



# Plymouth City Commission

## Regular Meeting Agenda

Monday, December 15, 2025 7:00 p.m.  
Plymouth City Hall & Online Zoom Webinar

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

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

Join Zoom Webinar: Dec 15 <https://us02web.zoom.us/j/81622220809>

Passcode: 137824 Webinar ID: 816 2222 0809

1. **CALL TO ORDER**
  - a. Pledge of Allegiance
  - b. Roll Call
2. **PROCLAMATION**
3. **APPROVAL OF MINUTES**
  - a. December 1, 2025 City Commission Regular Meeting Minutes
4. **APPROVAL OF THE AGENDA**
5. **ENACTMENT OF THE CONSENT AGENDA**
  - a. Approval of November 2025 Bills
  - b. Special Event: Ice Festival, 01/30/2026 – 02/01/2026
6. **CITIZEN COMMENTS**
7. **COMMISSION COMMENTS**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
  - a. Authorization to Purchase – V-Box Insert Salt Spreader
  - b. 2026 Annual Wayne County Permit
  - c. 2026 Annual State Highway Permit
  - d. City Credit Card Policy Update
  - e. Final Payment 2022/23 Infrastructure Improvement Program
  - f. Schedule Public Hearing for CIA Development and Tax Increment Financing Plan
10. **REPORTS AND CORRESPONDENCE**
  - a. Liaison Reports
  - b. Appointments
11. **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.)

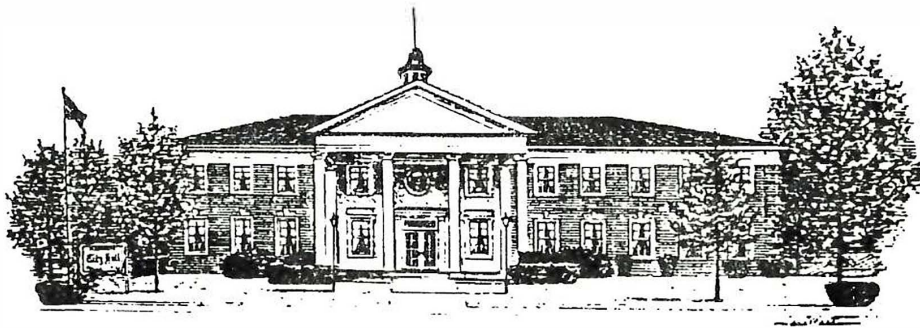
## GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

### 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



## Proclamation

- Whereas, Personalized Nursing LIGHT House (PNLH) is a nonprofit behavioral health organization based in the City of Plymouth and proudly serving Southeast Michigan for 35 years; and
- Whereas, since its founding in 1988, PNLH has remained deeply committed to providing compassionate, whole-person, recovery-centered care to individuals and families navigating mental health and substance use challenges; and
- Whereas, Joe Paliwoda, Co-Founder and Chief Executive Officer, has served as a steady, visionary leader throughout the organization's entire history, guiding PNLH with unwavering dedication, humility, and purpose; and
- Whereas, for 35 years Joe has mentored staff, strengthened families, and supported thousands of individuals on their healing journey, while also building strong, collaborative relationships with community partners throughout Southeast Michigan; and
- Whereas, the City of Plymouth has long served as the central hub of PNLH's mission-driven work, and the impact of Joe's leadership has extended throughout the region, enhancing the health and well-being of countless residents; and
- Whereas, PNLH will celebrate its 35th Anniversary Holiday Celebration on Tuesday, December 19, a milestone made possible by Joe's decades of service, dedication, and compassionate stewardship;
- Now, Therefore, I, Linda Filipczak, Mayor of the City of Plymouth, do hereby recognize and honor Joe Paliwoda for his extraordinary leadership, his tireless commitment to recovery-focused behavioral health services, and his enduring impact on the lives of individuals and families across Southeast Michigan.



In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto on this 15<sup>th</sup> day of December of Two Thousand Twenty-Five.

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Linda Filipczak, Mayor  
City of Plymouth, Michigan



City of Plymouth  
 City Commission Regular Meeting Minutes  
 Monday, December 1, 2025, 7:00 p.m.  
 Plymouth City Hall 201 S. Main Street

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

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

**1. CALL TO ORDER**

Mayor Suzi Deal called the meeting to order at 7:00 p.m.

Present: Mayor Suzi Deal, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Nick Moroz

Excused: Mayor Pro Tem Colleen Pobur, Commissioner Brock Minton

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

**2. APPROVAL OF MINUTES**

a. November 17, 2025 City Commission Regular Meeting Minutes

Motion to approve the November 17, 2025 City Commission Regular Meeting Minutes made by Maguire, supported by Moroz.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**3. APPROVAL OF THE AGENDA**

Motion to approve the agenda for December 1, 2025 made by Filipczak, supported by Kehoe.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**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

Motion to approve the consent agenda for December 1, 2025 made by Kehoe, supported by Moroz.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**5. CITIZEN COMMENTS**

Jim Mulhern (396 Arthur St.) Expressed gratitude to Mayor Deal for her service and contributions; thanked the clerk's office for organizing a successful election; Acknowledged outgoing Commissioner Moroz for his contributions, noting that Plymouth has improved due to his efforts and dedication; Commended Mayor Deal for her engagement with citizens and her leadership that prioritizes community benefits over vocal individuals.

Jack Wilson (1157 Penniman) Echoed thanks to Moroz, Deal, and current commissioners; Highlighted the importance of citizen engagement in maintaining community standards; Suggested a business-like approach to city governance by tracking issues and responsibilities; Raised concerns about the emergency siren's reliability and spoke about a competitive bidding process for city projects; Commented on various Charter provisions.

Pete Mundt (643 N Harvey) Extended thanks to Deal and Moroz for their service and welcomed new commissioners; Provided updates on community events, including the successful "Meet Santa" parade and improvements made to Starkweather Park.

Wes Graff (Chamber of Commerce) Expressed appreciation for Mayor Deal's collaboration with the Chamber over the years; Acknowledged both shared successes and professional disagreements throughout their working relationship; Thanked Moroz for his dedication and contributions to the city and wished luck to incoming commissioners.

Katie Rossi (985 Harding Street) Congratulated all commission members and especially thanked Moroz and Deal for their hard work and dedication to the community; Expressed her satisfaction with moving to this community nearly a decade ago.

## **6. COMMISSION COMMENTS**

**Acknowledgments and General Appreciation:** Several commissioners expressed gratitude to DMS and DDA staff for their efforts in organizing the recent Santa parade, highlighting it as a fantastic event; Maguire acknowledged the presence of a special guest, Michigan Attorney General Dana Nessel; Acknowledgement of DMS for snow and ice removal efforts despite challenging conditions; Deal expressed gratitude towards Commander John Lockwood for organizing a Veteran's Day celebration.

**Upcoming Events:** A Hanukkah celebration will take place on the 15th at 5:00 PM in Kellogg Park, featuring candle lighting, singing, and activities for children.

**Community Engagement:** Reminder of the Corridor Improvement Authority board meeting scheduled for tomorrow (12/2) at 5:30 PM, providing residents an opportunity to engage with board members about upcoming projects in the Old Village.

**Mayor Deal recognized employee anniversaries:** Don Schnettler, Electrical Inspector 28 Years; Michelle VanDenbeurgery, Recreation Clerk – 18 Years; Brandon Haarala, DMS Operations Technician – 12 Years; Reiko Misumi-Schelm, Deputy DDA Director – 2 Years; Ethan Buzuvis, Rec Building Attendant – 2 Years; Bradan McCorry – Rec Building Attendant – 2 Years; Susan Messina, DMS Administrative Assistant – 2 Years; McGaha, Martin – DMS Operations Technician – 2 Years

## **7. ELECTION RESULTS**

Porman announced the results of the November 4, 2025 General Election.

## **8. RECOGNITION OF RETIRING COMMISSION MEMBERS**

Commissioner Nick Moroz and Mayor Suzie Deal were recognized for their dedicated service to the City of Plymouth as they step down from their positions. Their contributions included numerous infrastructure improvements, public safety enhancements, and successful community projects.

Moroz was praised for his leadership in significant initiatives, such as securing funding for road safety and infrastructure improvements, developing plans to revitalize downtown spaces, his role in establishing the Parks Sponsorship Program along with successful projects such as pedestrian crossings, EV charging stations, and renovations at the Cultural Center.

Mayor Deal, celebrated for her ten years of service, was commended for her collaborative approach to governance, prioritizing community well-being, and maintaining financial stability in the city, with emphasis on her leadership, her role in guiding complex decisions and her commitment to long-term community health and development.

Fellow commissioners and community members expressed their gratitude for both officials' commitment to public service, highlighting their positive influence on Plymouth's development and the lasting impact of their work. Tokens of appreciation were presented to them, celebrating their

accomplishments and encouraging their continued involvement in the community as they transition from their official roles.

**9. OATH OF OFFICE FOR NEWLY ELECTED COMMISSIONERS - JUDGE JAMES PLAKAS:**

**a. 35th District Judge James Plakas administered the oath of office to elected Commissioners:**

Joe Elliott (4-year term) Jennifer Kehoe (4-year term)  
Alanna Maguire (2-year term) Karen Sisolak (4-year term)

City Clerk Brodie took a seat with the City Commission and chaired the next agenda item.

**b. Election of Mayor**

City Clerk Brodie opened nominations for the Office of Mayor for the City of Plymouth.

As directed by the City Charter, the first nomination for Mayor goes to the sitting Mayor Pro Tem, Commissioner Colleen Pobur.

Brodie asked for a roll call vote from the Commissioners regarding the nomination of Pobur for the office of Mayor.

Elliott N Filipczak N Kehoe N Maguire N Sisolak N

NOMINATION FAILED and the floor was opened for nominations for mayor.

Maguire nominated Filipczak

Brodie asked for a roll call vote from the Commissioners regarding the nomination of Filipczak for the office of Mayor.

Elliott Y Filipczak Y Kehoe N Maguire Y Sisolak Y

NOMINATION PASSED

**35th District Court Judge James Plakas administered the Oath of Office for Mayor Filipczak**

Mayor Filipczak was seated.

**c. Election of Mayor Pro Tem:**

As directed by the City Charter, the first nomination for Mayor Pro Tem goes to the person receiving the highest number of votes, Commissioner Joe Elliott.

Mayor Filipczak asked for a roll call vote from the Commissioners regarding the nomination of Commissioner Elliott for the office of Mayor Pro Tem.

Elliott Y Filipczak Y Kehoe N Maguire Y Sisolak Y

NOMINATION PASSED

35th District Court Judge James Plakas administered the Oath of Office for Mayor Pro-Tem Elliott.

Mayor Pro Tem Elliott was seated.

**10. ADOPTION OF RULES & ORDER OF BUSINESS:**

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

RESOLUTION 2025-100

The following resolution was offered by Commissioner Elliott and seconded by Commissioner Maguire 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.

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

**11. ADOPTION OF REGULAR MEETING SCHEDULE:**

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

RESOLUTION 2025-101

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.

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

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

**12. OLD BUSINESS**

**13. NEW BUSINESS**

a. Authorization to Hire – Police Department

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

RESOLUTION 2025-102

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.

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

b. Authorization to Hire – DMS

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

RESOLUTION 2025-103

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.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. Authorization to Hire – Part Time Staff

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

RESOLUTION 2025-104

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.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

d. Authorization to purchase - Power Washer

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

RESOLUTION 2025-105

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.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 14. REPORTS AND CORRESPONDENCE

There's no DDA meeting this month.

There is an HDC meeting coming up this week Wednesday and there is a ZBA meeting on Thursday the 4<sup>th</sup>.

#### 15. ADJOURNMENT

The next regular City Commission meeting is 7:00 pm on Monday, December 15 at Plymouth City Hall.

Motion made by Elliott, supported by Maguire to adjourn the meeting at 8:17 p.m.

There was a voice vote.

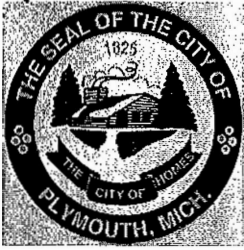
MOTION PASSED UNANIMOUSLY

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LINDA FILIPCZAK  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK



# Special Event Application

## ITEM 5b

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		JAG Entertainment LLC			
PH#	2488178836	Fax#	Email	James@myjagentertainment.com	Website
Address	127 N. Wixom rd	City	Wixom	State	MI Zip 48393
Sponsoring Organization's Agent's Name		James Gietzen			
PH#	2488178836	Fax#	Email	James@myjagentertainment.com	Title
Address	127 N. Wixom rd	City	Wixom	State	MI Zip 48393
Event Name	The Plymouth Ice Festival				
Event Purpose	Promote downtown plymouth during the off season				
Event Date(s)	January 30 - February 1st, 2026				
Event Times	January 30, 5 to 10. January 31, 10 to 10. Feb 1, 10 to 6.				
Event Location	Downtown Plymouth Area				
What Kind Of Activities?	Ice carvings in front of businesses and in Kellogg park. Booths and activitys along main street and penniman				
What is the Highest Number of People You Expect in Attendance at Any One Time?	3000				
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.)				

- Main street. vendors and activitys
- Kellogg park - larger ice carvings
- Penniman - Food trucks, food vendors and family fun activities
- Gathering - Vendors and space for dining. - Ann Arbor Trail - Zip line

**RECEIVED**

DEC 09 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): First weekend of February

Next year's specific dates: Feb, 5, 6 and 7th 2027

\*\*\*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)

Bike Fence est. 500ft, and Trash carts

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.

12-1-26

\_\_\_\_\_  
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 JAG Entertainment LLC (*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 Plymouth Ice Festival (*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 12-1-26

Witness \_\_\_\_\_

Date \_\_\_\_\_

Name of Event: Ice Fest

Date: 1/30 - 2/1/2020

Location: DTP

<b>MUNICIPAL SERVICES:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	AB
- Staffing, bike fence, porta-johns					
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES 3 days NO					
Labor Costs: \$7,500.00 Equipment Costs: \$1,500.00 Materials Costs \$2,500.00					
<b>POLICE:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	QCC
1 - COMMAND OFFICER → 2.5 HRS 2 - PATROL OFFICERS					
Labor Costs \$ Equipment Costs \$ 5950- Materials Costs \$					
<b>FIRE:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	RS
4 FF/DAY					
Labor Costs \$ 2930 Equipment Costs \$ Materials Costs \$					
<b>HVA:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	
<b>DDA:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	SBP
Labor Costs \$ 0 Equipment Costs \$ Materials Costs \$					
<b>RISK MANAGEMENT:</b>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial	MB
Class I - Low Hazard					
Class II - Moderate Hazard					
Class III - High Hazard					
<input checked="" type="radio"/> Class IV - Severe Hazard					
Need Insurance #146					



# Administrative Recommendation - Item 9a

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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 Purchase - V-Box Insert Salt Spreader 12-15-25.docx  
Date: December 11, 2025  
RE: Authorization to Purchase – V-Box Insert Salt Spreader

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## **Background**

Winter is upon us and Municipal Services have been battling the snow much earlier than previous years. Our primary salt truck (Swaploader with V-box salt spreader) is backed up by a 2009 GMC C8500 dump truck. During the pre-winter tune-up and inspection, the 17-year-old backup truck displayed a persistent “check engine” light. This is unfortunately not a truck that we can just run to a standard GMC dealer for maintenance and is beyond the scope of the services provided by our in-house team.

Garrett Auto and Truck Service diagnosed a failure in the exhaust brake system, with additional DOT inspection revealing significant deterioration of steering components, as well as the hydraulic center lift. Estimated repairs range from \$40,000 to \$50,000, with no guarantee that it would fix the main issues due to the age of the truck and limited parts availability. A comparable used truck is valued at \$25,000 to \$35,000.

Given the uncertainty of repair, alternatives were evaluated. A new heavy-duty salt truck would cost \$300,000 to \$350,000 with delivery time over one year. In our fleet, we have medium-duty trucks that can be upfitted with insert-style V-box salt spreader. It is removable seasonally and does support brine pre-wetting.

Truck and Trailer Specialties (MiDEAL vendor) quoted \$13,508 for a Boss VBX+ 3-yard Poly V-Box Auger Hopper Spreader with Pre-wet (3–4 week lead time). Weingartz of Livonia has the same unit available for installation in 1–2 weeks at \$12,950, providing a faster solution for winter readiness.

It is important that during the winter months, we have a reliable backup for our front-line salt truck and this provides a good alternative in the short term while we plan the future of the City’s fleet.

## **Recommendation**

It is recommended that the City Commission approve the purchase of a Boss VBX+ 3-yard Poly V-Box Auger Hopper Spreader with pre-Weingartz of Livonia, Michigan, for \$12,950. Funding will be provided from the Equipment Fund. Attachments include product specifications and vendor quotes. There is a proposed resolution attached for consideration.



## Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: December 10, 2025  
To: Chris S. Porman, City Manager  
From: Adam Gerlach, Assistant Director of Municipal Services  
Re: Purchase of V-Box Insert Salt Spreader

### Background:

As you are aware we are in the midst of a cold and snowy start to this winter season. The Municipal Services crew responds to the weather and the hazardous road conditions caused by snow and ice with equipment ranging from snow shovels and plows to brine sprayers and salt spreaders. In order for our crew to be ready to respond to each winter storm event, we take precautions to have redundancies built into the fleet. For the most critical pieces of equipment we ensure that backup equipment is available, especially for the salt truck.

The current primary salt truck (swaploader with V-box salt spreader) is backed up by our old salt truck, a 2009 GMC C8500 Dump truck with salt spreader. The 17-year-old back up truck was given a tune up before the start to the winter season (as we do with all of our equipment) and it was found to have the "check engine" light on. Unfortunately, this type of truck can not go to the local GMC dealership for the repair.

We discovered Garrett Auto and Truck Service of Farmington Hills who has been able to work on the GMC C8500. Garrett's diagnosed cause the of the warning light to be a failure of the exhaust brake system. After further investigation, the exhaust brake valve, solenoid, and sensor were not functioning and required replacement. Garrett's also performed a inspection of the 17 year old truck. The estimate from Garrett's to complete all the necessary repairs to keep the truck operational is between \$30,000 and \$40,000. To make this preliminary estimate, several assumptions were made about parts that are no longer in production being available and the dump box hydraulic lift cylinder being able to be rebuilt. If the lift cylinder requires replacement that part alone is estimated to be an additional \$10,000. Further, if the out-of-production parts are not available, the truck may not be able to be repaired. To add insult to injury, an operable GMC C8500 with the mileage, age, hours, wear and tear, etc. is valued between \$25,000 and \$35,000 based on auction and used truck sales listings.

With the knowledge that it is unknown if our back up truck is repairable, we researched suitable alternatives. The options include purchasing a new swaploader/salt truck, or upfitting one of

the other trucks in the fleet with a salt spreader attachment. At this time, a new heavy-duty truck that meets our needs is in the range of \$300,000 to \$350,000 with an order lead time for delivery of over a year. Our medium duty trucks have the ability to be upfitted with a V-box style salt spreader, which would be inserted into the dump box. This insert style of spreader is able to be installed and removed relatively easily for the winter season, allowing the truck to be used outside of winter for our regular operations. V-box salt spreader inserts are commonly used by contractors that do snow and ice control for private parking lots and condominium complexes. The largest capacity V-box salt spreader models are available with brine tanks to pretreat the salt, this feature aligns with our standard practice and matches our swaploader's capabilities. We contacted Truck and Trailer Specialties of Howell, MI as they are the State of Michigan MIDEAL contract holder for vehicle upfitting, and we are currently working with them for other vehicle upfitting. Truck and Trailer Specialties provided a quote in the amount of \$13,508 for a Boss VBX+ 3-yard Poly V-Box Auger Hopper Spreader with Pre-wet and gave an estimate of 3 to 4 weeks lead time for delivery plus 1 to 2 weeks for install. Due to the multi week lead time we contacted other local vendors and found that Weingartz in Livonia, MI carries the identical model of salt spreader and has a unit available that could be installed in 1 to 2 weeks. Weingartz provided a quote of \$12,950 for the identical Boss VBX+ Spreader and installation.

**Recommendation:**

It is my recommendation that the City Commission approve the purchase of the Boss VBX+ 3-yard Poly V-Box Auger Hopper Spreader with Pre-wet from Weingartz of Livonia, MI for the purchase price of \$12,950. The funding for the purchase of this unit will come from Equipment Fund.

Attached is additional information about the Boss VBX+ 3-yard Poly V-Box Auger Hopper Spreader with Pre-wet and quotes from Truck and Trailer Specialties and Weingartz. Should you or the Commission have any questions, please feel free to contact me.

# WEINGARTZ EVERYTHING FROM LAWN TO SNOW

## QUOTATION

To: **CITY OF PLYMOUTH**  
MUNICIPAL SERVICES  
1231 GOLDSMITH  
PLYMOUTH, MI 48170

Quote #: **40238097-00**  
Date: 11/26/25  
Exp Date:

Attn:  
Phone: (734) 453-7737  
Email: Lhominga@plymouthmi.gov

Prepared By: **Jacob Bailey**  
Phone: (734) 526-3045  
Email: jbailey@weingartz.com

Product number	Product and Description	Qty	Sale Price	Total
bovbs26300	Boss 9' Auger VBX+ Spreader, Pre-Wet List Price: \$14,729.00	1	\$10,000.00	\$10,000.00
AD-TruckSalterVBox	Truck Salter Installation, VBox List Price: \$450.00	1	\$450.00	\$450.00
bovbs22630	Control Kit - VBX+ LCD Display List Price: \$999.10	1	\$0.00	\$0.00
bomsc25016	Wiring Kit, CFT & VBX+ 2V List Price: \$195.70	1	\$0.00	\$0.00
bomsc20100	KIT-PRE-WET, 60 GALLONS List Price: \$2,502.90	1	\$2,500.00	\$2,500.00

Total \$12,950.00  
Invoice Total \$12,950.00

Approved By

Customer

Date

Weingartz Representative

Date

# TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | [www.ttspec.com](http://www.ttspec.com) | ph: (517) 552-3855 | fx: (517) 552-3666

**November 19, 2025**

City of Plymouth  
1231 Goldsmith, Plymouth, MI 48170  
Attn: Adam Gerlach, ph: (248) 305-0215  
HQ0005577

## Equipment Quotation

The following pricing will be based on City of Rochester Hills RFP-RH-20-023 contract awarded September 2020

### Chassis information (Truck #22-118):

2022 Ford F-550, Reg Cab, diesel with stainless steel 9' dump & electric/hydraulic hoist

### - Install Boss VBX+ 3 Yard Poly V-box Auger Hopper Spreader including the following:

Poly construction, 11-gauge stainless steel trough (mo. VBS26300)  
Hopper length 108", height 49", width 48", overall spreader length 122"  
Weighs 810 lbs. empty  
3.0 cubic yard capacity  
Helical 6" OD x 9" pitch full-length auger feed system with inverted-V  
15" poly spinner assembly with adjustable deflector  
Electric drive  
Dual variable speed controller includes auto-reverse for auger and overload protection (mo. VBS22630)  
12-volt vehicle wiring kit (mo. MSC25016)  
Dual variable speed box vibrators to prevent tunneling  
LCD screen in-cab controller is backlit for clear visibility  
Dual 55-watt halogen work lights  
CHMSL (center high mount stop light)  
Includes top screen  
Includes VCP tarp with integral hopper tie-down kit  
Four (4) winch straps for tie-down

**Above installed equipment pricing:           \$10,715.00 ea.**

### Option Install Boss VBX+ Pre-wet Kit including the following:

60-gallon tank with spray nozzle at auger trough (mo. MSC20100)

**Option add to the above:           \$2,793.00 ea.**

**Payment Terms:** Net 30 days. Pricing effective for 30 days.

**FOB:** City of Plymouth

**Delivery:** 1-2 weeks ARO

**Thank you for the opportunity to quote.**

Respectfully submitted by,  
Jon Luea/Brian Bouwman



## Innovation Meets Performance.

### Standard Features

---

- Cold Front Technology
- Reinforced Poly Hopper
- Smart Connect Capable
- Standard Rate Control
- Material Tracking
- Simplified Calibrations With Easy Adjustment
- Job Tracking
- Controller-Operated LED Lighting & Strobes in Selectable Patterns
- 50% Increased Power Available on Feeder System
- 80% More Power on the Spinner
- Adjustable Spinner Height
- Easy Access Rear Hatch
- Remote Grease Zerks
- BOSS Diagnostic Compatible
- All New Sealed Power/Control Connector
- Spring-Loaded Chain Tension\*\*
- Tarp With Integrated Tie Downs
- Auger or Pintle Chain Material Feed System



### Optional Accessories

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- Backup Camera
- Pre-Wet
- Inverted V\*
- Vibrator Kit\*
- License Plate Light
- Clean Out Tray\*\*

### Pre-Wet

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Optional pre-wet allows contractors to pre-wet solid deicing material, improving material performance.



Horizon360® is a powerful business management software designed to streamline operations with real-time tracking, usage insights, service schedules, and maintenance. It will integrate with the VBX+ and Cold Front Technology, giving contractors enhanced control over their spreader fleet while optimizing performance and efficiency. Learn more at [horizon360.toro.com](http://horizon360.toro.com).



SEE IT IN ACTION



## Product Specs

### 1.5 YARD

Auger | Pintle

1.5 cu.yd.  
Hopper Capacity

38"  
Hopper Height

78"  
Hopper Length

48.25"  
Hopper Width

65"  
Minimum Bed Length

8' - 40'

dry, free-flowing material  
Spreading Width

640 lbs | 680 lbs  
Complete Unit Weight (Empty)

### 2 YARD

Auger | Pintle

2 cu.yd.  
Hopper Capacity

38"  
Hopper Height

96"  
Hopper Length

48.25"  
Hopper Width

78"  
Minimum Bed Length

8' - 40'

dry, free-flowing material  
Spreading Width

690 lbs | 730 lbs  
Complete Unit Weight (Empty)

### 3 YARD

Auger | Pintle

3 cu.yd.  
Hopper Capacity

49"  
Hopper Height

108"  
Hopper Length

48"  
Hopper Width

96"  
Minimum Bed Length

8' - 40'

dry, free-flowing material  
Spreading Width

810 lbs | 840 lbs  
Complete Unit Weight (Empty)



DOWNLOAD HERE

### Bulk Salt 5-7

Coarse Bulk Salt



6

Very Coarse Bulk Salt



7

### Salt/Sand & Sand 8-9

Sand/Salt Mix



8

Sand



9



2 3 4 5 6 7

QuickCube®



1 2 3 4 5 6 7 8 9

EXACT PATH®



5 6 7 8\*

**VBX  
AUGER**

VBX 3000 | VBX 6500  
VBX 8000 | VBX 9000



5 6 7 8\* 9\*

**VBX  
PINTLE**

VBX 6500 | VBX 8000  
VBX 9000

5 6 7 8\*

**VBX+  
AUGER**

VBX+ 1.5 yd | VBX+ 2 yd | VBX+ 3 yd

5 6 7 8\* 9\*

**VBX+  
PINTLE**

NOTE: Assumes dry, free-flowing material. Vibrators should not run continuously. The selection of proper deicing materials can be complex and varies by personal preference, experience and environmental concerns. All factors should be considered before making your selection.

\*Materials that recommend a vibrator.

RESOLUTION

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'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.



# Administrative Recommendation – Item 9b

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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 - Annual Wayne County Right of Way Permits 2026 - 12-15-25.docx  
Date: December 10, 2025  
RE: Annual Wayne County Right of Way Maintenance Permit A-26152

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## **Background**

Each year the City is required to file a new permit for operations within the right of way of the Wayne County roadways, namely Sheldon Road, Plymouth Road and Mill Street. The City has water mains and sanitary sewers as well as sidewalks located in the right of way of those roads and our routine and emergency maintenance of those facilities requires that we obtain a permit to complete the work. This is an annual permit process. The County has continued to put all of our permits into a single Resolution, which saves a lot of paper and time for both the County and the City.

The County requires that we have a City Commission Resolution designating the persons authorized to make application to the County for a permit. For the past several years, this has been the City Manager, Municipal Services Supervisors and Police Chief.

We have attached a memorandum from DMS which further outlines this permit requirement.

## **Recommendation**

The City Administration recommends that the City Commission authorize the City Manager, Municipal Services Supervisors, and Police Chief to sign the Application and Permit for operations within the County right of way. This will allow the Administration to process the documentation with the County.

We have attached a County prepared 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: December 8, 2025  
To: Chris S. Porman, City Manager  
From: Adam Gerlach, Assistant Director of Municipal Services  
Re: 2026 Annual Wayne County Permit: A-26152

### Background:

Wayne County has released their permit packages for the Wayne County Roads, which we apply for each year. Roads under the Wayne County system include Mill St, Plymouth Rd, Sheldon Rd, Riverside Dr, & Wilcox Rd. Ann Arbor Road, although maintained by the County is under State of Michigan jurisdiction and we will be applying for that permit in a separate action by the Commission, once the permit application is released.

Wayne County has combined all the various permits into one single application, and they are continuing that this year, meaning we only need to take action on one resolution, and it will be used for all Wayne County permits.

The City is required to file a permit to occupy the right way of County Roads for maintenance purposes. Examples of activities covered under the maintenance permit include sanitary sewer work, water main work, sidewalk repair/replacement, street sweeping, and salt applications.

While it is not common practice for the City to maintain the Wayne County roads which are within the City limits, it should be noted that we have water mains and sanitary sewer mains running under the right of way. We have had occurrences where we need to complete repair work. It should also be noted that during the declared "snow emergency" our crews have applied snow and ice control measures on county roads.

The second part of the permit is pavement restoration, which would occur if needed to replace the roadway due to any of our utility work as mentioned in the description of the maintenance permit. This permit also allows our contractors to work to replace sidewalk along the County right of way.

The County now requires that we have a City Commission Resolution designating the person(s) authorized to make an application to the County for a permit. Historically, this has been the City Manager, Municipal Services Supervisors and the Director of Public Safety.

**Recommendation:**

It is my recommendation that this be brought forth to the City Commission for formal action to authorize the City Manager, Municipal Services Supervisors, and/or the Director of Public Safety to sign the application and permits for maintenance and pavement restoration within the County right of way. This will allow us to proceed with processing the documentation with the County.

Attached is a County prepared proposed Resolution for the Commission to consider regarding the matter. Should you or the Commission have any questions, please feel free to contact me.



*Warren C. Evans*  
*County Executive*

11/17/2025

CITY OF PLYMOUTH  
1231 Goldsmith  
Plymouth, MI 48170-1637

**RE: A-26152**  
**2026 Annual Permit Package**  
**Wayne County Department of Public Services**  
**Engineering Division – Permit Office**

Attention: Chris Porman

Enclosed is your Wayne County Annual Permit package. In an effort to expedite the process Wayne County DPS Engineering Division Permit Office is combining the Annual Maintenance Permit, Annual Pavement Restoration Permit, and Annual Special Events Permit into on single application.

1. **Annual Maintenance Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of inspection, repair and routine maintenance of the following facilities which are under its jurisdiction:
  - a. Sanitary sewer inspection, repair and routine maintenance;
  - b. Water main inspection, repair, routine maintenance and installation of residential and commercial water service connections (two-inch maximum diameter);
  - c. Other utilities (i.e. natural gas, electric or fiber optic);
  - d. Application of dust palliatives; and
  - e. Repair and replacement of existing sidewalks.
2. **Annual Pavement Restoration Permit:** The annual permit authorizes the permit holder to occupy Wayne County road right-of-way for the purpose of pavement repair and restoration.
3. **Annual Permit for Special Events:** The annual permit grants preliminary authorization to a municipality to perform the following:
  - a. Temporarily close a county road for a reasonable length of time for a parade, marathon, festival or similar activity;
  - b. To use a county road as a detour for traffic around such activity taking place on a non-county road; and/or
  - c. Place a temporary banner within the County right-of-way.



In addition to the Annual Permit, this package also includes the applicable following attachments, which are incorporated by reference into the permit:

- A. Scope of Work and Conditions for Municipal Maintenance Permits, *if applicable*
- B. Annual Special Events Attachment for Municipalities, *if applicable*
- C. Banner Attachment for Municipalities, *if applicable*
- D. General Conditions and Limitations of Permits, *if applicable*
- E. Indemnity and Insurance Attachment, *if applicable*
- F. Model Community Resolution, *if applicable*

As a condition of the municipal annual permit, the County requires that the governing body pass a blanket resolution of approval which accomplishes the following:

- A. Agrees to fulfill all permit obligations and conditions
- B. To the extent allowed by law, hold harmless and defend Wayne County and its officials and employees against any and all damage claims, suits or judgments of any kind or nature arising as a result of the permitted activity
- C. Designates and authorizes an appropriate official of the requesting municipality to sign the permit on its behalf.

Additionally, the Permit Office requires that each municipality provide a written request on municipal letterhead at least (10) ten business days prior to the commencement of a road closure and/or banner placement. The written request should include all required information as specified in the appropriate attachments, "Annual Special Events for Municipalities" or "Annual Attachment for Banners". Upon approval, the permit office shall issue a permit authorizing the special event activities.

**\*\*\*For all Annual Permits please review the insurance attachment carefully, since the insurance requirements have been recently updated.**

The WCDPS Permit Office has published its manual, *Rules, Specifications and Procedures for Permit Construction*. This manual replaces the Permit Specifications Document which was attached to annual permits in previous years. The manual is also incorporated by reference into this annual permit and is available online at:

[www.waynecountymi.gov/Government/Departments/Public-Services/Engineering/Construction-Permits](http://www.waynecountymi.gov/Government/Departments/Public-Services/Engineering/Construction-Permits)

**Please return the original permit, signed and dated by the person authorized and designated by the resolution, along with a certified copy of the resolution and a copy of your certificate of insurance, consistent with the requirements transmitted in this package.**



Type the name of the designated signer below the signature line and submit these documents to:

**Wayne County Department of Public Services  
Permit Office  
Attn: Ms. Indira Boda  
33809 Michigan Avenue  
Wayne, MI 48184**

Once received, the Permit Coordinator will validate your permit and return an executed copy to you for your files.

The *Scope of Work and Conditions for Municipal Maintenance Permits* requires that the Permit Holder submit monthly reports of all work performed under this permit. These reports should be faxed to **734.595.6356**.

Once received, an executed copy will be returned to you for your files. If you have any questions regarding this Annual Permit, please contact me at **734.858.2774**

Respectfully Submitted,

Randa Saghir  
Administration Management

C: file

Attachments: Annual Permit  
Scope of Work and Conditions for Municipal Maintenance Permits  
Annual Special Events Attachment for Municipalities  
Banner Attachment for Municipalities  
General Conditions and Limitations of Permits  
Indemnity and Insurance Attachment  
Model Community Resolution



**Wayne County Department of Public Services  
Engineering Division – Permit Office  
Conditions & Limitations of Permits**

**Plan Approval and Specifications** All work performed under the permit shall be done in accordance with the approved plans, specifications, maps, statements and special conditions filed with the County and shall comply with Wayne County Specifications, as defined in the current Wayne County Rules, Specifications and Procedures for Permit Construction, included as an attachment to this permit, the Wayne County Standard Plans for Permit Construction and the MDOT Standard Specifications For Construction, as modified by WCDPS Special Provisions, and other WCDPS specifications. Any situation or problem which occurs as a result of the construction, operation, use and/or maintenance of the facility in the right-of-way and is not covered by the approved plans nor by the County's current Standards and Specifications shall be resolved by the Permit Holder as directed and approved by the Permit Office. Any significant change to the plans must be approved by the Permit Office and is authorized only when an approved addendum is obtained from the Permit Office.

**Fees** The Permit Holder shall be responsible for all fees and costs incurred by the County in connection with the permit and shall deposit payment for fees and costs as determined by the County at the time the permit is issued.

**Bond** The Permit Holder shall furnish a bond in cash or Certified check in an amount acceptable to the County to guarantee performance under the conditions of the permit. The County may use all or any portion of the bond which shall be necessary to cover any expense, including inspection costs or damage incurred by the County through the granting of the permit. Should the bond be insufficient to cover the expenses and damages incurred by the County, the Permit Holder shall pay such deficiency upon billing by the County. If the bond amount exceeds the expenses and damages incurred by the County, the excess portion will be returned to the Depositor. The excess performance bond provided for herein, when it cannot be returned, shall be deposited into the County Road Fund and become a part thereof, unless claimed by the Depositor within one year of the date of satisfactory completion of the construction authorized by the permit.

**Insurance** The Permit Holder shall furnish proof of liability and property damage insurance in the form and amounts acceptable to the County with Wayne County named as an insured party. The Permit Holder shall maintain this insurance until the permit is released, revoked or cancelled by the County.

**Indemnification / Hold Harmless** Sub-Section 1 herein applies to all Permit Holders except Municipalities. Sub-Section 2 herein applies to Municipalities only.

1 To the extent allowed by law, the Permit Holder shall indemnify, hold harmless and defend Wayne County, its Department of Public Services, its officials and employees against any and all claims, suits and judgments to which the County, the Department, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the County, whether due to negligence of the Permit Holder or to the joint negligence of the Permit Holder and the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of the work product that is the subject of the permit. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County.

2 To the extent allowed by law, the Municipality as Permit Holder shall hold harmless and defend Wayne County, its Department of Public Services, its officials and employees, for the Municipality's own negligence, tortious acts, errors, or omissions, and the acts, errors, or omissions of any of its employees, on account of injury to persons or damage to property, including property of the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of work product that is the subject of the permit. Sub-section 1 above applies to contractors, subcontractors, consultants, or agents of the Municipality. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County or the Municipality's, as provided by statute or modified by court decisions.

**Permit on Site** The Permit Holder shall keep available a copy of the permit and any associated approved plans on site during permitted activities.

**Notification for Start and Completion of Work** The permit shall not become operative until it has been fully executed by the County. The Permit Holder shall notify the County before starting construction and shall notify the County when work is completed. The Permit Holder or their representative shall have copies of the executed permit and approval plans in their possession on the job site at all times.

1 The Permit Holder shall provide at least three (3) days advanced notice, excluding Saturdays, Sundays and holidays, to the Permit Office prior to the commencement of any permitted activities by submitting a START OF WORK NOTIFICATION form by mail, fax or e-mail. In certain instances, additional notice may be required by the Permit Office. In the event that construction work ceases for a period of time, then the Permit Holder shall notify the Wayne County Inspector at least 24 hours prior to resuming work.

2 The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG", at (800) 482-7161, at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.

3 The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office at (734) 955-2154, at least 72 hours prior, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County.

**Safety** The Permit Holder agrees that all work under the permit shall be performed in a safe manner and to keep the area affected by the permit in a safe condition until the work is completed and accepted by the County. The Permit Holder shall furnish, install and maintain all necessary traffic controls and protection which are in accordance with the current Manual on Uniform Traffic Control Devices (MUTCD). The Permit Holder shall conduct all activities and maintain all facilities as set forth in the permit in a manner so as not to damage, impair, interfere with, or obstruct a public road or create a foreseeable risk of harm to the traveling public. The Permit Holder shall comply with all applicable OSHA and MIOSHA requirements.

**Underground Utilities** The Permit Holder shall contact all utility owners regarding their facilities prior to starting work and shall comply with all applicable provisions of Act 53, Public Acts of 1974, as amended. Wayne County makes no warranty either expressed or implied as to the condition or suitability of subsurface conditions or any existing facility which may be encountered during an excavation. The presence or absence of utilities is based on the best information available and the County is not responsible for the accuracy of this information. The Permit Holder assumes all responsibility for the interruption and damage to underground utilities. The Permit Holder is responsible for proper disposal, in accordance with current regulations, of any material excavated from within the right-of-way. Such materials include, without limitation, soils or groundwater contaminated by petroleum products or other pollutants associated with sites identified by the MDEQ or reported on appropriate release forms for underground storage tanks.

**Assignability** The permit is neither transferable nor assignable without the written consent of the County.

**Limitation of Permit** The Applicant and the Permit Holder shall be responsible for obtaining and shall secure any permits or permission necessary or required by law from State, federal or other local governmental agencies and jurisdictions, corporations or individuals. These include, without limitation, those pertaining to drains, inland lakes and streams, wetlands, woodlands, flood plains, filling, noise regulation and hours of operation. Issuance of a Wayne County permit does not authorize activities otherwise regulated by State, federal or local agencies.

**Access of Other Vehicles** The Permit Holder shall, at all times possible, maintain a minimum of one acceptable access to all abutting occupied properties, driveways and side streets unless otherwise specified on the approved plans. The Permit Holder shall notify all owners or occupants of properties whose access may be temporarily disrupted during the permitted work. The local police, fire or emergency service agencies shall define acceptable access. The Permit Holder shall provide signing and other improvements necessary to ensure adequate access until the roadway, driveway or side street is restored. The Permit Holder shall conduct all operations so as to minimize inconvenience to abutting property owners. Wayne County reserves the right to reasonably restrict the progress of work by the Permit Holder based on the rate of roadway and right-of-way restoration, including permanent or temporary pavement. Wayne County may require that work be suspended until satisfactory backfilling of open trenches or excavations has been completed and driveways, side streets and drainage restored.

**Restoration** The Permit Holder agrees to restore the County road and road right-of-way, County drain easement or County park property to a condition equal to or better than its condition before work under the permit began. If the Permit Holder fails to satisfactorily restore the permitted work area, Wayne County may take all practical actions necessary to provide reasonably safe and convenient public travel, preservation of the roadway and drainage, prevention of soil erosion and sedimentation, and elimination of nuisance to abutting property owners caused by the permitted activity. Security in the form of cash, a certified check or surety bond shall be required to secure the cost of restoring the disturbed portion of the right-of-way to an acceptable safe condition. The amount of the security shall be determined by the Permit Office. In the event that a suspension of work will be protracted or that the work will not be completed by the Permit Holder, the Permit Holder shall restore the right-of-way to a condition similar to the condition that existed prior to issuance of the permit.

**Acceptance** Acceptance by the County of work performed does not relieve the Permit Holder of full responsibility for work performed or the presence of the permitted facility. The Permit Holder acknowledges that the County has no liability for the presence of the Permit Holder's facility located within the County road right-of-way, County drain easement or County park property.

**Permit Expiration and Extension of Time** All work authorized by the permit shall be completed to the satisfaction of the Permit Office on or before the expiration date specified in the permit. Any request for an extension of time for completion shall be on a completed County form and shall demonstrate good cause for granting the request. Additional requirements may be imposed as a condition of an extension of time due to seasonal limitations or other considerations. These additional requirements may include, without limitation, changes to materials or construction methods, reestablishment of fees, bonds, deposits and insurance requirements.

**Responsibility** The design, construction, operation and maintenance of the County roadway covered by the permit shall be at the Permit Holder's expense with the exception that the Permit Holder will not be responsible for maintaining road widenings or similar facilities which become part of the County roadway.

**Revocation** The permit may be suspended or revoked at the will of the County. Upon order of the County, the Permit Holder shall surrender the permit, cease operations and remove, alter or relocate, at their expense, the facilities for which the permit was granted. The Permit Holder expressly waives any right to claim damages for compensation resulting from the revocation of the permit.

**Violation** The County may declare the permit null and void if the Permit Holder violates the terms of the permit. The County may require immediate removal of the Permit Holder's facilities and restoration of the County property, or the County may remove the facilities and restore the County property at the Permit Holder's expense. The Permit Holder agrees that in the event of a violation of the terms of the permit or in the event the work authorized by the permit is not satisfactorily completed by the permit expiration date, the County may use all or any portion of the performance bond to restore the County road right-of-way, drain easement, wastewater facility or park property as necessary for reasonably safe and efficient operations and maintenance, or to establish extraordinary maintenance procedures as required to assure reasonably safe and efficient operation of the County facility.

**Inspection and Testing of Materials** Wayne County reserves the right of inspection and the testing of materials by its authorized representatives of all permitted activities and/or activities within the road right-of-way, County owned property or within a County drain easement. All items identified by the final inspection shall be resolved prior to release of the permit. All materials and methods utilized during the course of the authorized permit work shall meet the requirements of the current MDOT Standard Specifications For Construction as modified by Wayne County Special Provisions, Standard Plans for Permit Construction and this manual. The Permit Holder shall reimburse Wayne County for all required inspections and testing of materials.

**Design** The Permit Holder is fully responsible for the design of the permitted facility, such that the design shall be consistent with all applicable County standards, specifications, guidelines, requirements and with good engineering practice. Any errors in the plans that become evident after the issuance of a permit, and which change the scope of permitted work, are subject to review and may be grounds for revocation of the permit. The Permit Office will not relieve the Permit Holder of the responsibility of correcting errors, deficiencies, or omissions due to oversight or unforeseen contingencies such as faulty drainage, poor subsoil conditions or the failure of the Permit Holder's engineer to show all the related or pertinent conditions inside or outside the plan area.

**Drainage** Drainage shall not be altered to flow into the road right-of-way or road drainage system unless approved by Wayne County.

**Permit Holder Compliance** The Permit Holder shall abide by the conditions and limitations contained on the permit and all other conditions listed within the WCDPS Rules, Specifications and Procedures for Construction Permits. The application of any work undertaken under the permit shall constitute the Permit Holder's agreement to the Provision.



**Wayne County Department of Public Services  
Engineering Division – Permit Office  
Scope of Allowable Work and Conditions  
for Annual Pipeline Utility Permits**

**General Conditions:**

The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG", at (800) 482-7161, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.

The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office, at (734) 955-9920, before starting any emergency underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County. For non-emergency work, the Permit Holder shall call (734) 955-2154 at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting work.

Traffic shall be maintained in accordance with the current Manual on Uniform Traffic Control Devices and Wayne County Specifications.

A current copy of the, "Wayne County Rules, Specifications and Procedures for Construction Permits" shall be attached and incorporated as part of the conditions of the permit is available online at:

[http://waynecounty.com/dps\\_engineering\\_cpoffice.htm](http://waynecounty.com/dps_engineering_cpoffice.htm)

Annual Utility Permits are limited to the following scope of work:

Excavation within the right-of-way for the purpose of inspection, making repairs, and routine maintenance of the utility owned facilities.

**Special Conditions for Annual Pipeline Utility Permits**

1. Emergency repairs may be made provided notification is given to the Permit Office as soon as possible, and no later than the next Wayne County business day.
2. Immediate notification must be given for emergency (public safety, health and welfare) operations which involve cutting of pavement. An individual permit shall be obtained by the Permit Holder as soon as possible.
3. The Permit Office shall be notified of normal repairs in advance and in writing. The Permit Holder shall provide the approximate location and date of all work to be performed.
4. Utility companies shall submit monthly reports to the Permit Office listing location, date and type of activity for each activity performed under the blanket permit for that month. These reports may be faxed to 734.595.6356.



Wayne County Department of Public Services  
Engineering Division – Permit Office

**Indemnity and Insurance Attachment for Pipeline Permits**

The Permit Holder shall defend and hold harmless Wayne County, the Department of Public Services, its officials and employees against any and all claims, suits and judgments to which Wayne County, the Departments, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including County property. The Permit Holder shall provide this indemnity whether the negligence is due to the Permit Holder or to joint negligence of the Permit Holder and the County, arising out of any and all activities performed under the permit or in connection with work not authorized by the permit, or resulting from the failure to comply with the terms of the permit, or arising out of the continued existence of the work product that is subject to the permit.

Certificates of insurance shall be required for all construction permits, excluding residential driveway permits. General liability and automotive liability insurance coverage shall be in amounts detailed below:

*The general liability insurance coverage shall be in amounts not less than \$2,000,000 each occurrence and \$5,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$2,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$2,000,000 for bodily injury each person, each occurrence and property damage liability \$2,000,000 each occurrence.*

The certificate of insurance must be provided by a person, the corporation, or by authorized representatives who signed personally either the application or permit. Insurance shall remain in force until the permit is released by Wayne County.

**The WCDPS shall be a Certificate Holder on the policy of insurance worded as, "Wayne County, and its officers, agents and employees are named as additional insured parties." It is also required that the annual permit numbers are included on each certificate of insurance.**

The insurance shall cover a period not less than the term of the permit and shall provide that it cannot be cancelled or reduced without thirty (30) days advance written notice to Wayne County, by Certified mail, first-class, return receipt requested. The thirty (30) days shall begin on the date when the County received the notice, as evidenced by the return receipt.

Such insurance shall provide by endorsement therein for the thirty (30) day notice by the insurer to the Permit Office prior to termination, cancellation or material alteration of the policy.

Licensee agrees to make application for renewal thereof at least sixty (60) days before the expiration date of the policy then in force and to file a certified copy of such renewed policy with the Permit Office. The policy shall also provide by endorsement for the removal of the contractual exclusion.

Should insurance coverage be cancelled or reduced below acceptable limits, or allowed to expire, the authorization to continue work under the permit shall be suspended or revoked and shall not resume until new insurance is in force and accepted by Wayne County. Wayne County may, in such cases, take appropriate action to restore or protect the road and appurtenances. All costs incurred by this action shall be deducted from any remaining inspection deposit, bond and/or Letter of Credit and, if necessary, the Permit Holder may be billed to defray actual expenses.

PERMIT OFFICE  
 33809 MICHIGAN AVE  
 WAYNE, MI 48184  
 PHONE (734) 858-2774  
 FAX (734) 595-6356

72 HOURS BEFORE ANY  
 CONSTRUCTION, CALL  
 DM3 Permit Inspection Department  
 (734) 858-2778  
 FOR INSPECTION



**WAYNE COUNTY**  
**DEPARTMENT OF PUBLIC SERVICES**  
**PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN**

PERMIT No. <b>A-26152</b>	
ISSUE DATE 1/1/2026	EXPIRES 12/31/2026
REVIEW No.	WORK ORDER

PROJECT NAME  
 Plymouth - Special Events

LOCATION  
 Various

CITY/TWP  
 PLYMOUTH

PERMIT HOLDER  
 CITY OF PLYMOUTH  
 1231 Goldsmith  
 Plymouth, MI 48170-1637

CONTRACTOR

CONTACT

CONTACT  
 Chris Porman (734) 453-7737

DESCRIPTION OF PERMITTED ACTIVITY (72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

TO ALLOW TEMPORARY CLOSURE OF CERTAIN LOCAL AND COUNTY ROADS FOR A SPECIFIED PERIOD OF TIME IN ACCORDANCE WITH ALL GENERAL AND SPECIAL CONDITIONS OF THIS PERMIT. REFER TO ATTACHEMENT: ANNUAL SPECIAL EVENTS PERMIT FOR MUNICIPALITIES TO CONDUCT PARADES, BLOCK PARTIES, MARATHONS, CELEBRATIONS AND FESTIVALS. PERMIT TO INSTALL BANNERS WITHIN THE COUNTY ROAD RIGHT-OF-WAY. EACH REQUEST FOR A BANNER SHOULD BE SUBMITTED ONE MONTH PRIOR TO INSTALLMENT FOR APPROVAL. PLEASE REFER TO ATTACHMENT: ANNUAL PERMIT FOR MUNICIPAL BANNERS PERMIT HOLDER SHOULD CONTACT/INFORM THE LOCAL POLICE, HOSPITAL, FIRE MARSHAL, SCHOOL AND ANY OTHER LOCAL AGENCIES ARE/MAY BE AFFECTED BY THIS ROAD CLOSURE THREE (3) BUSINESS DAYS PRIOR TO SCHEDULED CLOSURE. THE PERMIT HOLDER SHOULD CONTACT THE WAYNE COUNTY TRAFFIC OFFICE AT (734) 955-2154 THREE (3) WORKING DAYS PRIOR TO ANY CLOSURE. THE CONTRACTOR/PERMIT HOLDER WILL SET UP AND MAINTAIN ALL BARRICADING AND SIGNS IN ACCORDANCE WITH THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (HTTP://MUTCD.FHWA.DOT.GOV) AND WILL BE THE RESPONSIBILITY OF THE PERMIT HOLDER. ALL ATTACHMENTS ARE INCORPORATED BY REFERENCE AS PART OF THIS PERMIT.

FINANCIAL SUMMARY	
PERMIT FEE .....	\$0.00
PLAN REVIEW FEE .....	\$0.00
PARK FEE .....	\$0.00
OTHER FEE .....	\$0.00
BOND .....	\$0.00
INSPECTION DEPOSIT .....	\$0.00
OTHER BOND .....	\$0.00
<b>TOTAL COSTS .....</b>	<b>\$0.00</b>
<b>TOTAL CHECK AMOUNT .....</b>	<b>\$0.00</b>

DEPOSITOR		
Bank	Check Type	Check NO.
LETTER OF CREDIT DEPOSITOR		

APPROVED PLANS PREPARED BY	
PLANS APPROVED BY	DATE PLANS APPROVED
	1/1/2026
REQUIRED ATTACHMENTS	
GENERAL CONDITIONS	
SCOPE OF ALLOWABLE WORK AND CONDITIONS FOR ANNUAL UTILITY PERMITS	
INDEMNITY AND INSURANCE ATTACHMENT	
RULES, SPECIFICATIONS AND PROCEDURES FOR PERMIT CONSTRUCTION - AVAILABLE ONLINE AT	
<a href="http://www.waynecounty.com/dps_engineering_cpoffice.htm">www.waynecounty.com/dps_engineering_cpoffice.htm</a>	

CASHIER \_\_\_\_\_ DATE 1/1/2026

(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

Chris Porman  
 PERMIT HOLDER NAME / AUTHORIZED AGENT

DATE

**WAYNE COUNTY DEPARTMENT  
 OF PUBLIC SERVICES**

PREPARED BY

CONTRACTOR NAME / AUTHORIZED AGENT

DATE

VALIDATED BY PERMIT COORDINATOR

DATE

**MODEL COMMUNITY RESOLUTION  
AUTHORIZING EXECUTION OF  
WAYNE COUNTY PERMITS**

Resolution No. \_\_\_\_\_

At a Regular Meeting of the \_\_\_\_\_ (Name of  
Community Governing Board) on \_\_\_\_\_ (date), the following  
resolution was offered:

**WHEREAS**, the \_\_\_\_\_ (hereinafter the "Community") 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	
<u>Nick Johns</u>	Municipal Services Foreman	or
<u>Adam Gerlach</u>	Municipal Services Assistant Director	or
<u>Al Cox</u>	Director of Public Safety	or
<u>Chris Porman</u>	City Manager	

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution adopted by the [Board of Trustees/City Council] of the \_\_\_\_\_  
(name of Community), County of Wayne, Michigan, on \_\_\_\_\_.



# Administrative Recommendation – Item 9c

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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 - Annual State Highway Permit - 2026 - 12-15-25.docx*  
Date: December 10, 2025  
RE: Annual State Highway Permit – 2026

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## **Background**

The City is required to file a new permit for operations within the right of way of the State Trunkline Road, namely Ann Arbor Road. The City has water mains and sanitary sewers located in the right of way of Ann Arbor Road and our routine and emergency maintenance of those facilities requires that we obtain a permit to complete the work. This is an annual permit process.

The State of Michigan requires that we have a City Commission Resolution designating the persons authorized to make application to the State for a permit. For the past several years, this has been the City Manager, Municipal Services Supervisors and the Director of Public Safety.

## **Recommendation**

The City Administration recommends that the City Commission authorize the City Manager, Municipal Services Supervisors, and the Director of Public Safety to sign the Application and Permit for operations within state trunkline right of way. This will allow the Administration to process the documentation with the State of Michigan.

We have attached a proposed State of Michigan Resolution for the City Commission to consider regarding this matter and information from the State of Michigan. 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: December 8, 2025  
To: Chris S. Porman, City Manager  
From: Adam Gerlach, Assistant Director of Municipal Services  
Re: 2026 Annual State Highway Permit

### Background:

Each year, the City of Plymouth must file a new permit for operations within the State Trunkline Right of Way (Ann Arbor Road), per Michigan Department of Transportation (MDOT). The City has water mains and sanitary sewers located within the right of way along Ann Arbor Road and any routine or emergency repairs require we have a permit on file.

MDOT requires, as part of the process, that we pass a resolution designating the individuals authorized to make application to the State for a permit. For the past several years, this has been DMS Supervisors and the Director of Public Safety.

The City Commission will need to authorize the DMS Supervisors and/or Director of Public Safety to sign the application and permit for operations within the State trunkline right of way. This will allow us to process the permit documentation with the State of Michigan.

I have enclosed a State of Michigan proposed Resolution for consideration. This is the same resolution that the Commission has passed in previous years for this permit. Should you have any questions, please feel free to contact me.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at [www.Michigan.gov/MDOT-ADA](http://www.Michigan.gov/MDOT-ADA).

## 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 employees, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

Nick Johns      and/or      Operations Foreman

Adam Gerlach      and/or      Assistant Director Municipal Services

Al Cox              and/or      Director of Public Safety

Chris Porman      and/or      City Manager

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_  
(Name of Board, etc.)

of the \_\_\_\_\_ of \_\_\_\_\_  
(Name of MUNICIPALITY) (County)

at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day

of \_\_\_\_\_ A.D. \_\_\_\_\_

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Print Signed Name*



# Administrative Recommendation – Item 9d

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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 S. Porman, City Manager  
CC: S:\Manager\Porman Files\Memorandum - Authorization to Update Credit Card Policy- 12-15-25.docx  
Date: December 10, 2025  
RE: City Credit Card Policy Update

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## **Background**

In 1996, the City Commission adopted the first Credit Card Policy for the City and from time to time it is necessary to update the policy. It was last updated in 2013. The use of "Purchase Cards" have been used for over a decade with success as it saved time and money on the number of checks being cut and still kept the internal controls acceptable for the auditor.

The proposed changes in this policy are housekeeping by nature, and we have provided a "tracked changes" version for the Commission to consider. In short, the changes define the responsibilities of the Finance Director and City Manager, as well as the Finance Department. In addition, the proposed changes highlight issuing cards to specific departments and not specific titles. The issuance to the department still has the supervisor to the respective departments accountable for its use and receipts, etc., and also follows our organizational chart.

## **Recommendation**

The City Administration recommends that the City Commission adopt the updated Credit Card Policy as presented. If approved, this policy will be placed in the Employee Manual. We have attached a proposed Resolution for the City Commission to consider regarding this policy. In addition, we have attached a "tracked changes" version of the document for review. Should you have any questions in advance of the meeting please feel free to contact me.

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

The Finance Director at the direction of the City Manager~~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	<u>City Manager's Office</u> <del>City Manager</del> <u>Police Department</u> <del>Director of Public Safety</del> <u>Municipal Services Department</u> <del>Municipal Services Director</del> <u>Recreation Department</u> <del>Recreation Director</del> <u>Finance Department</u> <del>Finance Director</del> <u>Economic Development Department</u> <del>Economic Development Director</del>
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~~finance director and/or deputy finance director~~ and not used for regular purchases. The program provides for rewards to reduce the overall costs of invoices.

The Finance Director ~~city manager~~ shall not issue any additional credit ~~cards, or 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 ~~City officer or employee~~ responsible for a City credit card shall submit the monthly credit card billing to the finance department~~city manager~~ 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 ~~city manager~~ shall review each bill, and if approved, submit it ~~to the finance department~~ 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 n-officer or employee who has been issued~~ a City credit card ~~will be the department supervisor's responsibility for its is responsible for its~~ custody and

City of Plymouth Employee manual Page 100 March 2023

proper use in compliance with this policy; shall immediately notify the Finance Director~~city manager~~ if the credit card is lost or stolen; and shall return the credit card to the Finance Director or City Manager ~~city manager~~ upon termination of employment with the City, or if requested to do so by the Finance Director or City Manager ~~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 may also implemented~~ a Purchasing Card (P-Card) program to simplify low-dollar, high-frequency purchases for official City business. P-Cards are issued the may be 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.

**RESOLUTION**

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

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

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

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



# Administrative Recommendation – Item 9e

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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 S. Porman, City Manager  
CC: S:\Manager\Porman Files\Memorandum - Final Payment – Pro-Line Asphalt 2022-2023 Infrastructure Improvement Program 12-15-25.docx  
Date: December 11, 2025  
RE: Final Payment – Pro-Line Asphalt 2022/2023 Infrastructure Improvement Program

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## Background

The City Commission policy requires that the City Administration bring forward and seek final payment approval for major infrastructure projects. The Commission may be aware that Pro-Line Asphalt was the general contractor on the 2020 Infrastructure Improvement Program, to which the 2022 program was added to that contract. During the 2022/23 program work was completed on Carol, Byron, Union, Evergreen, and York St. As is customary for these large projects, final payment is not released until punch list items are completed and inspected.

The City Commission authorized a total construction cost of \$2,866,084.00 for the project. The final cost on the project was \$2,849,700.93 or about \$16,000 under the authorized contract. Part of the savings was a result of us using a "Unit Based Contract", which only allows payment based on the number of units or volumes of materials used. The contractor has completed their work as well as the punch list items on the projects. The pay request has been reviewed and approved by the City Engineer. At this time, we are seeking approval to make final payment to Pro-Line Asphalt Paving in the amount of \$44,684.66.

## RECOMMENDATION:

The City Administration recommends that the City Commission authorize payment to Pro-Line Asphalt in the amount of \$44,684.66.

We have attached 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.



Wade Trim Associates, Inc.  
25251 Northline Road • Taylor, MI 48180  
734.947.9700 • www.wadetrim.com

December 10, 2025

City of Plymouth  
201 South Main Street  
Plymouth, MI 48170

Attention: Chris Porman, City Manager

Re: City of Plymouth  
2022/2023 Infrastructure Improvement Program – Carol, Byron, Evergreen & York Street  
Pay Estimate #22 (Final)

Dear Chris Porman:

Please find enclosed the Certificate for Payment #22. For the improvements that were started in the fall of 2022 on Bryon and Union, and completed on Carol, Evergreen, and York in 2023. Pay Estimate #22 is the final pay estimate for this program.

As you may recall, the 2022 Infrastructure Improvement Program was added to the 2020 Program via CO #13 in the amount of \$2,866,084. The 2022 Program was approved by the City Commission on June 6, 2022. Pay Estimate #22 (Final) represents the ninth pay request for the 2022/2023 program and includes a final reconciliation of major work items, plus a payment for additional pavement markings requested by the City.

The Contractor, Pro-line Asphalt, has requested final payment for this project. They have provided a final sworn statement and waivers of lien. We are providing those as attachments to this letter. The total earned to date for this entire project (including Byron, Union, Carol, Evergreen, York and the additional pavement markings) is \$2,849,700.93. This payment will release the final retention for the 2022 Program. The total balance due this Certificate is **\$44,684.66**. The overall project finished under the original amount that was authorized by the City Commission.

Please process Certificate for Payment #22 (Final) and return a signed copy to our office (or please send a copy digitally) for our final project records.

Please note that there is no inspection invoice associated with this pay estimate.

Please contact me directly at 313.363.1434 if you have any questions. Thank you for the opportunity to provide engineering services to the City of Plymouth.

Very truly yours,

Wade Trim Associates, Inc.

A handwritten signature in blue ink, appearing to read 'Shawn W. Keough', is written over a horizontal line.

Shawn W. Keough, PE  
Senior Vice President

SWK:efa  
PLY 2127-02T  
CERTIFICATE FOR PAYMENT 22 FINAL LTR.DOCX  
Enclosures (*Certificate for Payment #22 Final*)

cc: Adam Gerlach, Assistant Director of Municipal Services



**PRO-LINE ASPHALT**

## FULL UNCONDITIONAL WAIVER

(Printed under the authority of the Construction Lien Act, PA 497 of 1980, as amended)

My/our contract with **Pro-Line Asphalt Paving Corp.** to provide:

for the improvement of the property described as:

**PLYM-22-013**

**2022 Infrastructure Improvement Program  
(Bryon St, Carol Ave, Evergreen St, Union St)**

has been fully paid and satisfied, my/our construction lien rights against such property, the owner, engineer or **Pro-Line Asphalt Paving Corp.**, are hereby waived and released.

CI Contracting  
7135 Dan McGuire Suite B  
Brighton, MI 48116

*Diane Jendrusina*  
Signature of lien claimant

CONTROLLER  
Title

DIANE JENDRUSINA  
Print Name

Signed on 10/29/25  
Date

**DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY**



**PRO-LINE ASPHALT**

## FULL UNCONDITIONAL WAIVER

(Printed under the authority of the Construction Lien Act, P.A. 497 of 1980, as amended)

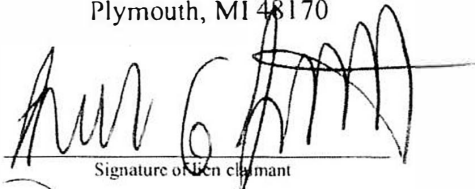
My/our contract with **Pro-Line Asphalt Paving Corp.** to provide:

for the improvement of the property described as:

**PLYM-22-013**  
**2022 Infrastructure Improvement Program**  
**(Bryon St, Carol Ave, Evergreen St, Union St)**

has been fully paid and satisfied, my/our construction lien rights against such property, the owner, engineer or **Pro-Line Asphalt Paving Corp.**, are hereby waived and released.

Old Village Landscaper  
890 N. York St.  
Plymouth, MI 48170



Signature of Lien claimant

President

Title

Daniel Schacht

Print Name

Signed on 10/30/2026

Date

**DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY**



**PRO-LINE ASPHALT**

## FULL UNCONDITIONAL WAIVER

(Printed under the authority of the Construction Lien Act, PA 497 of 1980, as amended)

My/our contract with **Pro-Line Asphalt Paving Corp.** to provide:

for the improvement of the property described as:

**PLYM-22-013**  
**2022 Infrastructure Improvement Program**  
**(Bryon St, Carol Ave, Evergreen St, Union St)**

has been fully paid and satisfied, my/our construction lien rights against such property, the owner, engineer or **Pro-Line Asphalt Paving Corp.**, are hereby waived and released.

GM and Sons  
46900 West Road  
Novi, MI 48377

Signature of lien claimant

President

Title

Hugo Gallegos

Print Name

Signed on 11/04/2025  
Date

**DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY**



**PRO-LINE ASPHALT**

**FULL ~~UN~~CONDITIONAL WAIVER**

(Printed under the authority of the Construction Lien Act, PA 497 of 1980, as amended)

My/our contract with Pro-Line Asphalt Paving Corp. to provide:

for the improvement of the property described as:

**PLYM-22-013**

**2022 Infrastructure Improvement Program**

**(Bryon St, Carol Ave, Evergreen St, Union St)**

*Conditional upon receipt of \$23509.20*  
has been fully paid and satisfied, my/our construction lien rights against such property, the owner, engineer or Pro-Line Asphalt Paving Corp., are hereby waived and released.

*check # 36444*

PK Contracting  
1965 Barrett  
Troy, MI 48084

\_\_\_\_\_  
Signature of Contracting  
1965 Barrett Dr.  
Troy, MI 48084  
\_\_\_\_\_  
Kimberly A. Tomatt  
Agent

\_\_\_\_\_  
Print Name

Signed on 11-17-25  
Date

**DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY**



**PRO-LINE ASPHALT**

## FULL UNCONDITIONAL WAIVER

(Printed under the authority of the Construction Lien Act, PA 497 of 1980, as amended)

My/our contract with **Pro-Line Asphalt Paving Corp.** to provide:

**Asphalt**

for the improvement of the property described as:

**PLYM-22-013  
2022 Infrastructure Improvement Program**

has been fully paid and satisfied, my/our construction lien rights against such property, the owner, engineer or **Pro-Line Asphalt Paving Corp.**, are hereby waived and released.

Ajax Material Corporation  
PO Box 7058  
Troy, MI 48007

Dawn Bittner

Digitally signed by: Dawn Bittner  
DN: CN = Dawn Bittner email =  
dbittner@jaxpaving.com O = US O = Ajax  
Paving  
Date: 2025.11.04 14:40:02 -05'00'

\_\_\_\_\_  
Signature of lien claimant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

Signed on \_\_\_\_\_  
Date

**DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY**



Name of Subcontractor, Supplier, or Laborer	Type of Improvement Furnished	Total Contract Price	Amount Already Paid	Amount Currently Owning	Balance to Complete	Amount of Laborer Wages Due But Unpaid	Retention	Amount of Laborer Fringe Benefits and Withholdings Due But Unpaid
TOTALS								

That the contractor has not procured material from, or subcontracted with, any person other than those set forth on the reverse side and owes no money for the improvement other than the sums set forth on the reverse side.

Deponent further says that he or she makes the foregoing statement as the (contractor)(subcontractor)(supplier) or as CEO of the (contractor) (subcontractor)(supplier) for the purposes of representing to the owner or lessee of the premises described on the reverse side and his or her agents that the property described on the reverse side is free from claims of construction liens, or the possibility of construction liens, except as specially set forth on the reverse side hereof and except for claims of construction liens by laborers which may be provided pursuant to Section 109 of the Construction Lien Act, Act No. 497 of the Public Acts of 1980, as amended, being Section 570.1109 of the Michigan Compiled Laws.

**WARNING TO OWNER: AN OWNER OR LESSEE OF THE PROPERTY DESCRIBED ON THE REVERSE SIDE HEREOF MAY NOT RELY ON THIS SWORN STATEMENT TO AVOID THE CLAIM OF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR A LABORER WHO MAY PROVIDE A NOTICE OF FURNISHING PURSUANT TO SECTION 109 OF THE CONSTRUCTION LIEN ACT TO THE DESIGNEE OR TO THE OWNER OR LESSEE IF THE DESIGNEE IS NOT NAMED OR HAS DIED.**

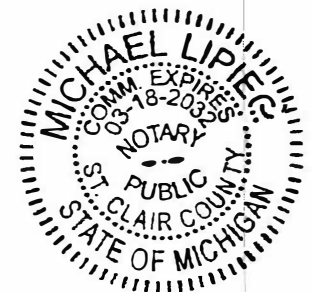
"IF THIS SWORN STATEMENT IS IN REGARD TO A RESIDENTIAL STRUCTURE, ON RECEIPT OF THE SWORN STATEMENT, THE OWNER OR LESSEE, OR THE OWNER'S OR LESSEE'S DESIGNEE, MUST GIVE NOTICE OF ITS RECEIPT, EITHER IN WRITING, BY TELEPHONE, OR PERSONALLY, TO EACH SUBCONTRACTOR, SUPPLIER, AND LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING UNDER SECTION 109 OR, IF A NOTICE OF FURNISHING IS EXCUSED UNDER SECTION 108 OR 108A, TO EACH SUBCONTRACTOR, SUPPLIER, AND LABORER NAMED IN THE SWORN STATEMENT. IF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO IS ENTITLED TO NOTICE OF RECEIPT OF THE SWORN STATEMENT MAKES A REQUEST, THE OWNER, LESSEE, OR DESIGNEE SHALL PROVIDE THE REQUESTER A COPY OF THE SWORN STATEMENT WITHIN 10 BUSINESS DAYS AFTER RECEIVING THE REQUEST."

**WARNING TO DEPONENT: A PERSON, WHO WITH INTENT TO DEFRAUD, GIVES A FALSE SWORN STATEMENT IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, ACT NO. 497 OF THE PUBLIC ACTS OF 1980, AS AMENDED, BEING SECTION 570.1110 OF THE MICHIGAN COMPILED LAWS.**

MATTHEW JONES, CEO (Deponent)

Subscribed and sworn to before me this 4TH day of NOVEMBER, 2025.

[Signature]  
MICHAEL LIPIEC, Notary Public  
ST. CLAIR County, Michigan  
My commission expires: 3/18 2028  
Acting in MACOMB County



RESOLUTION

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

\_\_\_\_\_

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

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.



## Administrative Recommendation – Item 9f

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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 S. Porman, City Manager  
CC: S:\Manager\Porman Files\Memorandum - Schedule Public Hearing for CIA Development and TIF Plan 12-15-25.docx  
Date: December 12, 2025  
RE: Schedule Public Hearing for CIA Development and TIF Plan

---

### Background

In alignment with Strategic Goal Area One – *Sustainable Infrastructure*, the City has continued its multi-phase effort to establish a sustainable financial model for the Old Village business district through the creation of a Corridor Improvement Authority (CIA). This initiative was launched in October 2024, when the City Commission authorized engagement with Carlisle Wortman, Miller Canfield, and Wayne County Assessing to begin developing the CIA framework.

Since then, the City has progressed through the statutory requirements outlined in Public Act 57 of 2018, including:

- **April 2025:** City Commission approval of the Intent to Create a CIA.
- **June 2025:** First required public hearing held to receive initial public comment.
- **August 18, 2025:** Formal establishment of the CIA district following the mandated 60-day waiting period.
- **September–December 2025:** Appointment of the CIA Board, which has convened six times, including a public engagement session on December 2nd. Approximately 30 residents attended, offering largely positive feedback, many elements of which have been incorporated into the draft plan.

The CIA Board has completed its review and formally approved the enclosed draft Development and Tax Increment Financing (TIF) Plan. The Board now recommends that the City Commission proceed with scheduling the second required public hearing to solicit public comment prior to final consideration.

## **Statutory Requirements**

Public Act 57 mandates extensive notice and engagement procedures prior to adopting a Development and TIF Plan. These include:

- **Newspaper Publication:** Two notice postings, with the first at least 20 days prior to the public hearing.
- **Mailed Notices:** Notification sent via mail to property taxpayers of record within the CIA district, and separately via certified mail to all taxing jurisdictions whose levies could be subject to capture.
- **Posted Notices:** At least 20 conspicuous postings within the development area, not less than 20 days prior to the hearing.

These requirements mirror those fulfilled for the initial public hearing. Staff recommends setting the hearing date for **Tuesday, January 20, 2025**, which provides sufficient time to complete the statutory posting, publishing, and mailing requirements.

Following the hearing, a **60-day statutory waiting period** will begin. During this period, affected taxing jurisdictions may elect to exempt their taxes from capture by adopting a resolution and notifying the City Clerk. All relevant taxing entities have been consistently engaged throughout the process via required notices, calls, and email communication, including ongoing coordination with Wayne County.

## **Recommendation**

The administration recommends that the City Commission formally schedule the second public hearing for Tuesday, January 20, 2025, during the Commission's regular meeting. This hearing will allow the public and taxing jurisdictions to provide comment on the draft Development and Tax Increment Financing Plan prior to the Commission's final review and consideration.

RESOLUTION

Schedule Public Hearing for CIA Development and TIF Plan

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

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

**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.



## Administrative Information

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-4531234  
Fax 734-455-892

To: Chris Porman, City Manager  
From: John Buzuvis, Economic Development Director  
CC: S:\Community Development\OVDA/2024  
Date: December 12, 2025  
RE: Public Hearing-Old Village Corridor Development and Tax Increment Finance Authority Draft Plan

---

### Background

As you are aware, in October 2024 the City Commission authorized and approved expenditures to engage with our consulting partners—Carlisle Wortman, Miller Canfield, and Wayne County Assessing—to begin developing an Old Village Corridor Improvement Authority (CIA). This initiative aligns with Strategic Goal Area One: Sustainable Infrastructure, specifically the goal to “identify and establish sustainable financial model(s)...for the Old Village business district.”

In April 2025, the City Commission approved the Intent to Create a Corridor Improvement Authority (CIA), as required by Public Act 57 of 2018. In June of this year, the City Commission held the first of two required public hearings to receive comments on the creation of the CIA. Following the statutorily required 60-day waiting period after that first public hearing, the City Commission officially created the CIA district and development area on August 18, 2025.

Following the establishment of the district, the CIA Board was appointed and has met six times since September, including a public engagement session held on December 2nd to gather comments and feedback on the proposed plan, project categories, individual projects, and estimated timelines. Approximately thirty neighbors attended the session. Overall, the feedback was positive, and several comments were incorporated into the draft plan where appropriate. The enclosed draft plan has been reviewed and approved by the CIA Board, which now recommends that the City Commission schedule the second statutorily required public hearing to receive public comment on the draft plan. The draft plan and meeting minutes from the engagement session are included for your reference.

The process for creating and implementing a CIA is detailed in Public Act 57 of 2018 and includes numerous requirements related to timing, public input, and the City Commission’s formal actions. State law requires that notice of the public hearing to review the recommended Development and Tax Increment Financing (TIF) plan be published twice in a newspaper, with the first publication appearing at least 20 days before the hearing date. Additionally, public hearing notices must be mailed to all property taxpayers of record within the development area and to each taxing jurisdiction whose taxes may be subject to capture under the plan, also at least 20 days before the hearing. The statute further requires that notice be posted in at least 20

conspicuous public places within the development area. These requirements mirror those for the first public hearing. To allow adequate time for staff to meet these obligations, the administration recommends the City Commission schedule the public hearing for Tuesday, January 20th.

The purpose of the public hearing is to gather feedback and public comment on the draft Development and Tax Increment Financing Plan before final review and approval. A statutorily required sixty-day waiting period begins at the close of the public hearing, during which taxing jurisdictions whose taxes would be subject to capture may choose to exempt themselves by adopting a resolution and notifying the City Clerk. All affected taxing entities have been notified throughout the process, in accordance with statutory requirements, and the administration has maintained ongoing communication—particularly with Wayne County officials.

**Recommendation**

The administration recommends that the City Commission schedule a public hearing for Tuesday, January 20, 2025, at the regular City Commission meeting, as required by statute, to receive public comment on the draft Development and Tax Increment Financing Plan.



Corridor Improvement Authority Board  
Public Engagement Special Meeting Minutes  
Tuesday December 2, 2025 – 5:30 p.m.  
City Commission Chambers– 2<sup>nd</sup> Floor Plymouth City Hall

City of Plymouth  
201 S. Main Street  
Plymouth, Michigan 48170

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
734-453-1234

**1. CALL TO ORDER**

Chair Sugg called the meeting to order at 5:45 p.m.

Present: Mayor Linda Filipczak, Chair Alex Sugg, Vice-Chair Mark Waller, Nikki Johnson, Rebecca Nicholson, Kyle Sinkus

Absent: Michael Burkey

Also present: City Manager Chris Porman, Economic Development Director John Buzvuis, Community Development Coordinator Haley Hall, and CWA Senior Associate Matteo Passalacqua

**2. CITIZENS COMMENTS**

There were no citizen comments.

**3. BOARD MEMBER COMMENTS**

Sinkus indicated he was excited to have the public engagement session, and he felt that the draft plan was comprehensive and he was interested to get feedback from the community.

**4. CIA Development and Tax Increment Financing Draft Plan and Engagement Presentation**

John Buzvuis did a brief PowerPoint presentation on what the Development and Tax Increment Financing Plan is and the process undertaken to get to this point. The presentation indicated that the goal of the engagement session is to get feedback on the proposed plan from the community. The presentation also briefly outlined next steps in the process. A brief question and answer period was held.

**5. Additional CIA Development and Tax Increment Financing Draft Plan Engagement Activities**

CIA Board members, City Staff, and Consultant engaged with the attendees on the draft plan in general, and specifically the proposed project categories and specific example projects.

**6. ADJOURNMENT**

Johnson offered a motion, seconded by Waller, to adjourn the meeting at 7:30 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY.



Corridor Improvement Authority Board  
Regular Meeting Minutes  
Thursday December 11, 2025 – 3:30 p.m.  
City Commission Chambers– 2<sup>nd</sup> Floor Plymouth City Hall

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City of Plymouth  
201 S. Main Street  
Plymouth, Michigan 48170

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
734-453-1234

1. CALL TO ORDER

Chair Sugg called the meeting to order at 3:34 p.m.

Present: Mayor Linda Filipczak, Chair Alex Sugg, Vice-Chair Mark Waller, Rebecca Nicholson, Kyle Sinkus

Absent: Nikki Johnson and Michael Burkey

Also present: Economic Development Director John Buzvuis and Community Development Coordinator Haley Hall

2. CITIZENS COMMENTS

There were no citizen comments.

3. BOARD MEMBER COMMENTS

There were no board member comments.

4. APPROVAL OF AGENDA

Waller offered a motion, seconded by Mayor Filipczak, to approve the agenda for December 11, 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY.

5. APPROVAL OF MEETING MINUTES

Nicholson offered a motion, seconded by Sinkus, to approve the amended minutes of the November 11, 2025 meeting.

There was a voice vote. Mayor Filipczak abstained.

MOTION PASSED.

Mayor Filipczak offered a motion, seconded by Waller, to approve the amended minutes of the December 2, 2025 Public Engagement Session meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY.

DRAFT PLAN APPROVAL MINUTES

**6. REVIEW AND RECOMMENDATION OF DRAFT CORRIDOR IMPROVEMENT/TIF PLAN**

The board reviewed the comments received at the Public Engagement Session and revised language as appropriate in the Draft Corridor Improvement/TIF Plan project categories: Branding and Marketing; Entryway, Wayfinding Signage, Street Signage, and Historical Markers; Streetscape, Stormwater, and Public Open Space/Park Improvements; Multimodal Pathway Extensions and Improvements; Public Flex Parking / Parking Infrastructure; and Traffic Safety Improvement Including Sidewalks. The board also expressed appreciation to the OVA for their feedback from the Public Engagement Session.

Buzuvis informed the board that the administration would be making the approved edits and also reviewing the document to correct any clerical and grammatical errors, page number agreement etc.

The following resolution was offered by Vice-Chair Waller and seconded by Mayor Filipczak.

- WHEREAS The City of Plymouth City Commission created the Old Village Corridor Improvement Authority on August 18, 2025 "to improve and encourage the long-term economic vitality of the development area.", and
- WHEREAS The Corridor Improvement Authority Board of Directors has reviewed the draft Development and Tax Increment Financing Plan in public meetings including a public engagement session held on December 2, 2025, and
- WHEREAS The Corridor Improvement Authority Board of Directors has reviewed the feedback and comments gathered and incorporated as appropriate into the draft plan, and
- WHEREAS The Corridor Improvement Authority Board of Directors believes the draft plan meets the statutory requirements and the goals and projects included in the plan meet the needs of the district and accomplish the identified goal of the plan,

Now Therefore Be It Resolved the Old Village Corridor Improvement Authority Board of Directors does hereby recommend the enclosed draft Development and Tax Increment Financing Plan to the City Commission for review and the scheduling of a Public Hearing to take comment on the plan prior to approval of the plan.

There was a voice vote.  
MOTION PASSED UNANIMOUSLY.

**7. ADJOURNMENT**

Sinkus offered a motion, seconded by Waller, to adjourn the meeting at 4:34 p.m.

There was a voice vote.  
MOTION PASSED UNANIMOUSLY.

# DRAFT DEVELOPMENT TIF PLAN

## **Development Plan and Tax Increment Financing Plan for the City of Plymouth Old Village Corridor Improvement Authority**

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Corridor Improvement Authority

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Recommended by the Corridor Improvement Authority  
Board on: 12-11-2025

Adopted by City Commission on: \_\_\_\_\_

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## **ACKNOWLEDGEMENTS**

### **City Commission**

[Suzi Deal](#), [Linda Filipczak](#)

[Joe Elliott](#)

[Karen Sisolak](#)

Colleen Pobur

[Linda Filipczak](#)

Jennifer Kehoe

Alanna Maguire

Brock Minton

[Nick Moroz](#)

### **Corridor Improvement Authority Board**

Mark Waller

Michael Burkey

Kyle Sinkus

Nikki Johnson

Alex Sugg

Rebecca Nicholson

Suzi Deal, Mayor

### **City Staff**

John Buzuvis, Economic Development Director

[Haley Hall](#), Community Development Coordinator

Assisted by: Carlisle/Wortman Associates, Inc.  
Ann Arbor, MI

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# Section 1

## Introduction

The City of Plymouth, located in Wayne County, is bordered entirely by Plymouth Township. Per the 2020 Census, the population is 9,356. The Old Village Corridor Improvement Authority (CIA) was created by the City Commission on August 16, 2025. The CIA is governed by a Board of Directors whose primary purpose is to enhance the economic growth within the district by targeted investment in infrastructure and public space enhancement to correct and prevent deterioration in the Old Village Corridor. Other purposes of a CIA include stabilizing, enhancing, and increasing property values, as well as improving the overall business climate and increasing employment opportunities.

The City of Plymouth currently has an active Downtown Development Authority (DDA) which encompasses the city's central business district. The proposed CIA district will not share a border with the current DDA district. Public Act 57 of 2018 allows for municipalities to have more than one Tax Increment Finance entity and district, however no two authorities may include the same parcel(s).

A primary benefit of forming the CIA is the ability to capture the incremental increase in the property taxes that result from improvements in the development area. Local school taxes are not captured by the Authority. The captured revenues are used to finance public improvement projects within the development area, as a means for jump-starting economic growth.

A Corridor Improvement Plan is one tool the CIA relies on for achieving its purposes. The goals, objectives and recommended actions presented in this document are intended to plan and prioritize projects, such that the development, redevelopment and other improvements within the corridor are implemented in an orderly manner. Recommendations also ensure improvements match the available revenues and may enable the CIA to become eligible for other funding sources. The Plan was prepared in accordance with the Recodified Tax Increment Financing Act of 2018, Part 6 Corridor Improvement Authorities, which is the successor act to PA 280 of 2005.

### PURPOSE OF CIA ACT

Both Part 6 of PA57 of 2018 (the "Act" or "Act 57") and previous PA 280 of 2005 were enacted to provide a new economic development tool designed specifically for the commercial corridors of Michigan. The Act allows communities to create "Corridor Improvement Authorities" with special powers, conditions, and criteria unique to commercial corridors. One of the chief features of a CIA is the ability to fund infrastructure improvements using tax increment financing, discussed more in depth later in this report.

The Act is intended to combat the deterioration of existing business districts and promote economic development efforts within the development area. Communities are permitted to create as many CIA's as they wish, provided no single parcel is located within more than one CIA development area.

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Another distinction of a CIA is the ability for municipalities to develop a single CIA development area for a corridor that is located in more than one community. Such benefits as continuity of appearance, uniformity of improvements and land use regulations, and cooperative traffic management are all potential benefits of multi-jurisdictional CIA's development areas.

The CIA is granted specific powers and duties to empower it to accomplish its mission. These include, but are not limited to, the following:

- Acquire and construct public facilities, and improve public facilities to comply with barrier-free design requirements;
- Conduct analysis of economic changes in the development area along with impacts of metropolitan growth on the development area; and develop long range plans (in coordination with the Economic Development department) to prevent deterioration of property values and promote economic growth;
- Implement any plans of development which achieve the purposes of the Act;
- Make and enter into contracts and acquire, own, convey, dispose of or lease all or part of land, real or personal property, or interests in property, grant or acquire licenses, easements, and options;
- Improve land, construct, re-construct, rehabilitate, restore, and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, of any public or private person or combination thereof;
- Accept grants and donations of property, labor, or other things of value and fix, charge, and collect fees, rents, and charges for the use of any facility, building or property under its control; and,
- Conduct market research and public relations campaigns, develop, coordinate, and conduct retail and institutional promotions, and sponsor special events and related activities.

## **ACTIONS OF THE CITY COMMISSION TO DATE**

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On April 2, 2025, the City Commission passed a Resolution of Intent to establish the Old Village Corridor Improvement Authority. On August 18, 2025, the City Commission held a public hearing regarding the intent to establish a Corridor Improvement Authority district including the proposed boundaries of the Development Area. On September 2, 2025, the Mayor appointed, and the City Commission approved, a six (6) person Corridor Improvement Authority Board.

The boundaries of the CIA development area are identified in Figure 1 found on Page 11 which follows, the parcel list is in Appendix 1.

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## CONTENT OF THE PLAN

The CIA Plan consists of two (2) components required by Part 6 of Act 57, as amended: the Development Plan and the Tax Increment Financing Plan. The Development Plan includes specific programs, projects, and strategies the CIA intends to pursue for the revitalization of underutilized properties, improve visual appearance, and encourage new investment in the development area. The Tax Increment Financing (TIF) Plan provides the legal foundation for funding these improvements within the development area.

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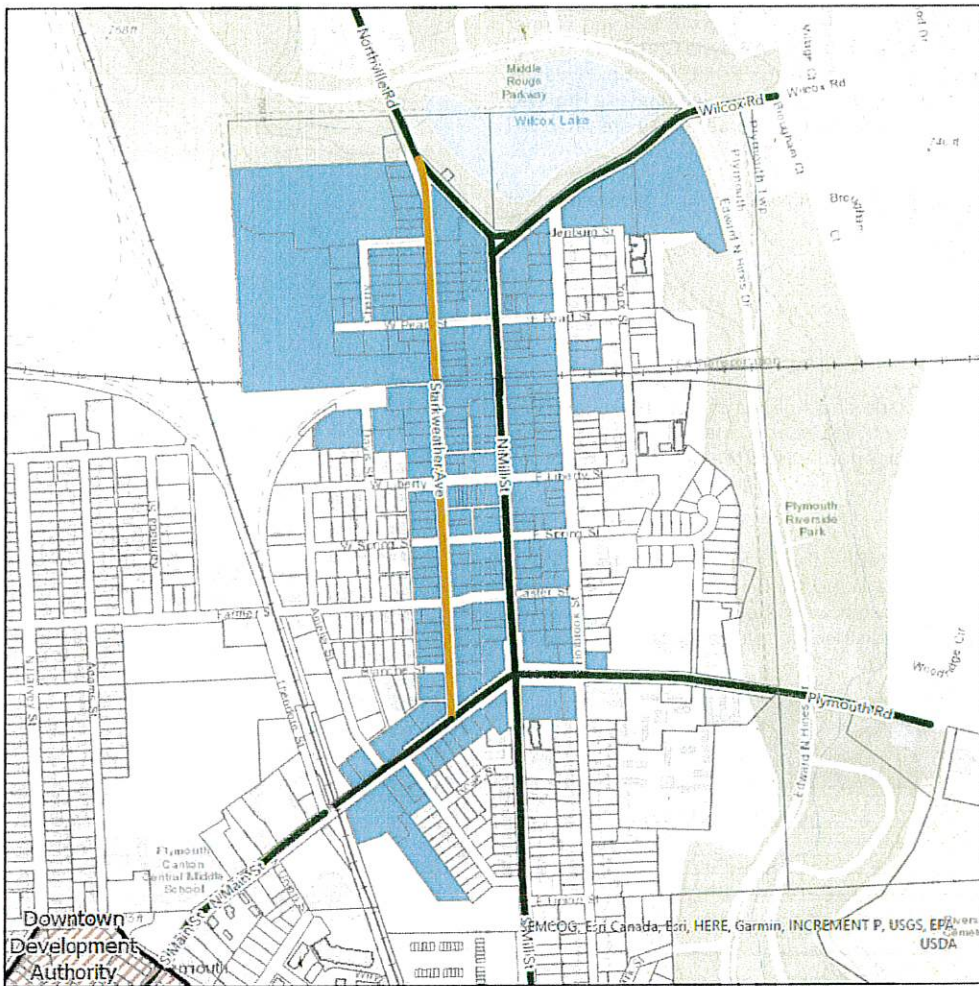
## Section 2 Development Plan

### DESCRIPTION OF DEVELOPMENT AREA

#### Designation of Boundaries of the Development Area in Relation to Highways, Streets, Streams, or Otherwise

The Old Village CIA has been given the authority by the City Commission to operate within the boundaries identified in Figure 1. In general, the Corridor District includes all properties with frontage on or within 500 feet of North Mill Street, Starkweather Avenue, and North Main Street. The development area abuts several land use designations and is located within the areas identified in the Plymouth Master Plan as the Old Village Sub Area. These areas are shown in Figure 3.

FIGURE 1. CIA Development / TIF Area and CIA Authority Boundary



Old Village CIA District  
 City of Plymouth  
 Wayne County, Michigan

- TIF & Development District Parcels
- Major Arterial
- Major Collector

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## Existing Streets and Public Facilities

The predominant roadway within the development area is North Mill Street with prominent intersections at North Main Street/Plymouth Road, Northville Road/Wilcox Road, and Farmer Street/Caster Street. North Mill Street is under the administration of Wayne County. North Mill Street, North Main Street/Plymouth Road, Northville Road/Wilcox Road, and Starkweather Avenue all serve as arterials and or collectors as shown below. No direct Interstate or Highway access is supplied to the CIA district, however nearby access to I-275 and M-14 are provided by Sheldon Road and Ann Arbor Road.

The National Functional Classification System designates major roads within the development area as:

- North Mill Street - Major Arterial
- North Main Street / Plymouth Road - Major Arterial
- Northville Road / Wilcox Road - Major Arterial
- Starkweather Avenue - Major Collector

Public Facilities include Starkweather Park, Pointe Park, and Knights of Columbus Park. Fire Station #3 is the only city service facility in the district. The nearest major hospital is Trinity Health Livonia Hospital which is approximately four miles northeast of the City's eastern border.

### TABLE 1: Major Road Data

Given the limited geography of the district, specific traffic counts for the portions of Mill Street, Starkweather Avenue, North Main Street/Plymouth Road, and Northville Road/Wilcox Road are not available. However, broader average annual visit information is below to provide context of the vehicle and pedestrian traffic experience through the district. A "visit" refers to the total number of times a person enters a location, including repeat visits.

Road	Average Annual Visits (2022 - 2025)
North Mill	29,800
Starkweather	11,500
Plymouth Rd. / Main St.	153,000

Source: 2025 Placer Labs, Inc

## Existing and Proposed Land Uses

Historically, uses along the corridor have been commercial office, retail, and single-family and duplex style dwelling. There are no undeveloped sites within the district, however vacant or high turnover retail space is present along the corridor.

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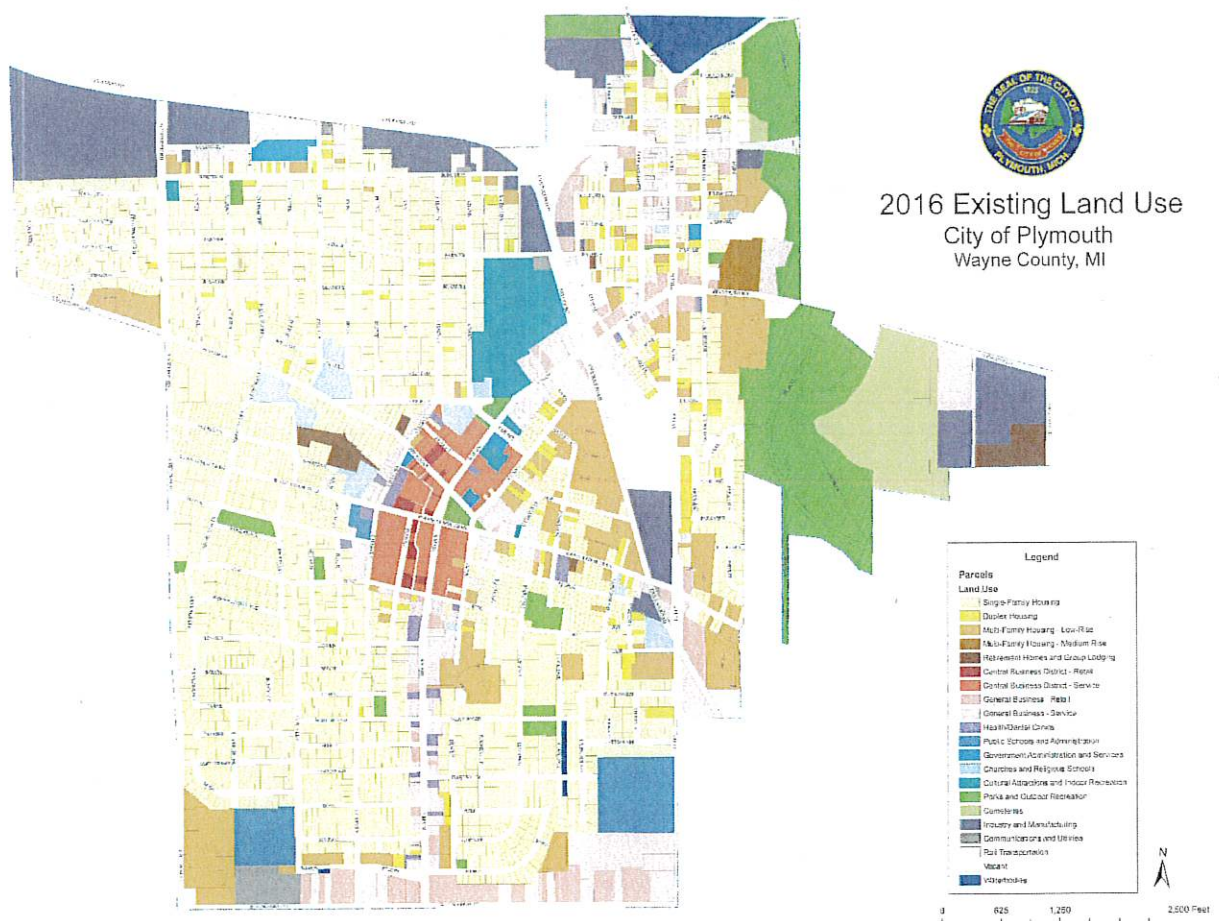
Small scale commercial use varies between small business services and local retail. Residential uses range in the form of single and multiple-family residential duplex style dwellings and second story units. Industrial zoning does exist in a small portion of the district however limited industrial uses currently operate in the district. In general, the condition of all uses along the corridor look to be older/original developments showing signs of age with exception of some one-off redevelopment projects.

The Plymouth Master Plan places greater emphasis on mixed-uses within the Development Area in an effort to build upon an eclectic variety of existing neighborhood scale residential, commercial, and industrial properties. Consideration is given to the arrangement and location of each land use with the goal of complementing the district's historic character. Intensive uses are discouraged while duplexes, upper level residential, first floor office/retail and outdoor amenities and public space are promoted to provide a vibrant and supportive economic fabric for the corridors. Light industrial development is not discouraged but is guided by buffer and screening preferences to mitigate potential negative effects.

The Master Plan also references the desire to pursue form-based codes to preserve the unique sense of place the Old Village offers to residents, business owners, and visitors. Codes of this nature are meant to place high importance on the design of a development while being flexible on use. This position reinforces the emphasis the City has put on ensuring that while investment in the district is sought, it must fit the character of the corridors as opposed to changing it. Important elements outlined in the Master Plan to be incorporated into any form-based code are the preservation of historic architecture, zero-to-fifteen-foot setbacks, limitation on building height, green space, and flexible parking. Uses desired to utilize these designs are restaurants, taverns, shops, dense residential, and various commercial enterprises.

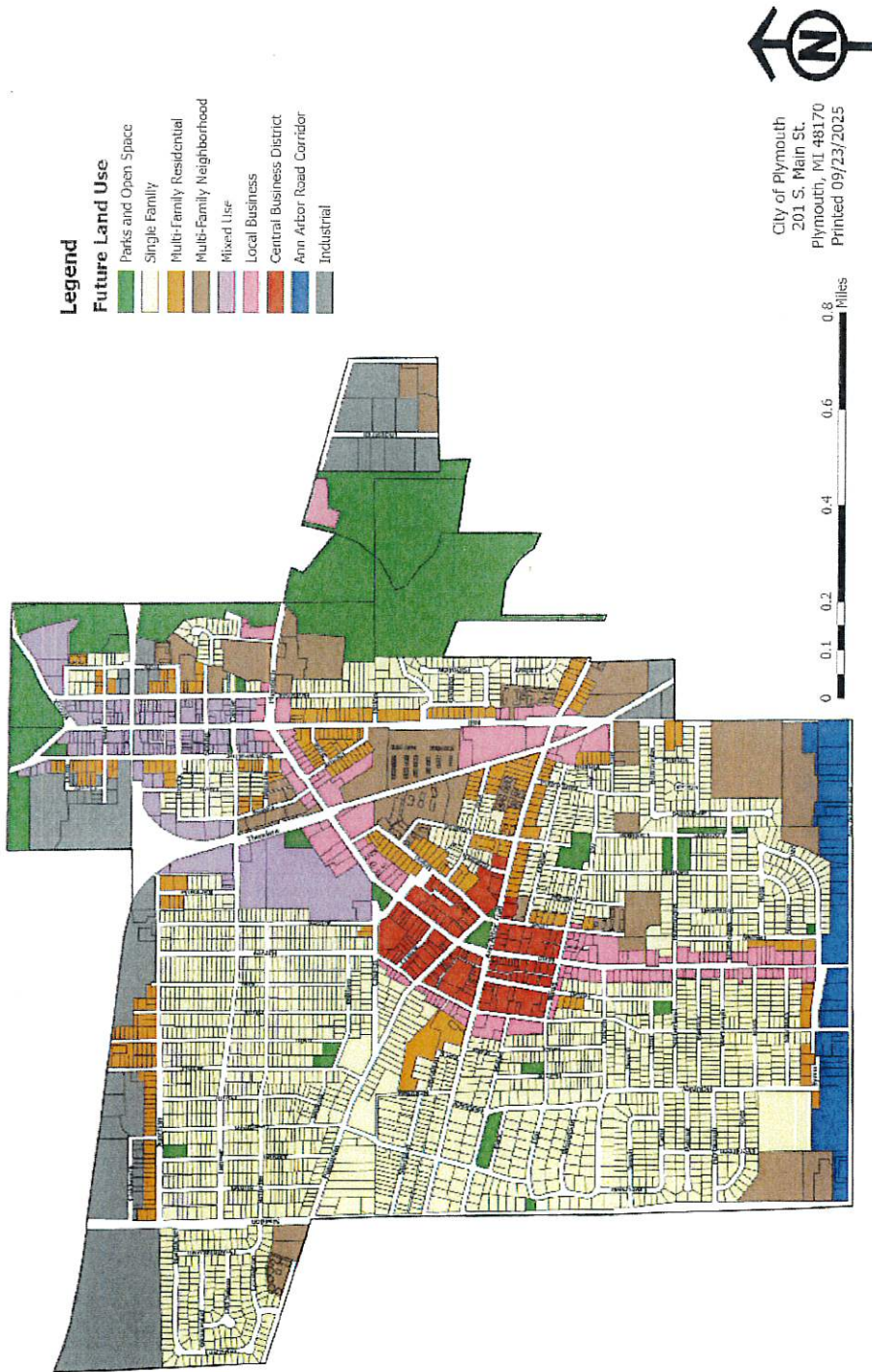
Regarding the development area, the current Master Plan recognizes the need for more mixed uses and dense residential to accommodate the higher demand for investment within the Development Area and support future and current businesses. Figure 4 presents the future land use concepts within this geography as shown in the Plymouth Master Plan.

FIGURE 2. Existing Land Uses



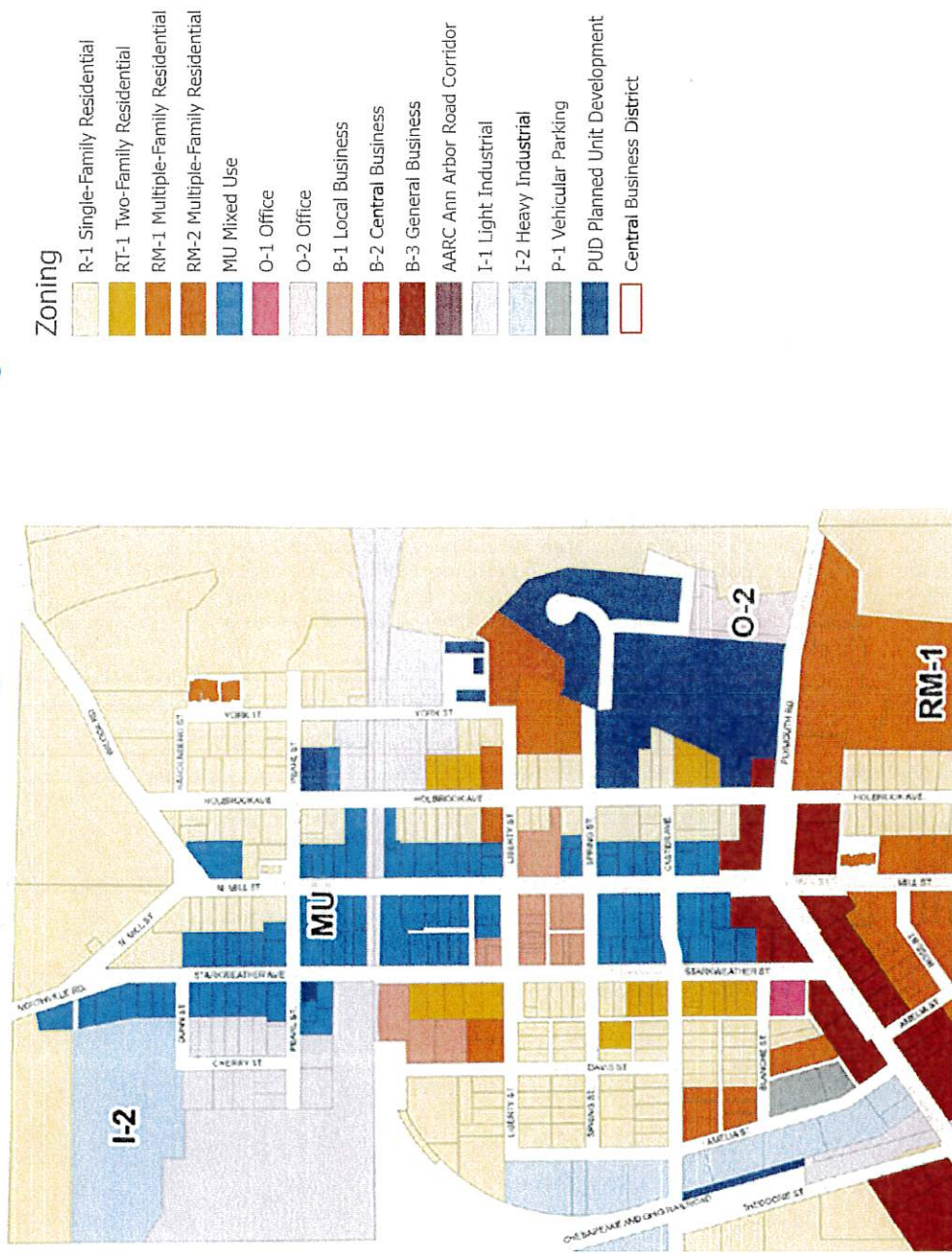


**FIGURE 4.** City of Plymouth Future Land Use



Commented [JBT]: Update to council approval of plan

**FIGURE 5. Corridor Improvement Development Area 2025 Zoning**



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## Zoning

There are numerous existing zoning districts represented in the Development Area, as illustrated in Figure 5. The following describes the purpose and intent of each designation represented in the Development Area.

- R-1 / Single-Family Residential: The R-1 single-family residential district is designed to be the most restrictive of the residential districts. The intent is to provide for an environment of predominantly low-density, single-family detached dwellings along with other residentially related facilities which serve the residents in the district.
- RT-1 / Two-Family Residential: The RT-1, two-family residential district is designed to provide sites for two-family dwelling structures, and related uses, which will generally serve as zones of transition between the non-residential districts and the lower density single-family residential districts.
- RM-1 / Multiple-Family Residential District: The RM-1 and RM-2 multiple-family residential districts are designed to provide sites for multiple-family dwelling structures, and related uses, which will generally serve as zones of transition between the non-residential districts and the lower density single-family residential districts. The multiple-family districts are further provided to serve the limited needs for the apartment type of unit in an otherwise low density, single-family community.
- MU / Mixed Use: The MU - Mixed Use District is designed to include a mixture of residential, office and low intensity commercial uses. The MU district is to be limited to the Old Village Section of the city, where over the years a combination of land uses has developed. Industrial uses are not considered compatible within the MU district.
- B-1 / Local Business: The B-1, local business district is designed primarily for the convenience shopping of persons residing in adjacent residential areas, to permit only such uses as are necessary to satisfy those limited basic shopping and/or service needs which by their very nature are not related to the shopping pattern of the central business district or general business district and, where appropriate, allow residential uses as a mixed use.
- B-3/ General Business: The B-3, general business districts are designed to furnish areas for services and goods incompatible with the pedestrian movement in the central business district. The general business districts are characterized by more diversified business types and are often located so as to serve the passerby traffic.
- I-1 / Light Industrial: The I-1, light industrial district is designed so as to accommodate employment centers related to light industrial uses as well as research and development, engineering and testing, office uses, medical facilities, wholesale activities, warehouses, limited manufacturing and industrial operations. The district is intended to permit only those uses whose external, physical effects are restricted to the area of the district and only exert minimal detrimental effects to the surrounding districts. This district is further designed to recognize the growing convergence of office, industrial, and research in terms of functions, location, appearance, and activities.

- 
- I-2 / Heavy Industrial: The I-2, heavy industrial district is designed primarily for manufacturing, assembling and fabrication activities including large scale or specialized industrial operations, whose external physical effects will be felt to some degree by surrounding districts. The I-2 district is also designed to accommodate research, development, engineering, testing, and office uses. The I-2 district is so structured as to permit the manufacturing, processing, and compounding of semi-finished or finished products from raw materials as well as from previously prepared material. Land uses in this district should generally be separated from residential districts by land uses permitted in the I-1 zoning district.
  - PUD / Planned Unit Development: The planned unit development (PUD) is provided as a design and planning option, intended to permit flexibility in the regulation of land development; to encourage innovation in land use, form of ownership (such as site condominiums) and variety in design, layout, and type of structures constructed; to preserve significant natural, historical, and architectural features and open space; to promote efficient provision of public services and utilities; to minimize adverse traffic impacts; to provide adequate housing and employment; to encourage development of convenient recreational facilities; and to encourage the use and improvement of existing sites or existing buildings when the uniform regulations contained in other zoning districts alone do not provide adequate protection and safeguards for the site or its surrounding areas or flexibility to consider adaptive re-use of existing structures.
  - O-1 / Office Service Districts: The O-1, office service district is designed to accommodate uses such as offices, banks and personal services which can serve as transitional areas between residential and commercial districts and to provide a transition between major thoroughfares and residential districts.

## VISION STATEMENT

*Public investment brought about by the Corridor Improvement Authority will attract private development and redevelopment that reinforces the Old Village district as a vibrant and unique neighborhood. The continued enhancement of the corridor will provide a subtle but distinctive complement to the City's other retail centers while being nestled within an established residential area. High-quality infrastructure will provide simple yet important amenities to businesses, residents, and visitors to fortify public and private investment in the district. Priority will be carefully placed upon projects that promote the district while ensuring the retention of the area's unique "Off Broadway" character.*

## GOALS AND PRIORITIES

**The overall goal of the Corridor Improvement Authority is to improve and encourage the long-term economic viability of the development area.** The projects and improvements outlined in this Development Plan are designed to foster the necessary physical, economic, and social environment which will enable the City of Plymouth to protect existing investment, attract new development, and stimulate the continued revitalization of properties within the development area. Furthermore, the goal is to foster a mix of uses that both serve the surrounding neighborhood and attract regional visitors.

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## Physical Environment

- Support infrastructure improvements necessary to ensure that existing businesses can expand, and new businesses develop in the development area.
- Further encourage mixed use projects within the area to expand commercial opportunities supported by existing and new residents.
- Promote environmental awareness and resilience in the design and implementation of improvements.
- Encourage the use and historic preservation of buildings while requiring appropriate design, architectural compatibility, color coordination, high-quality materials, consistent building orientation, and façade articulation from new construction. This may be facilitated by the creation of district specific design guidelines.
- Promote streetscape improvements, outdoor seating areas, drinking fountains, bike racks and other assets that will make the development area a comfortable, accessible, and safe place to visit and will encourage the neighborhood residents to walk or bike to commercial offerings.
- Create new opportunities for multi-modal transportation connections to and from Downtown, Hines Park, and other prominent locations.

## Economic Environment

- Undertake projects and programs which are designed to create a corridor with a competitive advantage that is attractive to owners and investors and offers quality customer environment as well as a healthy business mix.
- Support financing of projects by leveraging TIF dollars with Federal and State grants, State tax incentives, City funds, and private investment.
- Retain economically viable businesses which presently exist and encourage their expansion.
- Invest in public infrastructure to foster private investment in the area and attract new businesses and residents.
- Address parking system for efficiency and include motorcycle and scooter parking areas.

## Social Environment

- Promote a positive and welcoming image of the corridor that fosters cooperation between the public and private sector.

- 
- Distribute promotional materials and maintain online resources and tools for living, working, and doing business in the district.
  - Promote a positive, inclusive, and welcoming environment.

## DESCRIPTION OF IMPROVEMENTS

The Development Plan for the Corridor Improvement Authority includes projects and programs which will fulfill the priorities and objectives of this Plan. The following projects directly impact the physical environment to increase investment in the development area, improve the visual image of the development area, and enhance the overall economic and social environment. The programs are intended to create a stable economic environment as well as a welcoming and inclusive atmosphere for sustained investment in the development area.

### Projects and Programs

- Branding and Marketing.
- Development of corridor area entryways and wayfinding signage.
- Streetscape improvements including landscaping, trees, flower planters, benches, plazas, trash receptacles, and other amenities.
- Pathways and pedestrian improvements which may include sidewalks, bike racks, lighting, and seating.
- Expansion of multi-modal connections to downtown, neighborhoods, nearby municipalities, and other community amenities including Hines Park.
- Façade grant and public art program.
- Public flex parking development or programs.
- Traffic safety improvement including, but not limited to pedestrian zones, vehicular circulation studies, and social districts.
- Activation of public alleys through improvements and public/private partnerships.
- Economic development assistance including market analysis, façade improvement partnerships, startup business incubators and support services, and investment in communal public spaces for the use of corridor patrons. Programs may also include property / easement acquisition needed to implement anticipated improvements as well as the research and potential utilization of public/private partnerships.

---

The duration of this program will be for twenty-five (25) years and will conclude with a final capture of tax increment revenues on December 31, 2050, and expenditure of those revenues by December 31, 2051. Projects and programs will be undertaken based on the ability of the CIA to finance each project and program. It is recognized by the CIA that the projects listed may be beyond the scope of the CIA to complete with its own limited resources. Public-private partnerships as well as State and Federal grant assistance may be necessary to implement all of the above-mentioned items.

## LOCATION, EXTENT, CHARACTER, ESTIMATED COST, AND TIMELINE OF IMPROVEMENTS

For the purpose of expediting the duration needed to capture funds necessary to commence small-scale projects and pursue bond funding, the CIA's proposed capture is 100%. This will allow the undertaking of initial projects needed to bring awareness to the district and the CIA itself and accumulate necessary funds to pursue bond funding and/or large-scale projects. The means and methods of this process are explained in detail in Section 3 of this plan.

The CIA will be positioned to fund small-scale improvements as well as projects related to marketing, planning, and operations. There are no plans for large-scale construction projects; however, the CIA may provide economic development services and support to private redevelopment, particularly where other funding can be leveraged. The following projects in Table 2 represent the scope of potential projects that will accomplish the objectives of the CIA, the Development Plan, and Tax Increment Financing Plan. A description of each project is provided below as well as the estimated cost and year of completion.

**TABLE 2: Proposed CIA Projects**

Branding and Marketing	2026 - 2027 / 2038 - 2039	\$75,000 - \$100,000
<p>A branding process creates a distinct identity to be established for the District as the City of Plymouth and CIA promote the area as a community center and an area of regional appeal and business attraction. Branding of the District will also set the themes of other visual improvements, gateway signage, websites, <a href="#">social media</a>, marketing, <a href="#">advertising</a>, and wayfinding so that a consistent message is conveyed. While branding the District should be distinct, it should also be tied into the identity of the Old Village and City of Plymouth.</p> <p>Budget includes branding refresh and updated marketing midterm of the plan.</p>		
Entryway, Wayfinding Signage, Street Signage, and Historical Markers	2027 - 2028 / 2039 - 2040	\$60,000 - \$120,000
<p>This project will include wayfinding signage designed to direct visitors within the district to key destinations such as parks, shops, <a href="#">and parking areas</a>, <a href="#">and landmarks</a>. The wayfinding system will reflect the thematic elements established through the district branding process. To further reinforce the identity of the Old Village CIA and the City of Plymouth, identification signage will be installed at primary entry points to the district. The project scope will also incorporate the installation and/or restoration of historical landmark markers, along with coordinated street signage, to celebrate the district's heritage and contribute to a cohesive visual identity.</p>		

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Commented [HH4]: Staff note that this is the remaining amount for the 2027-2039 period.

The budget includes allocations for signage refresh and maintenance during the midterm of the plan.]

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Streetscape, Stormwater, and Public Open Space/Park Improvements	2029 - 2051	\$2,000,000-\$4,000,000
<p>This project involves comprehensive streetscape enhancements, including gateway improvements within the Development Area. Proposed improvements may incorporate unifying design elements established through a district-wide streetscape plan, encompassing landscaping of street frontages, planting areas, public plazas, and the installation <u>and maintenance</u> of uniform street furnishings such as trash and recycling receptacles, benches, lighting, and bike racks. A key objective of the streetscape improvements is to establish a cohesive visual and physical connection between Mill Street, Starkweather, and Main Street within the district. The project scope will also include coordination of underground utilities to support infrastructure upgrades and minimize future disruptions, park improvements to enhance public open spaces <u>for the enjoyment of residents, their families, and visitors</u>, and activation and improvement of public alleys to increase pedestrian connectivity and usability. Additionally, a district forestry plan will be developed to guide tree planting, preservation, and long-term canopy management. Stormwater infrastructure improvements will be identified and implemented as standalone projects and/or as integrated support systems for other streetscape initiatives. The budget includes funding for initial design and installation, as well as provisions for long-term maintenance.]</p>		
Multimodal Pathway Extensions and Improvements	2031 - 2051	\$750,000 - \$1,500,000
<p>An important objective of the CIA is to enhance pathway and circulation options throughout the District as part of a broader effort to create a safe, accessible, and connected multimodal network. Proposed improvements may include sidewalk repair and expansion, installation of bike racks, uniform pedestrian-scale lighting, and public seating to support comfort and accessibility for all users. A key component of this initiative is the development of a comprehensive multimodal plan to guide future infrastructure, including designated bike lanes, shared-use paths, and other facilities supporting non-motorized travel. Establishing a continuous connection between the District, Edward Hines Drive, and Downtown will be a priority to strengthen mobility and link key community destinations.</p>		

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Project implementation will may involve partnerships with public and private entities to coordinate design, construction, and long-term maintenance, which may include a partnership with CSX with the goal of improving railroad properties and crossings. The CIA will also pursue grant funding opportunities and leverage available local and regional resources to maximize investment impact. The project budget includes allocations for planning, design, and installation, as well as provisions for long-term maintenance and lifecycle management.

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<b>Façade Grant and Public Art Programs</b>	<b>2027 - 2051</b>	<b>\$25,000 - \$30,000 (per year)</b>
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Façade improvement grants and public art programs represent high-impact, low-cost strategies to strengthen the visual character and economic vitality of the district. The CIA will develop clear and objective façade grant criteria to guide program implementation, ensuring consistency, design quality, and alignment with district branding and preservation goals. Façade grants may incentivize private investment by providing matching or supplemental funds to support improvements to building exteriors, entrances, and signage, thereby enhancing the overall appearance and cohesion of the commercial corridor. In parallel, public art partnerships will be pursued to create destination attractions that celebrate local culture, activate public spaces, and promote increased foot traffic for area businesses.

Commented [HH14]: The district has a pedestrian walkway and trail

<b>Public Flex Parking / Parking Infrastructure</b>	<b>2030 - 2051</b>	<b>\$75,000 - \$800,000</b>
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There are areas within the district that lack sufficient on- and off-street parking to support existing and future development. Funds may be used to develop side-street parking and/or establish flexible parking programs that allow for reduced parking requirements; Programs could include, but are not limited to, shared parking arrangements, fifteen-minute parking, alternate side parking, municipal parking, and adaptive use of existing lots. The project scope will may also include accommodations for a wider range of transportation modes, including, but not limited to, EV charging stations, and designated parking areas for mobility aids, scooters, and motorcycles or mopeds, to support accessibility and emerging forms of micromobility. Additionally, funds are budgeted for the potential acquisition of land for the construction of new surface parking facilities to address long-term capacity needs. The budget includes allocations for initial design and installation, as well as provisions for ongoing maintenance and lifecycle management.

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<b>Traffic Safety Improvement Including Crosswalks</b>	<b>2028 - 2051</b>	<b>\$850,000 - \$1,400,000</b>
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Commented [HH16]: V. Road Safety

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Commented [HH18]: 05/10/2024 Parking

Commented [HH19]: 05/10/2024 Parking

Intersection safety improvements are needed along Starkweather and Mill Streets to enhance pedestrian safety and encourage walkability throughout the district. Proposed improvements may include artistic and/or standard crosswalk treatments, curb extensions, [sidewalk continuity](#), automated crossing signals, and other traffic-calming measures. Preliminary assessments indicate a potential need for approximately seven (7) to nine (9) new or improved pedestrian crossings within the district.

In addition to intersection enhancements, the project will include evaluation and planning for dedicated pedestrian zones and ADA-compliant accessibility improvements to ensure safe and inclusive mobility for all users. Vehicular circulation studies may be undertaken to assess current traffic patterns, identify potential congestion points, and recommend design or policy solutions to improve overall circulation and connectivity. The establishment of designated social districts will also be explored to create vibrant public gathering areas that support community activity, local businesses, and placemaking initiatives.

The project budget includes allocations for initial design, engineering, and installation, as well as long-term maintenance and periodic safety review.

Economic Development Assistance	2027 - 2051	\$15,000 - \$30,000 (per year)
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Provide economic development incentives to promote investment in underutilized or obsolete properties and to strengthen the overall economic vitality of the district. Efforts will include conducting a detailed market analysis to identify redevelopment opportunities, target industries, and investment trends that can inform strategic decision-making and policy development. Programs may include federal, state, and local grant matching; development of public-private partnerships; expedited review and permitting processes; and the creation of technical assistance programs to support small business growth and property reinvestment. Partnerships with key community and business organizations—such as the Chamber of Commerce, Downtown Development Authority, and other regional economic entities—will be pursued to coordinate outreach, leverage resources, and facilitate networking events that promote local business services and entrepreneurship.

Property / Easement Acquisition	2040 - 2051	\$750,000 - \$1,500,000
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To implement the specific projects set forth in this plan, it may be necessary to acquire property in either fee simple or by easement. This tool is anticipated to be implemented later in the Authority's twenty-five (25) year plan as needs for property or access procurement evolve. Public/Private partnerships may be utilized to assist with acquisitions. Permits and/or entitlements will be acquired where needed.

Commented [HH20]: Add details on how to fund these improvements

Commented [HH21]: Add details on how to fund these improvements

Commented [HH22]: Add details on how to fund these improvements

Commented [HH23]: Consider how to fund these improvements

Commented [HH24]: Add details on how to fund these improvements

Commented [HH25]: Consider how to fund these improvements

Commented [HH26]: Discuss how to fund these improvements

Administrative, auditing, operating & consultation	2026 - 2051	\$30,000 - \$50,000 (per year)
<p>The CIA will incur annual administrative, auditing, and operating costs which may also include planning, legal, engineering, and promotion consultation. These expenses may fluctuate but are not anticipated to exceed \$50,000 per year and will be reflected in the annual budget of the Authority, as approved by the City of Plymouth.</p>		

## STATEMENT OF CONSTRUCTION

Construction of the projects proposed above will be accomplished during construction seasons.

## OPEN SPACE

It is anticipated that open space features may be incorporated as part of the entryway and streetscape improvements and at strategic locations within the development area. Where applicable, green infrastructure to manage stormwater will be incorporated in both open space and project design.

## DEVELOPMENT AREA OWNERSHIP AND TENURE

It may be necessary for property to be acquired either through fee simple purchase or easement acquisition to implement the overall purpose or specific projects within the plan. If the CIA acquires property for improvements, the necessary rights-of-way will be dedicated to either the City of Plymouth or the appropriate County or State entity.

## ZONING CHANGES AND CHANGES IN STREETS, STREET LEVELS, INTERSECTIONS, AND UTILITIES

The CIA development area contains a mixture of zoning designations including R-1, MU, B-1, RT-1, and I-1. These zones allow for various residential and commercial uses including limited industrial. The Plymouth Master Plan contemplates allowing predominantly mixed use and dense residential within the district.

It is anticipated that public utilities will be improved where possible in the Development Area. It may also be necessary to improve and/or adjust the traffic pattern of busy intersections while implementing pedestrian-oriented infrastructure.

## PROPOSED METHOD OF FINANCING THE DEVELOPMENT

Projected improvements and their anticipated costs are shown in Table 3. These projects are set to

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occur over a period of approx. twenty-five years. This program will shift as anticipated development comes online and financing is secured where needed. The estimated cost of the specific projects anticipated in this Development Plan is approximately \$6,310,000 to \$12,170,000, as summarized in Table 3. Table 5 anticipates that the CIA will capture approximately \$12,685,033 from TIF sources. While the total capture anticipated over the 25-year span exceeds the total amount anticipated for projects, the average annual capture will be \$507,401.32 per year. Per the scope of several projects, the CIA will require additional funds in any given year to initiate and/or complete projects. Approximately \$5,410,000 to \$11,120,000 is planned to be expended using TIF funds by the CIA towards projects outlined in Table 2 and 3. It should be noted that all expenses and revenues discussed in these sections are estimates that attempt to account for inflation over time and potential changes in the scope of projects. As capture commences and project bids are reviewed, annual CIA budgets will be adjusted accordingly.

Pursuant to Part 6 of Act 57, as amended, the costs of development may be financed by private contributions or donations received by the CIA, Federal and State grants, tax increment financing revenues, revenue bonds issued pursuant to Act 94 of 1933, as amended, general obligation bonds issued by the City payable from the anticipated tax increment revenues available for payment of debt service on such bond, tax increment bonds issued by the CIA pledging solely the tax increments, other revenues of the CIA, and other dedicated City funds.

Tables 4 and 5 in the Tax Increment Financing Plan indicate the sources of income available to the CIA to pay the costs of the development and the estimated amounts of each source, based on captured assessed value of property within the District.

It is unlikely that all projects can be financed from revenues received by the CIA. Therefore, the TIF funds should be used to leverage funding from other sources. The various available methods of financing the CIA may seek to use are described in the following text.

**TABLE 3: Summary of Proposed Development Activities**

Proposed Project	Cost	CIA Share	Year(s)	Anticipated Method of Financing
Branding / Marketing	\$75,000 - \$100,000	\$75,000 - \$100,000	2026-2027 / 2038-2039	1
Entryways / Wayfinding	\$60,000 - \$120,000	\$60,000 - \$120,000	2027-2028 / 2039-2040	1
Streetscape - Improvements / Stormwater Infrastructure	\$2,000,000- \$4,000,000	\$1,500,000 - \$3,500,000	2029-2051	1, 3, 4
Multi-Modal Pathway Extension / Improvements	\$750,000 - \$1,500,000	\$600,000 - \$1,250,000	2031-2051	1, 2, 4
Façade Grant and Public Art	\$25,000 - \$30,000 (per year)	\$25,000 - \$30,000 (per year)	2027-2051	1, 5
Public Flex Parking Program	\$75,000 - \$800,000	\$75,000 - \$800,000	2035-2051	1
Traffic Safety Improvements and Crosswalks	\$850,000 - \$1,400,000	\$700,000 - \$1,250,000	2028-2051	1, 2, 3, 4
Economic Development Assistance	\$15,000 - \$30,000 (per year)	\$15,000 - \$30,000 (per year)	2027-2051	1
Property / Easement Acquisition	\$750,000 - \$1,500,000	\$650,000 - \$1,350,000	2040-2051	1, 2
Administrative Services	\$30,000 - \$50,000 (per year)	\$30,000 - \$50,000 (per year)	2026-2051	1
<b>Estimated Totals</b>	<b>\$6,310,000- \$12,170,000</b>	<b>\$5,410,000 - \$11,120,000</b>		
1 = Annual Tax Increment 2 = Tax Increment Bonds 3 = City Funds (either General or Dedicated) 4 = State and Federal Grants 5 = Private donation				

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## **City of Plymouth Limited Tax General Obligation Bonds Issued Pursuant to Section 216 of Act 57, as amended.**

Section 216(1) of Act 57 permits the City to issue general obligation bonds, which pledge CIA revenues as additional security. Section 216(2) permits the CIA to issue bonds payable solely from tax increment revenues. Currently, neither the City nor the CIA have outstanding bonds issued under Section 216 of Act 57. It is anticipated the CIA or (jurisdiction) will incur no more than an estimated \$3,000,000 in bonded indebtedness under this Plan.

### **Special Assessment/General Obligation Bonds**

The City may also issue special assessment bonds along or in combination with general obligation bonds to finance all or part of the projects identified in this plan. The size of such bond issues would depend on the project included and the portion of each such project to be financed from special assessments and the portion, if any, to be financed from general funds. Payment of such special assessment bonds would be from the proceeds of the special assessment rolls consisting of the lands specially benefitted by the project. Payment of the general obligation bonds would be from the general fund of the City derived from the proceeds of taxes levied upon all property within the City.

### **State and Federal Grant Programs**

The City will also assist the CIA in pursuing relevant State and Federal transportation, environmental, economic development, and community enhancement grants that either are or may become available. Supplemental sources of funding will be necessary to fully complete all the projects outlined in this plan.

### **Private Contributions**

The CIA may also accept private contributions from individuals, corporations, and foundations.

## **LEASE, SALE, OR CONVEYANCE OF DEVELOPMENT**

All public improvement projects undertaken as part of this Plan will remain in public ownership for the public benefit.

Certain lands may be acquired and later sold to commercial developers who are willing to build a project acceptable to the Authority. Public / Private partnerships may be utilized as a mechanism for the purchase of land or easements as well as executing lease agreements. There are no known direct beneficiaries at this time. To the extent that certain projects, such as the provision of public parking facilities, will benefit a set of businesses, efforts will be made to capture such benefit through special assessments and development agreements.

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## **RESIDENTIAL POPULATION AND THE DISPLACEMENT OF PERSONS**

There is no anticipated displacement or relocation required for this Plan. However, if there is the need for relocation of any individuals, the CIA, when required, will provide for the cost of relocation and reimbursement of expenses in accordance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

The relocation of any families, individuals, or businesses shall also be conducted in accordance with the statutory requirements and provisions of State of Michigan Act No. 227 of the Public Acts of 1972, being sections 213.321 to 213.332 of the Michigan Compiled Laws.

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## Section 3

# Tax Increment Financing Plan

### INTRODUCTION

This Tax Increment Financing Plan is established to make possible the financing of the public improvements necessary or desirable for the Corridor Improvement Authority Development Area in accordance with the Development Plan for that area.

### EXPLANATION OF THE TAX INCREMENT PROCEDURES

No. 57 of the Public Acts of 2018, Part 6, Corridor Improvement Authorities, enables a CIA to undertake a broad range of development area improvement activities which will contribute to the economic growth and prevent the decline of property values in the designated development area. These improvement activities include, but are not limited to, the following: plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration or reconstruction of public facilities or buildings; development of long-range plans; and otherwise implement any plan for development in the development area necessary to achieve the purpose of the enabling statute.

To provide the Authority with the means of financing the planning and implementation of development proposals, the statute affords the opportunity to undertake tax increment financing or development programs. These programs must be identified in a Tax Increment Financing Plan which has been approved by the governing body of a municipality.

Simply stated, tax increment financing permits the Authority to capture tax revenues attributable to the increase in value of real and personal property located within an approved development area. The increases in property value may be attributable to new construction, rehabilitation, remodeling, alterations, additions, or to such other factors the assessor may deem appropriate.

At the time the Tax Increment Financing Plan is approved by resolution of the City Commission, the sum of the most recently assessed values, i.e., the values as finally equalized by the State Board of Equalization, of those taxable properties located within the development area, is established as the "Initial Assessed Value." Property exempt from taxation at the time of determination of the Initial Assessed Value shall be included as zero on the date of adoption of this Plan. The local taxing jurisdictions consist of the City of Plymouth, Schoolcraft College, Wayne County, and Huron-Clinton Metropolitan Authority. As a result of Proposal A passed in March 1994, local school districts, intermediate school districts, and the State of Michigan are no longer included as part of the capture.

In each subsequent year, the total assessed value of real and personal property within the district is termed the "Current Assessed Value."

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The difference between any one (1) year period between the Current Assessed Value and the Initial Assessed Value is the "Captured Assessed Value." During that period which the TIF Plan is in place, local taxing jurisdictions continue to receive ad valorem taxes based on the Initial Assessed Value. Taxes paid on the Captured Assessed Value in allotted years after the establishment of the TIF Plan, however, are payable to the CIA for the purposes established in the Tax Increment Financing Plan.

For the Corridor Improvement Authority Tax Increment Financing Plan, the initial assessed value will be the assessed value of all real property and personal property in the Development Area as of December 31, 2025, and equalized by the State in May of 2026. The initial taxable value of the Development Area is estimated to be \$34,753,834, which includes both real property and personal property. The City Assessor does not anticipate significant growth in personal property due to the characteristics of land use in the City and increased availability of exemptions from the State of Michigan.

The tax levy of all participating taxing jurisdictions in 2025 is 23.8777mils. Under the Tax Increment Financing Plan, the tax levy on the entire capture assessed valuation is to be utilized by the CIA in the manner as hereinafter set forth.

## **PROJECTION OF CAPTURED ASSESSED VALUES AND REVENUES**

The Tax Increment Financing Plan is based on the redevelopment or revitalization of desired properties within Development Area.

As noted in the Development Plan, there are areas available for small commercial expansion and the CIA may support these redevelopment projects by providing economic development services or applying for State and Federal grants. However, most projects will focus on supporting existing businesses via branding, gateways, signage improvements, infrastructure investment, safety path extensions and improvements, traffic improvements, and streetscape improvements. CIA projects will also enhance the overall physical and economic environment of the corridor to promote continued revitalization and investment.

The taxing jurisdictions and their respective millages subject to capture are presented in Table 4.

**TABLE 4: Millage Capture**

Taxing Jurisdiction	Ad Val Rate
City Operating	13.6964
Schoolcraft College	2.2700
Wayne County Operating	5.5622
Wayne County Voted	0.9743
Wayne County Jail	0.9278
Wayne County Parks	0.2420
Huron-Clinton Metropolitan Authority	0.2050
<b>Total</b>	<b>23.8777</b>

The City is proposing to capture 100% of taxes for the TIF. This approach will allow the CIA to expedite the collection of working funds and implement small scale projects as opposed to being stagnant for the first few years due to a low capture rate. Based on the projected growth outlined in the Development Plan and the existing tax rate of 23.8777 to be captured, the anticipated revenues are summarized in Table 5. Detailed estimates of the impact on tax capture for each taxing jurisdiction are provided in Appendix 3.

This projection is based on current tax rates. Possible factors leading to the deviation from current values are below:

1. If other taxing districts that are subject to capture in the Development Area raise their millage, more revenues will be raised for the Corridor Improvement Plan.
2. An annual inflation growth rate of 3.5% has been projected for each year and is reflected in Table 5. To develop this estimate, taxable value increases were reviewed over a six-year period beginning in 2017 and ending with assessed values from 2022. The result was a real property taxable value increase of 12% over the six-year span. Using average parameters, 3.5% was chosen to inform the projections. Justification for this calculation is provided in Appendix 2.

Proposal A, adopted in March 1994, limits the annual assessment increase for each property parcel in the State of Michigan to 5% or the inflation rate, whichever is less. When property is sold or transferred, the tax assessment is adjusted to current values.

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Below is the estimated capture for each year of the CIA plan.

**TABLE 5: Estimated TIF Capture 2026 - 2050**

Year	Capture
2026	\$29,042
2027	\$59,094
2028	\$90,192
2029	\$122,372
2030	\$155,672
2031	\$190,131
2032	\$225,791
2033	\$262,691
2034	\$300,876
2035	\$340,391
2036	\$381,282
2037	\$423,597
2038	\$467,386
2039	\$512,700
2040	\$559,592
2041	\$608,118
2042	\$658,334
2043	\$710,300
2044	\$764,076
2045	\$819,726
2046	\$877,316
2047	\$936,911
2048	\$998,584
2049	\$1,062,406
2050	\$1,128,452
Total Est.	\$12,685,033

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## **USE OF TAX INCREMENT REVENUES**

The tax increment revenues generated within the development area, pursuant to the Development Plan as it now exists or is hereafter amended, shall be used according to the budget of the Authority as approved by City Commission in accordance with the following:

- First, to pay the administrative, auditing, and operating expenses of the CIA and the City for the development area, including planning, legal, engineering and promotion to the extent provided in the annual budget of the Authority, as approved by the City Commission. Initial funds will be used to reimburse the City for the administrative and consulting resources used to create the CIA.
- Second, to pay for projects and ongoing programs identified in the Development Plan.
- Third, any tax increment receipts more than those needed under the preceding paragraphs would be used for future development activities within the development area, as defined in the Development Plan. Expansion or contraction of the development area is possible pursuant to an amendment or modification of the Development Plan and Tax Increment Financing Plan via applicable provisions of Act 57 and other laws.

## **STATEMENT OF THE ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON TAXING JURISDICTIONS**

The primary overall impact of the Plan is anticipated increased economic activity within the development area. This increase in activity will, in turn, generate additional tax revenue to local taxing jurisdictions through increases in assessed valuation of real and personal property, improved residential neighborhoods, and increase personal local income from new employment within the development area.

To the extent the current assessed value equals the initial assessed value, the taxing jurisdictions would always receive the tax revenues they would have received prior to the adoption of this Plan. The local taxing jurisdictions shall, therefore, suffer no loss of current tax revenues.

The debt retirement millages for any local taxing jurisdiction within the development area will also remain with those taxing jurisdictions.

It is anticipated the development activities of the Corridor Improvement Authority, financed in whole or in part by tax increment revenues, will produce a positive, material effect on the assessed values of property within, and in, the proximity of the development area and will ultimately result in the eventual collection of greater real and personal property tax revenues than would otherwise have been available.

The CIA proposed all the eligible taxes, minus those presently collected for debt service retirement, subject to any agreements with the various taxing units, levied on the captured assessed value within the district, be used by the Authority to the extent needed from year-to-year to accomplish the purpose of this Plan.

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## JUSTIFICATION OF THE TAX INCREMENT FINANCING PLAN

This Tax Increment Financing Plan is based upon the premise that the anticipated increase in development would not occur without the public improvements projected in the Development Plan. In the past decade, private investment within the development area has occurred. However, public investment has not been able to keep pace with interest in the corridor. Various commercial properties are underutilized with moderate to high rates of business turnover. The benefits from implementation of the Development Plan will be the fostering of continued interest in the district and prevent the stagnation or decline of property values.

The basic premise of this Plan is that private development would not take place without public investment. Therefore, the short-term investment made by the taxing units in foregoing initial growth in tax revenues is repaid by the long-term benefit of substantially greater taxes, improved neighborhoods, and increased employment realized from a significantly stronger commercial tax base.

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# Appendices

Appendix 1 Parcel List of CIA Development Area

Appendix 2 Historical Percent Change Real

Property Appendix 3 Estimates of TIF Capture

**Appendix 1: Parcel List of CIA Development Area**

005-03-0076-000	002-01-0590-000
005-03-0075-000	002-01-0602-006
005-03-0074-000	002-01-0606-000
005-03-0073-000	002-01-0611-000
005-03-0077-000	002-01-0601-001
005-03-0068-000	002-01-0607-000
005-03-0067-000	002-01-0609-000
005-03-0066-000	002-01-0610-000
005-03-0065-000	002-01-0612-000
005-03-0064-001	002-01-0603-000
005-04-0019-001	002-01-0605-000
005-04-0011-001	002-01-0600-000
005-04-0027-000	002-01-0599-000
005-04-0012-000	002-01-0597-000
005-04-0026-000	002-01-0595-301
005-04-0025-000	002-01-0593-000
005-04-0013-001	002-01-0591-000
005-04-0015-000	002-01-0592-000
005-04-0023-000	002-01-0613-000
005-04-0022-000	002-01-0614-000
005-04-0016-000	002-01-0615-001
005-04-0017-000	002-01-0577-001
005-04-0021-000	002-01-0583-000
005-04-0018-003	002-01-0584-000
005-04-0011-002	002-01-0568-000
005-04-0014-001	002-01-0582-000
005-04-0018-001	002-01-0581-000
005-04-0024-001	002-01-0580-000
005-01-0363-004	002-01-0579-000
004-02-0265-001	002-01-0577-002
004-02-0268-001	002-01-0570-000
005-01-0378-000	002-01-0571-000
005-01-0379-000	002-01-0572-000
005-01-0380-000	002-01-0573-000
005-01-0381-000	002-01-0574-001
005-01-0382-000	002-01-0574-002
005-01-0383-000	002-01-0622-005
005-01-0384-000	002-01-0564-301
005-01-0385-000	002-01-0589-001
005-01-0362-007	005-03-0060-304

004-01-0462-301	005-99-0001-704
002-01-0623-000	002-01-0596-302
002-01-0587-001	002-01-0601-004
002-01-0566-000	002-01-0601-003
002-01-0585-000	002-01-0602-001
002-01-0564-302	002-01-0602-002
002-01-0565-000	002-01-0602-301
002-01-0589-002	002-01-0602-005
002-01-0587-002	002-01-0616-000
002-01-0622-004	002-01-0622-003
003-01-0561-000	004-01-0500-001
003-01-0560-000	004-01-0451-303
003-01-0559-000	004-01-0430-001
003-01-0558-000	005-03-0063-000
003-01-0557-000	005-03-0062-000
003-01-0541-000	004-01-0466-000
003-01-0542-000	004-01-0470-300
003-01-0540-000	005-03-0061-000
003-03-0003-401	005-03-0058-000
003-01-0556-000	005-03-0056-002
003-01-0554-000	005-03-0060-303
003-01-0543-000	005-03-0041-000
003-01-0551-000	005-03-0052-000
003-01-0548-301	005-03-0048-000
003-01-0547-301	005-03-0049-000
003-01-0546-000	005-03-0050-000
003-01-0545-000	005-03-0051-002
003-01-0544-002	005-03-0043-000
003-01-0536-000	005-03-0044-000
003-01-0539-000	005-03-0045-000
003-01-0537-001	005-03-0042-000
003-01-0549-301	005-03-0046-000
004-01-0503-001	005-03-0047-000
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004-01-0465-000	004-01-0467-301
004-01-0472-000	005-03-0060-001
004-01-0463-000	003-03-0001-000
004-01-0473-000	005-02-0001-000
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004-01-0474-000	005-02-0004-002
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004-01-0461-000	005-02-0017-002

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004-01-0460-000	005-02-0015-000
004-01-0477-000	005-02-0007-002
004-01-0478-301	005-02-0011-000
004-01-0479-000	005-02-0009-004
004-01-0480-000	005-02-0002-002
004-01-0481-300	005-02-0003-002
004-01-0485-000	005-02-0007-001
004-01-0484-000	005-02-0009-002
004-01-0483-000	005-07-0035-000
004-01-0482-000	005-07-0036-000
004-01-0498-000	005-07-0037-000
004-01-0497-000	005-07-0038-002
004-01-0499-000	005-07-0010-000
004-01-0495-000	005-07-0007-000
004-01-0496-000	005-07-0003-303
004-01-0504-000	005-07-0001-002
005-07-0031-000	005-07-0038-003
005-07-0032-000	004-01-0493-000
005-07-0033-000	004-01-0490-301
005-07-0034-000	005-03-0054-301
005-03-0064-002	005-03-0053-301
004-01-0464-000	003-03-0002-000
004-01-0488-000	002-01-0602-302
004-01-0487-000	003-01-0506-301
004-01-0489-301	003-01-0509-301
004-01-0486-000	003-01-0509-302
004-01-0494-000	004-01-0429-312
004-01-0491-000	
004-01-0492-000	

## Appendix 2: Historical Percent Change Real Property

Estimated Incremental Taxable Increases



Appendix 3: City of Plymouth Estimated Tax Capture of Corridor Improvement Authority

Assumed Percent of Growth:	3.5%									
TIF Capture	100% from all Jurisdictions									
Tax Year	Taxable Value of Real Property	Base Value of Real Property	Taxable Value of Personal Property	Base Value of Personal Property	Captured TV Over Base Year	County Millage Rate	County Estimated Annual TIF Revenue	Taxing Jurisdiction	Ad Value Rate	
2025	\$ 34,753,834.00	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	-	23.8777	2025	-	City Operating	13.6964
2026	\$ 35,970,218.19	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 1,216,384	23.8753	2026	\$ 29,042	Schoolcraft College	2.2700
2027	\$ 37,229,175.83	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 2,475,342	23.8729	2027	\$ 59,094	Wayne County Operating	5.5622
2028	\$ 38,532,196.98	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 3,778,363	23.8705	2028	\$ 90,192	Wayne County Voted	0.9743
2029	\$ 39,880,823.87	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 5,126,990	23.8682	2029	\$ 122,372	Wayne County Jail	0.9278
2030	\$ 41,276,652.71	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 6,522,819	23.8658	2030	\$ 155,672	Wayne County Parks	0.2420
2031	\$ 42,721,335.56	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 7,967,501	23.8634	2031	\$ 190,131	Huron-Clinton Metropolitan Authority	0.2050
2032	\$ 44,216,582.30	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 9,462,746	23.8610	2032	\$ 225,791		TOTAL
2033	\$ 45,764,162.68	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 11,010,326	23.8586	2033	\$ 262,691		23.8777
2034	\$ 47,365,908.37	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 12,612,070	23.8562	2034	\$ 300,876		
2035	\$ 49,023,715.17	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 14,269,876	23.8538	2035	\$ 340,391		
2036	\$ 50,739,545.20	\$ 34,753,840.00	\$ 670,700.00	\$ 670,700.00	\$ 15,985,705	23.8514	2036	\$ 381,282		
2037	\$ 52,515,429.28	\$ 34,753,841.00	\$ 670,700.00	\$ 670,700.00	\$ 17,761,588	23.8491	2037	\$ 423,386		
2038	\$ 54,353,469.30	\$ 34,753,842.00	\$ 670,700.00	\$ 670,700.00	\$ 19,599,627	23.8467	2038	\$ 476,386		
2039	\$ 56,255,840.73	\$ 34,753,843.00	\$ 670,700.00	\$ 670,700.00	\$ 21,501,998	23.8443	2039	\$ 512,700		
2040	\$ 58,224,795.16	\$ 34,753,844.00	\$ 670,700.00	\$ 670,700.00	\$ 23,470,951	23.8419	2040	\$ 559,592		
2041	\$ 60,262,662.99	\$ 34,753,845.00	\$ 670,700.00	\$ 670,700.00	\$ 25,508,818	23.8395	2041	\$ 608,118		
2042	\$ 62,371,856.19	\$ 34,753,846.00	\$ 670,700.00	\$ 670,700.00	\$ 27,618,010	23.8371	2042	\$ 658,334		
2043	\$ 64,554,871.16	\$ 34,753,847.00	\$ 670,700.00	\$ 670,700.00	\$ 29,801,024	23.8348	2043	\$ 710,300		
2044	\$ 66,814,291.65	\$ 34,753,848.00	\$ 670,700.00	\$ 670,700.00	\$ 32,080,444	23.8324	2044	\$ 764,076		
2045	\$ 69,152,791.66	\$ 34,753,849.00	\$ 670,700.00	\$ 670,700.00	\$ 34,398,943	23.8300	2045	\$ 819,726		
2046	\$ 71,573,139.57	\$ 34,753,850.00	\$ 670,700.00	\$ 670,700.00	\$ 36,819,290	23.8276	2046	\$ 877,316		
2047	\$ 74,078,199.46	\$ 34,753,851.00	\$ 670,700.00	\$ 670,700.00	\$ 39,324,348	23.8252	2047	\$ 936,911		
2048	\$ 76,670,936.44	\$ 34,753,852.00	\$ 670,700.00	\$ 670,700.00	\$ 41,917,084	23.8228	2048	\$ 998,584		
2049	\$ 79,354,419.21	\$ 34,753,853.00	\$ 670,700.00	\$ 670,700.00	\$ 44,600,566	23.8205	2049	\$ 1,062,406		
2050	\$ 82,131,823.88	\$ 34,753,854.00	\$ 670,700.00	\$ 670,700.00	\$ 47,377,970	23.8181	2050	\$ 1,128,452		
								TOTAL		
								\$ 12,685,033		

# MICHIGAN LEGISLATURE

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Senate adjourned until Wednesday, December 10, 2025 10:00 AM

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## MCL - Section 125.4618

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Chapter 125

Act 57 of 2018

57-2018-6

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### **RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)** **Act 57 of 2018**

#### **125.4618 Tax increment financing plan.**

Sec. 618.

(1) If the authority determines that it is necessary for the achievement of the purposes of this part, the authority shall prepare and submit a tax increment financing plan to the governing body of the municipality. The plan shall include a development plan as provided in section 621, a detailed explanation of the tax increment procedure, the maximum amount of bonded indebtedness to be incurred, and the duration of the program, and shall be in compliance with section 619. The plan shall contain a statement of the estimated impact of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located. The plan may provide for the use of part or all of the captured assessed value, but the portion intended to be used by the authority shall be clearly stated in the tax increment financing plan. The authority or municipality may exclude from captured assessed value growth in property value resulting solely from inflation. The plan shall set forth the method for excluding growth in property value resulting solely from inflation.

(2) Approval of the tax increment financing plan shall comply with the notice, hearing, and disclosure provisions of section 622. If the development plan is part of the tax increment financing plan, only 1 hearing and approval procedure is required for the 2 plans together.

(3) Before the public hearing on the tax increment financing plan, the governing body shall provide a reasonable opportunity to the taxing jurisdictions levying taxes subject to capture to meet with the governing body. The authority shall fully inform

the taxing jurisdictions of the fiscal and economic implications of the proposed development area. The taxing jurisdictions may present their recommendations at the public hearing on the tax increment financing plan. The authority may enter into agreements with the taxing jurisdictions and the governing body of the municipality in which the development area is located to share a portion of the captured assessed value of the development area.

(4) A tax increment financing plan may be modified if the modification is approved by the governing body upon notice and after public hearings and agreements as are required for approval of the original plan.

(5) Except for a development area located in a qualified development area, not more than 60 days after the public hearing on the tax increment financing plan, the governing body in a taxing jurisdiction levying ad valorem property taxes that would otherwise be subject to capture may exempt its taxes from capture by adopting a resolution to that effect and filing a copy with the clerk of the municipality proposing to create the authority. The resolution shall take effect when filed with the clerk and remains effective until a copy of a resolution rescinding that resolution is filed with that clerk. If a separate millage for public library purposes was levied before January 1, 2017, and all obligations of the authority are paid, then the levy is exempt from capture under this part, unless the library board or commission allows all or a portion of its taxes levied to be included as tax increment revenues and subject to capture under this part under the terms of a written agreement between the library board or commission and the authority. The written agreement shall be filed with the clerk of the municipality. However, if a separate millage for public library purposes was levied before January 1, 2017, and the authority alters or amends the boundaries of the development area or extends the duration of the existing finance plan, then the library board or commission may, not later than 60 days after a public hearing is held under this subsection, exempt all or a portion of its taxes from capture by adopting a resolution to that effect and filing a copy with the clerk of the municipality that created the authority. For ad valorem property taxes or specific local taxes attributable to those ad valorem property taxes levied for a separate millage for public library purposes approved by the electors after December 31, 2016, a library board or commission may allow all or a portion of its taxes levied to be included as tax increment revenues and subject to capture under this part under the terms of a written agreement between the library board or commission and the authority. The written agreement shall be filed with the clerk of the municipality. However, if the library was created under section 1 or 10a of 1877 PA 164, MCL 397.201 and 397.210a, or established under 1869 LA 233, then any action of the library board or commission under this subsection shall have the concurrence of the chief executive officer of the city that created the library to be effective.

**History:** 2018, Act 57, Eff. Jan. 1, 2019

# MICHIGAN LEGISLATURE

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## MCL - Section 125.4622

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Chapter 125

Act 57 of 2018

57-2018-6

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### **RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)** **Act 57 of 2018**

#### **125.4622 Development plan; public hearing; notice; contents; opportunity to speak; hearing record.**

Sec. 622.

(1) The governing body, before adoption of a resolution approving a development plan or tax increment financing plan, shall hold a public hearing on the development plan. Notice of the time and place of the hearing shall be given by publication twice in a newspaper of general circulation designated by the municipality, the first of which shall be not less than 20 days before the date set for the hearing. Notice of the hearing shall be posted in at least 20 conspicuous and public places in the development area not less than 20 days before the hearing. Notice shall also be mailed to all property taxpayers of record in the development area and to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the tax increment financing plan is approved not less than 20 days before the hearing. The notice of hearing within the time frame described in this subsection shall be mailed by certified mail to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the tax increment financing plan is approved.

(2) Notice of the time and place of hearing on a development plan shall contain all of the following:

(a) A description of the proposed development area in relation to highways, streets, streams, or otherwise.

(b) A statement that maps, plats, and a description of the development plan, including the method of relocating families and individuals who may be displaced

from the area, are available for public inspection at a place designated in the notice.

(c) A statement that all aspects of the development plan will be open for discussion at the public hearing.

(d) Other information that the governing body considers appropriate.

(3) At the time set for the hearing, the governing body shall provide an opportunity for interested persons to speak and shall receive and consider communications in writing. The hearing shall provide the fullest opportunity for expression of opinion, for argument on the merits, and for consideration of documentary evidence pertinent to the development plan. The governing body shall make and preserve a record of the public hearing, including all data presented at the hearing.

**History:** 2018, Act 57, Eff. Jan. 1, 2019

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