



City of Plymouth

City Commission Regular Meeting Minutes

Monday, July 20, 2020 - 7:00 p.m.

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Meeting was held at Hough Park (Maple & Evergreen)

1. CALL TO ORDER

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

Present: Mayor Oliver Wolcott, Mayor Pro Tem Nick Moroz, Commissioners Suzi Deal, Ed Krol, Kelly O'Donnell, Marques Thomey, Tony Sebastian

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

- c. Wolcott presented the Ruth Huston-Whipple Award to Deb Madonna, who accepted the award and said a few words of appreciation.

2. CITIZENS COMMENTS

The attendees below spoke about transparency in city government and the availability of police department data. They also suggested police diversity training that has been attended by other local departments.

George Belvitch of 44526 Clare Blvd., Plymouth Twp. and president of PFLAG
Jan Dusek of 1181 Dewey and PFLAG member
Laurie Mayers of 1352 Sheridan and PFLAG member
Kelly Elizondo of 7006 Fox Creek, Canton and PFLAG member

3. APPROVAL OF THE AGENDA

Krol offered a motion, seconded by Sebastian, to approve the agenda for Monday, July 20, 2020.

MOTION PASSED 7-0

4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of July 6, 2020 Regular Meeting Minutes
- b. Approval of June 2020 Bills
- c. Special Event: Inside-Out Sale (sidewalk sales), Friday/Saturday July 24-25, 2020

Thomey made a motion, seconded by Deal to approve the consent agenda.

MOTION PASSED 7-0

5. COMMISSION COMMENTS

Sebastian thanked P-Flag members for attending the meeting.

Moroz highlighted items in the City's 2018 Ethics Ordinance related to citizens' comments.

O'Donnell, also in relation to citizens' comments, inquired whether responses to individual emails can also be published information.

Thomey also thanked P-Flag members for attending the meeting.

Wolcott also thanked P-Flag members for attending the meeting.

6. OLD BUSINESS

None

7. NEW BUSINESS

- a. HVAC for City Hall

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

RESOLUTION # 2020-56

WHEREAS The City of Plymouth maintains several buildings to help facilitate protecting the Public health, Safety, and welfare; and

WHEREAS The heating, air conditioning and ventilation systems in the Police and Fire Departments at City Hall are not operating and are in need of replacement; and

WHEREAS The City Staff has obtained pricing for replacement of the unit from four different vendors and the low price is from Goyette Mechanical in the amount of \$32,750.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby authorize a contract with Goyette Mechanical in the amount of \$32,750 to replace the HVAC unit in the Police and Fire Departments. Further, the City Commission authorizes a contingency for this project in the amount of \$6,550. Funding for this authorization is to be allocated from the City’s Capital Improvement Fund.

MOTION PASSED 7– 0

- b. Roof Repair for City Hall

The following resolution was offered by Krol and seconded by Moroz

RESOLUTION # 2020-57

WHEREAS The City of Plymouth operates several buildings and from time to time there is a need to complete maintenance on the buildings; and

WHEREAS The City Hall building needs roof maintenance on the Energy Shield roof; and

WHEREAS The City staff has reviewed the proposed repair estimate and recommends approval with a contingency for additional work that may be discovered once repairs have started.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a repair contract with Energy Shield, Inc. for repairs to the city hall roof in the amount of \$4,301 and a construction contingency in the amount of \$860.00 for a total project cost of \$5,161. Funding for this repair is authorized from the City’s Capital Improvement Fund.

MOTION PASSED 7 – 0

c. Meeting Minutes Policy

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

RESOLUTION # 2020-58

WHEREAS The City of Plymouth is required by State Law and the Charter of the City to keep meeting minutes of the various boards, commissions and committees; and

WHEREAS The Michigan Municipal League and other recognized organizations have provided a framework or outline of how meeting minutes should be prepared; and

WHEREAS The City Commission has adopted a Strategic Plan which calls for a uniform voice or consistency across all communications and this would include meeting agendas and meeting minutes.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the following Policy for Meeting Minutes and that the entire Policy will be made a part of the official Meeting Minutes and that this policy shall affect all Boards, Commissions and Committees of the City. Further, this Policy shall take immediate effect and the Policy is in line with the City's Strategic Plan related to consistency across all communications.



City of Plymouth Boards and Commissions Meeting Minutes Policy Revised July 2020

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A. Purpose

The purpose of the Meeting Minutes Policy is to ensure that all boards and commissions in the City of Plymouth follow best practices and adhere to the same standards and format in accordance with the Strategic Plan.

B. Applicability

This policy is applicable to the meetings of all boards, commissions, and committees. This policy shall take effect for all boards, commissions, and committees on July 20, 2020.

C. Policy

a. Required Information

Meeting minutes are required to include the date, time, place, list of members present, list of members absent, any decisions made at the meeting, the purpose of any closed session, and all roll call votes (MCL 15.269). The name of every person that addresses the board, committee, or commission is also included.

2. Format

- a. The name of the board, commission, or committee, the date, the time, and the location of the meeting must be the heading at the top of the first page of minutes.
- b. Following the heading is a list of the first and last name of the person who called the

meeting to order, the members who are present, the members who are absent or excused, The names of certain members of the administration may also be included. The Chair is listed first, followed by the Vice Chair, an alphabetical list of other members present, an alphabetical list of members absent, and the members of the administration who are included.

3. Official Actions

The body of the minutes must contain a record of all official actions. Requests for action should be numbered in the agenda, and these numbers are to be repeated in the minutes. The minutes will reflect what was done at the meeting, not what was said.

4. Motions

All motions, including all amendments, must be recorded in the minutes and must include the name of the person making the motion and the name of the person seconding the motion. Only last names are used after the list of members at the beginning of the meeting. Positions on the board are not included in identifying the persons making and seconding the motion. The wording should be, "*Adams offered the following motion, seconded by Jefferson,*" followed by the exact words in the motion or resolution. Motions that are withdrawn do not need to be recorded. The minutes must indicate the outcome of the vote. Voice votes should be recorded as either *MOTION PASSED* or *MOTION FAILED* and the number of yes and no votes. Roll call votes must be listed by name as follows:

Yes: *Adams, Jefferson and Washington*

No: *Madison and Monroe*

5. Discussions

A summary of discussions will be included in the minutes. Comments of individuals are not recorded verbatim. However, the main points shall be included without bias.

6. Reports

The name of the staff member or consultant making a report and a summary of the report is recorded. Reports in their entirety may be included in the minutes if directed by the board, commission, or committee.

7. Appointments

The minutes must include any appointments made, including the term of office.

8. Consent Agenda

Items on the consent agenda are listed individually, but voted on as a group. Minutes must record the list of items and the statement, "*A motion was offered by Washington and seconded by Adams to approve the consent agenda.*" The minutes will then indicate whether the motion passed or failed, and if an item is moved off the consent agenda and on to the regular agenda.

9. Adjournment

The name of the person offering the motion to adjourn and the name of the person seconding the motion must be recorded. Upon an affirmative vote, the name of the person declaring the meeting adjourned and the time of adjournment must also be recorded.

10. Approval and Signature

After the minutes are approved at the next meeting of the board, commission, or committee, an official copy is signed by the chairperson of the board, commission, or committee and by the City Clerk. Minutes are then entered into the permanent record of the City.

11. Publication

The Open Meetings Act (MCL 15269 (1) – 15.269 (3)) requires unofficial meeting minutes to be ready for the public to see within eight days of the meeting. A watermark stating that the minutes are a draft shall be on all unofficial minutes. Within five days of the approval of minutes, they should be posted on the City’s website with the watermark removed.

12. Closed Meeting Minutes

A separate set of minutes must be taken for all closed sessions. These minutes must be retained by the City Clerk for one year and one day and shall not be available to the public, unless required by a civil action or court order.

MOTION PASSED 7 – 0

c. Saxton’s Property Closing Resolution

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

RESOLUTION 2020-59

**OF
CITY OF PLYMOUTH
TO AUTHORIZE REAL ESTATE SALE
AND
AUTHORIZATION OF SIGNOR**

On this ____ day of July, 2020, in accordance with applicable law and ordinances of the **CITY OF PLYMOUTH**, a Michigan municipal corporation (the “City”), the City adopted the following resolutions:

IT IS RESOLVED that the sale by the City of the real property commonly known as 587 W. Ann Arbor Trail, 624 Maple Street, and 674 Maple Street, Plymouth, Michigan (as more fully stated in the legal description attached to the Purchase Agreement), pursuant to the terms and conditions of that certain Purchase Agreement between the City (“Seller”) and Jewell Maple Development, LLC (“Purchaser”) dated January 21, 2020, as amended (collectively, the “Purchase Agreement”), was previously approved by the City and shall stand on the books and records of the City.

FURTHER RESOLVED that Oliver Wolcott, the Mayor of the City, is the authorized person who may enter into, execute and deliver any and all documents and agreements including, but not limited to, any and all agreements for the purpose of completing the closing on the sale of the Property pursuant to the Purchase Agreement and those agreements will bind the City. Oliver Wolcott shall also be authorized to take any and all actions in furtherance of completing the sale transaction on behalf of the City that that he deems necessary or desirable, consistent with the Purchase Agreement and Planned Unit Development Agreement between Seller and Purchaser.

I have read all the provisions of these Resolutions and certify all statements and representations made in the Resolutions are true and correct. I am authorized by the City to certify these Resolutions being adopted by the City.

CITY OF PLYMOUTH,
a Michigan municipal corporation

By: _____

Its: _____

MOTION PASSED 7-0

8. REPORTS AND CORRESPONDENCE

a. Update on Special Events Policy

Sincock reported on the status of special events and on updates to the City's Special Event Policy.

b. Liaison Reports

Krol reported that there will not be an August ZBA meeting.

Wolcott reported on the Pulte ribbon-cutting that took place on Saturday, July 18.

Thomey reported on the Keep Plymouth Leafy Tree Blitz at Hough Park prior to the Commission meeting and said that there will be another event on August 3 at Garden Club Park.

9. ADJOURNMENT

Hearing no further discussion, Wolcott asked for a motion to adjourn. A motion to adjourn was made by Sebastian and seconded by Krol.

MOTION PASSED 7 – 0

OLIVER WOLCOTT
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK