



CITY OF PLYMOUTH
CITY COMMISSION MEETING MINUTES
MONDAY, JUNE 4, 2018 - 7:00 P.M.
KELLOGG PARK

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

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1. CALL TO ORDER

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

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

ABSENT: Commissioner Daniel Dalton, excused

Also present were City Manager Paul Sincock, City Attorney Bob Marzano, Police Chief Al Cox and various City Department Heads.

2. CITIZENS COMMENTS

Jason Maciejewski from the Senior Alliance provided an annual update and overview of services. Residents can obtain information at www.thesenioralliance.org and also on Twitter and Facebook by searching aaa1c. They can be contacted at 800-815-1112, email info@tsalink.org. Jason answered Commissioner Moroz's question asking if contributions per community are based on population. Jason confirmed that they are currently based on 2010 Census Data for population.

Joe Elliott of 404 Irvin asked if sandwich board signs that are showing up on sidewalks in town might be violating any ordinance.

Conrad Schewe of 1344 W. Ann Arbor Trail expressed safety concerns about cars speeding down Ann Arbor Trail and asked if speed signs might be able to be placed for vehicles going in and out of town.

3. APPROVAL OF THE AGENDA

A motion was made by Mayor Pro Tem Pobur and seconded by Commissioner Moroz for approval of the Agenda for Monday June 4, 2018.

MOTION PASSED 6 – 0

4. ENACTMENT OF THE CONSENT AGENDA

- a) Approval of May 21, 2018 Commission Regular Meeting Minutes
- b) Special Event: Feast of St. Francis of Assisi Blessing of Animals- 10/7/18

A motion was made by Commissioner Krol and seconded by Commissioner Deal for approval of the Consent Agenda for Monday, June 4, 2018.

MOTION PASSED 6 – 0

5. COMMISSION COMMENTS

Mayor Pro Tem Pobur commented on the seemingly fast speed of concrete truck going down Harvey. She also talked about DTE and the work they are doing on Theodore, noting that they are always on site working to complete the project and there would be a public forum in a week or so regarding outages and improvements in the system.

Commissioner Krol thanked those responsible for putting in the new planters in Kellogg Park.

Mayor Wolcott recognized East Middle School 8th grader, Claire Swadling, who entered a C-Span contest creating a documentary about the Electoral College. Clair was one of 150 documentaries that was selected as a winner in the United States. There were roughly 5,000 students who competed.

6. PUBLIC HEARING

a) Adoption of 2018-19 Budget

RES. #2018-44

WHEREAS the 2018 – 2019 City Budget was presented by the City Manager on April 2, 2018, and was reviewed by the City Commission with the Administration during a budget study session held on April 5, 2018; and

WHEREAS various modifications have been made to the proposed budget, based on a review of the projected revenues and the City's priorities for various programs and projects; and

WHEREAS a public hearing was held on June 4, 2018, as required by the City Charter and Act 43 P.A. 1963, as amended; and

WHEREAS the maximum operating tax levies for general purposes and refuse removal have been amended as required by Section 211.34 of the General Property Tax Law; and

WHEREAS the City Commission acted on a 5 - 2 vote at the City Budget session held on April 25, 2016 to authorize the levy of a property tax administration fee of 1 % on all property taxes for the July 1 and December 1 tax levies as authorized under Section 211.44(3) of the General Property Tax law.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby set the City's 2018 millage levy as follows:

GENERAL FUND OPERATING	10.8782 Mills
2008/2012/2014 GO & Refunding Bond Debt	2.8008 Mills
Solid Waste/Recycling Operating	1.8200 Mills
GRAND TOTAL LEVY	15.4990 Mills

BE IT FURTHER RESOLVED THAT the 2018 – 2019 City Budget is hereby adopted by the City Commission as presented at the June 4, 2018 Regular Commission meeting as follows:

GENERAL FUND:

<u>REVENUES</u>		<u>EXPENDITURES</u>	
Property taxes	\$5,856,890	Administration	\$1,934,210
Licenses & Permits	5,100	Buildings & Grounds	169,690
Federal Grants	30,560	Police Department	3,682,970
State-shared Rev	902,810	Fire Department	1,029,150
Sales of Service	766,050	Public Works Dept	744,640
Cemetery Revenue	152,500	Other Functions	293,250
Parking Revenue	88,200	Capital Outlay	167,590
Other Revenue	713,780	Debt Service	-0-
Transfers In	<u>1,000</u>	Transfers Out	<u>495,390</u>
REVENUE TOTAL	\$8,516,890	EXPENDITURE TOTAL	\$8,516,890

MAJOR STREET FUND:

Gas & Weight Tax	\$ 565,380		
Contrib & Other	<u>342,790</u>		
REVENUE TOTAL	\$ 908,170	EXPENDITURE TOTAL	\$.908,170

LOCAL STREET FUND:

Gas & Weight Tax	\$ 211,010		
Contrib & Other	<u>346,460</u>		
REVENUE TOTAL	\$ 557,470	EXPENDITURE TOTAL	\$ 557,470

RECREATION FUND:

Contrib. From G/F	\$ 200,000		
Prog. Fees & Other	<u>947,810</u>		
REVENUE TOTAL	\$1,147,810	EXPENDITURE TOTAL:	\$ 1,147,810

WASTE & RECYCLING FUND:

Property Taxes	\$ 919,080		
Sales of Service	<u>431,550</u>		
REVENUE TOTAL	\$1,350,630	EXPENDITURE TOTAL	\$ 1,350,630

OTHER CITY FUNDS:

	<u>REVENUES</u>	<u>EXPENDITURES</u>
Budget Stabilization Fund	\$ -0-	\$ -0-
Cemetery Trust Fund	\$ 16,000	\$ 16,000
Parking Fund	\$ 175,010	\$ 175,010
Brownfield Re-Development Authority Fund	\$ 32,330	\$ 32,330
DDA Operating Fund	\$ 1,226,170	\$ 1,226,170
Building Fund	\$ 556,250	\$ 556,250
Neighborhood Services Fund	\$ 93,930	\$ 93,930
Drug Law Enforcement Fund	\$ 2,810	\$ 2,810
OWI Forfeiture Fund	\$ 20,000	\$ 20,000
Omnibus Forfeiture Fund	\$ 1,800	\$ 1,800
2008 GO Debt Fund	\$ 447,260	\$ 447,260
2012 GO Bond & 2002 Refunding Bond Debt Fund	\$ 357,470	\$ 357,470
2012 W/S Refunding Bond Debt Fund	\$ 246,350	\$ 246,350
2014 GO/2004 Refunding Bond Debt Fund	\$ 642,540	\$ 642,540
2015 LTGO Cap Imp Bond Debt Fund (DDA)	\$ 236,160	\$ 236,160
2015 LTGO Cap Imp Bond Debt Fund (W/S)	\$ 248,640	\$ 248,640
Public Improvement Fund	\$ 50	\$ 50
Recreation Capital Improvement Fund	\$ 4,050	\$ 4,050
DDA Capital Improvement Fund	\$ 150,050	\$ 150,050
2015 LTGO Cap Imp Bond Construction Fund (DDA)	\$ -0-	\$ -0-
Water/Sewer Capital Improvement Fund	\$ 405,000	\$ 405,000
Water/Sewer Operating & Maintenance Fund	\$ 5,148,325	\$ 5,148,325
Brownfield Site Remediation Fund	\$ 50	\$ 50
Equipment Fund	\$ 777,670	\$ 777,670

BE IT STILL FURTHER RESOLVED THAT pursuant to State Law, the City Manager is hereby authorized to transfer up to ten percent (10%) of each appropriation to any other appropriation within each Fund, but not from Reserve Accounts nor between Funds.

Mayor Wolcott opened the Public Hearing at 7:21 p.m. for public comment.

Hearing no public comment, Mayor Wolcott closed the Public Hearing at 7:22 p.m.

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

Mayor Pro Tem Pobur spoke about the recent MML Mackinac Policy Conference and Revenue Sharing. The video is available on the MML website at www.mml.org.

Mayor Wolcott thanked the Finance Department for making the budget an understandable document.

MOTION PASSED 6 – 0

7. OLD BUSINESS - None

8. NEW BUSINESS

a) Authorization for Distribution of Draft Master Plan

RES. #2018-45

WHEREAS The Planning Commission has been working on the Master Plan review as required by Public Act 33 of 2008; and

WHEREAS The Planning Commission has reviewed the Master plan draft and approved forwarding to the City Commission; and

WHEREAS The Planning Commission recommends that the City Commission approves the distribution of the Master Plan draft as required by law; and

WHEREAS The Planning Commission is required to hold a public hearing after the review period has ended, prior to adoption.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby approve the draft Master Plan for distribution to the necessary stakeholder entities, organization, and municipalities as required by Public Act 33 of 2008 for the 63 day review period.

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

Mayor Wolcott and Mayor Pro Tem Pobur commended the work of those involved in this project and all commission members agreed that the Draft Master Plan is easy to follow and understand, and it is an outstanding, clarifying document that is a great improvement from previous versions.

MOTION PASSED 6 – 0

b) Pavement Marking

RES. #2018-46

WHEREAS The City of Plymouth operates a number of roadways and public parking areas in order to provide for the safe and orderly movement of the public; and

WHEREAS From time to time there is a need to provide the re-marking of the a variety of pavement markings in order to enhance the safe flow of traffic and parking in the City.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a contract with State MDOT Approved contractor PK Contracting to provide traffic lane, and roadway markings with a base amount of \$10,199.29 and a contingency of \$1,100.00 for a total project cost not to exceed \$11,299.29.

BE IT FURTHER RESOLVED THAT funding for this project is authorized from the Major Street and Local Street Funds as appropriate.

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

Commissioner Moroz commented that he had neighbors asking about possibly having 'SLOW' markings on streets or radar speed signs particularly in school and train crossing areas.

MOTION PASSED 6 – 0

c) Authorization for Police-Fire-EMS Study

RES. #2018-47

WHEREAS The City of Plymouth operates an extensive Public Safety Delivery System to include; Police, Fire and Emergency Medical Services, to protect the Public Safety; and

WHEREAS The ICMA Center for Public Safety Management is an organization that assists local governments in an objective manner. Their experience in dealing with public safety issues combined with its background in performance measurement, achievement of efficiencies makes this organization a beneficial partner to plan for the future of the delivery of public safety services into the future for the City of Plymouth; and

WHEREAS The ICMA Center for Public Safety Management has provided reviews of operations and has made several recommendations in the past through their 2010 and 2013 studies of the City's operations; and

WHEREAS The City Commission's Strategic Plan calls for a comprehensive review of the public safety delivery model for the City of Plymouth.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a contract with the ICMA Center for Public Safety Management for a Comprehensive Analysis of Public Safety Services in the City of Plymouth and to make recommendations for future enhancements to the delivery model. Funding for this shall be split into two parts; \$28,800 shall be paid in each of Fiscal Year 2017 - 18 and 2018 - 19 for a total of \$57,600; which is a discounted price due to the City Manager being a member of the International City/County Manager's Association.

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

Mayor Wolcott commented that we had improved from a 4 to a 3 rating. During Commission discussion, it was noted that improved ratings have a positive effect on insurance rates and also that the ICMA has been and an outstanding, professional and thorough company to work with.

MOTION PASSED 6 – 0

d) Approval of Water/Sewer Rates

RES. #2018-48

WHEREAS The City of Plymouth operates a water and sewer system to protect the public health, safety and welfare; and

WHEREAS The Great Lakes Water Authority has imposed rate adjustments for wholesale water and sewer service charges to the City of Plymouth effective July 1, 2018; and

WHEREAS Other operating and capital costs for both water and sewer operating systems have changed from the prior fiscal year; and

WHEREAS Total estimated costs for operations and capital needs for fiscal year 2018/19 have increased from those for fiscal year 2017/18.

NOW, THEREFORE, BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt Water and Sewer Rate Card # 20 (attached to this resolution) to be effective for all services beginning on July 1, 2018 establishing a water rate \$ 5.33 per 1,000 gallons consumed and a sewer rate of \$ 6.90 per 1,000 of water consumed for fiscal year 2018/19.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to publish Water and Sewer Rate Card # 20 to inform the residents of the newly established rate structure.

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

Mayor Pro Tem Pobur commented that the Rates will be included in emails sent out.

MOTION PASSED 6 – 0

City of Plymouth Water and Sewer Rate Card # 20 Effective July 1, 2018					
Per 1000 Gallons		<u>Water Rate</u>	<u>Sewer Rate</u>	Minimum Billing: 4,000 Gallons	
		\$5.33	\$6.90		
Ready to Serve Charges Quarterly Fees		Water Tap Fees Plus Time and Material for City Inspections, Supervisors and Crew		Sanitary Sewer Tap Fees/ Storm Sewer Tap Fees Plus Time and Material for City Inspections, Supervisors and Crew	
Meter Size	Charge	Tap Size	Charge	Tap Size	Charge
5/8"	\$11.56	Up to and including 1" Tap	\$3,530.00	Up to and including 6" Tap	\$10,000.00
3/4"	\$13.00	1.5" Tap	\$3,750.00	8" Tap	\$25,000.00
1"	\$19.76	2" Tap	\$6,515.00	10" Tap	\$40,000.00
1.5"	\$39.65	3" Tap	\$11,410.00	12" Tap	\$55,000.00
2"	\$62.92	4" Tap	\$19,274.00	14" Tap	\$70,000.00
3"	\$117.96	6" Tap	\$38,792.00		
4"	\$185.22	8" Tap	\$50,000.00		
6"	\$389.20	<i>For Sizes Not Listed Multiply Tap Diameter By \$8125.00</i>			

See page 69 of the City of Plymouth 2018-19 Budget document at: <http://www.ci.plymouth.mi.us/documentcenter>

e) Approval of Trash & Recycling Rates

RES. #2018-49

WHEREAS The City of Plymouth operates a solid waste and recycling program to help protect the public health, safety and welfare; and

WHEREAS The City Commission of the City of Plymouth reviews rates for the solid waste and Recycling Program as a part of the budget review process; and

WHEREAS The City Commission did conduct a review of the program during the recent Budget Study Sessions; and

WHEREAS Public Act 298 of 1917 authorizes an operating levy of up to 3.00 mills for waste disposal and recycling, subject to the restriction of the Headlee Amendment to the State constitution; and

WHEREAS The maximum operating millage rate for the levy of 2016 taxes for such purposes is 2.1966 mills pursuant to the requirements of the Headlee Amendment; and

WHEREAS The City Commission, after reviewing the financial condition of the Waste & Recycling Fund at a budget study session concluded that the operating millage rate for 2018 - 19 can be maintained at 1.82 mills without causing significant adverse financial impact to the fund.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the current rate of \$9.50 per month for trash cart service and \$3.00 per trash bag for solid waste disposal and that this rate shall be effective on July 1, 2018.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth hereby establishes a rate of 1.82 mills to be used to provide tax support for operations of the Waste & Recycling Fund for the 2018 - 19 Fiscal Year and that such millage rate be incorporated into the City's Annual Budget.

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

MOTION PASSED 6 – 0

f) Approval of Cemetery Rates

RES. #2018-50

WHEREAS The City of Plymouth operates two municipally owned cemeteries and has a Cemetery Board of Trustees appointed to make recommendations to the City Commission; and

WHEREAS The Cemetery Board of Trustees did meet in May of this year for the purpose of reviewing rules, regulations and operations of the cemeteries; and

WHEREAS At this meeting the Cemetery Board of Trustees did review the pricing structure for services, lots and other services at Riverside Cemetery; and

WHEREAS After the review the Cemetery Board of Trustees did recommend to the City Commission that the current rate structure be maintained at this time.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the recommendation of the Cemetery Board of Trustees related to the various rate structures for the Cemetery and does hereby maintain the current schedule of rates in effect for Fiscal Year 2018 - 2019.

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

Mayor Pro Tem asked about the cemetery's remaining capacity. Commissioner Deal said there is still more than 20% available and a section is being added for niches.

MOTION PASSED 6 – 0

g) Police Department Fee Schedule Adjustments

RES. #2018-51

WHEREAS The City of Plymouth provides a variety of services that do not directly relate to the immediate public health, safety and welfare, but are services that related to the various departments of the City; and

WHEREAS From time to time it is necessary to update the fees or add fees based on new technology.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the following fee schedule effective July 1, 2018.

**FEE SCHEDULES
Plymouth Police**

Preliminary Breath Testing.....	\$10.00
Fingerprinting Residents.....	\$15.00
Fingerprinting City Business Related.....	\$15.00
Bond Processing Fee.....	\$10.00

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

Commissioner Moroz asked if other communities charge a fee and also, what would happen if someone was unable to pay the fees and City Manager Sincock confirmed that we would not be able to process the bond unless fees were included in the payment. Chief Cox added that other communities do also add the fees.

MOTION PASSED 6 – 0

h) Delinquent Items to be Placed on Tax Rolls

RES. #2018-52

WHEREAS The City Administration has reported delinquent water charges in the amount of \$56,138.73 and other miscellaneous charges in the amount of \$39,416.47; and

WHEREAS These delinquent charges total the amount of \$95,555.20 have remained unpaid and are transferable by City Charter and applicable ordinances to the summer taxes.

NOW THEREFORE BE IT RESOLVED THAT the delinquent charges described above be assessed against the property benefited and placed on the 2018 summer tax roll.

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

Mayor Wolcott asked about DTE amount of \$36,235.35. City Manager Sincock confirmed that this was for unpaid invoices for Emergency Response Teams to DTE's Hazardous Materials Fire.

Commissioner Wright asked why commercial properties have water shut offs after 90 days, but residential is not shut off. City Manager Sincock explained that shutting off commercial properties keeps their bill lower in the event it became a liability to the City.

MOTION PASSED 6 – 0

9. REPORTS AND CORRESPONDENCE

a) City Commission Liaison Reports - None

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 Wright for adjournment of the meeting at 8:07 p.m.

MOTION PASSED 6 – 0