



City of Plymouth  
City Commission Regular Meeting Minutes  
Monday, May 15, 2023, 7:00 p.m.  
Plymouth City Hall 201 S. Main St. Plymouth, MI

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City of Plymouth  
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**1. CALL TO ORDER**

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

b. Roll Call

Present: Mayor Moroz, Mayor Pro Tem Suzi Deal, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, and Kelly O'Donnell

Also present: City Manager Paul Sincock, Attorney Bob Marzano and various members of the City administration

Excused: Commissioner Marques Thomey

c. Proclamations

i. National Police Week

ii. National Public Works Week

**2. CITIZENS ACADEMY GRADUATION**

Participants of the recent Citizens Academy were recognized and were given certificates and T-shirts.

**3. APPROVAL OF MINUTES**

Filipczak offered a motion, seconded by Kehoe, to approve the minutes of the May 1, 2023 City Commission meeting.

There was a voice vote.

MOTION PASSED

**4. APPROVAL OF THE AGENDA**

Filipczak offered a motion, seconded by O'Donnell, to approve the agenda for Monday, May 15, 2023.

There was a voice vote.

MOTION PASSED

**5. ENACTMENT OF THE CONSENT AGENDA**

a. Approval of April 2023 Bills

Filipczak offered a motion, seconded by O'Donnell, to approve the consent agenda.

There was a voice vote.

MOTION PASSED

**6. CITIZEN COMMENTS**

Ellen Elliott, 404 Irvin, thanked the police and Department of Municipal Services staff for being at the Farmers Market. She also thanked Sincock for recording a PSA for the student radio station about recent vandalism at the fountain.

Brock Minton, 702 N. Harvey, thanked staff for the Citizens Academy.

Ron Picard, 1373 Sheridan, also thanked staff for the Citizens Academy.

**7. COMMISSION COMMENTS**

Maguire noted that last week was both nurse’s and teacher’s appreciation week, and she thanked them.

Kehoe congratulated the P-CEP Culinary Team for being first in the nation. She also reminded the group that there would be a cleanup at Wilcox Lake on Saturday.

Deal said she recently visited the Department of Municipal Services building to see the recently purchased equipment.

O’Donnell said that City Commission members would be volunteering at a Miracle League game.

Moroz recognized Assistant Recreation Director Brandon Szachta for his promotion and for his one year of service. He thanked the Chamber of Commerce for the Farmers Market, Republic Services for the spring cleanup events, and the DDA for the Art Walk and the Inside Out art project. He also noted that the recreation department is working on a joint recreation master plan with Plymouth Township.

**8. OLD BUSINESS**

There was no old business.

**9. NEW BUSINESS**

a. Adoption of Fund Balance Policy

The following resolution was offered by Filipczak and seconded by Maguire.

RESOLUTION 2023-40

WHEREAS The City of Plymouth operates with good financial practices and in order to formalize the City’s practices as it relates to fund balances, it is necessary and essential to the financial integrity of the City to adopt a formal Fund Balance Policy; and

WHEREAS The adoption of a formal fund balance policy has been recommended by the City’s financial consultants from Michigan Financial Consulting Incorporated (MFCI); and

WHEREAS The proposed policy has been reviewed by the City’s auditor and the financial consultants from MFCI.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby formally adopt the attached City of Plymouth Fund Balance Policy and said policy shall take immediate effect.

BE IT FURTHER RESOLVED THAT the City Commission hereby directs the City Clerk to make the adopted policy a part of the meeting minutes of this meeting.

# City of Plymouth

## Fund Balance Policy

Developed for GASB 54

### **Purpose**

The City Commission recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City and is fiscally advantageous for both the City and the taxpayers. This policy will ensure that the City maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs
- Secure and maintain investment grade bond ratings (if necessary)
- Offset significant economic downturns or revenue shortfalls
- Provide funds for unforeseen expenditures related to emergencies

### **Definitions**

**Fund Balance** – A governmental fund's fund balance is the difference between its assets and deferred outflows and its liabilities and deferred inflows.

**Fund Balance Components** – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. Under GASB 54, these are broken up into five categories:

- 1) **Nonspendable fund balance** – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- 2) **Restricted fund balance** – Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and dedicated millages.
- 3) **Committed fund balance** – Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- 4) **Assigned fund balance** – Amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned fund balance** – The residual classification of the general fund which includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

**Unrestricted fund balance** - Unrestricted fund balance includes committed, assigned and unassigned fund balance categories. Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

### **Policy**

The responsibility for designating funds to specific classifications shall be as follows:

**Committed Fund Balance** – The City Commission is the City's highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the City Commission.

**Assigned Fund Balance** – The City Commission has authorized the city manager and administration as officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

### **Minimum Unassigned Fund Balance**

It is the goal of the City to achieve and maintain an unrestricted fund balance in the general fund be no less than two months (16%) and not more than (50%) of regular general fund operating revenues. If the unrestricted fund balance at fiscal year-end falls below the goal, the City shall develop a restoration plan to achieve and maintain the minimum fund balance. Should unassigned fund balance of the general fund ever exceed the maximum (50%) range, the City will consider such fund balance surplus for one-time expenditures that are non-recurring in nature, and which will not require additional expense outlays for maintenance, additional staffing or other recurring expenditures.

***Budget Stabilization Fund***

In addition to the general fund reserve, the City shall maintain a budget stabilization fund pursuant to Public Act 30 of 1978, as amended for the purpose of setting aside a reserve to meet unanticipated expenditure needs, unanticipated revenue shortfalls, or other emergencies. The unrestricted fund balance should be no less than \$550,000, but not more than the state statute maximum of 15% of general fund revenues.

***Fund Balance Restoration***

Should the fund balance reserve or budget stabilization fund need to be utilized, after the annual analysis calculation, administration will notify the City Commission and bring a plan within 90 days, should balances fall outside of policy limits. Incorporating into the multi-year budget is the goal to restore fund balance within three years for the general fund and ten years for the budget stabilization fund. Generally, restoration comes from excess revenues over expenditures but may also come from one-time revenue sources.

***Order of Expenditure of Funds***

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the City Commission, and unassigned fund balance), the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

There was a voice vote.

MOTION PASSED

b. Authorization to Apply for Pension Grant Program

The following resolution was offered by Filipczak and seconded by Kehoe.

RESOLUTION 2023-41

WHEREAS Pursuant to Section 979(a)(2) of Public Act 166 of 2022, the Protecting MI Pension; Michigan Local Pension Grant Program was created to help Michigan unfunded pension systems provide enrolled local government employee retirement benefits; and

WHEREAS Under the Fiscal Year 2022-23 state budget, the Michigan Department of Treasury was appropriated \$750 million to establish and operate a local unit municipal pension principal payment grant program for qualified retirement systems with a funded ratio below 60%, as defined in the Protecting Local Government Retirement and Benefits Act, Public act 202 of 2017; and

WHEREAS The City Commission of the City of Plymouth is requesting to apply for the Protecting MI Pension: Michigan Local Pension Grant Program as the City's defined benefit plan is Below 60% funded.

NOW THEREFORE BE IT HEREBY RESOLVED as follows: The City Commission of the City of Plymouth, Michigan, authorizes and directs City Manager Paul Sincock (Chief Administrative Officer) to file a claim for the pension grant award and is authorized to sign any forms or documents required by the State of Michigan to apply for this grant.

There was a voice vote.

MOTION PASSED

c. Authorization to Contract with Recreation Master Plan Component

The following resolution was offered by Filipczak and seconded by Deal.

RESOLUTION 2023-42

WHEREAS The City of Plymouth maintains a Recreation Department to help with the public health and welfare; and

WHEREAS The State of Michigan requires that the city update their Recreation Master Plan every five years in order to be eligible for grant funding from the state; and

WHEREAS In order to help put together the updated Master Plan the city needs to enter into a professional services contract to complete the process.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a professional services contract with L Groya Consulting, LLC in an amount not to exceed \$14,600, including expenses in accordance with their proposal.

There was a voice vote.

MOTION PASSED

d. Contract for Professional Services – EPIC-MRA 2024 Survey

The following resolution was offered by Filipczak and seconded by Kehoe.

RESOLUTION 2023-43

WHEREAS The City of Plymouth operates a Recreation Department to help promote the public health, safety and welfare; and

WHEREAS From time to time it is necessary to update the City's Recreation Master Plan and to include public input into an updated Master Plan.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a professional services contract with EPIC-MRA to provide for a city resident survey in an amount not to exceed \$13,750.00, with funding authorized from 101-101-818.

Sincock explained that the recreation survey would also include space for Planning Commission questions in preparation for the master plan update and questions from the City Commission. There was a discussion about what type of questions should be on the City Commission portion of the survey, and it was agreed that the group would vote on the structure and number of questions (8 for the Planning Commission and 8 for the City Commission) and determine the questions at a later date.

There was a voice vote.

MOTION PASSED

e. Purchase of Snowplows for DMS Fleet Vehicles

The following resolution was offered by Deal and seconded by Filipczak.

RESOLUTION 2023-44

WHEREAS The City of Plymouth operates and maintains a fleet of vehicles to help protect the public health, safety, and welfare; and

WHEREAS Michigan is subject to winter snow and ice conditions, and it is necessary to keep the streets of the city clear of snow accumulations and having trucks ready to plow snow is critical to the safety of the community.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase and installation of three (3) Boss 9' 2" Power-V DXT Red Steel blade snowplows and related accessories and wiring from Truck & Trailer Specialties, using the City of Rochester Hills co-op purchasing in an amount of \$9,495.00 each, or a total of \$28,485.00. Installation will be completed in accordance with the proposal dated May 2, 2023, from Truck & Trailer Specialties, Inc. Funding for this project shall be from the Equipment Fund.

There was a voice vote.

MOTION PASSED

f. Authorization to Obtain Engineering Proposal for Removal of Patio Bump-Outs

The following resolution was offered by Deal and seconded by Maguire.

RESOLUTION 2023-45

WHEREAS The City of Plymouth operates and maintains a public roadway system and the parking system; and

WHEREAS The current design of the streets and parking system in the City's downtown area has two locations where a what is commonly called a bump out, that is public space located on the street system; and

WHEREAS There are two locations of where bump outs are currently located, one at an area on Penniman, at the Penn Grill and on Forest Ave. at Barrio; and

WHEREAS The City Commission would like to remove the current bump outs at those two locations and replace them with public parking.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct the City Administration to obtain a proposal for design services from the City Engineer at Wade Trim to remove the two downtown bump outs and return those areas back into public parking. Some Commissioners voiced concern that the money this project would cost could be better spent elsewhere and that there were projects in the 2020 DDA Master Plan that hadn't yet been accomplished. Others pointed out that this proposal would allow them to gather information in order to make an informed decision.

Kerri Collins, 730 Penniman, said removing the bump outs would be moving backward, and that a streetscape like this improves pedestrian safety.

Ellen Elliott, 404 Irvin, said this concept should be discussed with the DDA Board along with the question of whether the money could be used in a better way.

Karen Sisolak, 939 Penniman, said she would like to see an overall streetscape plan and make improvements to the current streetscape as needed.

There was a roll call vote.

Yes: Deal, Filipczak, Maguire, Moroz

No: Kehoe, O'Donnell

MOTION PASSED

g. Possible Recreational Space – Lumber Mart – Environmental Review Authorization

The following resolution was offered by O'Donnell and seconded by Maguire.

RESOLUTION 2023-46

WHEREAS The City operates a public recreation system for the public Health and welfare; and

WHEREAS The city has an extreme shortage of field space and wants to begin a due diligence on the property commonly known as the Lumber Mart site on Mill Street to determine if that site could provide potential for a future recreational site for the city.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct the City Administration to develop a non-binding memorandum of understanding and a phase 1 environmental report for the property commonly known as the Lumber Mart site and report back the same to the City Commission for possible further action.

There was a voice vote.

MOTION PASSED

h. Possible Additional Parking Spaces at Delta Diamond – Environmental Review

The following resolution was offered by O’Donnell and seconded by Deal.

RESOLUTION 2023-47

WHEREAS The City operates a public parking system for the public welfare; and

WHEREAS The City’s Downtown Development Authority has recommended to the City Commission to begin a due diligence on the property commonly known as the Delta Diamond site to be used as a pocket park and additional municipal parking.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct the City Administration to develop a non-binding memorandum of understanding and a phase 1 environmental report for the property commonly known as the Delta Diamond site and report back the same to the City Commission for possible further action.

There was considerable discussion on the price of the property, and whether the cost would provide adequate benefit. Some mentioned that they would prefer greenspace over parking should the City acquire the property.

Karen Sisolak, 939 Penniman, said the City Commission has a fiscal responsibility to the residents, and asked where the City would obtain funds for this project.

Kerri Collins, 730 Penniman, said she was opposed to this idea, and that parking in this location would impact the mid-block crossing. She also said the City needs a detailed parking study to determine use and turnover.

Moroz said the City has already done a detailed parking study.

There was a roll call vote.

YES: Deal, Kehoe, O’Donnell, Moroz

NO: Maguire, Filipczak

MOTION PASSED

i. Additional Parking Spaces on Church Street – Design Proposal

The following resolution was offered by Filipczak and seconded by Maguire.

RESOLUTION 2023-48

WHEREAS The City operates a public parking system for the public welfare; and

WHEREAS The City’s Downtown Development Authority has recommended to the City Commission that they look at possibly adding additional parking on eastbound Church Street between the church property to west of Main Street.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct the City Administration to seek a proposal from the City Engineer for design services for this project and report back the same to the City Commission for possible further action.

Moroz pointed out that the DDA Board supported this idea, and that no money was being committed in this resolution. Commission members said the City values greenspace and walkability and this project could negatively impact both, and that there is adequate parking in this area already. Others said they would be interested in seeing what could be done and how much it would cost.

Kerri Collins, 730 Penniman, said she was opposed to spending money on engineering to add only spaces. She suggested reconfiguring the parking the City already has and charging for parking.

Pete Mundt, 643 N. Harvey, thanked the City Commission for discussing all options, and that safety should be considered in an engineering design.

There was a roll call vote.

YES: Deal, Filipczak, Maguire, Moroz

NO: Kehoe, O'Donnell

MOTION PASSED.

j. Authorization for purchase of Real Property - Wira

The following resolution was offered by O'Donnell and seconded by Moroz.

RESOLUTION 2023-49

WHEREAS The City of Plymouth operates a public parking system and there is a need to develop additional parking for the public parking system; and

WHEREAS The City has previously purchased and is under contract to develop the parking lot known as the old Saxton's site; and

WHEREAS The owner of a small piece of land on the west end of the Saxton's lot is now willing to sell his property to the City to allow the city to develop the entire site into a single municipal parking lot.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the mayor, with the city attorney to enter into a purchase agreement, that must be ultimately approved by the City Commission for what is commonly known as the Wira Property located on the corner of Deer Street and Ann Arbor Trail in an amount not to exceed \$405,000.00.

Finance Director John Scanlon was asked to explain the source of funding to purchase this property. He said the City sold bonds in 2016 to acquire parking, and when the City sold a portion of the Saxton's property it had previously purchased, proceeds were committed to parking. In addition, he said there is money in the Parking Fund from payment in lieu of parking, and that public improvement funds and the fund balance in the General Fund could also be used.

Ellen Elliott, 404 Irvin, asked whether \$405,000 was the final price, and Sincock said that it was anticipated to be.

There was a voice vote.

MOTION PASSED.

**10. REPORTS AND CORRESPONDENCE**

a. Liaison Reports

Filipczak said the Cemetery Board would be meeting on May 22 and the Historic District Commission would be meeting on June 7.

Kehoe gave a Planning Commission update.

b. Appointments

Moroz offered a motion, seconded by Filipczak, to appoint Zachary Funk to the Planning Commission.

There was a voice vote.

MOTION PASSED

**11. ADJOURNMENT**

A motion to adjourn was offered by Maguire and seconded by Deal at 8:55 p.m.

There was a voice vote.

MOTION PASSED

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NICK MOROZ  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK