



City of Plymouth
City Commission Regular Meeting Minutes
Monday, June 5, 2023, 7:00 p.m.
Plymouth City Hall 201 S. Main St. Plymouth, MI

City of Plymouth
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Plymouth, Michigan 48170-1637

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1. CALL TO ORDER

a. Mayor Moroz called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

b. Roll Call

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

Excused: Commissioner Alanna Maguire

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

c. Proclamations

Mayor Moroz read proclamations for the Michigan Life Science Innovation Center, Juneteenth, Pride Month, and Pollinator Week

Mayor Moroz congratulated Brock Minton for completing the Citizens Academy.

2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Deal, to approve the minutes of the May 15, 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 the June 5, 2023, meeting.

There was a voice vote.

MOTION PASSED

4. ENACTMENT OF THE CONSENT AGENDA

a. Special Event: Wednesday Night Workouts- June 21, June 28, July 12, August 15, 2023

b. Special Event: Good Morning USA Parade- Tuesday July 4, 2023

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

There was a voice vote.

MOTION PASSED

5. CITIZEN COMMENTS

State Representative Matt Koleszar said he would provide information about state revenue sharing when he receives it and that he sponsored a bill that will take effect on June 30 that prohibits holding a cell phone while driving.

Andy Winnie, owner of the Wiltsie building, said an outdoor seating patio extends in front of his property and asked for an adjustment.

6. PUBLIC HEARING

a. Liquor License into City for Highline Spirits Company
Moroz opened the public hearing at 7:19 p.m.

Business founder and CEO Christie Lauer described her adjusted business plan, which includes having licensed caterers provide food.

Ellen Elliott, 404 Irvin, asked how the caterers would know how much food to bring.

Miller Canfield Attorney Chris Gartman said he supported the plan.

Building Owner Andy Winnie said the business is a good fit for the City of Plymouth.

Moroz closed the public hearing at 7:32 p.m.

The following motion was offered by Kehoe and seconded by Thomey.

RESOLUTION 2023-50

WHEREAS The City of Plymouth maintains a Liquor Management Ordinance and all issues related to liquor licenses in the City are required to be reviewed by the Local Liquor License Review Committee; and

WHEREAS The City of Plymouth has received a request for New Off-Premises Tasting Room to be located at 330 S. Main; and

WHEREAS The application was reviewed by the Local Liquor License Review Committee on Monday, June 5, 2023, and the LLRC has considered all points of review as is required in the Plymouth City Code Section 6-35 (4).

NOW THEREFORE BE IT RESOLVED THAT based on the recommendation of the LLRC and a consideration of the points of review as required in the Plymouth City Code Section 6-35 (4) the City Commission of the City of Plymouth does hereby APPROVE the request for a new Off-Premises Tasting Room.

Commission members discussed the request. It was noted that others have asked to serve liquor without food at their establishments, and they were required to add a kitchen. It was also noted that liquor licenses are reviewed every year, so if the catering concept didn't work, the Commission could recommend non-renewal.

There was a roll call vote.

YES: Thomey, O'Donnell, Kehoe, Moroz

NO: Filipczak, Deal

MOTION PASSED

b. Adoption of 2023-24 Budget

Moroz opened the public hearing at 7:38 p.m. Hearing no public comment, he closed the hearing at 7:39 p.m.

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

RESOLUTION 2023-51

WHEREAS The 2023-2024 City Budget was presented to the City Commission by the city manager on April 3, 2023, and was reviewed by the City Commission with the administration during a budget study session held on April 6, 2023; and

WHEREAS Various modifications have been made to the proposed budget based on a review of projected revenues and expenditures and the City's priorities for various programs and projects; and

WHEREAS A public hearing was held on June 5, 2023, as required by the City Charter and Act 43 P.A. 1963, as amended; and

WHEREAS The maximum operating tax levies for general purposed and refuse removal have been amended as required by Section 211.34 of the General Property Tax Law; and

WHEREAS The City Commission acted on a 5 – 2 vote at the City Budget session held on April 25, 2016 to authorize the levy of a property tax administration fee of 1% on all property taxes for the July 1 and December 1 tax levies as authorized under Section 211.44(3) of the General Property Tax Law.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of Plymouth does hereby set the City's 2023 millage levy as follows:

General Fund Operating: 10.3410
2012/2020 GO & Refunding Bond Debt: 2.7300
Solid Waste & Recycling Operating: 1.8200

GRAND TOTAL LEVY 14.8910

BE IT FURTHER RESOLVED that the 2023-24 City Budget is hereby adopted by the City Commission as presented at the June 5, 2023 Regular City Commission meeting as follows:

Revenues		Expenditures	
GENERAL FUND			
Property taxes	\$ 7,007,370	Administration	\$ 2,370,179
Licenses & Permits	3,700	Buildings & Grounds	236,460
Federal Grants	550,982	Police Department	4,566,813
State-shared Revenue	1,322,322	Fire Department	1,160,515
Sales of Service	933,680	Public Works Dept	884,170
Cemetery Revenue	157,500	Recreation & Culture	396,095
Parking Revenue	65,200	Capital Outlay	1,530,700
Other Revenue	650,540	Debt Service	32,412
Transfers-In	865,476	Transfers-Out	379,426
REVENUE TOTAL	\$ 11,556,770	EXPENDITURE TOTAL	\$ 11,556,770
MAJOR STREET FUND			
Gas & Weight Tax	\$ 790,140		
Contrib & Other	17,734		
REVENUE TOTAL	\$ 807,874	EXPENDITURE TOTAL	\$ 807,874

LOCAL STREET FUND

Gas & Weight Tax	\$	263,380			
Contrib & Other		419,113			
REVENUE TOTAL	\$	682,493	EXPENDITURE TOTAL	\$	682,493

RECREATION FUND

Contrib. From G/F	\$	298,661			
Prog. Fees & Other		961,849			
REVENUE TOTAL	\$	1,260,510	EXPENDITURE TOTAL	\$	1,260,510

WASTE & RECYCLING FUND

Property Taxes	\$	1,171,500			
Sales of Service & Other		629,153			
REVENUE TOTAL	\$	1,800,653	EXPENDITURE TOTAL	\$	1,800,653

	Revenues		Expenditures	
OTHER CITY FUNDS				
Budget Stabilization Fund	\$	50	\$	50
Cemetery Trust Fund	\$	25,000	\$	25,000
Parking Fund	\$	180,010	\$	180,010
Brownfield Re-Development Authority Fund	\$	572,650	\$	572,650
DDA Operating Fund	\$	1,633,150	\$	1,633,150
Building Fund	\$	691,675	\$	691,675
Neighborhood Services Fund	\$	89,050	\$	89,050
Drug Law Enforcement Fund	\$	1,310	\$	1,310
OWI Forfeiture Fund	\$	3,060	\$	3,060
Omnibus Forfeiture Fund	\$	1,000	\$	1,000
2012 GO Bond & 2002 Refunding Bond Debt Fund	\$	1,088,201	\$	1,088,201
2015 LTGO Cap Imp Bond Debt Fund - DDA	\$	220,510	\$	220,510
2015 LTGO Cap Imp Bond Debt Fund - W/S	\$	223,390	\$	223,390
2020 GO Debt Fund	\$	765,559	\$	765,559
Public Improvement Fund	\$	1,000,050	\$	1,000,050
Recreation Capital Improvement Fund	\$	274,000	\$	274,000
2015 LTGO Cap Imp Bond Construction Fund - DDA	\$	1,200,000	\$	1,200,000
DDA Capital Improvement Fund	\$	300,050	\$	300,050
2020 GO Bond Construction Fund	\$	305,000	\$	305,000
Water / Sewer Capital Improvement Fund	\$	800,050	\$	800,050
Water / Sewer Operating & Maintenance Fund	\$	5,382,260	\$	5,382,260
Brownfield Site Remediation Fund	\$	50	\$	50
Equipment Fund	\$	1,028,463	\$	1,028,463

BE IT STILL FURTHER RESOLVED that pursuant to state law, the City Manager is hereby authorized to transfer up to ten percent (10%) of each appropriation to any other appropriation within each Fund, but not from Reserve Accounts not between Funds.

There was a voice vote.

MOTION PASSED

7. COMMISSION COMMENTS

Thomey thanked those involved in the public safety open house and the police department for releasing photos of those who vandalized the fountain. He also encouraged residents to attend the City Commission meetings in the parks.

Kehoe thanked those who water the planters around downtown.

Moroz thanked Rotary for planting the beds on Main St. and Friends of the Rouge for the Wilcox Lake cleanup. He congratulated Assistant Recreation Director Brandon Szachta for his upcoming wedding and the following employees for their work anniversaries: Nick Johns – 13 years, Matt Stoops – 22 years, Chris Lahtinen – 22 years.

8. OLD BUSINESS

There was no old business.

9. NEW BUSINESS

a. City Commission Meetings in the Parks

The following resolution was offered by and seconded by.

RESOLUTION 2023-52

WHEREAS The City Commission has indicated a desire to move the summer City Commission meetings from City Hall to the neighborhood parks; and

WHEREAS This moving of the summer meetings has been called the “Summer Concert Tour” of the City Commission; and

WHEREAS The Commission found this program to be successful during the summers each year since 2001.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby schedule the following meetings at 7:00 p.m. at various neighborhood parks the City Commission “Summer Concert Tour.”

Tuesday, June 20, 2023	Lions Park – Burroughs & Harding
Monday, July 3, 2023	Hough Park – Maple & Evergreen
Monday, July 17, 2023	Rotary Park – Herald & Wing Streets
Monday, August 7, 2023	K of C/Firehouse Playground – Spring & N. Holbrook
Monday, August 21, 2023	Kiwanis Park – Auburn & Junction

The significant rain location for these meetings will be Plymouth City Hall, 201 S. Main, Plymouth.

Ellen Elliott, 404 Irvin, asked that the August 7, 2023 meeting be moved to Caster Park because she will be asking for the park’s name change at that meeting.

Kehoe offered a friendly amendment to hold the August 7, 2023 meeting at Caster Park. Thomey seconded the friendly amendment.

There was a voice vote for the amendment.

MOTION PASSED

There was a voice vote for the amended resolution.

MOTION PASSED

b. Penniman Wall Project

The following resolution was offered by and seconded by.

RESOLUTION 2023-53

WHEREAS The City Commission originally authorized the 2022 Infrastructure Repair Program and this includes the replacement of the retaining wall on Penniman between Church St. and Harvey; and

WHEREAS The City Department of Municipal Services has been working with the affected residents a plan to make improvements to the street infrastructure to improve the structure and aesthetics of the wall; and

WHEREAS The City Engineer has made a recommendation to make certain improvements and this information has been supplied to the residents.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the 2023 Infrastructure Improvement Program for what is commonly known as the Penniman retaining wall, between Church St. and Harvey in accordance with the City Engineer's letter of May 31, 2023. This program is authorized at an amount not to exceed \$358,171.00. Funding for this Improvement Program is authorized from the 2023 Infrastructure Improvement Programs and does not affect the General Fund.

When asked about stairs to Penniman, Department of Municipal Services Director Chris Porman said they would put stairs on the properties at the owners' requests.

There was a voice vote.

MOTION PASSED

c. Design Phase – Bump Outs

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

RESOLUTION 2023-54

WHEREAS The City of Plymouth operates and maintains a public roadway system and municipal parking system; and

WHEREAS The current design of the streets and parking system in the City's downtown area has two locations where a what is commonly called a bump out, that is public space located on the street system; and

WHEREAS There are two locations of where bump outs are currently located, one at an area on Penniman, at the Penn Grill and on Forest Ave. at Barrio, and

WHEREAS The City Commission authorized the city administration to seek a proposal for design services from the City Engineer; and

WHEREAS The City Engineer has provided a design proposal in the amount not to exceed \$14,000.00

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the proposal for design services for the conversion of two bump outs in the City's downtown area in an amount not to exceed \$14,000.00 which includes the scope of work as outlined in the proposal.

Commission members discussed the proposed project and expressed varying opinions. Equity was discussed, since only two restaurants have bump-outs, but there were also comments stating the status quo was working well.

There was a roll call vote.

YES: Thomey, Moroz

NO: Deal, Filipczak, Kehoe, O'Donnell

MOTION FAILED

d. Design Phase – Church St.

The following resolution was offered by and seconded by.

RESOLUTION 2023-55

WHEREAS The City operates a public parking system for the public welfare; and

WHEREAS The City's Downtown Development Authority has recommended to the City Commission that they look at possibly adding additional parking on Eastbound Church Street between the Church property to west of Main Street; and

WHEREAS The City Commission authorized the city administration to seek a proposal for design services from the City Engineer; and

WHEREAS The City Engineer has provided a design proposal in the amount not to exceed \$15,000.00

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the proposal for design services for additional parking spaces on Church St. in an amount not to exceed \$15,000.00 which includes the scope of work as outlined in the proposal.

There was a discussion about whether additional parking was needed in this area of the city. Concerns about pedestrian safety and removing green space were mentioned. There was a suggestion to time-limit some spaces in front of the museum.

There was a roll call vote.

YES: Filipczak, Thomey, Moroz

NO: Deal, Kehoe, O'Donnell

MOTION FAILED

e. Cemetery Rules and Rates

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

RESOLUTION 2023-56

WHEREAS The City of Plymouth operates two municipally owned cemeteries and has a Cemetery Board of Trustees appointed to make recommendations to the City Commission; and

WHEREAS The Cemetery Board of Trustees did meet in May of this year for the purpose of reviewing rules, regulations, and operations of the cemeteries; and

WHEREAS At this meeting the Cemetery Board of Trustees did review the pricing structure for services, lots, and other services at Riverside Cemetery; and

WHEREAS The Cemetery Board of Trustees also reviewed the cemetery rules; and

WHEREAS After the review, the Cemetery Board of Trustees did recommend to the City Commission that the current rate structure be maintained at this time.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the recommendation of the Cemetery Board of Trustees related to the various rate structures for the Cemetery and does hereby maintain the current schedule of rates in effect for Fiscal Year 2023 -2024, and that minor adjustments cemetery rules be made as outlined by the Cemetery Board of Trustees.

There was a voice vote.

MOTION PASSED

f. Waste and Recycling Rates 2023-24

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

RESOLUTION 2023-57

WHEREAS The City of Plymouth operates a solid waste and recycling program to help protect the public health, safety and welfare; and

WHEREAS The City Commission of the City of Plymouth reviews rates for the Solid Waste and Recycling Program as a part of the budget review process; and

WHEREAS The City Commission did conduct a review of the program as a part of their Budget Document; and

WHEREAS Public Act 298 of 1917 authorizes an operating levy of up to 3.00 mills for waste disposal and recycling, subject to the restriction of the Headlee Amendment to the State Constitution; and

WHEREAS The City Commission, after reviewing the financial condition of the Waste & Recycling Fund concluded that the operating millage rate for Fiscal 2023 – 24 can be maintained at 1.82 mills without causing significant adverse financial impact to the fund.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the current rate of \$10.25 per month for trash cart service and \$3.00 per trash bag for solid waste disposal and that this rate shall be effective on July 1, 2023.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth hereby establishes a rate of 1.82 mills to be used to provide tax support for operations of the Waste & Recycling Fund for the 2023 - 24 Fiscal Year and that such millage rate be incorporated into the City's Annual Budget.

There was a voice vote.

MOTION PASSED

g. Delinquent Charges on Tax Roll Summer 2023

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

RESOLUTION 2023-58

WHEREAS The City Administration has reported delinquent water charges in the amount of \$41,955.68 and other miscellaneous charges in the amount of \$9,650.77; and

WHEREAS These delinquent charges totaling \$51,606.45 have remained unpaid and are transferable by City Charter and applicable Ordinances to the summer taxes.

NOW, THEREFORE BE IT RESOLVED that the delinquent charges described above be assessed against the property benefitted and placed on the 2023 summer tax roll.

There was a voice vote.

MOTION PASSED

h. Designated Depositories 2023-24

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

RESOLUTION 2023-59

WHEREAS Section 8.9 of the City Charter of the City of Plymouth provides for the designation of depositories; and

WHEREAS The City Administration has reviewed and compiled a list of depository institutions and brokerage firms which are compliant with the City of Plymouth Investment Policy and Public Act 20, and which firms the City of Plymouth may wish to conduct business, as regards the deposit and investment of City of Plymouth funds.

NOW THEREFORE BE IT RESOLVED THAT, upon the recommendation of the City Administration, the City Commission of the City of Plymouth does hereby authorize the following financial institutions as City of Plymouth depository institutions for the purpose of depositing or otherwise investing City of Plymouth funds pursuant to the City of Plymouth Investment Policy and Public Act 20: J.P Morgan Chase Bank, Bank of America, Bank of Ann Arbor, CIBC Bank, Citizens Bank, Comerica Bank, Community Financial, DFCU Financial, Fifth Third Bank, First Merchant Bank, Flagstar Bank, Huntington Bank, Lake Trust Credit Union, and PNC Bank, as well as authorized investment pools supported by GovMIC, Michigan Class, Michigan Insured Cash Holdings, during fiscal year 2023-24.

BE IT FURTHER RESOLVED THAT, upon recommendation of the City Administration, the City Commission of the City of Plymouth does hereby authorize utilization of the following brokerage firms: R.W Baird & Co., Inc, Edward Jones Investments, Raymond James & Associates, Inc., UBS Financial Services, Inc., PFM Asset Management, LLC, Robinson Capital and Multi-Bank Securities for the purpose of brokering Certificates of Deposit and/or purchasing certain other investment eligible under the City of Plymouth Investment Policy and Public Act 20.

BE IT FURTHER RESOLVED THAT, when considering any type or form of investment the City Administration shall provide all necessary due diligence which, shall include, but not be limited to an appropriate comparative cost/yield analysis in the decision-making process.

There was a voice vote.

MOTION PASSED

i. Water and Sewer - Rate Card #26

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

RESOLUTION 2023-60

WHEREAS The City of Plymouth operates a water and sewer system to protect the public health, safety and welfare; and

WHEREAS The Great Lakes Water Authority has imposed rate adjustments for wholesale water and sewer service charges to the City of Plymouth effective July 1, 2023; and

WHEREAS Other operating and capital costs for both water and sewer operating systems have changed from the prior fiscal year; and

WHEREAS Total estimated costs for operations and capital needs for fiscal year 2022-23 have remained stable from those for fiscal year 2022-23.

NOW, THEREFORE, BE IT RESOLVED THAT; the City Commission of the City of Plymouth does hereby adopt Water and Sewer Rate Card #26 (attached to this resolution) to be effective for all services beginning on July 1, 2022 establishing a water rate \$6.48 per 1,000 gallons consumed and a sewer rate of \$8.32 per 1,000 of water consumed for fiscal year 2023-24.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to publish Water and Sewer Rate Card #26 to inform the residents of the newly established rate structure.

There was a voice vote.

MOTION PASSED

j. Purchase Agreement – Wira Property

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

RESOLUTION 2023-61

WHEREAS The City of Plymouth operates a public parking system and there is a need to develop additional parking for the public parking system; and

WHEREAS The City has previously purchased and is under contract to develop the parking as the old Saxton's site; and

WHEREAS The City Commission has previously authorized the Mayor and the City Attorney to enter into a purchase agreement; and

WHEREAS The attorneys have reviewed and drafted the purchase agreement for parcel #006-10-0708-002, in the amount of \$405,000.00.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the mayor to sign the purchase agreement as presented for the purchase of parcel #006-10-0708-002 in the amount of \$405,000.00.

BE IT FURTHER RESOVLED THAT the City Commission of the City of Plymouth does hereby direct the City Administration and City Attorney to proceed toward and with closing on purchase of the property.

There was a voice vote.

MOTION PASSED

10. REPORTS AND CORRESPONDENCE

a. Parking Presentation – John Buzuvis

Economic Development Director John Buzuvis gave a presentation on parking and information about paid parking. After the presentation, Buzuvis offered the following information based on Commissioners' questions. The timeline from decision to implementation would be 6-9 months, enforcement would have to be increased, \$1 an hour was a suggestion, but that could be adjusted, and the revenue projections were based on 60-70% occupancy.

b. Liaison Reports

Kehoe said there were no applications so there would be no ZBA meeting this month. O'Donnell said the Planning Commission was scheduled to meet on June 14. Filipczak said the June Historic District Commission meeting was canceled.

c. Appointments

There were no appointments.

11. ADJOURNMENT

A motion to adjourn was offered by Filipczak and seconded by Moroz at 8:56 p.m.

There was a voice vote.

MOTION PASSED

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK