



City of Plymouth  
City Commission Regular Meeting Minutes  
Monday, December 2, 2024, 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

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**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 ProTem Kelly O'Donnell, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton, Nick Moroz

Excused: None

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

**2. AUDIT PRESENTATION**

Rana Emmons of PSLZ PLLC, reviewed the City's Financial Report, providing an overall clean, positive Audit.

**3. APPROVAL OF MINUTES**

Maguire offered a motion, seconded by Minton to approve the November 18, 2024 City Commission Regular Meeting minutes.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**4. APPROVAL OF THE AGENDA**

Filipczak offered a motion, seconded by O'Donnell to approve the agenda for the December 2, 2024 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**5. ENACTMENT OF THE CONSENT AGENDA**

a. Special Event: Ice Festival – January 31, February 1 & 2 2025

Minton offered a motion, seconded by Kehoe to approve the consent agenda for December 2, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**6. CITIZEN COMMENTS**

Lisa Capatina, 634 S. Harvey, election inspector and canvasser, spoke about elections and recognized the City for having a superior election staff.

**7. COMMISSION COMMENTS**

Moroz Thanks staff/DMS for tree services on Burroughs St.

Deal Thanks administration, DMS, PD, DDA, JAG Entertainment for organizing an excellent Santa Parade event. Also Christmas in Plymouth and Mistletoe Market start Thursday.

She also recognized employee anniversaries: Don Schnettler, Elect Insp–27 Yrs; Michelle VanDenbeurgeury, Rec Clerk– 17 Yrs; Brandon Haarala, Ops Tech– 11 Yrs; Reiko Misumi-Schelm, Asst DDA Dir– 1 Yr; Ethan Buzuvis, Bldg Att- 1 Yr; Bradan McCorry, Bldg Att– 1 Yr; Susan Messina, DMS Admin Asst– 1 Yr; Martin Mcgaha, Ops Tech– 1 Yr

## 8. OLD BUSINESS

None

## 9. NEW BUSINESS

a. Annual County Right of Way Maintenance Permit A-25125

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

### RESOLUTION 2024-97

At a Regular Meeting of the Plymouth City Commission on Monday, December 2, 2024, the following resolution was offered:

WHEREAS, The City of Plymouth periodically applies to the County of Wayne Department of Public Services, Engineering Division Permit Office (hereinafter the "County") for permits to conduct emergency repairs, annual maintenance work, and for other purposes on local and County roads located entirely within the boundaries of the Community, as needed from time to time to maintain the roads in a condition reasonably safe and convenient for public travel;

WHEREAS, pursuant to Act 51 of 1951, being MCL 247.651 et seq., the County permits and regulates such activities noted above and related temporary road closures;

NOW THEREFORE, BE IT RESOLVED, in consideration of the County granting such permit (hereinafter the "Permit"), the Community agrees and resolves that:

Any work performed for the Community by a contractor or subcontractor will be solely as a contractor for the Community and not as a contractor or agent of the County. Any claims by any contractor or subcontractor will be the sole responsibility of the Community. The County shall not be subject to any obligations or liabilities by vendors and contractors of the Community, or their subcontractors.

The Community 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 County, and all officers, agents and employees thereof pursuant to a maintenance contract. In the event that same occurs, for the purposes of the Permit, it will be considered a breach of the Permit thereby giving the County a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

With respect to any activities authorized by Permit, when the Community requires insurance on its own or its contractor's behalf, it shall also require that such policy include as named insured the County of Wayne and all officers, agents and employees thereof.

The incorporation by the County of this Resolution as part of a permit does not prevent the County from requiring additional performance security or insurance before issuance of a Permit.

This Resolution stipulates that the requesting Community shall, at no expense to Wayne County, provide necessary police supervision, establish detours and post all necessary signs and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.

This Resolution stipulates that the requesting Community shall assume full responsibility for the cost of repairing damage done to the County road during the period of road closure or partial closure.

This Resolution shall continue in force from the date of execution until cancelled by the Community or the County with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the Community with regard to any Permit which has already been issued or activity which has already been undertaken.

The Community stipulates that it agrees to the terms of the County of Wayne permit at the time a permit is signed by the Community's authorized representative.

BE IT FURTHER RESOLVED, that the following individual(s) is/are authorized in their official capacity as the Community's authorized representative to sign and so bind the Community to the provisions of any and all permits applied for to the County of Wayne, Department of Public Services Engineering Division Permit Office

for necessary permits from time to time to work within County road right-of-way or local roads on behalf of the Community.

Name	Chris Porman	Title	Municipal Services Director
	Nick Johns		Municipal Services
	Adam Gerlach		Municipal Services
	Al Cox		Director of Public Safety
	Paul Sincock		City Manager

I, Maureen A. Brodie, City Clerk for the City of Plymouth, Michigan, do hereby certify the foregoing to be a true and correct copy of a resolution approved by the Plymouth City Commission at their regular meeting scheduled on Monday, December 2, 2024.

MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK  
CITY OF PLYMOUTH, MICHIGAN

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. Radio System Upgrades for Police Department

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

RESOLUTION 2024-98

WHEREAS The City of Plymouth maintains a police department in accordance with the City Charter and in order to help protect the public health, safety, and welfare; and

WHEREAS The use of two way radios is mission critical to the department and the city, as well as surrounding communities use the state radio network; and

WHEREAS The State of Michigan is requiring that we upgrade our radio system for the Police Department; and

WHEREAS This upgrade will include some programming changes on some existing radios and some replacement radio purchases, using the MI-Deal state purchasing plan.

NOW THEREFORE IT BE RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the following from Mi-Deal vendor Digicom Global, Inc. in the amount of \$48,925.32 for upgrades to the City Police Radio System. Funding for this purchase is authorized from the police budget.

- Retrofit to encrypt 15 portable radios and one mobile radio - \$5,253.40
- Purchase seven VM6930BF Mobile Radios - \$30,267.44
- Purchase on Mobile Desk Base Radio set - \$2,732.16
- Purchase three Portable Radios - \$10,672.32

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. HVAC Contract Bid Award

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

RESOLUTION 2024-99

WHEREAS The City of Plymouth maintains a number of properties to assist with the mission of helping to protect the public health, safety, and welfare; and

WHEREAS Many of these facilities have heating, ventilation, and air conditioning (HVAC) systems that need regular maintenance and repair; and

WHEREAS The City Administration did accept bids for the HVAC maintenance contract and the lowest best bidder is Miller Boldt, Inc.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a contract with Miller Boldt, Inc. for HVAC services in accordance with their bid. Funding for these services will

come from a variety of different city funds, depending on where the work is being performed. MOTION PASSED UNANIMOUSLY

There was a voice vote.

MOTION PASSED UNANIMOUSLY

d. City Hall Roof Drain Repairs

Minton offered a motion, supported by Maguire, to recuse himself from voting on this item due to spouse being on the Library Board.

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

RESOLUTION 2024-100

WHEREAS The City of Plymouth maintains a number of buildings as part of their mission to help protect the public health, safety and welfare; and

WHEREAS From time to time it is necessary to do maintenance and make repairs to the buildings; and

WHEREAS Construction of the library amphitheater and installation of a new roof at City Hall caused storm water to seep into the City Hall; and

WHEREAS Upon investigation the Department of Municipal Services found a number of issues that was causing the water to seep into the City Hall and they developed a plan to install a new storm pipe to carry storm water away from the City Hall and direct it to the Main Street storm sewer line.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize Perlongo Excavating to complete this project in the amount of \$34,500. Further, the City Commission authorizes up to \$7,000 as a project contingency to meet any unexpected costs associated with the project and restoration. Funding is authorized from the Capital Improvement Fund.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**10. REPORTS AND CORRESPONDENCE**

a. Liaison Reports

Filipczak: The next HDC meeting is Wednesday at 7pm.

Kehoe: Reported on the OVA.

Minton: The next ZBA meeting is December 5 at 7pm. The next PC meeting is December 11 at 7pm.

b. Appointments – None

**11. ADJOURNMENT**

\*The next regular City Commission meeting is 7:00 pm on Monday December 16 at Plymouth City Hall.

O'Donnell offered a motion, seconded by Kehoe to adjourn the meeting at 7:29 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