



City of Plymouth  
City Commission Regular Meeting Minutes  
Monday, March 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

Excused: Nick Moroz

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

c. Mayor Suzi Deal read a proclamation acknowledging Women's History Month

**2. APPROVAL OF MINUTES**

Pobur offered a motion, seconded by Minton to approve the February 18, 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 March 3, 2025 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**4. ENACTMENT OF THE CONSENT AGENDA**

Minton offered a motion, seconded by Maguire to approve the Consent Agenda for the March 3, 2025 meeting.

a. Special Event: Spring Fever in the Park 2025, 3/27 to 5/6

b. Special Event: Ghosts of Plymouth Walk, 4/26/2025

c. Special Event: Farmers Market, Saturdays in 2025 May 10,17,24,31 June 7,14,21,28  
July 5,12,19,26 Aug 2,9,16 23,30 Sept 6,13,20,27 Oct 4,11,18,25

d. Special Event: PDL & Popsicles at Kiwanis Park, 6/23/2025

e. Special Event: PDL & Popsicles at Wilcox Park, 7/29/2025

There was a voice vote

MOTION PASSED UNANIMOUSLY

**5. CITIZEN COMMENTS**

Karen Sisolak, 939 Penniman- Thanked DMS crews for great job fixing Penniman water main break on Saturday.

Susan Clark, 305 Farmer- Requested attention to increases in Farmer St. traffic once M-14 closes. Also wanted to bring attention to safety of railroad ties missing at Farmer St. crossing. Sincock commented that it is scheduled for replacement in spring.

**6. COMMISSION COMMENTS**

Maguire noted that new trash carts are rolling out this week and old carts can be left at side of road with trash. Information can be found in the Plymouth Pulse. Also acknowledged Ramadan.

Kehoe thanked DMS crews for their work on water main breaks.

Filipczak thanked administration for great work on communications, in particular most recently related to trash carts.

Minton Also acknowledged Ramadan and Lent.

Deal thanked DMS for their efforts on the water main breaks; Congratulations to Finance Department as they have again earned the Distinguished Budget Presentation Award; Citizens Academy begins April 9; Employee anniversaries: Aaron Micek (DMS), 6 years, Julian Mackiewicz (DDA), 1 year.

**7. OLD BUSINESS - none**

**8. NEW BUSINESS**

a. Soccer Equipment Bid Recommendation 2025-2026 Budget Year

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

RESOLUTION 2025-15

WHEREAS The City offers a soccer program to help promote the public health and welfare and to promote the benefits of a parks and recreation program; and

WHEREAS Each year it is necessary to purchase a variety of soccer equipment in order to operate the program.

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Plymouth does hereby accept as the lowest best bid the bid from Protime Soccer Equipment for a variety of soccer equipment for the 2025 – 26 Fiscal Year as follows:

**ProTime Sports:**

|                                 |                  |
|---------------------------------|------------------|
| Protime – Youth Size Jerseys    | \$12.50 each     |
| Protime – Adult Size Jerseys    | \$13.50 each     |
| Protime “All Sport” Sock Black  | \$ 2.45 per pair |
| Nova Soccer Balls size 3 & 4    | \$4.95 each      |
| Equinox Soccer Balls size 4 & 5 | \$9.40 each      |

Funding for these purchases is authorized from the Recreation Fund. The City Commission further rejects all other bids for these products.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. Memorandum of Understanding – Western Wayne Crash Response Team

The following motion was offered by Filipczak and seconded by Maguire

RESOLUTION 2025-16

WHEREAS The City of Plymouth participates with the Western Wayne County Crash Response Team (WWCSOT) in an effort to secure the public health, safety and welfare;and

WHEREAS The WWCCRT has previously operated on what can be best described as a "gentlemen's agreement" between all of the participating agencies in the WWCCRT; and

WHEREAS There is a need to codify a Memorandum of Understanding between all agencies who are participating in WWCCRT.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Memorandum of Understanding between the City of Plymouth and the Western Wayne County Crash Response Team and the participating municipal police agencies who are a party to this agreement.

BE IT FURTHER RESOLVED THAT the Mayor of the City of Plymouth is hereby authorized to sign the Memorandum of Understanding and the City Clerk is hereby directed to incorporate the entire agreement into the official Meeting Minutes of this meeting.

Filipczak thanked Chief Cox and his team for doing this.

There was a voice vote.

MOTION PASSED UNANIMOUSLY



# WESTERN WAYNE CRASH RESPONSE TEAM

## Memorandum of Understanding

### MISSION STATEMENT:

The Western Wayne Crash Response Team's objective is to provide a detailed crash investigation through the principles of science related to traffic crash reconstruction by making available an on-call traffic crash team that maintains a high standard of professionalism through education and teamwork. In addition, it is the team's objective, in conjunction with the Wayne County Prosecutor's Office, to obtain the highest level of prosecution by assisting departments with criminal and civil issues through explanation and evidence interpretation.

### DEFINITIONS:

- *At Scene Traffic Crash Investigator or "A.I.":* A team member who has successfully completed Michigan State Police At-Scene Traffic Crash Investigations or its equivalent.
- *Technical Traffic Crash Investigator or "T.I.":* A team member who has successfully completed advanced accident investigation training that includes the use of the conservation of linear momentum and time and distance analysis, such as the Michigan State Police Technical Traffic Crash Investigations course.
- *Traffic Crash Reconstruction Investigator or "R.I.":* A team member who has successfully completed advanced training in accident investigation that includes momentum analysis, time and distance analysis, and conservation of energy principals. This includes the Michigan State Police Traffic Crash Reconstruction course taught by the Institute of Police Management and Technology (IPTM) from the University of Florida.

### CRASH TEAM MEMBERS:

The traffic crash response team will consist of up to four members per agency selected by the team commander or designee. Officer selection is based on training and experience. Regular training coordinated by the team commanders or their designee shall be made available for response team members and accident investigators whose agencies are members of this agreement, but not necessarily on the response team.

Crash team members and A.I. officers will be evaluated yearly for continuation as a crash team member or appointment to the crash team. The highest trained and most experienced member of the team shall serve as the team commander.

**CALL OUT PROCEDURE:**

A call out crash team roster and procedure will be provided to participating agencies for implementation when a city requests the use of the team for a serious injury or fatal crash. Upon activation, the team commander or designee will facilitate a team to respond to the incident city and act as the liaison for the purpose of case follow up and prosecution. It is recommended that the crash team be called out for accidents resulting in potential criminal prosecution, lawsuits of governmental agencies, accidents involving special vehicles (motorcycles, pedestrians, bicycles, school buses, commercial vehicles), or crashes that involve unknown circumstances such as ejections, rollovers, and multiple occupant crashes where identification of the driver may be of concern.

**CRASH RESPONSE TEAM INCIDENT OBJECTIVE:**

It is the Crash Response Team's commitment to provide a detailed crash investigation using the following resources when applicable:

1. Scene Measurements
2. Scale Diagrams
3. Reconstruction
4. Photographs
5. Vehicle Inspections
6. Crash Data Retrieval
7. Evidence Gathering
8. Autopsy Attendance
9. Expert Testimony
10. Technical Analysis/ Reporting

**PARTICIPATING CITY COMMITMENT:**

1. Case Liaison Officer – Follow Up Investigation
2. Contractor for Impounded Vehicles
3. Responsible for Arrest and Booking
4. Responsible for Traffic Assistance
5. Original Incident Reporting (Written Statements, Interviews, Etc.)
6. Family/Next of Kin Notification
7. Media Statements (Unless Otherwise Requested by the City)
8. Warrant Requests
9. UD-10 report and FARS submission via LEIN

**TRAINING:**

Team members will be required to attend regular training sessions, unless a conflict arises. Training will consist of various topics related to accident investigation, open crash investigations involving the team, or other crash investigation information deemed relevant.

**FUNDING:**

Participating members of this agreement may be requested to donate funds for the purpose of providing equipment required to meet the needs of the team. Participating agencies will be required to compensate their officers on the response team per their individual department's collective bargaining agreement.

**LIABILITY:**

A crash response team member's department is liable for an activated officer responding to a traffic crash. Crash team officers are considered on duty when responding to a crash team call out.

**AUTHORIZATION:**

By signing the signature page, the authorized city representative agrees to full participation of said city. If an agency wishes to terminate participation, a letter of termination shall be forwarded to the Team Commander or Assistant Team Commander from the authorized city representative.


**REVISION:**

Responsibility for continuous review and revision of the policy lies with the Team Commander.

**State of Michigan**  
**County of Wayne**  
**Western Wayne Crash Response Team**  
**Memorandum of Understanding**  
**Member signature page**

**City of Plymouth**

  
\_\_\_\_\_  
Chief of Police

  
\_\_\_\_\_  
Mayor

3/3/25  
\_\_\_\_\_  
Date

c. Congressionally Directed Spending – Solar Panel Project at the Cultural Center Resolution of Support  
The following motion was offered by Pobur and seconded by Kehoe:

**RESOLUTION 2025-17**

- WHEREAS The City of Plymouth recognizes the importance of federal funding in supporting critical projects and initiatives that directly benefit our community; and
- WHEREAS Congressionally Directed Spending, allows for the allocation of federal funds to specific projects identified by local representatives who have a deep understanding of the unique needs and priorities of their constituents; and
- WHEREAS The inclusion of Congressionally Directed Spending in the federal budget provides an opportunity for the City of Plymouth to address local challenges, invest in infrastructure, create jobs, and enhance the overall well-being of our residents; and
- WHEREAS Senator Gary Peters, our elected representative in the United States Congress, has identified key projects within the City of Plymouth that align with the community's goals and have the potential to yield significant positive outcomes; and
- WHEREAS The City Commission of the City of Plymouth has reviewed and endorsed the Solar Panel Project at the Cultural Center, recognizing the merit and alignment with our community's needs.

NOW, THEREFORE, BE IT RESOLVED, that the City of Plymouth City Commission expresses its full support for Congressionally Directed Spending and encourages Congress to include the proposed funding for Solar Panels at the Cultural Center in the federal budget, and

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to Senator Peters and any other relevant federal officials to demonstrate the unified support of the City of Plymouth for the inclusion of these critical projects in the federal budget.

Pobur spoke on federal government funding and its good to have this done early in case funding is available.

Karen Sisolak, 939 Penniman-inquired on process coordination related to Cultural Center roof an solar panels. Sincock noted that the City would not put in solar panels prior to a new roof. Anderson commented that another funding request would include a roof and new windows if awarded.

There was a voice vote.

**MOTION PASSED UNANIMOUSLY**



**CITY OF PLYMOUTH  
RESOLUTION #2025-17**

**Congressionally Directed Spending – Solar Panel Project at the  
Cultural Center Resolution of Support**

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

- WHEREAS The City of Plymouth recognizes the importance of federal funding in supporting critical projects and initiatives that directly benefit our community; and
- WHEREAS Congressionally Directed Spending, allows for the allocation of federal funds to specific projects identified by local representatives who have a deep understanding of the unique needs and priorities of their constituents; and
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- WHEREAS The City Commission of the City of Plymouth has reviewed and endorsed the Solar Panel Project at the Cultural Center, recognizing the merit and alignment with our community's needs.

NOW, THEREFORE, BE IT RESOLVED, that the City of Plymouth City Commission expresses its full support for Congressionally Directed Spending and encourages Congress to include the proposed funding for Solar Panels at the Cultural Center in the federal budget, and

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to Senator Peters and any other relevant federal officials to demonstrate the unified support of the City of Plymouth for the inclusion of these critical projects in the federal budget.

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

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 March 3, 2025.



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

d. Charity Gaming License – Plymouth Canton Cruisers Swim Team

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

RESOLUTION 2025-18



**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
(Required by MCL 432.103a(i)(ii))

At a REGULAR meeting of the PLYMOUTH CITY COMMISSION  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD  
called to order by MAYOR SUZI DEAL on MARCH 3, 2025  
DATE  
at 7:00 a.m./p.m. the following resolution was offered:  
TIME  
Moved by Minton and supported by Kehoe  
that the request from PLYMOUTH CANTON CRUISERS of PLYMOUTH  
NAME OF ORGANIZATION CITY  
county of WAYNE, asking that they be recognized as a  
COUNTY NAME  
nonprofit organization operating in the community for the purpose of obtaining charitable  
gaming licenses, be considered for APPROVAL.  
APPROVAL/DISAPPROVAL

|         | APPROVAL | DISAPPROVAL |
|---------|----------|-------------|
| Yeas:   | <u>6</u> | _____       |
| Nays:   | <u>0</u> | _____       |
| Absent: | <u>1</u> | _____       |

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the PLYMOUTH CITY COMMISSION at a REGULAR  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL  
meeting held on MARCH 3, 2025.  
DATE

SIGNED: *Maureen A. Brodie*  
TOWNSHIP, CITY, OR VILLAGE CLERK  
MAUREEN A. BRODIE, CITY CLERK  
PRINTED NAME AND TITLE  
201 S. MAIN ST., PLYMOUTH, MI 48170  
ADDRESS

COMPLETION: Required.  
PENALTY: Possible denial of application.  
BSL-CG-1153(R4/24)

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

**9. REPORTS AND CORRESPONDENCE**

a. Planning Commission Annual Report to the City Commission – No Action Required

Pobur and Deal thanked the Planning Commission for providing the information.

Hollie Saraswat provided a brief summary on upcoming goals.

b. Liaison Reports

Minton – Planning Commission meeting is Wednesday March 12 at 7pm

Filipczak – HDC meeting is Wednesday March 5 in the Commission Chambers and Cemetery Board meeting is Monday March 10 at the Cemetery.

Kehoe – DDA meeting Monday March 10 at 7pm in Commission Chambers and reported on OVA; Chamber After Hours event at Downtown Pour House was a great event and well attended from both the City and Township and the business community.

Maguire – Reported on Plymouth Library’s March is Reading Month Challenge; PCCA St. Patrick’s Day Party/Bingo on Tuesday March 18 at Friendship Center at 12:30pm for seniors.

Pobur - LLRC meeting information will be brought to Commission at March 17 meeting.

c. Appointments - None

**10. MOTION TO GO TO CLOSED SESSION**

a. Contracts

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

WHEREAS The City of Plymouth City Commission is allowed under the Michigan Open Meetings Act to go into closed session to discuss strategy for labor contract discussions.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize going into closed session for the sole purpose of discussing strategy for labor contract negotiations.

**Mayor Deal asked for a roll call vote: Yes: Maguire, Kehoe, Pobur, Filipczak, Minton, Deal**

MOTION PASSED UNANIMOUSLY

The Commission moved to closed session at 7:28 p.m.

**11. OPEN SESSION**

The Commission returned for the open session at 7:43 p.m.

**12. ADJOURNMENT**

\*The next regular City Commission meeting is 7:00 pm on Monday March 17 at Plymouth City Hall.

Pobur offered a motion, seconded by Minton to adjourn the meeting at 7:43 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

\_\_\_\_\_  
SUZI DEAL  
MAYOR

\_\_\_\_\_  
MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK