



# Plymouth City Commission

## Regular Meeting Agenda

Monday, May 19, 2025 7:00 p.m.  
Plymouth City Hall & Online Zoom Webinar

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

www.plymouthmi.gov  
Phone 734-453-1234  
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Join Zoom Webinar: [May 19 https://us02web.zoom.us/j/85659470644](https://us02web.zoom.us/j/85659470644)

Passcode: 479699      Webinar ID: 856 5947 0644

### 1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Proclamation(s)

### 2. CITIZENS ACADEMY GRADUATION RECOGNITION

### 3. APPROVAL OF MINUTES

- a. May 5, 2025 City Commission Regular Meeting Minutes

### 4. APPROVAL OF THE AGENDA

### 5. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of April 2025 Bills

### 6. CITIZEN COMMENTS

### 7. COMMISSION COMMENTS

### 8. OLD BUSINESS

- a. Final reading of Liquor Management Ordinance Changes to “cap”
- b. Final reading of Ordinance Amendment Chapter 14 Animals – Vermin Prevention

### 9. NEW BUSINESS

- a. Required Update to Poverty Tax Exemption Policy
- b. Authorization for Part Time Hiring

### 10. REPORTS AND CORRESPONDENCE

- a. Liaison Reports
- b. Appointments

### 11. ADJOURNMENT

Consent Agenda - The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case that item will then be placed on the regular agenda.

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues for items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Meetings of the City of Plymouth are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, disability, or any other trait protected under applicable law. Any individual planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) should submit a request to the ADA Coordinator at 734-453-1234 ext. 234 at least two working days in advance of the meeting so an attempt can be made to make reasonable accommodations. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to [clerk@plymouthmi.gov](mailto:clerk@plymouthmi.gov).

# City of Plymouth Strategic Plan 2022-2026

## GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

### OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35<sup>th</sup> District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

## GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

### OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

## GOAL AREA THREE - COMMUNITY CONNECTIVITY

### OBJECTIVES

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

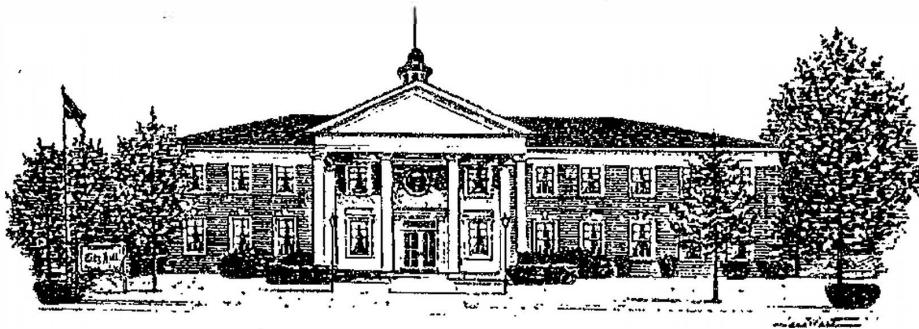
## GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

### OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan

*"The government in this community is small and accessible to all concerned."*

-Plymouth Mayor Joe Bida  
November 1977



## *Proclamation*

WHEREAS Public works professionals focus on infrastructure, facilities, emergency management, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people of the City of Plymouth; and

WHEREAS These infrastructures, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are federally mandated first responders, and the engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS It is in the public interest for the citizens, civic leaders, and children in the City of Plymouth to gain knowledge and maintain ongoing interest and understanding of the importance of public works first responders and public works programs in our community; and

WHEREAS The year 2025 marks the 65<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

NOW THEREFORE, I, Suzi Deal, Mayor of the City of Plymouth, do hereby proclaim the week of May 18-24, 2025 as

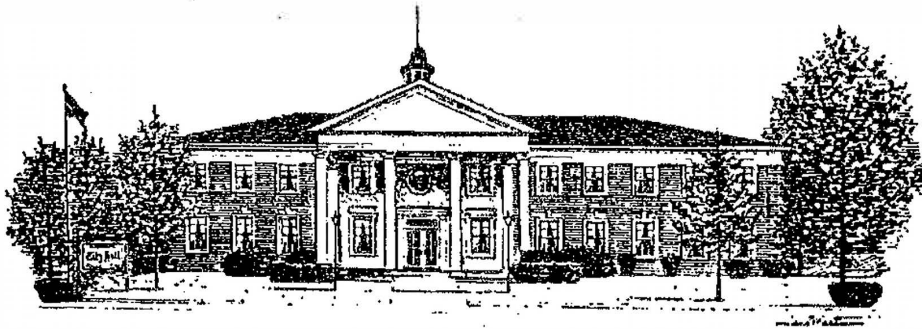
### *National Public Works Week*

I urge all citizens to join with representatives of the American Public Works Association and government agencies to pay tribute to our public works professionals, and to recognize the substantial contributions they make to protect our health, safety, and quality of life.

*In witness whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto on this 5<sup>th</sup> day of May 2025.*

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*Suzi Deal, Mayor  
City of Plymouth, Michigan*



## *Proclamation*

WHEREAS since the first Jewish immigrants arrived in the United States in the 16th century, Jewish people have been instrumental in the prosperity of our state and nation; and,

WHEREAS Michigan has a vibrant Jewish population who make significant contributions to government, countless industries, and the arts; and,

WHEREAS throughout their rich history, Jewish Americans have worked to improve the conditions of marginalized groups across the nation, including during the Civil Rights Movement; and,

WHEREAS during this month, I encourage all to seek out ways to engage with Jewish history, including museum exhibits, literary works, and more; and,

WHEREAS the principles of diversity and inclusion make our state stronger; and,

NOW THEREFORE, I, Suzi Deal, Mayor of the City of Plymouth, do hereby proclaim May 2025 as

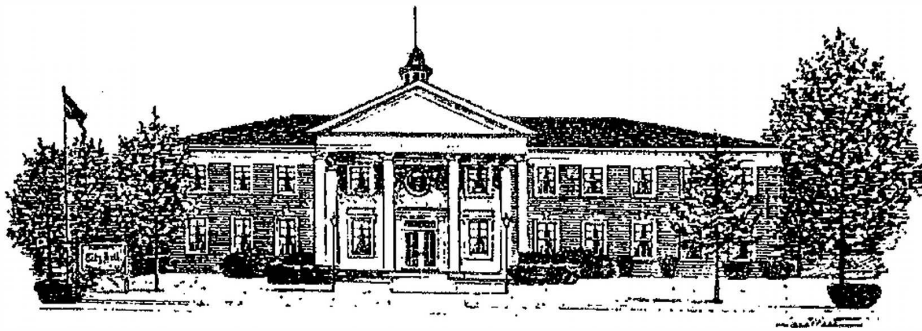
### *Jewish American Heritage Month*

In the City of Plymouth, Michigan, and I urge all citizens to celebrate the many contributions Jewish people continue to make in Plymouth, the state of Michigan and throughout the United States.

*In witness whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto on this 19<sup>th</sup> day of May 2025.*

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*Suzi Deal, Mayor  
City of Plymouth, Michigan*



## *Proclamation*

WHEREAS Asian American and Pacific Islander (AAPI) Heritage Month commemorates the immigration of the first Japanese people to the United States on May 7, 1843, and marks the anniversary of the completion of the transcontinental railroad on May 10, 1869, in which many workers who laid the tracks were Chinese immigrants; and,

WHEREAS Asian Americans are the fastest growing population in the nation and Michigan, with approximately 350,000 Asian Americans in Michigan, making up over 3.5% of the state's population; and,

WHEREAS members of the AAPI community have shared their resilient family values, strong work ethic, dedication to education, and diversity in faith and creed, which have strengthened our great democracy; and,

WHEREAS Asian Americans and Pacific Islanders living in Michigan are a vital and valued part of our state, making significant contributions to academia, business, medicine, law, technology, government, science, and social justice, making our state a better place to live; and,

NOW THEREFORE, I, Suzi Deal, Mayor of the City of Plymouth, do hereby proclaim May 2025 as

### *Asian American and Pacific Islander Heritage Month*

In the City of Plymouth, Michigan, and we should recognize and celebrate the many significant cultural, historical, and economic contributions Asian Americans and Pacific Islanders have made to Michigan and the United States.

*In witness whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto on this 19<sup>th</sup> day of May 2025.*

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Suzi Deal, Mayor  
City of Plymouth, Michigan

# ITEM #3.a



City of Plymouth  
City Commission Regular Meeting Minutes  
Monday, May 5, 2025, 7:00 p.m.  
Plymouth City Hall 201 S. Main Street

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

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

## 1. CALL TO ORDER

- a. Mayor Suzi Deal called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.
- b. Roll Call

Present: Mayor Suzi Deal, Mayor Pro Tem Colleen Pobur, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton

Excused: Commissioner Nick Moroz

Also present: City Manager Paul Sincock, City Attorney Robert Marzano, and various members of the City Administration

- c. Proclamations

Mayor Deal read a proclamations in recognition of Municipal Clerk's Week and National Police Week.

## 2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Pobur to approve the April 21, 2025 City Commission Regular Meeting Minutes.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

## 3. APPROVAL OF THE AGENDA

Pobur offered a motion, seconded by Minton to approve the May 5, 2025 meeting agenda.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

## 4. ENACTMENT OF THE CONSENT AGENDA

Minton offered a motion, seconded by Filipczak to approve the Consent Agenda for the May 5, 2025 meeting.

- a. Special Event: Glow Yoga, Sound Bath & Cello – Date Change – 6/17/2025
- b. Special Event: Robots in the Park – 8/10/25
- c. Special Event: Plymouth Fall Fest 2025 – 9/5/25-9/7/25

There was a voice vote

MOTION PASSED UNANIMOUSLY

## 5. CITIZEN COMMENTS

Karen Sisolak 939 Penniman- Spoke about flooding and what has been/can be done.

Carol Uber 852 W AATrI /Home Sweet Home- Spoke about flooding/flood plain and what is being done.

Krystal Shiklanian 904 WAATrI /Radiant Fine Jewelry- Spoke about flooding and what can be done.

Cindy Eckley 833&839 Penniman /Frame Works- Spoke about flooding/flood plain and DTE drainage damage on 833/839/843/849 Penniman along Fleet St. in 2016.

Andrea Proctor 942 W AATrI /Home Interior Warehouse- Spoke about flooding/flood plain.

Tom Doran 1191 Sheridan- Asked for consideration of possible parking safety impacts for Tonquish Creek Manor from proposed Champion Development project.

Lori Collick 896 W AATrI /Kemnitz Fine Candy- Spoke about floods.

Mary Ellen Lewandowski 328 S. Harvey /Rubber Stamps Unlimited- Spoke about floods and maintenance.

Randy Collick 896 W AATrI /Kemnitz Fine Candy- Spoke about floods, maintenance and what is/can be done.

Mary Gladchun 1000 W AATrI- Spoke about concerns with the proposed Champion PUD

Mike Gladchun 1000 W AATrI- Spoke about concerns with the proposed Champion PUD

Tammy Hambick 595 Forest /Salon Elegance- Spoke about flooding/flood plain and maintenance.

Scott Lorenz 1310 Maple St.- Spoke about concerns with the proposed Champion PUD; Spoke about flooding, maintenance, what can be done; Spoke about Mayor Duggan coming to Chicane at 8am Thursday.

Warren Stobbe 450 Forest /Bella Mia- Spoke about flooding, maintenance and what can be done.

## 6. COMMISSION COMMENTS

Deal explained that the Tonquish Creek drain is a regional/Wayne County issue and encouraged residents to continue providing feedback and the City is in contact organizations for possible assistance. Updates will be provided as available.

Sincock agreed with Lorenz and Sisolak that the Tonquish Creek drain is a Regional issue – not a City issue. Tonquish Creek goes to out to M-14/Beck Rd. and past Ridge Rd. The tube covers several areas under the City and exits the City in the area of Savvy Sliders on Ann Arbor Rd. and goes to Plymouth Township. The areas under the City from Harvey St. > Meadows Condominiums > Lion's Park > Byron St & Ford St Condos > Savvy Sliders on Ann Arbor Rd. is part of the Wayne County Drain System and is under the jurisdiction of the Wayne County Drain Commission.

The City worked with residents several years ago that experienced flooding to file a claim with the County Drain Commission. The Drain Commission's Board of Determination rejected the claim due to a large group, including several surrounding areas in the watershed, being opposed to a special assessment to implement a special program by the Drain Commission.

Going west of Harvey and well beyond Sheldon Rd., is a Michigan natural water course that is primarily running through private property, and is under the jurisdiction of EGLE.

Some water comes into Tonquish Creek from M-14 and there have been several developments down Sheldon Rd. and further west over the years.

The tube for Tonquish Creek technically belongs to Wayne County. The City does inspect and constantly monitors and maintains the tube for flows entering the tube in the City.

Crews were on site during the recent floods clearing the grate and closing street access due to flooding. Related information was sent out during the overnight hours.

The City has received information from businesses that experienced flooding. This will be forwarded to County Emergent Management, State Emergency Management and the Wayne County Drain Commissioner.

There has been no reported damage to the tube; the City physically inspects the tube annually.

FEMA provides all information on flood plains and that information is available on their website.

Purchasers typically would also receive flood plain information from their realtors.

2012 updates may have the most current flood plain information.

There is more ground water than in the past coming from the west. The City is also part of the County's Storm Water plan through the Storm Water Ordinance which requires Storm Water Detention that helps with volume of water flow.

The County Drain Commission claim filing process is available to apply for. The City cannot apply for this, but is happy to help work through the process.

City crews are continuing monitoring and the City has notified the County Drain Commissioner's office of the flooding and requested that they come in.

Commissioners thanked business for coming out and encouraged continued communication as the City and residents work together for a path to move forward.

Minton thanked Sincock for providing the explanation surrounding the situation.

Pobur noted that the City Police Department had 5500 calls for service so far this year and spoke about partnerships the police department has with several organizations to assist with needs of residents: Higiera Health for psychiatric emergencies/mental health care; First Step Victim Assistance and Lethality Assessment programs; Growth Work for Juvenile Diversion programs; New Hope Center for Grief Support; Hope Not Handcuffs for substance abuse.

Filipczak spoke about the recent Public Safety commendation awards and the City is very blessed to have the team we do. Also remember nurses as it is Nurse's Week.

Kehoe noted that Public Safety also checks and installs smoke detectors, Farmers Market begins next Saturday.

Maguire noted that sustainable infrastructure is a priority in the City's Strategic Plan. Some things the City has done to help with water runoff is rain garden installation, impervious surface ordinance amendments, and City teams work around the clock during natural disasters. Maguire thanked the Chamber of Commerce for the Chamber Showcase event; Congratulations to recent college graduates; May is Military Appreciation Month, Jewish American Heritage Month, Asian American and Pacific Islander Month and Older Americans Month. She also encouraged everyone to contact the Senator Dana Polehanke's office to support a moratorium on a Department of Natural Resource Commission pilot proposal related lethal and inhumane methods of Canada geese/goslings to control goose the population at [senpolehanki@senate.michigan.gov](mailto:senpolehanki@senate.michigan.gov).

Deal spoke about the Artisan Market and the mailing of the Plymouth Pulse is at the post office; extended version will continue to be available online. She also acknowledged employee anniversaries for May:

Paul Sincock – City Manager – May 10 – 47 Years

Steve Faiman – Assistant Director of Municipal Services/Cemetery Sexton – May 24 – 37 years

Tom Alexandris – Director of IT/HR – May 11 – 33 Years

Chris Porman – Assistant City Manager/Municipal Services Director – May 10 – 26 Years

Adam Gerlach - Assistant Director of Municipal Services - May 15 - 16 Years

Greta Bolhuis – Planning & Community Development Director – May 19 – 11 Years

Brandon Szachta – Assistant Recreation Director - May 23 - 3 Years

Richard Adams – DMS Laborer - May 15 - 1 Year

Cody Ayers – Operations Technician - May 15 - 1 Year

## **7. OLD BUSINESS – none**

**9. NEW BUSINESS**

**a. Ordinance Amendment Chapter 14 Animals – Vermin Prevention**

The following motion was offered by Pobur and seconded by Minton:

RESOLUTION 2025-30

WHEREAS The City of Plymouth City Commission has been contacted by a concerned community member who has requested the city amend ordinances to prohibit ground feeding leading to rodent harborage; and

WHEREAS The City of Plymouth City Commission has requested the administration to develop ordinance language to address the issue raised by the community member; and

WHEREAS The City of Plymouth City Commission has held a first reading of the proposed language to address these issues in Chapter 14, Article I Section 14.2 of the City of Plymouth Code of Ordinances.

NOW, THEREFORE BE IT RESOLVED that the City of Plymouth does hereby approve the draft ordinance amendments and schedules a second and final reading of the same for the next regularly scheduled meeting.

Commission members agreed that the new version of this is an improvement and addressed concerns from the previous draft and are comfortable with the revisions. Some agree this is needed and others commented that the same goals could be accomplished with better community education, similar to recycling, rather than the ordinance.

Everett Smith owner 896 WAATrl, commented on his distaste for geese and inquired on humane eradication. Also asked about Tonquish Creek tube drainage. Maguire addressed the geese inquiry.

Jim Mulhern 396 Arthur St., thanked the Commission for supporting an animal feeding ordinance.

Tammy Hambrick 165 Hartsough is not sure about the need for an ordinance. Deal explained that it is aimed at better educating those who put food on the ground that draws other animals.

There was a voice vote.

MOTION PASSED 5-1

**b. Police Officer Contract Tentative Agreement**

The following motion was offered by Filipczak and seconded by Maguire:

RESOLUTION 2025-31

WHEREAS The City of Plymouth has employee groups that are represented by unions, and from time to time those union contracts expire and new contracts need to be negotiated; and

WHEREAS The contract with the Plymouth Police Officers through their Representative Agent from POAM expires on June 30, 2025, and a new contract needs to be implemented; and

WHEREAS The City and the union have in good faith met and discussed a new agreement that would begin on July 1, 2025; and

WHEREAS The City and the union have come to a tentative agreement on a new contract.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the tentative agreement between the City and the City's police officers as represented by POAM. The terms of the four-year agreement are outlined in the City Manager's write-up for the City Commission.

BE IT FURTHER RESOLVED THAT the City Commission directs the City Administration to use the framework of this agreement to continue contract talks with other unions.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. Municipal Services Workers Contract Tentative Agreement

The following motion was offered by Minton and seconded by Kehoe:

RESOLUTION 2025-32

WHEREAS The City of Plymouth has employee groups that are represented by unions, and from time to time those union contracts expire and new contracts need to be negotiated; and

WHEREAS The contract with the Municipal Services Workers through their Representative Agent from Technical, Professional & Office Workers Association of Michigan (TPOAM) expires on June 30, 2025, and a new contract needs to be implemented; and

WHEREAS The City and the union have in good faith met and discussed a new agreement that would begin on July 1, 2025; and

WHEREAS The City and the union have come to a tentative agreement on a new contract.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the tentative agreement between the City and the City's Municipal Services Worker as represented by TPOAM. The terms of the four-year agreement are outlined in the City Manager's write-up for the City Commission and include changes in wages, defined contribution plan, emergency on-call schedule, alignment on vacation time, retention policy, commercial driver's license issues, gender neutral language, issues related to resignation or termination, after hour emergency call in, and disability insurance issues.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

d. Employee Manual Updates

The following motion was offered by Filipczak and seconded by Minton:

RESOLUTION 2025-33

WHEREAS The City of Plymouth maintains an employee manual for its employees covering a variety of topics; and

WHEREAS The policy manual requires updates periodically as changes are made to ensure compliance with any legal statutes at the local, state and federal levels of government; and

WHEREAS The policy manual is also being revised to update ongoing employee recruitment and retention initiatives; and

WHEREAS The City staff has researched and proposed the latest changes.

NOW THEREFORE BE IT RESOLVED, that the City of Plymouth adopts the recommendations from the City Administration regarding the updates to the sections of the employee manual including Credit Card policy, Technology policy, Organizational Charts, Vacation Leave, Retention, Parental Leave, Tuition Allowance, Bereavement Leave, Michigan Sick Time Leave Act and other clerical changes.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

e. Cooling Tower Plate Exchanger Replacement

The following motion was offered by Pobur and seconded by Minton:

RESOLUTION 2025-34

- WHEREAS The City of Plymouth maintains a variety of public buildings and from time to time, they need a variety of maintenance; and
- WHEREAS The Plymouth Cultural Center is environmentally friendly facility due to the geo-thermal system that operates at that building; and
- WHEREAS It has been determined that the mechanical system at the that building needs repairs and updating to include the replacement of a Plate Exchanger designed to transfer heat; and
- WHEREAS The City did have complete engineering drawings completed by GreenPath Design, Kelly Sugg P.E.; and
- WHEREAS Two bids were received from Johnson Controls and Shaw Construction; and
- WHEREAS The bid from Johnson Controls did not meet bid specifications.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a contract with Shaw Construction in the amount of \$87,996.00 for the replacement of the Plate Exchanger in accordance with the bid specifications. Fund-ing for this project is authorized from the Recreation Fund. Further, the City Commission rejects all other bids for this project.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

f. Authorization for the purchase of Sidewalk Street Sweeper

The following motion was offered by Kehoe and seconded by Filipczak:

RESOLUTION 2025-35

- WHEREAS The City of Plymouth operates an equipment fleet to help protect the public health, safety and welfare; and
- WHEREAS The City Commission determined that a sidewalk sweeper was a piece of equipment that would be included in the 2024 - 25 Budget; and
- WHEREAS The City Administration did demonstrate sidewalk sweepers; and
- WHEREAS The City Administration and staff is recommending the purchase of the MultiHog CV350 Sweeper.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of a MultiHog CV350 Sidewalk Sweeper from Brown Equipment Company in the amount of \$137,500.00 and the expense is to be cost shared with the Downtown Development Authority and charged to the Equipment Fund Account 661-000-141-500.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

g. City Commission and Planning Commission to Approve Final Master Plan

The following motion was offered by Pobur and seconded by Minton:

RESOLUTION 2025-36

WHEREAS The City Commission is the legislative body of the City of Plymouth; and

WHEREAS The City Commission has policy forming powers for the City of Plymouth; and

WHEREAS The City Commission has reviewed the language of Public Act 33 of 2008 governing the approval or rejection by the legislative body; and

WHEREAS The City Commission has asserted the right to approve or reject the master plan as the final step for adoption of the plan.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby assert the right to approve or reject the master plan as the final step for adoption of the City of Plymouth Master Plan, as outlined in Public Act 33 of 2008.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

h. Budget Amendments – Third Quarter FY 24-25

The following motion was offered by Filipczak and seconded by Pobur:

RESOLUTION 2025-37

WHEREAS Actual patterns of departmental expenditures occurred differently than originally projected in the 2024-2025 City Budget as adopted in June of 2024; and

WHEREAS Overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

WHEREAS The City Budget amendments require the approval of the City Commission for changes between activity departments and between funds of the City.

NOW, THEREFORE BE IT RESOLVED, that the 2024-2025 City Budget is hereby amended as indicated in the 3rd quarter amendments column of the attached Budget Amendments Summary, which is made a part of this resolution.

BE IT FURTHER RESOLVED that the City Finance Director is authorized to change the budgetary appropriations as indicated in the Budget Amendments Summary effective May 5, 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**BUDGET ADJUSTMENT SUMMARY**  
THIRD QUARTER - FY 24-25

| FUND DEPT./ACTIVITY                 | Approved Budget   | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget    |
|-------------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| <b>GENERAL FUND REVENUE:</b>        |                   |                     |                     |                     |                     |                     |                   |
| <b>#101</b>                         |                   |                     |                     |                     |                     |                     |                   |
| Property Taxes                      | 7,597,000         | -                   | -                   | -                   | -                   | -                   | 7,597,000         |
| Licenses & Permits                  | 3,700             | -                   | -                   | -                   | -                   | -                   | 3,700             |
| Federal/State Grants                | 290,000           | -                   | -                   | 104,635             | -                   | 104,635             | 394,635           |
| Share-Share Revenues                | 1,494,410         | 53,000              | 300                 | -                   | -                   | 53,300              | 1,647,710         |
| Charges for Services                | 952,897           | -                   | -                   | 5,600               | -                   | 5,600               | 958,497           |
| Camouary Revenues                   | 157,500           | -                   | -                   | 500                 | -                   | 500                 | 158,000           |
| Fueling Revenues                    | 65,200            | -                   | -                   | 17,000              | -                   | 17,000              | 82,200            |
| Other Operating Revenues            | 450,540           | 70,000              | 140,260             | 68,800              | -                   | 280,060             | 730,600           |
| Appropriation of Surplus            | 2,615,810         | (28,830)            | -                   | (442,100)           | -                   | (670,930)           | 1,944,880         |
| <b>Total Operating Revenues</b>     | <b>13,657,733</b> | <b>34,169</b>       | <b>140,650</b>      | <b>(165,840)</b>    | <b>-</b>            | <b>8,379</b>        | <b>13,659,692</b> |
| Transfers In From Other Sources     | 10,800            | -                   | -                   | -                   | -                   | -                   | 10,800            |
| <b>Total Revenue All Classes</b>    | <b>13,668,533</b> | <b>34,169</b>       | <b>140,650</b>      | <b>(165,840)</b>    | <b>-</b>            | <b>8,379</b>        | <b>13,677,022</b> |
| <b>GENERAL FUND EXP:</b>            |                   |                     |                     |                     |                     |                     |                   |
| <b>#101</b>                         |                   |                     |                     |                     |                     |                     |                   |
| City Commission                     | 177,645           | 600                 | 2,375               | 9,125               | -                   | 12,900              | 190,545           |
| City Manager                        | 421,030           | -                   | 850                 | 5,550               | -                   | 6,400               | 427,430           |
| Finance Department                  | 695,305           | 1,500               | 178                 | 2,725               | -                   | 4,400               | 699,705           |
| City Clerk                          | 208,320           | 2,700               | 2,280               | 500                 | -                   | 5,480               | 213,770           |
| Management Information Services     | 472,820           | 50                  | 3,305               | 7,300               | -                   | 10,655              | 483,475           |
| City Assessor                       | 84,420            | -                   | -                   | -                   | -                   | -                   | 84,420            |
| Election Services                   | 133,080           | 400                 | 22,105              | 9,750               | -                   | 26,655              | 159,735           |
| City Hall Maintenance               | 181,265           | 2,840               | 700                 | 5,700               | -                   | 9,240               | 190,505           |
| Legal Services                      | 180,000           | 5,400               | -                   | -                   | -                   | 5,400               | 185,400           |
| Other Functions                     | 299,060           | 800                 | -                   | 4,700               | -                   | 5,500               | 304,560           |
| Police Department                   | 4,833,151         | 7,600               | 10,025              | 11,650              | -                   | 29,275              | 4,872,426         |
| Fire Department                     | 1,180,815         | 10,000              | -                   | -                   | -                   | 10,000              | 1,190,815         |
| MSD Administration                  | 353,645           | 76                  | 3,480               | 6,900               | -                   | 10,436              | 364,081           |
| MSD Yard Maintenance                | 96,640            | -                   | -                   | 58,200              | -                   | 58,200              | 154,840           |
| Street Lighting                     | 235,000           | -                   | -                   | 26,500              | -                   | 26,500              | 261,500           |
| Miscellaneous MSD Services          | 2,480             | -                   | -                   | -                   | -                   | -                   | 2,480             |
| Bathery Maintenance Expenses        | -                 | -                   | -                   | -                   | -                   | -                   | -                 |
| Special Events                      | 157,470           | -                   | 1,025               | 4,700               | -                   | 5,725               | 163,195           |
| Parking System                      | 88,100            | -                   | 4,400               | 310                 | -                   | 4,710               | 92,810            |
| MSD Services - DDA                  | 189,985           | -                   | -                   | 25,600              | -                   | 25,600              | 215,585           |
| Cemetary                            | 179,310           | -                   | -                   | 800                 | -                   | 800                 | 180,110           |
| Police & Public Property            | 222,495           | -                   | 265                 | 40,600              | -                   | 40,865              | 263,360           |
| Capital Outlay                      | 2,249,768         | 2,500               | 88,350              | (649,000)           | -                   | 174,150             | 2,569,908         |
| Dirt Service                        | 32,412            | -                   | 24,285              | -                   | -                   | 24,285              | 56,697            |
| <b>Total Operating Expenditures</b> | <b>13,284,102</b> | <b>34,169</b>       | <b>140,550</b>      | <b>(422,890)</b>    | <b>-</b>            | <b>(248,270)</b>    | <b>13,015,807</b> |
| Transfers Out to Other Funds        | 403,551           | -                   | -                   | 257,150             | -                   | 257,150             | 660,701           |
| Contingency                         | -                 | -                   | -                   | -                   | -                   | -                   | -                 |
| <b>Total Expenditures</b>           | <b>13,687,653</b> | <b>34,169</b>       | <b>140,550</b>      | <b>(165,840)</b>    | <b>-</b>            | <b>8,379</b>        | <b>13,677,608</b> |

| FUND DEPT./ACTIVITY             | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Tot. All Amendments | Amended Budget |
|---------------------------------|-----------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| <b>MAJOR BY FUND REV:</b>       |                 |                     |                     |                     |                     |                     |                |
| <b>#202</b>                     |                 |                     |                     |                     |                     |                     |                |
| Gas & Weight Taxes              | 843,021         | -                   | -                   | -                   | -                   | -                   | 843,021        |
| Contrib & Other                 | 6,000           | -                   | -                   | 15,000              | -                   | 15,000              | 21,000         |
| Appropriation of Surplus        | -               | -                   | -                   | -                   | -                   | -                   | -              |
| <b>TOTAL REVENUE</b>            | <b>849,021</b>  | <b>-</b>            | <b>-</b>            | <b>15,000</b>       | <b>-</b>            | <b>15,000</b>       | <b>864,021</b> |
| <b>MAJOR BY FUND EXP:</b>       |                 |                     |                     |                     |                     |                     |                |
| <b>#202</b>                     |                 |                     |                     |                     |                     |                     |                |
| Administration Dept             | 28,055          | -                   | -                   | -                   | -                   | -                   | 28,055         |
| Road/Maintenance                | 158,355         | -                   | 10,760              | 25,800              | -                   | 36,560              | 194,915        |
| Street/Water System Maintenance | 3,000           | -                   | -                   | -                   | -                   | -                   | 3,000          |
| Traffic Signal Maintenance      | 105,630         | -                   | -                   | -                   | -                   | -                   | 105,630        |
| Signs & Job Control             | 68,825          | -                   | (10,760)            | 3,875               | -                   | (6,885)             | 61,940         |
| Road Construction               | -               | -                   | -                   | -                   | -                   | -                   | -              |
| Transfers Out to Other Funds    | 421,511         | -                   | -                   | -                   | -                   | -                   | 421,511        |
| Contingency                     | 87,025          | -                   | -                   | (14,475)            | -                   | (14,475)            | 72,550         |
| <b>TOTAL EXPENDITURES</b>       | <b>849,021</b>  | <b>-</b>            | <b>-</b>            | <b>15,000</b>       | <b>-</b>            | <b>15,000</b>       | <b>864,021</b> |

**BUDGET ADJUSTMENT SUMMARY  
THIRD QUARTER - FY 24-25**

| FUND DEPT/ACTIVITY            | Approved Budget | 1st Qtr Amendments | 2nd Qtr Amendments | 3rd Qtr Amendments | 4th Qtr Amendments | Tot. All Amendments | Amended Budget |
|-------------------------------|-----------------|--------------------|--------------------|--------------------|--------------------|---------------------|----------------|
| <b>LOCAL ST FUND REV:</b>     | <b>#203</b>     |                    |                    |                    |                    |                     |                |
| Gas & Weight Taxes            | 291,858         | -                  | -                  | -                  | -                  | -                   | 291,858        |
| Contrib & Other               | 434,091         | 3,000              | -                  | -                  | -                  | 3,000               | 437,091        |
| Appropriation of Surplus      | -               | -                  | -                  | -                  | -                  | -                   | -              |
| <b>TOTAL REVENUE</b>          | <b>715,949</b>  | <b>3,000</b>       | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>3,000</b>        | <b>719,949</b> |
| <b>LOCAL ST FUND EXP:</b>     | <b>#203</b>     |                    |                    |                    |                    |                     |                |
| Administrative Debt           | 26,140          | 1,500              | -                  | -                  | -                  | 1,500               | 27,640         |
| Road Maintenance              | 169,725         | 3,500              | 13,745             | 20,000             | -                  | 37,245              | 206,970        |
| Stormwater System Maintenance | 1,000           | -                  | -                  | -                  | -                  | -                   | 1,000          |
| Tire/Flt Signal Maintenance   | 61,475          | 100                | (14,800)           | 500                | -                  | (14,200)            | 47,275         |
| Snow & Ice Control            | 31,000          | -                  | 1,065              | 7,025              | -                  | 8,090               | 39,090         |
| Road Construction             | -               | -                  | -                  | -                  | -                  | -                   | -              |
| Contingency                   | 424,549         | (2,100)            | -                  | (27,825)           | -                  | (29,925)            | 394,624        |
| <b>TOTAL EXPENDITURES</b>     | <b>715,849</b>  | <b>3,000</b>       | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>3,000</b>        | <b>718,849</b> |

| FUND DEPT/ACTIVITY               | Approved Budget  | 1st Qtr Amendments | 2nd Qtr Amendments | 3rd Qtr Amendments | 4th Qtr Amendments | Tot. All Amendments | Amended Budget   |
|----------------------------------|------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------------|
| <b>RECREATION FUND REV:</b>      | <b>#208</b>      |                    |                    |                    |                    |                     |                  |
| Cultural Center Revenues         | 518,000          | -                  | (28,920)           | (31,740)           | -                  | (60,660)            | 457,340          |
| Transfer from General Fund       | 313,696          | -                  | -                  | 181,850            | -                  | 181,850             | 495,246          |
| Administrative Charges           | 1,000            | 9,000              | 46,200             | 17,000             | -                  | 72,200              | 73,200           |
| Program Fees & Charges           | 350,000          | 2,500              | -                  | (17,425)           | -                  | (14,925)            | 335,075          |
| Appropriation of Surplus         | 139,245          | (2,420)            | -                  | (13,875)           | -                  | (16,295)            | 122,950          |
| <b>TOTAL REVENUE</b>             | <b>1,321,941</b> | <b>8,880</b>       | <b>17,280</b>      | <b>35,910</b>      | <b>-</b>           | <b>62,070</b>       | <b>1,383,911</b> |
| <b>RECREATION FUND EXP:</b>      | <b>#208</b>      |                    |                    |                    |                    |                     |                  |
| Cultural Center & Administration | 1,143,350        | 280                | 11,700             | 20,560             | -                  | 32,540              | 1,175,890        |
| Betta Bills                      | -                | -                  | -                  | -                  | -                  | -                   | -                |
| Recreation Vendor                | -                | -                  | -                  | -                  | -                  | -                   | -                |
| Recreation Services              | 4,630            | 160                | 480                | -                  | -                  | 680                 | 5,310            |
| Adult Athletics                  | -                | -                  | -                  | -                  | -                  | -                   | -                |
| Youth Athletics                  | 5,500            | -                  | -                  | 175                | -                  | 175                 | 5,675            |
| Miracle League                   | 10,900           | 2,300              | -                  | -                  | -                  | 2,600               | 13,500           |
| PCHA - Mini Autos                | -                | -                  | 150                | -                  | -                  | 150                 | 150              |
| Over 60/70 Hockey                | -                | 6,900              | 3,800              | 9,000              | -                  | 16,700              | 16,700           |
| PCHA                             | -                | -                  | -                  | -                  | -                  | -                   | -                |
| NEO Services                     | 8,625            | 160                | 150                | 175                | -                  | 485                 | 9,110            |
| Soccer                           | 120,735          | -                  | -                  | -                  | -                  | -                   | 120,735          |
| Liquor                           | 10,540           | -                  | -                  | -                  | -                  | -                   | 10,540           |
| Classes & Special Events         | 14,120           | -                  | 1,300              | 5,700              | -                  | 7,000               | 21,120           |
| Therapeutic Program              | 1,300            | -                  | -                  | -                  | -                  | -                   | 1,300            |
| Senior Programs/Classes          | 5,020            | -                  | -                  | -                  | -                  | -                   | 5,020            |
| Plymouth-Cambria Sessions        | -                | -                  | -                  | -                  | -                  | -                   | -                |
| Capital Outlay                   | -                | -                  | -                  | -                  | -                  | -                   | -                |
| Contingency                      | -                | -                  | -                  | -                  | -                  | -                   | -                |
| <b>TOTAL EXPENDITURES</b>        | <b>1,321,941</b> | <b>8,880</b>       | <b>17,280</b>      | <b>35,910</b>      | <b>-</b>           | <b>62,070</b>       | <b>1,383,911</b> |

| FUND DEPT/ACTIVITY           | Approved Budget  | 1st Qtr Amendments | 2nd Qtr Amendments | 3rd Qtr Amendments | 4th Qtr Amendments | Tot. All Amendments | Amended Budget   |
|------------------------------|------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------------|
| <b>SOLID WASTE FUND REV:</b> | <b>#226</b>      |                    |                    |                    |                    |                     |                  |
| Property Taxes               | 1,278,460        | -                  | 23,000             | -                  | -                  | 23,000              | 1,301,460        |
| Grass & Electric             | 440,000          | 3,975              | 5,000              | 7,000              | -                  | 15,975              | 455,975          |
| Transfer from General Fund   | -                | -                  | -                  | -                  | -                  | -                   | -                |
| Appropriation of Surplus     | 166,438          | (8,244)            | 63,700             | 138,325            | -                  | 193,781             | 360,119          |
| <b>TOTAL REVENUE</b>         | <b>1,873,105</b> | <b>(4,269)</b>     | <b>91,700</b>      | <b>145,325</b>     | <b>-</b>           | <b>232,756</b>      | <b>2,105,851</b> |
| <b>SOLID WASTE FUND EXP:</b> | <b>#226</b>      |                    |                    |                    |                    |                     |                  |
| Operating Expenses           | 1,648,029        | 12,000             | 91,700             | 148,825            | -                  | 252,525             | 1,900,554        |
| Capital Outlay               | 10,000           | -                  | -                  | -                  | -                  | -                   | 10,000           |
| Contingency                  | 10,259           | (18,269)           | -                  | -                  | -                  | (8,010)             | 2,249            |
| Transfer to Other Funds      | -                | -                  | -                  | -                  | -                  | -                   | -                |
| <b>TOTAL EXPENDITURES</b>    | <b>1,673,188</b> | <b>(4,269)</b>     | <b>91,700</b>      | <b>148,825</b>     | <b>-</b>           | <b>234,515</b>      | <b>1,908,558</b> |

**BUDGET ADJUSTMENT SUMMARY  
THIRD QUARTER - FY 24-24**

| FUND DEPT/ACTIVITY          | Approved Budget  | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Total All Amendments | Amended Budget   |
|-----------------------------|------------------|---------------------|---------------------|---------------------|---------------------|----------------------|------------------|
| <b>DDA OPER FUND REV:</b>   | <b>#248</b>      |                     |                     |                     |                     |                      |                  |
| Property Taxes-Non School   | 1,286,900        | -                   | -                   | 750                 | -                   | 750                  | 1,287,650        |
| Program Fees & Other        | 81,550           | -                   | -                   | 39,630              | -                   | 39,630               | 121,180          |
| Appropriation of Surplus    | -                | -                   | -                   | -                   | -                   | -                    | -                |
| <b>TOTAL REVENUES</b>       | <b>1,336,450</b> | <b>-</b>            | <b>-</b>            | <b>40,380</b>       | <b>-</b>            | <b>40,380</b>        | <b>1,376,830</b> |
| <b>DDA OPER FUND EXP:</b>   | <b>#248</b>      |                     |                     |                     |                     |                      |                  |
| Administration              | 359,730          | -                   | -                   | 83,270              | -                   | 83,270               | 443,000          |
| Police Services             | 35,510           | -                   | -                   | 50                  | -                   | 50                   | 35,560           |
| Streetscape Maintenance     | 328,205          | -                   | -                   | (15,500)            | -                   | (15,500)             | 312,705          |
| Parking System              | 57,020           | -                   | -                   | -                   | -                   | -                    | 57,020           |
| Station Parking Facility    | -                | -                   | -                   | 9,800               | -                   | 9,800                | 9,800            |
| DDA Marketing               | 128,200          | -                   | -                   | -                   | -                   | -                    | 128,200          |
| Contrib to DDA Debt Funds   | 209,210          | -                   | -                   | -                   | -                   | -                    | 209,210          |
| Contrib to DDA Cap Imp Fund | 100,000          | -                   | -                   | 70,000              | -                   | 70,000               | 170,000          |
| Contingency                 | 121,875          | -                   | -                   | (107,100)           | -                   | (107,100)            | 14,875           |
| <b>TOTAL EXPENDITURES</b>   | <b>1,336,450</b> | <b>-</b>            | <b>-</b>            | <b>40,380</b>       | <b>-</b>            | <b>40,380</b>        | <b>1,376,830</b> |

| FUND DEPT/ACTIVITY                    | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Total All Amendments | Amended Budget |
|---------------------------------------|-----------------|---------------------|---------------------|---------------------|---------------------|----------------------|----------------|
| <b>BLDG &amp; ENGINEERING FD REV:</b> | <b>#249</b>     |                     |                     |                     |                     |                      |                |
| Permit Fees                           | 726,350         | 22,800              | 13,475              | (20,605)            | -                   | 6,270                | 732,625        |
| Contrib. & Other                      | -               | -                   | -                   | 15,500              | -                   | 15,500               | 15,500         |
| Appropriation of Surplus              | 2,860           | (1,700)             | -                   | -                   | -                   | (1,700)              | 1,160          |
| <b>TOTAL REVENUES</b>                 | <b>729,210</b>  | <b>20,895</b>       | <b>13,475</b>       | <b>(4,895)</b>      | <b>-</b>            | <b>80,065</b>        | <b>809,275</b> |
| <b>BLDG &amp; ENGINEERING FD EXP:</b> | <b>#249</b>     |                     |                     |                     |                     |                      |                |
| Engineering/Inspections               | 729,210         | 20,895              | 13,475              | 45,065              | -                   | 80,065               | 809,275        |
| Capital Outlay                        | -               | -                   | -                   | -                   | -                   | -                    | -              |
| Contingency                           | -               | -                   | -                   | -                   | -                   | -                    | -              |
| <b>TOTAL EXPENDITURES</b>             | <b>729,210</b>  | <b>20,895</b>       | <b>13,475</b>       | <b>45,065</b>       | <b>-</b>            | <b>80,065</b>        | <b>809,275</b> |

| FUND DEPT/ACTIVITY             | Approved Budget | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Total All Amendments | Amended Budget |
|--------------------------------|-----------------|---------------------|---------------------|---------------------|---------------------|----------------------|----------------|
| <b>NBHD SERVICES FUND REV:</b> | <b>#282</b>     |                     |                     |                     |                     |                      |                |
| Miscellaneous                  | 16,040          | -                   | -                   | -                   | -                   | -                    | 16,040         |
| Transfer from General Fund     | 73,010          | -                   | -                   | -                   | -                   | -                    | 73,010         |
| Appropriation of Surplus       | -               | -                   | -                   | -                   | -                   | -                    | -              |
| <b>TOTAL REVENUES</b>          | <b>89,050</b>   | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>             | <b>89,050</b>  |
| <b>NBHD SERVICES FUND EXP:</b> | <b>#282</b>     |                     |                     |                     |                     |                      |                |
| Administration                 | 500             | -                   | -                   | -                   | -                   | -                    | 500            |
| DDA Community Center           | 2,000           | -                   | -                   | -                   | -                   | -                    | 2,000          |
| Banker Transportation          | 86,550          | -                   | -                   | -                   | -                   | -                    | 86,550         |
| Contingency                    | -               | -                   | -                   | -                   | -                   | -                    | -              |
| <b>TOTAL EXPENDITURES</b>      | <b>89,050</b>   | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>             | <b>89,050</b>  |

**BUDGET ADJUSTMENT SUMMARY  
THIRD QUARTER - FY 24-25**

| FUND DEPT/ACTIVITY                | Approved Budget  | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Total All Amendments | Amended Budget   |
|-----------------------------------|------------------|---------------------|---------------------|---------------------|---------------------|----------------------|------------------|
| <b>WATER/SEWER OPER FUND REV:</b> | <b>#692</b>      |                     |                     |                     |                     |                      |                  |
| Rates & Service Charges           | 5,186,695        | 4,650               | 31,600              | 119,750             | -                   | 155,000              | 5,292,705        |
| Sale of Bonds                     | -                | -                   | -                   | -                   | -                   | -                    | -                |
| Appropriation of Surplus          | 318,630          | -                   | -                   | -                   | -                   | -                    | 318,630          |
| <b>TOTAL REVENUES</b>             | <b>5,453,525</b> | <b>4,650</b>        | <b>31,600</b>       | <b>119,750</b>      | <b>-</b>            | <b>155,000</b>       | <b>5,609,725</b> |
| <b>WATER/SEWER OPER FUND EXP:</b> | <b>#692</b>      |                     |                     |                     |                     |                      |                  |
| Administration                    | 4,520,590        | 1,050               | (39,929)            | 4,600               | -                   | (34,379)             | 4,486,216        |
| Traffic & Layout                  | 342,415          | -                   | 23,750              | 9,000               | -                   | 32,750               | 375,165          |
| Main Maintenance                  | 219,320          | 700                 | 24,850              | 32,750              | -                   | 36,200               | 255,520          |
| Water Maintenance                 | 177,280          | -                   | (9,875)             | 68,000              | -                   | 58,125               | 235,405          |
| Service Maintenance               | 144,455          | 1,600               | 11,800              | (18,100)            | -                   | (4,695)              | 149,760          |
| Hydram Maintenance                | 59,235           | 1,000               | 24,600              | 2,800               | -                   | 28,400               | 87,635           |
| Capital Outlay                    | -                | -                   | -                   | -                   | -                   | -                    | -                |
| Contingency                       | -                | -                   | -                   | -                   | -                   | -                    | -                |
| <b>TOTAL EXPENDITURES</b>         | <b>5,453,525</b> | <b>4,650</b>        | <b>31,600</b>       | <b>119,750</b>      | <b>-</b>            | <b>155,000</b>       | <b>5,609,725</b> |

| FUND DEPT/ACTIVITY         | Approved Budget  | 1st Qtr. Amendments | 2nd Qtr. Amendments | 3rd Qtr. Amendments | 4th Qtr. Amendments | Total All Amendments | Amended Budget   |
|----------------------------|------------------|---------------------|---------------------|---------------------|---------------------|----------------------|------------------|
| <b>EQUIPMENT FUND REV:</b> | <b>#661</b>      |                     |                     |                     |                     |                      |                  |
| Miscellaneous              | 1,106,698        | 65,000              | 7,600               | 12,000              | -                   | 84,600               | 1,191,298        |
| Appropriation of Surplus   | -                | -                   | -                   | -                   | -                   | -                    | -                |
| <b>TOTAL REVENUES</b>      | <b>1,106,698</b> | <b>65,000</b>       | <b>7,600</b>        | <b>12,000</b>       | <b>-</b>            | <b>84,600</b>        | <b>1,191,298</b> |
| <b>EQUIPMENT FUND EXP:</b> | <b>#661</b>      |                     |                     |                     |                     |                      |                  |
| Miscellaneous              | 700,889          | 160                 | 7,000               | 12,000              | -                   | 17,160               | 718,049          |
| Contingency                | 318,700          | 64,840              | -                   | -                   | -                   | 64,840               | 383,540          |
| <b>TOTAL EXPENDITURES</b>  | <b>1,106,698</b> | <b>65,000</b>       | <b>7,600</b>        | <b>12,000</b>       | <b>-</b>            | <b>84,600</b>        | <b>1,191,298</b> |

**10. REPORTS AND CORRESPONDENCE**

a. Liaison Reports

Minton: Planning Commission meets next Wednesday at 7pm

Filipczak: No HDC meeting this month, NPFAB met earlier this month, Cemetery meeting is May 19

Kehoe: DDA meets Monday at 7pm, OVA Pride event is coming up and they are accepting donations for this event.

Maguire: Plymouth Library Board meets May 20 at 7:30pm; PCCA annual membership meeting is Friday May 16 at 11am at the Friendship Station 42375 Schoolcraft Rd.; Thanked Rep. Matt Koleszar requested annual funding of \$250,000 for 2026-2030 to support the senior center. Others can express their support of this at 517-373-0854 or [mattkoleszar@house.mi.gov](mailto:mattkoleszar@house.mi.gov). Maguire is also meeting with Sen. Rosemary Baer re: Senate support for this; State Senators Rosemary Baer, Dana Polehanke and Mary Cavanaugh are hosting a Senior Summit Friday May 16 from 11am-2pm at the Costick Community Center in Farmington Hills.

Deal: Congratulations to John Scanlon on completing his MSU MBA (specializing in Integrative Management).

b. Appointments - None

**11. ADJOURNMENT**

\*The next regular City Commission meeting is 7:00 pm on Monday May 19 at Plymouth City Hall. Pobur offered a motion, seconded by Minton to adjourn the meeting at 8:59 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

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SUZI DEAL  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK



## Administrative Recommendation

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

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Liquor Management Ordinance Cap Changes 2nd and final Reading - 05-19-25.docx  
Date: April 10, 2025  
RE: Liquor Management Ordinance Changes to "cap"

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### Background

The City Commission has had discussions related to "cap" on liquor licenses for establishments serving alcohol by the glass. You will recall that the City currently has 30 licenses and 33 different establishments that serve alcohol by the glass. There are a variety of types of licenses, and some establishments share licenses or are dual licensed. This is a part of the annual review of licenses and the number of licenses in the city.

You will recall that the City Commission discussed this issue at their March 17<sup>th</sup> meeting and at their April 21<sup>st</sup> meeting adopted a change to allow two additional licenses in the DDA District and two additional licenses outside of the DDA. This change was adopted at its first reading. There have been no additional comments related to this issue that have come to the attention of the City Administration since that time. Tonight, the proposal is to add four licenses under the cap, two in the DDA zoning district, and two in the other zoning districts.

We have previously provided all of our liquor serving establishments an official notice of possible changes in the Liquor Management Ordinance. We informed the establishments that we were proposing adding four additional licenses. We also let them know that they could make comments at a meeting or could submit comments via email to the City Commission.

### Recommendation

Based on the feedback and adoption of the first reading from the City Commission, the City Administration recommends that the City Commission adopt the following changes in the Plymouth City Code, Section 6-33 at its final reading as noted here:

- (b) *Within the B-2, central business district, as indicated on the city zoning map, the city shall have a cap or total of not more than 18 **Twenty (20)** state standalone liquor licenses of any type of on-premises retail licenses*

*that would allow for the service of any alcohol (beer, wine, spirits) by the glass or for consumption on premises of any establishment. This section would not apply to non-standalone state licenses.*

- (c) Within the B-1, B-3 and ARC zoning districts within the city, as indicated on the city zoning map, the city shall have a cap or total of not more than 12 fourteen (14) state stand-alone liquor licenses of any type of on-premises retail licenses that would allow for the service of any alcohol (beer, wine, spirits) by the glass or for consumption on premises of any establishment. This section would not apply to non-stand-alone state licenses.*
- (d) The city commission shall not recommend to the state liquor control commission the approval of any on-premises retail liquor license in excess of 18 Twenty (20) within the B-2 district as outlined here.*
- (e) The city commission shall not recommend to the state liquor control commission the approval of any on-premises retail liquor license in excess of 12 fourteen (14) within the B-1, B-3, and ARC districts as outlined here.*
- (f) The city shall conduct an annual review of all 30 thirty-four (34) on premises retail liquor licenses within B-1, B-2, B-3, and ARC zoning districts in accordance with the liquor management ordinance. This review shall be conducted by the local liquor license review committee and a recommendation shall be forwarded to the city commission.*

Again, the City Commission can change the number of additional licenses or the distribution of proposed licenses. We have attached a proposed First Reading Resolution for the City Commission to consider regarding this matter.

## RESOLUTION

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_

WHEREAS The City of Plymouth has a Liquor Management Ordinance to Establish and administer a policy for the issuance and Transfer of liquor licenses and permits to serve alcohol by The glass, and

WHEREAS The Liquor Management Ordinance is a method by which the City can provide for public health, safety and welfare, And

WHEREAS The City Commission is desirous of amending the Liquor Management Ordinance.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopts at the final reading of the amendments the following changes to the Plymouth City Code, Section 6-33:

- (b) Delete number 18 and add the following: twenty (20)
- (c) Delete number 12 and add the following: fourteen (14)
- (d) Delete number 18 and add the following: twenty (20)
- (e) Delete number 12 and add the following: fourteen (14)
- (f) Delete number 30 and add the following: thirty-four (34)
  
- (b) *Within the B-2, central business district, as indicated on the city zoning map, the city shall have a cap or total of not more than 18 ~~Twenty (20)~~ state standalone liquor licenses of any type of on-premises retail licenses that would allow for the service of any alcohol (beer, wine, spirits) by the glass or for consumption on premises of any establishment. This section would not apply to non-standalone state licenses.*
- (c) *Within the B-1, B-3 and ARC zoning districts within the city, as indicated on the city zoning map, the city shall have a cap or total of not more than 12 ~~fourteen (14)~~ state stand-alone liquor licenses of any type of on-premises retail licenses that would allow for the service of any alcohol (beer, wine, spirits) by the glass or for consumption on premises of any establishment. This section would not apply to non-stand-alone state licenses.*
- (d) *The city commission shall not recommend to the state liquor control commission the approval of any on-premises retail liquor license in excess of 18 ~~Twenty (20)~~ within the B-2 district as outlined here.*
- (e) *The city commission shall not recommend to the state liquor control commission the approval of any on-premises retail liquor license in excess of 12 ~~fourteen (14)~~ within the B-1, B-3, and ARC districts as outlined here.*
- (f) *The city shall conduct an annual review of all 30 ~~thirty-four (34)~~ on premises retail liquor licenses within B-1, B-2, B-3, and ARC zoning districts in accordance with the liquor management ordinance. This review shall be conducted by the local liquor license review committee and a recommendation shall be forwarded to the city commission.*

These changes are hereby adopted at their final reading before the City Commission.



## Administrative Recommendation

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

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - Ordinance Change - Vermin Ordinance Section 14-2 Animals - 2nd Reading - 05-19-25.docx*  
Date: May 14, 2025  
RE: Final Reading Ordinance Amendment Chapter 14 Animals – Vermin Prevention

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### Background

The City Commission is aware that a citizen has corresponded with them, the Planning Commission and the City Administration related to updating ordinances related “ground feeding” or placing of feed (food) on the ground for animals. The placement of feed on the ground tends to provide a food source for vermin.

The proposed language will ban the intentional ground feeding of animals, and it requires bird feeders to be at least four feet off the ground. The language has a violation of this section of the Ordinance to be a civil infraction. Obviously, in the case of a bird feeder there may be some spillage caused by the birds or squirrels onto the ground, this ordinance change is for the intentional placement of food on the ground.

### Recommendation

Based on the input from the City Commission and what has received directly from a resident, the City Administration would recommend that the City Commission review the proposed changes to the Ordinance and adopt these changes at their second and final reading.

If the City Commission adopts this amendment at the second and final reading, it will go into effect after it has been published.

Should you have any questions in advance of the meeting, please feel free to contact John Buzuvis or myself.



# Administrative Recommendation

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

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

To: Paul Sincock, City Manager

From: John Buzuvis, Economic Development Director

Greta Bolhuis, Community Development & Planning Director

CC: C:\Users\jwb\Desktop\Chapter 14 Animal Ordinance Language Amendment 24-25

Date: May 12, 2025

RE: Second Reading-Amendment to Code of Ordinances Chapter 14 Article I Sec. 14-2

---

## Background:

The City Commission at their May 5, 2025, meeting reviewed and approved the first reading of proposed amendments to Chapter 14 Article I Sec. 14-2 related to animal feeding. The City Commission directed the administration to suggest amendments to the existing ordinance language in response to their correspondence with a resident related to updating ordinances for ground feeding, leading to rodent harborage. Although the city has other ordinances such as nuisance, and the International Property Maintenance Code, to address these issues when they arise, the community member and the commission requested language be developed to address ground feeding specifically.

The administration has spent considerable time on this matter and proposed amended ordinance language to the commission at their January 6<sup>th</sup>, 2025, meeting. At that time, the City Commission took no formal action and offered feedback and changes they would like to see in the proposed language. The feedback was incorporated by the administration and presented to, and approved by, the City Commission at their May 5<sup>th</sup> meeting. The City Commission is required to hold a second reading of the proposed amendments and approve the same prior to implementation of the changes. The enclosed language mirrors the language reviewed and approved at the first May commission meeting. This language classifies a violation of this section of the ordinance as a civil infraction, as opposed to a misdemeanor, and adjust language related to the throwing or depositing of poisonous substances. The City Attorney has reviewed this draft language.

In summary, the proposed language/amendment does two things 1) bans intentional ground feeding of animals and 2) requires bird feeders to be at least four feet above the ground. Additionally, the enclosed language removed the authorization for private citizens to sign a misdemeanor ticket upon witnessing a violation of the ordinance and classifies violations of this ordinance as a civil infraction. Civil infractions can be issued by an officer and authorized by the prosecutor if the officer witnesses a violation of the ordinance. The administration believes the revised draft language meets the goals of

the city commission; however, the removal of the misdemeanor clause in this section weakens the city's ability to enforce the ordinance.

### **Recommendation**

The administration recommends that the City Commission complete the second reading and approve the enclosed amended ordinance language. The administration recommends that the City Commission direct the administration to publish the ordinance changes as required prior to the language being implemented.

PART II - CODE OF ORDINANCES  
Chapter 14 - ANIMALS  
ARTICLE I. IN GENERAL

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**ARTICLE I. IN GENERAL**

**Sec. 14-1. Cruelty to animals.**

No person shall cruelly treat or abuse any animal or bird.

(Ord. No. 99-9, 6-21-99)

**Sec. 14-2. ~~Poisoning~~ Feeding animals.**

(a) No person shall throw or deposit any poisonous substance on any exposed public or private place where it endangers, or is likely to endanger, any animal or bird.

(b) Intentional ground feeding is prohibited. The scattering of food, animal feed, or food scraps on/in any public, or private, ground, waterway, or stream, by an individual shall be prima facie evidence that the individual intended to provide the food, feed, or food scraps for the ground feeding of animals

(c) No person shall feed wild birds other than in bird feed containers that are at least 48 inches above ground level

(d) Any officer may issue a civil infraction for violations of this code and have the prosecuting attorney review and authorize said civil infraction consistent with MCL 600.8707.

(Ord. No. 99-9, 6-21-99)

**Sec. 14-3. Birds and birds' nests.**

No person, except a public officer acting in his official capacity, shall molest, injure, kill or capture any wild bird, or molest or disturb any wild bird's nest or the contents thereof.

(Ord. No. 99-9, 6-21-99)

**Sec. 14-4. Domestic animals and fowl.**

No person shall keep or house any animals or domestic fowl within the city except dogs, cats, birds, fowl or animals commonly classified as pets.

(Ord. No. 99-9, 6-21-99)

TRACK CHANGES VERSION

PART II - CODE OF ORDINANCES  
Chapter 14 - ANIMALS  
ARTICLE I. IN GENERAL

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**ARTICLE I. IN GENERAL**

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**Sec. 14-2. Feeding animals.**

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- (b) Intentional ground feeding is prohibited. The scattering of food, animal feed, or food scraps on/in any public, or private, ground, waterway, or stream, by an individual shall be prima facie evidence that the individual intended to provide the food, feed, or food scraps for the ground feeding of animals
- (c) No person shall feed wild birds other than in bird feed containers that are at least 48 inches above ground level
- (d) Any officer may issue a civil infraction for violations of this code and have the prosecuting attorney review and authorize said civil infraction consistent with MCL 600.8707.

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(Ord. No. 99-9, 6-21-99)

CLEAN VERSION

## Sample Resolution

The following resolution was offered by Comissoiner \_\_\_\_\_ and seconded by Comissoiner \_\_\_\_\_.

WHERAS The City of Plymouth City Commission has been contacted by a concerned community member who has requested the city amend ordinances to prohibit ground feeding leading to rodent harborage, and

WHEREAS the City of Plymouth City Commission have requested the administration to develop ordinance language to address the issue raised by the community member, and

WHEREAS, the City of Plymouth City Commission have held a first and second reading of the proposed language to address these issues in Chapter 14, Article I Section 14.2 of the City of Plymouth Code of Ordinances, and

NOW, THEREFORE BE IT RESOLVED that the City of Plymouth does hereby approve the draft ordinance amendments at the conclusion of the second reading and directs the administration to publish the amendments as required prior to them taking effect.



## Administrative Recommendation

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

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Update Poverty Exemption Policy - 05-19-25.docx  
Date: May 13, 2025  
RE: Required Update to Poverty Exemption Policy Adoption

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### Background

The City is required to comply with State law related to tax exemption due to poverty. This law requires that the City must have the City Commission adopt a policy for Poverty Exemption for property taxes. This has generally only affected maybe one or two residents in the City. From time to time these policies need to be updated to meet the requirements of the State of Michigan Assessment Auditors.

This year all communities in Wayne County are under the review process of the State Tax Commission Auditor and they have asked all municipalities to re-visit their policies to ensure adherence to the Public Act. For us, this is pretty much a housekeeping matter as we have had policies in place for more than a decade related to this matter. The Auditor has asked our Assessor that we update our policy to remove the line "*shall not have ownership interest in any other real estate other than the primary residence.*" The Auditor felt that this line was "too restrictive." Again, this rarely affects anyone in the City of Plymouth, but we still need to remain current with state policies.

We adopted our current policy in February 2021. Since we have not had anyone apply this year we are allowed by the State to update our policy per their request.

We have also attached a copy of the proposed policy that will comply with the Rules and Regulations of the State Tax Commission. Again, this affects only a very small number of properties in the City.

### RECOMMENDATION:

The City Administration recommends that the City Commission adopt the attached the updated Guidelines and instructions for Poverty Exemption as presented by the City's Contract Tax Assessor. Adoption of this policy will bring the City into compliance with the rules and regulations of the State Tax Commission.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact me.



# 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

## **GUIDELINES AND INSTRUCTIONS FOR POVERTY EXEMPTION - 2025**

### **General Information and Instructions for Applying for Poverty Exemption**

If granted an exemption, it is for the current year only and for a 50% reduction of the taxable value. If your situation warrants an exemption in years following, a new application must be submitted for review. The Low/Limited Income exemption is meant to be a temporary form of assistance temporary form of assistance.

Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. Board of Review dates are posted annually and may also be found at [www.plymouthmi.gov](http://www.plymouthmi.gov) or by calling (734) 453-1234. By resolution by the Plymouth City Commission, application can be made by mail.

The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.

MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year

### **Required Documentation to be Attached to Poverty Exemption Application**

Per MCL 211.7u(2)(b) federal and state income tax returns for all persons residing in the household must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988 must be completed by each person that does not file taxes.

The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.

Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.

The most recent mortgage statement of the primary residence under review, including any reverse mortgages.

If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.

### **Common Reasons for Denial of Poverty Exemption Application**

Below are common reasons (but not an exhaustive list) of why a claim for Poverty Exemption is denied:

- Failure to fill out all areas of the application, including "N/A" in areas not applicable to the applicant or signing the application.
- Failure to include State and Federal Income taxes or Michigan 1040CR for current or one preceding year for all persons residing in the home. **Please note that the State of Michigan 1040 CR is required to be filed with this application. It can still be filed with the State of Michigan even if the applicant does not file income taxes.**
- Failure to include complete banking/investment account and mortgage statements for all persons residing in the home. All pages must be submitted.

**CITY OF PLYMOUTH INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2025**

**INCOME GUIDELINES FOR POVERTY EXEMPTION \***

*\* Per Michigan State Tax Commission Bulletin number 17 of 2024, "Procedural Changes for 2025", November 19, 2024*

| <b><u>Number in Family</u></b> | <b><u>Income</u></b> |
|--------------------------------|----------------------|
| 1 member                       | \$ 15,060            |
| 2 members                      | \$ 20,440            |
| 3 members                      | \$ 25,820            |
| 4 members                      | \$ 31,200            |
| 5 members                      | \$ 36,580            |
| 6 members                      | \$ 41,960            |
| 7 members                      | \$ 47,340            |
| 8 members                      | \$ 52,720            |
| For each additional person     | \$ 5,380             |

According to the US Census Bureau, "income" includes:

- Money, wages, and salaries before any deductions
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Net receipts from farm self-employment. (The same provisions as above for self-employment.)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

**ASSET LEVEL GUIDELINES FOR POVERTY EXEMPTION**

*The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:*

- A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
- Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
- Jewelry, antiques, artwork, equipment, and other personal property of value.
- Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
- Withdrawals of bank accounts and borrowed money.
- Gifts, loans, lump-sum inheritances, and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.

The total interest income in all accounts (checking, savings, CDs, IRAs, 401ks, money market, annuities, etc.)

The maximum amount in banking/investment accounts is \$10,000 per each person residing in the household with a maximum of \$20,000 for the total household.

Maximum total allowed assets, including amounts in banking/investment accounts may not exceed \$25,000 for the entire household. See above for what is considered an asset.

**Poverty Exemption Worksheet - Copy Provided to Applicant After Board of Review Meeting**

Parcel Number: 49 \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_

Year: \_\_\_\_\_

**Staff - Initial next to all requirements as it relates to the application/applicant.**

|   |           |          |
|---|-----------|----------|
| Does the applicant appear as taxpayer of record of property in question?                    | Yes _____ | No _____ |
| If not, has documentation proving ownership been provided?                                  | Yes _____ | No _____ |
| Are all areas on the application complete with either an answer or "N/A"?                   | Yes _____ | No _____ |
| Are all pages of the guidelines/application included with the applicants submission?        | Yes _____ | No _____ |
| Does the applicant reside at the property in question?                                      | Yes _____ | No _____ |
| Are copies of the Federal and State income tax returns and property tax credits forms for   | Yes _____ | No _____ |
| If not, is the affidavit stating the person is not required to file income taxes completed? | Yes _____ | No _____ |
| If home was purchased within in past 2 years of date of this application, is closing        | Yes _____ | No _____ |
| Is a copy of the most current mortgage statement, including a reverse mortgage if           | Yes _____ | No _____ |
| Are copies of the most recent bank/investment statements for all residing in the            | Yes _____ | No _____ |

**For Board of Review Use Only - Do Not Write Below This Line**

|                            |   |                  |                                       |
|----------------------------|---|------------------|---------------------------------------|
| a.                         | Taxable value on roll                               | \$ _____         |                                       |
| b.                         | Number of people in household                       | _____            |                                       |
| c.                         | Total household income from information provided    | \$ _____         |                                       |
| d.                         | Income limit based on number of people in           | \$ _____         |                                       |
| e.                         | Total assets of household                           | \$ _____         |                                       |
| f.                         | Does applicant meet all asset and income guidelines | ____ YES ____ NO | If no, reason must be provided by the |
| g.                         | If yes, multiply line "a" by 50% (0.50)             | \$ _____         |                                       |
|                            | _____ Appeal Denied                                 |                  | _____ Reduction Granted               |
|                            |   |                  | <b>Taxable Value</b>                  |
| _____ 1.                   | Does not qualify based on guidelines                | As on Roll       | \$ _____                              |
| _____ 2.                   | Application not complete, missing information       |                  |                                       |
| _____ 3.                   | Did not furnish proper documentation                | Revised          | \$ _____                              |
| _____ 4.                   | Other: _____  |                  |                                       |
|                            | _____   |                  |                                       |
| Initials of Board Members: |   | Date: _____      |                                       |

Asset Test and Income Guidelines approved by City of Plymouth Commission

CITY OF PLYMOUTH INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2025

Michigan Department of Treasury  
4988 (05-12)

**Poverty Exemption Affidavit**

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

**INSTRUCTIONS:** When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor of the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current of preceding tax year.

I, \_\_\_\_\_, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Affidavit

\_\_\_\_\_  
Date

## Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

| <b>PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.</b>   |                  |   |   |                      |
|---|------------------|---|---|----------------------|
| Petitioner's Name   |                  |   | Daytime Phone Number                        |                      |
| Age of Petitioner   | Marital Status   | Age of Spouse                           | Number of Legal Dependents                  |                      |
| Property Address of Principal Residence   |                  | City                                    | State                                       | ZIP Code             |
| <input type="checkbox"/> Check if applied for Homestead Property Tax Credit   |                  | Amount of Homestead Property Tax Credit |   |                      |
| <b>PART 2: REAL ESTATE INFORMATION</b>  |                  |   |   |                      |
| List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting. |                  |   |   |                      |
| Property Parcel Code Number   |                  | Name of Mortgage Company                |   |                      |
| Unpaid Balance Owed on Principal Residence  | Monthly Payment  | Length of Time at this Residence        |   |                      |
| Property Description  |                  |   |   |                      |
|   |                  |   |   |                      |
| <b>PART 3: ADDITIONAL PROPERTY INFORMATION</b>  |                  |   |   |                      |
| List information related to any other property owned by you or any member residing in the household.  |                  |   |   |                      |
| <input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.   |                  |   | Amount of Income Earned from other Property |                      |
| 1   | Property Address | City                                    | State                                       | ZIP Code             |
|   | Name of Owner(s) | Assessed Value                          | Date of Last Taxes Paid                     | Amount of Taxes Paid |
| 2   | Property Address | City                                    | State                                       | ZIP Code             |
|   | Name of Owner(s) | Assessed Value                          | Date of Last Taxes Paid                     | Amount of Taxes Paid |

Continue on Page 2

**PART 4: EMPLOYMENT INFORMATION** — List your current employment information.

|                     |                           |       |          |
|---------------------|---------------------------|-------|----------|
| Name of Employer    |                           |       |          |
| Address of Employer | City                      | State | ZIP Code |
| Contact Person      | Employer Telephone Number |       |          |

**PART 5: INCOME SOURCES**

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

| Source of Income | Monthly or Annual Income<br>(Indicate which) |
|------------------|--|
|                  |  |
|                  |  |
|                  |  |

**PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION**

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

| Name of Financial Institution<br>or Investments | Amount<br>on Deposit | Current<br>Interest Rate | Name on Account | Value of<br>Investment |
|---|----------------------|--------------------------|-----------------|------------------------|
|   |                      |                          |                 |                        |
|   |                      |                          |                 |                        |
|   |                      |                          |                 |                        |

**PART 7: LIFE INSURANCE** — List all policies held by all household members.

| Name of Insured | Amount of<br>Policy | Monthly<br>Payments | Policy Paid in<br>Full | Name of Beneficiary | Relationship to<br>Insured |
|-----------------|---------------------|---------------------|------------------------|---------------------|----------------------------|
|                 |                     |                     |                        |                     |                            |
|                 |                     |                     |                        |                     |                            |
|                 |                     |                     |                        |                     |                            |

**PART 8: MOTOR VEHICLE INFORMATION**

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

| Make | Year | Monthly Payment | Balance Owed |
|------|------|-----------------|--------------|
|      |      |                 |              |
|      |      |                 |              |

**PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.**

| First and Last Name | Age | Relationship to Applicant | Place of Employment | \$ Contribution to Family Income |
|---------------------|-----|---------------------------|---------------------|----------------------------------|
|                     |     |                           |                     |                                  |
|                     |     |                           |                     |                                  |
|                     |     |                           |                     |                                  |
|                     |     |                           |                     |                                  |
|                     |     |                           |                     |                                  |
|                     |     |                           |                     |                                  |
|                     |     |                           |                     |                                  |
|                     |     |                           |                     |                                  |
|                     |     |                           |                     |                                  |

**PART 10: PERSONAL DEBT — List all personal debt for all household members.**

| Creditor | Purpose of Debt | Date of Debt | Original Balance | Monthly Payment | Balance Owed |
|----------|-----------------|--------------|------------------|-----------------|--------------|
|          |                 |              |                  |                 |              |
|          |                 |              |                  |                 |              |
|          |                 |              |                  |                 |              |
|          |                 |              |                  |                 |              |
|          |                 |              |                  |                 |              |
|          |                 |              |                  |                 |              |
|          |                 |              |                  |                 |              |
|          |                 |              |                  |                 |              |
|          |                 |              |                  |                 |              |

**PART 11: MONTHLY EXPENSE INFORMATION**

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

|                         |                         |                                 |                  |
|-------------------------|-------------------------|---------------------------------|------------------|
| Heating                 | Electric                | Water                           | Phone            |
| Cable                   | Food                    | Clothing                        | Health Insurance |
| Garbage                 | Daycare                 | Car Expense (gas, repair, etc.) |                  |
| Other (type and amount) | Other (type and amount) | Other (type and amount)         |                  |
| Other (type and amount) | Other (type and amount) | Other (type and amount)         |                  |

Continue and sign on Page 4

**NOTICE:** Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

**PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT**

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

**PART 12: CERTIFICATION**

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

|              |           |      |
|--------------|-----------|------|
| Printed Name | Signature | Date |
|--------------|-----------|------|

**This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.**

**Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.**

Michigan Tax Tribunal  
 PO Box 30232  
 Lansing MI 48909

Phone: 517-335-9760  
 E-mail: [taxtrib@michigan.gov](mailto:taxtrib@michigan.gov)

## Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

|  |      |   |          |
|--|------|---|----------|
| <b>PART 1: OWNER INFORMATION — Enter information for the person owning and occupying the residence.</b>  |      |   |          |
| Owner Name   |      | Owner Telephone Number                                  |          |
| Mailing Address  | City | State   | ZIP Code |
| <b>PART 2: LEGAL DESIGNEE INFORMATION (Complete if applicable.)</b>  |      |   |          |
| Legal Designee Name  |      | Daytime Telephone Number                                |          |
| Mailing Address  | City | State   | ZIP Code |
| <b>PART 3: HOMESTEAD PROPERTY INFORMATION — Enter information for property in which the exemption is being claimed.</b>  |      |   |          |
| City or Township (check the appropriate box and enter name)<br><input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village  |      | County  |          |
| Name of Local School District  |      |   |          |
| Parcel Identification Number   |      | Year(s) Exemption Previously Granted by Board of Review |          |
| Homestead Property Address   | City | State   | ZIP Code |
| <b>PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)</b>  |      |   |          |
| <input type="checkbox"/> I own the property in which the exemption is being claimed.<br><input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.<br><input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits |      |   |          |
| <b>PART 5: CERTIFICATION</b>   |      |   |          |
| I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.  |      |   |          |
| Owner or Legal Designee Name (print)   |      | Signature of Owner or Legal Designee                    | Date     |
| <b>Designee must attach a letter of authority.</b>   |      |   |          |
| <b>LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)</b>  |      |   |          |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)   |      | Tax Year(s) exemption will be posted to tax roll        |          |
| <b>CERTIFICATION — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.</b>   |      |   |          |
| Assessor Signature   |      | Date Certified by Assessor                              |          |

## **CITY OF PLYMOUTH**

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**Subject: POVERTY EXEMPTION GUIDELINES**

**Date: May 19, 2025**

**Page: 1 of: 3**

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### **PURPOSE:**

The purpose of this policy is to establish guidelines to be used by the Board of Review in determining whether a homeowner is eligible for a poverty exemption from property taxes.

### **SCOPE:**

The poverty exemption policy applies to qualified low income individuals who own homesteads in the City of Plymouth. The policy limits the length of poverty exemptions to one year.

### **POLICY:**

The Board of Review shall use the following guidelines to determine if a property owner qualifies for a poverty exemption from property taxes:

1. Exemptions will be granted to owners of homesteads only. Property must be granted at least a 50% homestead exemption from the State of Michigan.
2. Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. The application can be made by mail, if received one day prior to the last session of the Board of Review.
3. All applicants must file a claim with the Board of Review on a form prescribed by the State Tax Commission. The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.
4. Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.
5. The poverty threshold for eligibility for a poverty exemption is a figure which set by the Federal income standards established by the United States Office of Management and Budget for the previous calendar year. To be eligible for a poverty exemption from property taxes, the income of the property owner (household) must be less than the poverty threshold for the number of persons within the household.
6. All income and assets for persons in the household are reported in accordance with a form prescribed by the State Tax Commission.

## CITY OF PLYMOUTH

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**Subject:** POVERTY EXEMPTION GUIDELINES

**Date:** May 19, 2025

**Page:** 2 of 3

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- a. Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.
  - b. The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
  - c. Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
  - d. The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
  - e. If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.
7. Maximum total allowed assets, including amounts in banking/investment accounts may not exceed \$10,000 per each person residing in the household with a maximum of \$20,000 for the total household. The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:
- a. A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
  - b. Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
  - c. Jewelry, antiques, artwork, equipment, and other personal property of value.
  - d. Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
  - e. Withdrawals of bank accounts and borrowed money.
  - f. Gifts, loans, lump-sum inheritances, and one-time insurance payments.
  - g. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
  - h. Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
  - i. The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)

## CITY OF PLYMOUTH

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**Subject: POVERTY EXEMPTION GUIDELINES**

**Date: May 19, 2025**

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8. Applicants that meet the income and asset qualifications will have the taxable value reduced by 50% for the current year.
9. Poverty exemptions shall be granted for one year only. The property owner must apply every year in order to receive an exemption.

**EFFECTIVE DATE:** May 19, 2025

### **HISTORY:**

In accordance with section 211.7u of the Michigan Compiled Laws, the City of Plymouth has for many years offered a partial poverty exemption, through the Board of Review, to qualified homeowners.

On December 29, 1994, the Governor signed Public Act 390 which made significant changes to the poverty exemption. The most significant of these changes was the use of the Federal poverty income standards. This change resulted in a drop in the number of exemptions granted from twelve in 1995 to one person in 1996. P.A. 390 also states that the governing body of the local assessing unit shall determine the policies and guidelines which the local assessing unit will use when deciding whether to grant poverty exemption.

On December 23, 2020, the Governor signed Public Act 253 which made additional changes to the poverty exemption section. The most significant of these changes was revising the guidelines in calculation of the reduction to the taxable. If a person meets all eligibility requirements in statute, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value OR a partial exemption equal to a 25% or 50% reduction in taxable value OR any other percentage reduction in taxable value approved by the STC.

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# RESOLUTION

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

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

**WHEREAS**, the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption from taxation under Public Act 253 of 2020 (Michigan Compiled Laws 211.7u); and

**WHEREAS**, pursuant to Section 211.7u of the Michigan Compiled Laws Annotated, the City of Plymouth has for many years offered a partial poverty exemption from taxes to qualified home owners;

**WHEREAS**, Public Act 253 of 2020 has been enacted which states that the governing body of the local assessing unit shall determine the policies and guidelines which the local assessing unit will use when deciding to grant poverty exemptions;

**WHEREAS**, Public Act 253 of 2020 further defined the percent of exemption allowed to a qualified homeowner;

**WHEREAS**, the City Assessor and the Board of Review have recommended a policy which is attached, and which has been determined will meet the needs of the citizens of the City of Plymouth in accord with law;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the City Commission of the City of Plymouth does hereby adopt the policy and guidelines which are attached are here by determined to be in full force and effect and will be used when deciding whether or not someone is qualified to receive a poverty exemption from property taxation.



## Administrative Recommendation

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

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Authorization to Hire Part Time Staff - M Buzuvis - 05-19-25.docx  
Date: May 14, 2025  
RE: Authorization for Part Time Hiring

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### **Background**

The City has a policy which prohibits the hiring of relatives of any current City employee unless the City Manager recommends the hiring to the City Commission, and they approve it. The policy states: *"The hiring of a person who is a relative of any current employee must be specifically authorized by the City Commission upon recommendation of the City Manager."* We have a situation related to part-time staffing.

We hire several high school aged students to act as a Building Attendant to assist full time staff with night and weekend operations at the Plymouth Cultural Center with room set up, light janitorial work, running pickleball drop in registration, etc. We several openings at the Cultural Center for this type of position. The Cultural Center staff would like to hire Meghan Buzuvis for this part time position. Since John Buzuvis is a current employee of the City, that means we need City Commission approval.

This situation has come up in the past with part-time staff. Many years ago, Chris Porman worked as a part time summer help for Municipal Services while attending college and the City Commission authorized the hiring of his brother Matt for a similar position when he got out of high school. Over the years at Parks and Recreation we have had several cases of brothers and sisters working at the facility, so this is not an unusual situation.

We have also attached a memorandum from Steve Anderson regarding this matter as additional background information.

### **Recommendation**

The City Administration recommends that the City Commission authorize the hiring of Meghan Buzuvis for a part time Building Attendant position at the Plymouth Cultural Center.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions regarding this matter please feel free to contact me.



# CITY OF PLYMOUTH

[www.plymouthmi.gov](http://www.plymouthmi.gov)

Recreation Department  
Plymouth Cultural Center  
525 Farmer  
Plymouth, MI 48170

Phone 734-455-6620

## Memo

**To:** Paul Sincoc, City Manager  
**From:** Steve Anderson, Recreation Director   
**CC:**  
**Date:** May 14, 2025  
**Re:** Commission approval of hiring of a part-time employee that is related to another City employee

---

As you are aware, we are continually looking for part-time and seasonal help for the Recreation Department.

The duties of the typical part-time position of "Building Attendant" includes the setting up and tear down of room set ups, light janitorial work and running the open skate or pickleball drop-in sessions on weekends.

Keeping with the City's policy of obtaining City Commission authorization for the hiring of relatives of current employees, we would like to seek approval for the hiring of Meghan Buzuvis as a part-time Building Attendant. Meghan is the daughter of John Buzuvis, Economic Development Director.

If approved by the City Commission, Meghan would be working under the supervision of Ron Baase or Ian Anderson. In no way would Meghan report to any member of the Community Development Department, as we are obviously under two separate departmental "branches".

If you have any questions, please feel free to contact me anytime.

**RESOLUTION**

The following resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

WHEREAS The City of Plymouth has a hiring policy which prohibits the hiring of any relative of a current City employee; and

WHEREAS The Recreation Department has recommended the hiring of Meghan Buzuvis for a part time position and John Buzuvis is currently employed by the City as an employee,

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby specifically authorizes the hiring of Meghan Buzuvis for a part time position with the Recreation Department.