



City of Plymouth
City Commission Regular Meeting Minutes
Monday, February 6, 2023, 7:00 p.m.
Plymouth City Hall 201 S. Main St. Plymouth, MI

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

Mayor Moroz called the meeting to order and led the Pledge of Allegiance.

a. Roll Call

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

Also present: City Manager Paul Sincock, Attorney Bob Marzano and various members of the City administration

2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Maguire, to approve the minutes of the January 17, 2023, City Commission meeting.

There was a voice vote.

MOTION PASSED

3. APPROVAL OF THE AGENDA

Filipczak offered a motion, seconded by Kehoe, to approve the agenda for Monday, February 6, 2023.

There was a voice vote.

MOTION PASSED

4. ENACTMENT OF THE CONSENT AGENDA

Maguire offered a motion, seconded by Filipczak, to approve the consent agenda.

- a. Approval of December 2022 Bills
- b. Special Event: Ghosts of Plymouth Walk- Saturday, April 22, 2023
- c. Special Event: Plymouth Community Band Concerts in the Park- Thursdays June 1,8,15,22,29 July 13,20,27, 2023
- d. Special Event: Wilcox Wednesdays Music in the Park- June 14,21,28 July 12,19,26 August 2,9,16,23, 2023
- e. Special Event: Art in the Park- Friday-Sunday July 7-9, 2023

There was a voice vote.

MOTION PASSED

5. CITIZEN COMMENTS

Lee Jacinski, 1380 Maple, complimented a builder who saved most of the trees at a building site.

Ellen Elliott, 404 Irvin, thanked those who coordinated the Ice Fest, as well as the Police Department and the Department of Municipal Services.

6. COMMISSION COMMENTS

Kehoe thanked administration and staff for their work on the Ice Fest.

Deal congratulated Thomey for being appointed to the Eastern Michigan University Board of Regents.

Thomey invited residents to attend the City Commission Strategic Plan meeting on February 11 at 8 a.m. at the Plymouth Cultural Center.

Moroz offered condolences for the loss of Plymouth Township Firefighter Battalion Chief Christopher Mack. He thanked staff who cleared the roads, worked on Ice Fest, and organized the Daddy Daughter Dance; and congratulated the following staff members on their work anniversaries: Mark Farhat – 11 years; John Buzuvis – 17 years; Lisa Hominga – 17 years; Marleta Barr – 21 years.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a. Replacement of Electric Zamboni Batteries

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

RESOLUTION 2023-08

WHEREAS The City of Plymouth owns a variety of vehicles and specialty equipment to promote the public health, safety and welfare; and

WHEREAS The city owns a model 552AC electric Zamboni and they have owned and operated this equipment for a period of five years; and

WHEREAS It is time to replace the batteries in the Zamboni to allow for continued use of equipment; and

WHEREAS The City Administration has presented two proposals to complete the battery and replacement.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize Mid America Rink Services of Kalamazoo, Michigan to complete this work for a cost of \$14,290.00. Funding for this purchase is authorized from the City’s Equipment Fund.

There was a voice vote.

MOTION PASSED

b. Soccer Equipment Bids – Fiscal Year 23-24

The following motion was offered by Filipczak and seconded by Deal.

MOTION 2023-09

WHEREAS The City offers a soccer program to help promote the public health and welfare and to promote the benefits of a parks and recreation program; and

WHEREAS Each year it is necessary to purchase a variety of soccer equipment in order to operate the program each year.

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Plymouth does hereby accept as the lowest best bid the bid from Protime Soccer Equipment for a variety of soccer equipment for the 2023 - 24 Fiscal Year as follows:

ProTime Sports:

Protime – Youth Size Jerseys	\$12.95 each
Protime – Adult Size Jerseys	\$13.95 each
Protime “All Sport” Sock Black	\$ 2.45 per pair
Nova Soccer Balls size 3 & 4	\$6.35 each
Equinox Soccer Balls size 4 & 5	\$9.40 each

Funding for these purchases is authorized from the Recreation Fund. The City Commission further rejects all other bids for these products.

There was a voice vote.

MOTION PASSED

c. Second Quarter Budget Amendments

The following motion was offered by Filipczak and seconded by Deal.

MOTION 2023-10

WHEREAS Actual patterns of departmental expenditures occurred differently than originally projected in the 2022-23 City Budget as adopted in June of 2022; 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 2022-23 City Budget is hereby amended as indicated in the 2nd quarter amendments column of the attached Budget Amendments Summary, which is made 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 February 6, 2023.

**BUDGET ADJUSTMENT SUMMARY
SECOND QUARTER - FY 22-23**

FUND DEPT./ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
GENERAL FUND REVENUE: #101							
Property Taxes	6,769,220	-	-			-	6,769,220
Licenses & Permits	3,700	-	-			-	3,700
Federal/State Grants	479,100	-	-			-	479,100
State-Shared Revenues	1,169,387	-	-			-	1,169,387
Charges for Services	890,430	-	-			-	890,430
Cemetery Revenues	157,500	-	1,350			1,350	158,850
Parking Revenues	65,200	-	900			900	66,100
Other Operating Revenues	650,540	13,075	(790)			12,285	662,825
Appropriation of Surplus	966,107	(5,665)	35,465			29,800	995,907
Total Operating Revenue	11,151,184	7,410	36,925	-	-	44,335	11,195,519
Transfers In From Other Sources	10,000	-	-	-	-	-	10,000
Total Revenue All Classes	11,161,184	7,410	36,925	-	-	44,335	11,205,519
GENERAL FUND EXP: #101							
City Commission	133,725	-	4,350			4,350	138,075
City Manager	351,190	-	2,000			2,000	353,190
Legal Services	149,500	3,000	-			3,000	152,500
Finance Department	602,050	-	(38,125)			(38,125)	563,925
City Clerk	178,030	550	1,000			1,550	179,580
City Assessor	88,565	-	-			-	88,565
Management Information Services	366,200	-	-			-	366,200
Election Services	112,340	900	5,625			6,525	118,865
Cemetery	157,580	-	1,100			1,100	158,680
Police Department	4,413,280	-	(11,850)			(11,850)	4,401,410
Fire Department	1,225,125	60	-			60	1,225,185
MSD Administration	346,075	2,000	5,230			7,230	353,305
City Hall Maintenance	116,605	-	-			-	116,605
Parks & Public Property	212,380	-	20			20	212,380
MSD Yard Maintenance	83,845	-	-			-	83,845
Street Lighting	195,000	-	-			-	195,000
Miscellaneous MSD Services	2,375	-	-			-	2,375
Bathry Maintenance Expense	-	-	1,000			1,000	1,000
Special Events	181,175	-	-			-	181,175
Parking System	52,750	900	9,700			10,600	63,350
MSD Services - DDA	174,725	-	1,500			1,500	176,225
Other Functions	291,786	-	1,875			1,875	293,661
Capital Outlay	1,257,300	-	103,500			103,500	1,360,800
Debt Service	32,565	-	-			-	32,565
Tot. Gen'l Operating Expenditures	10,724,126	7,410	86,925	-	-	94,335	10,818,461
Transfers Out to Other Funds	387,058	-	-	-	-	-	387,058
Contingency	50,000	-	(50,000)			(50,000)	-
Total Expenditures	11,161,184	7,410	36,925	-	-	44,335	11,205,519

FUND DEPT./ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
MAJOR ST FUND REV: #202							
Gas & Weight Taxes	786,889	-	-			-	786,889
Contrib & Other	5,000	-	2,500			2,500	7,500
Appropriation of Surplus	-	-	40,981			40,981	40,981
TOTAL REVENUE	791,889	-	43,481	-	-	43,481	835,370
MAJOR ST FUND EXP: #202							
Administration/Debt	56,499	-	(27,394)			(27,394)	29,105
Routine Maintenance	151,860	-	350			350	152,210
Stormwater System Maintenance	1,000	-	-			-	1,000
Traffic Signal Maintenance	84,710	-	-			-	84,710
Snow & Ice Control	74,375	-	25			25	74,400
Road Construction	30,000	-	70,500			70,500	100,500
Transfers Out to Other Funds	393,445	-	-			-	393,445
Contingency	-	-	-			-	-
TOTAL EXPENDITURES	791,889	-	43,481	-	-	43,481	835,370

**BUDGET ADJUSTMENT SUMMARY
SECOND QUARTER - FY 22-23**

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GENERAL FUND REVENUE: #101							
Property Taxes	6,769,220	-	-			-	6,769,220
Licenses & Permits	3,700	-	-			-	3,700
Federal/State Grants	479,100	-	-			-	479,100
State-Shared Revenues	1,169,387	-	-			-	1,169,387
Charges for Services	890,430	-	-			-	890,430
Cemetery Revenues	157,500	-	1,350			1,350	158,850
Parking Revenues	65,200	-	900			900	66,100
Other Operating Revenues	650,540	13,075	(790)			12,285	662,825
Appropriation of Surplus	966,107	(5,665)	35,465			29,800	995,907
Total Operating Revenue	11,151,184	7,410	36,925			44,335	11,195,519
Transfers In From Other Sources	10,000	-	-			-	10,000
Total Revenue All Classes	11,161,184	7,410	36,925			44,335	11,205,519
GENERAL FUND EXP: #101							
City Commission	133,725	-	4,350			4,350	138,075
City Manager	351,180	-	2,000			2,000	353,180
Legal Services	149,600	3,000	-			3,000	152,600
Finance Department	602,050	-	(38,125)			(38,125)	563,925
City Clerk	178,030	550	1,000			1,550	179,580
City Assessor	88,565	-	-			-	88,565
Management Information Services	366,200	-	-			-	366,200
Election Services	112,340	900	5,625			6,525	118,865
Cemetery	157,580	-	1,100			1,100	158,680
Police Department	4,413,260	-	(11,850)			(11,850)	4,401,410
Fire Department	1,225,125	60	-			60	1,225,185
MSD Administration	346,075	2,000	5,230			7,230	353,305
City Hall Maintenance	116,605	-	-			-	116,605
Parks & Public Property	212,360	-	20			20	212,380
MSD Yard Maintenance	83,845	-	-			-	83,845
Street Lighting	195,000	-	-			-	195,000
Miscellaneous MSD Services	2,375	-	-			-	2,375
Bathery Maintenance Expense	-	-	1,000			1,000	1,000
Special Events	181,175	-	-			-	181,175
Parking System	52,750	900	9,700			10,600	63,350
MSD Services - DDA	174,725	-	1,500			1,500	176,225
Other Functions	291,786	-	1,875			1,875	293,661
Capital Outlay	1,257,300	-	103,500			103,500	1,360,800
Debt Service	32,565	-	-			-	32,565
Tot. Gen'l Operating Expenditures	10,724,126	7,410	86,925			94,335	10,818,461
Transfers Out to Other Funds	387,058	-	-			-	387,058
Contingency	50,000	-	(50,000)			(50,000)	-
Total Expenditures	11,161,184	7,410	36,925			44,335	11,205,519

FUND DEPT./ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
MAJOR ST FUND REV: #202							
Gas & Weight Taxes	786,889	-	-			-	786,889
Contrib & Other	5,000	-	2,500			2,500	7,500
Appropriation of Surplus	-	-	40,981			40,981	40,981
TOTAL REVENUE	791,889	-	43,481			43,481	835,370
MAJOR ST FUND EXP: #202							
Administration/Debt	56,499	-	(27,394)			(27,394)	29,105
Routine Maintenance	151,860	-	350			350	152,210
Stormwater System Maintenance	1,000	-	-			-	1,000
Traffic Signal Maintenance	84,710	-	-			-	84,710
Snow & Ice Control	74,375	-	25			25	74,400
Road Construction	30,000	-	70,500			70,500	100,500
Transfers Out to Other Funds	393,445	-	-			-	393,445
Contingency	-	-	-			-	-
TOTAL EXPENDITURES	791,889	-	43,481			43,481	835,370

BUDGET ADJUSTMENT SUMMARY

SECOND QUARTER - FY 22-23

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
LOCAL ST FUND REV: #203							
Gas & Weight taxes	283,152	-	-			-	283,152
Contrib & Other	406,685	-	100			100	406,785
Appropriation of Surplus	-	-	-			-	-
TOTAL REVENUE	689,837	-	100	-	-	100	689,937
LOCAL ST FUND EXP: #203							
Administration/Debt	26,775	-	-			-	26,775
Routine Maintenance	160,775	-	175			175	160,950
Stormwater System Maintenance	1,000	-	-			-	1,000
Traffic Signal Maintenance	51,625	-	-			-	51,625
Snow & Ice Control	32,450	-	150			150	32,600
Road Construction	30,000	-	-			-	30,000
Contingency	367,212	-	(225)			(225)	366,987
TOTAL EXPENDITURES	689,837	-	100	-	-	100	689,937

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Tot. All Amendments	Amended Budget
RECREATION FUND REV: #208							
Cultural Center Revenues	645,500	-	(2,075)			(2,075)	643,425
Transfer from General Fund	250,000	-	-			-	250,000
Administrative Charges	1,000	-	-			-	1,000
Program Fees & Charges	250,000	-	5,000			5,000	255,000
Appropriation of Surplus	-	-	-			-	-
TOTAL REVENUE	1,146,500	-	2,925	-	-	2,925	1,149,425
RECREATION FUND EXP: #208							
Cultural Center & Administration	994,345	-	50			50	994,395
Basic Skills	-	-	-			-	-
Recreation Vending	-	-	-			-	-
Recreation Services	13,850	-	800			800	14,650
Adult Athletics	-	-	-			-	-
Youth Athletics	5,400	-	-			-	5,400
Miracle League	10,000	-	-			-	10,000
PCHA	-	-	-			-	-
PCHA - Mini Mites	-	-	125			125	125
MSD Services	6,740	-	650			650	7,390
Soccer	98,650	-	-			-	98,650
Liquor	3,540	-	1,300			1,300	4,840
Classes & Special Events	7,950	-	-			-	7,950
Therapeutic Program	1,000	-	-			-	1,000
Senior Programs-Classes	5,025	-	-			-	5,025
Plymouth-Carleton Steelers	-	-	-			-	-
Capital Outlay	-	-	-			-	-
Contingency	-	-	-			-	-
TOTAL EXPENDITURES	1,146,500	-	2,925	-	-	2,925	1,149,425

BUDGET ADJUSTMENT SUMMARY

SECOND QUARTER - FY 22-23

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
SOLID WASTE FUND REV: #226							
Property Taxes	1,148,630	-	7,500			7,500	1,156,130
Sales of Service	440,600	9,925	-			9,925	450,525
Transfer from General Fund	9,048	-	1,300			1,300	10,348
Appropriation of Surplus	61,137	(8,825)	70,718			61,893	123,030
TOTAL REVENUE	1,659,415	1,100	79,518	-	-	80,618	1,740,033
SOLID WASTE FUND EXP: #226							
Operating Expenses	1,629,415	1,100	109,518			110,618	1,740,033
Capital Outlay	30,000	-	(30,000)			(30,000)	-
Contingency	-	-	-			-	-
Transfers Out to Other Funds	-	-	-			-	-
TOTAL EXPENDITURES	1,659,415	1,100	79,518	-	-	80,618	1,740,033

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA OPER FUND REV: #248							
Property Taxes-Non School	1,135,110	-	-			-	1,135,110
Program Fees & Other	76,550	8,200	-			8,200	84,750
Appropriation of Surplus	-	48,245	-			48,245	48,245
TOTAL REVENUES	1,211,660	56,445	-	-	-	56,445	1,268,105
DDA OPER FUND EXP: #248							
Administration	346,125	10,000	-			10,000	356,125
Police Services	34,990	-	-			-	34,990
Parking System	54,120	-	-			-	54,120
Saxton Parking Facility	-	-	-			-	-
DDA Marketing	100,700	-	-			-	100,700
Streetscape Maintenance	312,220	-	-			-	312,220
Contrib to DDA Debt Funds	223,560	-	-			-	223,560
Contrib to DDA Cap Imp Fund	25,000	161,390	-			161,390	186,390
Contingency	114,945	(114,945)	-			(114,945)	-
TOTAL EXPENDITURES	1,211,660	56,445	-	-	-	56,445	1,268,105

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
BLDG & ENGINEERING FD REV: #249							
Permit Fees	575,850	850	650			1,500	577,350
Contrib. & Other	41,100	-	-			-	41,100
Appropriation of Surplus	6,000	-	105			105	6,105
TOTAL REVENUES	622,950	850	755	-	-	1,605	624,555
BLDG & ENGINEERING FD EXP: #249							
Engineering/Inspections	622,950	850	755			1,605	624,555
Capital Outlay	-	-	-			-	-
Contingency	-	-	-			-	-
TOTAL EXPENDITURES	622,950	850	755	-	-	1,605	624,555

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
NBHD SERVICES FUND REV: #252							
Miscellaneous	19,720	-	-			-	19,720
Transfer from General Fund	73,010	-	-			-	73,010
Appropriation of Surplus	-	-	-			-	-
TOTAL REVENUES	92,730	-	-	-	-	-	92,730
NBHD SERVICES FUND EXP: #252							
Administration	500	-	-			-	500
Ovda Community Center	2,000	-	-			-	2,000
Senior Transportation	86,550	-	-			-	86,550
Contingency	3,680	-	-			-	3,680
TOTAL EXPENDITURES	92,730	-	-	-	-	-	92,730

BUDGET ADJUSTMENT SUMMARY
SECOND QUARTER - FY 22-23

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA CAP IMP FUND REV:							
Contrib. & Other	25,050	161,390	-	-	-	161,390	186,440
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	25,050	161,390	-	-	-	161,390	186,440
DDA CAP IMP FUND EXP:							
Capital Improvements	25,000	161,390	-	-	-	161,390	186,390
Contingency	50	-	-	-	-	-	50
TOTAL EXPENDITURES	25,050	161,390	-	-	-	161,390	186,440

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
WATER/SEWER OPER FUND REV:							
Sales & Service Charges	4,865,105	-	-	-	-	-	4,865,105
Sale of Bonds	-	-	-	-	-	-	-
Appropriation of Surplus	273,980	13,100	108,880	-	-	121,980	395,960
TOTAL REVENUES	5,139,085	13,100	108,880	-	-	121,980	5,261,065
WATER/SEWER OPER FUND EXP:							
Administration	4,427,105	11,000	1,775	-	-	12,775	4,439,880
Trunk & Lateral	226,125	-	106,330	-	-	106,330	332,455
Maina Maintenance	223,945	100	150	-	-	250	224,195
Meter Maintenance	153,035	2,000	600	-	-	2,600	155,635
Service Maintenance	58,000	-	25	-	-	25	58,025
Hydrant Maintenance	50,875	-	-	-	-	-	50,875
Capital Outlay	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
TOTAL EXPENDITURES	5,139,085	13,100	108,880	-	-	121,980	5,261,065

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
EQUIPMENT FUND REV:							
Miscellaneous	813,340	5,000	247,398	-	-	252,398	1,065,738
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	813,340	5,000	247,398	-	-	252,398	1,065,738
EQUIPMENT FUND EXP:							
Miscellaneous	778,575	400	175	-	-	575	779,150
Contingency	34,765	4,600	247,223	-	-	251,823	286,588
TOTAL EXPENDITURES	813,340	5,000	247,398	-	-	252,398	1,065,738

There was a voice vote.
MOTION PASSED

9. REPORTS AND CORRESPONDENCE

a. Planning Commission Annual Report

The City Commission received and filed the Planning Commission Annual Report.

b. Liaison Reports

Filipczak said the Historic District Commission attended an excellent training this month.

Kehoe said the Zoning Board of Appeals approved a variance request for a property with three front yards.

O'Donnell said the Planning Commission was scheduled to meet on February 8.

10. ADJOURNMENT

A motion to adjourn was offered by Thomey and seconded by Deal at 7:25 p.m.

There was a voice vote.

MOTION PASSED

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MIPMC
CITY CLERK