



Plymouth City Commission

Regular Meeting Agenda

Monday, January 5, 2026 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

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

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

Join Zoom Webinar: Jan 5 <https://us02web.zoom.us/j/87878511841>

Passcode:454066 Webinar ID: 878 7851 1841

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
2. **APPROVAL OF MINUTES**
 - a. December 15, 2025 City Commission Regular Meeting Minutes
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
5. **CITIZEN COMMENTS**
6. **COMMISSION COMMENTS**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
 - a. Resignation of City Commissioner
 - b. Authorization to Hire – DMS
 - c. Authorization to Hire - PD
9. **REPORTS AND CORRESPONDENCE**
 - a. Liaison Reports
 - b. Appointments
10. **ADJOURNMENT**

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

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

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

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

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

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

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

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

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

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

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

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

-Plymouth Mayor Joe Bida, 1977



City of Plymouth
City Commission Regular Meeting Minutes
Monday, December 15, 2025, 7:00 p.m.
Plymouth City Hall 201 S. Main Street

ITEM #2

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

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

1. CALL TO ORDER

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

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

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

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

2. PROCLAMATION

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

3. APPROVAL OF MINUTES

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF THE AGENDA

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. ENACTMENT OF THE CONSENT AGENDA

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

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

6. CITIZEN COMMENTS

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

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

7. COMMISSION COMMENTS

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

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

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

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

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

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

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

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

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

Pobur: Delivered a personal statement addressing the challenging environment she has experienced over the past year. She noted that community tensions and unfounded personal attacks directed at her and Mayor Deal had created a hostile climate, including allegations of misconduct that were never substantiated. She emphasized her commitment to serving the community and the value she believed her experience brought, but explained that the situation had escalated to the point where it now jeopardized her professional career.

Pobur stated that, due to this conflict and the increasing incompatibility between her volunteer role and her professional responsibilities, she was resigning from the City Commission effective at the close of the meeting. She expressed gratitude toward city administration, staff, whom she described as family, and reaffirmed her love for the community. She concluded by acknowledging the negative impact of misinformation campaigns but affirmed her ongoing commitment to the city despite stepping down.

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

8. OLD BUSINESS

9. NEW BUSINESS

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

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

RESOLUTION 2025-106

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

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

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

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

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. 2026 Annual Wayne County Permit

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

RESOLUTION 2025-107

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

At a Regular Meeting of the Plymouth City Commission on Monday, December 15, 2025, the following resolution was offered:

WHEREAS, The City of Plymouth periodically applies to the County of Wayne Department of Public Services, Engineering Division Permit Office (hereinafter the "County") for permits to conduct emergency repairs, annual maintenance work, and for other purposes on local and County roads located entirely within the boundaries of the Community, as needed from time to time to maintain the roads in a condition reasonably safe and convenient for public travel;

WHEREAS, Pursuant to Act 51 of 1951, being MCL 247.651 et seq., the County permits and regulates such activities noted above and related temporary road closures;

NOW THEREFORE, BE IT RESOLVED, in consideration of the County granting such permit (hereinafter the "Permit"), the Community agrees and resolves that:

Any work performed for the Community by a contractor or subcontractor will be solely as a contractor for the Community and not as a contractor or agent of the County. Any claims by any contractor or subcontractor will be the sole responsibility of the Community. The County shall not be subject to any obligations or liabilities by vendors and contractors of the Community, or their subcontractors.

The Community shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the Permit which results in claims being asserted against or judgment being imposed against the County, and all officers, agents and employees thereof pursuant to a maintenance contract. In the event that same occurs, for the purposes of the Permit, it will be considered a breach of the Permit thereby giving the County a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

With respect to any activities authorized by Permit, when the Community requires insurance on its own or its contractor's behalf, it shall also require that such policy include as named insured the County of Wayne and all officers, agents and employees thereof.

The incorporation by the County of this Resolution as part of a permit does not prevent the County from requiring additional performance security or insurance before issuance of a Permit.

This Resolution stipulates that the requesting Community shall, at no expense to Wayne County, provide necessary police supervision, establish detours and post all necessary signs and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.

This Resolution stipulates that the requesting Community shall assume full responsibility for the cost of repairing damage done to the County road during the period of road closure or partial closure.

This Resolution shall continue in force from the date of execution until cancelled by the Community or the County with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the Community with regard to any Permit which has already been issued or activity which has already been undertaken.

The Community stipulates that it agrees to the terms of the County of Wayne permit at the time a permit is signed by the Community's authorized representative.

BE IT FURTHER RESOLVED, that the following individual(s) is/are authorized in their official capacity as the Community's authorized representative to sign and so bind the Community to the provisions of any and all permits applied for to the County of Wayne, Department of Public Services Engineering Division Permit Office for necessary permits from time to time to work within County road right-of-way or local roads on behalf of the Community.

Name	Title	
Nick Johns	Municipal Services Foreman	or
Adam Gerlach	Municipal Services Assistant Director	or
Al Cox	Director of Public Safety	or
Chris Porman	City Manager	

I, Maureen A. Brodie, City Clerk for the City of Plymouth, Michigan, do hereby certify the foregoing to be a true and correct copy of a resolution approved by the Plymouth City Commission at their regular meeting scheduled on Monday, December 15, 2025.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

RESOLUTION 2025-108

**PERFORMANCE RESOLUTION FOR
MUNICIPALITIES**

This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way" and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way"

RESOLVED WHEREAS, the _____ CITY OF PLYMOUTH
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

e. Final Payment 2022/23 Infrastructure Improvement Program

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

RESOLUTION 2025-110

WHEREAS The City completed 2022-23 Infrastructure Project, and

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

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

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

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

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

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

RESOLUTION 2025-111

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

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

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

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

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

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

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

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

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

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

10. REPORTS AND CORRESPONDENCE

Elliott: Reported on variance cases reviewed at the recent ZBA meeting.

Filipczak: Acknowledged Pobur's resignation and wished her well.

11. ADJOURNMENT

The next regular City Commission meeting is 7:00 pm on Monday, January 5 at Plymouth City Hall.

Motion made by Sisolak, supported by Maguire to adjourn the meeting at 7:44 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

LINDA FILIPCZAK
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Administrative Recommendation – Item 8a

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

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

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - Resignation of City Commissioner - 01-05-25.docx*
Date: December 23, 2025
RE: Resignation of City Commissioner

Background

At the December 15, 2025 City Commission meeting, Commissioner Pobur resigned effective at the end of the meeting. She has filed her resignation with the Clerk as required by the Charter.

Section 4.10 of the Charter states:

Section 4.10. - Resignations.

Resignations of elective officers, the City Manager, and the City Attorney shall be made in writing and filed with the Clerk and shall be acted upon by the Commission at its next regular meeting following receipt thereof by the Clerk. Resignations of appointive officers, other than the City Manager and City Attorney, shall be made in writing to the City Manager and shall be promptly acted upon by him/her.

Recommendation

Since it was turned in at the December 15, 2025 meeting, the Charter requires the City Commission to act on it at their next regular meeting, which is tonight, January 5, 2026. Since the City Commission acts through resolution, it seems prudent for the Commission to accept, via resolution, the resignation.

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.

RESOLUTION

WHEREAS Section 4.10 of the City Charter provides that resignations of elective officers shall be Made in writing, filed with the City Clerk, and acted upon by the City Commission at Its next regular meeting; and

WHEREAS The written resignation of Colleen Pobur, City Commissioner, effective at the end of the Commission meeting on December 15, 2025, has been filed with the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Plymouth that the resignation of Colleen Pobur as City Commissioner is hereby accepted, effective December 15, 2025 at the conclusion of the City Commission meeting; and

BE IT FURTHER RESOLVED that a vacancy is declared in the office of City Commissioner, to be filled in accordance with Section 4.12 of the City Charter.



Administrative Recommendation – Item 8b

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

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

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - Authorization to Hire - DMS - 01-05-26.docx*
Date: December 22, 2025
RE: Authorization to Hire DMS

Background

The City Commission will recall that they were notified on December 8th and December 17th of a couple retirements from the Department of Municipal Services. The two employees that have retired had 37 and 27 years of service with the city, respectively. Both employees have had a tremendously positive impact on the City and the department during their time with us.

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 for two employees at this time in order to move forward with the hiring procedure.

These positions are 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.

Recommendation

The City Administration recommends that the City Commission authorize the filling of two positions 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.

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 two (2) Municipal Services employees to fill vacancies 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 two (2) Municipal Services employees.



Administrative Recommendation – Item 8c

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

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

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - Authorization to Hire - PD - 01-05-26.docx*
Date: December 22, 2025
RE: Authorization to Hire PD

Background

The City Commission will recall that on September 2, they authorized the hiring of three Police Officer positions. Two of the positions were to sponsor employees through the Police Academy (Candidate 1 started in October & Candidate 3 starts in January). Meanwhile, Candidate 2 was a Lateral Transfer from another department. I have included that Administrative Recommendation from the September 2nd meeting for reference. At the November 17th City Commission meeting, the City Commission also authorized the hiring of a Police Officer to replace an officer that was leaving due to employment at the federal level.

The City Commission will recall that on December 17th, they were notified that the employee who was brought in as a lateral transfer was leaving our organization to return to their previous place of employment. While the employee has nothing but positive things to say about our community and organization, it was not ultimately a good fit for what they were looking for as a career option in their view of police work.

We are again one short on Police Officers from what had previously been approved and would like to being the process of replacing that officer. Before we can move forward, we again seek the City Commission's authorization.

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 for two employees at this time in order to move forward with the hiring procedure.

These positions are in the budget, and it does not expand our F.T.E. count beyond what was previously authorized. We anticipate that it may take some time to be able to fill this open position.

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.

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

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

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

CC MTG.
SEPT. 2ND

To: Mayor & City Commission
From: Paul J. Sincok, City Manager
CC: S:\Manager\Sincok Files\Memorandum - Authorization to Hire Police Officers - 09-02-25.docx
Date: August 29, 2025
RE: Authorization to Hire for Police Department

Background

Police Department Staffing Update and Academy Sponsorship Program

The City Commission is aware that the Police Department has had an open position for approximately one and half years, which has been difficult to fill. We are pleased to report that, pending successful background investigations, three qualified candidates have been identified for hire.

- **Candidate 1 – Academy (October Start):** A previously authorized hire who will begin the Police Academy in October. If successful in both the Academy and our Field Training Officer (FTO) program, this candidate could be fully on duty by **summer 2026**.
- **Candidate 2 – Lateral Transfer:** Currently employed as a police officer in another Wayne County community. This candidate would require only the City's FTO program and could be on duty by himself by **January 2026**, filling our longstanding vacancy.
- **Candidate 3 – Academy (January Start):** This individual will begin the Police Academy in January 2026. If successful, they could be road-ready by **October 2026** following completion of the FTO program.

The City Commission is also aware that **five current officers, including the Chief, are eligible for immediate retirement**. While no retirements are anticipated before late 2025 or early 2026, the difficulty in recruiting police officers and the length of training required make succession planning essential. In particular, sending candidates to the Academy introduces additional risks and delays, as certification and FTO completion are required before they can serve independently.

To address these challenges, the Administration has developed a **Police Academy Sponsorship Program** to provide stability in staffing. The program would allow the City to sponsor selected candidates for Academy training while maintaining staggered entry into the FTO program to manage scheduling and coverage.

From a financial perspective, Finance Director John Scanlon has confirmed that the Department's vacancy over the past 18 months has generated sufficient savings to cover the cost of sponsoring **two candidates** to the Academy on staggered terms. Our goal remains to keep the police department staffing at 16 people, but there may be periods of time when we may be above that number as people clear the academy and F.T.O. program prior to people deciding on future retirement dates.

Recommendation

The City Administration recommends that the City Commission authorize the hiring of **two police officer positions**, with the understanding that both individuals will be required to attend and successfully complete the Police Academy.

This authorization will also allow the Department to immediately fill the long-standing vacancy with a **lateral transfer candidate**, who can begin the City's **Field Training Officer (FTO) program** immediately. The FTO program requires approximately four months to complete.

Under this plan, one new officer candidate would begin the **Police Academy in October 2025**, with the second candidate scheduled to begin in **January 2026**.

A proposed **Resolution** regarding this matter has been prepared for the City Commission's consideration.

Should you have any questions prior to the meeting, please feel free to contact me.