Notified the City Commission of the emergency situation and the actions that were taken.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby confirm the emergency rental of a "booster" chiller and required work to incorporate the unit into the building's systems. This authorization is for Sunbelt Rentals in the amount of \$9,403. Further, it is anticipated that an additional rental period(s) will be needed until the new pump and related parts arrive that have been delayed due to supply chain issues.

There was a roll call vote.

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

MOTION PASSED 5-0

d. Equipment Fleet Review and Action Plan

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

RESOLUTION 2021-83

WHEREAS The City Commission established that the Administration shall develop and execute a comprehensive asset management plan that includes a review of the equipment fleet; and

WHEREAS The City Administration has prepared a comprehensive report for the City Commission to review related to the City's equipment fleet, and funding of the Equipment Fund, as well as funding sources for replacement vehicles; and

WHEREAS The City Administration has made certain recommendations related to the acquisition of replacement vehicles for Fiscal Year 2021 – 22.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the City Administration's report related to Equipment Fund Plan. This plan calls for the City to change funding of the Equipment Fund and the purchase of assets. The change in funding includes the institution of storage fees for specialized equipment and financing of certain vehicle purchases in order to build cash into the Equipment Fund for future vehicle replacement. In addition, the City will continue the use of the required state schedules for the Major and Local Street Funds in accordance with regulations.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the City Administration to move forward with bringing purchase packages to the City Commission for final approval in accordance with the following plan for Fiscal Year 2021 - 22.

<u>Equipment</u>	<u>Approx. Cost</u>	<u>Funding Source</u>
Fire Truck ( <i>late 2022/23</i> )	\$700,000 – (\$200,000 trade in)	Community Leasing Partners
Vactor	\$600,000 – (\$162,000 buy back)	Water/Sewer Fund
Street Sweeper	\$300,000	Solid Waste Fund
PD Tahoes (2)	\$45,000	Community Leasing Partners
Pick Up Trucks (3)	\$115,000	Community Leasing Partners
DMS Tahoe	\$40,000	Community Leasing Partners

STILL FURTHER, the City Administration will need to bring back to the City Commission for approval all purchases of vehicles outlined above and financing/funding sources for said purchase. Further, the Equipment Asset list and recommended replacement schedule shall be reviewed annually as a part of the City’s Budget Adoption Process.

Porman answered questions about the need for only one street sweeper, the list of possible additions to the fleet, and being mindful of sustainability and operating costs.

Finance Director John Scanlon explained the lease-to-own financing the City has used for fire trucks.

Porman asked that the resolution add the word “each” after the \$45,000 cost of the PD Tahoes.

There was a roll call vote.

Yes: Deal, Moroz, O’Donnell, Thomey, Wolcott

MOTION PASSED 5-0

e. Police Command Officer Contract Tentative Agreement

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

RESOLUTION 2021-84

WHEREAS The City of Plymouth has employee groups that are represented by unions, and from time to time those union contracts expire and new contracts need to be negotiated; and

WHEREAS The contract with the Plymouth Command Police Officers through their Representative Agent from COAM expires on December 31, 2021 and a new contract needs to be implemented; and

WHEREAS The City and the Police Command Officers agreed to a one-year extension of their contract which ended December 31, 2020 without any changes, including no increases in salary as a result of the many unknowns related to Covid pandemic; and

WHEREAS The City and the union have in good faith met and discussed a new agreement that would begin on January 1, 2022; and

WHEREAS The City and the union have come to a tentative agreement on a new contract.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the tentative agreement between the City and the City's police command officers as represented by COAM. The terms of the four-year agreement are outlined in the City Manager's write up for the City Commission. The agreement will still need to have a ratification vote by the union membership prior to becoming finalized.

There was a roll call vote.

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

MOTION PASSED 5-0

f. Approval of September 2021 City Commission Regular Meeting Minutes

O'Donnell asked that the September 20, 2021 minutes be amended to include IT Director Tom Alexandris' explanation for item 7.a that the GIS map vendor selected was an incumbent provider and the efficiencies that provided, as well as the inadequacy of other vendors to provide the same service.

Thomey offered a motion, supported by Moroz, to amend the minutes as requested.

There was a roll call vote.

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

MOTION PASSED 5-0

**8. REPORTS AND CORRESPONDENCE**

a. Liaison Reports

Deal said the DDA was scheduled to meet on October 11 and the HDC on October 6.

O'Donnell said the Planning Commission was scheduled to meet on October 13.

Wolcott said he attended the Michigan Municipal League conference and found it valuable.

**9. ADJOURNMENT**

Hearing no further discussion, Wolcott asked for a motion to adjourn at 8:14 p.m. A motion to adjourn was offered by Moroz and seconded by O'Donnell.

There was a roll call vote.

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

MOTION PASSED 5-0

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OLIVER WOLCOTT  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK