



# Plymouth City Commission

## Meeting Notice & Regular Meeting Agenda

Monday, December 1, 2025 7:00 p.m.-Plymouth City Hall

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

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

Join Zoom Webinar: Dec 1 <https://us02web.zoom.us/j/84138969166>  
Passcode:514497 Webinar ID: 841 3896 9166

1. **CALL TO ORDER – Current Mayor & City Commission**
2. **APPROVAL OF MINUTES**
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
  - a. Special Event: Wreaths Across America, Saturday 12/13/25
  - b. Special Event: Worldwide Candle Lighting, Sunday 12/14/25
  - c. Special Event: Michigan Philharmonic Summer Concert Series Salute to America, Saturday 6/27/26
5. **CITIZEN COMMENTS**
6. **COMMISSION COMMENTS**
7. **ELECTION RESULTS**
8. **RECOGNITION OF RETIRING COMMISSION MEMBERS**
9. **OATH OF OFFICE AND SELECTION OF MAYOR AND MAYOR PRO TEM**
  - a. Oath of Office for Elected Commissioners –Judge James Plakas  
(*New Commission Takes Seats*)  
(*City Clerk chairs meeting at this point*)
  - b. Selection of Mayor  
(*Oath of Office for Mayor*) – Judge Plakas  
(*Mayor is seated and chairs meeting*)
  - c. Selection of Mayor Pro Tem  
(*Oath of Office for Mayor Pro Tem*) – Judge Plakas
10. **ADOPTION OF RULES AND ORDER OF BUSINESS**
11. **ADOPTION OF REGULAR MEETING SCHEDULE**
12. **OLD BUSINESS**
13. **NEW BUSINESS**
  - a. Authorization to Hire – Police Department
  - b. Authorization to Hire – DMS
  - c. Authorization to Hire – Part Time Staff
  - d. Authorization to purchase - Power Washer
14. **REPORTS AND CORRESPONDENCE**
15. **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](mailto: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, 35<sup>th</sup> 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 17, 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](http://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. Girl Scout Troop #40010 introduced themselves and gave a short presentation after leading the Pledge of Allegiance.
- b. Roll Call  
Present: Mayor Suzi Deal, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton, Nick Moroz  
Excused: Mayor Pro Tem Colleen Pobur  
Also present: City Manager Chris Porman, City Attorney Bob Marzano, and various members of the City Administration

### 2. APPROVAL OF MINUTES

- a. November 3, 2025 City Commission Regular Meeting Minutes  
Motion to approve the November 3, 2025 City Commission Regular Meeting Minutes made by Minton, supported by Moroz.  
There was a voice vote.

MOTION PASSED UNANIMOUSLY

### 3. APPROVAL OF THE AGENDA

- Motion to approve the agenda for November 17, 2025 made by Kehoe, supported by Filipczak.  
There was a voice vote.

MOTION PASSED UNANIMOUSLY

### 4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of October 2025 Bills  
Motion to approve the consent agenda for November 17, 2025 made by Maguire, supported by Minton.  
There was a voice vote.

MOTION PASSED UNANIMOUSLY

### 5. CITIZEN COMMENTS

Jim Mulhern 396 Arthur, congratulated all candidates and those elected. He expressed gratitude for the opportunity to connect with residents during his campaign and observed the pride and positivity evident across the City. Jim urged everyone to reject negativity and work together to continue to build a vibrant, welcoming, and forward-looking City.

Ron Picard 1373 Sheridan congratulated the newly elected and acknowledged the clerk's office for their work on the election. He also spoke about his campaign and how his interactions with residents would make him a better candidate and provided his thoughts on the incoming city commission.

Luke Contos 1373 Sheridan agreed with Mulhern's comments and stressed that he is tired of all the negativity and personal attacks being circulated by a small minority of residents. He would like to see a unified, functioning incoming city commission that works together for the good of the City.

David Pierce 1147 W. Ann Arbor Trail shared his thoughts on bullying he felt he had experienced and also provided comments on the incoming city commission.

Scott Lorenz 1310 Maple acknowledged the girl scout group and spoke about the recent election results and provided his thoughts on the incoming city commission.

Mary Gladchun 45585 N Territorial, Plymouth Township spoke about her social media activity and shared her perspective that she, as a non-resident, should have greater influence in City affairs compared to residents who are eligible to vote in the City.

## **6. COMMISSION COMMENTS**

Deal expressed concern regarding recent comments and emails, questioning whether opposition to Colleen Pobur is based on accurate information or misleading materials. It was clarified that the appointment process followed City Charter guidelines after Commissioner O'Donnell stepped down. Pobur's qualifications were highlighted, including her prior community service, unanimous selection as Mayor Pro Tem, and more than seven years of elected and appointed experience. Her commitment, integrity, and strong principles were emphasized, along with her eligibility for consideration as mayor, noting that objections appear to be personal rather than procedural. She addressed concerns about divisive actions and unsolicited mailing lists that residents were included in without consent, and condemned the spread of misinformation and fear-based tactics. Deal acknowledged that business ownership is not relevant in this context and emphasized the importance of all residents' voices. Finally, as someone who was also bullied and never apologized to, she expressed optimism for better practices from all moving forward. Deal congratulated the incoming candidates and looks forward to this Commission coming together and working for the betterment of this community.

Minton expressed concern about the current lack of trust within the community, noting that this issue reflects a broader cultural trend that Plymouth is not immune to, even on a nonpartisan Commission at the local level. He emphasized the need to focus on substantive issues, verify facts, and engage in civil, good-faith debate on topics such as housing, traffic, and city services. He acknowledged that the Commission could improve transparency and responsiveness but stressed that disagreements should not lead to personal attacks. Minton acknowledged Deal and Pobur for enduring challenges and emphasized they did not deserve the criticism faced. He identified both individuals' dedication to the City and community service, describing them as honest and trustworthy. While noting occasional disagreements on decisions or approaches, he affirmed confidence in their good-faith efforts and expressed gratitude for their contributions. Minton went on to urge the community to improve the tenor of conversations and work collaboratively despite differences.

Kehoe expressed gratitude to residents who attended and showed support, acknowledging challenges faced by public servants. She also recognized the city clerk's office for ensuring a flawless Election Day and appreciates everyone involved in the election process. She also thanked the Girl Scouts for their participation in tonight's meeting.



Moroz expressed appreciation to Minton for his comments and thanked Mayor Deal and Mayor Pro Tem Pobur for their many years of service on this board. He also thanked residents for voting, election participants, poll workers, and the City team for organizing a successful election. Moroz highlighted this Commission's key achievements over the past years as a model for the incoming commission, including:

- Increased property values.
- Strategic investments and debt reduction.
- Numerous infrastructure projects.
- Strong responsiveness and accessibility to the public.

He emphasized the Commission's commitment to Plymouth's core values: inclusivity, high standards, teamwork, and community engagement, and encouraged maintaining these principles moving forward.

Filipczak expressed gratitude to attendees and reflected on four years of service on the Commission. She emphasized the importance of collaboration and respect, noting that disagreements are natural but should not lead to divisiveness and singling out someone that we don't agree with. She stressed commitment to making the city better for all residents, including children and the elderly. While reaffirming that consensus is not always possible, the Commission remains dedicated to working together constructively with mutual respect even when decisions differ. She concluded with a pledge to move forward as a united group.

Maguire echoed and supported Minton's comments, emphasizing the need to lower tensions and model positive behavior; we are not a community that attacks each other and we are all neighbors at the end of the day. She urged a commitment to treating each other with respect and kindness.

Deal thanked the DDA for the Salvation Army Red Kettle campaign kick off Friday night. It was a great evening and a beautiful night with a record-breaking crowd out there. The focus word this year is joy, which is something that we all should remember.

## **7. OLD BUSINESS – none**

## **8. NEW BUSINESS**

### **a. Authorization to Delay Oath of Office**

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

#### **RESOLUTION 2025-99**

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.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

## **9. REPORTS AND CORRESPONDENCE**

### **a. Liaison Reports:**

Minton: reported on the Planning Commission and their training session.

Kehoe: Hannakuh celebration in Kellogg Park on December 15.

Moroz: Dec 4 meeting with two items on the agenda.

Deal: Reported on the CIA board will hold a community engagement session on Dec 2 at 5:30 pm in the City Hall Commission Chambers.

### **b. Appointments – none.**

## **10. ADJOURNMENT**

The next regular City Commission meeting is 7:00 pm on Monday, December 1 at Plymouth City Hall. Motion made by Kehoe, supported by Moroz to adjourn the meeting at 7:34 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



# Special Event Application

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

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

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 calendar days prior to the starting date of the event.

**FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.**

Sponsoring Organization's Legal Name		Wreaths Across America			
Ph#	877-385-9504	Fax#		Email	region5@wreathsacrossamerica.org
Address		po box 249		City	Columbia Falls
		State	ME	Zip	04623
Sponsoring Organization's Agent's Name		Arne Giummo		Title	Coordinator
Ph#	313-515-8612	Fax#		Email	john.giummo@att.net
Address		520 Blunk		City	Plymouth
		State	Mi	Zip	48170

Event Name	Wreaths Across America	
Event Purpose	to honor veterans buried at Riverside Cemetery	
Event Date(s)	Dec 13, 2025	
Event Times	~ 11:00a - 1:00p	
Event Location	Riverside Cemetery	
What Kind Of Activities?	placing wreaths on veteran's graves	
What is the Highest Number of People You Expect in Attendance at Any One Time?	~ 100	
Coordinating With Another Event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> If Yes, Event Name:
Event Details:	(Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)	

a short ceremony beginning at noon, followed by citizens placing wreaths on veterans graves.  
Approx. 1 1/2 hours in all.

RECEIVED

OCT 31 2025

City of Plymouth

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: (Weddings Ceremonies – Please Review Section 12.2 f.)  
City Operated ☐ Co-sponsored Event ☐ Other Non-Profit ☒ Other For-Profit ☐ Political or Ballot Issue ☐

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES ☒ NO ☐

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

Second Saturday in December

Next year's specific dates:

December 12, 2024

\*\*\*See section 12.13 for license & insurance requirements for vendors\*\*\*

3. **FOOD VENDORS/ CONCESSIONS?** YES ☐ NO ☒ **OTHER VENDORS?** YES ☐ NO ☒  
4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES ☐ NO ☒  
5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES ☐ NO ☒  
6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES ☐ NO ☒

**CITY SERVICES REQUIRED?** If needed, please attach a letter indicating all requests for City Services.  
(see Attachment B)

7. **AN EVENT MAP** IS ☐ IS NOT ☒ attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES ☒ NO ☐ I small ☒ sign on Plymouth Pier  
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: Please complete a sign illustration / description sheet and include with the application.

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?  
YES ☐ NO ☒  
If Yes, list the lots or locations where/why this is requested:

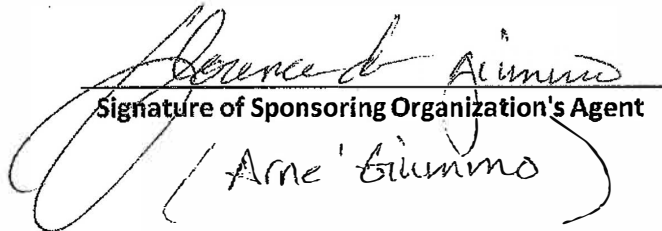


10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
  - Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
  - All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
  - The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
  - The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

10-28-2025

Date

  
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to: City**

Manager's Office  
City Hall  
201 S. Main Street  
Plymouth MI 48170

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

**INDEMNIFICATION AGREEMENT**

The \_\_\_\_\_ (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the \_\_\_\_\_ (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

Wreaths Across  
America Ceremony -  
Arne Giummo  
to sign indemnification  
agreement

HAHL

Name of Event: Wreaths Across America

Date: 12/13/25

Location: Riverside Cemetery

<b>MUNICIPAL SERVICES:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>AA</u>
<u>Deliver Wreaths to Riverside Cemetery</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES <u>NO</u>				
Labor Costs: <u>\$75.00</u>	Equipment Costs: <u>\$25.00</u>	Materials Costs \$		
<b>POLICE:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>JCC</u>
<u>No services needed</u>				
Labor Costs \$	Equipment Costs \$ <u>0</u>	Materials Costs \$		
<b>FIRE:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>RS</u>
<u>No services needed</u>				
Labor Costs \$ <u>0</u>	Equipment Costs \$	Materials Costs \$		
<b>HVA:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial
<b>DDA:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$ <u>0</u>	Equipment Costs \$	Materials Costs \$		
<b>RISK MANAGEMENT:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MB</u>
Class I - Low Hazard				
<u>Class II - Moderate Hazard</u>				
Class III - High Hazard				
Class IV - Severe Hazard				

needs insurance



# Special Event Application

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

www.plymouthmi.gov  
Phone 734-463-1234  
Fax 734-466-1892

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 calendar days prior to the starting date of the event.

**FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.**

Sponsoring Organization's Legal Name		The Compassionate Friends Livonia Chapter					
Ph#	734-778-0800	Fax#		Email	mmhart1996@gmail.co	Website	
Address		16700 Newburgh Rd		City	Livonia	State	MI Zip 48154
Sponsoring Organization's Agent's Name		Mary Hartnett		Title			
Ph#	313-550-5410	Fax#		Email	mmhart1996@gmail.co	Cell#	313-550-5410
Address		5704 Drexel		City	Dearborn Heights	State	MI Zip 48127
Event Name		Annual Candle Lighting					
Event Purpose		Light candles in honor of children gone too soon.					
Event Date(s)		Sunday, December 14, 2025					
Event Times		7-8:30					
Event Location		Kellogg Park					
What Kind Of Activities?		Announcing names, playing music, lighting candles					
What Is the Highest Number of People You Expect in Attendance at Any One Time?		150					
Coordinating With Another Event?		YES <input type="checkbox"/>		NO <input checked="" type="checkbox"/>		If Yes, Event Name:	
Event Details:		(Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)					

We will be reading names from the stage. Reading poems and playing music. Also lighting candles. This lasts approximately 1-1/2 hours.



1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*  
City Operated ☐ Co-sponsored Event ☐ Other Non-Profit ☒ Other For-Profit ☐ Political or Ballot Issue ☐

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES ☒ NO ☐

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

2nd Sunday in December

Next year's specific dates:

December 13, 2026

\*\*\*See section 12.13 for license & insurance requirements for vendors\*\*\*

3. **FOOD VENDORS/ CONCESSIONS?** YES ☐ NO ☒ **OTHER VENDORS?** YES ☐ NO ☒  
4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES ☐ NO ☒  
5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES ☐ NO ☒  
6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES ☒ NO ☐

**CITY SERVICES REQUIRED?** If needed, please attach a letter indicating all requests for City Services.  
(see Attachment B)

We would need gentlemen to make sure sound and lights are working please.

7. **AN EVENT MAP** IS ☐ IS NOT ☒ attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES ☐ NO ☒  
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs. Please complete a sign illustration / description sheet and include with the application.

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?

YES ☐ NO ☒

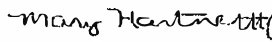
If Yes, list the lots or locations where/why this is requested:

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. a Certificate of Insurance must be provided which names the City of Plymouth as an additional named Insured party on the policy. (See Policy 12.10 for Insurance requirements)
  - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
  - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named Insured party on the policy. (See Policy 12.13)
  - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
  - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

11-25-25

Date

uSignat via GovOS.com  
  
Rev. 10/20/09 16114231-1102-2078-018100

Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to: City**

Manager's Office  
City Hall  
201 S. Main Street  
Plymouth MI 48170

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Compassionate Friends (organization name) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Annual Candle Lighting (event name) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Mary Hartnett

Date 11-17-25

Witness Katelyn Ziemba

Date 11-17-25

Name of Event: *Annual Candle Lighting*

Date: *12/7/25*

Location: *Willoughby Park*

<b>MUNICIPAL SERVICES:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <i>AB</i>
<i>- Bandshell</i>				
<i>- PA System</i>				
<i>- 2 FTE @ 4 HRS EACH</i>				
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO				
Labor Costs:	<i>\$400.00</i>	Equipment Costs:	<i>\$100.00</i>	Materials Costs \$ <i>100.00</i>
<b>POLICE:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <i>JMC</i>
<i>NO SERVICES NEEDED</i>				
Labor Costs \$		Equipment Costs \$	<i>0</i>	Materials Costs \$
<b>FIRE:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <i>DA</i>
<i>NO SERVICES NEEDED</i>				
Labor Costs \$		Equipment Costs \$		Materials Costs \$
<b>HVA:</b>	<input type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial
<b>DDA:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <i>SBP</i>
Labor Costs \$	<i>0</i>	Equipment Costs \$		Materials Costs \$
<b>RISK MANAGEMENT:</b>	<input checked="" type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	(list reason for denial)	Initial <i>AB</i>
Class I - Low Hazard				
<input checked="" type="radio"/> Class II - Moderate Hazard <i>Insurance cert needed</i>				
Class III - High Hazard <i>Insurance provided</i>				
Class IV - Severe Hazard <i>provided</i>				



ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>USI Insurance Services LLC</b> 312 Elm Street, Suite 2400 Cincinnati, OH 45202	CONTACT NAME: <b>Jessica Cadrain</b>	
	PHONE (A/C, No, Ext): <b>513.270.8406</b>	FAX (A/C, No): <b>610.537.2223</b>
	E-MAIL ADDRESS: <b>Jessica.Cadrain@usi.com</b>	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: <b>Philadelphia Insurance Company</b>	<b>32204</b>
INSURED <b>The Compassionate Friends, Inc;</b> <b>PO Box 46</b> <b>Wheaton, IL 60187</b>	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	PHPK2613035016	10/18/2025	10/18/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Name of Chapter: **Livonia Chapter**

Event: **Candle Lighting event**


Date: **12/07/2025**

Location: **Kellog Park 777 W Ann Arbor Trail Plymouth, MI 48170**

Livonia Chapter is Included as additional insured on General Liability policy.

## CERTIFICATE HOLDER

## CANCELLATION

<b>Livonia Chapter</b> <b>ATTN: Mary Hartnett</b> <b>5704 Drexel</b> <b>Dearborn Heights,, MI 48127</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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# Special Event Application

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

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

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 calendar days prior to the starting date of the event.

## FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

<b>Sponsoring Organ</b>		Michigan Philharmonic					
Ph#	7344512112	Fax#		Email	joan@michiganphil.org	Website	michiganphil.org
Address	650 Church St	City	Plymouth	State	Michiga	Zip	47170
<b>Sponsoring Organization's Agent's Name</b>		Joan Walton		<b>Title</b>		Executive Director	
Ph#	7344512112	Fax#		Email	joan@michiganphil.org	Cell#	2487613177
Address	650 Church St	City	Plymouth	State	Michig	Zip	47170

<b>Event Name</b>	Michigan Philharmonic Summer Concert Series Salute to America
<b>Event Purpose</b>	community concert
<b>Event Date(s)</b>	June 27, 2026
<b>Event Times</b>	5p-9p
<b>Event Location</b>	Kellogg Park
<b>What Kind Of Activities?</b>	music
<b>What is the Highest Number of People You Expect in Attendance at Any One Time?</b>	park capacity
<b>Coordinating With Another Event?</b>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If Yes, Event Name: _____

**Event Details:** (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

Michigan Phil's annual salute to America concert in the park

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*  
City Operated ☐ Co-sponsored Event ☐ Other Non-Profit ☒ Other For-Profit ☐ Political or Ballot Issue ☐

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES ☒ NO ☐

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

last saturday in june

Next year's specific dates:

JUNE 28

\*\*\*See section 12.13 for license & insurance requirements for vendors\*\*\*

3. **FOOD VENDORS/ CONCESSIONS?** YES ☐ NO ☒ **OTHER VENDORS?** YES ☐ NO ☐  
4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES ☐ NO ☐  
5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES ☐ NO ☒  
6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES ☒ NO ☐

**CITY SERVICES REQUIRED?** If needed, please attach a letter indicating all requests for City Services.

(see Attachment B)

electricity

650 Church St

7. **AN EVENT MAP** IS ☐ IS NOT ☒ attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES ☒ NO ☐

If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: Please complete a sign illustration / description sheet and include with the application.

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?

YES ☐ NO ☒

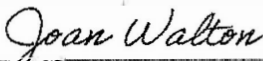
If Yes, list the lots or locations where/why this is requested:

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. a Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for Insurance requirements)
  - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
  - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
  - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
  - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

10/31/25 JoanWalton

Date

  
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to: City**

Manager's Office  
City Hall  
201 S. Main Street  
Plymouth MI 48170

Phone: (734) 453-1234 ext. 203



11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Michigan Philharmonic (organization name) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Summer Concert in Park (event name) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Joan Walton

Date 11/3/25

Witness \_\_\_\_\_

Date \_\_\_\_\_

Name of Event: *Michigan Philharmonic Summer Concert Series - Salute to America*  
 Date: *6/27/26*  
 Location: *Wellogg Park*

<b>MUNICIPAL SERVICES:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <i>AA</i>
<i>1 FTE &amp; PA system</i>				
<i>Stage set up, No Parking, Close road</i>				
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> NO				
Labor Costs:	<i>\$500.00</i>	Equipment Costs:	<i>\$200.00</i>	Materials Costs \$
<b>POLICE:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <i>JCC</i>
<i>2 - NAIASS FOR 1630 - 2130</i>				
Labor Costs \$		Equipment Costs \$	<i>300 -</i>	Materials Costs \$
<b>FIRE:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <i>RS</i>
<i>NO SERVICES NEEDED</i>				
Labor Costs \$	<i>0</i>	Equipment Costs \$		Materials Costs \$
<b>HVA:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial
<b>DDA:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <i>SBP</i>
Labor Costs \$	<i>0</i>	Equipment Costs \$		Materials Costs \$
<b>RISK MANAGEMENT:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <i>MB</i>
Class I - Low Hazard				
<u>Class II - Moderate Hazard</u> <i>Third Insurance cost</i>				
Class III - High Hazard				
Class IV - Severe Hazard				

Election Summary Report  
November 4, 2025 - City General and Special Elections  
Wayne County, Michigan  
OFFICIAL RESULTS

**City Commission - City of Plymouth (Vote for 4)**

Precincts Reported: 4 of 4 (100.00%)

		Early Voting	Election Day	Absentee	Pre-Process A	Total	
Times Cast		0	1,185	1,891	0	3,076 / 8,174	37.63%
Candidate	Party	Early Voting	Election Day	Absentee	Pre-Process Absentee	Total	
Joe Elliott	NP	0	683	912	0	1,595	14.83%
Jennifer Kehoe	NP	0	523	1,018	0	1,541	14.33%
Alanna Maguire	NP	0	461	973	0	1,434	13.33%
Kristin McHale-Johnson	NP	0	190	371	0	561	5.22%
Nick Moroz	NP	0	456	893	0	1,349	12.54%
Jim Mulhern	NP	0	521	846	0	1,367	12.71%
Ron Picard	NP	0	595	756	0	1,351	12.56%
Karen Sisotak	NP	0	643	892	0	1,535	14.27%
Write-in		0	3	20	0	23	0.21%
Total Votes		0	4,075	6,681	0	10,756	



## Administrative Recommendation

---

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission

From: Chris Porman, City Manager

CC: S:\Manager\Porman Files\Memorandum - Selection of Mayor and Mayor Pro-Tem 12-1-25.doc

Date: 11/24/2025

Re: Oath of Office and Selection of Mayor & Mayor Pro-Tem

---

The members of the City Commission have the duty to select a Mayor and Mayor Pro-Tem in accordance with the City Charter. The selection process in the Charter is very specific as to how the Mayor and Mayor Pro-Tem are selected. We have attached a copy of the appropriate City Charter sections here for the information of the City Commission.

After the acknowledgement of election results, the Honorable Judge James Plakas will issue the Oath of Office for all four of the re-elected or newly elected Commissioners, and each will sign the Oath of Office at that time. Then the new City Commission takes a seat on the dais and the City Clerk will come forward as Clerk of the Commission and chair the meeting. At that time, she will accept the nomination of sitting Mayor Pro-Tem as being nominated for Mayor. In the event that the sitting Mayor Pro-Tem declines the nomination for Mayor, then the floor will be open for nominations for the Office of Mayor.

Once a Mayor is selected that person will immediately be sworn into Office by Judge Plakas and that person shall relieve the City Clerk and take over as Chair of the Meeting and will lead the group to the selection of the Mayor Pro-Tem in accordance with the Charter.

Any questions regarding this process should be directed to the City Attorney.

## **CHAPTER 5. THE CITY COMMISSION**

### **Section 5.5. - Selection of Mayor and Mayor Pro Tem.**

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 selection of Mayor and Mayor Pro-tem shall be based on a majority vote of the City Commission. The Mayor Pro-tem who was in office prior to the regular biennial election shall be the first person to have his/her name placed into nomination for Mayor, provided that he/she is still seated on the Commission following the regular biennial election. **The person who received the highest number of votes in the regular biennial election shall be the first person to have his/her name placed into nomination for Mayor Pro-tem.** If the person nominated for the office of Mayor or Mayor Pro-tem declines the nomination or if there is a vacancy in the office of Mayor Pro-tem or if the sitting Mayor Pro-tem did not carry over at the regular biennial election, then the floor shall be open for nominations for that office.

**If the person nominated for the office of Mayor or Mayor Pro-tem does not receive a majority of votes from the members of the City Commission then the chair shall accept additional nominations for the office of Mayor or Mayor Pro-tem. Once a nomination is placed on the floor, a vote of the City Commission shall be taken. Once a nominated person receives a majority vote from the City Commission he/she shall take the office of Mayor or Mayor Pro-tem in accordance with this Charter.**

The Mayor Pro Tem shall perform the duties of the Mayor when, on account of absence from the City, disability, or otherwise, the Mayor is temporarily unable to perform the duties of his/her office, and shall succeed to the office of Mayor in case of vacancy in that office. The Mayor Pro Tem shall preside over the meetings of the Commission during the absence of the Mayor, and at the call of the Mayor. In the event that a vacancy occurs in the office of Mayor Pro Tem, through advancement to the office of Mayor, the Commission shall appoint one of its elected members to fill such vacancy. Until such time as the Commission shall so appoint a Mayor Pro Tem, the line of succession of persons who shall act as Mayor, shall be Commissioners according to their seniority in their present terms of office and, among Commissioners of equal seniority, according to the number of votes received by them at the time of their election to office.





**CITY OF PLYMOUTH**  
**ACCEPTANCE AND OATH OF OFFICE**  
**FOR CITY COMMISSIONER**

STATE OF MICHIGAN )

SS

COUNTY OF WAYNE )

I, **JOE ELLIOTT**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, THE CONSTITUTION OF THE STATE OF MICHIGAN, THE CHARTER OF THE CITY OF PLYMOUTH, THE CODE OF ORDINANCES OF THE CITY OF PLYMOUTH, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES AS A MEMBER OF THE PLYMOUTH CITY COMMISSION, FOR THE CITY OF PLYMOUTH, MICHIGAN, ACCORDING TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
**JOE ELLIOTT,**  
COMMISSIONER

SWORN IN BY 35<sup>TH</sup> DISTRICT COURT JUDGE JAMES A. PLAKAS AND WITNESSED BY CITY CLERK MAUREEN A. BRODIE ON MONDAY, THIS 1<sup>ST</sup> DAY OF DECEMBER 2025.

\_\_\_\_\_  
JAMES A. PLAKAS,  
35<sup>TH</sup> DISTRICT COURT JUDGE

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



**CITY OF PLYMOUTH**  
**ACCEPTANCE AND OATH OF OFFICE**  
**FOR CITY COMMISSIONER**

STATE OF MICHIGAN )

ss

COUNTY OF WAYNE )

I, **JENNIFER KEHOE**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, THE CONSTITUTION OF THE STATE OF MICHIGAN, THE CHARTER OF THE CITY OF PLYMOUTH, THE CODE OF ORDINANCES OF THE CITY OF PLYMOUTH, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES AS A MEMBER OF THE PLYMOUTH CITY COMMISSION, FOR THE CITY OF PLYMOUTH, MICHIGAN, ACCORDING TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
**JENNIFER KEHOE,**  
COMMISSIONER

SWORN IN BY 35<sup>TH</sup> DISTRICT COURT JUDGE JAMES A. PLAKAS AND WITNESSED BY CITY CLERK MAUREEN A. BRODIE ON MONDAY, THIS 1<sup>ST</sup> DAY OF DECEMBER 2025.

\_\_\_\_\_  
JAMES A. PLAKAS,  
35<sup>TH</sup> DISTRICT COURT JUDGE

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



**CITY OF PLYMOUTH**  
**ACCEPTANCE AND OATH OF OFFICE**  
**FOR CITY COMMISSIONER**

**STATE OF MICHIGAN )**

**SS**

**COUNTY OF WAYNE )**

I, **ALANNA MAGUIRE**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, THE CONSTITUTION OF THE STATE OF MICHIGAN, THE CHARTER OF THE CITY OF PLYMOUTH, THE CODE OF ORDINANCES OF THE CITY OF PLYMOUTH, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES AS A MEMBER OF THE PLYMOUTH CITY COMMISSION, FOR THE CITY OF PLYMOUTH, MICHIGAN, ACCORDING TO THE BEST OF MY ABILITY.

**ALANNA MAGUIRE,**  
**COMMISSIONER**

SWORN IN BY 35<sup>TH</sup> DISTRICT COURT JUDGE JAMES A. PLAKAS AND WITNESSED BY CITY CLERK MAUREEN A. BRODIE ON MONDAY, THIS 1<sup>ST</sup> DAY OF DECEMBER 2025.

**JAMES A. PLAKAS,**  
**35<sup>TH</sup> DISTRICT COURT JUDGE**

**MAUREEN A. BRODIE, CMC, MiPMC**  
**CITY CLERK**



**CITY OF PLYMOUTH**  
**ACCEPTANCE AND OATH OF OFFICE**  
**FOR CITY COMMISSIONER**

STATE OF MICHIGAN )

SS

COUNTY OF WAYNE )

I, **KAREN SISOLAK**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, THE CONSTITUTION OF THE STATE OF MICHIGAN, THE CHARTER OF THE CITY OF PLYMOUTH, THE CODE OF ORDINANCES OF THE CITY OF PLYMOUTH, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES AS A MEMBER OF THE PLYMOUTH CITY COMMISSION, FOR THE CITY OF PLYMOUTH, MICHIGAN, ACCORDING TO THE BEST OF MY ABILITY.

---

**KAREN SISOLAK,**  
COMMISSIONER

SWORN IN BY 35<sup>TH</sup> DISTRICT COURT JUDGE JAMES A. PLAKAS AND WITNESSED BY CITY CLERK MAUREEN A. BRODIE ON MONDAY, THIS 1<sup>ST</sup> DAY OF DECEMBER 2025.

---

JAMES A. PLAKAS,  
35<sup>TH</sup> DISTRICT COURT JUDGE

---

MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK



**CITY OF PLYMOUTH**  
**ACCEPTANCE AND OATH OF OFFICE**  
**FOR MAYOR**

STATE OF MICHIGAN )

SS

COUNTY OF WAYNE )

I, \_\_\_\_\_, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, THE CONSTITUTION OF THE STATE OF MICHIGAN, THE CHARTER OF THE CITY OF PLYMOUTH, THE CODE OF ORDINANCES OF THE CITY OF PLYMOUTH, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES AS MAYOR OF THE PLYMOUTH CITY COMMISSION, FOR THE CITY OF PLYMOUTH, MICHIGAN, ACCORDING TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
MAYOR

(PRINTED NAME)

SWORN IN BY 35<sup>TH</sup> DISTRICT COURT JUDGE JAMES A. PLAKAS AND WITNESSED BY CITY CLERK MAUREEN A. BRODIE ON MONDAY, THIS 1<sup>ST</sup> DAY OF DECEMBER 2025.

\_\_\_\_\_  
JAMES A PLAKAS,  
35<sup>TH</sup> DISTRICT COURT JUDGE

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





**CITY OF PLYMOUTH**  
**ACCEPTANCE AND OATH OF OFFICE**  
**FOR MAYOR PRO-TEM**

STATE OF MICHIGAN )

ss

COUNTY OF WAYNE )

I, \_\_\_\_\_, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, THE CONSTITUTION OF THE STATE OF MICHIGAN, THE CHARTER OF THE CITY OF PLYMOUTH, THE CODE OF ORDINANCES OF THE CITY OF PLYMOUTH, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES AS MAYOR PRO-TEM OF THE PLYMOUTH CITY COMMISSION, FOR THE CITY OF PLYMOUTH, MICHIGAN, ACCORDING TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
MAYOR PRO TEM *(PRINTED NAME)*

SWORN IN BY 35<sup>TH</sup> DISTRICT COURT JUDGE JAMES A. PLAKAS AND WITNESSED BY CITY CLERK MAUREEN A. BRODIE ON MONDAY, THIS 1<sup>ST</sup> DAY OF DECEMBER 2025.

\_\_\_\_\_  
JAMES A. PLAKAS,  
35<sup>TH</sup> DISTRICT COURT JUDGE

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



## Administrative Recommendation

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Chris Porman, City Manager  
CC: S:\Manager\Porman Files\Memorandum - Adoption of Rules and Order of Business 12-1-25.doc  
Date: 11/24/2025  
Re: Adoption of Rules and Order of Business

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### **BACKGROUND:**

The City Charter in section 5.7(d) indicates that the City Commission shall adopt its own rules and order of business. This is a Charter requirement that the City Commission adopts Rules of Order and determines the Order of Business. The Commission will always have the option to change the rules and order of business by Resolution. The City Administration has reviewed the past practices of the Commission and reviewed these practices to make sure that they match up to the Charter that was adopted in November 2007.

### **RECOMMENDATION:**

The City Administration recommends that the City Commission adopt the proposed Resolution to set the rules for the meetings as well as the adoption of the order of business for the meetings.

Should you have any questions in advance of the meeting related to these matters, please feel free to contact me.

## **CHAPTER 5**

### **Section 5.7. – Meetings of the commission.**

(a) The Commission shall provide by resolution for the time and place of its regular meetings and shall hold at least two regular meetings each month: Provided, That no change shall be made in the time or place of its regular meetings, until after not less than ten days following publication of notice of such change. If any time set for the holding of a regular meeting of the Commission shall be a holiday, then such regular meeting shall be held at the same time and place on the next secular day which is not a holiday. The business of the City Commission shall be conducted at public meetings held in compliance with the open meetings act (MCL § 15.261-275).

(b) Special meetings shall be called by the Clerk on request of the Mayor or any two Commission members. Written notice stating each matter to be considered at a special meeting shall be given each Commission member and the Mayor, as provided by Commission rules, unless the entire Commission and the Mayor are present and waive notice.

(c) Four members of the Commission shall be a quorum for the transaction of business at all meetings of the Commission, but in the absence of a quorum, any number less than a quorum may adjourn any regular or special meeting to a later date.

(d) The Commission shall determine its own procedural rules and order of business and shall keep a journal in the English language of all its proceedings which shall be signed by the Clerk, and by the Mayor after approval thereof by the Commission. The vote upon the passage of all ordinances, and upon the adoption of all resolutions shall be taken by "Yes" or "No" votes and entered upon the record, except that where the vote is unanimous, it shall only be necessary to so state.

(e) Each Commissioner shall be required to attend all meetings of the Commission. The Commission may compel the attendance of its members and other officers and department heads of the city, and the president or chair of each board of the city government, at its meetings, and may enforce fines for nonattendance in such amount and manner as may, by ordinance, be prescribed. Any member of the Commission, or other officer of the city, who refuses to attend such meetings, for reasons other than confining illness, or to conduct himself in an orderly manner thereat shall be deemed guilty of misconduct in office. The Police Chief, or such other person as the Commission shall designate, shall serve as the Sergeant-at-Arms of the Commission in the enforcement of the provisions of this section.

(f) Except as otherwise provided in this Charter, each commissioner present shall vote on each question before the Commission for a determination unless excused therefrom by a vote of at least a majority, plus one member of the members of the Commission present, or unless prohibited by applicable state law.

RES. #2025-\_\_\_\_\_

## ADOPTION OF RULES AND ORDER OF BUSINESS

The following resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_ for approval:

RESOLVED, that pursuant to 5.7(d) of the City Charter, the City Commission does hereby establish its rules to be (1) the applicable provisions of the City Charter; (2) to the extent not in conflict with (1), the Ethics Code of the City of Plymouth; and (3) to the extent not in conflict with either (1) or (2), Roberts Rules of Order Newly Revised; and

RESOLVED FURTHER, that pursuant to Section 5.7(d) of the City Charter, the City Commission does hereby establish its order of business for regular meetings to be as follows:

1. Call to Order
2. Approval of Minutes
3. Approval of the Agenda
4. Enactment of the Consent Agenda
5. Citizen Comments
6. Commission Comments
7. Old Business
8. New Business
9. Reports and Correspondence
10. Adjournment

With the items on the Consent Agenda to be approved as one motion; and

RESOLVED, the seating arrangement at the City Commission table, from the perspective of facing the audience, shall be as follows:

**Mayor** – in the center seat

**City Manager** – seat to the left of the Mayor

**Mayor Pro-Tem** – seat to the left of the City Manager

**City Attorney** – seat to the right of the Mayor

**Immediate Past Mayor** (if a Commissioner) – seat to the right of the City Attorney

**Four (or five) remaining Commissioners** – as assigned by the Mayor; and

RESOLVED FURTHER, that pursuant to Section 5.7(e) of the City Charter, the attendance policy for the City Commission shall be as follows:

Each City Commissioner shall attend every regular and special meeting of the City Commission, unless unable to do so for one of the following reasons:

1. an emergency or a confining illness of the Commissioner, or of a member of the Commissioner's family, which requires the Commissioner's personal care;
2. attendance at another function by a Commissioner as the official representative of the City, as authorized by the City Commission; or
3. absence from the City of Plymouth on personal business at a location from which it is not practical to return for the Commission meeting.

As soon as a Commissioner anticipates that he or she will miss any regular or special City Commission meeting, or will arrive late to such meeting, the Commissioner shall advise the Mayor or the City Manager of such anticipated absence or late arrival, including the reason for it.

If a Commissioner anticipates having to leave a regular or special City Commission meeting, the Commissioner shall advise the Mayor prior to the start of the meeting as to the reason.

At the appropriate meeting's roll call, the Mayor or Clerk shall advise the Commission of any absent Commissioner's reason for such absence, if known; and any Commissioner's anticipated early departure from the meeting. The Mayor shall then state that without objection, the Commissioner shall be recorded as "Absent – excused, reason for absence" or "Absent – unexcused", or if it an early departure, then "Absent as of \_\_\_p.m. – excused, reason for absence" or "Absent as of \_\_\_p.m. – unexcused". If there is an objection, then the Mayor shall call for a vote of the Commission on the proposed recording of the absence.

If a Commissioner is unable to notify the Mayor or Clerk prior to the meeting from which the Commissioner is absent, then the Commissioner shall submit a written explanation of such absence to the Mayor or Clerk prior to the meeting at which the applicable minutes are approved. The City Commission shall then consider such explanation and determine whether to make a correction to the minutes regarding that meeting's attendance record. No further change in the attendance record for any meeting shall be made after the applicable minutes have been approved.

AYES:

NAYS:

December 1, 2025





## Administrative Recommendation

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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 Porman, City Manager  
CC: S:\Manager\Porman Files\Memorandum - Adoption of Regular Meeting Schedule 12-1-25.doc  
Date: 11/24/2025  
Re: Adoption of Regular Meeting Schedule

---

### **BACKGROUND:**

The City Charter requires that the City Commission adopt a schedule of regular meetings dates for their meetings for the upcoming two years. The Charter requires that a minimum of two meetings per month be established. Regular meeting dates can be changed with appropriate notice as required by the Charter. This is a standard procedural action by the City Commission and this will establish the Regular Meeting Schedule as the first and third Mondays of each month.

### **Section 5.7. - Meetings of the commission.**

The Commission shall provide by resolution for the time and place of its regular meetings and shall hold at least two regular meetings each month: Provided, That no change shall be made in the time or place of its regular meetings, until after not less than ten days following publication of notice of such change. If any time set for the holding of a regular meeting of the Commission shall be a holiday, then such regular meeting shall be held at the same time and place on the next secular day which is not a holiday. The business of the City Commission shall be conducted at public meetings held in compliance with the open meetings act (MCL § 15.261-275).

### **RECOMMENDATION:**

The City Administration recommends that the City Commission adopt a regular meeting schedule of the first and third Mondays of each month. We have prepared a proposed Resolution for the City Commission to consider regarding this matter.

Should you have any questions in advance of the meeting please feel free to contact me.

## STATE OF MICHIGAN DESIGNATED HOLIDAYS

The holidays below are observed by the State of Michigan:

- New Year's Day, January 1.
- Martin Luther King, Jr. Day, third Monday in January.
- President's Day, third Monday in February.
- Memorial Day, last Monday in May.
- Juneteenth, June 19.
- Independence Day, July 4.
- Labor Day, first Monday in September.
- General Election Day, the Tuesday next after the first Monday in November in even-numbered years.
- Veterans Day, November 11.
- Thanksgiving Day and the day after, the fourth Thursday and Friday in November.
- Christmas Eve and Christmas Day, December 24 and 25.
- New Year's Eve, December 31.

The calendar dates remaining for 2025 are:

- November 27 and 28
- December 24 and 25
- December 31

The calendar dates for 2026 are:

- January 1
- January 19
- February 16
- May 25
- June 19
- July 3
- September 7
- November 3
- November 11
- November 26 and 27
- December 24 and 25
- December 31

For more information view Michigan Civil Service Commission [Regulation 5.08](#).

### City of Plymouth 2026 Regular Meeting Schedule

January 5, 2026	April 6, 2026	July 6, 2026	October 5, 2026
January 20, 2026 (Tues)	April 20, 2026	July 20, 2026	October 19, 2026
February 2, 2026	May 4, 2026	August 3, 2026	November 2, 2026
February 17, 2026 (Tues)	May 18, 2026	August 17, 2026	November 16, 2026
March 2, 2026	June 1, 2026	September 8, 2026 (Tues)	December 7, 2026
March 16, 2026	June 15, 2026	September 21, 2026	December 21, 2026

### City of Plymouth 2027 Regular Meeting Schedule

January 4, 2027	April 5, 2027	July 6, 2027	October 4, 2027
January 19, 2027 (Tues)	April 19, 2027	July 19, 2027	October 18, 2027
February 1, 2027	May 3, 2027	August 2, 2027	November 1, 2027
February 16, 2027 (Tues)	May 17, 2027	August 16, 2027	November 15, 2027
March 1, 2027	June 7, 2027	September 7, 2027 (Tues)	December 6, 2027
March 15, 2027	June 21, 2027	September 20, 2027	December 20, 2027

RES. #2025-\_\_\_\_\_

**ADOPTION OF REGULAR MEETING SCHEDULE**

The following resolution was offered by Commissioner \_\_\_\_\_ and seconded by  
Commissioner \_\_\_\_\_ for approval:

BE IT RESOLVED                      That the Plymouth City Commission shall hold regular City Commission Meetings at 7:00 p.m. on the first and third Mondays of each month in the City Commission Chambers at the Plymouth City Hall, 201 S. Main Street or other designated location; and

BE IT FURTHER RESOLVED        That for the purposes of establishing the regular meeting schedule pursuant to City Charter Section 5.7, the term "holidays" shall mean those days designated as holidays by the State of Michigan in its current statute, or as amended in the future; and that if any of these holidays falls on a Sunday, then the next Monday will be considered to be the public holidays for purposes of this schedule; and

BE IT FURTHER RESOLVED        That should the meeting date fall on a holiday that City Hall is closed or is a State of Michigan designated holiday, then the meeting shall be held on the Tuesday immediately following said holiday unless otherwise determined, at the above specified time and place.

AYES:

NAYS:

December 1, 2025



## Administrative Recommendation

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

[www.plymouthmi.gov](http://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 Hire - Police Officer - 11-17-25.docx  
Date: November 11, 2025  
RE: Authorization to Hire – Police Officer

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### Background

The Commission is aware that in September 2025, they authorized two sponsorships for attendance at the Police Academy and one lateral transfer. We are pleased to report that the current student enrolled in the Police Academy is performing well and the lateral transfer has already begun his Field Training portion of his employment with the city. The third candidate will start at the Police Academy in January 2026 and, after completing Field Training with our department, is expected to be ready for solo duty by October 2026. These hires were made with the intent of bringing our department back to our full staffing of 16, with a small window of increased staffing prior to some staff deciding on future retirement dates. This was based off no unexpected departures.

As the Commission is also aware, we had another officer take a position at the federal level, which has hindered our operation while we wait for the new candidates to be road ready. We would again ask for authorization to hire a replacement officer. At this time, we do not know if it will be another candidate that will require sponsorship into a Police Academy or if there will be a lateral transfer from another department, but the authorization allows us to begin that process, including our officers speaking with their colleagues from other departments at training or seminars, etc.

The Commission may also be aware that it takes a new police officer approximately four months to complete the Field Training Officer (FTO) Program. Upon completion of the FTO, the officer can then be on their own and a part of the regular shift rotation.

In August of 2000, the City Commission adopted a Hiring Ordinance, which requires the Administration to seek prior and express approval for any full-time hiring. In compliance with that Ordinance, the Administration is seeking approval to proceed with the hiring of a full time Police Officer.

### Recommendation

The City Administration recommends that the City Commission provide prior and express approval to begin the hiring procedures for a police officer in accordance with the City's Hiring Ordinance. We have attached a proposed Resolution for the City Commission to consider regarding this matter.

Should you have any questions regarding this matter please feel free to contact me in advance of the meeting.

Staffing Levels	2014 / 15 Actual	2015 / 16 Actual	2016 / 17 Actual	2017 / 18 Actual	2018 / 19 Actual	2019 / 20 Actual	2020 / 21 Actual	2021 / 22 Actual	2022 / 23 Actual	2023 / 24 Actual	2024 / 25 Actual	2025 / 26 Proposed
<b>POLICE DEPARTMENT</b>												
Director of Public Safety/Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lieutenants	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sergeants	3.00	3.00	3.00	3.00	3.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Police Officers	10.00	11.00	11.00	11.00	11.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Asst. to the Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>Police Department Full-Time</b>	<b>16.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>
Dispatchers /Records Clerks (1)	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
Parking Enforcement (2)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.95	0.95	0.95	0.95	0.95
<b>Police Department Part-Time</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>
<b>POLICE DEPT TOTAL FTE</b>	<b>17.80</b>	<b>18.80</b>	<b>18.80</b>	<b>18.80</b>	<b>18.80</b>	<b>18.80</b>	<b>18.80</b>	<b>18.75</b>	<b>18.75</b>	<b>18.75</b>	<b>18.75</b>	<b>18.75</b>
<b>GRAND TOTAL (excluding Fire)</b>	<b>59.10</b>	<b>61.55</b>	<b>61.55</b>	<b>61.55</b>	<b>62.35</b>	<b>63.40</b>	<b>62.70</b>	<b>63.05</b>	<b>61.70</b>	<b>60.70</b>	<b>62.95</b>	<b>62.95</b>
<b>FIRE DEPARTMENT</b>												
Admin. Secretary	-	-	-	-	-	-	-	-	-	-	-	-
Firefighters	-	-	-	-	-	-	-	-	-	-	-	-
Captains	-	-	-	-	-	-	-	-	-	-	-	-
Fire Chief	-	-	-	-	-	-	-	-	-	-	-	-
<b>FIRE DEPT TOTAL FTE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FULL TIME EMPLOYEES</b>	<b>40.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>44.00</b>	<b>43.00</b>	<b>43.00</b>	<b>45.00</b>	<b>44.00</b>	<b>43.00</b>	<b>44.00</b>	<b>44.00</b>
<b>TOTAL PART TIME EQUIV. EMP</b>	<b>19.10</b>	<b>20.55</b>	<b>20.55</b>	<b>20.55</b>	<b>18.35</b>	<b>20.40</b>	<b>19.70</b>	<b>18.05</b>	<b>17.70</b>	<b>17.70</b>	<b>18.95</b>	<b>18.95</b>
<b>GRAND TOTAL (including Fire)</b>	<b>59.10</b>	<b>61.55</b>	<b>61.55</b>	<b>61.55</b>	<b>62.35</b>	<b>63.40</b>	<b>62.70</b>	<b>63.05</b>	<b>61.70</b>	<b>60.70</b>	<b>62.95</b>	<b>62.95</b>
<b>* NOT INCLUDED IN ABOVE: Election workers; electrical, plumbing, heating inspectors paid a percentage of permit fees</b>												



## RESOLUTION

The following Resolution was offered by Comm. \_\_\_\_\_ and seconded by Comm. \_\_\_\_\_

WHEREAS The City Commission did adopt what is commonly known as the Hiring Ordinance in August of 2000; and

WHEREAS The Ordinance requires that the City Administration seek prior and express approval for any full-time position; and

WHEREAS The City Administration is seeking prior and express approval for the hiring of a police officer to fill a vacancy in that department.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize prior and express approval to hire a police officer. The City Administration is authorized to proceed with hiring the new police officer.



## Administrative Recommendation

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

[www.plymouthmi.gov](http://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 Hire - DMS - 12-01-25.docx*  
Date: November 18, 2025  
RE: Authorization to Hire DMS

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### Background

With my transition to City Manager, the DMS has a vacancy in the full-time equivalent staffing. The plan would be to hire an entry-level full-time employee as we are looking for possible restructuring of roles and responsibilities.

As we enter our busy winter season, we would like to move forward with this hire to begin the process and hopefully get someone in and begin training on our winter and emergency operations. This position is in the budget, and it does not expand our F.T.E. count. We anticipate that it may take some time to be able to fill this open position.

The City Commission adopted the Employment Ordinance on August 7, 2000, and it requires that the City Manager seek advance and express approval prior to filling any full-time position. The City Administration is seeking the approval of the City Commission at this time in order to move forward with the hiring procedure.

### Recommendation

The City Administration recommends that the City Commission authorize the filling of one position with the Department of Municipal Services. We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions regarding this matter please feel free to contact me.

	2014 / 15	2015 / 16	2016 / 17	2017 / 18	2018 / 19	2019 / 20	2020 / 21	2021 / 22	2022 / 23	2023 / 24	2024 / 25	2025 / 26
Staffing Levels	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Proposed
<b>MUNICIPAL SERVICES DEPT</b>												
Director of Municipal Services / Asst. City Mgr	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Director	-	-	-	-	-	-	-	-	-	1.00	1.00	1.00
Assistant Director - Operations	-	-	-	-	1.00	1.00	1.00	1.00	1.00	-	-	-
Assistant Director - Public Utilities	-	-	-	-	0.75	0.75	0.75	0.75	0.75	0.75	-	-
Cemetery Sexton	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Inspector	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	1.00	1.00
Foreman	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	1.00	1.00
Mechanics	1.00	1.00	1.00	-	-	-	-	-	-	-	-	-
Water Tech	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Operations Technicians I, II	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Asst. Community Development Director/GIS	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<b>Municipal Services Full-Time</b>	<b>11.00</b>	<b>11.50</b>	<b>11.50</b>	<b>10.50</b>	<b>12.25</b>	<b>12.25</b>	<b>12.25</b>	<b>12.25</b>	<b>12.25</b>	<b>12.25</b>	<b>12.50</b>	<b>12.50</b>
Admin. Assistants (2)	1.90	1.40	1.40	1.40	1.40	1.50	1.50	1.50	1.40	1.40	1.90	1.90
Temporary/Seasonal Labor (6)	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75
<b>Municipal Services Part-Time</b>	<b>5.65</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>5.25</b>	<b>5.25</b>	<b>5.25</b>	<b>5.15</b>	<b>5.15</b>	<b>5.65</b>	<b>5.65</b>
<b>MUNICIPAL SERVICES TOTAL FTE</b>	<b>16.65</b>	<b>16.65</b>	<b>16.65</b>	<b>15.65</b>	<b>17.40</b>	<b>17.50</b>	<b>17.50</b>	<b>17.50</b>	<b>17.40</b>	<b>17.40</b>	<b>18.15</b>	<b>18.15</b>
<b>RECREATION DEPT</b>												
Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ice Arena Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Asst. Recreation Director	-	-	-	-	-	-	-	1.00	1.00	1.00	1.00	1.00
Asst. Facility / Ice Arena Manager	-	-	-	-	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>Recreation Full-Time</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Admin. Secretaries	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
Maint. - Cultural Center/Ice Arena	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Sports Programs	0.50	0.50	0.50	0.50	-	-	-	-	-	-	-	-
Hockey Program Coordinator (1)	-	0.80	0.80	0.80	0.80	0.80	0.80	0.80	-	-	-	-
Playground Program	-	-	-	-	-	-	-	-	-	-	-	-
Program Coordinator	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	-	-	-	-
<b>Recreation Part-Time</b>	<b>8.10</b>	<b>8.90</b>	<b>8.90</b>	<b>8.90</b>	<b>8.40</b>	<b>8.40</b>	<b>8.40</b>	<b>8.40</b>	<b>6.80</b>	<b>6.80</b>	<b>6.80</b>	<b>6.80</b>
<b>RECREATION TOTAL FTE</b>	<b>10.10</b>	<b>10.90</b>	<b>10.90</b>	<b>10.90</b>	<b>10.40</b>	<b>11.40</b>	<b>11.40</b>	<b>12.40</b>	<b>10.80</b>	<b>10.80</b>	<b>10.80</b>	<b>10.80</b>

## RESOLUTION

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS      The City of Plymouth has an Ordinance which requires that the City Manager seek prior and express approval before filling any full-time employee position within the City staff; and

WHEREAS      The City Administration is currently seeking prior and express approval to fill one open position at the Department of Municipal Services at this time.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby grant prior and express approval for the hiring of one full time position at the Department of Municipal Services at this time.



## Administrative Recommendation

---

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Chris S. Porman, City Manager  
CC: Memorandum - Authorization to Hire Part Time Staff - DMS 12-1-25  
Date: November 25, 2025  
RE: Authorization for Part Time Hiring

---

### Background

The City has a policy which prohibits the hiring of relatives of any current City employee unless the City Manager recommends the hiring to the City Commission, and they approve it. The policy states: *"The hiring of a person who is a relative of any current employee must be specifically authorized by the City Commission upon recommendation of the City Manager."* We have a situation related to part-time staffing.

At DMS, we have been looking for a part-time Shipping and Receiving Clerk, also known as the Tool Crib position. This position will order various items; everything from gloves to bag salt for sidewalks, water main parts and pieces, etc. and be responsible for inventory. The staff at DMS has interviewed a few candidates, but as of late, none have had experience. We recently interviewed the father-in-law of one of the full-time union employees at DMS. He has background in municipal services, having retired from Canton Township and had similar duties and responsibilities while at Canton.

This situation has come up in the past with part-time staff. This position has no supervisory control over any employees and is under the supervision of the DMS leadership team and is not supervised by any relative in the department.

### Recommendation

The City Administration recommends that the City Commission authorize the hiring of Mark Humbarger for a part time Shipping and Receiving Clerk position.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions regarding this matter please feel free to contact me.

## **RESOLUTION**

The following resolution was offered by Commissioner \_\_\_\_\_ and  
seconded by Commissioner \_\_\_\_\_.

WHEREAS The City of Plymouth has a hiring policy which prohibits the hiring of any  
relative of a current City employee; and

WHEREAS The Department of Municipal Services has recommended the hiring of  
Mark Humbarger for a part time position and his son-in-law  
is currently employed by the City as an employee in a similar department.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does  
hereby specifically authorizes the hiring of Mark Humbarger for a part-time position with  
the Municipal Services Department.





## Administrative Recommendation

---

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

[www.plymouthmi.gov](http://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 Purchase Pressure Washer - 12-01-25.docx  
Date: November 18, 2025  
RE: Authorization to Purchase Pressure Washer

---

### Background

The City Commission is aware that we have budgeted for a replacement power washer for the 2025 - 26 Fiscal year. The current unit has been in service for over 19 years and is in constant need of repair and maintenance.

DMS staff has contacted and met with multiple vendors to discuss options and put together pricing on the package. In addition to the sprayer, the DMS staff has indicated the options of an undercarriage wash system (especially useful to wash away winter salt/brine from the underside of the chassis), as well as soap injection and salt neutralizer spray applications.

Of the three companies that provided pricing, the best, inclusive price was Hotsy Midwest Cleaning Systems at \$18,894.00. While not the least expensive, the ability to add the detergent injection system as well as foam wand, and most importantly the warranties that met or exceeded the other vendors made Hotsy the most favorable. We've had a good working relationship with the company as they are our current vendor and they have provided positive service over the years.

While the price for the purchase is \$18,894.00, we would also like to add a \$2,000 contingency for minor adjustments to the plumbing, electrical, etc. inside the wash bay as a part of this project. The funding for this will come from the City's Capital Improvement Budget, which a copy of is included in this packet. Additional information is provided from Adam Gerlach at Municipal Services, which goes into more depth on the process as well as the background info on the proposed purchase.

### Recommendation

Based on the research conducted by the Municipal Services Department, as well as the pricing provided by multiple vendors, we would recommend the purchase of the Hotsy Model 1400 Series Pressure Washer with the included attachments as outlined in the package. In addition, we would recommend the inclusion of a \$2,000 contingency to allow for minor updates and upgrades to the wash bay. We have included the pricing package, a copy of the budget page as well as memo from Municipal Services and finally a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting, please feel free to contact me.



## Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: November 24, 2025  
To: Chris S. Porman, City Manager  
From: Adam Gerlach, Assistant Director of Municipal Services  
Re: DMS Wash Bay Equipment Replacement

### BACKGROUND:

In the Capital Improvement section of the 2025-2026 Budget, the Department of Municipal Services requested the renovation of the current wash bay and purchase of a replacement power washer machine. The wash bay and power washer are used by our crew on a daily basis to clean the City's fleet of vehicles and equipment.

The current power washer and wash bay equipment have outlived their life expectancy and show the expected wear and tear of nearly two decades of continuous use. As such, the unit has required frequent repairs and repeat service. Further, at this time the pump component of the power washer is barely operational and cannot be repaired. Due to the advanced age of the current system and components, it has been determined that continuing to perform repairs is not cost effective. Additionally, options available on new systems have changed since we installed our current unit 19 years ago. To more effectively clean and protect our vehicles and equipment from corrosion the new system is proposed to have detergent (soap) injection as well as salt neutralizer spray applications.

The DMS staff have researched the market for this type of equipment and reached out to three companies to provide quotes for a replacement unit and replacement attachments (i.e. spray gun, soap brush, underbody cleaner, etc.). The following is a summary of the pricing we received including the options and attachments:

#### -Hotsy Midwest Cleaning Systems:

Hotsy 1400 Series Stationary Nat. Gas 3000 PSI @ 4.0 GPM	\$15,669.00
(inc. Install, remote switch, stand w/integrated detergent tank, hose & reel)	
Downstream detergent injection system	\$485.00
Heavy duty dual lance foam wand	\$590.00
Undercarriage wash attachment	\$2,150.00
<b>Total System Cost Labor &amp; Material</b>	<b>\$18,894.00</b>

-Power Cleaning Systems:

Alkota 4301 Stationary Nat. Gas 3000 PSI @ 4.0 GPM	\$13,654.06
(inc. Install, remote switch, exhaust diverter, hose boom, hose & reel)	
Undercarriage wash attachment	\$1,991.75
<b>Total System Cost Labor &amp; Material</b>	<b>\$15,645.81 *</b>
<b>*(Does not include injector system)</b>	

-Riveer Engineered Wash Water Recovery Systems:

Riveer Stationary Hot Water Nat. Gas 3000 PSI @ 4.0 GPM	\$19,060.00
(inc. Install, Integration, remote switch, hose & reel)	
Soap injector	\$3,000.00
Undercarriage wash attachment	\$2,850.00
<b>Total System Cost Labor &amp; Material</b>	<b>\$24,910.00</b>

The system quoted by Hotsy Midwest Cleaning Systems is the best solution for our operations. The design of the Hotsy system maximizes ease of use and makes switching between spraying water, applying salt neutralizer or using soap simple. Hotsy is the manufacturer of the existing power washer, and Hotsy Midwest Cleaning Systems is the current vendor we use to service and repair the wash bay. Hotsy Midwest Cleaning Systems has always been prompt to respond to requests for service and good to work with. It should be noted that the Hotsy power washer has a 7-year warranty on the pump, 5-years on the heating coil, and 1-year on all other components which meets or exceeds the warranties of all other manufacturers. Also, all three vendors have roughly the same three to four week lead time for ordering parts and scheduling installation.

RECOMMENDATION:

It is my recommendation that the City Commission approve the purchase of the power washer and accessories from Hotsy Midwest Cleaning Systems in the amount of \$18,894.00. I also recommend that a contingency of \$2,000.00 be approved for any unforeseen installation issues that may arise. The funds for this work are included in the current capital improvement budget, the budget page is attached for reference.

Should you have any questions, please feel free to contact me in advance of the meeting.

## Watson, Chad

**From:** Matt Wurtzel <Matt@callhotsy.com>  
**Sent:** Wednesday, October 8, 2025 3:42 PM  
**To:** Watson, Chad  
**Subject:** Information on Hotsy pressure washing system  
**Attachments:** High Pressure Retractable Hose Reel.jpg; Portable Undercarriage Wash.jpg; Hotsy 900 1400 Series Stationary Hot Water Pressure Washers.pdf; Protective Curtain.jpg; Complete Stationary Tank Stand Assembly.pdf

Chad,

Sorry for the delay, I was trying to get as much information together as possible for you to give you an idea of what we can offer.

Please see the attached information on the pressure washer that we have been discussing and some of the various attachments. Here are some pricing for the different options

✗ Hotsy Model 900 Series Stationary Natural Gas Pressure Washer 2000 PSI @ 4.0 GPM	<del>-\$10,695.00</del> ✗
→ Hotsy Model 1400 Series Stationary Natural Gas Pressure Washer 3000 PSI @ 4.0 GPM	<u>\$11,895.00</u> ←

Both machines come standard with electronic ignition for the water heater and auto stop/start for the system (trigger gun controlled)

→ Elevated machine stand with integrated detergent tank	<u>\$1,295.00</u> ←
→ Remote Switch to turn system on if you install curtain around machine	<u>\$679.00</u> ←
→ Downstream detergent injection system for fast change from rinse to detergent	<u>\$485.00</u> ←
→ Heavy duty dual lance foam wand – pictured in video link below	<u>\$590.00</u> ←
→ High pressure undercarriage wash attachment (as pictured in attachment)	<u>\$2,150.00</u> ←
✗ With low pressure salt neutralizer applicator attachment	<del>\$3,450.00</del> ✗
✗ Protective Curtain including installation (estimated price depending on size)	<del>\$3,450.00</del> ✗
✗ 5 Gallons of concentrated salt neutralizer	<del>\$96.95</del> ✗

We offer a scheduled maintenance program where we visit your location quarterly and perform a 24-point inspection to ensure your machine is always running at 100% potential

Quarterly charge on 24-point inspection is \$239.00

Here is a link to a video of the foaming wand we use for detergents and salt neutralizer:

[https://www.google.com/search?sa=X&sca\\_esv=f442afecdae9aeb2&rlz=1C1RXOR\\_enUS1025US1025&sxsrf=AE3TifOJLYm4--A7jjyuaqOHf21eBQ0gJQ:1759918729254&udm=7&fbs=AlljpHz30rPMYW-](https://www.google.com/search?sa=X&sca_esv=f442afecdae9aeb2&rlz=1C1RXOR_enUS1025US1025&sxsrf=AE3TifOJLYm4--A7jjyuaqOHf21eBQ0gJQ:1759918729254&udm=7&fbs=AlljpHz30rPMYW-)

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Regarding installation, since we have all the utilities and the chimney already in place. I would estimate installation would be approximately \$1,800.00 that would include hook up to a retractable hose reel and running the wiring for the remote control for the machine.

Thank you for the opportunity to quote you on our equipment, once you have an idea which machine and which options you would be interested in initially, I can work up the most accurate installation price.

**Matt Wurtzel**  
**General Manager**

**Hotsy - Central Cleaning Systems**  
**1425 S. Graham Rd. / Saginaw, Michigan 48609**

**Hotsy Midwest Cleaning Systems**  
**34525 Industrial Rd. / Livonia, Michigan 48150**

**Hotsy - Central Cleaning Systems - North**  
**1234 Otsego Ave. / Gaylord, Michigan 49735**

**Office: (989)781-4014**

**Direct: (989)737-3077**

**[www.callhotsy.com](http://www.callhotsy.com)**

**\*\*CAUTION: This email originated from outside of your organization. Use caution when clicking on links or opening attachments. Contact the sender by phone to validate the contents.\*\***



# 900/1400 SERIES

# HOTSY®

PRESSURE WASHERS / SINCE 1970

## FEATURES

4.0 - 5.0 GPM @ 2000 to 3000 PSI

208V or 230V, 1PH; 208V, 230V,  
460V or 575V, 3PH

Pressure relief valve protects the machine from over pressurization

Dual V-belt for more efficient power transmission

Adjustable upstream detergent injection ensures high-pressure sudsing for better cleaning

Built-in hose reel mount

Adjustable thermostat

Float tank helps maintain constant water pressure and flow while helping to prevent sediment from entering the machine's components

Hotsy-designed Triplex pumps carry a 7-year limited warranty



HOT WATER

ELECTRIC

BELT DRIVE

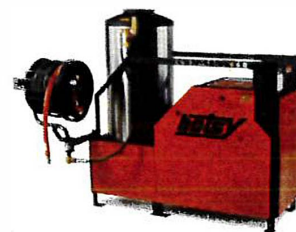
## BLACK LABEL EDITION

Upgrade To A Fully Loaded Black Label Edition.

Extra Features Include:

100' Hose & Reel, Water Inlet Solenoid, Drip Pan, Float Tank Cover, & Draft Diverter.

**TALK TO YOUR  
DEALER TODAY!**



Black Label version comes with hose & hose reel

Upright, vertical coil with 1/2-inch schedule 80 pipe is wrapped with a thick ceramic fiber insulation, delivering high efficiency and maintains constant temperature using Natural Gas or LP Gas

50-ft. length of high-pressure hose for easy cleaning in a large working area and insulated Hotsy trigger gun and wand with ergonomic, adjustable side handle

## OPTIONS FOR 900/1400 SERIES

Wired or Wireless Remote Controls for startup, shutdown

8" Gas-Fired Draft Diverter - for natural draft burner operation; prevents downward/upward air affecting burner efficiency

Water Inlet Solenoid - prohibits water flow to float tank during idle

Gas Valve Extension Kit

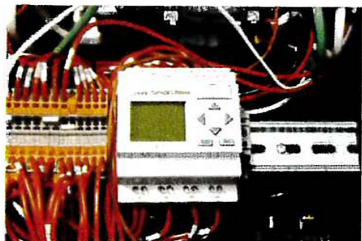
Drip Pan - collects condensation from burner chamber

100' Hose Reel

Float Tank Cover - keeps out debris

Soap Solenoid - use with remote station for on/off detergent control

Black Label Upgrade - 100' Hose & Reel, Water Inlet Solenoid, Drip Pan, Float Tank Cover & Draft Diverter.



Programmable Smart Control Automation provides complete control over the machine's runtime, auto start/stop and time-delay shutdown functionality.

**HOTSY.COM** NOTHING CLEANS LIKE A **HOTSY!**



## 900 / 1400 SERIES

Hot-Water **ELECTRIC** Models

## STATIONARY PRESSURE WASHERS FOR HEAVY-DUTY CLEANING.

■ NG-Fired or LP-Fired ■ 4.0 to 5.0 GPM @ 2000 to 3000 PSI ■ Hotsy Triplex Pump with 7-yr warranty

MODEL	PART NO.	GPM	PSI	HP	MOTOR RPM	VOLT/PH	AMPS	FUEL	BTU/HR	PUMP MODEL	DIMENSIONS (LXWXH)*	SHIP WT (LBS)
921P	1.109-184.0	4.0	2300	6.2	3450	208/1	32	LP	364,835	HM4035R.3	51.75"x21.3"x51.5"	691
921N	1.109-185.0	4.0	2300	6.2	3450	208/1	32	NG	364,835	HM4035R.3	51.75"x21.3"x51.5"	691
926P	1.109-186.0	4.0	2000	5	1800	575/3	7	LP	364,835	HM4035R.3	51.75"x21.3"x51.5"	647
926N	1.109-187.0	4.0	2000	5	1800	575/3	7	NG	364,835	HM4035R.3	51.75"x21.3"x51.5"	647
942P	1.109-188.0	4.0	2000	5	1725	208/3	18	LP	360,997	HM4035R.3	51.75"x21.3"x51.5"	647
942N	1.109-189.0	4.0	2000	5	1725	208/3	18	NG	364,835	HM4035R.3	51.75"x21.3"x51.5"	647
943P	1.109-190.0	4.0	2000	5	1725	230/1	25	LP	360,997	HM4035R.3	51.75"x21.3"x51.5"	691
943N	1.109-191.0	4.0	2000	5	1725	230/1	25	NG	364,835	HM4035R.3	51.75"x21.3"x51.5"	691
944P	1.109-192.0	4.0	2000	5	1725	230/3	16	LP	360,997	HM4035R.3	51.75"x21.3"x51.5"	647
944N	1.109-193.0	4.0	2000	5	1725	230/3	16	NG	364,835	HM4035R.3	51.75"x21.3"x51.5"	647
945P	1.109-194.0	4.0	2000	5	1725	460/3	8	LP	360,997	HM4035R.3	51.75"x21.3"x51.5"	647
945N	1.109-195.0	4.0	2000	5	1725	460/3	8	NG	364,835	HM4035R.3	51.75"x21.3"x51.5"	647
1451P	1.109-196.0	4.0	3000	8.2	3450	208/1	36.5	LP	364,835	HM4035R.3	51.75"x21.3"x51.5"	695
1451N	1.109-197.0	4.0	3000	8.2	3450	208/1	36.5	NG	364,835	HM4035R.3	51.75"x21.3"x51.5"	695
1452P	1.109-198.0	4.0	3000	7.5	1725	208/3	24	LP	360,997	HM4035R.3	51.75"x21.3"x51.5"	692
1452N	1.109-199.0	4.0	3000	7.5	1725	208/3	24	NG	364,835	HM4035R.3	51.75"x21.3"x51.5"	692
1453P	1.109-200.0	4.0	3000	7.5	1725	230/1	34	LP	360,997	HM4035R.3	51.75"x21.3"x51.5"	724
1453N	1.109-201.0	4.0	3000	7.5	1725	230/1	34	NG	364,835	HM4035R.3	51.75"x21.3"x51.5"	724
1454P	1.109-202.0	4.0	3000	7.5	1725	230/3	24	LP	360,997	HM4035R.3	51.75"x21.3"x51.5"	690
1454N	1.109-203.0	4.0	3000	7.5	1725	230/3	24	NG	364,835	HM4035R.3	51.75"x21.3"x51.5"	690
1455P	1.109-204.0	4.0	3000	7.5	1725	460/3	12	LP	360,997	HM4035R.3	51.75"x21.3"x51.5"	690
1455N	1.109-205.0	4.0	3000	7.5	1725	460/3	12	NG	364,835	HM4035R.3	51.75"x21.3"x51.5"	690
1456P	1.109-206.0	4.0	3000	8.2	3450	575/3	10	LP	364,835	HM4035R.3	51.75"x21.3"x51.5"	690
1456N	1.109-207.0	4.0	3000	8.2	3450	575/3	10	NG	364,835	HM4035R.3	51.75"x21.3"x51.5"	690
1473P	1.109-208.0	5.0	3000	10	1725	230/1	42	LP	378,617	HM4035R.3	51.75"x21.3"x51.5"	722
1473N	1.109-209.0	5.0	3000	10	1725	230/1	42	NG	390,025	HM4035R.3	51.75"x21.3"x51.5"	722
1474P	1.109-210.0	5.0	3000	10	1770	230/3	29	LP	378,617	HM4035R.3	51.75"x21.3"x51.5"	699
1474N	1.109-211.0	5.0	3000	10	1770	230/3	29	NG	390,025	HM4035R.3	51.75"x21.3"x51.5"	699
1475P	1.109-212.0	5.0	3000	10	1725	208/3	34	LP	378,617	HM4035R.3	51.75"x21.3"x51.5"	698
1475N	1.109-213.0	5.0	3000	10	1725	208/3	34	NG	378,617	HM4035R.3	51.75"x21.3"x51.5"	698
1476P	1.109-219.0	5.0	3000	10	1725	460/3	17	LP	378,617	HM4035R.3	51.75"x21.3"x51.5"	699
1476N	1.109-220.0	5.0	3000	10	1725	460/3	17	NG	378,617	HM4035R.3	51.75"x21.3"x51.5"	699

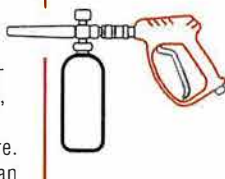
\* includes connectors and flue outlet

### DETERGENTS



To clean like a pro, you need to include detergents. Hotsy offers a full line of detergents for cleaning grease, dirt, road grime, aluminum, sanitation and so much more. Our detergents help you clean faster and save money.

### PARTS & ACCESSORIES



Clean faster and more efficiently with pressure washer accessories like flat surface cleaners and turbo nozzles.

### SERVICE



Hotsy factory-trained technicians keep your equipment running with on-site or in shop maintenance and tune-ups. Plus, we repair all brands.

# hotsy

Nothing Cleans Like A Hotsy!

EST. 1970

**HOTSY.COM**

Tel: 800.525.1976

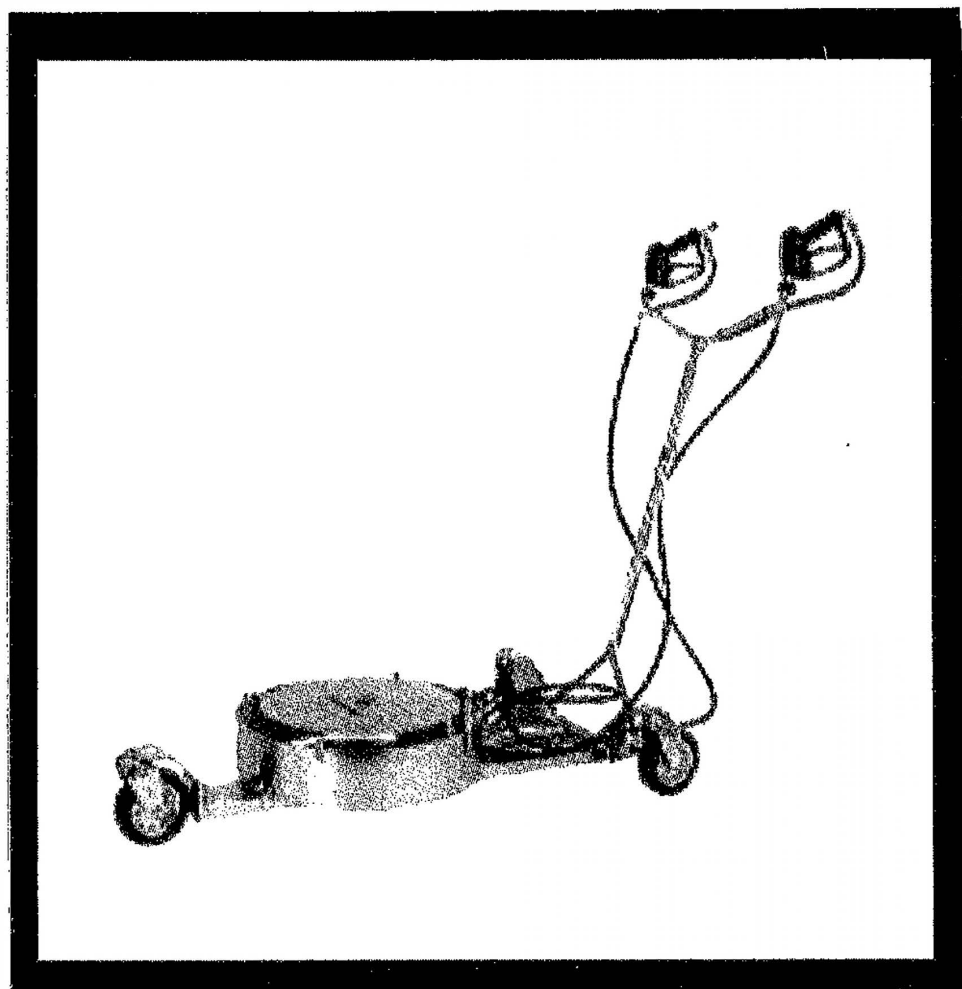
Email: [info@hotsy.com](mailto:info@hotsy.com)

Distributed by:

**WARNING:** This product can expose you to chemicals including Lead and Diisononyl Phthalate, which are known to the State of California to cause cancer, birth defects or other reproductive harm. For more information go to [www.P65Warnings.ca.gov](http://www.P65Warnings.ca.gov). Hotsy's manufacturing facilities have established and apply a quality and environmental management system to be ISO 9001:2008 and ISO 14001:2001 certified.

**NOTE:** We are constantly improving and updating our products. Consequently, pictures, features & specifications in this brochure may differ slightly from current models, and are subject to change without notice. Flow rates & pressure ratings may vary due to variances allowed by manufacturers of our machine components. We meet the CETA testing specs for machine performance at +\_10% and in some cases are tighter within +\_ 5% of listed specifications.

P/N HOT\_900-1400 Effective 05/25  
© 2025 Kärcher North America



Item Description	Req By	Account #	R	Est Life	Dept Priority	Method of Funding			Dept Req Est Cost	Manager Revisions	Budgeted Cost
						Approp	Act 99	Bonds			
Municipal Services Department											
DMS FACILITY											
Replace Security/Fire Alarm system	MSD	101-900	-971.438	R	10	1	X		10,000	(10,000)	
Renovate Office Entry + Increase Security	MSD	101-900	-971.438	R	10	1	X		10,000	(10,000)	
Replace Entry & ADA Doors (Office & Garage)	MSD	101-900	-971.438	R	15	1	X		20,000	(20,000)	
Install Backup Generator + EV Charging	MSD	101-900	-971.438	N	20	2	X		270,000	(270,000)	
Repair / Block Wall & Tuckpoint	MSD	101-900	-971.438	R	10	2	X		25,000	(25,000)	
Exterior Paint	MSD	101-900	-971.438	R	10	2	X		50,000	(50,000)	
Replace Gutters, Siding & Soffits at Front Office	MSD	101-900	-971.438	R	10	2	X		30,000	-	30,000
* Renovate Wash Bay & Replace Powerwasher	MSD	101-900	-971.438	R	10	2	X		25,000	-	25,000
Security Equipment Storage Rack System	MSD	101-900	-971.438	R	10	2	X		20,000	(20,000)	
CEMETERY											
Riverside - Replace roadway pavement	MSD	101-900	-976.276	R	25	1	X		850,000	(850,000)	
Riverside - Replace mausoleum repairs	MSD	101-900	-976.276	R	20	2	X		100,000	(100,000)	
Riverside - Repair mausoleum masonry	MSD	101-900	-976.276	R	20	2	X		75,000	(75,000)	
Riverside - Replace mausoleum carpet	MSD	101-900	-976.276	R	20	2	X		15,000	(15,000)	
Riverside - Replace mausoleum Electrical Panel	MSD	101-900	-976.276	R	20	2	X		10,000	(10,000)	
Riverside - Repair mausoleum Entry Door	MSD	101-900	-976.276	R	20	2	X		5,000	(5,000)	
Riverside - Replace Garden Mausoleum Granite	MSD	101-900	-976.276	R	10	2	X		90,000	(90,000)	
Riverside - Replace Concrete & Brick Walkway	MSD	101-900	-976.276	R	10	2	X		40,000	(40,000)	
Riverside - 2023 Reno Plan retrofit existing crypt/niche fastner system	MSD	101-900	-976.276	R	20	2	X		650,000	-	650,000
Riverside - 2023 Reno Plan demo/retrofit/install new niches (Unit A & D)	MSD	101-900	-976.276	R	20	2	X		320,000	-	320,000
Riverside - 2023 Reno Plan demo/retrofit/install new niches (Couch Crypts)	MSD	101-900	-976.276	R	20	2	X		40,000	-	40,000
Riverside - 2023 Reno Plan retrofit/install new glass for niches	MSD	101-900	-976.276	R	20	2	X		90,000	-	90,000
CITY HALL											
Security Sysytem Enhancements	MIS	101-900	-971.436	R	10	1	X		55,000	-	55,000
Vestibule Security Enhancements	MSD	101-900	-971.436	R	25	1	X		85,000	-	85,000
Elevator Repairs/replacement	MSD	101-900	-971.436	R	25	2	X		100,000	(100,000)	
Replace Flooring (Carpet, Tile, Vinyl, etc.) - CM Office	MSD	101-900	-971.436	R	10	2	X		25,000	-	25,000
Exterior Paint / Trim Repaid	MSD	101-901	-971.436	R	10	2	X		50,000	-	50,000

## Purchase of Wash Bay Equipment

The following resolution was offered by Comm. \_\_\_\_\_ and

seconded by Comm. \_\_\_\_\_

- WHEREAS The City of Plymouth operates an equipment fleet to help protect the public health, safety, and welfare; and
- WHEREAS The City Commission determined that repairs and renovations of the wash bay at the Municipal Services yard would be included in the 2025-26 Budget; and
- WHEREAS The City Administration solicited quotes from reputable companies with power washer sales, installation and service experience; and
- WHEREAS The City received three proposals, of which the best proposal is from Hotsy Midwest Cleaning Systems in the amount of \$18,894.00; and
- WHEREAS The City Administration and staff is recommending the purchase and installation of a Hotsy 1400 Series Stationary Natural Gas Pressure Washer, remote switch, stand with integrated detergent tank, downstream detergent injection system, heavy duty dual lance foam wand, and undercarriage wash attachment from Hotsy Midwest Cleaning Systems; and

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of Wash Bay Equipment in the amount of \$18,894.00 and the expense is to be charged to the Capital Improvement Fund Account 101-900-971.438; and

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a contingency of \$2,000.00 from the Capital Improvement Fund Account 101-900-971.438 for unforeseen issues with installation, for a total expenditure not to exceed \$20,894.00.