CITY OF PLYMOUTH MEETING MINUTES
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CITY OF PLYMOUTH
CITY COMMISSION MEETING MINUTES
PLYMOUTH CITY HALL COMMISSION CHAMBERS
Monday, January 15, 2018, 7:00 p.m.

1. CALL TO ORDER
Mayor Wolcott called the meeting to order at 7:00 p.m. and lead the Pledge of Allegiance.

PRESENT: Mayor Oliver Wolcott, Mayor Pro Tem Colleen Pobur, Commissioners Daniel Dalton, Suzi Deal, Ed Krol, Nick Moroz and Mike Wright.

ABSENT: None.

Also present was Acting City Manager Chris Porman, City Attorney Bob Marzano and various City Department Heads.

2. CITIZENS COMMENTS
John Townsend of 1312 Penniman noted that there has been a lot of dialog between the DDA and LLRC regarding the Liquor Cap and requested that the discussions be summarized for people who have not been at the meetings.

Lee Jacinski of 1380 Maple congratulated everyone on a successful election. He also talked about the Tree Ordinance and asked about the process of enforcement of tree cutting, noting some trees he had seen being cut down on Harvey. Mayor Wolcott said there are some things that are being reviewed on the Tree Ordinance, in addition to other ordinances and department functions. Acting City Manager Porman also acknowledged that the staff are determining the next steps for enforcement of the ordinance.

Joe Elliott of 404 Irvin talked about the new online process for overnight on-street parking that he has been using and it works well and he is impressed with it.

3. APPROVAL OF THE AGENDA
A motion was made by Mayor Pro Tem Pobur and seconded by Commissioner Wright for approval of the Agenda for Monday, January 15, 2018.

MOTION PASSED 7 – 0

4. ENACTMENT OF THE CONSENT AGENDA
a) Approval of the January 2, 2018 Commission Regular Meeting Minutes
b) Approval of December, 2017 Bills
c) Special Event: Kona Shamrock Race- Sunday, March 18, 2018
d) Special Event: Kona Wicked Halloween Run- Sunday, October 28, 2018
e) Special Event: Kona Chocolate Run- Sunday, November 18, 2018
A motion was made by Mayor Pro Tem Pobur and seconded by Commissioner Wright for approval of the Consent Agenda for Monday, January 15, 2018.

MOTION PASSED 7 – 0

5. COMMISSION COMMENTS
Mayor Pro Tem Pobur talked about the LLRC meetings that are being held the 2nd Monday of each month, with an additional meeting for January as the LLRC is hoping to get their recommendation to the City Commission by the beginning of March related to Liquor License issues. The next two meetings are scheduled for January 29 and February 12 for consideration of a Liquor License application for the Honey Hole in Old Village and also for discussion of the cap. She explained that they have been cleaning up and clarifying language in the ordinance and discussing possible changes to certain types of licenses and to the number of licenses allowed by the cap inside and outside of the DDA. If people cannot attend the meetings and want to have input, they can email her at cpobur@ci.plymouth.mi.us.

Mayor Wolcott and Mayor Pro Tem Pobur answered Commissioner Wright's question about what is possibly driving the changes to the cap, noting that part it is likely related to changing demographics.

Commissioner Moroz noted that the Joint Recreation Survey is on the website to provide input on the Joint Recreation Master Plan and the deadline is February 8th to provide input.

Mayor Pro Tem Pobur reminded everyone that the City's Strategic Planning Session January 27 from 8am to 4pm and is open to the public, reviewing the past year and moving forward.

6. OLD BUSINESS - None

7. NEW BUSINESS
a) Redevelopment Ready Community Memorandum of Understanding
RES. #2018-05
WHEREAS The City Commission of the City of Plymouth has identified participation in the Redevelopment Ready Communities program as a key objective in the Five Year Strategic Plan; and

WHEREAS The City of Plymouth Community Development Department has completed the self-evaluation; and

WHEREAS The MEDC requires the Memorandum of Understanding be signed by the highest elected official of the City.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Memorandum of Understanding for participation in the Redevelopment Ready Communities Program between the MEDC and the City of Plymouth.
BE IT FURTHER RESOLVED THAT the Mayor of the City of Plymouth is authorized to sign the Memorandum of Understanding on behalf of the City and the City Clerk shall include a complete copy of the MOU in the meeting minutes of this City Commission meeting.

A motion was made by Mayor Pro Tem Pobur and seconded by Commissioner Wright for approval of the above resolution.

MOTION PASSED 7 – 0

Redevelopment Ready Communities®
Joint Memorandum of Understanding

This Memorandum of Understanding ("MOU") by and between the Michigan Economic Development Corporation ("MEDC"), 300 North Washington Square, Lansing, Michigan and City of Plymouth ("Community"), 201 South Main Street, Plymouth, Michigan 48170, jointly referred to as the "Parties" and individually as the "Party" is effective as of December 18, 2017 ("Effective Date").

The Community is interested in applying to the MEDC under the Redevelopment Ready Communities® Program ("Program") to become certified as a Redevelopment Ready Community ("RRC") and receive assistance from the Program in promoting sites within the Community.

The MEDC is interested in evaluating the Community and making recommendations for the Community to become certified as a RRC under the Program and help market the Community to the public for redevelopment purposes.

Therefore, the above entities have come together in a strategic collaboration to achieve the above stated goals. This collaboration is based on the following understandings:

Community Responsibilities

1. Identifying a primary Program contact who will serve as the lead contact and provide overall technical support for all aspects of this project on behalf of the Community.
2. Provide adequate staff personnel to attend trainings, perform research collection and assessment of current practices of the Community, respond in a timely manner to MEDC questions, and to implement the needed actions to achieve certification of the Program after the evaluation.
3. Provide monthly updates to the Community's elected governing body on status of Program progress.
4. Within fourteen (14) days of receiving the draft Community Baseline Report, provide comments and any additional documentation, and schedule the baseline report presentation for the Community's elected governing body, if necessary.
5. Within thirty (30) days of the Community Baseline Report presentation, provide a resolution adopted by the Community's elected governing body that supports the Community's intent to implement the needed actions to achieve certification, if necessary, to meet the Program best practices.
6. Provide progress reports to the MEDC both pre-certification and post-certification on a quarterly or biannual basis, respectively.
7. Within three hundred sixty-five (365) days, complete implementation of the needed actions to achieve certification, if necessary, to meet the Program best practices. The Community may request additional time to complete implementation, provided at the discretion of the MEDC Program staff.
8. Provide documentation that the Community meets the Program best practices as determined by the MEDC prior to being awarded certification.
b) Authorization for Additional Hours
RES. #2018-06

WHEREAS The City of Plymouth adopted a Strategic Plan with major goal areas and one year tasks; and

WHEREAS This plan laid out specific tasks including; but not limited to, providing consistent data and access across all Departments and for residents, nurture existing and caution on new initiatives, pursing redevelopment status through the State MEDC and increasing our footprint of our e-newsletter and social media; and

WHEREAS The City Administration has developed a plan to convert two current 3/4 time positions to full time positions; and
WHEREAS The City has an Ordinance in place which requires that the City Commission provide prior and express approval before any full time hiring; and

WHEREAS The Ordinance is silent about converting a 3/4 time position to a full time position, in the interest of transparency the City Administration is seeking City Commission approval.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the conversion of two current 3/4 time positions to full time positions to handle responsibilities in the Community Development Department and electronic and social media across all Departments.

Finance Director Scanlon and Acting City Manager Porman addressed questions by Commissioners Dalton, Krol and Wright related to funding and distributions for additional salaries for Sam and Greta.

A motion was made Commissioner Wright and seconded by Commissioner Krol for approval of the above resolution.

MOTION PASSED 7 – 0

8. REPORTS AND CORRESPONDENCE
a) Required Receiving and Posting of Pension/OPEB Reports

Michigan Department of Treasury
2017-16
Public Act 202 of 2017 Health Care (OPEB) Report

Michigan Department of Treasury
2018-18
Public Act 202 of 2017 Pension Report

By mailing this report to the Michigan Department of Treasury, the local unit of government acknowledges that these statements are complete and accurate in all known respects. Act 302 of 2017 also requires the local unit of government to electronically submit the report to its governing body.
Finance Director Scanlon explained questions by Commissioner Krol related to specific impacts of the state's new reporting requirement and how the percentages represented were calculated as well as how other communities compare to the City.

b) Commissioner Wright talked about the activities of the Know Our Neighbors effort. The first event focused on Muslim traditions and faith. The second event will be February 11 from 2pm-4pm at the Plymouth Library and will focus on the Sikh faith and traditions. A third event is scheduled for March 22nd from 7:00pm - 8:30pm at the Plymouth Library that will focus on race relations.

c) Commissioner Wright reported on Planning Commission activities. Jim Mulhern was re-elected as chair and Karen Sisolak as vice-chair. The Master Plan is anticipated to be finalized for Planning Commission review in February. Jim Mulhern will put together an Executive Summary of the Master Plan and some items that might be appropriate to incorporate into the Strategic Plan. He also noted that the Planning Commission will have a memo for the City Commission to review as a confirmation of what the Planning Commission is tasked with related to the requirements for parking related to the Liquor Ordinance.

d) Commissioner Moroz updated the City Commission on the recent Downtown Development Authority Board meeting indicating that new DDA Board Member Adam Covington was in attendance. Commissioner Moroz further commented that Harmonie Park Development Co. did a presentation for the DDA board on their progress on plans to redevelop the Saxton's site and anticipate construction starting in mid-2019. Additionally, Commissioner Moroz indicated that a parking sub-committee meeting will be held on January 31, 2018 and that the DDA board voted in support of the City Commission raising the Liquor License cap in the DDA district by 1 license.

9. ADJOURNMENT

Hearing no further discussion, Mayor Wolcott asked for a motion to adjourn. A motion to adjourn was made by Mayor Pro Tem Pobur and seconded by Commissioner Krol for adjournment of the meeting at 7:53p.m.

MOTION PASSED 7 – 0