



City of Plymouth  
City Commission Regular Meeting Minutes  
Monday, December 18, 2023, 7:00 p.m.  
Plymouth City Hall 201 S. Main Street

---

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

[www.plymouthmi.gov](http://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 Kelly O'Donnell, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton, Nick Moroz

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

**2. AUDIT PRESENTATION**

The City Commission received the audit for the fiscal year ended June 30, 2023 and auditor Rana Emmons gave an overview and answered questions.

**3. APPROVAL OF MINUTES**

Filipczak offered a motion, seconded by Moroz, to approve the minutes of the December 4, 2023 City Commission meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**4. APPROVAL OF THE AGENDA**

O'Donnell offered a motion, seconded by Kehoe, to approve the agenda for the December 16, 2023, meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**5. ENACTMENT OF THE CONSENT AGENDA**

- a. Special Event: 41<sup>ST</sup> Annual Plymouth Ice Festival- Friday- Sunday February 2-4, 2024
- b. Special Event: Spring Artisan Market- Saturday, April 20, 2024
- c. Special Event: PraiseFest in Kellogg Park- Sunday, June 2, 2024
- d. Approval of November 2023 Bills

Filipczak offered a motion, seconded by Minton, to approve the consent agenda for the December 16, 2023, meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**6. CITIZEN COMMENTS**

Carly Cirilli, 202 N. Mill, spoke about the Mayors Monarch Pledge.

**7. COMMISSION COMMENTS**

Minton said he recently attended the Wreaths Across America event at Riverside Cemetery.

Kehoe spoke about the Doug Griffiths 13 Ways presentations and the author's positive view of the City of Plymouth.

O'Donnell spoke about the Christmas in Plymouth event and said expanding it to two nights this year was a positive change.

Moroz thanked all involved in the 13 Ways programs. He also wished a Happy Hannukah and Merry Christmas to those who celebrate.

Filipczak said she was also proud of the City of Plymouth in light of the 13 Ways programs.

Maguire offered a Happy New Year, a Merry Christmas, and a Happy Winter Solstice to all.

Deal thanked all involved in the Mistletoe Market and Wreaths Across America. She said the 13 Ways presentations pointed out many positive things in the City of Plymouth, and thanked the staff that helped keep everything going through short staffing due to illness.

## **8. OLD BUSINESS**

There was no old business.

## **9. NEW BUSINESS**

### **a. Recreation Master Plan**

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

#### RESOLUTION 2023-103

WHEREAS The City of Plymouth has undertaken a planning process to determine the parks and recreation needs and desires of its residents during a five-year period covering the years 2024 through 2028; and

WHEREAS The City of Plymouth followed the process of developing a parks and recreation master plan in accordance with the most recent guidelines developed by the Department of Natural Resources; and

WHEREAS Residents of the Plymouth community were provided with opportunities during the development of the draft plan to express opinions, ask questions, and discuss aspects of the plan via a telephone survey, online survey, email, phone, and at Commission meetings; and

WHEREAS The public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days; and

WHEREAS A public hearing was held on November 20, 2023 at City Hall to provide an opportunity for residents to express opinions, ask questions, and discuss the City of Plymouth Parks and Recreation Master Plan.

NOW, THEREFORE BE IT RESOLVED the City of Plymouth Commission hereby adopts the City of Plymouth Parks and Recreation Master Plan (2024-2028) to serve as a guide for future parks and recreation development and activities.

Commissioners commented about the comprehensiveness of the plan and said they appreciated the analysis of existing assets at the parks which illustrated the need to find funding for upgrades was well over its predicted useful life. Wilcox Lake was added as an objective in natural resources and a public pool was added as an objective in facilities.

There was a voice vote.

**MOTION PASSED UNANIMOUSLY**

b. State Highway Permit

The following motion was offered by Filipczak and seconded by Moroz.

RESOLUTION 2023-104

**PERFORMANCE RESOLUTION FOR  
MUNICIPALITIES**

*This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_ CITY OF PLYMOUTH  
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employees, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

Chris Porman and/or Assistant City Manager/ Municipal Services Director  
 Adam Gerlach and/or Assistant Municipal Services Director  
 Al Cox and/or Director of Public Safety  
 Paul Sincock and/or City Manager

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_ CITY COMMISSION  
 \_\_\_\_\_  
 (Name of Board, etc.)  
 of the \_\_\_\_\_ CITY OF PLYMOUTH \_\_\_\_\_ of \_\_\_\_\_ WAYNE \_\_\_\_\_  
 \_\_\_\_\_  
 (Name of MUNICIPALITY) (County)  
 at a \_\_\_\_\_ CITY COMMISSION \_\_\_\_\_ meeting held on the \_\_\_\_\_ 18th \_\_\_\_\_ day  
 of \_\_\_\_\_ DECEMBER \_\_\_\_\_ A.D. \_\_\_\_\_ 2023 \_\_\_\_\_.

\_\_\_\_\_  
*Signed*

CITY CLERK  
\_\_\_\_\_

*Title*

MAUREEN A. BRODIE  
\_\_\_\_\_

*Print Signed Name*

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

## **10. REPORTS AND CORRESPONDENCE**

### **a. Liaison Reports**

Maguire said the Library Board was scheduled to meet on December 19.

Keho gave an update on the December DDA meeting.

Minton gave a report on the December Planning Commission meeting.

### **b. Appointments**

There were no appointments.

Deal asked trivia questions about the code of paint colors painted on the ground prior to construction.

## **11. ADJOURNMENT**

A motion to adjourn was offered by O'Donnell and seconded by Minton at 7:42 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

---

SUZI DEAL  
MAYOR

---

MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK