Plymouth City Commission
Regular Meeting Agenda
Monday, July 20, 2026 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

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

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

Join Zoom Webinar: https://us02web.zoom.us/j/89585796670
Passcode: 885593 Webinar ID: 895 8579 6670

1. CALL TO ORDER
- a. Pledge of Allegiance
- b. Roll Call
- c. Proclamation – Parks and Recreation Month

2. APPROVAL OF MINUTES
- a. July 6, 2026 City Commission Committee of the Whole Meeting Minutes
- b. July 6, 2026 City Commission Regular Meeting Minutes

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

Unless moved to be placed as a separate item on the agenda, items on the Consent Agenda will be approved by one motion as Agenda Item #4.

- a. Authorization to Hire – DMS
- b. Approval of June 2026 Bills
- c. Special Event: Downtown Day, 9/26/26
- d. Special Event: Plymouth Ghosts Cementery Walk, 10/10/26

5. CITIZEN COMMENTS

This section of the agenda allows up to 3 minutes for public comments to present information for items not on the current 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.

6. COMMISSION COMMENTS

7. OLD BUSINESS

8. NEW BUSINESS
- a. Update to Parking Fees
- b. Park Sponsorship Program
- c. Repair to Hydraulic Hammer Backhoe Attachment
- d. 2026 Infrastructure Program
- e. Proposal for Main & Union Traffic Study

9. REPORTS AND CORRESPONDENCE
- a. Liaison Reports
- b. Appointments

10. ADJOURNMENT

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 accommodation. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to clerk@plymouthmi.gov.

City of Plymouth Strategic Plan 2022-2026

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

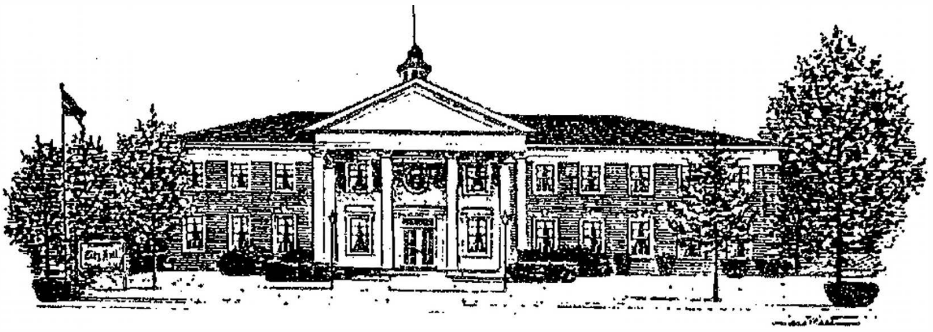
GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION
OBJECTIVES 1. Create a 5-year staffing projection 2. Review current recruitment strategies and identify additional resources 3. Identify/establish flex scheduling positions and procedures 4. Develop a plan for an internship program 5. Review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

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

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

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

-Plymouth Mayor Joe Bida
November 1977



Proclamation

WHEREAS parks and recreation is an integral part of communities throughout this country, including the City of Plymouth; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

WHEREAS parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS The City of Plymouth recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, be it resolved by the City of Plymouth that July is recognized as Park and Recreation in the City of Plymouth.

In witness whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto on this 20th day of July 2026.

Linda Filipczak, Mayor
City of Plymouth, Michigan

City of Plymouth
City Commission Committee of the Whole
Special Meeting Minutes

ITEM #2.a

Monday, July 6, 2026, 5:30 p.m.- 6:45 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 - COMMITTEE OF THE WHOLE**
   a. Mayor Linda Filipczak called the meeting to order at 5:30 p.m.
   b. Present: Mayor Linda Filipczak, Mayor Pro Tem Joe Elliott, Commissioners Latricia Horstman, Jennifer Kehoe, Alanna Maguire, Brock Minton, Karen Sisolak

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

2. **DISCUSSION – Park Sponsorship and Public Participation & Volunteer Framework**

   Members discussed Program Goals, Tier Levels, Naming Rights and an overall review for the Park Sponsorship Program

   Members discussed the overall Framework, Strategy, Recruiting Sign-up process for Public Participation and Volunteer Framework related to the Park Sponsorship Program.

3. **DISCUSSION – Parks Advisory Board**

   No discussion

4. **ADJOURNMENT**

   With a motion by Minton, supported by Maguire, Filipczak adjourned the meeting at 6:52 p.m.

LINDA FILIPCZAK
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK

City of Plymouth
ITEM #2.b

City Commission Regular Meeting Minutes
Monday, July 6, 2026, 7:00 p.m.
Plymouth City Hall 201 S. Main Street

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

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

1. CALL TO ORDER

a. Filipczak called the meeting to order at 7:00 PM. leading the Pledge of Allegiance.

b. Present: Mayor Linda Filipczak, Mayor Pro Tem Joe Elliott, Commissioners Latricia Horstman, Jennifer Kehoe, Alanna McGuire, Brock Minton, Karen Sisolak
Also Present: City Manager Chris Porman, City Attorney Robert Marzano, and various members of City Administration.

2. APPROVAL OF MINUTES

a. June 15, 2026 City Commission Regular Meeting Minutes

Motion to approve the June 15, 2026 City Commission Regular Meeting Minutes made by Minton, supported by McGuire.

There was a voice vote
MOTION PASSED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

Motion to approve the July 6, 2026 agenda made by Kehoe, supported by McGuire.

There was a voice vote
MOTION PASSED UNANIMOUSLY

4. ENACTMENT OF THE CONSENT AGENDA

a. Special Event: She Moves Plymouth, 8/23/26 [11:00 AM to 4:00 PM]

Motion to approve the Consent Agenda made by Kehoe, supported by Sisolak.

There was a voice vote
MOTION PASSED UNANIMOUSLY

5. CITIZEN COMMENTS

Ellen Elliott 404 Irvin and Martha Walton 1465 Palmer, commented on the excellent organization of the July 4th parade, citing a great event with strong attendance and enthusiastic performers.
Rick Hall 299 Blunk, expressed concern about scaffolding that has remained at 489 Blunk on the southwest corner for more than 13 months, noting that no visible progress has been made on the property.

6. COMMISSION COMMENTS

Commissioners praised the record-setting July 4th parade and its regional media coverage. Great attendance and very well run.

Sisolak recognized City Administration for resolving a traffic signal mast arm warranty issue at Penniman/Harvey.

DRAFT

Elliott highlighted America 250 programming at the Historical Museum, a recent rodent educational forum held at the Cultural Center.

Kehoe requested that the volunteer policy discussed at a prior Committee of the Whole be added to the next agenda to support ongoing parks initiatives.

Filipczak recognized employee anniversaries: Officer Jonathan Hempstra-Police Department, 13 years; Brandon Tessner-Operations Technician, DMS, 4 years.

7. OLD BUSINESS

None

8. NEW BUSINESS

a. Final Payment – 2021 Infrastructure Project

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

RESOLUTION 2026-69

WHEREAS The City completed 2021 Infrastructure Project, which was added to the 2020 Infrastructure Project; and

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

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

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize final payment to Pro-Line Asphalt Paving Corporation in the amount of $22,178.20 for work completed on the 2021 Infrastructure Project and authorize the City Manager to sign Pay Certificate #12A (Final) on this project.

There was a voice vote
MOTION PASSED UNANIMOUSLY

b. Final Payment – 2024 Infrastructure Project

Motion to approve the following resolution made by Horstman, supported by Maguire;

RESOLUTION 2026-70

WHEREAS The City completed 2024 Infrastructure Project; and

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

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

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize final payment to Pro-Line Asphalt Paving Corporation in the amount of $25,744.48 for work completed on the 2024 Infrastructure Project and authorize the City Manager to sign Pay Certificate #7 (Final) on this project.

There was a voice vote
MOTION PASSED UNANIMOUSLY

DRAFT

c. Final Payment – 2025 Sidewalk Program & Contract Award 2026

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

RESOLUTION 2026-71

WHEREAS It is the goal of the City Commission to improve public spaces and the infrastructure of the City; and

WHEREAS There is a need to inspect sidewalks around the City to ensure that they are safe and the city shall inspect one-quarter of the City each year; and

WHEREAS There is a need to repair utility patches in the roadway or sidewalks that were a result of the city doing utility work; and

WHEREAS The City completed 2025 Sidewalk Repair & Utility Patch Program, and the project has been completed by Barrientos Contracting and they are requesting final payment on the project; and

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize final payment to Barrientos Contracting in the amount $10,216.56. Further, funding for this project is to be authorized from the Water and Sewer Fund, Street Funds and Sidewalk Improvement Funds.

BE IT ADDITIONALLY RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a one-year unit-based contract with Barrientos Contracting based on their bid submittal with annual escalator which was reviewed by the City Engineer.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth hereby establishes a construction contingency in the amount of $18,000.

BE IT STILL FURTHER RESOLVED THAT the City Commission of the City of Plymouth hereby establishes the following criteria for sidewalk repairs.

- SETTLEMENT/HEAVING – A rise or drop of approximately ¾ of an inch or more between any two (2) sections of sidewalk.
- CRACKING – More than two (2) cracks of one-quarter (1/4) inch in width or more in any two (2) lineal feet of sidewalk section.
- SCALING – If, in any five (5) foot lineal section of sidewalk, more than twenty-five (25%) percent of the surface area has scaled off to a depth of one-quarter (1/4) inch or greater, that section of sidewalk shall be replaced.
- TOO FLAT – The concrete has dipped to allow water to pond to a depth of three-quarters (3/4) of an inch or more.
- CITY REPAIRS – The City of Plymouth shall be responsible for expenses related to the installation of new-handicapped ramps at the corners and for any sidewalk flags that have manhole covers in them. In addition, the City shall attempt to locate the responsible party for damage caused to sidewalks by utility dig ups. The City shall NOT be responsible for raised sidewalks due to tree roots and it remains the policy of the City NOT to remove live healthy trees.

Minton inquired about the self-reporting process for residents with sidewalk concerns, Porman confirmed that residents may contact the city directly, with the Administration willing to evaluate those requests.

There was a voice vote

MOTION PASSED UNANIMOUSLY

DRAFT

d. Intergovernmental Agreement – Wayne County for Block Grant Funding (CDBG)

Motion to approve the following resolution made by Maguire, supported by Minton;

RESOLUTION 2026-72

WHEREAS The City Commission of the City of Plymouth has been a sub-recipient of the Wayne County for Community Development Block Grant funding for several decades; and

WHEREAS The Department of Housing and Urban Development (HUD), requires the City and County to renew Subrecipient Agreements from time to time; and

WHEREAS The City of Plymouth wishes to continue their relationship as a subrecipient of Wayne County for Community Development Block Grant funding; and

WHEREAS The Department of Housing and Urban Development is requiring Wayne County to renew the Subrecipient Agreement with each subrecipient community to remain in compliance.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby approve the enclosed Subrecipient Agreement for Community Development Block Grant effective from July 1, 2025, through June 30, 2027.

NOW BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth authorizes the mayor to sign the agreement on behalf of the City of Plymouth.

Subrecipient Agreement can be found in 7/6/2026 agenda packet:
https://www.plymouthmi.gov/common/pages/GetFile.ashx?key=N5tFAY1l

There was a voice vote
MOTION PASSED UNANIMOUSLY

e. Dehumidification Software and Hardware Update
Motion to approve the following resolution made by Maguire, supported by Horstman;

RESOLUTION 2026-73

WHEREAS The City of Plymouth maintains a variety of buildings and from time to time the buildings are in need of repairs or upgrades; and

WHEREAS The 2026-27 Capital Improvement Budget identified the Arena Dehumidification Control System in need of replacement; and

WHEREAS Automated Energy Systems (AES) has built the current computer system that runs the Geo/HVAC system; and

WHEREAS AES provided a quote for $17,200 for the replacement and programming, etc. of the controllers for the system.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase and installation of the arena dehumidification software and hardware from Automated Energy Systems (AES) of Madison Heights, MI in the amount of $17,200.00. Funding for this authorization is from the Recreation Fund (408-900-976.751).

There was a voice vote
MOTION PASSED UNANIMOUSLY

DRAFT

f. Emergency Purchase Confirmation – Cultural Center

Motion to approve the following resolution made by Elliott, supported by Kehoe;

RESOLUTION 2026-74

WHEREAS The City of Plymouth maintains a variety of buildings and from time to time the buildings are in need of repairs or upgrades; and

WHEREAS The Plymouth Cultural Center has been working on upgrades to its open-loop evaporative cooling system and discovered the Lakos centrifugal separator in need or replacement; and

WHEREAS The Lakos centrifugal separator helps remove dirt and particles from the water before circulating through the mechanical system; and

WHEREAS The City Administration authorized the emergency repairs and notified the City Commission of the emergency situation and the actions that were taken.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby confirm the emergency replacement and installation of the Lakos centrifugal separator and related installation costs. This authorization is in the amount of $11,610 for purchase and installation work performed by Thermalnetics. Funding for this authorization is from the Recreation Fund (208-261-930.000).

There was a voice vote
MOTION PASSED UNANIMOUSLY

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Kehoe: DDA meeting for the month was canceled.

Minton: HDC meeting was also canceled.

Horstman: The Bumper, Bikes & Bands Old Village car show is Sunday, July 19th. This year's event will feature an expanded family area including a touch-a-truck zone, with vehicles selected in coordination with DMS staff. The event is free to attend and will include food trucks and live music.

b. Appointments

No appointments were reported.

10. ADJOURNMENT

Motion to adjourn made by Minton, supported by McGuire;

There was a voice vote
MOTION PASSED UNANIMOUSLY

The meeting was adjourned at 7:35 P.M.

_____ _____

LINDA FILIPCZAK
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK

DRAFT

Administrative Recommendation

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

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

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - Authorization to Hire - DMS - 07-20-26.docx*
Date: July 13, 2026
RE: Authorization to Hire - DMS

Background

The City Commission will recall that they were notified on June 23, 2026, of a departure from the Department of Municipal Services. The employee was a valued member of the team, and it once again proves our people are highly sought after by other organizations.

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

This position is in the budget, and it does not expand our F.T.E. count.

Recommendation

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

RESOLUTION

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

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

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

WHEREAS The City Administration is seeking prior and express approval for the hiring of one (1) Municipal Services employee to fill the 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 one (1) Municipal Services employees.

Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name Plymouth Downtown Development Authority

Ph# 7344551453 Fax# _____ Email dda@plymouthmi.gov Website downtownplymouth.org

Address 831 Penniman City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Sam Plymale **Title** DDA Director

Ph# 7344551453 Fax# _____ Email splymale@plymouthmi.u Cell# 7345365268

Address 831 Penniman City Plymouth State MI Zip 48170

Event Name Downtown Day

Event Purpose Provide on-street entertainment and allow sidewalk sales from DDA merchants to activate

Event Date(s) September 26, 2026

Event Times 12 - 8 PM

Event Location DDA district, Kellogg Park

What Kind Of Activities? Street entertainment, sidewalk sales from DDA merchants

What is the Highest Number of People You Expect in Attendance at Any One Time? N/A

Coordinating With Another Event? YES ☐ NO ☑ **If Yes, Event Name:** _____

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

An event to provide on-street entertainment and sidewalk sales from DDA merchants to activate pedestrian walkways in the DDA district, Kellogg Park, and celebrate everything Downtown Plymouth has to offer.

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): Fourth Saturday in September

Next year's specific dates: September 26, 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)*

N/A

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.

6/26/2026
Date

eSigned via GovOS.com
Sam Plymale
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 Plymouth Downtown _____ *(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 Downtown Day _____ *(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 eSigned via GovOS.com Sam Plymale Key: 10f509ec-a51d-423f-a1aa-2979a01f81d6 _____ Date 6/26/2026 _____

Witness _____ Date _____

Name of Event: Downtown Day
Date: ~~10~~ 4/26/26
Location: Downtown

MUNICIPAL SERVICES:	**Approved**	**Denied**	(list reason for denial)	**Initial** AW
No services needed				
$250 Bathroom Cleaning Fee Per Day of Event? YES		NO		
Labor Costs: Ø	Equipment Costs: Ø		Materials Costs $ Ø	
POLICE:	**Approved**	**Denied**	**(list reason for denial)**	**Initial** JEC
Labor Costs $ Ø	Equipment Costs $		Materials Costs $	
FIRE:	**Approved**	**Denied**	(list reason for denial)	**Initial**
NO SERVICES NEEDED				
Labor Costs $ Ø	Equipment Costs $		Materials Costs $	
HVA:	**Approved**	**Denied**	(list reason for denial)	**Initial**
DDA:	**Approved**	**Denied**	(list reason for denial)	**Initial** SBP
Labor Costs $ Ø	Equipment Costs $		Materials Costs $	
RISK MANAGEMENT:	**Approved**	**Denied**	(list reason for denial)	**Initial**
Class I – Low Hazard				
Class II – Moderate Hazard				
Class III – High Hazard				
Class IV – Severe Hazard				

ITEM# 4.d.

Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name Plymouth Historical Society

Ph# 734-455-8940 Fax# 734-455-7797 Email director@plymouthhistory.org Website plymouthhistory.org

Address 155 S. Main Street City Plymouth State Michigan Zip 48170

Sponsoring Organization's Agent's Name Elizabeth Kerstens **Title** Executive Director

Ph# 734-455-8940 Fax# 734-455-7797 Email director@plymouthhistory.org Cell# 734-502-0760

Address 155 S. Main Street City Plymouth State Michigan Zip 48170

Event Name Plymouth Ghosts Cemetery Walk

Event Purpose Fundraiser

Event Date(s) Saturday, October 10, 2026

Event Times 4-9 pm

Event Location Riverside Cemetery

What Kind Of Activities? Groups escorted to 8 gravesites where there are reenactors

What is the Highest Number of People You Expect in Attendance at Any One Time? 120

Coordinating With Another Event? YES ☐ NO ☑ **If Yes, Event Name:**

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

8 actors are positioned at selected gravesites. We put up a large tent near the mausoleum. Groups of 25 people are escorted to gravesites every 15 minutes. We try to leave the cemetery better than we found it.

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*

City Operated ☐ Co-sponsored Event ☐ Other Non-Profit ☑ Other For-Profit ☐ Political or Ballot Issue ☐

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

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

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

Next year's specific dates: October 9, 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)*

We need 12 traffic cones to block certain streets

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.

July 6, 2026
Date

Elizabeth K Clemens
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 Plymouth Historical Society *(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 Ghosts Cemetery Walk *(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 Elizabeth M. Mertens Date July 6, 2026

Witness [illegible] Date 7/6/2026

Name of Event: Plymouth Ghosts Cemetery Walk
Date: 10/10/26
Location: Riverside Cemetery

MUNICIPAL SERVICES:	**Approved**	**Denied**	(list reason for denial)	**Initial** AB
Deliver barricades				
$250 Bathroom Cleaning Fee Per Day of Event? YES		NO		
Labor Costs: $100.00	Equipment Costs: $50.00		Materials Costs $	0
POLICE:	**Approved**	**Denied**	**(list reason for denial)**	**Initial** JEC
	No services needed			
Labor Costs $	Equipment Costs $ 0		Materials Costs $	
FIRE:	**Approved**	**Denied**	(list reason for denial)	**Initial**
No services needed				
Labor Costs $ 0	Equipment Costs $		Materials Costs $	
HVA:	**Approved**	**Denied**	(list reason for denial)	**Initial**
DDA:	**Approved**	**Denied**	(list reason for denial)	**Initial** SBP
Labor Costs $ 0	Equipment Costs $		Materials Costs $	
RISK MANAGEMENT:	**Approved**	**Denied**	(list reason for denial)	**Initial**
Class I – Low Hazard				
Class II – Moderate Hazard	Certificate of insurance if not on file naming City of Plymouth Additional Insured			
Class III – High Hazard				
Class IV – Severe Hazard				

ITEM# 8.a.

Administrative Recommendation

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

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

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - Emergency Purchase Lakos Centrifugal Separator - 07-06-26.docx*
Date: July 10, 2026
RE: Parking Violation Fine Update

Background

The City Commission listed "Update all fee schedules..." as part of their one-year tasks for 2026 in the Goal Area of Sustainable Infrastructure in their Strategic Plan. The Police Department has begun looking at their fee schedule(s), specifically in the area of parking violation fines. This fine schedule was last updated in 2012.

The Police department also benchmarked our current fines across other local municipalities and most of our fines are below what other municipalities charge. It should be noted that the City of Plymouth and the Police Department have had long-standing views that parking enforcement is not a tool for revenue generation, but instead, encourages compliance with our local time limits, etc. Since our last update in 2012, costs for parking enforcement have increased as staffing, software, etc. have also increased.

The proposed changes can be summarized as follows:
Increase standard violation fines by $10
Increase handicap parking fines by $25
Simplify overtime parking fines by making each one $40 – remove the graduated scale.

It should also be noted that the first offense for an overtime violation as well as a discount for paying within 48 hours would remain intact. There is a chart attached that shows the current and proposed fines as well as a memo from Chief Cox that further illustrates the changes.

Recommendation

The City Administration recommends that the City Commission confirm the proposed parking fines as presented. The proposed schedule would address some long-term cost increases on staff and technology, etc. will also help make the overtime violations simplified for both residents and visitors.

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 myself or Chief Cox.

PLYMOUTH POLICE DEPARTMENT MEMORANDUM

TO: CHRIS PORMAN, CITY MANAGER
FROM: A.L. COX, DIRECTOR OF PUBLIC SAFETY
SUBJECT: PARKING VIOLATION FINE REVIEW
DATE: 7/3/2026

Background

Periodic reviews of the City's fee schedules ensure alignment with current operational costs and regulatory standards. The Parking Fine Schedule was last updated in August 2012, concurrently with the modernization of the Parking Enforcement Program from manual ticketing to electronic handheld systems. Given the fourteen-year interval since the last revision, a comprehensive evaluation was conducted to determine if adjustments are warranted.

Comparative Analysis

Our assessment included a regional benchmark analysis of parking fines across neighboring metropolitan municipalities, which revealed substantial variations in rate structures:

- Standard Violations: The City of Plymouth's fines fluctuate relative to neighboring areas. For a *No Parking Anytime Posted* violation, Plymouth charges $10, compared to $15 in Northville, $25 in Ann Arbor, and $70 in Farmington. Conversely, Plymouth's *Fire Lane* violation fine is $35, whereas Northville's is $30.

- Handicap Parking Violations: Plymouth's penalties for accessible parking infractions are significantly below regional averages, ranging from $30 to $115 less than comparable municipalities.

- Overtime Parking Violations: Most jurisdictions utilize a flat-rate system for overtime violations (e.g., Farmington charges a flat $25; Garden City charges $40). In contrast, Plymouth currently uses a graduated tier system ranging from $0 to $75.

In addition to municipal benchmarking, this review factored in the cumulative increases in personnel and equipment costs incurred over the past 14 years.

Recommendation

The City of Plymouth and the Police Department maintain that parking enforcement is a tool to encourage compliance and modify driver behavior, rather than a mechanism for revenue generation. However, sustaining an effective program requires adequate funding and a fine structure that promotes civic accountability.

To modernize the schedule, help cover operational cost increases, and simplify administration, I recommend the following updates to the Parking Fine Schedule:

- **Standard Violations: Increase all non-overtime parking violation fines by $10 (see attached chart).**
- **Handicap Parking: Increase all Handicap Parking violation fines by $25 to better align with regional standards (see attached chart).**
- **Overtime Parking Simplification: Restructure the graduated overtime schedule into a predictable flat-rate model after the first warning, structured as follows:**

Overtime Violation*	Current Fine	Recommended Fine	Net Change
1st Offense	Free	Free	No Change
2nd Offense	$25	$40	+$15
3rd Offense	$50	$40	-$10
4th & Subsequent Offenses	$75	$40	-$35

Violation history resets annually, based on issuance of 1st offense.

- **Policy Preservation: Maintain all existing early-payment discounts and late fee provisions without modification.**

These proposed updates will standardize Plymouth's parking fine structure, address long-term inflationary costs, and simplify compliance for residents and visitors.

Thank you for your time and consideration. Please let me know if you require further details or additional analysis.

Offense	Fine Amount	If Paid Within 48 Hours Discount	If Paid After 14 Days Penalty
Blocking Alley	~~35~~45	~~20~~30	~~45~~55
Blocking Driveway	~~35~~45	~~20~~30	~~45~~55
Blocking Sidewalk/Crosswalk	~~35~~45	~~20~~30	~~45~~55
Display Advertising	~~35~~45	30~~20~~	~~45~~55
Display For Sale	~~35~~45	~~20~~30	~~45~~55
Double Parking	~~35~~45	~~20~~30	~~45~~55
Emergency Exit/Fire Escape	~~50~~60	~~35~~45	~~60~~70
Fire Lane	~~50~~60	~~35~~45	~~60~~70
Handicap Space	~~100~~125	~~85~~110	~~110~~135
Keys Left In Vehicle	~~50~~60	~~35~~45	~~60~~70
Loading Zone	~~35~~45	~~20~~30	~~45~~55
No Parking Anytime Posted	35~~25~~	~~10~~20	~~35~~45
No Parking 3AM-6AM	~~25~~35	~~10~~20	~~35~~45
No Parking Between Signs	~~35~~45	~~20~~30	~~45~~55
No Parking Here to Corner	~~35~~45	~~20~~30	~~45~~55
No Stopping/Standing	~~35~~45	~~20~~30	~~45~~55
Obstructing Traffic	~~35~~45	~~20~~30	~~45~~55
Occupying More Than One Space	~~35~~45	~~20~~30	~~45~~55
Other Prohibited/Improper	~~35~~45	~~20~~30	~~45~~55
Parked W/in 20 Feet Crosswalk	~~35~~45	~~20~~30	~~45~~55
Parked Over 12 Inches From Curb	~~35~~45	~~20~~30	~~45~~55
Parked W/in 30' Traffic Signal	~~35~~45	~~20~~30	~~45~~55
Parked W/in 75' Fire Station Drive	~~50~~60	~~35~~45	~~60~~70
Parked W/in 50' Railroad Cross	~~35~~45	~~20~~30	~~45~~55
Parked W/in 15' Fire Hydrant	~~50~~60	~~35~~45	~~60~~70
Parked W/in Intersection	~~35~~45	~~20~~30	~~45~~55
Parked Bet Sidewalk/Curb	~~35~~45	~~20~~30	~~45~~55
Parked Too Close Fire Station	~~50~~60	~~35~~45	~~60~~70
Parked Facing Traffic	~~35~~45	~~20~~30	~~45~~55
Repairing Vehicle	~~35~~45	~~20~~30	~~45~~55
Theater Exit	~~50~~60	~~35~~45	~~60~~70

RESOLUTION

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

WHEREAS, the City Commission's 2026 Strategic Plan includes updating City fee schedules under the Sustainable Infrastructure goal; and

WHEREAS, the City's parking violation fine schedule has not been updated since 2012, and the Police Department has completed a review of the current fines and compared them with neighboring communities; and

WHEREAS, the proposed revisions better reflect current enforcement costs while maintaining the City's philosophy that parking enforcement is intended to encourage compliance rather than generate revenue.

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Plymouth approves the revised Parking Violation Fine Schedule as presented, including increases to standard and handicap parking fines and the simplification of overtime parking fines, while retaining the first-offense provision and 48-hour payment discount.

BE IT FURTHER RESOLVED that the revised fine schedule shall take effect on July 31, 2026.

Administrative Recommendation

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

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

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - Park Sponsorship Program - 07-20-26.docx*
Date: July 15, 2026
RE: Park Sponsorship Program

Background

The City Commission's adopted 2022–2026 Strategic Plan identified the development of a Park Sponsorship Program as a One-Year Task under the Attractable, Livable Community Goal Area. The proposed program establishes a formal framework for residents, civic organizations, businesses, and philanthropic partners to invest in the enhancement, maintenance, and long-term sustainability of the City's park system through transparent and consistent public-private partnerships. The program also supports implementation of the City's Recreation Master Plan by encouraging strategic investment in park amenities, accessibility improvements, and sustainability initiatives.

Over the past year, City Administration and the City Commission have worked collaboratively to develop the program. The City Commission has held multiple Committee of the Whole meetings to discuss sponsorship levels, recognition opportunities, naming rights, and overall policy direction, with feedback incorporated into the final document.

The proposed policy establishes sponsorship tiers, recognition guidelines, procedures for accepting monetary and in-kind contributions, and a standardized review and approval process. Adoption of the program will provide a consistent framework for future community investment while building upon the City's long history of successful public-private partnerships that have enhanced parks and public spaces.

Recommendation

It is recommended that the City Commission adopt the City of Plymouth Park Sponsorship Program and approve the accompanying resolution, establishing a transparent and consistent policy for community partnerships that support the continued enhancement and long-term sustainability of the City's parks and public spaces.

City of Plymouth Park Sponsorship Program

7.20.26

Celebrating Partnerships. Supporting Parks. Building Community.

Overview & Strategic Vision

The City of Plymouth (hereinafter referred to as **"the City"**), has a rich tradition of strong community involvement in the stewardship of its public spaces. From the founding of the Fall Festival to our neighborhood parks, partnerships have always defined our park system.

As we face new challenges in funding ongoing park maintenance and improvements, we are proud to introduce the **Park Sponsorship Program**—a ~~flexible, transparent framework~~ clear, transparent policy to empower individuals, civic groups, local businesses, and philanthropic organizations to play a direct and recognized role in maintaining and enhancing our city's parks.

The Park Sponsorship Program builds upon Plymouth's longstanding tradition of community partnerships while supporting implementation of the City's adopted planning documents. Through structured public-private partnerships, the program helps advance the goals identified in the Strategic Plan and Recreation Master Plan, including:

5-Year Strategic Plan (2022–2026) prioritizes:

- Enhancing sustainable infrastructure (green parks, EV chargers, native/pollinator-friendly plantings)
- Fostering staff development, including adding recreation professionals
- Strengthening community connectivity via public–private partnerships
- Delivering an attractive, livable community, with expanded green space and improved recreation facilities

Recreation Master Plan (2024–2028) outlines:

- Needs for facility enhancements (playgrounds, lighting, ADA upgrades, bike access)
- Strong public support for sustainability, including pollinator gardens and native plantings
- Desire for joint initiatives and partnerships
- Requirement for grant eligibility and funding-driven action plans

Program Goals

The City of Plymouth Park Sponsorship Program is designed to foster meaningful public-private partnerships that support the long-term sustainability, accessibility, and vitality of the City's parks and green spaces. The program provides opportunities for residents, businesses, civic organizations, and philanthropic partners to invest in park amenities and infrastructure while promoting transparency, accountability, and consistent stewardship of sponsored projects.

Through shared civic pride and community investment, the program seeks to ~~accelerate~~ enhance park ~~enhancements~~improvements, including playgrounds ~~improvements~~, ADA-accessible amenities, lighting, and other infrastructure improvements that improve the quality of life for residents and visitors. Additionally, the program encourages sustainable and connected park environments through investments in native landscaping, pollinator gardens, water bottle filling stations, plazas, benches, bicycle amenities, and other features that strengthen Plymouth's park system for current and future generations.

Annual Review

The City of Plymouth shall review the Park Sponsorship and all associated policies, sponsorship tiers, naming rights provisions, and recognition guidelines on an annual basis. The City reserves the right to amend, modify, or discontinue any portion of the program as necessary to ensure it continues to serve the public interest and aligns with the City's strategic priorities and financial capacity.

Sponsorship Tier Structure

The sponsorship tiers provide a clear and consistent framework for recognizing contributions based on the level of support provided and the type of park improvement advanced. Each tier identifies an anticipated contribution range, examples of eligible projects or amenities, and corresponding recognition opportunities. This structure is intended to help potential sponsors understand how their investment may support park beautification, accessibility, sustainability, infrastructure, and long-term community benefit while ensuring that recognition remains equitable, transparent, and aligned with City strategic plans.

~~**City of Plymouth Park Sponsorship Tiers**~~

~~***Celebrating Partnerships. Supporting Parks. Building Community.***~~

Tier Name	Contribution Level	Focus & Examples	Recognition
Park Friend *(Individual Sponsor)*	Up to $500	Grassroots support for general park care such as paint touch-ups, trash bags, mutt mitts, light tools, pollinator plants, flower bulbs	Thank-you email and annual recognition on City website
Play Partner	$501 to $2,500	Enhancements like inclusive play panels, infant/toddler swings, ADA compliant surfacing, replacement mulch, interactive elements, repair kits, small shade features	All previous benefits plus inclusion in Digital name listing at City Hall and Cultural Center;
Green Space Steward	$2,501 – $5,000	Park furniture (picnic tables, benches, seating), tree planting, native landscaping, , interpretive signage, waste/recycling bins, bike racks	All previous benefits plus recognition in annual Parks Stewardship Report in City newsletter
Community Champion	$5,001 – $24,999	Infrastructure upgrades like water drinking fountains, wayfinding signage, climbing equipment, upgraded lighting	All previous benefits plus a personalized engraved stone recognition marker placed within the supported park
Placemaker	$25,000 – $99,999	Larger improvements including pavilion renovations, athletic field fencing, irrigation systems, accessible walking paths	All previous benefits plus recognition at a City Commission meeting and commemorative proclamation
Legacy Partner	$100,000+	Transformational additions like new play equipment, new pavilion, new park	All previous benefits plus 10-year recognition signage, naming opportunity

~~Tier Name~~	~~Contribution Level~~	~~Focus & Examples~~	~~Recognition~~
		~~construction, permanent public art, large-scale park redesigns, or nature-based play zones~~	~~consideration (subject to City Commission approval) and feature story in City publications.~~

Tier Name	Contribution Level	Focus & Examples	Recognition
Park Friend	Up to $500	Beautification, flowers, pollinator plants, cleanup supplies, mutt mitt stations, paint, and small maintenance items.	Thank-you email and annual recognition on the City website.
Park Advocate	$501–$2,500	Playground components, ADA surfacing, replacement mulch, benches, shade features, and other small park amenities.	All previous benefits plus recognition in digital name listing at City Hall and the Cultural Center.
Green Space Steward	$2,501–$10,000	Trees, native landscaping, garden beds, bike racks, sustainability improvements, and park furnishings.	All previous benefits plus recognition in the City newsletter and the annual Parks Stewardship Report.
Community Champion	$10,001–$50,000	Drinking fountains, fitness equipment, lighting, accessibility improvements, , small plazas, and other infrastructure enhancements.	All previous benefits plus a personalized engraved recognition plaque incorporated into a natural stone marker within the supported park or project area.
Cornerstone Partner	$50,001–$100,000	Pavilion improvements, accessible pathways, irrigation systems, athletic field improvements, and other significant capital projects.	All previous benefits plus recognition at a City Commission meeting and a

			commemorative proclamation.
Signature Partner	$100,001–$249,999	Complete playground installations and/or replacements, pavilion construction, major park development/redevelopment, destination amenities, and other landmark park improvements.	All previous benefits plus a "Sponsored by [Organization]" designation on the supported park amenity or improvement for ten (10) years; eligibility for an approved amenity (pavilion, athletic field, etc.) to be named after an organization~~naming opportunity within the park~~; feature story in City publications; and citywide recognition.
Legacy Partner	$250,000+	Complete renovation of existing park and/or ~~N~~new park development, ~~complete park redevelopments~~, destination playgrounds, public gathering spaces, or other transformational park investments.	All previous benefits plus 10-year park naming rights, subject to City Commission approval and the City's Naming Rights Policy; first right of refusal for renewal; feature story in City publications; and citywide recognition.

In-Kind Partner

In-kind partnerships recognize non-monetary contributions that provide direct value to the City's parks, including materials, professional services, labor, equipment, or specialized expertise.

Contribution Level: Donation of goods, professional services, materials, equipment, labor, or expertise that directly supports park improvements, maintenance, beautification, or programming. All in-kind contributions are subject to review and acceptance by the City Administration and/or City Commission at its sole discretion, which includes determining the appropriateness, review of suggested fair market value, and determination that the contribution(s) serve a public purpose and aligns with the City's strategic park and

recreation priorities. Those contributing can expect ~~and c~~corresponding recognition associated with the final determined donation value.

~~Focus & Examples~~Examples of In-Kind Contributions: Landscape materials, trees, playground equipment, construction services, engineering or design services, concrete work, excavation, equipment use, volunteer labor, signage fabrication, benches, or other specialized professional services.

Recognition: In-kind donors shall receive recognition and benefits commensurate with the final determined fair market value of their contribution and in accordance with the applicable sponsorship tier.

Donation of Public Art

The City of Plymouth may accept donations of sculptures, murals, monuments, memorials, and other public art that enhance parks and public spaces and support the goals of the Park Sponsorship Program. Acceptance of any public art donation is subject to review and approval by the City Commission at its sole discretion.
Upon acceptance, donated public art shall become the property of the City unless otherwise specified in a written agreement. The City reserves the right to determine the artwork's placement, maintenance, relocation, or removal. Acceptance of public art does not guarantee recognition, naming rights, or placement in a specific location.

Property Donations

The City may accept donations of real property, land, easements, or other real property interests that further the goals of the Park Sponsorship Program and provide a public benefit. Acceptance of any property donation shall be subject to review and approval by the City Commission in its sole discretion, including evaluation of the property's condition, environmental status, maintenance obligations, legal encumbrances, long-term operational impacts, and consistency with the City's park, recreation, and strategic planning objectives. The acceptance of a property donation does not guarantee naming rights, financial consideration, or future development by the City. The City reserves the right to require appraisals, environmental assessments, title work, surveys, or other due diligence at the donor's expense prior to accepting any property donation.

Cumulative Sponsorship Contributions

Sponsorship contributions made by the same individual or organization are cumulative and will be applied toward the next sponsorship tier. As cumulative contributions reach

each sponsorship threshold, the sponsor will become eligible for the corresponding recognition and benefits associated with that tier, subject to the provisions of this policy.

Directed and General Contributions

Sponsors may designate their contribution toward a specific park, park amenity, or approved project, or they may elect to make an general or unrestricted ~~unrestricted~~ contribution to support the City of Plymouth park system as a whole. General or ~~U~~unrestricted contributions will be allocated by the City to the areas of greatest need, consistent with the City's parks, recreation, and capital improvement priorities.
The City reserves the right to determine whether a requested project or park designation is feasible and consistent with City plans and priorities. If a designated project cannot be completed as proposed, the City may work with the sponsor to identify an alternative project or redirect the contribution to another park improvement with the sponsor's consent.

Additional Information:

City Contribution and Matching Funds

- Participation in the Park Sponsorship program does not create an obligation for the City of Plymouth to provide matching funds, supplemental appropriations, or additional financial contributions toward any sponsored project, park improvement, or naming opportunity. Any City funding, in-kind services, or future capital investments shall be determined solely by the City Commission through its annual budget process and capital planning priorities.
- Sponsors and donors acknowledge that contributions made through this program are voluntary and do not guarantee a corresponding financial investment, reimbursement, or cost-sharing commitment by the City.

Payment Terms for Naming Rights

- For approved naming rights opportunities, the City Commission m~~m~~ay, at its sole discretion, allow sponsorship commitments to be fulfilled through annual installment payments over a period of up to ~~not to exceed~~ ten (10) years. The payment schedule, including any lump sum payment, contribution amount, and any applicable terms and conditions shall be established through a written agreement approved by the City Commission.
- Naming recognition may be contingent upon the sponsor remaining in good standing and fulfilling the terms of the agreement. Failure to make required payments or otherwise comply with the agreement may result in suspension, modification, or termination of the naming designation, as determined by the City in its sole discretion.

~~Naming Rights Notes~~Existing Park Names and Naming Designations

- The City of Plymouth recognizes that many parks, facilities, and amenities have established names that reflect the community's history, prior philanthropic contributions, or existing agreements. A financial contribution alone does not guarantee that an existing park or amenity will be renamed.
- The City reserves the right, in its sole discretion, to retain existing names, honor prior commitments, or determine that a naming opportunity is not appropriate. Any new naming designation shall be subject to City Commission approval and shall not impair or supersede any existing sponsorship agreement, naming rights agreement, or other contractual obligation of the City.

Naming Rights Notes

- Naming opportunities associated with the City of Plymouth Park Sponsorship Program are intended to recognize transformational contributions that provide a lasting public benefit. Naming rights are not automatic and may be considered only for exceptional contributions that significantly enhance, expand, develop or redevelop a park or park amenitiesy.
- Recognition through naming rights is honorary in nature and does not convey ownership, control, exclusive use, property rights, management authority, or any other legal interest in the park or any other City property. All parks and park amenities remain publicly owned and operated by the City of Plymouth for the benefit and enjoyment of the community.
- The City reserves the right to approve, deny, modify, or revoke any naming request at its sole discretion. Proposed names shall be consistent with the City's mission, values, and commitment to serving the public interest and shall not be detrimental to the City's reputation or inconsistent with community expectations
- Names that are primarily ~~promotional,~~ political, discriminatory, offensive, or otherwise incompatible with the character and purpose of public parks shall not be considered. All naming rights opportunities require approval by the City Commission and may be subject to terms, conditions, and duration limitations established by the City.
- Approved naming rights shall be granted for a period of ten (10) years from the date of formal designation unless otherwise specified by the City Commission. Upon expiration of the naming period, the naming rights holder shall be granted a first right of refusal to renew the naming designation under terms and conditions established by the City. Renewal is not guaranteed and remains subject to City Commission approval~~;~~. ~~continued appropriateness of the name, and the public interest~~.

- If the naming rights are not renewed or a successor sponsor is not approved, the City Commission may, at its sole discretion, restore the previous name, assign a new name, or designate the park or park amenity by another name it deems appropriate

Park Sponsorship Program Process

The sponsorship process is designed to give potential donors a clear, predictable path for working with the City from initial interest through project approval, implementation, and recognition. By outlining each step in advance, the process helps donors understand expectations, identify appropriate opportunities, and collaborate with City Administration in a straightforward and transparent manner.

Step	Action
1. Expression of Interest	Resident, business, civic organization, or donor contacts City Administration.
2. Project Consultation	City Administration reviews project opportunities, sponsorship levels, and program requirements.
3. Staff Review	City Administration evaluates the proposed sponsorship and prepares a recommendation.
4. Approval	Administrative approval or City Commission approval, if required.
5. Project Implementation	The City coordinates implementation of the approved sponsorship or project.
6. Sponsor Recognition	Recognition is provided in accordance with the applicable sponsorship tier.

Volunteer Opportunities

The City of Plymouth values the time, talent, and commitment of residents, businesses, civic organizations, schools, and community groups who wish to contribute to the stewardship and enhancement of the City's parks and public spaces. Volunteer efforts play an important role in fostering civic pride, strengthening community connections, and helping preserve these shared community assets for future generations.

While the City does not administer a formal volunteer program~~s~~, ~~City~~the city team ~~Administration~~ welcomes the opportunity to collaborate with interested individuals and organizations to identify meaningful projects that align with community needs, City priorities, and available resources. ~~Groups interested in volunteering are encouraged to contact City Administration to discuss potential projects, coordination, and any applicable City requirements before beginning volunteer activities.~~

Interested in volunteering?

Groups interested in volunteering are encouraged to contact City Administration to discuss potential projects, coordination, and any applicable City requirements before beginning volunteer activities.

Step	Action
1. Expression of Interest	Resident, business, civic organization, school, or community group contacts City Administration to express interest in volunteering.
2. Project Consultation	City Administration discusses available volunteer opportunities, proposed activities, timing, location, group size, and any City requirements.
3. Staff Review	City staff reviews the proposed volunteer activity for alignment with community needs, City priorities, safety considerations, staffing capacity, and available resources.
4. Approval	City Administration confirms whether the activity may proceed and identifies any required approvals, forms, waivers, supervision, or coordination before work begins.
5. Project Implementation	The volunteer group coordinates with City staff on scheduling, site access, materials, safety expectations, and completion of the approved activity.
6. **Follow-Up**	City staff may follow up with the volunteer group to confirm completion, address any site needs, and identify future volunteer opportunities.

RESOLUTION

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

WHEREAS, the City Commission's adopted 2022–2026 Strategic Plan identifies the development of a Park Sponsorship Program as a One-Year Task under the Attractable, Livable Community Goal Area, recognizing the value of public-private partnerships in enhancing parks, recreation facilities, and community amenities; and

WHEREAS, the City's adopted Recreation Master Plan encourages strategic partnerships, sustainable investment, and community collaboration to improve parks, recreational facilities, and public spaces; and

WHEREAS, the proposed Park Sponsorship Program establishes a clear and transparent framework for accepting monetary, in-kind, property, and public art contributions while providing consistent sponsorship recognition and guidelines for naming opportunities, subject to City Commission approval where applicable; and

WHEREAS, the Park Sponsorship Program is intended to encourage voluntary community investment in the City's parks while ensuring that all sponsorships and donations are reviewed in a manner that protects the public interest and remains consistent with the City's adopted plans, policies, and priorities; and

WHEREAS, the City Commission finds that adoption of the Park Sponsorship Program will provide an additional mechanism to support park improvements, expand community partnerships, and enhance the long-term sustainability of the City's park system.

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Plymouth hereby adopts the City of Plymouth Park Sponsorship Program, as presented, and authorizes the City Administration to administer the program in accordance with its provisions, subject to future amendments approved by the City Commission as necessary.

Administrative Recommendation

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

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

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - Repair to Hydraulic Hammer Backhoe Attachment - 07-14-26.docx*
Date: July 14, 2026
RE: Repair to Hydraulic Hammer Backhoe Attachment

Background

The Department of Municipal Services observed a leak in the CAT hydraulic hammer attachment for the backhoe. This equipment allows crews to break through concrete and asphalt much more efficiently than just a jackhammer. Staff worked with the Mechanics from HVA to diagnose and attempt to repair, but since it is a specialized piece of equipment, it is beyond their scope of their expertise. DMS sent the equipment to MacAllister CAT for inspection and a repair quote since it is a CAT piece of equipment.

The quote from MacAllister CAT is $9,706.78 for parts and labor, including testing, and a six-month warranty. The rebuilding of this equipment will take some time, so having the work completed now will ensure it is ready for this winter. We have attached the quote from MacAllister CAT for reference.

Recommendation

The City Administration recommends that the City Commission authorize the repairs to the hydraulic hammer backhoe attachment in the amount of $9,706.78 from MacAllister CAT of Novi. Funding for this repair will come from the Equipment Fund.

We have attached a proposed Resolution for the City Commission to consider regarding this matter.

Department of Municipal Services

1231 Goldsmith, Plymouth, MI 734-453-7737 dms@plymouthmi.gov

Date: July 9, 2026
To: Chris S. Porman, City Manager
From: Nick Johns, Municipal Services Superintendent
Adam Gerlach, Assistant Director of Municipal Services
Re: Repair to Hydraulic Hammer Backhoe Attachment

BACKGROUND:

As you are aware, a hydraulic leak was discovered June 2nd on the hydraulic hammer attachment for the backhoe. The hydraulic hammer is a critical piece of equipment for our operations that allows our crew to efficiently break through concrete and asphalt. This is particularly important during the winter months when it is frequently used to break through the frozen ground and pavement to access water main breaks.

Hydraulic hammers are a very specialized piece of equipment and our in-house mechanics do not have the ability to perform the repairs that are needed. We sent the attachment to MacAllister CAT (aka Michigan CAT) to get an estimate for repair, since it is a CAT H65s Hydraulic Hammer. Upon their inspection it was noted that the hydraulic leak is due to the worn sleeve and piston and failed seals. It is anticipated that rebuilding the hydraulic hammer will require a significant amount of time. To ensure the equipment is repaired, tested, and ready for service before the upcoming winter season we are seeking authorization to move forward with the proposed repairs. MacAllister CAT has quoted a new piston, sleeve, seal kit, couplings and labor to complete the repair for $9,706.78. The quote is attached for reference.

RECOMMENDATION:

We recommend that the City Commission approve the quote from MacAllister CAT of Novi, MI to repair our CAT H65s Hydraulic Hammer in the amount not to exceed $9,706.78. The funding for the repair would come from the Equipment Fund.

If there are any questions, please feel free to contact us.

MacAllister CAT Michigan CAT

Service Dept.
24800 Novi Rd.
Novi, Michigan 48375

REMIT TO: **Michigan CAT**
Dept.# 77576
P.O. BOX 77000
Detroit, Michigan 48277-0576
To view and pay invoices online, go to:
https://secure.billtrust.com/Macallister/ig/signin

Account Number: 10745
CUSTOMER QUOTE

Service Dept.
24800 Novi Rd.
Novi, Michigan 48375
Phone: 248 349 4800

SHIP TO

CITY OF PLYMOUTH
201 S MAIN ST
PLYMOUTH MI 48170

QUOTE NUMBER	REVISION	QUOTE DATE	EXPIRATION DATE	CUSTOMER PO NUMBER		PAGE
64106	1	06/04/2026	07/04/2026			1 OF 2
MAKE	MODEL	EQUIPMENT NUMBER	SERIAL NUMBER	METER READING	SHIP VIA	TAX
CATERPILLAR WORK TOOLS	HMR BHL		K6502821	0		MI

QUANTITY	ITEM	DESCRIPTION	UNIT PRICE	EXTENSION

SEG. 1 / R.D.I. & RESEAL / HYDRAULIC HAMMER

Hammer is leaking from lower piston seals. upon disassembly found that piston/cylinder is out of tolerance, both piston and sleeve are worn at or past minimum diameter. Recommend replace both piston and sleeve and reseal hammer. Both stucci fittings are leaking, recommend replace fittings.

PARTS				
1	4151136	PISTON	3,364.43	3,364.43
1	4197168	SLEEVE AS-PI	1,344.60	1,344.60
1	4391590	COUPLING-QDI Female	297.83	297.83
1	4391591	COUPLING-QDI MALE	280.48	280.48
1	4395015	KIT-SEAL	615.64	615.64
LABOR				
20.00	Labor hours	Shop	182.00	3,640.00
		SEGMENT 1 TOTAL PARTS		5,902.98
		TOTAL LABOR		3,640.00
		SEGMENT TOTAL		9,542.98

SUBTOTAL BEFORE TAXES **9,542.98**

Environmental charge 163.80

Michigan Non-tax Sales to Government and Non-profit Groups 0.00

NET INVOICE INCLUDES PARTS DISCOUNTS: 147.94

Draft quote

Service Dept.
24800 Novi Rd.
Novi, Michigan 48375

REMIT TO: **Michigan CAT**
Dept.# 77576
P.O. BOX 77000
Detroit, Michigan 48277-0576

To view and pay invoices online, go to:
https://secure.billtrust.com/Macallister/ig/signin

Account Number: 10745
CUSTOMER QUOTE

Service Dept.
24800 Novi Rd.
Novi, Michigan 48375
Phone: 248 349 4800

SHIP TO

CITY OF PLYMOUTH
201 S MAIN ST
PLYMOUTH MI 48170

QUOTE NUMBER	REVISION	QUOTE DATE	EXPIRATION DATE	CUSTOMER PO NUMBER	PAGE
64106	1	06/04/2026	07/04/2026		2 OF 2

QUANTITY	ITEM	DESCRIPTION	UNIT PRICE	EXTENSION

Draft quote

The terms and conditions found at www.macallister.com/serviceterms ("Service Terms") are incorporated herein by this reference and apply to the provision of Services by MacAllister (as defined in the Service Terms). Please read carefully. This agreement includes an indemnification clause, a jury waiver, warranty disclaimers, and limitations of liability. By approving the Work Order orally, in writing, or otherwise, accepting or using the Equipment after the Services are performed, or making payment(s) to MacAllister for or related to the Services, Customer agrees to be bound by the Service Terms, even if this form has not been fully executed.

Submitted by: Justin Blandford
Cell: 734-634-2786
Email: JustinBlandford@macallister.com

TOTAL	9,706.78

Customer Signature _____ **Date** _____

RESOLUTION

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

WHEREAS The City of Plymouth maintains a variety of equipment and from time to time the equipment is in need of repairs, and

WHEREAS The Department of Municipal Services needs to have repairs made to the Hydraulic hammer backhoe attachment, and

WHEREAS It is specialized piece of equipment manufactured by CAT and as such, MacAllister CAT of Novi, MI provided a repair quote of $9,706.78 for parts, labor, testing, and warranty.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the repair of the hydraulic hammer backhoe attachment in the amount of $9,706.78 from MacAllister CAT of Novi, MI. Funding for this repair shall be designated from the Equipment Fund.

Administrative Recommendation

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

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

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - 2026 Infrastructure Program - 07-20-26.docx*
Date: July 13, 2026
RE: 2026 Infrastructure Program – Bid Award Construction Phase

Background

The City Commission will recall that, in January, they had previously authorized the design and coordination phases for the proposed improvements on the reconstruction of Joel from Ann Arbor Trail to Sheridan, which includes new water main and storm sewer; new water main that runs along Park Avenue from Holbrook to Hines that will provide water for the Riverside Comfort Station, as well as removal of water main on Plymouth Road; and various road resurfacing projects including portions of: Ann Arbor Trail, Wing, Maple, Harding, Goldsmith, and Evergreen.

The City Commission has also discussed and included the crosswalk at Mill and Liberty in their one-year tasks. While this was not included in the original design estimate from the Engineer, it was bid as an alternate to the Infrastructure Program and is included in the entire program for 2026 in the amount of $52,350.00. The potential water main replacement under railroad crossings, as well as the Hines Ct. sewer improvements are still in the design phase and not part of this authorization currently, but the design work is still continuing. The lead service line replacements will be part of a separate authorization, likely later this summer or early fall.

The City Engineer put our infrastructure projects out to bid in June 2026, and they also submitted permit approvals from the State of Michigan and Wayne County. While we had seven companies register to bid, we only received three bids. For reference, last year, we only received one bid. The lowest bid was from Pro-Line Asphalt, and we are very familiar with this firm as they have completed many complex infrastructure projects for us. They have always performed extremely well and have worked cooperatively with city staff and our engineers. We have been extremely pleased with the work that Pro-Line and their subcontractors have provided the city with for many years.

The City Engineer has provided an outline of each phase of the project, and he is recommending a total authorization for the construction phase of $2,398,570.00. This amount will include a construction contingency of $200,000, which is approximately 10% of the construction bid. The amount also provides for all project inspections, construction administration, construction survey staking, quality control/materials testing and the as built drawings of the project.

The Commission should remember that our infrastructure projects are what are called "unit-based contracts," which means we only pay for what we used on the project, rather than just a project price. Funding

for these projects will come from a variety of sources, including the voter approved Road Bond Issue, Street Funds, Water & Sewer Fund, and other city capital improvement funds.

The City Commission is aware that once we have a preliminary construction schedule, we will begin to set up informational meetings with the residents and businesses. This allows our project team to meet directly with the people who will be most affected by the construction and to allow us to resolve any issues in advance of construction. The Commission will recall that in the past we have had to plan on people moving into or out of the construction area, a wedding, a pool delivery that involved a crane which lifted the pool over the house, medical accommodations for a resident to get out of his house for daily treatment and much more. We have found our citizen meetings to be very helpful for us to know this information ahead of time and to establish two-way communication with our residents, and we have been holding these meetings since 1996. These meetings with our project team also help set the expectations for our residents as to how the construction process will work and who to contact with any issues.

The City Engineer has provided a detailed letter explaining the entire project with additional background information. While we have a lot of "moving parts" of this year's program, with multiple different phases of projects affecting not only the roads, but also water/sewer system improvements. All of these projects fit within the City Commission's five-year strategic plan, and one-year tasks for sustainable infrastructure.

Recommendation:

The City Administration recommends that the City Commission authorize a construction phase unit-based contract to include construction administration, inspection, construction staking, materials testing and as built drawings, and construction contingency for the 2026 Infrastructure Improvement Program, as outlined in the City Engineer's letter of July 13, 2026. The total authorization shall be in the amount of $2,398,570.00. Projects include the following:

- Reconstruction of Joel Street from Ann Arbor Trail to Sheridan, including new water main and storm sewer
- New water main on Park Avenue from South Holbrook to Hines Dr.
- Resurfacing on Ann Arbor Trail from Harvey to Joel
- Resurfacing of Ann Arbor Trail from Mill west to railroad tracks
- Resurfacing on Wing from Deer to Harding
- Resurfacing on Maple from Hamilton to Fairground
- Resurfacing on Wing from Main to Harvey
- Resurfacing on Harding from Wing to Joy
- Resurfacing Goldsmith from Lena to Sheldon
- Resurfacing on Evergreen from Penniman to Sheridan
- ADA-compliant sidewalk ramps at Mill and Liberty
- Construction Contingency of $200,000

We have prepared a proposed Resolution for the City Commission to consider regarding this matter. Should you have any further questions please feel free to contact Adam Gerlach or myself.

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

July 13, 2026

City of Plymouth
201 South Main Street
Plymouth, MI 48170

Attention: Chris Porman
City Manager and Director of Municipal Services

Re: City of Plymouth - 2026 Infrastructure Improvement Program
Base Bid – Joel Reconstruction, Park Avenue Water Main, and Resurfacing of Asphalt Streets
Alternate Bid – Mill and Liberty Crosswalk Enhancements
Letter of Recommendation for Construction Award to Pro-Line Asphalt

Dear Chris Porman:

On Thursday, July 9, 2026, at 2:00 p.m., bids for the 2026 Infrastructure Improvement Program were received and opened. The contract documents called for each bidder to provide a base bid for utility and road reconstruction work on Joel Street between Sheridan and Ann Arbor Trail, new water main on Park Avenue, and multiple street resurfacing projects. The contract documents also requested an alternate bid for crosswalk and ADA upgrades at the intersection of Mill and Liberty.

There were seven companies that registered as "Prime" bidders on the QuestCDN online platform that was used to advertise and receive bids for this project. Three bids were submitted and received. A summary of the three bids that were received is provided below.

Bids Received (Base, Alternate, Total)			
Pro-Line Asphalt Paving Corporation	$1,939,920	$52,350	$1,992,270
Major Contracting	$2,203,280	$46,780	$2,250,060
Major Construction	$2,245,800	$43,030	$2,288,830

Wade Trim's opinion of probable construction cost (i.e., engineer's estimate) for the base bid alone was $2,430,296. This amount was estimated using unit prices from 2025 plus a ten percent contingency. We estimated that the crosswalk and ADA improvements would be approximately $50,000. All three bids received were lower than our engineer's estimate. The attached bid tabulation compares the bid prices received per line item of work versus our engineer's estimate. While the bid tabulation can be used as a direct comparison of the individual line items, the bid tabulation is also used to check the bids received for numerical correctness.

As mentioned above, the base bid includes the following items as approved by the City Commission for preliminary engineering in January 2026:

1. Reconstruction of Joel Street from Ann Arbor Trail to Sheridan, including new water main and some new storm sewer to help improve drainage on this block.
2. New water main on Park Avenue from South Holbrook (extended) to Hines Drive. This project is step one in making upgrades to the water supply for the Riverside Comfort Station on Hines Drive.
3. Resurfacing of Ann Arbor Trail from the intersection at Harvey to Joel.

4. Resurfacing of Ann Arbor Trail from the intersection at Mill/Lilley west to the railroad tracks.
5. Resurfacing of Wing from Deer to Harding.
6. Resurfacing of Maple from Hamilton to the fairground.
7. Resurfacing of Wing from Main to Harvey (these funds may be switched to cover another area).
8. Resurfacing of Harding from Wing to Joy, as well as Joy east of Harding to mid-block.
9. Resurfacing of Goldsmith from Lena to Sheldon.
10. Resurfacing of Evergreen from Penniman to Sheridan.

The alternate bid includes new ADA-compliant sidewalk ramps at all four corners of the Mill and Liberty intersection, plus enhanced crosswalk pavement markings across Mill Street. Since Mill Street is owned and maintained by Wayne County, this project was bid as an alternate from the base bid for consideration by the City Commission. Over the past several months, Wade Trim has assisted the City in applying for a permit from Wayne County for the crosswalk improvements at this intersection.

BACKGROUND AND PRELIMINARY PROGRAM DESCRIPTION

In January 2026, the City Commission authorized Wade Trim to begin preliminary design engineering services on the 2026 Infrastructure Improvement Program.

Design work has been ongoing on this project since the authorization was provided by the City. We , completed a topographic survey of Joel Street and Park Avenue. With the help of our subconsultant, SME, we gathered soil borings and pavement cores and geotechnical information in order to understand the local ground conditions at each new water main location. We designed new water main for Joel and Park and assisted the City in applying for the appropriate Act 399 Water System Construction Permit from the State of Michigan Department of Environment, Great Lakes, and Energy (EGLE). The Water Main Permit is expected to be issued in the next week or so. We also submitted plans to the Wayne County Department of Public Services for a permit to place the new water main on Park Avenue, as this roadway is under the County's jurisdiction. In cooperation with the City, we identified several asphalt streets for resurfacing, continuing the preventive maintenance program that the City started a few years ago. The current low bid includes approximately $600,000 in preventative maintenance work in the form of street resurfacing. The final design plans were advertised and made available for public bidding on June 16, 2026. As mentioned above, the bids were received on July 9, 2026.

The design for the Mill Street and Liberty crosswalk improvements was completed under a separate conversations and authorization from the prior City Manager's office. The design and permitting work started in the fall of 2025 and concluded with a County Permit in the spring of 2026. Following recent conversations with you, we were encouraged to include this potential project as an alternate as part of the 2026 Infrastructure Program.

PUBLIC INFORMATION MEETING

Wade Trim will work with the City to schedule a public information meeting for residents and businesses that will be affected by the upcoming construction. The meeting will occur once we have confirmed the sequence of construction and the anticipated timing of each project at the pre-construction meeting.

ANTICIPATED PROJECT SCHEDULE

We have requested a preliminary construction schedule from Pro-Line Asphalt. They have verbally indicated that they can start work immediately following the notice to proceed.

Following an anticipated City Commission award of this project, we will work with the contractor and City to get the contract books reviewed and signed. Concurrently, we will establish and set a date for the pre-construction meeting. At this time, we envision that some work may start as soon as the last full week of July. This will give our team time to get the contract documents executed by both parties and public information meetings scheduled and completed.

The bid included an estimate of 100 (8-hour) working days for completion. Pro-Line has indicated that they are able to complete all work this fall (August through early November). We will share their more detailed schedule once it has been provided.

The contract documents call for the substantial completion of the work by October 31, 2026, and final completion by November 13, 2026. Typically, the contract will be kept open and extended until May of the following year (i.e., 2027), so that we can verify that all restoration has been completed satisfactorily.

PROPOSED 2026 CONSTRUCTION PROGRAM SUMMARY

The low bid received from Pro-Line covers all specific and general items of work identified on the plans prepared by our office, including installation of new water gate valves, new water services, new storm sewer, road reconstruction, and asphalt road resurfacing in several areas throughout the City, plus the alternate work to improve the crosswalks and ADA compliance at Mill and Liberty.

Our recommendation below includes awarding the low base bid and alternate bid to Pro-Line Asphalt Paving. A detailed breakdown of the entire program, including cost estimates for construction engineering, construction inspection, construction layout and staking, and materials testing/quality control, along with our recommended construction contingency is provided on the following page.

Description	Amount
Pro-Line Asphalt Construction Base Bid	$1,851,920
Pro-Line Asphalt Alternate Bid	$52,350
Inspection Base Bid (110 days at $880/day)	$88,000
Construction Bid Received	**$1,992,270**
Allowance for Construction Administration/Engineering (+/-7%)	$140,000
Allowance for Record Drawings	$7,500
Inspection Allowance for Alternate at Mill/Liberty (10 days at $880/day)	$8,800
Allowance for QA/QC and Materials Testing (+/- 2%)	$50,000
Engineering Allowance	**$206,300**
Recommended Construction Contingency (+/-10%)	**$200,000**
Proposed Construction Phase Total	**$2,398,570**

RECOMMENDATION

Based on the above information, we recommend the City award the 2026 Infrastructure Improvement Program project to Pro-Line Asphalt for a total contract value of **$1,992,270** (base plus alternate bid) and authorize the City Administration to sign the contract. Please note that this is a unit price contract, and the final amount will be based on the actual amount of work completed at the unit prices received in the direct bid.

In addition, we recommend the City approve the total estimated construction phase cost of **$2,398,570**, including construction administration/engineering, construction inspection, materials testing, and record drawing preparation along with a ten percent construction contingency for the 2026 Infrastructure Improvement Program.

PRO-LINE ASPHALT'S TEAM

Pro-Line Asphalt will be using the same core team of subcontractors that have completed work in prior years. We are confident in their team's ability to safely complete the water main, storm sewer, and road reconstruction and resurfacing work. The underground water main, storm sewer, and any required sanitary repairs (if necessary) will be completed by CI Contracting, Inc. The concrete flatwork and curb and gutter will be completed by GM & Sons. CI and GM & Sons have performed quality work for the City on many of the City's Infrastructure Improvement Programs. Old Village Landscaping has been retained to complete the restoration work. We are pleased that Pro-Line has been able to bring a consistent and experienced team together again for this year's program. Pro-Line Asphalt has performed work for the City since 2004, and we are very confident their ability to complete the work on this project.

WADE TRIM CONSTRUCTION PHASE SERVICES

Wade Trim will continue to assist the City DMS team and provide contract administration, construction engineering, staking and layout (as required), and quality control and materials testing (using SME as our subconsultant) during the project.

The contractor has estimated a total of 100 inspection days (8-hour days) to complete the work on the base bid. We have estimated another 10 days (8-hour days) for the crosswalk enhancements at Mill and Liberty. Wade Trim will provide full-time construction inspection and prepare a daily inspection report for each day that construction activity occurs. At the conclusion of the project, we will prepare record drawings that are based on actual field measurements of the work that has been completed.

As always, our team's actual effort will be billed monthly in accordance with the actual hours worked and our current 2026 Rate Schedule. If extra work is required beyond the scope of this proposal, we will notify the Deputy Director of Municipal Services and the City Manager immediately and provide an estimate for any additional work at that time.

We hope this letter is helpful to the City Commission and the City Administration. It is my goal to be at the meeting, however, if anyone has any questions in advance of the meeting, please do not hesitate to call me anytime on my cell at 313.363.1434. We appreciate the opportunity to help the City with the 2026 Infrastructure Improvement Program.

Very truly yours,

Wade Trim Associates, Inc.



Shawn W. Keough, PE
Senior Vice President

SWK:jlb
PLY 2131-01T
20260713_Porman-Ltr of Recommendation.docx

cc: Abigail Gazvoda, Deputy Finance Director/Treasurer, City of Plymouth
Adam Gerlach, Deputy Director of Public Utilities, City of Plymouth

Plymouth 2026 Infrastructure Improvement Project
Owner: Wade Trim, Taylor, MI
Solicitor: Wade Trim, Taylor, MI
07/09/2026 2:00 AM EDT
Section Title

Line Item	Item Code	Item Description	UofM	Quantity	Engineer's Estimate		Proline Asphalt		Major Contracting Group		Major Construction Group	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid												
1	015000	Mobilization 5% Max	LS	1	$148,000.00	$148,000.00	$95,000.00	$95,000.00	$110,000.00	$110,000.00	$100,000.00	$100,000.00
2	015000	Traffic Maintenance and Control	LS	1	$100,000.00	$100,000.00	$200,000.00	$200,000.00	$35,134.75	$35,134.75	$100,000.00	$100,000.00
3	015000	Audio Video Route Survey	LS	1	$2,500.00	$2,500.00	$5,000.00	$5,000.00	$1,575.00	$1,575.00	$9,000.00	$9,000.00
4	015000	Minor Traffic Devices	LS	1	$100,000.00	$100,000.00	$200,000.00	$200,000.00	$52,000.00	$52,000.00	$100,000.00	$100,000.00
5	015000	Inspector Days	Days		$880.00	$0.00	$100.00	$88,000.00	$80.00	$70,400.00	$100.00	$88,000.00
6	015000	Sign, Type B, Temp, Prismatic, Furn	SF	300	$7.00	$2,100.00	$6.00	$1,800.00	$6.00	$1,800.00	$7.00	$2,100.00
7	015000	Sign, Type B, Temp, Prismatic, Oper	SF	300	$1.00	$300.00	$1.00	$300.00	$0.01	$3.00	$2.00	$600.00
8	015000	Sign, Type B, Temp, Prismatic, Special, Furn	SF	100	$13.00	$1,300.00	$12.00	$1,200.00	$12.00	$1,200.00	$13.00	$1,300.00
9	015000	Sign, Type B, Temp, Prismatic, Special, Oper	SF	100	$1.00	$100.00	$1.00	$100.00	$0.01	$1.00	$2.00	$200.00
10	015000	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	EACH	25	$100.00	$2,500.00	$95.00	$2,375.00	$95.00	$2,375.00	$90.00	$2,250.00
11	015000	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	EACH	25	$1.00	$25.00	$1.00	$25.00	$0.01	$0.25	$30.00	$750.00
12	015000	Plastic Drum, Fluorescent, Furn	EACH	100	$30.00	$3,000.00	$29.00	$2,900.00	$29.00	$2,900.00	$42.00	$4,200.00
13	015000	Plastic Drum, Fluorescent, Oper	EACH	100	$1.00	$100.00	$1.00	$100.00	$0.01	$1.00	$2.00	$200.00
14	018000	Pavement Excavation	CY	1,400	$60.00	$84,000.00	$40.00	$56,000.00	$56.00	$78,400.00	$80.00	$112,000.00
14A	018900	Concrete Curbs nd Gutter, Remove	LF	600	$50.00	$30,000.00	$40.00	$24,000.00	$12.00	$7,200.00	$10.00	$6,000.00
15	018900	Cold Milling Bituminous Pavement - 2-Inch	SY	17,000	$9.00	$153,000.00	$6.00	$102,000.00	$5.00	$85,000.00	$6.75	$114,750.00
16	018900	Pavement for Butt Joint Remove	SY	2,000	$60.00	$120,000.00	$0.01	$20.00	$10.00	$20,000.00	$36.00	$72,000.00
17	018900	Concrete Drives and Sidewalks, Remove	SF	1,500	$4.00	$6,000.00	$6.00	$9,000.00	$3.75	$5,625.00	$3.00	$4,500.00
18	018900	Gate Valve and Well, Remove	EACH	1	$1,300.00	$1,300.00	$1,000.00	$1,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00
19	018900	Fire Hydrant, Rem	EACH	1	$800.00	$800.00	$1,000.00	$1,000.00	$1,200.00	$1,200.00	$3,000.00	$3,000.00
20	018900	Clearing and Grubbing	STA	8	$1,500.00	$12,000.00	$3,500.00	$28,000.00	$1,500.00	$12,000.00	$1,000.00	$8,000.00
20A	018900	Tree Trimming	STA	8	$800.00	$6,400.00	$1,500.00	$12,000.00	$1,000.00	$8,000.00	$650.00	$5,200.00
20B	018900	Tree Remove, 6-12 Inch	EACH	2	$1,000.00	$2,000.00	$500.00	$1,000.00	$300.00	$600.00	$500.00	$1,000.00
20C	018900	Tree Remove, 12-24 Inch	EACH	2	$2,500.00	$5,000.00	$1,500.00	$3,000.00	$1,200.00	$2,400.00	$1,400.00	$2,800.00
21	015713	Inlet Filter	EACH	50	$150.00	$7,500.00	$200.00	$10,000.00	$150.00	$7,500.00	$95.00	$4,750.00
22	331400	Water Main, 8-inch, D.I., Trench "B"	LF	1,100	$140.00	$154,000.00	$145.00	$159,500.00	$284.00	$312,400.00	$205.00	$225,500.00
23	331400	Water Main, 12-inch, D.I., Trench "B"	LF	125	$160.00	$20,000.00	$180.00	$22,500.00	$398.00	$49,750.00	$295.00	$36,875.00
24	331400	Water Main, Abandon with Flowable Fill	CY	4	$115.00	$460.00	$1,500.00	$6,000.00	$1,250.00	$5,000.00	$800.00	$3,200.00
25	331400	Gate Valve and Well, 8-inch	EACH	3	$6,000.00	$18,000.00	$10,000.00	$30,000.00	$15,000.00	$45,000.00	$12,000.00	$36,000.00
26	331400	Water Service, 1-inch, Type K Copper, Long	EACH	4	$2,700.00	$10,800.00	$3,000.00	$12,000.00	$5,900.00	$23,600.00	$6,500.00	$26,000.00
27	331400	Water Service, 1-inch, Type K Copper, Short	EACH	3	$1,600.00	$4,800.00	$2,000.00	$6,000.00	$4,500.00	$13,500.00	$4,500.00	$13,500.00
28	331400	Fire Hydrant Assembly	EACH	3	$9,000.00	$27,000.00	$10,000.00	$30,000.00	$14,000.00	$42,000.00	$7,500.00	$22,500.00
29	331400	Curb Stop and Box, 1-Inch	EACH	7	$700.00	$4,900.00	$1,000.00	$7,000.00	$1,250.00	$8,750.00	$1,500.00	$10,500.00
30	331400	Connect Exist. 6" Water Main w/ 8" X 6" Reducer	EACH	1	$6,700.00	$6,700.00	$7,500.00	$7,500.00	$11,500.00	$11,500.00	$6,000.00	$6,000.00
31	331400	Connect Exist. 8" Water Main w/ 12" X 8" Reducer	EACH	1	$6,700.00	$6,700.00	$8,500.00	$8,500.00	$11,500.00	$11,500.00	$7,000.00	$7,000.00
32	331400	Connect Exist. 8" Water Main w/ 8" 45 Degree Bend	EACH	1	$6,700.00	$6,700.00	$9,000.00	$9,000.00	$11,000.00	$11,000.00	$5,500.00	$5,500.00
33	331400	Connect Exist. 8" Water Main w/ 8" Tee	EACH	2	$6,700.00	$13,400.00	$7,500.00	$15,000.00	$11,000.00	$22,000.00	$6,500.00	$13,000.00
34	331400	Lead Service Replacement	EACH	7	$1,800.00	$12,600.00	$5,000.00	$35,000.00	$5,600.00	$39,200.00	$6,250.00	$43,750.00
35	334100	Adjust Structure	EACH	40	$950.00	$38,000.00	$500.00	$20,000.00	$1,500.00	$60,000.00	$750.00	$30,000.00
36	334100	Reconstruct Structure	VF	80	$60.00	$4,800.00	$100.00	$8,000.00	$550.00	$44,000.00	$70.00	$5,600.00
37	334100	Remove and Replace Frame and Cover	LB	12,000	$2.80	$33,600.00	$1.00	$12,000.00	$2.50	$30,000.00	$4.00	$48,000.00
38	334100	12-Inch Storm Sewer, C-76. Cl IV RCP, Trench B	LF	60	$360.00	$21,600.00	$400.00	$24,000.00	$160.00	$9,600.00	$135.00	$8,100.00
39	334100	Underdrain, 6-inch W/ Geotextile Fabric Wrap	LF	500	$18.00	$9,000.00	$20.00	$10,000.00	$31.00	$15,500.00	$30.00	$15,000.00
40	334100	Standard Storm Catch Basin-4' DIA	EACH	1	$5,000.00	$5,000.00	$7,500.00	$7,500.00	$5,750.00	$5,750.00	$5,500.00	$5,500.00
41	334100	Build Standard CB Over Existing Sewer - 4' DIA	EACH	1	$5,000.00	$5,000.00	$9,500.00	$9,500.00	$7,000.00	$7,000.00	$7,500.00	$7,500.00
42	334100	Standard Storm Inlet - 2' DIA	EACH	1	$4,000.00	$4,000.00	$4,500.00	$4,500.00	$4,750.00	$4,750.00	$3,500.00	$3,500.00
43	334100	Standard Storm Manhole - 4' DIA	EACH	1	$5,000.00	$5,000.00	$7,500.00	$7,500.00	$6,000.00	$6,000.00	$5,500.00	$5,500.00
44	311123	Subgrade Undercut and 21AA Aggregate Backfill	CY	25	$70.00	$1,750.00	$140.00	$3,500.00	$125.00	$3,125.00	$90.00	$2,250.00
45	321123	Aggregate Base Course, 21AA	TON	2,000	$50.00	$100,000.00	$20.00	$40,000.00	$72.00	$144,000.00	$55.00	$110,000.00
46	321315	Drive and Sidewalk, Concrete, 6-Inch	SF	200	$8.00	$1,600.00	$9.00	$1,800.00	$12.00	$2,400.00	$12.00	$2,400.00
47	321216	Bituminous Pavement, Wearing Course, 1300T	TON	2,500	$150.00	$375,000.00	$155.00	$387,500.00	$148.50	$371,250.00	$155.00	$387,500.00
48	321216	Bituminous Pavement, Leveling Course, 3C	TON	40	$125.00	$5,000.00	$300.00	$12,000.00	$175.00	$7,000.00	$155.00	$6,200.00
48A	321216	Hand Patching, 3C	TON	40	$400.00	$16,000.00	$500.00	$20,000.00	$200.00	$8,000.00	$300.00	$12,000.00
48B	321216	Asphalt Base Repair	SY	3,500	$50.00	$175,000.00	$4.00	$14,000.00	$32.75	$114,625.00	$45.00	$157,500.00
49	321313	7-Inch Plain Concrete Pavement W/ Integral Curb	SY	1,000	$90.00	$90,000.00	$68.00	$68,000.00	$102.00	$102,000.00	$117.00	$117,000.00
50	321500	22A Aggregate Surface Course, 2 Inch	SY	2,000	$70.00	$140,000.00	$1.00	$2,000.00	$14.50	$29,000.00	$18.00	$36,000.00
51	321500	Aggregate Shoulder, 23A	SY	1,000	$50.00	$50,000.00	$20.00	$20,000.00	$30.00	$30,000.00	$18.00	$18,000.00
52	321216	Butt Joints	SY	125	$1.00	$125.00	$100.00	$12,500.00	$10.00	$1,250.00	$9.00	$1,125.00

Plymouth 2026 Infrastructure Improvement Project
Owner: Wade Trim, Taylor, MI
Solicitor: Wade Trim, Taylor, MI
07/09/2026 2:00 AM EDT
Section Title

Line Item	Item Code	Item Description	UofM	Quantity	Engineer's Estimate		Proline Asphalt		Major Contracting Group		Major Construction Group	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
53	321315	Sidewalk, Concrete, 4-inch	SF	1,100	$6.50	$7,150.00	$8.00	$8,800.00	$10.00	$11,000.00	$10.00	$11,000.00
54	321315	Sidewalk Ramp, Concrete, 6-inch	SF	50	$17.00	$850.00	$20.00	$1,000.00	$14.00	$700.00	$14.00	$700.00
55	321723	Pavement Marking, Thermoplastic, 4-Inch Yellow	LF	700	$4.00	$2,800.00	$5.00	$3,500.00	$3.50	$2,450.00	$2.00	$1,400.00
56	321723	Pavement Marking, Thermoplastic, Slow 25 MPH Symbol	EACH	1	$400.00	$400.00	$1,000.00	$1,000.00	$750.00	$750.00	$425.00	$425.00
57	321723	Pavement Marking, Thermoplastic, Left Turn Arrow Symbol	EACH	1	$400.00	$400.00	$500.00	$500.00	$285.00	$285.00	$425.00	$425.00
57A	321723	Pavement Marking, Thermoplastic, 12-Inch Crosswalk	LF	750	$4.00	$3,000.00	$10.00	$7,500.00	$7.50	$5,625.00	$6.50	$4,875.00
57B	321723	Pavement Marking, Thermoplastic, 24-Inch Stop Bar	LF	100	$8.00	$800.00	$20.00	$2,000.00	$15.95	$1,595.00	$11.00	$1,100.00
58	321313	Concrete Curb and Gutter, Straight Curb	LF	100	$27.00	$2,700.00	$50.00	$5,000.00	$56.00	$5,600.00	$45.00	$4,500.00
59	329223	Restoration with 3-inches Topsoil and Nursery Sod	SY	1,000	$12.00	$12,000.00	$15.00	$15,000.00	$47.56	$47,560.00	$24.00	$24,000.00
59A	329223	Restoration with 3-inches Topsoil, Seed, and Mulch	SY	1,500	$8.00	$12,000.00	$10.00	$15,000.00	$15.00	$22,500.00	$7.25	$10,875.00
60	015000	Sprinkler Allowance	LS	1	$10,000.00	$10,000.00	$1,000.00	$1,000.00	$5,000.00	$5,000.00	$12,500.00	$12,500.00
61	321723	Pavement Marking, Thermoplastic, 4-Inch, White	LF	700	$4.00	$2,800.00	$5.00	$3,500.00	$3.50	$2,450.00	$2.00	$1,400.00
					Base Bid Subtotal	**$2,209,360.00**	**Base Bid Total**	**$1,939,920.00**	**Base Bid Total**	**$2,203,280.00**	**Base Bid Total**	**$2,745,800.00**
					10% Contingency	**$220,936.00**						
					Base Bid Total	**$2,430,296.00**						

Plymouth 2026 Infrastructure Improvement Project
Owner: Wade Trim, Taylor, MI
Solicitor: Wade Trim, Taylor, MI
07/09/2026 2:00 AM EDT
Section Title

Line Item Bid Alternate	Item Code	Item Description	UofM	Quantity	Engineer's Estimate		Proline Asphalt		Major Contracting Group		Major Construction Group	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
62	018900	Concrete Drives and Sidewalks, Remove	SF	700	$4.00	$2,800.00	$6.00	$4,200.00	$3.75	$2,625.00	$3.00	$2,100.00
63	321313	Brick Paver Remove and Re-Install	SF	200	$50.00	$10,000.00	$30.00	$6,000.00	$42.00	$8,400.00	$50.00	$10,000.00
64	015713	Inlet Filter	EACH	1	$150.00	$150.00	$500.00	$500.00	$150.00	$150.00	$95.00	$95.00
65	018900	Concrete Curb and Gutter, Remove	LF	125	$50.00	$6,250.00	$40.00	$5,000.00	$16.00	$2,000.00	$10.00	$1,250.00
66	334100	Adjust Structure	EACH	1	$950.00	$950.00	$1,500.00	$1,500.00	$1,800.00	$1,800.00	$750.00	$750.00
67	334100	Reconstruct Structure	VF	2	$60.00	$120.00	$500.00	$1,000.00	$550.00	$1,100.00	$70.00	$140.00
68	321216	Hand Patch, 3C	TON	5	$400.00	$2,000.00	$1,000.00	$5,000.00	$200.00	$1,000.00	$300.00	$1,500.00
69	321313	Concrete Curb and Gutter, Match Existing	LF	125	$27.00	$3,375.00	$50.00	$6,250.00	$70.00	$8,750.00	$45.00	$5,625.00
70	321313	Sidewalk, Concrete, 4-inch	SF	500	$6.50	$3,250.00	$8.00	$4,000.00	$11.00	$5,500.00	$10.00	$5,000.00
71	321313	Sidewalk Ramp, Concrete, 6-inch	SF	200	$17.00	$3,400.00	$20.00	$4,000.00	$14.00	$2,800.00	$14.00	$2,800.00
72	321723	Pavement Marking, Thermoplastic, 12-Inch Crosswalk	LF	1,000	$4.00	$4,000.00	$10.00	$10,000.00	$7.50	$7,500.00	$6.75	$6,750.00
73	329223	Restoration with 3-inches Topsoil and Nursery Sod	SY	50	$12.00	$600.00	$30.00	$1,500.00	$47.50	$2,375.00	$28.00	$1,400.00
74	055000	Sign Type IIB	SF	64	$80.00	$5,120.00	$30.00	$1,920.00	$25.00	$1,600.00	$60.00	$3,840.00
75	055000	Sign Type IIIB	SF	16	$80.00	$1,280.00	$30.00	$480.00	$25.00	$400.00	$70.00	$1,120.00
76	055000	Sign Post, 3 LB	EACH	4	$100.00	$400.00	$250.00	$1,000.00	$195.00	$780.00	$165.00	$660.00
					Bid Alternate Subtotal	$43,695.00	**Bid Alternate Total**	$57,350.00	**Bid Alternate Total**	$46,780.00	**Bid Alternate Total**	$43,030.00
					10% Contingency	$4,369.50						
					Bid Alternate Total	$48,064.50						
					Total Project Cost	$2,478,360.56	**Total Project Cost**	$1,992,270.00	**Total Project Cost**	$2,250,060.00	**Total Project Cost**	$2,288,830.00

RESOLUTION

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

WHEREAS The City of Plymouth operates a roadway system and water & sewer systems to Help to maintain public health, safety, welfare and leisure activities of The community; and

WHEREAS The City of Plymouth has adopted a Strategic Plan which calls for sustainable infrastructure improvement; and

WHEREAS The voters approved a road bond for the improvement of our streets and the City Commission has authorized additional funding from other funds to Complete capital improvement projects; and

WHEREAS The City Commission has already approved the design phase of an Infrastructure Improvement program for all of the 2026 Infrastructure Projects and the City Administration, along with the City Engineer did put these projects out to bid and The low bidder is Pro-Line Asphalt.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a unit-based contract for the 2026 infrastructure programs, to be inclusive of the streets identified by the City Engineer, as well as improvements to the city water/sewer system, storm sewer improvements. The projects for the 2026 Infrastructure Program are identified as follows:

- Reconstruction of Joel Street from Ann Arbor Trail to Sheridan, including new water main and storm sewer
- New water main on Park Avenue from South Holbrook to Hines Dr.
- Resurfacing on Ann Arbor Trail from Harvey to Joel
- Resurfacing of Ann Arbor Trail from Mill west to railroad tracks
- Resurfacing on Wing from Deer to Harding
- Resurfacing on Maple from Hamilton to Fairground
- Resurfacing on Wing from Main to Harvey
- Resurfacing on Harding from Wing to Joy
- Resurfacing Goldsmith from Lena to Sheldon
- Resurfacing on Evergreen from Penniman to Sheridan
- ADA-compliant sidewalk ramps at Mill and Liberty

BE IT FURTHER RESOLVED THAT the entire scope of the projects in the 2026 Infrastructure Programs, including construction, construction administration, inspection, construction staking, materials testing and as built drawings, and construction contingency for the 2026 Infrastructure Improvement Program, as outlined in the City Engineer's letter of July 13, 2026. The total authorization shall be in the amount of $2,398,570.00. This amount includes a contract with Pro-Line Asphalt in the amount of $1,992,270 and engineering services with Wade Trim in the amount of $206,300. In addition, the City Commission authorizes a construction contingency of $200,000.

Administrative Recommendation

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

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

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - Engineering Services - Main and Union Crossing Evaluation - 07-20-26.docx*
Date: July 13, 2026
RE: Authorization for Engineering Services – Main & Union Crossing Evaluation

Background

The City Commission identified "Explore crosswalk enhancements...at Main & Union" in their one-year tasks of Goal Area One – Sustainable Infrastructure as part of their Strategic Plan. There is currently no pedestrian crossing at that intersection, with the nearest signalized crossings being at Main Street & Church and Main Street & Mill Street respectively.

The Department of Municipal Services has engaged with the City Engineer to provide a proposal to review this section of Main Street and provide recommendations on potential solutions. Once traffic counts and turning movements, as well as crash analysis, etc. have been conducted, the Engineer can look at possible treatments and present them back to the city. The Engineer has provided a proposal in the amount not to exceed $15,000 for the evaluation, analysis, and recommendations. Should the City Commission accept and approve the proposal and ultimately accept and move forward with the recommendation(s), we would look at the timing and possibly add to the 2026 Infrastructure project.

It should be noted that the Main Street & Hartsough intersection was identified in the same one-year task; however, there is a mid-block crossing located there, so more discussion will be need to provide the Engineer with some direction on what the Commission is looking for at that intersection. Due to the intersection already having a treatment, additional evaluation could be covered under general Engineering services.

Recommendation

The City Administration recommends that the City Commission consider the proposal for professional engineering services for the Main Street and Union non-motorized crossing evaluation in the amount not to exceed $15,000. Following the evaluation, the Engineer would provide recommendations that the City Commission could provide further direction on.

. We have prepared a proposed Resolution for the City Commission to consider this matter.

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

July 13, 2026

City of Plymouth
Manager's Office
201 South Main Street
Plymouth, MI 48170

Attention: Chris Porman, City Manager

Re: Main Street Non-Motorized Crossing Evaluation at Union
Proposal for Professional Engineering Services

Dear Chris:

Thank you for the opportunity to prepare this proposal to conduct an analysis and evaluate the viability of whether to add a mid-block crossing along Main Street, in the vicinity of Union Street, The City of Plymouth has requested that Wade Trim review crossing needs for pedestrians and bicyclists in this vicinity and, if a mid-block crossing is recommended, to also determine the appropriate crossing treatment type. The purpose of the analysis is to make sure the non-motorized accommodations are placed in accordance with current standards, that they appropriately address the needs of the users, and provide for the safe and efficient movement of vehicles and non-motorized traffic.

The City of Plymouth is pursuing a Non-Motorized Crossing Evaluation for the feasibility and potential addition of a mid-block crosswalk in the area near Union Street. Currently, there is a crosswalk at Church Street, which is signalized intersection, to the south of the study area and a crosswalk at Mill Street to the north, which is also a signalized intersection. Turning movement counts will be collected for vehicles, as well as pedestrian and bicycle counts at one or more locations within the study area. Additional field observations of pedestrian travel use will be conducted as necessary. Since authorization for this study is likely to be given during summer when school is not in session, traffic and pedestrian counts are proposed to be collected for a 72-hour period to capture the peak travel during weekday and weekend periods through a subconsultant, Quality Counts. Field reviews and data collection will be scheduled to be completed in summer during nice weather when there are typically more people walking and biking. A crash analysis will also be conducted for the entire study area with a focus on those crashes involving pedestrians and bicycles, which will assist in determining non-motorized needs and improvements on the corridor, as well as determining any safety concerns.

The non-motorized crossing analysis will be conducted to determine the feasibility of a mid-block crossing on Main Street in the vicinity of Union Street and, if so, the appropriate treatment and location using guidance as outlined in the *MMUTCD, NCHRP Report 562 Improving Pedestrian Safety at Unsignalized Crossings; American Association of State Highway and Transportation Officials (AASHTO), 2011 Edition;* and the Michigan Department of Transportation *Traffic Safety Effects of Marked Versus Unmarked Crosswalks at Uncontrolled Locations*. Other pedestrian safety enhancements will be evaluated at this location, including a Road Diet Study to determine whether the existing four-lane section on Main Street north of Church can be right-sized to accommodate existing traffic conditions. Lane reductions provide more favorable non-motorized crossing conditions as travel speeds are typically reduced, as there are less travel lanes to cross, and it removes the multiple-threat crash potential that is present on a multi-lane road.

The Annual Average Daily Traffic (AADT) for Main Street was 8,404 vehicles per day in 2021 (Main Street south of Ann Arbor Trail). Obtaining a more current AADT in the study area will be part of the data collection, and a Road Diet Study will be included in this scope of work. If AADT shows current traffic volumes are still below the 20,000 vehicle per day threshold for road reconfiguration, it is likely that traffic modeling will find that a reasonable level of service will be maintained through the road segment. This includes the development of traffic modeling using the software package Synchro 12 to evaluate and determine the impact of road reconfiguration on delay.

The results of the crossing study will be provided to the City of Plymouth as a technical memorandum describing the methodology, analyses, findings, and recommendations of the final crossing treatment. All options for improving pedestrian movements across Main Street will be covered in the technical memorandum for discussion with the City.

We propose to provide the above services for an estimated Lump Sum Fee of **$15,000**. Design and preparation of construction plans are not included in this scope of work and can be added for an additional fee after completion of the study, if there is a recommendation that the City wants to implement.

We look forward to continuing to work with the City of Plymouth to evaluate and improve City-wide infrastructure needs.

If you have any questions regarding the above or wish to make changes to the projected scope, please contact us at 734.947.9700.

Very truly yours,

Wade Trim Associates, Inc.

Shawn W. Keough, PE
Senior Vice President

Lori Pawlik, PE
Senior Traffic Engineer

SWK:LP:jlb
BDXPLY
20260713_PORMAN-LTR.DOCX

cc: Adam Gerlach, Deputy Director of Municipal Services

RESOLUTION

The following Resolution was offered by _____and seconded by _____

WHEREAS The City of Plymouth maintains a wide range of infrastructure to help protect and preserve The public health, safety, and welfare, and

WHEREAS The City Commission identified the intersection of Main & Union as an area in need of evaluation for non-motorized crossing, and

WHEREAS The City of Plymouth engaged the City Engineer to provide a proposal for Engineering Services for the evaluation of Main Street at Union, and

WHEREAS The City Engineer provided a proposal for professional engineering services for the Main Street non-motorized crossing evaluation.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize Wade Trim to provide professional engineering services for Main Street non-motorized crossing evaluation as outlined in the Engineer's letter dated July 13, 2026, in the amount not to exceed $15,00.00.