City of Plymouth

ITEM #2

City Commission Regular Meeting Minutes

Monday, December 15, 2025, 7:00 p.m.

Plymouth City Hall 201 S. Main Street

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

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Phone 734-453-1234
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1. CALL TO ORDER

Mayor Linda FIlipczak called the meeting to order at 7:00 p.m.

Present: Mayor Linda Filipczak, Mayor Pro Tem Joe Elliott, Commissioners Jennifer Kehoe, Alanna Maguire, Brock Minton, Colleen Pobur, Karen Sisolak

Also present: City Manager Chris Porman, City Attorney Bob Marzano, and various members of the City Administration

Mayor Filipczak offered a moment of silence in honor of Brown University and Rhode Island Hospital and Bondi Beach, Australia.

2. PROCLAMATION

Filipczak read a proclamation recognizing (PNLH) Personalized Nursing Light House.

3. APPROVAL OF MINUTES

a. Motion to approve the December 1, 2025 City Commission Regular Meeting Minutes made by Maguire, supported by Elliott.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF THE AGENDA

Motion to approve the agenda for December 15, 2025 made by Minton, supported by Maguire.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. ENACTMENT OF THE CONSENT AGENDA

a. Approval of November 2025 Bills
b. Special Event: Ice Festival, 1/30/2026-2/1/2026

Motion to approve the consent agenda for December 15, 2025 made by Minton, supported by Pobur.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

6. CITIZEN COMMENTS

Jack Wilson (1157 Penniman) thanked Kehoe for information on the Hanukkah event. He also offered his thoughts on things he felt could be addressed by the Commission.

Jan Waller (1051 N Mill St) spoke about events in Old Village and thanked the City for it's support.

7. COMMISSION COMMENTS

Minton: reported on the Planning Commission and summarized recent progress. Updates have been part of the City's strategic plan for several years. The first set of amendments is intended to align local ordinances with federal, state, and case law, and to ensure consistent terminology throughout the document.

Minton noted that several members of the public, through both email and public comment, requested a delay to allow additional time to review the proposed amendments. Some comments expressed concern that the Planning Commission was either being pressured to increase density or acting contrary to public sentiment during a period of limited public attention due to the holiday season.

Minton acknowledged the extensive work undertaken by the Planning Commission, including public meetings, detailed minutes, and the creation of a timeline documenting each discussion of the proposed amendments. Despite these efforts toward transparency, skepticism persists.

He expressed concern about the growing reliance on unverified information and the influence of fear-based narratives, noting that these pressures can affect local government, community relationships, and civic engagement. He warned that continued distrust could discourage dedicated civil servants and community volunteers from participating in local governance.

Minton highlighted the importance of addressing these challenges at the local level, where direct, person-to-person communication remains possible. He emphasized that community members are ultimately neighbors and that rebuilding trust is essential. He encouraged efforts to foster accurate information, open dialogue, and solutions that support a healthy democratic process.

All Commissioners who spoke thanked and supported Minton for his comments.

McGuire: Thanked Kehoe for leading the Hanukkah ceremony and noted strong turnout despite cold weather; Emphasized uplifting minority voices and offered holiday well-wishes; Expressed optimism for collaborative work in the coming year.

Elliott: Commended the DMS for effective snow and ice cleanup and contrasted Plymouth's roads favorably with Northville's; Thanked the DDA and DMS for supporting Christmas in Plymouth and praised the city's festive appearance.

Kehoe: Thanked colleagues for attending the Hanukkah celebration; Spoke on the importance of inclusive events for underrepresented groups; Highlighted global incidents of hate and emphasized fostering real interpersonal connections; Encouraged collaboration for expanding future initiatives.

Pobur: Delivered a personal statement addressing the challenging environment she has experienced over the past year. She noted that community tensions and unfounded personal attacks directed at her and Mayor Deal had created a hostile climate, including allegations of misconduct that were never substantiated. She emphasized her commitment to serving the community and the value she believed her experience brought, but explained that the situation had escalated to the point where it now jeopardized her professional career.
Pobur stated that, due to this conflict and the increasing incompatibility between her volunteer role and her professional responsibilities, she was resigning from the City Commission effective at the close of the meeting. She expressed gratitude toward city administration, staff, whom she described as family, and reaffirmed her love for the community. She concluded by acknowledging the negative impact of misinformation campaigns but affirmed her ongoing commitment to the city despite stepping down.

Filipczak: Expressed appreciation for community input and thanked the DDA for organizing a highly successful weekend event that drew large crowds and positive feedback from visitors and local business owners. She also noted attending a Pearl Harbor memorial service at Veterans Park, describing it as a humbling experience.

8. OLD BUSINESS

9. NEW BUSINESS

a. Authorization to Purchase – V-Box Insert Salt Spreader

Motion to authorize the following resolution made by Pobur, supported by Minton;

RESOLUTION 2025-106

WHEREAS The City of Plymouth operates an equipment fleet to help protect the public health, safety, and welfare; and

WHEREAS The City's 2009 GMC C8500 backup truck is 17 years old and has significant mechanical issues, with repairs estimated at $40,000–$50,000 and no guarantee of resolving ongoing reliability concerns; and

WHEREAS Alternatives for a new heavy-duty salt truck are cost-prohibitive and have delivery times exceeding one year, while upfitting an existing medium-duty truck with a removable insert-style V-box salt spreader provides a cost-effective and timely winter-ready solution; and

WHEREAS Truck and Trailer Specialties and Weingartz of Livonia have provided quotes for a Boss VBX+ 3-yard Poly V-Box Auger Hopper Spreader with pre-wet.

Now, Therefore, Be It Resolved, the City Commission of the City of Plymouth hereby authorizes the purchase of the Boss VBX+ 3-yard Poly V-Box Auger Hopper Spreader with pre-wet from Weingartz of Livonia, Michigan, for $12,950 with funding coming from the City's Equipment Fund.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. 2026 Annual Wayne County Permit

Motion to authorize the following resolution made by Pobur, supported by Kehoe;

RESOLUTION 2025-107

CITY OF PLYMOUTH AUTHORIZING EXECUTION OF WAYNE COUNTY PERMIT #A-26152

At a Regular Meeting of the Plymouth City Commission on Monday, December 15, 2025, 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	Title	
Nick Johns	Municipal Services Foreman	or
Adam Gerlach	Municipal Services Assistant Director	or
Al Cox	Director of Public Safety	or
Chris Porman	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 15, 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. 2026 Annual State Highway Permit

Motion to authorize the following resolution made by Elliott, supported by Minton;

RESOLUTION 2025-108

Michigan Department of Transportation 2207B (05/21)

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 employee's, 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:		
Nick John	and/or	Operations Foreman
Adam Gerlach	and/or	Assistant Director Municipal Services
Al Cox	and/or	Director of Public Safety
Chris Porman	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 15th day

of DECEMBER A.D. 2025.

Maureen A. Brodie
Signed

CITY CLERK
Title

MAUREEN A. BRODIE
Print Signed Name

There was a voice vote.
MOTION PASSED UNANIMOUSLY

d. City Credit Card Policy Update

Motion to authorize the following resolution made by Kehoe, supported by Pobur;

RESOLUTION 2025-109

WHEREAS The City of Plymouth has a Credit Card Policy that was originally adopted in April of 1996 and revised since that time, and

WHEREAS From time to time there is a need to update the policy.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Revised Credit Card Policy dated December 15, 2025. Further, the City Clerk is hereby directed to include a complete copy of the revised Policy with the Meeting Minutes of this meeting.

APPENDIX O:
CITY CREDIT CARD POLICY
12/15/2025 Update

The Finance Director at the direction of the City Manager shall be responsible for the City's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with this policy.

The authorized credit cards as of the adoption of this policy are as follows:

CARD	ISSUED TO
Credit Card/P-Card	City Manager's Office
	Police Department
	Municipal Services Department
	Recreation Department
	Finance Department
	Economic Development Department
Home Depot	City Clerk's Office
	City Manager's Office
	Municipal Services Department
	Recreation Department
Sam's Club	City Clerk's Office
	Recreation Department

The City of Plymouth also currently maintains an American Express Business card for online invoice payments with certain vendors. This account is maintained by the Finance Department and not used for regular purchases. The program provides for rewards to reduce the overall costs of invoices.

The Finance Director shall not issue any additional credit cards or increase the credit limits of any existing credit cards, without first notifying the City Commission at any regular or special meeting.

Credit cards issued by the City shall be used only by an officer or employee of the City for the purchase of goods and services for the official business of the City. City credit cards shall be used in conformance with the City's purchasing policy.

Each department responsible for a City credit card shall submit the monthly credit card billing to the finance department with documentation including the original copy of each charge slip for goods or services charged on the card for that month, detailing what was purchased, the cost, the date of purchase and the City purpose for which it was purchased. The Finance Director shall review each bill, and if approved, submit it for payment. These billings shall also be subject to review by the City Commission audit committee. The Finance Director shall bring any suspicious activity to the City Manager's attention immediately.

A department that has been issued a City credit card will be the department supervisor's responsibility for its custody and proper use in compliance with this policy; shall immediately notify the Finance Director if the credit card is lost or stolen; and shall return the credit card to the Finance Director or City Manager upon termination of employment with the City, or if requested to do so by the Finance Director or City Manager.

The finance department shall pay each credit card billing within the due date, but in any event within not more than sixty (60) days of the initial statement date.

The City has implemented a Purchasing Card (P-Card) program to simplify low-dollar, high-frequency purchases for official City business. P-Cards are issued with the approval of the City Manager and Finance Director and must be used in accordance with the City's purchasing policy. Use is limited to authorized City-related expenses. All P-Card activity must be supported by receipts and a business

purpose, reconciled monthly, and reviewed by the department head and Finance Director. P-Card use is subject to audit.

Any City officer or employee using a City credit card in violation of this policy shall be subject to disciplinary action, including loss of use privileges, suspension or termination as may be appropriate in each case.

The total combined authorized credit limit of all City credit cards shall not exceed the limit authorized in the above section, and in any event shall not exceed five percent (5%) of the total current budget, or as otherwise limited by state law.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

e. Final Payment 2022/23 Infrastructure Improvement Program

Motion to authorize the following resolution made by Kehoe, supported by Minton;

RESOLUTION 2025-110

WHEREAS The City completed 2022-23 Infrastructure Project, and

WHEREAS The 2022-23 Infrastructure Project was added to the 2020 Program via Change Order #13; and

WHEREAS The project has been completed by Pro-Line Asphalt Paving and they are requesting final payment on the project, and

WHEREAS the City Engineer has reviewed the project and it meets all design specifications.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize final payment to Pro-Line Asphalt Paving Corporation in the amount of $44,684.66 for work completed on the 2022-23 Infrastructure Project.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

f. Schedule Public Hearing for CIA Development and Tax Increment Financing Plan

Motion to authorize the following resolution made by Maguire, supported by Pobur;

RESOLUTION 2025-111

WHEREAS The City Commission, in October 2024, authorized expenditures and engagement with Carlisle Wortman, Miller Canfield, and Wayne County Assessing to initiate the development of a Corridor Improvement Authority (CIA) for the Old Village business district in alignment with Strategic Goal Area One – Sustainable Infrastructure; and

WHEREAS On April 18, 2025, the City Commission approved the *Intent to Create* a Corridor Improvement Authority as required by Public Act 57 of 2018; and

WHEREAS The City Commission conducted the first of two required public hearings on June 2, 2025, to receive public comments related to the creation of the CIA; and

WHEREAS Following the statutorily required 60-day waiting period, the City Commission formally established the CIA district and development area on August 18, 2025; and

WHEREAS The CIA Board was subsequently appointed and has convened six times since September 2025, including a public engagement session on December 2, 2025, during which approximately thirty residents provided constructive input, much of which has been incorporated into the draft Development and Tax Increment Financing (TIF) Plan; and

WHEREAS The CIA Board has reviewed and approved the draft Development and TIF Plan and recommends that the City Commission hold the second statutorily required public hearing to receive comment prior to consideration of the Plan's final adoption; and

WHEREAS Public Act 57 of 2018 requires that notice of the hearing be (1) published twice in a newspaper of general circulation, with the first publication not less than 20 days prior to the hearing; (2) mailed to property taxpayers of record within the development area and to all taxing jurisdictions whose levies may be subject to capture, not less than 20 days prior to the hearing; and (3) posted in at least 20 conspicuous public places within the development area, also not less than 20 days prior to the hearing; and

WHEREAS Scheduling the hearing for Tuesday, January 20, 2025, during the regular City Commission meeting will provide adequate time for staff to complete all required statutory notices.

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Plymouth hereby schedules a public hearing for Tuesday, January 20, 2025, to receive public comment on the draft Old Village Corridor Improvement Authority Development and Tax Increment Financing Plan, as required by Public Act 57 of 2018.

BE IT FURTHER RESOLVED that City administration is directed to complete all required postings, mailings, publications, and notifications as mandated by statute.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

10. REPORTS AND CORRESPONDENCE

Elliott: Reported on variance cases reviewed at the recent ZBA meeting.
Filipczak: Acknowledged Pobur's resignation and wished her well.

11. ADJOURNMENT

The next regular City Commission meeting is 7:00 pm on Monday, January 5 at Plymouth City Hall.
Motion made by Sisolak, supported by Maguire to adjourn the meeting at 7:44 p.m.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

_____
LINDA FILIPCZAK
MAYOR

_____
MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK