



CITY OF PLYMOUTH MEETING MINUTES

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CITY COMMISSION
BUDGET SESSION MEETING MINUTES
MONDAY, APRIL 25, 2016, 6:00 p.m.
CITY HALL
201 S. Main Street
Plymouth, MI 48170

CALL TO ORDER:

A budget session of the Plymouth City Commission was held on Monday, April 25, 2016 at City Hall, 201 S. Main Street, Plymouth, MI 48170. This meeting was called to order at 6:00 p.m. by Mayor Daniel Dwyer.

PRESENT: Mayor Daniel Dwyer, Mayor Pro-Tem Oliver Wolcott, Commissioner Colleen Pobur, Mike Wright, Daniel Dalton, Suzie Deal, Joe Valenti

ABSENT: None

Also present was City Manager Paul Sincock, Finance Director Mark Christiansen and various Department Heads.

City Manager Paul Sincock opened session #3 of the budget review process by explaining that there would be discussion concerning the Administrative Fee and the impact of the adoption of this fee. He stated that the Recreation Department and Municipal Services would provide a 2016 overview of their departments.

City Finance Director Mark Christiansen provided information concerning the proposed Administrative Fee. He provided photo and tax information on various properties throughout the City of Plymouth, the SEV/Taxable Value History, and the lost Admin Fee Revenues 2006-2016. He explained the "Property Tax Administration Fee", as it is now called, is defined and limited under the provisions of section 211.44 of the Michigan Compiled Laws as part of what is commonly referred to as the General Property Tax Laws. Section 211.44(3) includes that definition and states that the collecting tax unit "...SHALL add a property tax administration fee of not more than 1% of the total tax bill per parcel" However, section 211.44(4) then states that "The governing body of the collecting unit may WAIVE all or part of the property tax administration fee ...". The City of Plymouth levied the 1% fee until 1984 when a lawsuit was settled eliminating the fee. The current law also requires, since December 31, 1982, that the property tax administration fee can only be established or re-established by resolution or ordinance of the governing body of the collecting unit. As of 2014, Plymouth is one of only 4 communities of the total of 43 who does not levy a property tax collection fee. He stated that it is being recommended that the administration re-adopt the property tax administration fee consistent with the existing law and practices of the vast majority of the 1700+ communities throughout the state is, by far, the best alternative to bring a small amount of stability to the general fund revenue stream at least until the majority of the burdensome pension debt can be reduced or eliminated in ten years.

After discussion and debate among the City Commission a motion was made by Commissioner Colleen Pobur and seconded by Commissioner Mike Wright for approval of implementing the 1% Administration Fee as outlined in 211.44 of the Michigan Compiled Laws, commonly referred to as the General Property Tax Laws.

ROLL CALL VOTE:

Commissioner Daniel Dalton	Yes
Commissioner Colleen Pobur	Yes
Commissioner Suzie Deal	Yes
Mayor Pro-tem Oliver Wolcott	No
Commissioner Mike Wright	Yes
Commissioner Joe Valenti	Yes
Mayor Daniel Dwyer	No

MOTION PASSED 5-2

Finance Director Christiansen also spoke about Solid waste and recycling Rates and indicated that these funds are in excellent financial health after operating for two years under the new contract costs and is projected to have a fund balance excess as of June 30, 2017. He stated the Administration is recommending that the rate be decreased from 1.92 to 1.82% for this budget year. A motion was made by Commissioner Colleen Pobur and seconded by Commissioner Joe Valenti to drop the rate for Solid Waste from 1.92 to 1.82%, as recommended by the Administration for this budget year.

MOTION PASSED

Finance Director Christiansen spoke about Water and Sewer Rates and the Great Lakes Water Authority (GLWA), and the former Detroit Water and Sewer Department (DWSD). He provided handouts to the Commission. He recommended to the City Commission increasing the Water Rates by 1.55% and felt comfortable with this number.

RECREATION DEPARTMENT:

Recreation Director Steve Anderson provided an overview of his department and began with information concerning his current Department Staffing. He spoke about the Plymouth Cultural Center and the Ice Arena. He stated the prime season is mid August thru mid May and the non-prime season is mid May thru mid August. They have two main goals to provide recreational, athletic and logistical services for the Plymouth Community and to be an asset or resource for all City operations. He provided a list of groups they provide logistical and/or Administrative Support for and City Internal Support. His "Fluid Budget" numbers are: Annual Budget, \$1.1 million, General Fund Allocation \$200,000, Geo Project Loan payback to General Fund \$98,580, 2006 LTGO payback to General Fund \$18,430. The approximate fees/revenue generated per year - \$900,000, current positive Recreation Fund Balance \$298,000(28%), Recreation Fund Balance after Bleacher Project \$198,000 (19%). He provided information concerning Facility Fees, Program Fees, operational/overhead costs of City administered programs, Program/Class Rate Structures.

DEPARTMENT OF MUNICIPAL SERVICES:

Municipal Services Director Chris Porman provided an overview of his department beginning with his current staffing level. He indicated that the DMS Operations are \$8,196,450 cost to the City and the General Fund amount is \$1,164,990.00. He spoke about the General Fund Activities by account number and also provided information regarding Major/Local Streets and Solid Waste. He spoke about the various account numbers he uses and what is involved. Also, training being done to keep up with the Water License(s), NRPA and MPSI Training at the Institute and his goal to have all of his staff complete the Institute Training. He also spoke about MAPSI Training and that it is a joint venture and two City employees completed the Institute this year.

Mayor Dwyer and the Commissioner thanked the Finance Director and City Manager, as well as the Administration for all their hard work with putting this budget document together and providing important information to the City Commission.

ADJOURNMENT:

Hearing no further business, the meeting was adjourned at 8:25 p.m.