



City of Plymouth  
City Commission Regular Meeting Minutes  
Monday, February 3, 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, Nick Moroz

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

c. Proclamation

Present: Mayor Deal read a proclamation recognizing February as Black History Month.

**2. APPROVAL OF MINUTES**

Pobur offered a motion, seconded by Maguire to approve the January 21, 2025 City Commission C.O.W. Strategic Plan One-Year Task Development Minutes and January 21, 2025 City Commission Regular Meeting Minutes.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**3. APPROVAL OF THE AGENDA**

Filipczak offered a motion, seconded by Kehoe to approve the agenda for the February 3, 2025 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**4. ENACTMENT OF THE CONSENT AGENDA**

Pobur offered a motion, seconded by Moroz to approve the Consent Agenda for the February 3, 2025 meeting.

a. Special Event: Plymouth Community Arts Council Wilcox Wednesday Music in the Park, Wednesdays – 6/18/2025 - 8/20/2025

b. Special Event: Michigan Philharmonic Patriotic Concert – Saturday 6/28/2025

c. Special Event: Plymouth Community Band Concerts in the Park, Thursdays – 5/29/2025 – 7/31/2025

d. Special Event: Our Lady of Good Counsel Parish Plymouth PraiseFest – Sunday, 6/22/2025

There was a voice vote

MOTION PASSED UNANIMOUSLY

**5. CITIZEN COMMENTS**

Stephanie Richards, Western Wayne County, introduced herself as the Community Liaison for Wayne County Sheriff’s office if community-related services are requested.

Ellen Elliott, 404 Irvin, commented on the great job staff and Gietzen did on the Ice Festival and noted an upcoming event at the Penn on Detroit artist Charles McGee.

**6. COMMISSION COMMENTS**

Commission members commended all staff and vendors for a great job on the Ice Festival.

Pobur spoke about an article in the recent edition of the Pulse listing Plymouth as the top city for retirees.

Kehoe noted that the printed copies of the Pulse are available at City Hall for anyone who would like to pick one up.

Maguire thanked Deal for the Black History month proclamation.

Deal announced that applications are available on the City’s website for the Ruth Huston Whipple Award.

She also recognized City employee anniversaries: Marleta Barr-Community Development, 23 years; Lisa Hominga-DMS, 19 years; John Buzuvis-Economic Development, 19 years; Sydney Bridgman-Clerk’s office, 5 years; Evan Duffiney-DMS, 1 year; Kim Crova-Community Development, 1 year.

**7. OLD BUSINESS**

None

**8. NEW BUSINESS**

a. Adoption of 2025 One-Year Tasks for Strategic Plan

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

RESOLUTION 2025-07

WHEREAS The City Commission of the City of Plymouth did hold a team building open to the public work session that was facilitated by Dr. Lew Bender in advance of the group developing one-year tasks for the strategic plan; and

WHEREAS A second open public session was held on January 21, 2025, to establish the draft of the one-year tasks; and

WHEREAS After review, a finalized draft of the plan and tasks was developed and provided to the City Commission for additional comments.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby endorse and adopt the 2025 one-year tasks for the city’s strategic plan.

**SUSTAINABLE INFRASTRUCTURE**

1. Complete startup of Cultural Center generator, install new public EV charging stations, and connect to it
2. Design, purchase, and install street security bollards at minimum of two downtown locations and Cultural Center main entrance
3. Complete upgrades to four railroad grade crossings with state grant funds
4. Complete Central Parking Deck engineering review for 2026 major renovation
5. Begin construction on mausoleum upgrade project
6. Complete needs assessment for city facilities including security features and ADA compliance

7. Complete 2025 Infrastructure Program and reach decision/direction on push button usage in DDA
8. Roll out new trash/recycle carts
9. Launch new web portal for water customers
10. Begin planning for future road funding/road bond
11. Continue lead service line replacement program and publish searchable online map
12. Review of financial policies (reserves, credit card, etc.) including digital payment program for vendors
13. Continue pursuit of creation of the Corridor Improvement Authority (CIA) for Old Village
14. Participate in MML's Green Communities Challenge 2025
15. Promote sustainable green initiatives through tree programs, native plant integration, identifying locations for rain gardens, solar panel installation on municipal buildings, and kitchen waste composting program(s)
16. Develop plan for additional bike racks in the City
17. Evaluate joint fire agreement with Northville
18. Design potential enclosure ideas for The Gathering
19. Complete Library property swap

### **STAFF DEVELOPMENT, TRAINING, AND SUCCESSION**

1. Complete contract negotiations with DMS, PD, PD Command Staff
2. Complete updates to the employee manual
3. Begin formal Michigan Law Enforcement Accreditation Program
4. Begin American Public Works Association self-assessment program
5. Staff to continue professional development certification/accreditation opportunities such as Michigan Public Service Institute, Municipal Clerk Certification, Clerk's State Accreditation, Michigan Certified Professional Treasurer, Michigan Police Executive Development, Michigan Association of Planning
6. Investigate possible Emergency Medical Responder training for staff
7. Finalize Finance Department re-organization
8. Pursue potential partnership for internships with Colleges and Universities

### **COMMUNITY CONNECTIVITY**

1. Obtain sponsorships for DDA Music in the Air concert events, DDA banners, bandshell banners, and park/playground
2. Continue to review and implement recommendations from Communications Plan
3. Review possible delivery options for monthly newsletter
4. Begin Committee of the Whole, study sessions, and/or pre-Commission style meetings at regular intervals
5. Update City website and increase City services videos/content
6. Implement emergency alert system through email and text
7. Develop consistent City branding guidelines
8. Update technology policies including social media posting guidelines and acceptable use
9. Restructure public outreach "Coffee"-style programs for quarterly events
10. Reinstate Annual Awards and Commendation Program
11. Research opportunities to partner with Plymouth Community Council on Aging and other agencies for potential improvements to senior services
12. Continue hosting Citizen's Academy
13. Discuss Wayne County public transit
14. Review block party process and application

15. Establish a formalized onboarding for new board members and provide continued training for current members including roles, responsibilities, and expectations
16. Improve intra-commission communication

### **ATTRACTIVE, LIVABLE COMMUNITY**

1. Adopt Master Plan
2. Update special events policy and application to include digital format
3. Plan for design and community engagement for DDA Streetscape Improvement Plan
4. Participate in Phase III of Plymouth Art Walk
5. Explore expanded recreation programming and special events opportunities including marketing Cultural Center as a meeting/event venue
6. Engage relevant development entities to create pedestrian connection from Old Village to Hines Park via Wilcox Road
7. Research opportunities to enhance pedestrian experience between Old Village and Downtown
8. Adopt an Economic Development Strategy that furthers the pursuit of Redevelopment Ready Communities certification
9. Restart housing inspection program including update of ordinances and fee schedule
10. Decide on direction for a social district in Old Village
11. Perform legal review of noise ordinance and disturbing the peace ordinance
12. Complete "quick" zoning ordinance amendments (zoning audit)
13. Complete the multi-family/housing ordinance amendments (MSHDA Grant)
14. Discuss housing types and development including Accessory Dwelling Units, diverse housing stock, and residential compatibility
15. Coordinate with Wayne County on pedestrian study along Mill Street

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. Water Removal & Waterproofing City Hall Elevator Pit

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

RESOLUTION 2025-08

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

WHEREAS From time to time there is required maintenance on the buildings and the elevator pit at City Hall is in need of waterproofing and cleaning; and

WHEREAS The Department of Municipal Services had on-site meetings at City Hall with three vendors and the pricing ranged from a low of \$11,685.00 to a high of \$29,776.40.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a repair contract with Docker Elevator of South Lyon, Michigan in the amount of \$11,685.00 to make repairs to the elevator pit to include removal of water and waterproofing the pit.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

Details of price quotes found in agenda at:

<https://www.plymouthmi.gov/cms/One.aspx?portalId=12421732&pageId=16081296#>

c. Sewer Ordinance Amendments

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

RESOLUTION 2025-09

WHEREAS The City of Plymouth operates a sanitary sewer system and from time to time it is necessary to update the ordinances for a variety of reasons including environmental stewardship, and changes in state or federal law; and

WHEREAS In order to be compliant with a variety of standards and regulations it is necessary to update our Ordinances.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby adopt at its first reading changes in the Utilities sections of the Code of Ordinances for the City of Plymouth and in order to simplify the update process and to accommodate minor grammatical changes the City shall delete all current sections of the Ordinance from Section 74-221 through 74-340.

BE IT FURTHER RESOLVED THAT the City Commission adds the following new sections to the Code of Ordinances from 74-221 to 74-340 and approves the changes highlighted here at the First Reading.

- 74-222 – Definitions
- 74-223 - Abbreviations
- 74-242 – Prior to Connections
- 74-245 – Powers of YUCA
- 74-253 – Enforcement Process
- 74-255 – Permit
- 74-260 – Funding Fees
- 74-288 – Guards for excavation
- 74-294 – Required
- 74-295 – Unpolluted Discharges
- 74-296 – F.O.G. Interceptor
- 74-299 -Prohibited Pollutants
- 74-304 – Accidental Discharge

There was a voice vote.

MOTION PASSED UNANIMOUSLY

Proposed revisions can be viewed in agenda at:

<https://www.plymouthmi.gov/cms/One.aspx?portalId=12421732&pageId=16081296#>

d. 2nd Quarter Budget Amendments

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

RESOLUTION 2025-10

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 2nd 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 February 3, 2025.



**BUDGET ADJUSTMENT SUMMARY  
SECOND QUARTER - FY24-25**

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>8003</b>						
Gas & Weight Issue	291,858	-	-	-	-	-	291,858
Concess & Other	434,001	3,000	-	-	-	3,000	437,001
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>715,859</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>718,849</b>
<b>LOCAL ST FUND EXP:</b>	<b>8003</b>						
Administration Cost	25,140	1,300	-	-	-	1,300	26,440
Routine Maintenance	69,705	3,300	13,745	-	-	17,245	86,950
Stormwater System Maintenance	1,000	-	-	-	-	-	1,000
Traffic Signal Maintenance	91,475	100	(14,800)	-	-	(14,700)	76,775
Snow & Ice Control	31,000	-	1,055	-	-	1,055	32,055
Road Construction	-	-	-	-	-	-	-
Contingency	424,549	(2,100)	-	-	-	(2,100)	422,449
<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>8203</b>						
Cultural Center Revenues	518,000	-	(2,820)	-	-	(2,820)	515,180
Transfer from General Fund	313,595	-	-	-	-	-	313,595
Administrative Charges	1,000	8,000	4,200	-	-	12,200	13,200
Program Fees & Charges	350,000	2,300	-	-	-	2,300	352,300
Appropriation of Surplus	139,245	(2,420)	-	-	-	(2,420)	136,825
<b>TOTAL REVENUE</b>	<b>1,321,840</b>	<b>8,880</b>	<b>17,280</b>	<b>-</b>	<b>-</b>	<b>26,160</b>	<b>1,348,000</b>
<b>RECREATION FUND EXP:</b>	<b>8203</b>						
Cultural Center & Administration	1,143,350	280	11,700	-	-	11,980	1,155,330
Base Salts	-	-	-	-	-	-	-
Recreation Vending	-	-	-	-	-	-	-
Recreation Services	4,650	150	480	-	-	630	5,280
Adult Athletics	-	-	-	-	-	-	-
Youth Athletics	5,500	-	-	-	-	-	5,500
Miscellaneous League	10,000	2,300	-	-	-	2,300	12,300
PCHA - Mini Mills	-	-	150	-	-	150	150
Over 60/70 Hockey	-	8,000	3,500	-	-	11,500	11,500
PCHA	-	-	-	-	-	-	-
MSD Services	6,325	150	150	-	-	300	6,625
Beer	128,735	-	-	-	-	-	128,735
Liquor	10,540	-	-	-	-	-	10,540
Classes & Special Events	4,120	-	1,300	-	-	1,300	5,420
Therapeutic Programs	1,000	-	-	-	-	-	1,000
Senior Programs - Classes	5,020	-	-	-	-	-	5,020
Plymouth-Canton Stadium	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,321,840</b>	<b>8,880</b>	<b>17,280</b>	<b>-</b>	<b>-</b>	<b>26,160</b>	<b>1,348,000</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>8228</b>						
Property Taxes	1,276,480	-	23,000	-	-	23,000	1,299,480
Sales of Services	440,600	3,975	5,000	-	-	8,975	449,575
Transfer from General Fund	-	-	-	-	-	-	-
Appropriation of Surplus	198,138	(8,248)	63,700	-	-	55,452	211,594
<b>TOTAL REVENUE</b>	<b>1,875,198</b>	<b>(4,273)</b>	<b>91,700</b>	<b>-</b>	<b>-</b>	<b>87,431</b>	<b>1,960,028</b>
<b>SOLID WASTE FUND EXP:</b>	<b>8228</b>						
Operating Expenses	1,848,820	12,000	91,700	-	-	103,700	1,952,520
Capital Outlay	10,000	-	-	-	-	-	10,000
Contingency	16,298	(16,298)	-	-	-	(16,298)	-
Transfer Out to Other Funds	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,875,198</b>	<b>(4,298)</b>	<b>91,700</b>	<b>-</b>	<b>-</b>	<b>87,431</b>	<b>1,960,028</b>



