



Plymouth City Commission

Regular Meeting Agenda

Monday, November 17, 2025 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Join Zoom Webinar: Nov 17 <https://us02web.zoom.us/j/89638902168>

Passcode: 897674 Webinar ID: 896 3890 2168

1. **CALL TO ORDER**
 - a. Pledge of Allegiance – Girl Scout Troop #40010
 - b. Roll Call
2. **APPROVAL OF MINUTES**
 - a. November 3, 2025 City Commission Regular Meeting Minutes
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
 - a. Approval of October 2025 Bills
5. **CITIZEN COMMENTS**
6. **COMMISSION COMMENTS**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
 - a. Authorization to Delay Oath of Office
9. **REPORTS AND CORRESPONDENCE**
 - a. Liaison Reports
 - b. Appointments
10. **ADJOURNMENT**

Consent Agenda - The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case that item will then be placed on the regular agenda.

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues for items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Meetings of the City of Plymouth are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, disability, or any other trait protected under applicable law. Any individual planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) should submit a request to the ADA Coordinator at 734-453-1234 ext. 234 at least two working days in advance of the meeting so an attempt can be made to make reasonable accommodations. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to clerk@plymouthmi.gov.

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan

"The government in this community is small and accessible to all concerned."

-Plymouth Mayor Joe Bida
November 1977



City of Plymouth
City Commission Regular Meeting Minutes
Monday, November 3, 2025, 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
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 Chris Porman, City Attorney Bob Marzano, and various members of the City Administration

2. OATH OF OFFICE

- a. New police officer sworn in by City Clerk to be effective November 3, 2025

3. AUDIT PRESENTATION

- a. City's auditor, Rana Emmons from PSLZ provided a review of the audit.

4. APPROVAL OF MINUTES

- a. October 20, 2025 City Commission Regular Meeting Minutes

Motion to approve the October 20, 2025 City Commission Regular Meeting Minutes made by Minton, supported by Pobur.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. APPROVAL OF THE AGENDA

Motion to approve the agenda for November 3, 2025 made by Kehoe, supported by Moroz.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

6. ENACTMENT OF THE CONSENT AGENDA

- a. Special Event: Holiday Greens Market, Saturday 11/29/2025
- b. Special Event: Hanukkah Candle Lighting and Celebration, Monday 12/15/2025
- c. Special Event: Santa's City of Plymouth Parade, Friday 11/28/2025
- d. Special Event: PCCS Mental Health and Wellness Fair, Friday, 4/25/2026

Motion to approve the consent agenda for November 3, 2025 made by Maguire, supported by Pobur;

- a. Approval of September 2025 Bills

There was a voice vote.

MOTION PASSED UNANIMOUSLY

7. CITIZEN COMMENTS

Ed Walton 1465 Palmer thanked the City for getting the tree planted on their island and also thanked Deal for her tenure and service to the City.

Kelly O' Donnell 718 Burroughs and Oliver Wolcott 45644 N Turtlehead Ct. Plym Twp. paid tribute to Deal and thanked her for her service to the City. Also congratulated Porman on his appointment.

David Pierce 1147 W Ann Arbor Trail spoke about the Master Plan and zoning map relative to church property.

8. COMMISSION COMMENTS

Commissioners commented about the the DTP Forward open house and the Lions Club community feedback session and thanked the Lions Club. Also spoke about the election and reminded people to vote. They welcomed Officer Saltsman and thanked the City team for their succession planning efforts. They recognized Plymouth athletes in the Cross Country finals. Spoke about the SNAP Program and encouraged donations to local food banks and humane societies.

Deal also recognized employee anniversaries:

Justin Bulmer – Sergeant – November 26 – 18 Years

Dawn Shipe – Deputy Treasurer - November 1 - 15 Years

David Cowell - Police Officer - November 16 - 10 Years

Nicholas Tefend - Police Officer - November 8 - 4 Years

She also acknowledged retirement of Lt. Jamie Grabowski - 28 yrs.

9. OLD BUSINESS – none

10. NEW BUSINESS

a. Bulk Leaf & Waste Hauling

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

RESOLUTION 2025-95

WHEREAS The City of Plymouth has a need to provide for the bulk hauling and disposal of leaves and other "spoils" materials; and

WHEREAS The City of Plymouth developed bid specification for the hauling of approximately 7,250 cubic yards of leaves and approximately 8,000 cubic yards of other materials including materials from water main breaks and other public improvements; and

WHEREAS The City had two bidders on this project and the City Administration has recommended the bid from Ellsworth Industries, Inc.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the acceptance of the bid from Ellsworth Industries for Bulk Leaf and Materials Handling. Ellsworth Industries, Inc bid is authorized for a period of three years with the authority to administratively approve up to two, one-year renewals, for a period not to exceed five total years. Funding for this service is authorized in a number of funds including the Solid Waste and Recycling Fund, Water Fund, Major Street Fund, Local Street Fund, and General Fund.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. Snow & Ice Control Policy

Motion to authorize the following resolution made by Filipczak, supported by Moroz;

RESOLUTION 2025-96

WHEREAS The City of Plymouth completes snow and ice control measures in order to protect the public health, safety, and welfare; and

WHEREAS The City annually reviews and updates its Snow and Ice Control Policy that directs and gives responsibilities to various City departments.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the City of Plymouth Department of Municipal Services Snow & Ice Control Policy as reviewed and revised October 2025.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby establish that the minimum billing for the City or its contractors removing snow as a result of violations of Section 62-39 and 62-40 of the Plymouth City Code shall be a minimum of \$200.00, plus the cost of snow removal services.
Authorization to Purchase Snowplows

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. 1st Quarter Budget Amendments

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

RESOLUTION 2025-97

WHEREAS, certain expenditures require allocation to departments differently than originally projected in the 2025-2026 City Budget, as adopted; and

WHEREAS, revenue forecasts and expenditure patterns require modifications to the original budgetary allocations as established in June 2025;

NOW, THEREFORE BE IT RESOLVED, that the 2025-2026 City Budget is hereby amended as indicated in the 1st quarter amendments column of the attached Budget Adjustment Summary which is hereby made a part of this resolution.

BE IT FURTHER RESOLVED, that the Finance Director is hereby authorized to make the line item changes necessary to implement these budgetary amendments.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

d. Authorization for Adjustment to City Commission Regular Meeting Schedule
Motion to authorize the following resolution made by Minton, supported by Moroz;

RESOLUTION 2025-98

- WHEREAS Recent amendments to the Michigan Constitution allow a six-day window for the receipt and counting of ballots from servicemembers and overseas voters, which may delay county certification of election results; and
- WHEREAS Such delays would prevent the City from lawfully administering oaths of office, seating newly elected officials, or conducting organizational business as prescribed by the City Charter; and
- WHEREAS City Charter Section 4.15 permits the City Commission, by resolution, to extend the time for newly elected officials to take the oath of office; and
- WHEREAS Consultation with the County Clerk's Office and the City Attorney confirms that deferring these actions until after certification best ensures compliance with state law and protects the City's legal standing;

NOW, THEREFORE, BE IT RESOLVED, that the City Commission hereby extends the time for newly elected officials to qualify for office under Section 4.15 of the City Charter, and that the oath of office, seating of new Commissioners, and conducting of organizational business—including selection of the Mayor and Mayor Pro Tem under Section 5.5—shall occur at the regular City Commission meeting on November 17, 2025, following certification of election results; and

BE IT FURTHER RESOLVED, that this resolution supersedes Resolution No. 2023-97 regarding the City Commission's post-election meeting schedule, by eliminating the November 10, 2025 regular meeting.

Maguire requested recusal from voting on this item due to perception of conflict of interest.

City Attorney Marzano requested a 10 minute recess to review law related to this. (recessed from 7:55 pm to 8:05 pm.)

A motion was made by Maguire, supported by Filipczak to allow Maguire to recuse hrself from voting on this item.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

Commissioners voted on the above resolution.

There was a voice vote.

MOTION PASSED UNANIMOUSLY (6-0)

11. REPORTS AND CORRESPONDENCE

a. Pension/OPEB Report

Commission was presented with and received the Pension and OPEB Reports as required by Act 202 of 2017.

b. Liaison Reports:

Filipczak reported on NPFAB

Kehoe reported on DDA and OVA

Minton reported on Planning Commission

c. Appointments – none.

12. ADJOURNMENT

The next regular City Commission meeting is 7:00 pm on Monday, November 17 at Plymouth City Hall.

Motion made by Pobur, supported by Moroz to adjourn the meeting at 8:09 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MIPMC
CITY CLERK

DRAFT



Administrative Recommendation

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - Authorization to Delay Oath of Office 11-17-2025.docx*
Date: November 14, 2025
RE: Memorandum – Authorization to Delay Oath of Office

Background

The Commission will recall that at their November 3rd meeting, they authorized, by resolution, the adjustment to the City Commission Regular Meeting Schedule and delayed the oath of office for the new Commission. This was done to hopefully give enough time to Wayne County to certify the election results from November 4th. State law stipulates that the County Clerk must certify elections results within 14 days. We anticipated that the election results would be certified in time to convene on November 17th to administer the oath of office and elect the Mayor. The County, however, confirmed with us on Friday, November 14th that certification would not occur until the 18th—the final permissible day within the 14-day window.

Unfortunately, we are in the same position as we were in on November 3rd, having no election certification prior to the regularly scheduled City Commission meeting. Since before a Commission may be seated and conduct any city business, the Commissioners must qualify (election certification), as well as take the oath of office. As such, we will need to once again delay the oath of office, for the newly elected commission members, as well as selection of Mayor and Mayor Pro Tem until December 1st

Here is some info from the November 3rd meeting, which references certain sections of the Charter which speak to this matter:

According to Section 4.15 of the City Charter, every elected officer shall take the oath of office within ten days of the election. In addition, according to Section 5.2 of the City Charter, terms of office following an election “shall commence on and date from the Monday next following the date of the regular election...” In addition, Section 5.5 of the Charter states “The Commission shall, at its first regular meeting following each regular biennial city election, select one of its members to serve as Mayor and one to serve as Mayor Pro Tem.” The potential conflict arises if the County Clerk is not able to certify the election results in time to coincide with that meeting schedule.

After consulting with our Attorney, we believe that Section 4.15 of the Charter allows for the City Commission to allow for an adjustment or extending the time for the oath of office to be administered "in which such officer...may qualify." Qualifying, in this case, is the certification of the election by the County Clerk. For reference, here is section 4.15:

Section 4.15. - Oath of Office and Bond Requirement states:

Every officer, elected or appointed, before entering upon the duties of the office, and each of such employees as the Commission shall designate, before entering upon employment, shall take and subscribe to the oath prescribed by the constitution of the state, and shall file the same with the Clerk...In case of failure to comply with the provisions of this section within ten days from the date of the election, appointment, or employment, such office or employment shall thereupon become vacant, unless the Commission shall, by resolution, extend the time in which such officer or employee may qualify.

Recommendation

Since the County was not able to certify the election in time for the candidates to qualify for the November 17th meeting and since the election of Mayor, Mayor Pro-Tem, etc. must be acted on in a Regular City Commission meeting, the City Administration, in consultation with the City Attorney, recommend that the City Commission once again delay the oath of office, seating of the new commission, election of Mayor, etc. until Monday, December 1st. While this is not the desired outcome when the City Commission met on November 3rd, it was a possibility, that has unfortunately come to fruition.



CITY OF PLYMOUTH

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

www.plymouthmi.gov

Phone 734-453-1234
Fax 734-455-1892

TO: Chris Porman, City Manager
FROM: Maureen Brodie, City Clerk
SUBJECT: Deferral of Oath of Office and Seating of Newly Elected Officials

We confirmed today that the County Clerk's will be certifying election result on Tuesday, November 18, 2025. State law stipulates that the County Clerk must certify election results within 14 days post-election (MCL 168.822). This delays the administration of the oath of office and seating of newly elected commissioners, selecting a mayor and mayor pro-tem, and establishing any rules/order of business for a new city commission

To avoid being out of compliance with state law Commission could, again, resolve to do the following:

- The City Commission defer the oath of office, by resolution, for newly elected officials under Section 4.15 to ensure the County certification can meet state law parameters, and supersede City Commission Resolution #2025-98, which established the November 17, 2025 meeting as the regular meeting that the City Commission would have otherwise seated the new members.

RESOLUTION

The following Resolution was offered by Comm. _____ and seconded by Comm. _____.

WHEREAS At its meeting on November 3rd, the City Commission approved an adjustment to the regular meeting schedule and delayed the administration of the oath of office in anticipation that Wayne County would certify the November 4th election results within the 14-day statutory period; and

WHEREAS State law requires the County Clerk to certify election results within fourteen (14) days, and the City had anticipated certification in time for the November 17th meeting; however, on November 14th, the County notified the City that certification would not occur until November 18th, the final permissible day; and

WHEREAS Without certification, elected Commissioners cannot qualify for office and therefore cannot take the oath of office, be seated, or conduct any City business as required under Sections 4.15, 5.2, and 5.5 of the City Charter; and

WHEREAS Section 4.15 of the City Charter authorizes the City Commission, by resolution, to extend the time in which an elected official may qualify for office when circumstances—such as delayed county certification—prevent timely administration of the oath; and

WHEREAS After consultation with the City Attorney and confirmation from the County Clerk's Office, it is recommended that the City Commission delay qualification and organizational proceedings until certification is complete to ensure full compliance with state law and Charter requirements;

NOW, THEREFORE, BE IT RESOLVED, that the City Commission hereby extends the time for newly elected officials to qualify for office under Section 4.15 of the City Charter, and that the oath of office, seating of new Commissioners, and conducting of organizational business—including selection of the Mayor and Mayor Pro Tem under Section 5.5—shall occur at the regular City Commission meeting on December 1, 2025, following certification of election results; and

BE IT FURTHER RESOLVED, that this resolution supersedes City Commission Resolution #2025-98, which established the November 17, 2025 meeting as the regular meeting that the City Commission would have otherwise seated the new members.