



City of Plymouth  
City Commission Regular Meeting Minutes  
Tuesday, July 5, 2022, 7:00 p.m.  
Hough Park – Maple and Evergreen

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

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**1. CALL TO ORDER**

a. Pledge of Allegiance

b. Roll Call

Present: Mayor Pro Tem Tony Sebastian, Commissioners, Suzi Deal, Linda Filipczak, Jennifer Kehoe, Alanna Maguire and Kelly O'Donnell

Excused: Mayor Nick Moroz

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

**2. APPROVAL OF MINUTES**

Deal, Kehoe and Maguire asked to abstain from voting on the minutes due to their absence from the June 20, 2022, meeting. Marzano explained that Robert's Rules of Order do not preclude members from voting on minutes of a meeting they did not attend because a yes vote means the member does not have any changes or corrections to add to the minutes. Maguire asked again to abstain. O'Donnell offered a motion, seconded by Filipczak to allow Maguire to abstain.

MOTION PASSED 6-0

O'Donnell offered a motion, seconded by Filipczak, to approve the minutes of the June 20, 2022, meeting.

MOTION PASSED 5-0

Maguire abstained

**3. APPROVAL OF THE AGENDA**

Filipczak offered a motion, seconded by O'Donnell, to approve the agenda for Tuesday, July 5, 2022.

MOTION PASSED 6-0

**4. ENACTMENT OF THE CONSENT AGENDA**

There were no items on the consent agenda

**5. CITIZEN COMMENTS**

Ellen Elliott, 404 Irvin, said the RRFB pedestrian crossings were working well. She said she enjoyed the Good Morning USA parade.

**6. COMMISSION COMMENTS**

Deal said she read an article that listed Art in the Park as one of the top events in Michigan.

Kehoe said the RRFB pedestrian crossings were effective, and invited the group to attend Bumpers, Bikes and Bands on July 17 in Old Village.

Maguire announced that Wayne County was holding a Household Hazardous Waste Day on July 9 in Dearborn.

Filipczak thanked the Kiwanis Club for organizing the Good Morning USA Parade.

Sebastian also commented on the parade and the RRFB crossings. He reminded the group about Art in the Park July 8-10 and said Bumpers, Bikes and Bands has been a popular event over the years.

**7. PUBLIC HEARING**

a. Liquor License Transfer - Sidecar

Sebastian opened the public hearing at 7:09 p.m.

Sidecar representative Kelly Allen said she was available to answer questions.

Ellen Elliott, 404 Irvin, expressed support.

Hearing no further public comment, Sebastian closed the public hearing at 7:11 p.m.

The following resolution was offered by Filipczak and seconded by Kehoe

RESOLUTION 2022-52

WHEREAS There has been a request for a transfer of a liquor license into the City of Plymouth from Northville Township; and

WHEREAS The Liquor License Review Committee did review the application from Sidecar Plymouth, LLC.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby recommend to the Michigan Liquor Control Commission to authorize the transfer of the liquor license and related permits for Sidecar Plymouth, LLC.

BE IT FURTHER RESOLVED THAT should the State of Michigan Liquor Control Commission ultimately grant the transfer of license the City Police Department shall make regular inspections of this establishment as it does all liquor serving establishments in the City to ensure compliance with local ordinances and state law.

MOTION PASSED 6-0

b. Liquor License Transfer – Elks

RESOLUTION 2022-53

WHEREAS There has been a request for a transfer of a liquor license from the Plymouth Ann Arbor, MI Lodge 325 of the Benevolent & Protective Order of the Elks from 41700 Ann Arbor Rd. in Plymouth Township to the same organization at their new address of 110 W. Ann Arbor Trail, Plymouth.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby recommend to the State of Michigan Liquor Control Commission that the state liquor license for the Plymouth Ann Arbor, MI Benevolent & Protective Order of the Elks be approved.

BE IT FURTHER RESOLVED THAT should the State of Michigan Liquor Control Commission ultimately grant the transfer of license the City Police Department shall make regular inspections of this establishment as it does all liquor serving establishments in the City to ensure compliance with local ordinances and state law.

MOTION PASSED 6-0

**8. OLD BUSINESS**

There was no old business.

**9. NEW BUSINESS**

a. Employee Manual Updates

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

RESOLUTION 2022-54

WHEREAS The City of Plymouth maintains an employee manual for its employees covering a variety of topics; and

WHEREAS The policy manual requires updates periodically as changes are made to ensure compliance with any legal statues at the local, state, and federal levels of government; and

WHEREAS The City staff has researched and proposed the latest changes in conjunction with labor counsel.

NOW THEREFORE BE IT RESOLVED that the City of Plymouth adopts the recommendations from the City administration regarding the updates to the sections of the employee manual including Education/Tuition Policy, Health Care Savings Plan (HCSP) Vesting Period, Retention Bonus Scale, Bereavement Leave, Certification Compensation, Meal Compensation Rate Adjustment, Corrected Organizational Chart, Eliminate Position Classifications, and new sections for Leave Balance Payouts, Volunteer Hours, Educational Allowance, Remote Work Policy.

Commission members commented positively on the updated policies, particularly the maternity/paternity (including adoption) leaves. The volunteer hours and educational allowance were discussed, and it was noted that these policies were becoming popular ways to recruit and retain employees.

MOTION PASSED 6-0

b. Financial Software Upgrades

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

RESOLUTION 2022-55

WHEREAS The City of Plymouth utilizes software to provide financial services, personnel management, community development, and property software; and

WHEREAS The current software, BS&A software, being used since 1994, is based on using on-premise hardware and software, resulting in greater day-to-day management of said software and hardware; and

WHEREAS The City has recommended upgrading the current software to a SaaS model (cloud based) to allow for reducing overhead costs, elimination of hardware (i.e., servers and

equipment), reduction in hardware costs, greater software security, seamless data backups, greater accessibility, improved disaster recovery and consistent with the overall direction of technology for the City.

NOW THEREFORE BE IT RESOLVED that the City of Plymouth contracts with BS&A Software to upgrade to a SaaS cloud-based software delivery for Financial Management (general ledger, accounts payable, cash receipting, accounts receivables, fixed assets, purchase order, utility billing), Personnel Management (payroll, human resources, timesheets), Community Development (Building Department) and Property (assessing, tax, delinquent personal property, special assessment). The funds will be drawn from multiple accounts across multiple funds including the General Fund, Building Fund, Water Fund, Street Funds, Cemetery Fund and Waste/Recycling Fund across multiple fiscal years.

MOTION PASSED 6-0

c. Authorize Expenditure Wayne County Park Millage Funds

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

RESOLUTION 2022-56

WHEREAS The City of Plymouth operates recreation facilities, including the Plymouth Cultural Center to help provide for the public health and safety; and

WHEREAS The City of Plymouth is a party to an Intergovernmental Agreement with Wayne for the purchase and installation of safety lighting fixtures for the Plymouth Cultural Center; and

WHEREAS The City did accept bids for the purchase of lighting fixtures and the low bid with an acceptable alternative fixture is from Shaw Construction and Management; and

WHEREAS The City Administration is recommending the purchase of six (6) ALED5578N/D10 light fixtures in accordance with the bid submitted by Shaw Construction in the amount of \$7,975.00 for the PCC Safety Lighting Project; and

WHEREAS Funding for this project is from the Wayne County Parks Millage in accordance with The agreement between the City and Wayne County.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of six (6) ALED5578N/D10 light fixtures in accordance with the bid submitted by Shaw Construction in the amount of \$7,975.00 for the PCC Safety Lighting Project. Funding for this project will be supplied by Wayne County in accordance with the Intergovernmental Agreement between the City and the County.

MOTION PASSED 6-0

d. Rezoning 110 W. Ann Arbor Trail – First Reading

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

RESOLUTION 2022-57

WHEREAS The City Commission of the City of Plymouth held a first reading of the proposed rezoning of 110 W. Ann Arbor Trail from I-2, Heavy Industrial to B-1, Local Business; and

WHEREAS The Planning Commission of the City of Plymouth held a public hearing on the rezoning request on June 8, 2022, and approved and recommended the City Commission review and approve the same; and

WHEREAS The proposed rezoning at 110 W. Ann Arbor Trail from I-2, Heavy Industrial to B-1, Local Business is supported by the City's Master Plan.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby accept the proposed rezoning of 110 W. Ann Arbor Trail from I-2, Heavy Industrial to B-1, Local Business and amendment of the City's Zoning Map after the first reading.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the City Commission schedules a second reading for the proposed rezoning for the next regularly scheduled meeting.

MOTION PASSED 6-0

#### **10. REPORTS AND CORRESPONDENCE**

a. Liaison Reports

O'Donnell said the Planning Commission would be meeting on July 13.

Sebastian congratulated the following employees for their work anniversaries and thanked them for their service.

- Police Lieutenant Jamie Grabowski – 25 years
- Deputy City Clerk Nancy Anderson – 15 years
- Police Officer Jon Hiemstra – 9 years

b. Appointments

There were no appointments

#### **11. ADJOURNMENT**

A motion to adjourn was offered by O'Donnell and seconded by Maguire at 7:33 p.m.

MOTION PASSED 6-0

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NICK MOROZ  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK