



City of Plymouth
City Commission Regular Meeting Minutes
Monday, March 4, 2024, 7:00 p.m.
Plymouth City Hall 201 S. Main Street

City of Plymouth
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Plymouth, Michigan 48170-1637

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1. CALL TO ORDER

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

b. Roll Call

Present: Mayor Suzi Deal, Mayor Pro Tem Kelly O'Donnell, Commissioners Linda Filipczak, Alanna Maguire, Brock Minton, and Nick Moroz

Excused: Commissioner Jennifer Kehoe

Also present: City Manager Paul Sincock, City 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 February 5, 2024 Committee of the Whole and the February 20, 2024 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

Minton offered a motion, seconded by O'Donnell, to approve the agenda for the March 4, 2024 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. ENACTMENT OF THE CONSENT AGENDA

Moroz offered a motion, seconded by O'Donnell, to approve the consent agenda for March 4, 2024.

a. Special Event: Easter Hunt Extravaganza, Saturday 3/23/24

b. Special Event: 2024 Bank of Ann Arbor Music in the Air Concerts, Fridays 5/24, 5/31, 6/7,6/14,6/21,6/28,7/5,7/19,7/26,8/2,8/9,8/16,8/23,8/30

c. Special Event: Good Morning USA Parade "The Spirit of Liberty", Thursday 7/4/2024

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. CITIZEN COMMENTS

Michigan Senator Rosemary Bayer provided an update on recent legislation.

Ellen Elliott, 404 Irvin, encouraged all to visit the Rotary Club of Plymouth 100th anniversary exhibit at the Plymouth Historical Museum.

Lisa Capatina, 634 Harvey, thanked the City Commission and DMS staff for responding to her inquiries quickly. She also thanked all those who worked on the election.

6. COMMISSION COMMENTS

Maguire said early voting worked well.

O'Donnell reminded the group that applications for the Ruth Huston Whipple Award were being accepted.

Deal welcomed two new businesses to the city and said Coffee with Commissioners would be March 6 at 6 p.m. at Plymouth Coffee Bean and that there would be a communication focus group meeting on March 22 at 9 a.m. at the Plymouth Cultural Center. She said recreation public forums would take place soon, as well. She congratulated staff member Aaron Micek for his five-year work anniversary.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a. Resolution of Support – Congressionally Directed Spending – Solar Panel Project

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

RESOLUTION 2024-13

WHEREAS The City of Plymouth recognizes the importance of federal funding in supporting critical projects and initiatives that directly benefit our community; and

WHEREAS Congressionally Directed Spending, allows for the allocation of federal funds to specific projects identified by local representatives who have a deep understanding of the unique needs and priorities of their constituents; and

WHEREAS The inclusion of Congressionally Directed Spending in the federal budget provides an opportunity for the City of Plymouth to address local challenges, invest in infrastructure, create jobs, and enhance the overall well-being of our residents; and

WHEREAS Senator Gary Peters, our elected representative in the United States Congress, has identified key projects within the City of Plymouth that align with the community's goals and have the potential to yield significant positive outcomes; and

WHEREAS The City Commission of the City of Plymouth has reviewed and endorsed the Solar Panel Project at the Plymouth Cultural Center, recognizing the merit and alignment with our community's needs.

NOW, THEREFORE, BE IT RESOLVED, that the City of Plymouth City Commission expresses its full support for Congressionally Directed Spending and encourages Congress to include the proposed funding for Solar Panels at the Plymouth Cultural Center in the federal budget for the upcoming fiscal year.

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to Senator Peters and any other relevant federal officials to demonstrate the unified support of the City of Plymouth for the inclusion of these critical projects in the federal budget.

O'Donnell offered a friendly amendment, seconded by Minton, to change the words "Plymouth Cultural Center" to "municipal facilities." The group agreed to this amendment. The following motion was on the table.

WHEREAS The City of Plymouth recognizes the importance of federal funding in supporting critical projects and initiatives that directly benefit our community; and

WHEREAS Congressionally Directed Spending, allows for the allocation of federal funds to specific projects identified by local representatives who have a deep understanding of the unique needs and priorities of their constituents; and

WHEREAS The inclusion of Congressionally Directed Spending in the federal budget provides an opportunity for the City of Plymouth to address local challenges, invest in infrastructure, create jobs, and enhance the overall well-being of our residents; and

WHEREAS Senator Gary Peters, our elected representative in the United States Congress, has identified key projects within the City of Plymouth that align with the community's goals and have the potential to yield significant positive outcomes; and

WHEREAS The City Commission of the City of Plymouth has reviewed and endorsed the Solar Panel Project at municipal facilities, recognizing the merit and alignment with our community's needs.

NOW, THEREFORE, BE IT RESOLVED, that the City of Plymouth City Commission expresses its full support for Congressionally Directed Spending and encourages Congress to include the proposed funding for Solar Panels at municipal facilities in the federal budget for the upcoming fiscal year.

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to Senator Peters and any other relevant federal officials to demonstrate the unified support of the City of Plymouth for the inclusion of these critical projects in the federal budget.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. Update to Cultural Center Room Use & Rental Policy

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

RESOLUTION 2024-14

WHEREAS The City of Plymouth operates a facility known as the Plymouth Cultural Center and it is Designated as an emergency shelter location and operations center in order to help protect the public health, safety, and welfare; and

WHEREAS Further, this facility is the location for all city voting precincts in the City of Plymouth and recent changes in state law require extended voting periods; and

WHEREAS During the operations of a facility and the rentals of space in the facility, it is necessary from time to time to update the Room Use and Rental Policy for the facility.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth City Commission does hereby update the Cultural Center Room Use and Rental Policy as presented on 03-04-24. Further, a complete copy of the revised policy shall be included with these meeting minutes.

City of Plymouth

Recreation Department

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 the 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. **City Administration or Facility Staff 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. 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 days 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. Event admission fees or charitable collections are only allowed with advanced approval of the Recreation Dept. Staff.
8. The City of Plymouth Cultural Center has a Class C liquor license, and all liquor and bar staff 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 the 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 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 advanced arrangements made with facility management.
16. Department staff assigned as building supervision have the authority to act in the best interest of the group using the facility, as well as the City of Plymouth Recreation Department.
17. The room(s) must be vacated at the time specified in the contract. There will be an additional charge subtracted from the security deposit for each additional hour of use. Details of the fee structure will be listed in the room rental contract based on venue. All tables must be cleared, and all decorations must be removed by the end of the time listed in the contract.
18. 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.
19. No "by ticket" concert or dance events shall be allowed unless approved by the City of Plymouth Recreation Department. Failure to do so will cancel the event, void this contract and all fees forfeited.

20. Events advertised by web pages, social media or by flyers posted on High School or College property shall be prohibited unless approved by the City Recreation Department 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.
21. 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 this contract. Failure to do so shall automatically cancel the event, void this contract and renter will forfeit all paid fees.
22. 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.
23. Renter is permitted ONE change of date. If the renter fails to keep the changed date, the event will be cancelled, and renter forfeits fifty percent of the room rental fee.
24. 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.
25. If one free room usage per month is granted to long term ice contractors or City affiliated and civic organizations. The time, day and length of that room's usage shall require approval from Recreation Department Staff prior to use. Any additional usage will be subject to the normal room rental rate.
26. The City Manager or Recreation Director set the Cultural Center use fees.

Priority of Room Use is based upon the following ranking:

1. City emergencies or essential civic events as determined by the City Manager, Assistant City Manager, Director of Public Safety or Recreation Director
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.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. Soccer Equipment Bids - Fiscal Year 24-25

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

RESOLUTION 2024-15

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.

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 2024 - 25 Fiscal Year as follows:

ProTime Sports:

Protime – Youth Size Jerseys	\$13.30 each
Protime – Adult Size Jerseys	\$14.40 each
Protime “All Sport” Sock Black	\$ 2.45 per pair
Nova Soccer Balls size 3 & 4	\$4.95 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 UNANIMOUSLY

d. Generator Ordinance Amendments

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

RESOLUTION 2024-16

WHEREAS The City of Plymouth City Commission has one year tasks in 2023 and 2024 to support the placement of generators; and

WHEREAS The City of Plymouth Planning Commission held a public hearing on February 14, 2024 to consider Section 78-217; and

WHEREAS The City of Plymouth Planning Commission has reviewed the proposed changes and recommended them to the City Commission for approval.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the proposed changes after the first reading.

BE IT FURTHER RESOLVED THAT the City Commission schedules a public hearing and second reading for the next regularly scheduled meeting.

There was a discussion about placement and noise mitigation, and Planning and Community Development Director Greta Bolhuis answered questions.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

e. Rezoning 353 Starkweather – First Reading

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

RESOLUTION 2024-17

WHEREAS The City Commission of the City of Plymouth held a first reading of the proposed conditional rezoning of 353 Starkweather from O-1, Office to RT-1, Two-Family Residential; and

WHEREAS The Planning Commission of the City of Plymouth held a public hearing on the conditional rezoning request on February 14, 2024 and recommended the City Commission review the same; and

WHEREAS The proposed rezoning at 353 Starkweather from O-1, Office to RT-1, Two-Family Residential is supported by the City's Master Plan.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby accept the proposed conditional rezoning of 353 Starkweather from O-1, Office to RT-1, Two-Family Residential with the permitted land uses of two-family and single-family dwellings, and home occupations subject to Section 78-212 after the first reading.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the City Commission schedules a second reading and amendment of the City's Zoning Map for the proposed conditional rezoning for the next regularly scheduled meeting.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

10. REPORTS AND CORRESPONDENCE

a. Liaison Reports

It was noted that there would be a Zoning Board of Appeals meeting on March 7 and a Planning Commission meeting on March 13.

b. Appointments

There were no appointments.

12. ADJOURNMENT

A motion to adjourn was offered by Minton and seconded by Filipczak at 7:39 p.m.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK