



CITY OF PLYMOUTH  
CITY COMMISSION REGULAR MEETING MINUTES  
MONDAY, JANUARY 20, 2020 - 7:00 P.M.  
PLYMOUTH CITY HALL COMMISSION CHAMBERS

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

### 1. CALL TO ORDER

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

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

ABSENT: None.

Also present City Manager Paul Sincock, City Attorney Robert Marzano, Public Safety Director Al Cox and various City Department Heads.

### 2. CITIZENS COMMENTS

David Rucinski, 1392 Maple spoke about the Kellogg Park Survey project.

Lee Jasinski, 1380 Maple, spoke on behalf of Keep Plymouth Leafy specifically regarding the loss of larger trees.

### 3. APPROVAL OF THE AGENDA

Mayor Pro Tem Moroz made a motion, seconded by Commissioner Thomey, to approve the agenda for Monday, January 20, 2020.

MOTION PASSED 7-0

### 4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of January 6, 2020 City Commission Regular Meeting Minutes
- b. Approval of December 2019 Bills
- c. Special Event:
- d. Special Event:
- e. Special Event:

Mayor Pro Tem Moroz made a motion, seconded by Commissioner Krol to approve the Consent Agenda for Monday, January 20, 2020

MOTION PASSED 7-0

### 5. COMMISSION COMMENTS

Commissioner Thomey expressed his appreciation for DMS crews during recent bad weather.

Commissioner Krol expressed his appreciation for DMS crews for leaf pickup.

Mayor Pro Tem Moroz reminded the group that it was Dr. Martin Luther King Day and that the City Commission has shown a pattern of following Dr. King's principles.

Mayor Wolcott mentioned the Know Your Neighbor program which he feels also embodies those principles.

Commissioner O'Donnell said that during the recent snowstorm she was impressed with the work of DMS. She also said she thinks the City does best when residents, boards and commissions and City staff work together.

Commissioner Sebastian said there will be a LGBTQ discussion group on January 30 at 7 p.m. at the library. The Know Your Neighbor program and PFLAG are the sponsors. Pre-registration is required. He also thanked DMS staff for their quick and effective snow plowing.

Mayor Wolcott added that this year's Ice Fest, although the weather was an issue, went well and he expressed his appreciation for all who worked on it.

## **6. PRESENTATION**

Manager Sincock gave some background on the Kellogg Park survey, which was performed by Eastern Michigan University. He said that surveys are good tools for ascertaining what citizens want. He apologized for leaving out incidental costs when he previously stated the survey would be free of charge. EMU provided the consulting service for free, but the City paid for printing and mailing costs.

Dr. Gregory Plagens of EMU described the survey process. He said he asked members of the administration for information about the park before formulating the questions in his own language. A random sample of 175 addresses in each of the City's four voting precincts received the survey, and 34% replied. Replies were sent directly to him at EMU to maintain the integrity of the project. Dr. Plagens then went over some of the results, which are attached to the meeting minutes.

Mayor Pro Tem Nick Moroz asked whether the number of "maybe" answers was significant. Dr. Plagens responded that there is not enough information in the survey to draw conclusions from the "maybe" answer. Commissioner Krol asked if there were any patterns in specific precincts. Dr. Plagens replied that the answers were not multi-tab aggregated, but that he could do that if the Commission would like. Commissioner O'Donnell wondered if the low number of responses by people under 30 appropriately represented the City's population. Dr. Plagens replied that demographic data from the survey was not compared with the City of Plymouth's population by age group. Commissioner Thomey stated that the survey reinforced that the park is critically important to the City and that changes should be small. Mayor Wolcott agreed that a refresh rather than a substantial change seemed to be the consensus of survey responders. Commissioner Deal thanked the residents who took the time to answer the survey because she values the information.

Resident David Ruscinski asked whether there would be a tax increase or current City funds to complete Kellogg Park improvements. Wolcott replied that the City would exhaust all options to get funding from additional groups, foundations and people in the community. Sincock added that the Commission should exercise caution related to the use of tax funds when moving forward.

O'Donnell said she thinks a "Friends" group might fill the financial need.

Resident Karen Sisolak requested that future surveys pull from a different group of people, since both of the recent surveys were sent to the same households.

Resident John Townsend said he likes the tone of the conversation and encourages the three-way partnership (residents, City administration and boards and commissions) in this project.

## **7. OLD BUSINESS - NONE**

## **8. NEW BUSINESS**

- a. Principal Residence Poverty Exemption

### RES. #2020-07

The following resolution was offered by Mayor Pro Tem Moroz and seconded by Commissioner Thomey:

WHEREAS the adoption of guidelines for poverty exemptions is required of the City Commission; and

WHEREAS the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS pursuant to PA 390 of 1994, the City of Plymouth, Wayne County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

- To be eligible under this section, a person shall do all of the following on an annual basis:
- Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- P.A. 390 of 1994 requires that all persons residing in the household MUST submit copies of the following SIGNED documents:
  - City of Plymouth Poverty Exemption Application
  - Federal Income Tax Returns
  - State Income Tax Returns
  - Homestead Property Tax Credit Claim Form (MI-1040CR)
- Also include copies of ALL supporting documentation (i.e. W-2 forms, 1099's, schedules, etc.). The Board of Review shall consider income from all sources and from all occupants of the homestead when determining whether an applicant meets poverty exemption requirements as adopted by the City Commission.
- A Poverty Exemption Affidavit (Department of Treasury Form 4988) must be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year.
- The combined assets of all person residing the household (minus the value of the principal residence) must not exceed \$20,000. Assets include but are not limited to real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- Produce a valid driver's license or other form of identification if requested.
- Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services.
- The following are the 2020 federal poverty income guidelines, which are updated annually by the United States Department of Health and Human Services. The annual income includes income for all person residing in the household. The total household income must be less than or equal to the guidelines below in order to be considered for this type of exemption.

Family of 1.....	\$ 12,490
Family of 2.....	\$ 16,910
Family of 3.....	\$ 21,330
Family of 4.....	\$ 25,750
Family of 5.....	\$ 30,170
Family of 6.....	\$ 34,590
Family of 7.....	\$ 39,010
Family of 8.....	\$ 43,430
For each add'l person	\$ 4,420

- The applicant(s) MAY NOT have ownership interest in any other real estate other than the homestead property.
- If home has been purchased within the previous 2 years, all closing documentation must be included.

The Board of Review may require a home audit and inspection done by the Department of Assessment as part of the application process.

The City of Plymouth allows for partial poverty exemptions to be granted. A partial poverty exemption is an exemption of a percentage of the taxable value of the principal residence rather than the entire taxable value. The formula for calculating partial exemptions is as follows: under no circumstances shall the Board of Review reduce the taxable value lower than that which produce an annual ad valorem tax equal to 3.5% of an applicant's income plus any property tax credit refund payable by the State of Michigan.

It should be recognized that the poverty exemption reduction is a form of temporary assistance for those who are undergoing a difficult financial time. Any relief granted is for the current year only.

The Board of Review may reject any application where the information contained in it appears fraudulent, misleading, inaccurate, or incomplete. Failure to complete all sections of the application and/or failure to submit signed copies of all tax forms or other required documentation will result in the poverty exemption application being denied. The board of review must have complete, accurate data in order to review this appeal.

In certain instances, the Board of Review may consider extenuating circumstances as a basis of a poverty exemption where the total household income exceeds the established income guidelines.

Due Dates: The application for exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review during the year in which the exemption is requested. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines that there are substantial and compelling reasons why there should be deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

Commissioner Krol noted that the City website address in the packet is incorrect. He also asked for clarification of the statement, “residing in the household.” He believes the statement, “List of all occupants” is also unclear.

MOTION PASSED 7 – 0

b. Property Transfer Affidavits Fee

RES. #2020-08

The following resolution was offered by Mayor Pro Tem Moroz and seconded by Commissioner Krol:

WHEREAS The City of Plymouth is aware that Michigan Statue, MCL211.27a(10) required the buyer, grantee or other transferee of property to notify the appropriate assessing office within 45 days when a transfer of ownership occurs, and

WHEREAS MCL211.27a(10) further requires that such notification be made on a form prescribed by the State Tax Commission, commonly know as Property Transfer Affidavit (form 2766 or L-4260), and

WHEREAS The City is aware the MCL211.27b(1)(c) and (d) provides for specific penalties to be levied if the appropriate assessing office is not notified within 45 days, and

WHEREAS MCL211.27b(5) allows the governing body to waive, by resolution, the penalty levied under section (1)(c) or (d), and

WHEREAS The City of Plymouth Assessing Office has procedures in place to notify the buyer, grantee or transferee of a property when the Property Transfer Affidavit has not been filed, and

WHEREAS The City of Plymouth has determined the cost to administer and collect the penalty, then share collected penalties with other taxing jurisdictions outweighs the benefit, and

WHEREAS The City finds that collection of penalties is unnecessary.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth, as provided in MCL 211.27b(5), waives the collection of penalties under subsection (1)(c) of (d)

BE IT FURTHER RESOLVED THAT, the City Commission directs that any Resolution, Policy or Directive in conflict with this Resolution is hereby repealed.

MOTION PASSED 7-0

c. Sale of Fire Truck

RES. #2020-09

The following resolution was offered by Commissioner Thomey and seconded by Mayor Pro Tem Moroz:

- WHEREAS The City of Plymouth has recently ordered a new Fire Engine to protect the public health, safety and welfare, and
- WHEREAS The new truck is replacing a 2010 Pierce Fire Engine, which is now deemed to be surplus equipment, and
- WHEREAS The Township of Plymouth has offered to purchase the truck for \$220,000 to replace one of their trucks.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby deem the 10-year-old 2010 Pierce Fire Engine to be surplus equipment and does hereby establish the value of the truck at \$220,000.00 and hereby authorizes the sale to the Township of Plymouth for \$220,000.

Mayor Wolcott said he appreciated that the transaction is mutually beneficial.

MOTION PASSED 7-0

d. Adoption of Strategic Plan

RES. #2020-10

The following resolution was offered by Mayor Pro Tem Moroz and seconded by Commissioner Deal:

- WHEREAS The City of Plymouth has a Strategic Plan and has worked collaboratively with the City Commission and the City Administration to work on the plan, and
- WHEREAS The City Commission and City staff is highly committed to the success of the Strategic Plan and there is a need to establish one-year tasks to meet the vision of the plan, and
- WHEREAS The City Commission and City Administration have worked with Dr. Lew Bender to establish the one-year tasks for 2020.

NOW THEREFORE BE IT RESOLVED THAT THE City Commission of the City of Plymouth does hereby adopt the following Strategic Plan one-year tasks for 2020:

**Goal Area One – Quality of Life**

**One-Year Tasks to be Completed in 2020**

- Liquor/marijuana license review
- Rooftop seating review
- Adopt Downtown Development Authority Master Plan and identify funding sources for implementation
- Begin implementation of Kellogg Park Master Plan with fountain replacement
- Establish format & requirements for public parks sponsorship
- Resident education program:
  - Zoning basics
  - Ordinance change & update
  - Services
  - Recycling
- City webpage - Create City wide F.A.Q. "Index" page and push out link.
- Increase social media presence – 1k new followers/subscribers/etc.

- Review and evaluate City truck routes
- Complete update to Special Events policy

## **Goal Area Two --Financial Stability**

### **One-Year Tasks to be Completed in 2020**

- Actively promote and participate in the 2020 census
- Explore internal and external supplemental funding of legacy costs
- Target revenue enhancements for large scale capital projects, including grants and millage
- Assist the Michigan Municipal League in facilitating and increasing support for state revenue sharing initiatives
- Redesign Capital Improvement Plan and evaluate future funding process for Equipment Fund
- Create a rate card for payment in lieu of paid parking
- Develop financial plan for public safety model
- Identify cost estimates, timeframe and potential funding sources for central parking deck
- Complete Road Bond sale – Phase one

## **Goal Area Three—Economic Vitality**

### **One-Year Tasks to be Completed in 2020**

- Continued administration of development projects and proposals
  - Wilcox Mill, Saxton's, Pulte, Starkweather School, Lumber Mart, various residential builds
- Branding – consistency across all communications (email, letterhead, agenda)
- Provide annual process and risk-management training to all boards and commissions
- Continue implementing Redevelopment Ready Communities plan to achieve certification
- Develop list of transitional properties and utilize Michigan Economic Development Corporation, Wayne County, others to market
- Explore marketing partnerships (Schools, Chamber, Hotels, Available Publications etc.)

## **Goal Area Four—Service Infrastructure**

### **One-Year Tasks to be Completed in 2020**

- Ultimus Commissio Areae Autocineticae (UCAA, or best/final parking committee) to make parking recommendation to City Commission by end of first quarter
- Implement updates to parking system according to direction given by City Commission
- Actively engage employees for further career development for succession planning
  - Special focus on the depth of Cultural Center staffing
- Continue Asset Management Plan
- Review International Standards Organization (ISO) Report and International City/County Management Association Study and begin meeting to discuss viable options for the future delivery of emergency services
- Approve third version of agreement on sanitary sewer with Western Townships Utilities Authority (WTUA) based on delay by Wayne County
- Develop multi-modal transportation policy for City Commission
- Implement 2020 street repairs
- Restore Commercial Motor Vehicle (CMV) enforcement
- Continue Geographic Information System (GIS) mapping of the City
- Define process/educate citizenry/pursue adoption/Implement form-based codes

MOTION PASSED 7-0

## **9. REPORTS AND CORRESPONDENCE**

### a) Liaison Reports

Commissioner Krol reported on last month's Zoning Board of Appeals meeting.

Commissioner Krol offered a motion, seconded by Commissioner Sebastian motion to accept Commissioner Deal's recommendations for the following reappointments:

Historic District Commission – Stan Cole

Planning Commission – Joe Hawthorne, Hollie Saraswat and Chuck Myslinski

ZBA – Joe Elliott, Ed Krol and alternate Michael McGowan

Housing Commission – Marilyn Almpich

Mayor Wolcott mentioned that two DDA board members are stepping down and that replacements are forthcoming.

MOTION PASSED 7-0

## **10. ADJOURNMENT**

Hearing no further discussion, Mayor Wolcott asked for a motion to adjourn. A motion to adjourn was made by Commissioner Krol and seconded by Commissioner Sebastian for adjournment of the meeting at 8:14 p.m.

MOTION PASSED 7 – 0

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OLIVER WOLCOTT  
MAYOR

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MAUREEN A. BRODIE, CMC, CMMC  
CITY CLERK