



City of Plymouth  
City Commission Regular Meeting Minutes  
Monday, May 2, 2022 7:00 p.m.  
Plymouth City Hall

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

www.plymouthmi.gov  
Phone 734-453-1234  
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**1. CALL TO ORDER**

- a. Mayor Moroz called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.

Present: Mayor Nick Moroz, Commissioners Suzi Deal, Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Kelly O'Donnell

Excused: Mayor Pro Tem Tony Sebastian

Also present: City Manager Paul Sincock, Attorney Bob Marzano, Public Safety Director Al Cox, and various members of the City administration

**2. CITIZEN COMMENTS**

Wayne County Commissioner Melissa Daub gave an update on park millage and American Rescue Plan Act funds.

Mark Wira, owner of the property adjacent to the Saxton's lot, said his lot was available for purchase.

Plymouth Township Trustee John Stewart invited City representatives to attend several events.

Ellen Elliott, 404 Irvin, thanked Deal for spearheading the Artisan Market last weekend.

Shauna Anderson, director of the Plymouth District Library, thanked Moroz and Maguire for their commitment to working closely and collaboratively with the library. She said the usage had increased, and stated that the library was disproportionately funded by residents of Plymouth Township who rely on using the parking lot. Because of this, she said she wanted to be a part of any conversation about paid parking.

Lee Jacinski, 1380 Maple, reported on a recent Keep Plymouth Leafy tree giveaway and cleanup at Fairground Park.

**3. ENACTMENT OF THE CONSENT AGENDA**

- a. Approval of April 18, 2022 City Commission Regular Meeting Minutes  
b. Special Event: Plymouth Farmers Market- Saturdays, May 14- October 22, 2022  
c. Special Event: 6<sup>th</sup> Grade Farewell Picnic- Friday, June 3, 2022  
d. Special Event: Good Morning USA Parade- Monday, July 4, 2022  
e. Special Event: Robots in the Park- Sunday, August 14, 2022

O'Donnell offered a motion to move item 4.a to 7.e on the agenda. Maguire seconded the motion.

There was a roll call vote.

Yes: Deal, Filipczak, Kehoe, Maguire, O'Donnell, Moroz

Filipczak offered a motion, seconded by O'Donnell to enact the amended Consent Agenda.

There was a roll call vote.

Yes: Deal, Filipczak, Kehoe, Maguire, O'Donnell, Moroz

MOTION PASSED 6-0

**4. COMMISSION COMMENTS**

Filipczak congratulated Plymouth resident Aidan Hutchinson for being selected second overall in the NFL draft by the Detroit Lions.

Deal thanked the DDA, DMS, vendors, and all who participated in the Artisan Market. She also thanked the Kiwanis Club for bringing back the Fourth of July Parade.

Maguire expressed Eid Mubarak and noted that May was Asian American Pacific Islander Heritage month. She also said this was Teacher Appreciation Week.

Moroz congratulated the following employees for their work anniversaries: Paul Rakovitis, 3 years; Aubrey Stutzman, 5 years; Greta Bolhuis, 8 years; Adam Gerlach, 13 years; Chris Porman, 23 years; Sandy Coram, 24 years; Tom Alexandris, 30 years; and Steve Faiman, 34 years. He then announced that Paul Sincock, with 44 years of employment, has now served longer than anyone else in the City of Plymouth's history.

## **5. OLD BUSINESS**

There was no old business.

## **6. NEW BUSINESS**

### **a. Cultural Center Room Use and Room Rental Policy Update**

The following resolution was offered by Filipczak and seconded by O'Donnell.

#### RESOLUTION 2022-25

WHEREAS The City of Plymouth operates a Recreation Department in order to protect and promote the public welfare and to help provide for public safety of the residents; and

WHEREAS From time to time it is necessary to review and update the policies of the Recreation Department; and

WHEREAS The City Commission of the City of Plymouth has reviewed the proposed revised Cultural Center Room Use and Rental Policy Update which expands the existing policy to include video surveillance, cancellations, difficult materials to clean, and security deposits.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Recreation Department Cultural Center Room Use and Rental Policy Update as of May 2, 2022. The adopted policies shall have immediate effect.

A question was raised about the section of the policy stating that an event must be as it was represented in the contract. Anderson replied that this portion was added many years ago after an instance when a renter specified a much smaller number of people than showed up, resulting in the event exceeding the fire marshal's determination of room capacity.

# City of Plymouth

## Recreation Department



City Commission Approval

## Cultural Center Room Use and Rental Policies

1. The City of Plymouth Cultural Center, and each of its rooms, including, but not limited to those which are rented to the public, apart from the restrooms, are/may be under video surveillance at all times and any persons or activities which take place therein may be viewed by City employees and third parties any time
2. Payment is due IN FULL at the time of the application plus security deposit for the facility as a reservation fee subject to the building's cancellation policy stated below. All rentals must end by 11:00pm.
3. **BUILDING CANCELLATION POLICY:** An 8% cancellation fee will be charged if permittee cancels within five business days of paying for contracted event and signing agreement. A cancellation fee of 25% will be charged for cancellation of a room up to six months prior to the rental date. A cancellation fee of 50% will be charged for cancellations within six months of the rental date. All cancellation fees are based on the full rental cost of the facility. **Facility Management reserves the right to cancel any agreement or single day rentals due to mechanical/utilities failure, or for any City/Civic emergency response events. Full refunds will be issued to the renter should this occur.**
4. The security deposit will be returned provided no charges are incurred (see current fee structure). This will be at the discretion of the Facility Manager. Fees will be deducted from the security deposit for carpet cleaning or repair and replacement, kitchen cleaning, wall repair, fixture repair and replacements, and or equipment / furniture repair or replacement.
5. Security deposits will be refunded by check or credit card only. Check requests will take a minimum of 7 to 10 working days to process. Security deposits paid using a credit card will be refunded within three business day using the same credit card. Security deposits paid by credit card will not be refunded by check.
6. Permittee agrees not to assign or in any manner transfer this agreement without the prior written consent of management.
7. Admission fees or collections may be made only with arrangement with the management of the Recreation Dept.

8. The City of Plymouth Cultural Center has a Class C liquor license, and all liquor and bartenders must be purchased through the Cultural Center. NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO OR TAKEN OUT OF THE CULTURAL CENTER. CONSUMPTION OF ALCOHOLIC BEVERAGES IS LIMITED TO DESIGNATED AREAS OF THE BUILDING. Orders must be placed three weeks prior to event.

9. THE CULTURAL CENTER IS A NON-SMOKING BUILDING. NO SMOKING IS ALLOWED IN ANY PART OF THE BUILDING. NO SMOKING IN THE ALLEYWAY LOCATED OFF OF FARMER STREET.

10. Permittee agrees to abide by all Recreation Department policies as well as, City, State, and Federal Ordinances and Laws and will see that users via this permit do likewise.

11. Keeping building exits clear and outdoor fire lanes open is the responsibility of the renter. The alleyway off Farmer Street is for loading and unloading only, parking is not permitted. Vehicles parked in the alleyway will be towed at the owner's expense.

12. Candles are permitted providing they are enclosed in hurricane candle holders. Base room rental fees do not include linens, decorations, mats, or religious items for events.

13. Nails, screws, staples, tape, etc., in/on walls and woodwork are prohibited and shall be subject to loss of security deposit.

14. No Silly String, Glitter, Confetti or "Party Poppers" that distribute confetti and/or sparkles are allowed on the Plymouth Cultural Center property. Use of any of these items will automatically forfeit the Renters Security Deposit Fee."

15. Use of unrequested materials or equipment located in adjacent rooms requires permission from the management. Use of additional equipment, i.e., extension cords, sound equipment, food dispensers, etc., is prohibited without an arrangement with management.

16. Department staff assigned authority for building supervision has the authority to act in the best interest of the group using the facility, as well as the City of Plymouth Recreation Department.

17. PLEASE NOTE: Room must be vacated at the time specified on the contract. There will be an additional charge for each additional hour of use. All tables must be cleared, and all decorations must be removed.

18. Weekend Rentals held in the Reception Room that are contracted to begin at 4:00pm or later, shall pay a \$1,000.00 Security Deposit.

- a. If the rental, as listed above, occupies the Reception Room one hour beyond their contracted use, they shall be charged a \$500.00 fee, to be deducted from the Security Deposit.
- b. If the rental, as listed above, occupies the Reception Room a second hour beyond their contracted use, they shall incur a second \$500.00 fee, to be deducted from the Security Deposit.
- c. If the rental has vacated the Reception Room within their contracted time, no fees shall be incurred.

19. ANY EVENT THAT MISREPRESENTS ITS INTENT, PURPOSE OR THE AGE DEMOGRAPHIC THAT IS ATTENDING, SHALL HAVE THEIR EVENT CANCELLED, SHALL VOID THIS CONTRACT AND ALL FEES SHALL BE FORFEITED.

20. No "by ticket" concert or dance events shall be allowed unless approved by the City of Plymouth Recreation Department Administration. Failure to do so, will cancel the event, void this contract and all fees forfeited.

21. Events advertised by on-line web sites or by flyers posted on High School or College property shall be prohibited unless approved by the City Recreation Department Administration at the time of signing this contract. Violation of this policy shall automatically cancel the event, void this contract and renter will forfeit all paid fees.

22. All Youth events (under 23 years old) are required to have a 10 to 1 ratio of adult chaperones and the adult coordinator is to meet with the Recreation Department Administration prior to signing of this contract. Failure to do so shall automatically cancel the event, void this contract and renter will forfeit all paid fees.

23. Violation of the Cultural Center Liquor policy will result in forfeiture of rental security deposit and possible legal action or ticketing by the City of Plymouth Police Department.

24. Renter is permitted ONE change of date. If renter fails to keep the changed date, the event will be cancelled, and renter forfeits fifty percent of the room rental fee.

25. The fireplace area is not available for rent. Although this is not a rentable space damage/extra cleaning required to this area as a result of your event will be deducted from your damage security deposit.

- One free room usage per month shall be granted to Long Term Ice Contractors or City Affiliated and Civic Organizations. The time, day and length of that room usage shall require approval from Recreation Department Staff **PRIOR TO USE**. Any additional usage will be subject to normal room rental rate.
- The City Manager or Recreation Department Representative shall set the Cultural Center use fees. See current fee structure listing.

□ **Priority of Room Use is based upon the following ranking:**

1. City emergencies or essential civic events as determined by the City Manager.
2. City of Plymouth Recreation Department Programs and Events.
3. Contracted / Regular renters of the building renewing consistent days or times.
4. New or one-time renters.



The City of Plymouth - Recreation Department  
**Plymouth Cultural Center**

The place for business meetings, civic clubs, wedding receptions, showers, and other special events. Contact the Recreation Office at (734) 455-6620 x304 for complete reservation details.

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**Large Reception Room**

Accommodates up to 160 people and includes a stage and 24' x 18' laminate dance floor. The room features 6' round tables that can seat up to 10 per table. The Reception Room can be divided in half to accommodate up to 80 people banquet style or 40 classroom style seating.

**Meeting Rooms**

The 30' x 30' size rooms are the right size for smaller meetings and seminars. The rooms comfortably seat up to 50 people banquet style or 30 classroom style seating. The meeting rooms afford the flexibility of theater, classroom, or round table seating.

**Room Rates:** as of 05-2-2022

**All room rental fees must be paid in full at time of reservation.** Rentals include set up time, use of tables, chairs, and podiums.

**Large Reception Room Fees:**

Full Room: \$90.00 per hour rate Monday - Thursday  
Half Room: \$50.00 per hour rate Monday - Thursday

Full Room: \$165.00 per hour weekend rate - Friday - Sunday  
Half Room: \$95.00 per hour weekend rate Friday - Sunday

**Kitchen Use: \$100.00 Flat Rate** - Renters are required to clean kitchen at end of event. We do not provide Dishes, Cups, Glasses, Utensils or Food Serving Equipment with rentals. These items are the responsibility of the renter.

**Meeting Room Fees:**

\$40.00 per hour Monday - Thursday  
\$65.00 per hour Friday - Sunday

**Fitness/Dance Room Fees:**

\$40 per hour Monday - Thursday  
\$60 per hour Friday - Sunday

**Security / Damage Deposits are required for all one-time rentals:** Security/Damage Deposit shall be \$250 for Meeting/Fitness/Reception room except for weekend reception room rentals. Security/Damage Deposit for reception room weekend rentals that are contracted to begin at 4:00pm or later, shall be \$1,000. All security/damage deposits are refunded in full as long as there is no damage, clean up by facility staff, and over contracted hours.

**Discounts:** 10% discount given to all 501c3 organizations (proof of exempt status required).  
10% discount given to all long-term rentals over one year.

**The Plymouth Cultural Center holds a State of Michigan Class C Liquor License.**

State law requires that no alcoholic beverages may be present in this facility unless they are supplied by the Plymouth Cultural Center / City of Plymouth Recreation Department.

**Wixom Community Center  
Wixom, MI 48393**

Phone: (248) 624-2850

E-mail: Melissa Harrison / mharrison@wixomgov.org

**Operational Policies**

The City of Wixom shall have preference on use of all Community Center facilities. The City reserves the right to refuse the use of the building to any person or organization that the City has reason to believe may cause damage to the Community Center or the City of Wixom. The City reserves the right to cancel or deny use with or without notice and to limit the frequency of the building use by an organization, under any circumstances.

**Rental Bookings**

A **50% NON-REFUNDABLE partial payment** is required to reserve a room at the Community Center. The balance of the rental fee must be paid in full three (3) weeks prior to your event. If payments are made prior to the (3) week deadline, these payments will also be non-refundable.

**To ensure proper staffing at our facility, rental bookings need to be made six weeks in advance of the actual event. Phone reservations not accepted.**

**Security Deposit**

All lessees for Friday/Saturday/Sunday Ballroom rentals are required to issue a security deposit **payable to the City of Wixom by credit card for \$1000**. After the event, if there is no damage to the facility or excessive cleanup needed your deposit will be returned. If there is damage to the facility or additional cleanup required, the costs will be deducted from the \$1000 security deposit. Please see Facility Closing Checklist & Security Deposit Fees on the last page for charges.

**Applicant Requirements**

Applicants must be 21 years of age or older to rent the facility and accept responsibility for their guests.

Applicants must guarantee the following:

- ◆ Orderly behavior. No profanity or excessive noise will be tolerated.
- ◆ Supervision of all children. If staff is required to give notification to the renter that children are unsupervised—this will result in the loss of the entire security deposit.
- ◆ Responsiveness to the directives of City staff, which includes clearing of the building.
- ◆ That the program is of a suitable nature for presentation in a public building.
- ◆ That the activity is lawful and conforms with City, State, and Federal laws and regulations.
- ◆ That they will not remove, change, rearrange, or revise anything in the building.

**Food/Catering Policy**

The City of Wixom does not provide food service.

Caterers License/Temporary Food permit: The City of Wixom's kitchen facility is not a licensed kitchen, therefore your caterer must prepare all food and beverage services that you are to receive for your rental at the licensed caterers facility site. If you are preparing food on site at the City of Wixom kitchen facility you will need a temporary food permit that can be obtained through Oakland County Health Department.

**Alcohol Policy**

Beer, wine, and liquor may be served. Alcohol may not be sold. No one under 21 years of age may consume alcohol on the premises. ***Any group requesting the use of alcohol for their engagement must hire a bartender from a private company or caterer to serve alcohol during the engagement. This must be done at the lessee's expense. You must provide a copy of the bartender's license to the Community Center 3 weeks before your rental.***

### **Decorations**

- ◆ No confetti/sparkles will be allowed.
- ◆ There are no ladders on site for your use.
- ◆ All candles must be placed in hurricane globes. No exposed flames.
- ◆ **No decorations are to be taped, tacked or stapled to any walls.**
- ◆ No chalk allowed.

### **Setup & Facility Usage**

**Setup may take place only on the day and time of the rental contract. You may not gain access to the building prior to your rental time for set-up.**

Rental groups must only use the area that they have reserved. Use of the other rooms in the facility without paid rental will not be permitted, including the Senior Lounge.

Dancing is permitted on the dance floor area only. No dancing is permitted on the stage.

### **Clean Up**

All clean up shall be performed by the lessee before they leave the facility. Normal Clean up includes:

- ◆ Removal of all materials brought in, including decorations
- ◆ Proper clean up of kitchen area, if utilized.
- ◆ Removal of all garbage to the dumpster.
- ◆ Proper clean-up of portable bar.
- ◆ **Removal of all rented items.** Please notify your rental company or caterer that their items must be removed from the facility the night of your facility rental. The City of Wixom is not responsible for any items left behind.

Please see Facility Closing Checklist & Security Deposit Fees on the last page for charges.

### **Late Charges**

All Lessees must remove all material no later than **12:00 am**. If the facility is not completely vacated by **12:00 am**, the following charges late charges will assessed and be deducted from your security deposit:

- ◆ ½ hour = \$ 250
- ◆ 1 hour = \$ 500
- ◆ Longer than 1 Hour = ENTIRE SECURITY DEPOSIT

**If the Police are called to the Community Center for altercations that occur during your event, YOUR ENTIRE SECURITY DEPOSIT WILL BE FORFEITED – NO EXCEPTIONS!**

### **No Smoking Policy**

**The Wixom Community Center is a NON-SMOKING Facility. Any violations may cause forfeiture of your rental security deposit. Smoking is permitted outside 25 feet away from the front of the facility only and all cigarette butts must be deposited in provided containers.**

### **Injury/Lost Articles**

The City of Wixom assumes no responsibility for accidents, injuries, and lost or damaged articles while attending a meeting of a rental group.

### **Fire Regulations**

- ◆ Use of open flames is prohibited. Candles in hurricane globes are acceptable.
- ◆ Electrical extensions and decorations must be flameproof.
- ◆ Exits, corridors, and hallways must be free of obstructions at all times.
- ◆ Persons may never stand in aisles of exits
- ◆ Maximum capacity numbers in rooms must be observed.

### **Emergency Contact**

***If you arrived at the Community Center at your contracted time and no one is there to let you in the facility, please contact the Wixom Police at 624-6114.***

There was a roll call vote.

Yes: Deal, Filipczak, Kehoe, Maguire, O'Donnell, Moroz

MOTION PASSED 6-0

b. Authorization to Hire – Recreation Department

The following resolution was offered by Filipczak and seconded by O'Donnell

RESOLUTION 2022-26

WHEREAS The City Commission did enact an Employment Ordinance on August 7, 2000, which requires that the City Administration seek prior and express approval of any hiring of a full-time position in the City; and

WHEREAS There is a budgeted full time opening in the Recreation Department and the critical needs of the Department require a replacement for this position; and

WHEREAS The City Administration has requested prior and express approval of a hiring of a Recreation Department employee.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby authorize the prior and express approval of the hiring of one full-time Assistant Facility Manager employee for the Recreation Department to replace a position that is currently being vacated.

There was a roll call vote.

Yes: Deal, Filipczak, Kehoe, Maguire, O'Donnell, Moroz

MOTION PASSED 6-0

c. 2022 Rectangular Rapid Flashing Beacon Improvements

The following resolution was offered by Filipczak and seconded by O'Donnell.

RESOLUTION 2022-27

WHEREAS The City of Plymouth has adopted a Strategic Plan and a City Master Plan that calls for improvements to the quality of life for the residents and improvements in the walkability of the City; and

WHEREAS The City Commission has previously authorized design work and the City Engineer has completed design work for Rectangular Rapid Flashing Beacon (RRFB) lights to improve cross walks at five locations in the City; and

WHEREAS The City Commission has previously authorized the purchase of Rectangular Rapid Flashing Beacon components in order to avoid supply chain issues; and

WHEREAS The City Commission has reviewed the proposal from the City Engineer to perform Design Phase Services.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize up to \$186,401 for sidewalk concrete work at five intersections in the City. Funding for this construction phase of the project is authorized from the City's Major Streets construction funds.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize up to \$15,000 for construction contingency for the sidewalk concrete work and installation of the rectangular rapid flashing beacons.

NOW THEREFORE BE IT STILL FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize up to \$47,500 for construction inspection and contract administration for the sidewalk concrete work and installation of the rectangular rapid flashing beacons.

Some members questioned installing all five of the RRFBs at the same time, stating a preference for starting with three, then adding the final two at a later date. There was also a discussion about how the lights are activated and that traffic should not stop when a pedestrian is waiting to cross, but rather when a pedestrian is already in the crosswalk. In addition, it was stated that pedestrians need to wait until traffic is clear before entering the crosswalk. Sincock said signs to this effect will be posted, and signals near the schools won't be installed until summer break begins.

d. Third Quarter Budget Amendments

The following resolution was offered by Filipczak and seconded by O'Donnell.

RESOLUTION 2022-28

WHEREAS Actual patterns of departmental expenditures occurred differently than originally projected in the 2021-2022 City Budget as adopted in June of 2021; and

WHEREAS Overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

WHEREAS The City Budget amendments require the approval of the City Commission for changes between activity departments and between funds of the City;

NOW, THEREFORE BE IT RESOLVED, that the 2021-2022 City Budget is hereby amended as indicated in the 3rd quarter amendments column of the attached Budget Amendments Summary, which is made a part of this resolution.

BE IT FURTHER RESOLVED, that the City Finance Director is authorized to change the budgetary appropriations as indicated in the Budget Amendments Summary effective May 2, 2022.

NINE

**CITY OF PLYMOUTH  
REVENUES, EXPENDITURES & CHANGES IN FUND EQUITY  
UNAUDITED - YEAR ENDED JUNE 30, 2022  
MARCH, 2022**

FUND #	FUND NAME	FUND BALANCE 6/30/2021	FY 21-22		% EXP	21-22 AMENDED BUDGET	FUND BALANCE THRU 3/31/22
			REVENUES THRU 3/31/22	EXPENDITURES THRU 3/31/22			
101	GENERAL FUND	3,663,582	8,542,171	6,749,321	67.04%	10,067,018	5,456,432
202	MAJOR STREETS FUND	1,154,288	428,508	459,660	63.27%	726,543	1,123,137
203	LOCAL STREETS FUND	582,680	456,948	164,864	24.81%	664,547	874,764
208	RECREATION FUND	13,861	968,164	779,323	58.39%	1,334,600	202,701
226	WASTE/RECYCLING FUND	1,278,122	1,418,880	991,608	61.62%	1,609,300	1,705,394
248	DDA OPERATING FUND	519,144	1,154,779	568,210	43.54%	1,305,130	1,105,713
249	BUILDING FUND	33,899	389,115	456,886	76.30%	606,775	(33,872)
252	NEIGHBORHOOD SERVICES FUND	51,570	90,344	57,963	62.51%	92,730	83,951
592	WATER/SEWER FUND	4,654,565	3,625,285	4,023,359	79.98%	5,030,741	4,256,491
661	EQUIPMENT FUND	714,416	529,443	512,704	62.84%	815,860	815,860
	<b>TOTALS</b>	<b>12,666,127</b>	<b>17,603,636</b>	<b>14,763,896</b>	<b>66.34%</b>	<b>22,253,244</b>	<b>15,590,570</b>

NINE

**CITY OF PLYMOUTH  
REVENUES, EXPENDITURES & CHANGES IN FUND EQUITY  
UNAUDITED - YEAR ENDED JUNE 30, 2021  
MARCH, 2021**

FUND #	FUND NAME	FUND BALANCE 6/30/2020	-----FY 20-21-----		% EXP	20-21 AMENDED BUDGET	FUND BALANCE THRU 3/31/21
			REVENUES THRU 3/31/21	EXPENDITURES THRU 3/31/21			
101	GENERAL FUND	2,966,548	8,117,407	6,146,741	65.15%	9,434,354	4,937,214
202	MAJOR STREETS FUND	1,031,652	392,663	420,199	61.09%	687,870	1,004,117
203	LOCAL STREETS FUND	148,489	420,184	163,312	25.68%	635,967	405,361
208	RECREATION FUND	28,119	638,509	640,297	59.59%	1,074,469	26,331
226	WASTE/RECYCLING FUND	1,103,441	1,363,729	917,254	60.66%	1,512,050	1,549,917
248	DDA OPERATING FUND	453,357	1,009,399	751,434	65.36%	1,149,760	711,321
249	BUILDING FUND	55,479	291,540	385,071	60.72%	634,150	(38,052)
252	NEIGHBORHOOD SERVICES FUND	52,426	54,758	48,046	51.81%	92,730	59,138
592	WATER/SEWER FUND	5,409,951	3,592,021	3,988,395	91.31%	4,367,755	5,013,577
661	EQUIPMENT FUND	806,320	549,280	509,170	62.46%	815,250	846,430
	<b>TOTALS</b>	<b>12,055,782</b>	<b>16,429,488</b>	<b>13,969,918</b>	<b>68.47%</b>	<b>20,404,355</b>	<b>14,515,352</b>

**BUDGET ADJUSTMENT SUMMARY**  
**THIRD QUARTER - FY 21-22**

FUND DEPT./ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>GENERAL FUND REVENUE: #101</b>							
Property Taxes	6,591,420	-	-	-	-	-	6,591,420
Licenses & Permits	3,700	-	-	-	-	-	3,700
Federal/State Grants	450,000	-	-	-	-	-	450,000
State-Shared Revenues	1,067,951	-	21,587	-	-	21,587	1,089,538
Charges for Services	846,960	7,000	850	-	-	7,850	854,810
Cemetery Revenues	157,500	-	13,300	36,200	-	49,500	207,000
Parking Revenues	65,200	-	-	5,000	-	5,000	70,200
Other Operating Revenues	649,640	10,000	21,900	10,125	-	42,025	691,665
Appropriation of Surplus	150,000	-	-	224,397	-	224,397	374,397
<b>Total Operating Revenue</b>	<b>9,992,371</b>	<b>17,000</b>	<b>57,647</b>	<b>275,722</b>	<b>-</b>	<b>350,369</b>	<b>10,332,740</b>
Transfers In From Other Sources	10,000	-	-	-	-	-	10,000
<b>Total Revenue All Classes</b>	<b>9,992,371</b>	<b>17,000</b>	<b>57,647</b>	<b>275,722</b>	<b>-</b>	<b>350,369</b>	<b>10,342,740</b>
<b>GENERAL FUND EXP: #101</b>							
City Commission	116,100	75	10,250	9,850	-	20,175	136,275
City Manager	327,025	-	575	5,170	-	5,745	332,770
Legal Services	152,500	-	-	-	-	-	152,500
Finance Department	475,560	450	3,485	15,485	-	19,420	494,980
City Clerk	164,820	-	400	-	-	400	165,220
City Assessor	86,780	-	-	-	-	-	86,780
Management Information Services	292,925	-	500	150	-	650	293,575
Election Services	101,590	-	1,100	-	-	1,100	102,690
Cemetery	154,470	30	900	795	-	1,625	156,095
Police Department	4,182,870	25,000	2,380	31,500	-	58,880	4,241,750
Fire Department	1,085,920	4,140	-	50,800	-	54,740	1,120,660
MSD Administration	326,020	185	475	400	-	1,060	327,080
City Hall Maintenance	138,015	-	900	110	-	1,010	139,025
Parks & Public Property	209,980	-	-	-	-	-	209,980
MSD Yard Maintenance	81,335	-	1,520	70	-	1,590	82,925
Street Lighting	163,000	-	-	-	-	-	163,000
Miscellaneous MSD Services	1,970	-	100	36	-	136	2,106
Bathery Maintenance Expense	-	60	1,225	850	-	1,835	1,835
Special Events	176,310	-	-	2,050	-	2,050	178,360
Parking System	50,480	-	-	-	-	-	50,480
MSD Services - DDA	172,950	-	1,600	32,650	-	34,250	207,200
Other Functions	199,300	-	170	9,400	-	9,570	208,870
Capital Outlay	311,600	49,000	8,600	65,000	-	122,600	434,000
Debt Service	31,234	-	-	-	-	-	31,234
<b>Tot. Gen'l Operating Expenditures</b>	<b>9,992,854</b>	<b>78,940</b>	<b>33,960</b>	<b>223,816</b>	<b>-</b>	<b>336,736</b>	<b>9,319,390</b>
Transfers Out to Other Funds	638,350	-	-	395,000	-	395,000	1,023,350
Contingency	371,367	(61,940)	23,667	(333,094)	-	(371,367)	-
<b>Total Expenditures</b>	<b>9,992,371</b>	<b>17,000</b>	<b>57,647</b>	<b>275,722</b>	<b>-</b>	<b>350,369</b>	<b>10,342,740</b>

FUND DEPT./ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>MAJOR ST FUND REV: #202</b>							
Gas & Weight Taxes	721,543	-	-	-	-	-	721,543
Contrib & Other	5,000	-	-	-	-	-	5,000
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>726,543</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>726,543</b>
<b>MAJOR ST FUND EXP: #202</b>							
Administration/Debt	24,850	1,000	2,745	8,475	-	12,220	37,070
Routine Maintenance	147,380	-	225	-	-	225	147,605
Stormwater System Maintenance	1,000	-	-	1,000	-	1,000	2,000
Traffic Signal Maintenance	64,280	1,300	775	1,550	-	3,625	67,905
Snow & Ice Control	75,470	-	10	-	-	10	75,480
Road Construction	30,000	-	-	1,100	-	1,100	31,100
Transfers Out to Other Funds	360,772	-	-	-	-	-	360,772
Contingency	22,791	(2,300)	(3,755)	(12,125)	-	(18,180)	4,611
<b>TOTAL EXPENDITURES</b>	<b>726,543</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>726,543</b>

**BUDGET ADJUSTMENT SUMMARY**  
THIRD QUARTER - FY 21-22

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
<b>LOCAL ST FUND REV: #203</b>							
Gas & Weight taxes	289,845	-	-	-	-	-	289,845
Contrib & Other	371,202	-	3,500	-	-	3,500	374,702
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>661,047</b>	<b>-</b>	<b>3,500</b>	<b>-</b>	<b>-</b>	<b>3,500</b>	<b>664,547</b>
<b>LOCAL ST FUND EXP: #203</b>							
Administration/Debt	25,250	2,000	14,985	14,980	-	31,905	57,155
Routine Maintenance	166,320	-	10	-	-	10	166,330
Stormwater System Maintenance	1,000	-	-	-	-	-	1,000
Traffic Signal Maintenance	47,350	-	-	-	-	-	47,350
Snow & Ice Control	37,100	-	60	-	-	60	37,160
Road Construction	45,000	-	1,500	-	-	1,500	46,500
Contingency	339,027	(2,000)	(13,025)	(14,950)	-	(29,975)	309,052
<b>TOTAL EXPENDITURES</b>	<b>661,047</b>	<b>-</b>	<b>3,500</b>	<b>-</b>	<b>-</b>	<b>3,500</b>	<b>664,547</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
<b>RECREATION FUND REV: #208</b>							
Cultural Center Revenues	531,000	-	-	-	-	-	531,000
Transfer from General Fund	500,000	-	-	-	-	-	500,000
Administrative Charges	1,000	-	-	-	-	-	1,000
Program Fees & Charges	302,600	-	-	2,000	-	2,000	304,600
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>1,334,600</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>	<b>1,336,600</b>
<b>RECREATION FUND EXP: #208</b>							
Cultural Center & Administration	962,010	6,500	18,900	4,350	-	29,750	991,760
Basic Skills	7,785	-	-	-	-	-	7,785
Recreation Vending	-	-	-	-	-	-	-
Recreation Services	21,805	-	-	-	-	-	21,805
Adult Athletics	-	-	-	-	-	-	-
Youth Athletics	4,600	-	-	-	-	-	4,600
Miracle League	9,100	-	-	-	-	-	9,100
PCHA	17,000	-	-	-	-	-	17,000
PCHA - Mini Mites	4,775	100	5	-	-	105	4,880
MSD Services	4,500	910	1,050	587	-	2,547	7,047
Soccer	89,735	-	-	10,700	-	10,700	100,435
Liquor	3,540	-	-	2,000	-	2,000	5,540
Classes & Special Events	9,150	-	-	-	-	-	9,150
Therapeutic Program	1,000	-	-	-	-	-	1,000
Senior Programs-Classes	5,025	-	-	-	-	-	5,025
Plymouth-Canton Steelers	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Contingency	194,575	(7,510)	(19,955)	(15,637)	-	(43,102)	151,473
<b>TOTAL EXPENDITURES</b>	<b>1,334,600</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>	<b>1,336,600</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
<b>SOLID WASTE FUND REV: #226</b>							
Property Taxes	1,095,770	-	9,210	-	-	9,210	1,104,980
Sales of Service	440,600	1,500	1,880	7,050	-	10,430	451,030
Transfer from General Fund	10,340	-	-	-	-	-	10,340
Appropriation of Surplus	50,000	-	-	-	-	-	50,000
<b>TOTAL REVENUE</b>	<b>1,596,710</b>	<b>1,500</b>	<b>11,090</b>	<b>7,050</b>	<b>-</b>	<b>19,640</b>	<b>1,616,350</b>
<b>SOLID WASTE FUND EXP: #226</b>							
Operating Expenses	1,570,088	500	7,750	14,640	-	22,890	1,592,958
Landfill Closure	9,142	1,000	-	-	-	1,000	10,142
Contingency	17,500	-	3,340	(7,590)	-	(4,250)	13,250
Transfers Out to Other Funds	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,596,710</b>	<b>1,500</b>	<b>11,090</b>	<b>7,050</b>	<b>-</b>	<b>19,640</b>	<b>1,616,350</b>

**BUDGET ADJUSTMENT SUMMARY**  
**THIRD QUARTER - FY 21-22**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
<b>PARKING FUND REV: #232</b>							
Miscellaneous	10	-	-	60,000	-	60,000	60,010
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>-</b>	<b>60,000</b>	<b>60,010</b>
<b>PARKING FUND EXP: #232</b>							
Contingency	10	-	-	60,000	-	60,000	60,010
Construction	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>-</b>	<b>60,000</b>	<b>60,010</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
<b>DDA OPER FUND REV: #248</b>							
Property Taxes-Non School	1,073,870	-	-	-	-	-	1,073,870
Program Fees & Other	61,550	-	-	-	-	-	61,550
Appropriation of Surplus	-	169,710	-	-	-	169,710	169,710
<b>TOTAL REVENUES</b>	<b>1,135,420</b>	<b>169,710</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>169,710</b>	<b>1,305,130</b>
<b>DDA OPER FUND EXP: #248</b>							
Administration	320,030	1,850	-	-	-	1,850	321,880
Police Services	33,250	-	-	-	-	-	33,250
Parking System	43,920	4,500	-	-	-	4,500	48,420
Saxton Parking Facility	-	1,650	-	-	-	1,650	1,650
DDA Marketing	88,700	-	-	-	-	-	88,700
Streetscape Maintenance	284,070	2,160	-	-	-	2,160	286,220
Contrib to DDA Debt Funds	223,510	-	-	-	-	-	223,510
Contrib to DDA Cap Imp Fund	25,000	276,500	-	-	-	276,500	301,500
Contingency	116,940	(116,940)	-	-	-	(116,940)	-
<b>TOTAL EXPENDITURES</b>	<b>1,135,420</b>	<b>169,710</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>169,710</b>	<b>1,305,130</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
<b>BLDG &amp; ENGINEERING FD REV: #249</b>							
Permit Fees	564,850	1,700	1,725	10,950	-	14,375	579,225
Contrib. & Other	40,000	(1,500)	-	-	-	(1,600)	38,500
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>604,850</b>	<b>200</b>	<b>1,725</b>	<b>10,950</b>	<b>-</b>	<b>12,875</b>	<b>617,725</b>
<b>BLDG &amp; ENGINEERING FD EXP: #249</b>							
Engineering/Inspections	587,560	200	765	9,850	-	10,815	598,375
Capital Outlay	-	-	-	-	-	-	-
Contingency	17,290	-	960	1,100	-	2,060	19,350
<b>TOTAL EXPENDITURES</b>	<b>604,850</b>	<b>200</b>	<b>1,725</b>	<b>10,950</b>	<b>-</b>	<b>12,875</b>	<b>617,725</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
<b>NBHD SERVICES FUND REV: #252</b>							
Miscellaneous	19,720	-	-	26,626	-	26,626	46,346
Transfer from General Fund	73,010	-	-	-	-	-	73,010
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>92,730</b>	<b>-</b>	<b>-</b>	<b>26,626</b>	<b>-</b>	<b>26,626</b>	<b>119,356</b>
<b>NBHD SERVICES FUND EXP: #252</b>							
Administration	500	-	-	-	-	-	500
CVDA Community Center	2,000	-	-	-	-	-	2,000
Senior Transportation	86,550	220	-	-	-	220	86,770
Contingency	3,680	(220)	-	26,626	-	26,406	30,086
<b>TOTAL EXPENDITURES</b>	<b>92,730</b>	<b>-</b>	<b>-</b>	<b>26,626</b>	<b>-</b>	<b>26,626</b>	<b>119,356</b>

**BUDGET ADJUSTMENT SUMMARY**  
THIRD QUARTER - FY 21-22

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>BUDGET STABILIZATION FUND REV: #257</b>							
Transfer from General Fund	55,000	-	-	385,000	-	385,000	440,000
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>385,000</b>	<b>-</b>	<b>385,000</b>	<b>440,000</b>
<b>BUDGET STABILIZATION FUND REV: #257</b>							
Contingency	55,000	-	-	385,000	-	385,000	440,000
<b>TOTAL EXPENDITURES</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>385,000</b>	<b>-</b>	<b>385,000</b>	<b>440,000</b>

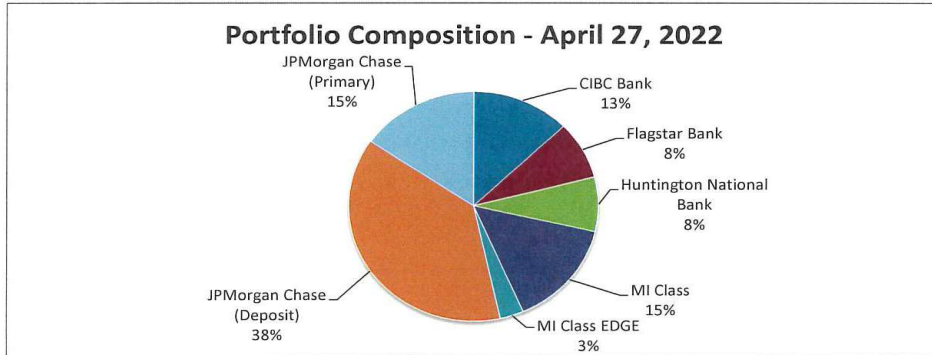
FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>DDA CAP IMP FUND REV: #405</b>							
Contrib. & Other	25,050	276,500	-	-	-	276,500	301,550
Appropriation of Surplus	-	1,585	-	-	-	1,585	1,585
<b>TOTAL REVENUES</b>	<b>25,050</b>	<b>278,085</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>278,085</b>	<b>303,135</b>
<b>DDA CAP IMP FUND EXP: #405</b>							
Capital Improvements	25,050	278,085	-	-	-	278,085	303,135
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>25,050</b>	<b>278,085</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>278,085</b>	<b>303,135</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>WATER/SEWER OPER FUND REV: #592</b>							
Sales & Service Charges	4,517,005	-	198,660	-	-	198,660	4,715,665
Sale of Bonds	-	-	-	-	-	-	-
Appropriation of Surplus	-	-	315,076	44,420	-	359,496	359,496
<b>TOTAL REVENUES</b>	<b>4,517,005</b>	<b>-</b>	<b>513,736</b>	<b>44,420</b>	<b>-</b>	<b>558,156</b>	<b>5,075,161</b>
<b>WATER/SEWER OPER FUND EXP: #592</b>							
Administration	3,503,715	3,200	635,350	15,125	-	853,675	4,357,390
Trunk & Lateral	214,650	-	800	22,050	-	22,350	237,000
Mains Maintenance	230,850	1,265	975	5,635	-	7,875	238,725
Meter Maintenance	143,791	50	450	1,550	-	2,050	151,841
Service Maintenance	41,350	560	2,825	60	-	3,435	44,785
Hydrant Maintenance	45,420	-	-	-	-	-	45,420
Capital Outlay	-	-	-	-	-	-	-
Contingency	331,229	(5,065)	(326,164)	-	-	(331,229)	-
<b>TOTAL EXPENDITURES</b>	<b>4,517,005</b>	<b>-</b>	<b>513,736</b>	<b>44,420</b>	<b>-</b>	<b>558,156</b>	<b>5,075,161</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>EQUIPMENT FUND REV: #661</b>							
Miscellaneous	809,210	-	6,650	40,629	-	47,279	856,489
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>809,210</b>	<b>-</b>	<b>6,650</b>	<b>40,629</b>	<b>-</b>	<b>47,279</b>	<b>856,489</b>
<b>EQUIPMENT FUND EXP: #661</b>							
Miscellaneous	762,520	-	6,650	8,401	-	15,051	777,571
Contingency	46,690	-	-	32,228	-	32,228	78,918
<b>TOTAL EXPENDITURES</b>	<b>809,210</b>	<b>-</b>	<b>6,650</b>	<b>40,629</b>	<b>-</b>	<b>47,279</b>	<b>856,489</b>

City of Plymouth  
 Summary - Cash, Securities & CD's  
 April 27, 2022

Institution	Bauer Rating	Inv. Type	% Invested	Amount
CIBC Bank	5	CD	13%	\$ 2,500,000.00
Flagstar Bank	5	CD	8%	\$ 1,600,000.00
Huntington National Bank	5	CD	8%	\$ 1,500,000.00
MI Class	AAAm	Inv. Pool	15%	\$ 2,900,000.00
MI Class EDGE	AAAf/S1	Inv. Pool	3%	\$ 600,000.00
JPMorgan Chase (Deposit)	5	Cash	38%	\$ 7,417,728.26
JPMorgan Chase (Primary)	5	Cash	15%	\$ 3,028,792.63
			<u>100%</u>	<u>\$ 19,546,520.89</u>



*\*This report is in compliance with Public Act 20 quarterly investment reporting*

There was a roll call vote.

Yes: Deal, Filipczak, Kehoe, Maguire, O'Donnell, Moroz

MOTION PASSED 6-0

e. Approval of April 18, 2022 City Commission Regular Meeting Minutes

Moroz offered a motion, seconded by Kehoe, to allow O'Donnell to abstain from voting for on the approval of minutes of the April 18, 2022 meeting.

There was a roll call vote.

Yes: Deal, Filipczak, Kehoe, Maguire, O'Donnell, Moroz

MOTION PASSED 6-0

Maguire offered a motion, seconded by Kehoe, to approve the minutes of the April 18, 2022 meeting.

There was a roll call vote.

Yes: Deal, Filipczak, Kehoe, Maguire, Moroz

Abstain: O'Donnell

MOTION PASSED 5-0

## **7. REPORTS AND CORRESPONDENCE**

### **f. Liaison Reports**

Maguire said the Plymouth District Library Board of Trustees was scheduled to meet on May 17.

O'Donnell said the Planning Commission was scheduled to meet on May 11.

Filipczak said the Riverside Cemetery Board was scheduled to meet on May 23.

Moroz said the 35<sup>th</sup> District Court board met and approved expenditures to allow Canton Township to administer the indigent defense fund.

## **8. ADJOURNMENT**

A motion to adjourn was offered by O'Donnell and seconded by Kehoe at 8:08 p.m.

There was a roll call vote.

Yes: Deal, Filipczak, Kehoe, Maguire, O'Donnell, Moroz

MOTION PASSED 6-0

NICK MOROZ  
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK