



# Plymouth City Commission

## Regular Meeting Agenda

Monday, June 2, 2025 7:00 p.m.  
Plymouth City Hall & Online Zoom Webinar

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

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

Join Zoom Webinar: June 2 <https://us02web.zoom.us/j/87967450497>

Passcode:042965

Webinar ID: 879 6745 0497

### 1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Proclamation

### 2. APPROVAL OF MINUTES

- a. May 19, 2025 City Commission Regular Meeting Minutes

### 3. APPROVAL OF THE AGENDA

### 4. ENACTMENT OF THE CONSENT AGENDA

- a. Special Event: Buckley Picnic – 6/21/2025

### 5. CITIZEN COMMENTS

### 6. COMMISSION COMMENTS

### 7. OLD BUSINESS

- a. PUBLIC HEARING – Old Village Corridor Improvement /Tax Increment Finance District
- b. PUBLIC HEARING – 2025 – 26 Fiscal Year Budget

### 8. NEW BUSINESS

- a. Authorization to Hire DMS
- b. Confirmation of Emergency Repairs to Vactor Truck
- c. Waste & Recycling Rates 2025-26
- d. Non-Profit Recognition – Plymouth OVA
- e. City Commission Summer Meetings in the Park
- f. Grant Application Resolution of Support
- g. Designated Depositories Fiscal Year 2025-26
- h. Delinquent Charges on the Tax Roll Summer 2025
- i. 2025 Infrastructure Program – Bid Award Construction Phase
- j. Proposed Water & Sewer Rates 2025-26

### 9. REPORTS AND CORRESPONDENCE

- a. Liaison Reports
- b. Appointments

### 10. ADJOURNMENT

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

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

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

## City of Plymouth Strategic Plan 2022-2026

### GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

#### OBJECTIVES

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

### GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

#### OBJECTIVES

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

### GOAL AREA THREE - COMMUNITY CONNECTIVITY

#### OBJECTIVES

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

### GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

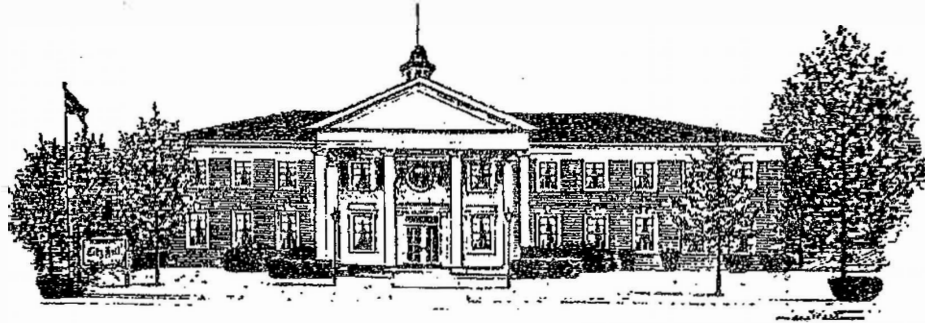
#### OBJECTIVES

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

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

-Plymouth Mayor Joe Bida

November 1977



## Proclamation

Whereas, cities across the nation, including Plymouth, are working to end senseless gun violence with evidence-based solutions, and

Whereas, elected officials and law enforcement officers, in partnership with local violence intervention resources, know their communities best, and are best positioned to understand how to keep their citizens safe, and,

Whereas, In an effort to help to keep guns safe in our community, the City Police Department has a policy to hand out free gun locks to anyone who asks, and

Whereas, citizens can wear orange on Friday, June 6<sup>th</sup> as a part of a national effort to show their support for gun safety and responsible gun ownership.

Whereas, we renew our commitment to reduce gun violence and encourage responsible gun ownership to help keep our families and communities safe;

Now, Therefore, I, Suzi Deal, Mayor of the City of Plymouth, do hereby proclaim June 6, 2025 as

### National Gun Violence Awareness Day

in the City of Plymouth, Michigan and call on our residents to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Plymouth to be affixed hereto this 2<sup>nd</sup> day of June of Two Thousand Twenty-Five.

---

Suzi Deal, Mayor  
City of Plymouth, Michigan





**City of Plymouth**  
**City Commission Regular Meeting Minutes**  
**Monday, May 19, 2025, 7:00 p.m.**  
**Plymouth City Hall 201 S. Main Street**

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

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

**1. CALL TO ORDER**

a. Acting Mayor Nick Moroz called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

b. Roll Call

Present: Acting Mayor Nick Moroz , Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton

Excused: Mayor Suzi Deal, Mayor Pro Tem Colleen Pobur

Also present: City Manager Paul Sincock, City Attorney Robert Marzano, and various members of the City Administration

c. Proclamations

Moroz read a proclamations in recognition of National Public Works Week, Jewish American Heritage Month, Asian American and Pacific Islander Heritage Month.

**2. CITIZENS ACADEMY GRADUATION RECOGNITION**

Moroz thanked the participants of the citizens academy program and presented them with certificates of completion.

**3. APPROVAL OF MINUTES**

Filipczak offered a motion, seconded by Minton to approve the May 5, 2025 City Commission Regular Meeting Minutes.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**4. APPROVAL OF THE AGENDA**

Minton offered a motion, seconded by Kehoe to approve the May 19, 2025 meeting agenda.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**5. ENACTMENT OF THE CONSENT AGENDA**

Filipczak offered a motion, seconded by Kehoe to approve the Consent Agenda for the May 19, 2025 meeting.

a. Approval of April 2025 Bills

There was a voice vote

MOTION PASSED UNANIMOUSLY



## 6. CITIZEN COMMENTS

Don Soenen 46040 W AATrl & Chicane, spoke about 900 Starkweater PUD concerns with parking, noise and historical aspects.

Walter Muench 101 S. Union, spoke about PCCA funding concerns.

Ron Picard 1373 Sheridan, spoke about PCCA partner information in Parks & Recreation Master Plan.

Katherine Szary 1107 W AATrl, spoke about Champion PUD concerns /review related to flooding.

David Pierce 1147 W AATrl, spoke about Champion PUD concerns related to zoning changes.

Mike Gladchun 1000 W AATrl, spoke about Champion PUD concerns related to zoning changes.

Mary Gladchun 1000 W AATrl, spoke about Champion PUD concerns and flooding / creek maintenance.

Margot Cleveland 525 Mohawk, Dearborn, MI, spoke about Champion PUD concerns and zoning requirements.

Scott Lorenz 1310 Maple, spoke about Planning Commission concerns and about speakers on Champion PUD at the related Planning Commission meeting .

Denise Muench 101 S. Union, spoke about PCCA / senior program funding concerns.

Jim Mulhern 396 Arthur, spoke about the PUD approval process.

## 7. COMMISSION COMMENTS

Moroz will not be responding to items that are with the Planning Commission as it is not a proper thing for a City Commissioner to do. He appreciates the detailed work of the Planning Commission as an independent board and also thanked Mulhern for his comments. Anyone can attend and speak at Planning Commission meetings, which are recorded. Moroz also spoke on Senior Services; the City spends \$80,000 from the budget for Senior Transportation, has been working with Plymouth Twp in regards to possible additional support for senior services, and the City also works closely with the Senior Alliance.

Commissioners thanked everyone for their comments and agreed that it is only appropriate to speak on items once received from the Planning Commission. They also appreciate the challenging work that the Planning Commission does.

Maguire thanked the Citizen Academy participants. She also recapped information related to her efforts to secure funding for senior services and the PCCA. She has been working with State legislators and County Commissioners for possible opportunities for support.

Moroz also noted that the Farmers market has started and the first Friday concert will be this Friday in addition to the debut of the new band stage. He thanked State Rep. Koleszar for advocating for state funding to assist with the new stage. *[there will be a ribbon cutting on Friday at 6:45 p.m. before the concert]*

## 8. OLD BUSINESS

### a. Final Reading Liquor Management Ordinance Changes to the "cap"

The following motion was offered by Filipczak and seconded by Minton:

#### RESOLUTION 2025-38

WHEREAS The City of Plymouth has a Liquor Management Ordinance to establish and administer a policy for the issuance and transfer of liquor licenses and permits to serve alcohol by the glass; and

WHEREAS The Liquor Management Ordinance is a method by which the City can provide for public health, safety and welfare; and

WHEREAS The City Commission is desirous of amending the Liquor Management Ordinance.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt at the final reading of the amendments the following changes to the Plymouth City Code, Section 6-33:

- (b) Delete number 18 and add the following: twenty (20)
  - (c) Delete number 12 and add the following: fourteen (14)
  - (d) Delete number 18 and add the following: twenty (20)
  - (e) Delete number 12 and add the following: fourteen (14)
  - (f) Delete number 30 and add the following: thirty-four (34)
- 
- (b) *Within the B-2, central business district, as indicated on the city zoning map, the city shall have a cap or total of not more than 18 Twenty (20) state standalone liquor licenses of any type of on-premises retail licenses that would allow for the service of any alcohol (beer, wine, spirits) by the glass or for consumption on premises of any establishment. This section would not apply to non-standalone state licenses.*
  - (c) *Within the B-1, B-3 and ARC zoning districts within the city, as indicated on the city zoning map, the city shall have a cap or total of not more than 12 fourteen (14) state stand-alone liquor licenses of any type of on-premises retail licenses that would allow for the service of any alcohol (beer, wine, spirits) by the glass or for consumption on premises of any establishment. This section would not apply to non-stand-alone state licenses.*
  - (d) *The city commission shall not recommend to the state liquor control commission the approval of any on-premises retail liquor license in excess of 18 Twenty (20) within the B-2 district as outlined here.*
  - (e) *The city commission shall not recommend to the state liquor control commission the approval of any on-premises retail liquor license in excess of 12 fourteen (14) within the B-1, B-3, and ARC districts as outlined here.*
  - (f) *The city shall conduct an annual review of all 30 thirty-four (34) on premises retail liquor licenses within B-1, B-2, B-3, and ARC zoning districts in accordance with the liquor management ordinance. This review shall be conducted by the local liquor license review committee and a recommendation shall be forwarded to the city commission.*

These changes are hereby adopted at their final reading before the City Commission.

Don Soenen 46040 W AATrl, inquired on reason for cap.

Several commissioners commented that there has been much discussion on this issue and they are comfortable moving forward with this resolution. Moroz noted that this is not related to any particular business, and the City does not assign licenses. He also thanked everyone for their input on this item.

There was a voice vote.

MOTION PASSED Unanimously

b. Final Reading Ordinance Amendment Chapter 14- Vermin Prevention

The following motion was offered by Kehoe and seconded by Filipczak:

RESOLUTION 2025-39

WHEREAS The City of Plymouth City Commission has been contacted by a concerned community member who has requested the city amend ordinances to prohibit ground feeding leading to rodent harborage; and

WHEREAS The City of Plymouth City Commission have requested the administration to develop ordinance language to address the issue raised by the community member; and

WHEREAS The City of Plymouth City Commission have held a first reading of the proposed language to address these issues in Chapter 14, Article I Section 14.2 of the City of Plymouth Code of Ordinances.

NOW, THEREFORE BE IT RESOLVED that the City of Plymouth does hereby approve the draft ordinance amendments at the conclusion of the second and directs the administration to publish the amendments as required prior to them taking effect.

Maguire remains opposed to an ordinance for this as she believes the same results can be obtained through education.

There was a voice vote.

MOTION PASSED 4-1

CHAPTER 14-ANIMALS; ARTICLE I.-IN GENERAL

THE FOLLOWING ORDINANCE SECTION 14-2 HAS BEEN AMENDED AS SHOWN:

**Section 14-2. ~~Poisoning~~ Feeding animals.** Amend title and add language items (b), (c), (d)

- a) No person shall throw or deposit any poisonous substance on any exposed public or private place where it endangers, or is likely to endanger, any animal or bird.
- b) Intentional ground feeding is prohibited. The scattering of food, animal feed, or food scraps on/in any public, or private, ground, waterway, or stream, by an individual shall be prima facie evidence that the individual intended to provide the food, feed, or food scraps for the ground feeding of animals.
- c) No person shall feed wild birds other than in bird feed containers that are at least 48 inches above ground level.
- d) Any officer may issue a civil infraction for violations of this code and have the prosecuting attorney review and authorize said civil infraction consistent with MCL 600.8707.

The entire ordinance can be viewed at: [https://www.plymouthmi.gov/code\\_of\\_ordinances](https://www.plymouthmi.gov/code_of_ordinances)

## 9. NEW BUSINESS

### a. Required Update to Poverty Tax Exemption Policy Prevention

The following motion was offered by Filipczak and seconded by Minton:

#### RESOLUTION 2025-40

WHEREAS The adoption of guidelines for poverty exemptions is required of the City Commission; and

WHEREAS, The principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption from taxation under Public Act 253 of 2020 (Michigan Compiled Laws 211.7u); and

WHEREAS Pursuant to Section 211.7u of the Michigan Compiled Laws Annotated, the City of Plymouth has for many years offered a partial poverty exemption from taxes to qualified home owners; and

WHEREAS Public Act 253 of 2020 has been enacted which states that the governing body of the local assessing unit shall determine the policies and guidelines which the local assessing unit will use when deciding to grant poverty exemptions; and

WHEREAS Public Act 253 of 2020 further defined the percent of exemption allowed to a qualified homeowner; and

WHEREAS The City Assessor and the Board of Review have recommended a policy which is attached, and which has been determined will meet the needs of the citizens of the City of Plymouth in accord with law;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the City Commission of the City of Plymouth does hereby adopt the policy and guidelines which are attached are hereby determined to be in full force and effect and will be used when deciding whether or not someone is qualified to receive a poverty exemption from property taxation.

There was a voice vote.

MOTION PASSED Unanimously



## CITY OF PLYMOUTH

201 S. Main  
Plymouth, Michigan 48170-1637

[www.plymouthmi.gov](http://www.plymouthmi.gov)

Phone 734-453-1234  
Fax 734-453-1392

### GUIDELINES AND INSTRUCTIONS FOR POVERTY EXEMPTION - 2025

#### General Information and Instructions for Applying for Poverty Exemption

If granted an exemption, it is for the current year only and for a 50% reduction of the taxable value. If your situation warrants an exemption in years following, a new application must be submitted for review. The Low/Limited Income exemption is meant to be a temporary form of assistance temporary form of assistance.

Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. Board of Review dates are posted annually and may also be found at [www.plymouthmi.gov](http://www.plymouthmi.gov) or by calling (734) 453-1234. By resolution by the Plymouth City Commission, application can be made by mail.

The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.

MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year

#### Required Documentation to be Attached to Poverty Exemption Application

Per MCL 211.7u(2)(b) federal and state income tax returns for all persons residing in the household must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988 must be completed by each person that does not file taxes.

The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.

Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.

The most recent mortgage statement of the primary residence under review, including any reverse mortgages.

If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.

#### Common Reasons for Denial of Poverty Exemption Application

Below are common reasons (but not an exhaustive list) of why a claim for Poverty Exemption is denied:

- Failure to fill out all areas of the application, including "N/A" in areas not applicable to the applicant or signing the application.
- Failure to include State and Federal Income taxes or Michigan 1040CR for current or one preceding year for all persons residing in the home. ***Please note that the State of Michigan 1040 CR is required to be filed with this application. It can still be filed with the State of Michigan even if the applicant does not file income taxes.***
- Failure to include complete banking/investment account and mortgage statements for all persons residing in the home. All pages must be submitted.



CITY OF PLYMOUTH INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2025

**INCOME GUIDELINES FOR POVERTY EXEMPTION \***

\* Per Michigan State Tax Commission Bulletin number 17 of 2024, "Procedural Changes for 2025", November 19, 2024

<u>Number in Family</u>	<u>Income</u>
1 member	\$ 15,060
2 members	\$ 20,440
3 members	\$ 25,820
4 members	\$ 31,200
5 members	\$ 36,580
6 members	\$ 41,960
7 members	\$ 47,340
8 members	\$ 52,720
For each additional person	\$ 5,380

According to the US Census Bureau, "Income" Includes:

- Money, wages, and salaries before any deductions
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Net receipts from farm self-employment. (The same provisions as above for self-employment.)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

**ASSET LEVEL GUIDELINES FOR POVERTY EXEMPTION**

The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:

- A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
- Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
- Jewelry, antiques, artwork, equipment, and other personal property of value.
- Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
- Withdrawals of bank accounts and borrowed money.
- Gifts, loans, lump-sum inheritances, and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.

The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)

The maximum amount in banking/investment accounts is \$10,000 per each person residing in the household with a maximum of \$20,000 for the total household.

Maximum total allowed assets, including amounts in banking/investment accounts may not exceed \$25,000 for the entire household. See above for what is considered an asset.

CITY OF PLYMOUTH INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2025

**Poverty Exemption Worksheet - Copy Provided to Applicant After Board of Review Meeting**

Parcel Number: 49 \_\_\_\_\_ Year: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_

<b>Staff - Initial next to all requirements as it relates to the application/applicant.</b>		
Does the applicant appear as taxpayer of record of property in question?	Yes _____	No _____
If not, has documentation proving ownership been provided?	Yes _____	No _____
Are all areas on the application complete with either an answer or "N/A"?	Yes _____	No _____
Are all pages of the guidelines/application included with the applicants submission?	Yes _____	No _____
Does the applicant reside at the property in question?	Yes _____	No _____
Are copies of the Federal and State income tax returns and property tax credits forms for _____	Yes _____	No _____
If not, is the affidavit stating the person is not required to file income taxes completed?	Yes _____	No _____
If home was purchased within in past 2 years of date of this application, is closing _____	Yes _____	No _____
Is a copy of the most current mortgage statement, including a reverse mortgage if _____	Yes _____	No _____
Are copies of the most recent bank/investment statements for all residing in the _____	Yes _____	No _____

**For Board of Review Use Only - Do Not Write Below This Line**

a. Taxable value on roll	\$ _____	
b. Number of people in household	_____	
c. Total household income from information provided	\$ _____	
d. Income limit based on number of people in _____	\$ _____	
e. Total assets of household	\$ _____	
f. Does applicant meet all asset and income guidelines	YES _____ NO _____	If no, reason must be provided by the _____
g. If yes, multiply line "a" by 50% (0.50)	\$ _____	
_____ Appeal Denied		_____ Reduction Granted
		<b>Taxable Value</b>
1. Does not qualify based on guidelines		As on Roll \$ _____
2. Application not complete, missing information		
3. Did not furnish proper documentation		Revised \$ _____
4. Other: _____		
Initials of Board Members: _____		Date: _____

Asset Test and Income Guidelines approved by City of Plymouth Commission

CITY OF PLYMOUTH INSTRUCTIONS AND GUIDELINES FOR POVERTY EXEMPTION - 2025

Michigan Department of Treasury  
4998 (05-12)

**Poverty Exemption Affidavit**

This form is issued under authority of Public Act 208 of 1993; MCL 211.7u.

**INSTRUCTIONS:** When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor of the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

\_\_\_\_\_, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Affidavit

\_\_\_\_\_  
Date

## Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1993, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1993, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

<b>PART 1: PERSONAL INFORMATION</b> — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
<b>PART 2: REAL ESTATE INFORMATION</b>				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence		Monthly Payment	Length of Time at this Residence	
Property Description				
<b>PART 3: ADDITIONAL PROPERTY INFORMATION</b>				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

Continue on Page 2



<b>PART 4: EMPLOYMENT INFORMATION</b> — List your current employment information.					
Name of Employer					
Address of Employer		City	State	ZIP Code	
Contact Person		Employer Telephone Number			
<b>PART 5: INCOME SOURCES</b>					
List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.					
Source of Income		Monthly or Annual Income (Indicate which)			
<b>PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION</b>					
List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.					
Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment	
<b>PART 7: LIFE INSURANCE</b> — List all policies held by all household members.					
Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured
<b>PART 8: MOTOR VEHICLE INFORMATION</b>					
All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.					
Make	Year	Monthly Payment	Balance Owed		

Continue on Page 3

**PART 9: HOUSEHOLD OCCUPANTS** — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

**PART 10: PERSONAL DEBT** — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

**PART 11: MONTHLY EXPENSE INFORMATION**

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expenses (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

Continue and sign on Page 4

**NOTICE:** Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT		
<p>The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.</p>		
<p><input type="checkbox"/> The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.</p>		
PART 12: CERTIFICATION		
<p>I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.</p>		
Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal  
PO Box 30232  
Lansing MI 48909

Phone: 517-335-9760  
E-mail: [taxtrib@mtt.michigan.gov](mailto:taxtrib@mtt.michigan.gov)

## Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 263 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

<b>PART 1: OWNER INFORMATION</b> — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
<b>PART 2: LEGAL DESIGNEE INFORMATION</b> (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
<b>PART 3: HOMESTEAD PROPERTY INFORMATION</b> — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homesite Property Address	City	State	ZIP Code
<b>PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS</b> (Check all boxes that apply.)			
<input type="checkbox"/> I own the property in which the exemption is being claimed.			
<input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.			
<input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
<b>PART 5: CERTIFICATION</b>			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	Date
Designee must attach a letter of authority.			
<b>LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
<b>CERTIFICATION</b> — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	



## **CITY OF PLYMOUTH**

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**Subject: POVERTY EXEMPTION GUIDELINES**

**Date: May 19, 2025**

**Page: 1 of 3**

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### **PURPOSE:**

The purpose of this policy is to establish guidelines to be used by the Board of Review in determining whether a homeowner is eligible for a poverty exemption from property taxes.

### **SCOPE:**

The poverty exemption policy applies to qualified low income individuals who own homesteads in the City of Plymouth. The policy limits the length of poverty exemptions to one year.

### **POLICY:**

The Board of Review shall use the following guidelines to determine if a property owner qualifies for a poverty exemption from property taxes:

1. Exemptions will be granted to owners of homesteads only. Property must be granted at least a 50% homestead exemption from the State of Michigan.
2. Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. The application can be made by mail, if received one day prior to the last session of the Board of Review.
3. All applicants must file a claim with the Board of Review on a form prescribed by the State Tax Commission. The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.
4. Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.
5. The poverty threshold for eligibility for a poverty exemption is a figure which set by the Federal income standards established by the United States Office of Management and Budget for the previous calendar year. To be eligible for a poverty exemption from property taxes, the income of the property owner (household) must be less than the poverty threshold for the number of persons within the household.
6. All income and assets for persons in the household are reported in accordance with a form prescribed by the State Tax Commission.

**CITY OF PLYMOUTH**

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**Subject: POVERTY EXEMPTION GUIDELINES**

**Date: May 19, 2025**

**Page: 2 of: 3**

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- a. Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.
  - b. The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
  - c. Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
  - d. The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
  - e. If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.
7. Maximum total allowed assets, including amounts in banking/investment accounts may not exceed \$10,000 per each person residing in the household with a maximum of \$20,000 for the total household. The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:
- a. A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
  - b. Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
  - c. Jewelry, antiques, artwork, equipment, and other personal property of value.
  - d. Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
  - e. Withdrawals of bank accounts and borrowed money.
  - f. Gifts, loans, lump-sum inheritances, and one-time insurance payments.
  - g. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
  - h. Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
  - i. The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)

**CITY OF PLYMOUTH**

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**Subject: POVERTY EXEMPTION GUIDELINES**

**Date: May 19, 2025**

**Page: 3 of: 3**

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8. Applicants that meet the income and asset qualifications will have the taxable value reduced by 50% for the current year.
9. Poverty exemptions shall be granted for one year only. The property owner must apply every year in order to receive an exemption.

**EFFECTIVE DATE: May 19, 2025**

**HISTORY:**

In accordance with section 211.7u of the Michigan Compiled Laws, the City of Plymouth has for many years offered a partial poverty exemption, through the Board of Review, to qualified homeowners.

On December 29, 1994, the Governor signed Public Act 390 which made significant changes to the poverty exemption. The most significant of these changes was the use of the Federal poverty income standards. This change resulted in a drop in the number of exemptions granted from twelve in 1995 to one person in 1996. P.A. 390 also states that the governing body of the local assessing unit shall determine the policies and guidelines which the local assessing unit will use when deciding whether to grant poverty exemption.

On December 23, 2020, the Governor signed Public Act 253 which made additional changes to the poverty exemption section. The most significant of these changes was revising the guidelines in calculation of the reduction to the taxable. If a person meets all eligibility requirements in statute, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value OR a partial exemption equal to a 25% or 50% reduction in taxable value OR any other percentage reduction in taxable value approved by the STC.

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There was a voice vote.  
**MOTION PASSED Unanimously**

b. Authorization for Part Time Hiring

The following motion was offered by Moroz and seconded by Filipczak:

RESOLUTION 2025-41

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

WHEREAS The Recreation Department has recommended the hiring of Meghan Buzuvis for a part time position and John Buzuvis is currently employed by the City as an employee.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby specifically authorizes the hiring of Meghan Buzuvis for a part time position with the Recreation Department.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**10. REPORTS AND CORRESPONDENCE**

a. Liaison Reports

Maguire: The Plymouth Library Board meets tomorrow, May 20<sup>th</sup>, at 7:30 p.m. at the library

Filipczak: Reported on today's Cemetery Board Meeting and renovations.

Kehoe: OVA meets Wednesday the 28<sup>th</sup> at Meridian Coffee at 7:00 p.m.

Minton: Reported on last Planning Commission Meeting; 900 Starkweather PUD, Change of Use for the previous downtown photography studio, Planning Commission goal setting

b. Appointments - None

**11. ADJOURNMENT**

\*The next regular City Commission meeting is 7:00 pm on Monday June 2 at Plymouth City Hall.

Maguire offered a motion, seconded by Minton to adjourn the meeting at 8:00 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

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SUZI DEAL  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK





# Special Event Application

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

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

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

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

Sponsoring Organization's Legal Name		Buckley family					
Ph#	7343310660	Fax#		Email	Sbuckley34@live.c	Website	
Address	900 fairground street			City	Plymouth	State	Mi Zip 48170
Sponsoring Organization's Agent's Name		Sterling Buckley					
Ph#	7343310660	Fax#		Email	Sbuckley34@live.com	Cell#	
Address	900 fairground street			City	plymouth	State	Mi Zip 48170
Event Name	Buckley picnic						
Event Purpose	Family gathering						
Event Date(s)	Saturday June 21, 2025						
Event Times	10:00am - 6:00pm						
Event Location	Lions club park						
What Kind Of Activities?	BBQ and family games						
What is the Highest Number of People You Expect in Attendance at Any One Time?	40						
Coordinating With Another Event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If Yes, Event Name:				
Event Details:	(Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)						
BBQ, playing games, kids playing on the playground							

**RECEIVED**

MAY 21 2025

City of Plymouth

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

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

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

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

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

Next year's specific dates:

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

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

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

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

8. **EVENT SIGNS:** Will this event include the use of signs? YES ☐ NO ☒  
If Yes, refer to Policy 12.8 for requirements, and describe the 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:

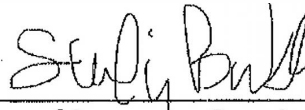
10.

- 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.

05/19/2025

Date



Signature of Sponsoring Organization's Agent

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


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

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Buckley Family (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 Buckley Family (event name) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature 

Date 05/19/2025

Witness \_\_\_\_\_

Date \_\_\_\_\_

# EVENT REVIEW FORM

EVENT NAME: Buckley Family Reunion TOTAL ESTIMATED FEE: \_\_\_\_\_  
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

June 21 - Lions Club Park

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>AP</u>
<u>NO SERVICES NEEDED</u>					
\$250 Bathroom Cleaning Fee Per Day of Event? YES <u>NO</u>					
Labor Costs: \$		Equipment Costs: \$		Materials Costs	\$
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>guc</u>
<u>NO SERVICES NEEDED</u>					
Labor Costs \$		Equipment Costs \$	<u>0</u>	Materials Costs	\$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial	
Labor Costs \$		Equipment Costs \$		Materials Costs	\$
HVA:	<u>Approved</u>	Denied	(list reason for denial)	Initial	
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>SP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs	\$
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial	
Class I – Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City				
Class II – Moderate Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.				
Class III – High Hazard	Food vendor/service requirements per Special Event Policy, must also be				
Class IV – Severe Hazard	met for any food.				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____					
APPROVED _____ NOT APPROVED _____ DATE _____					



## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - Old Village Corridor Improvement District - Public Hearing - 06-02-25.docx*  
Date: May 27, 2025  
RE: PUBLIC HEARING - Old Village Corridor Improvement/Tax Increment Finance District

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### Background

The concept of creating a Corridor Improvement Authority (CIA) in the old village area has been a part of the one-year tasks for 2023, 2024, and 2025. This concept will include a Tax Increment Finance District (TIF). This is a complex process, and it has been under City Commission review since late 2022, and every year since. In 2024, the City Commission authorized the hiring of consultants in October of 2024 to review and put the next steps in this process into action.

The proposed CIA District is larger than what was originally discussed, in part based on input from the City Planner and Assessor in order to comply with the various aspects of the law and to accommodate future projects like the pedestrian link from Mill Street down to Hines Drive via Wilcox, and the potential start of a link between downtown and the old village. The larger area will also help the CIA to be able to collect tax revenue at a faster pace. Properties that are included in the actual proposed CIA are highlighted in blue. The proposed district would include some industrial property, as well as the new Wilcox Mill area at Wilcox and Hines Dr. and some commercial areas on N. Main Street.

The one word of caution as we continue on the path of formalizing a CIA District, this will mean that city tax money meant to be spent across the city will be limited to the CIA District area. The same can be said for the Downtown Development Authority District. The concept of the CIA and DDA Districts is to use specialized tax revenues to foster enhanced economic growth, mainly through infrastructure improvements.

Another issue is that there has been considerable time and effort put into this project, and we have had consultants collaborating with our staff to develop this project as we move forward. If the City Commission sets up a CIA District, there will be significant on-going expenses related to assessing, finance, and legal support of the project. We have been clear that any expenses related to the set up and on-going operations of the CIA District must be reimbursed to the General Fund, including future annual expenses, just as the DDA District does.



We have attached a memorandum from John Buzuvis which provides additional background on the public hearing requirement. This will be a public hearing only, and NO ACTION can be taken by the City Commission after the hearing. State law requires a waiting period of not less than 60 days after the public hearing to formally create the district and the formal boundaries of the district.

The next step in the process to create a CIA is to hold the public hearing and accept any input from the public. Holding the public hearing does not commit the City Commission to actually forming the district, this just says that you are currently in process of forming the CIA but have not formally adopted a district. We have provided notice of the public hearing to all taxing authorities, and the state tax commission. In addition, we have posted twenty copies of the notice of the hearing in locations within the proposed district. Further, we have posted two ads in the newspaper of record with the hearing information.

The matter before the City Commission tonight is merely a public hearing and no action is to be taken.

### **Recommendation**

The City Commission has formally set a public hearing date/time to hear from the public on the Corridor Improvement Authority. This is the next step in a long process to establish a Corridor Improvement Authority and Tax Increment Finance District. Other than the actual hearing, no action by the City Commission is expected at the meeting.

Should you have any questions in advance of the meeting, please feel free to contact either John Buzuvis or myself.





# Administrative Information

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

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

To: Paul Sincock, City Manager

From: John Buzuvis, Economic Development Director

CC: S:\Community Development\OVDA/2024

Date: May 12, 2025

RE: Public Hearing-Old Village Corridor Improvement/Tax Increment Finance Authority

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## Background

The City Commission reviewed and approved a Resolution of Intent to Create a Corridor Improvement/Tax Increment Finance Authority (CIA/TIF), in Old Village, at their April 21, 2025 City Commission meeting. The approval of the resolution of intent to create a CIA/TIF district included setting a date for a formal public hearing to take comment about the creation of a district as required by state law. The formal hearing is scheduled for Monday June 2, 2025, at the regular City Commission meeting.

The process for the creation and implementation of a Corridor Improvement Authority is specified in Public Act 157 of 2018 and is extremely detailed with myriad requirements for timing of reviews and approvals by the City Commission, opportunities for public input to include formal public hearings, and the posting, publishing and mailing of public hearing notices. State law requires that public hearing notices are required to be published twice in a newspaper not less than 20 days or more than 40 days prior to the initial public hearing. Those notices were published on May 2<sup>nd</sup> and May 9<sup>th</sup>. Additionally, state law requires the public hearing notices to be sent via mail to "property taxpayers of record in the proposed development area, to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the authority is established and a tax increment financing plan is approved, and to the state tax commission." The public hearing notices were mailed to the required parties on Wednesday May 7<sup>th</sup>. The statute requires the "Notice of the hearing shall be posted in at least 20 conspicuous and public places in the proposed development area not less than 20 days before the hearing." These notices were posted on May 8<sup>th</sup>, 9<sup>th</sup>, and 12<sup>th</sup> in the proposed district as required by law. The affidavits of mailing and posting are attached for your reference. The affidavit(s) for publishing is not yet available but will be made part of the official file once received from the newspaper early next month.

By statute, the public hearing is only to receive public comments on the creation of the district, or its boundaries, no action by the commission is required and/or allowed at the close of the public hearing. State law requires a minimum waiting period of at least sixty (60) days prior to officially creating the district, and the designation of the boundaries of the district which require formal action by the City Commission. August 4, 2025, is the earliest the commission could, by statute, take formal action to create the district. If, after the public hearing, the City Commission does not wish to create the district and advises the administration of the same they are not required to do so and no further action would be necessary.

The draft district boundaries (see attached map and legal description) meet the statute for eligibility and encompass a large enough area to enhance tax capture and create a "development area" that is in line with the strategic goals of the City Commission. By statute, at least 50% of the properties contained in a district must have first-floor commercial use. The draft boundaries represent the key commercial areas of the Old Village Area and include areas of focus in the strategic plan to include Wilcox Dr. and the Wilcox Mill property, and a good portion of north Main St. This district layout allows us to consider and potentially fund future projects to connect these areas with pedestrian friendly enhancements.

The proposed district includes approximately 225 parcels, with approximately 72% designated for first floor commercial use, meeting the statutory requirement. Preliminary tax capture projections estimate revenue of \$16,500 in 2026 (Graph A), assuming the county opts out and its portion of the taxable value increase is not captured. By 2030, that figure is projected to increase to \$89,000. If the county does not opt out (Graph B) and its portion is included, early projections indicate a capture of approximately \$29,000 in 2026 and \$155,000 by 2030. As a reminder, development areas and TIF districts generate revenue on an incremental basis. That is, revenue growth is based on the year-over-year increase in taxable value above the established base value (Graph C). The opportunity for other taxing jurisdictions to opt out will come later in the process. These initial revenue projections assume that most, if not all, taxing jurisdictions will opt out. These are preliminary projections and will be refined as we move through the process. The administration will be discussing opt-out options with representatives from the various taxing entities soon.

Initially, the start-up costs for the district will need to be reimbursed to the City, as was the case during the establishment of the Downtown Development Authority. We anticipate these start-up costs, including staff time, consultants (with \$30,800 approved by the City Commission in October 2024), materials, mailings, publications, and related expenses, totaling \$45,000 to \$50,000. Annual administrative fees paid to the City, consistent with other departments, will also be funded through annual TIF revenues.

The public hearing is to gather feedback and take public comment on the creation of the district and the commission will take no formal action at the close of the hearing. If after the public hearing, and the statutorily required sixty (60) day waiting period, the City Commission intends to create the CIA district the commission will need to adopt a resolution establishing the authority and designating the boundaries of the development area. Assuming the commission does formally approved/designate the CIA/TIF district then the consideration of and appointment of CIA board members would take begin. The newly constituted board would begin reviewing the draft Corridor Plan in conjunction with the City Commission. If directed by the mayor and commission the administration will, after the required waiting period, provide the commission with the appropriate administrative recommendation.

## **Recommendation**

The administration recommends that the City Commission hold the Public Hearing to receive comment on the creation of the Old Village Corridor Improvement Authority/TIF. No action by the commission is required and/or permitted by statute at this time.



## MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 4 of 2025

Senate adjourned until Thursday, May 29, 2025 10:00 AM

House adjourned until Tuesday, June 3, 2025 1:30 PM

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## MCL - Section 125.4606

[Download Section](#)[Chapter 125](#)[Act 57 of 2018](#)[57-2018-6](#)[◀ Previous Section](#) [Next Section ▶](#)

## RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)

Act 57 of 2018

**125.4606 Creation of authority; resolution by governing body; notice of public hearing; adoption of resolution designating boundaries; alteration or amendment; interlocal agreement.**

Sec. 606.

(1) If the governing body of a municipality determines that it is necessary for the best interests of the public to redevelop its commercial corridors and to promote economic growth, the governing body may, by resolution, do 1 of the following:

(a) Declare its intention to create and provide for the operation of an authority.

(b) Declare its intention to jointly create and provide for the operation of a joint authority created under section 604(2).

(2) In the resolution of intent, the governing body shall state that the proposed development area meets the criteria in section 605, set a date for a public hearing on the adoption of a proposed resolution creating the authority, and designate the boundaries of the development area. Notice of the public hearing shall be published twice in a newspaper of general circulation in the municipality, not less than 20 or more than 40 days before the date of the hearing. Not less than 20 days before the hearing, the governing body proposing to create the authority shall also mail notice of the hearing to the property taxpayers of record in the proposed development area, to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the authority is established and a tax increment financing plan is approved, and to the state tax commission. Failure of a property taxpayer to receive the notice does not invalidate these proceedings. Notice of the hearing shall be posted in at least 20 conspicuous and public places in the proposed



## PUBLIC HEARING REQUIREMENTS

development area not less than 20 days before the hearing. The notice shall state the date, time, and place of the hearing and shall describe the boundaries of the proposed development area. A citizen, taxpayer, or property owner of the municipality or an official from a taxing jurisdiction with millage that would be subject to capture has the right to be heard in regard to the establishment of the authority and the boundaries of the proposed development area. The governing body of the municipality shall not incorporate land into the development area not included in the description contained in the notice of public hearing, but it may eliminate described lands from the development area in the final determination of the boundaries.

(3) Not less than 60 days after the public hearing, if the governing body of the municipality intends to proceed with the establishment of the authority it shall adopt, by majority vote of its members, a resolution establishing the authority and designating the boundaries of the development area within which the authority shall exercise its powers. The adoption of the resolution is subject to any applicable statutory or charter provisions in respect to the approval or disapproval by the chief executive or other officer of the municipality and the adoption of a resolution over his or her veto. This resolution shall be filed with the secretary of state promptly after its adoption and shall be published at least once in a newspaper of general circulation in the municipality.

(4) The governing body of the municipality may alter or amend the boundaries of the development area to include or exclude lands from the development area in the same manner as adopting the resolution creating the authority.

(5) A municipality that has created an authority may enter into an agreement with an adjoining municipality that has created an authority to jointly operate and administer those authorities under an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512. The interlocal agreement shall include, but is not limited to, a plan to coordinate and expedite local inspections and permit approvals, a plan to address contradictory zoning requirements, and a date certain to implement all provisions of these plans. If a municipality enters into an interlocal agreement under this subsection, the municipality shall provide a copy of that interlocal agreement to the state tax commission within 60 days of entering into the interlocal agreement.

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

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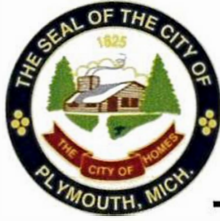


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## Plymouth City Commission

### Public Hearing Notice

Monday, June 2, 2025 7:00 p.m.

Plymouth City Hall & Online Zoom Webinar

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

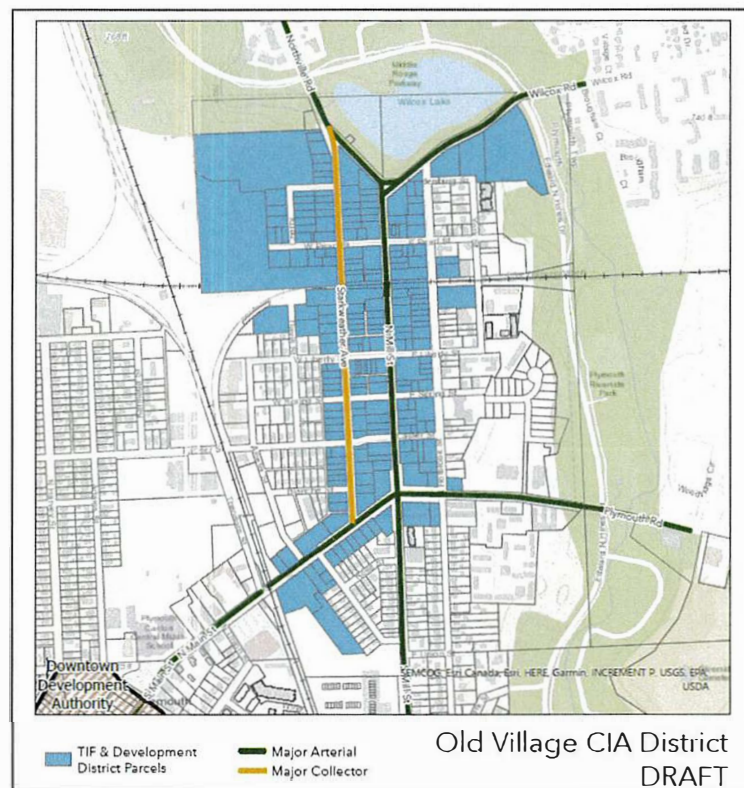
[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

## NOTICE OF PUBLIC HEARING

The City Commission of the City of Plymouth, Wayne County, Michigan, will hold a Public Hearing on:

**June 2, 2025 at 7:00 pm**

At the Plymouth City Hall, 201 S Main St., Plymouth, MI 48170-1637, to consider the establishment of a Corridor Improvement Authority in accordance with Public Act 57 of 2018, as amended. The proposed boundaries of the Corridor Improvement Authority Development area are depicted below. For a complete list of parcels in the proposed district visit [www.plymouthmi.gov](http://www.plymouthmi.gov).



The City Commission will hear comments from citizens, taxpayers and property owners, and officials from any affected taxing jurisdiction. No action will be taken. Any further information regarding the above Public Hearing may be obtained at the City Clerk's Office during regular office hours 8:00 a.m. – 4:30 p.m. Monday through Friday or by phone at 734- 453-1234 ext. 234.

Maureen Brodie, CLERK  
City of Plymouth  
Wayne County, Michigan

AFFIDAVIT OF POSTING NOTICE OF HEARING  
ON ESTABLISHMENT OF A CORRIDOR IMPROVEMENT AUTHORITY

CITY OF PLYMOUTH, MICHIGAN

STATE OF MICHIGAN     )  
                                      : ss.  
COUNTY OF WAYNE     )

I, John Buzuvis, being first duly sworn, depose and say that I did on the 8<sup>th</sup>, 9<sup>th</sup>, and 12<sup>th</sup> days of May, 2025, post a notice of hearing on the establishment of a Corridor Improvement Authority for the City of Plymouth, attached hereto and made a part hereof, in the following conspicuous and public places in the district described in the notice:

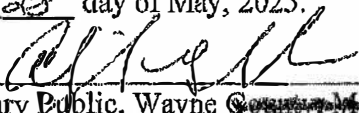
1.     Kingfisher Bicycle – 139 W. Liberty posted 05/08/2025
2.     The Bearded Lamb – 149 W. Liberty posted 05/08/2025
3.     East Elm Kitchen Co. – 173 W. Liberty posted 05/08/2025
4.     Hermann's Olde Town Grille – 195 W. Liberty posted on 05/09/2025
5.     My Little Needle Tattoos – 638 Starkweather posted on 05/08/2025
6.     Urban Elm Boutique – 137 W. Liberty posted on 05/08/2025
7.     Napa Auto Parts – 1100 Starkweather posted on 05/09/2025
8.     Speedway – 1066 N. Mill St. posted on 05/09/2025
9.     Marathon – 402 N. Mill St. posted on 05/09/2025
10.    Meridian Coffee – 636 Starkweather posted on 05/09/2025
11.    Q Hair Studio – 630 Starkweather posted on 05/09/2025
12.    Plymouth Jewelry – 620 Starkweather posted on 05/09/2025
13.    Redefine Realty – 770 Davis posted on 05/09/2025
14.    Markham Building Lobby – 340 N. Main St. posted on 05/09/2025
15.    Monarch Paint – 384 Starkweather posted on 05/09/2025
16.    Main St. Quick Stop – 480 N. Main St. posted on 05/09/2025

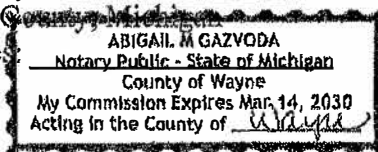
AFFIDAVIT OF POSTING



17. Salon International -- 696 N. Mill St. posted on 05/09/2025
18. Presbyterian Thrift Shop -- 331 N. Main St. posted on 05/12/2025
19. Jeff Zak Catering -- 696 N. Main St. #102 posted on 05/12/2025
20. Barkers Pet Salon -- 746 N. Mill St. posted on 05/12/2025

Subscribed and sworn to before me  
this 23<sup>rd</sup> day of May, 2025.

  
\_\_\_\_\_  
Notary Public, Wayne County, Michigan  
My commission expires:



43840119.1/071048.00047

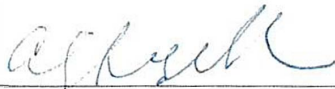
AFFIDAVIT OF MAILING NOTICE OF HEARING  
ON ESTABLISHMENT OF A CORRIDOR IMPROVEMENT AUTHORITY

STATE OF MICHIGAN                     )  
  : ss.  
COUNTY OF WAYNE                    )

I, John Buzuvis, being first duly sworn, deposes and says that (s)he personally prepared the notice of hearing on the establishment of a Corridor Improvement Authority for the City of Plymouth, a copy of which notice is attached hereto and made a part hereof, for mailing to: a) each property taxpayer of record in the district described in the notice as shown on the last local tax assessment records of the City of Plymouth, a list of which property taxpayers is attached hereto and made a part hereof by first class mail, and b) the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the authority is established and a tax increment financing plan is approved, a list of which is attached hereto and made a part hereof by first class mail; that (s)he personally checked each envelope against the list of such persons and that each envelope was properly addressed to each taxpayer as shown on the tax assessment rolls; that each envelope contained a copy of the notice, and was clearly addressed and securely sealed and carried postage fully prepaid for first class mail delivery to property owners and to the taxing units; and (s)he personally placed all of the envelopes in a United States Post Office receptacle on May 7, 2025.

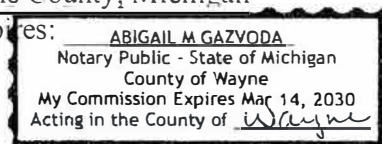


Subscribed and sworn to before me  
this 7<sup>th</sup> day of May, 2025.



Notary Public, Wayne County, Michigan

My Commission expires:  
43840125.1/071048.00047



AFFIDAVIT OF MAILING

# CIA LEGAL DESCRIPTION

## Old Village CIA District

### Legal Description

Basis of bearing of this description is ASSESSOR'S PLYMOUTH PLAT NO. 17 of part of Hardenberg's Addition to Plymouth Village and of part of the Southeast ¼ of the Southwest ¼ of Section 23, T. 1 S., R. 8 E., City of Plymouth, Wayne County, Michigan as recorded in Liber 66 of Plats, Page 79, Wayne County Records.

Part of the South ½ of Section 23 and the North ½ of Section 26, T. 1 S., R. 8 E., City of Plymouth, Wayne County, Michigan, described as:

BEGINNING at the Northwest corner of Lot 622 of said ASSESSOR'S PLYMOUTH PLAT NO. 17; thence N. 88° 18' 04" E. 907.64 feet along the North line of said Lot 622 to a point on the Westerly right of way line of Northville Road (66 feet wide); thence S. 19° 50' 31" E. 153.00 feet along said right of way line of said Northville Road; thence N. 70° 09' 29" E. 77.84 feet to a point on the Southwesterly right of way line of North Mill Street (66 feet wide) said point also being the Northerly corner of Lot 617 of said ASSESSOR'S PLYMOUTH PLAT NO. 17; thence S. 43° 47' 30" E. 397.90 feet along the said Southwesterly right of way of said North Mill Street to a point on the Westerly right of way line of said North Mill Street (66 feet wide); thence S. 02° 13' 30" E. 15.81 feet along said West right of way of line said North Mill Street to the Southeast corner of Lot 575 of said ASSESSOR'S PLYMOUTH PLAT NO. 17; thence S. 42° 10' 22" E. 102.79 feet to a point on the East right of way line of said North Mill Street said point also being on the Southerly right of way line of Wilcox Road (66 feet wide) and said point being the Northwest corner of Lot 551 of ASSESSOR'S PLYMOUTH PLAT NO. 16 of that part of Bradner and Holbrook's Subdivision lying in Section 23 and of part of the Southwest ¼ of the Southeast ¼ of Section 23, T. 1 S., R. 8 E., City of Plymouth, Wayne County, Michigan as recorded in Liber 66 of Plats, Page 82, Wayne County Records; thence N. 51° 35' 10" E. 548.04 feet along said Southerly right of way line of said Wilcox Road; thence N. 62° 53' 45" E. 297.86 feet along said Southerly right of way line of said Wilcox Road to the Northwest corner of Lot 508 of said ASSESSOR'S PLYMOUTH PLAT NO. 16; thence N. 52° 25' 15" E. 310.61 feet along said Southerly right of way line of said Wilcox Road; thence S. 34° 42' 56" E. 65.15 feet; thence along the arc of a curve to the right 96.63 feet with a radius of 456.91 feet, a central angle of 12° 33' 54" a chord bearing of S. 27° 04' 08" W. and a distance of 96.45 feet; thence S. 19° 47' 11" E. 103.60 feet; thence along the arc of a curve to the right 421.09 feet with a radius of 6197.57 feet, a central angle of 03° 53' 35" a chord bearing of S. 14° 48' 45" E. and a distance of 421.01 feet; thence S. 77° 14' 51" W. 50.26 feet; thence N. 49° 42' 02" W. 127.33 feet; thence N. 18° 20' 00" W. 28.71 feet to a point on the South line of Lot 508 of said ASSESSOR'S PLYMOUTH PLAT NO. 16; thence along said South line S. 88° 36' 52" W. 369.68 feet to a point on the East right of way line of York Street (49.50 feet wide) as platted said point also being the Northwest corner of Lot 510 of said ASSESSOR'S PLYMOUTH PLAT NO. 16; thence N. 02° 27' 55" W. 49.17 feet along said East right of way line of said York Street; thence S. 88° 24' 10" W. 379.49 feet to a point on the West right of way line of Holbrook Avenue (66 feet wide); thence S. 02° 23' 13" E. 587.93 feet along said West right of way line of said Holbrook Avenue; thence N. 87° 36' 47" E. 66.00 feet to a point on the East right of way line of said Holbrook Avenue said point also being the Northwest corner of Lot 536 of said ASSESSOR'S PLYMOUTH PLAT NO. 16; thence N. 87° 41' 47" E. 163.21 feet along the North line of said Lot 536 to the Northeast corner of said Lot 536; thence S. 04° 18' 14" E. 50.99 feet to the Southeast corner of said Lot 536; thence N. 88° 01' 50" E. 16.86 feet to the Northeast corner of Lot 537 of said ASSESSOR'S PLYMOUTH PLAT NO. 16; thence S. 02° 22' 58" E. 99.99 feet to the Southeast corner of said Lot 537; thence S. 88° 16' 16" W. 181.78 feet along the South line of said Lot 537 to a point on said East right of way line of said Holbrook Avenue said point also being the Southwest corner of said Lot 537; thence S. 02° 21' 41" E. 64.45 feet along said East right of way line to the Northwest corner of Lot 451 of ASSESSOR'S PLYMOUTH PLAT NO. 15 of that part of Bradner and Holbrook's Subdivision lying in Section 26 and of part of the West ½ of the Northeast ¼ of Section 26, T. 1 S., R. 8 E., City of Plymouth, Wayne County, Michigan as recorded in Liber 66 of Plats, Page 81, Wayne County Records; thence N. 88° 13' 22" E. 264.92 feet along the North line of said Lot 451 of said ASSESSOR'S PLYMOUTH PLAT NO. 15 to a point on the West right

of way line of York Street (49.50 feet wide); thence S. 02° 11' 00" E. 157.25 feet along said West right of way line; thence S. 86° 48' 40" W. 132.59 feet; thence N. 02° 18' 58" W. 9.42 feet to the Northeast corner of Lot 459 of said ASSESSOR'S PLYMOUTH PLAT NO. 15; thence S. 86° 40' 20" W. 132.00 feet along the North line of Lot 459 to the East right of way line of said Holbrook Avenue; thence S. 87° 41' 10" W. 66.00 feet to a point on the West right of way line of said Holbrook Avenue; thence S. 02° 18' 50" E. 1220.41 feet along the West right of way line of said Holbrook Avenue; thence N. 87° 41' 10" E. 66.00 feet to a point on the East right of way line of said Holbrook Avenue; thence S. 87° 43' 28" E. 108.58 feet to a point on the East line of Lot 430 of said ASSESSOR'S PLYMOUTH PLAT NO. 15; thence S. 01° 50' 00" E. 90.00 feet along said East line of said Lot 430 to the North right of way line of Plymouth Road (66 feet wide) as platted; thence N. 87° 41' 38" W. 107.83 feet along said North right of way line of said Plymouth Road as platted to the Southwest corner of said Lot 430 of said ASSESSOR'S PLYMOUTH PLAT NO. 15; thence N. 02° 18' 50" W. 32.33 feet along said East right of way line of Holbrook Avenue; thence S. 87° 41' 10" W. 66.00 feet to the West right of way line of said Holbrook Avenue; thence S. 02° 18' 50" E. 27.00 feet along said West right of way line of said Holbrook Avenue to a point on said North right of way line of said Plymouth Road as platted; thence S. 87° 41' 38" E. 4.36 feet along said North right of way line of Plymouth Road as platted; thence S. 02° 05' 34" E. 259.09 feet to the Southwest corner of Lot 268 of ASSESSOR'S PLYMOUTH PLAT NO. 11 of part of the Southwest ¼ of the Northeast ¼ of Section 26, T. 1 S., R. 8 E., City of Plymouth, Wayne County, Michigan as recorded in Liber 65 of Plats, Page 9, Wayne County Records; thence N. 88° 31' 13" W. 270.86 feet to a point on the East right of way line of Mill Street (66 feet wide); thence S. 87° 54' 26" W. 78.04 feet; thence S. 02° 05' 34" E. 43.81 feet to the Southwest corner of Lot 385 of ASSESSOR'S PLYMOUTH PLAT NO. 14 of part of the Southeast ¼ of the Northwest ¼ and the Southwest ¼ of Northeast ¼ of Section 26, T. 1 S., R. 8 E., City of Plymouth, Wayne County, Michigan as recorded in Liber 66 of Plats, Page 80, Wayne County Records; thence N. 35° 54' 42" W. 53.46 feet to the Southeast corner of Lot 384 of said ASSESSOR'S PLYMOUTH PLAT NO. 14; thence S. 53° 35' 18" W. 436.18 feet to a point on the East right of way line of Amelia Street (50 feet wide) said point being the Southwest corner of Lot 378 of said ASSESSOR'S PLYMOUTH PLAT NO. 14; thence S. 53° 35' 18" W. 50.00 feet to the West right of way line of said Amelia Street; thence S. 35° 19' 54" E. 104.66 feet along said West line of said Amelia Street to the Southeast corner of Lot 375 of said ASSESSOR'S PLYMOUTH PLAT NO. 14; thence S. 53° 35' 18" W. 132.00 feet along the South line of said Lot 375 to the Southwest corner of said Lot 375; thence S. 35° 19' 54" E. 521.58 feet; thence S. 88° 23' 26" W. 159.88 feet to a point on the Westerly line of Lot 363 of said ASSESSOR'S PLYMOUTH PLAT NO. 14; thence N. 35° 19' 54" W. 437.98 feet; thence S. 53° 35' 18" W. 40.00 feet; thence S. 72° 22' 16" W. 128.26 feet; thence N. 17° 37' 44" W. 182.20 feet to a point on the Southerly right of way line of North Main Street (66 feet wide); thence N. 53° 35' 18" E. 89.62 feet along said Southerly right of way line of said North Main Street; thence N. 36° 24' 50" W. 65.96 feet to a point on the Northerly right of way line of said North Main Street said point also being the Southwest corner of Lot 11 in GRAVEL HILL subdivision of the Northwest ¼ of Section 26, Plymouth Village (now the City of Plymouth), T. 1 S., R. 8 E., Wayne County, Michigan as recorded in Liber 21 of Plats Page 54, Wayne County Records; thence N. 36° 24' 50" W. 133.00 feet to the Northwest corner of said Lot 11 of said GRAVEL HILL subdivision; thence N. 53° 35' 10" E. 519.24 feet; thence N. 02° 12' 50" W. 163.20 feet to a point on the South right of way line of Blanche Street (50 feet wide) said point also being the Northwest corner of Lot 32 of said GRAVEL HILL subdivision; thence continuing N. 02° 12' 50" W. 50.00 feet to a point on the North right of way line of said Blanche Street said point also being the Southwest corner of Lot 33 of said GRAVEL HILL subdivision; thence continuing N. 02° 12' 50" W. 280.00 feet to a point on the South right of way line of Farmer Street (50 feet wide) said point also being the Northwest corner of Lot 19 of said GRAVEL HILL subdivision; thence continuing N. 02° 12' 50" W. 50.00 feet to a point on the North right of way line of said Farmer Street said point also being the Southwest corner of Lot 18 in ASSESSOR'S PLYMOUTH PLAT NO. 4 of part of the Northwest ¼ of Section 26, T. 1 S., R. 8 E., Plymouth Village (now the City of Plymouth), Wayne County, Michigan, as recorded in Liber 63 of Plats, Page 90, Wayne County Records; thence continuing N. 02° 14' 55" W. 549.04 feet to a point on the

South right of way line of Liberty Street (variable width) said point also being the Northwest corner of Lot 64 of said ASSESSOR'S PLYMOUTH PLAT NO. 4; thence N. 02° 14' 50" W. 71.60 feet to a point on the North right of way line of said Liberty Street; thence S. 87° 47' 10" W. 3.00 feet along said North right of way line to the Southwest corner of Lot 63 of said ASSESSOR'S PLYMOUTH PLAT NO. 4; thence N. 02° 14' 50" W. 139.00 feet to the Southeast corner of Lot 10 of THE AMELIA STARKWEATHER ADDITION TO PLYMOUTH VILLAGE subdivision of part of the Northwest ¼ of Section 26, T. 1 S., R. 8 E., Plymouth Village (now the City of Plymouth), Wayne County, Michigan as recorded in Liber 89 of Plats, Page 65, Wayne County Records; thence S. 87° 46' 55" E. 164.14 feet along the South line of said Lot 10 of said THE AMELIA STARKWEATHER ADDITION TO PLYMOUTH VILLAGE subdivision to a point on the East right of way line of Davis Avenue (50 feet wide) said point also being the Southwest corner of said Lot 10 of said THE AMELIA STARKWEATHER ADDITION TO PLYMOUTH VILLAGE subdivision; thence N. 01° 26' 39" W. 33.80 feet along said East right of way line of said Davis Avenue; thence S. 88° 36' 20" W. 423.50 feet; thence 303.94 feet along the curve of an arc to the right with a radius of 714.50 feet, a central angle of 24° 22' 22" a chord bearing of N. 49° 24' 44" E. and a distance of 301.65 feet; thence N. 87° 43' 20" E. 139.56 feet to a point on the West right of way line of Davis Street (50 feet wide) said point also being the Northwest corner of Lot 14 of said THE AMELIA STARKWEATHER ADDITION TO PLYMOUTH VILLAGE subdivision; thence continuing N. 87° 43' 20" E. 50.00 feet to a point on the East right of way line of said Davis Avenue said point also being the Northeast corner of Lot 13 of said THE AMELIA STARKWEATHER ADDITION TO PLYMOUTH VILLAGE subdivision; thence N. 87° 43' 20" E. 80.95 feet to the Northeast corner of Lot 13 of said THE AMELIA STARKWEATHER ADDITION TO PLYMOUTH VILLAGE subdivision said point also being the Southwest corner of Lot 56 of said ASSESSOR'S PLYMOUTH PLAT NO. 4; thence N. 02° 14' 50" W. 83.31 feet along the West line of said Lot 56 of said ASSESSOR'S PLYMOUTH PLAT NO. 4; thence 91.41 feet along the arc of a curve to the right with a radius of 362.43 feet, a central angle of 14° 27' 02", a chord bearing N. 75° 04' 05" W. and a distance of 91.17 feet; thence N. 88° 57' 20" E. 126.09 feet to a point on the West right of way line of Starkweather Avenue (66 feet wide); thence N. 02° 14' 50" W. 17.09 feet along said West right of way line of said Starkweather Avenue to a point on the South line of said Section 23; thence S. 87° 43' 20" W. 960.40 feet along said South line of said Section 23 to a point on the West line of the City of Plymouth said point also being the Southwest corner of said ASSESSOR'S PLYMOUTH PLAT NO. 17; and thence N. 02° 18' 35" W. 1143.00 feet along the West line of said ASSESSOR'S PLYMOUTH PLAT NO. 17 to the Northwest corner of said Lot 622 of said ASSESSOR'S PLYMOUTH PLAT NO. 17 said point also being the POINT OF BEGINNING. Containing 87.28 acres of land, more or less.

**Sincock, Paul**

---

**From:** East Elm Kitchen Co. <hello@eastelmkitchenco.com>  
**Sent:** Tuesday, May 27, 2025 4:51 PM  
**To:** Group - Commission  
**Subject:** Letter of Support for CIA, June 2 Agenda

Hello,

I am the owner of East Elm Kitchen Co. at 173 West Liberty Street in Old Village Plymouth, and I am writing to offer my support of the proposed Corridor Improvement Authority (CIA) being discussed on the June 2 agenda.

Since opening our store in November 2023, we have been thrilled to see so much continued growth, business development, and interest in Old Village Plymouth. At least five new businesses have opened in this time, and it has been a strong blend of retail, restaurant, and service. Those that live here and operate a business here believe that this area has something unique to offer, and collectively between our old and new businesses across retail, restaurants, and services we are attracting many newcomers - many of them Plymouth and Plymouth Township residents who just "never quite make it up to Old Village" or who "didn't realize all that is popping up in Old Village." It is such a special feeling to be part of this growth and an area of town that people are (re)discovering and excited to visit - and now we have the opportunity via the Corridor Improvement Authority to help make this part of town look and feel as special as we already know it to be.

While I am in full support of the establishment of the CIA, I am interested in learning more about how its advisory board members are going to be selected and express a strong desire that the folks selected include residents and business owners within the CIA boundaries. I would want the Board to be representative of those who will be impacted by the dollars apportioned to the CIA. Additionally, the name "Corridor Improvement Authority" might convey that the zoned area of Old Village Plymouth is just something to be "passed through," presumably on your way to/from Hines Park and Downtown Plymouth. I am writing to emphatically say that Old Village Plymouth is a destination in and of itself, with its growing blend of retail, restaurants, and services, and I hope it is not the intent of the CIA dollars simply to make this area easier/cleaner/safer to pass through, but also to promote Old Village as a destination to gather with friends to eat, shop, and play.

Thank you for considering the creation of the CIA for the Old Village Plymouth area. I think it will only drive continued positivity for all of Plymouth.

Rebecca

---



## REBECCA NICHOLSON

FOUNDER • OWNER • EAST ELM KITCHEN CO.

248.775.9001

[eastelmkitchenco.com](http://eastelmkitchenco.com)

[hello@eastelmkitchenco.com](mailto:hello@eastelmkitchenco.com)

[@eastelm\\_kitchenco](https://www.instagram.com/eastelm_kitchenco)

### SHOP OUR STORE AT

173 W Liberty St. Plymouth, MI 48170

HTI Buying Group Member

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





## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - Public Hearing & Adoption of the 2025 - 26 Budget - 06-02-25.docx*  
Date: May 27, 2025  
RE: PUBLIC HEARING – 2025 – 26 Budget

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### Background

The financial state of the City remains stable, and we are maintaining a solid General Fund Balance. We have a Standard and Poor's Bond Rating of AA+ with a stable outlook. The City Charter requires that the administration deliver a balanced budget to the City Commission. The proposed budget this year will again lower our city tax rate to 13.6964 mills. While reducing the tax rate is good news for our taxpayers, we need to acknowledge that we will likely see changes in a number of revenue and expenditure sources being impacted by higher than initially calculated inflation, a possible recession, stock market drops, limits on revenue generation, staffing challenges and continued supply chain issues along with tariffs and higher pricing for vehicles, parts, supplies and machinery.

As usual, we anticipate that this budget will be subject to our normal quarterly changes as we progress during the fiscal year. We are continuing to look at and apply for alternative funding or grant resources where we can.

This proposed budget will be the first in five years to show no expenditure of federal grant funds related to Covid. The City has been highly effective in promptly committing and using these special federal funds, as well as seeking reimbursement for our expenditures.

We are concerned about the 35<sup>th</sup> District Court as they may be a significant expense for the city, as they are continuing to operate at a deficit. The Court is independent of the city, and we do not control their operations, but we are responsible for their deficits. They are also anticipating a major capital expenditure program, which expenses will be passed along to the five communities. It should be noted that we predicted that there would be no need for a third judge and related staff in 2001 and 2002 and that the cost of adding a judge (in 2003) would lead to a situation where the court would become a cost center for the city.

We have been frugal with expenses over time, and we have lived within our means despite challenges and additional regulations from the state and federal governments, and high inflation in two of the last three years (7.9%, 5.1%, 3.1%). One area that the City Commission has given priority to is upgrading our

vehicle fleet, and we made several purchases. However, we still have significant needs for vehicle and equipment replacement. We must also be aware of rapidly increasing vehicle costs. In 2008, we purchased police vehicles for \$33,000, in 2022 the price had jumped to \$38,700 and now when we ordered a police car 2024, we paid \$52,200 for the same type of vehicle we purchased in 2008. In addition, the emergency equipment that is installed on our police and municipal services vehicles is also escalating at an extreme rate, and much of the electronics is made overseas. We will need to continue to closely monitor the Equipment Fund to ensure that we are rebuilding the Fund for the future, as well as meeting current expenses.

We have limited capital purchases for a number of years, and we attempt to put as much as we can into selected projects. We have many more projects than we can fund. We are placing a priority on projects where we can obtain grant funding to match our funds.

We are a \$30-million-plus corporation, and we have a very lean organization. This has reduced our overhead costs, but it has also put greater stress on our employees as they do multiple jobs. We have made changes in our structure to make our community more desirable to come to work for and work at. In addition, we have had to respond to staffing challenges when any of our staff is off for extended periods of time due to medical or other issues. The City Commission has placed a priority on succession planning and that has helped to ease the overall balance of the organization.

While we are a lean organization, we work with a strong customer service philosophy, and we try to get to “yes.” There are times when we cannot get to an agreement on a particular manner, but the staff does put extra time and effort to get to at least a partial “yes,” when possible. However, even with limited staff we are still able to try new programs, and the City Commission has provided the flexibility to handle customer service issues as they arise.

Again, in the proposed budget we have attempted as much as possible to maintain service levels and to address higher costs for vendor services, supplies, equipment and the former defined benefit retirement plan, while providing a safe, clean community that delivers on the vision of the strategic plan. The inflation rates impact on our operations. Something as simple as the cost of gasoline has an impact on our ability to maintain our budget. We anticipate that we will continue to see increases in the cost of supplies and contractual services as those contractors attempt to meet their higher expenses. Other utility costs for electric, natural gas or even water affect our operations and especially the General Fund. This will also affect our infrastructure program as contractors pass along higher expenses for fuel, employees, and supplies.

Our employees are committed to the City Commission’s strategic plan and the path that was established by the City Commission. The Administrative team is engrained with the “Plymouth Culture” of government being a “team sport” in which everyone pitches in and shifts where and when needed.

Despite our success at delivering a wide range of services, we must all be acutely aware that the government cannot solve every individual issue or problem. Changing directions to respond to or developing specific ordinances to resolve a single issue will result in several unintended consequences in other areas. While the City Commission and the staff listen to those who may demand that we follow

their specific directions, we must be aware that it is the City Commission that represents the citizens and businesses they are the ones who must decide what is in the best interest of the broader community and the city. Occasionally, this means we may not always obey those who have demanded an alternative method or process and while we try to get to “yes,” that is not always possible.

The strategic plan requires us to continue to be a leader in intergovernmental partnerships, and we continue to look for additional partnerships in either the governmental or private sector. Our history has shown that we have found significant success with some partnerships, and we found no success with others. Our multiple partnerships with Huron Valley Ambulance are an excellent example of partnerships that have a proven track record of success.

The agreement with the City of Northville for fire service is now in the 13<sup>th</sup> year of operation under a long-term contract. Plymouth’s efforts to continue to monitor and drive for improvement in their operations at the Plymouth Station were confirmed to be vital by the ICMA – Center for Public Safety Management (CPSM).

Some of the recommendations in the ICMA-CPSM report do place an additional financial burden on the joint operation, with the City of Plymouth paying a higher rate, based on call volume. While we would like to see more structure within the Department, we still must be keenly aware that our station is operated by dedicated and committed part-time employees. Fortunately, our positive relationship with HVA for emergency medical response is a significant asset to the Fire Department’s operations and to our residents.

We must continually invest in or cultivate our employees to have them ready to take over additional duties, move up in our organization or to shift priorities as needs arise. The City Commission set as a part of their strategic plan that Employee training and development is critical to our ability to have staff that can handle a broad scope of work projects. At the same time, we need to recognize that our staff is a valuable commodity in this labor market, and we often find that they are being recruited by both the private and public sector. However, the current family or collegial atmosphere of our administrative team makes Plymouth a very desirable place to work. In addition, we have a well-known reputation for having a strong work culture and work environment, as well as promoting qualified people from within the organization.

We need to be extremely aware of the actions of the various boards and commissions making it clear that meetings are arranged and led by staff, as they are the people responsible for compliance with various rules, regulations and policy set by the City Commission. Appointed boards and commissions need to be fully aware of, and in compliance with, the City Commission's strategic plan, as the other boards and commissions are subservient to the City Commission.

I would like to commend Finance Director John Scanlon, who is our team leader in developing this budget. John and his staff have produced award-winning budgets, and our incredible group of department heads has worked together to meet the goal of maintaining services. Our budget is more than just a small group of numbers. Our budget is for the seventh year in a row award-winning, because we have an extensive amount of detail within the document in order to be fully transparent.

There are other “outside” influences on our operations. In particular, the status of the Plymouth Canton Community Schools, as they continue to use school of choice to fill vacant seats. The loss of students to private or charter schools may affect the long-term overall quality and test scores for the district. Having a high-quality school district is vital to maintaining property values in the City.

As always, the budget should be treated as a fluid document that will change as the year progresses. There are multitudes of internal and external factors which will affect the budget during the year. We must be constantly aware of the stresses that weather, government regulations, emergencies, elections, inflation, changes in procedures or equipment, and changes in staffing will have on the budget.

The staff are committed to working cooperatively with the City Commission to deliver on their strategic plan and ensure the quality of life for our citizens. We will continue to deliver public services, which can be best delivered by local government with modern and cost-effective methods. We remain committed to the various elements of the City Commission’s strategic plan as we proceed into the new fiscal year.

### **Recommendation**

The City Commission should open a public hearing on the budget, hear any comments from the public and then you can move the Resolution to adopt the budget. The budget must be adopted either tonight or on June 16<sup>th</sup>, in order to be in place by the start of the Fiscal Year.

We have attached a detailed memorandum from Finance Director John Scanlon, which will provide additional background information, as well as the formal Resolution of adoption.

We have not received any comments from the public related to the budget and the draft budget has been on our website for public review since early April.

If you have any questions in advance of the meeting, we would appreciate the opportunity to discuss those with you prior to the meeting.



# CITY OF PLYMOUTH

[www.plymouthmi.gov](http://www.plymouthmi.gov)

201 S. Main  
Plymouth, Michigan 48170-1637

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

## MEMORANDUM

Date: May 23, 2025  
To: Paul Sincock, City Manager  
From: John Scanlon, Finance Director  
Subject: Budget Hearing

### **Issue:** Resolution of Adoption – 2025-26 Proposed City Budget

**Analysis:** The budget reflects the decisions approved by the City Commission at its meeting on April 15, 2025, and includes adjustments based on more reliable data received from various sources since that time. As presented for the June 2, 2025, public hearing, the proposed budget includes a total millage rate decrease of 0.3835 mills, reducing the overall rate from 14.0799 mills to 13.6964 mills. This reduction includes a decrease of 0.1135 mills in the general operating millage and a 0.2700 mill decrease in the general obligation bond debt retirement millage. There is no change to the solid waste and recycling millage rate. The resolution also formalizes the adoption of a 1% property tax administration fee, which was originally authorized in 2016.

All major operating funds of the City are balanced. However, the Building Fund, Recreation Fund, and Neighborhood Services Fund will receive operating subsidies from the General Fund for the 2025–26 fiscal year. It is important to note that no future deficits are projected over the four-year budget forecast.

The proposed 2025-26 City budget includes capital expenditures of \$2,193,300 in the General Fund, \$1,090,050 in the Water & Sewer Capital Improvement funds primarily for utility replacements, \$1,655,000 for road reconstruction improvements from the 2024 GO Bond Construction Fund, \$85,000 from the Waste and Recycling Fund, \$5,972 from Police Forfeiture Funds, and \$220,180 for acquisitions and replacements in the Equipment Fund.

The proposed General Fund budget for the new fiscal year is \$14,030,262, an increase of \$362,529 over the prior year. This is due to an increase in capital expenditures and includes a fund balance appropriation of \$2,720,106.

Adoption of the proposed budget will address funding needs for the upcoming fiscal year as well as the four projected years that follow, based on currently available information. However, the unpredictability of revenue sources beyond a two-year period and the uncertainty surrounding legacy costs in the coming years warrant a cautious approach when interpreting future projections.

THE CITY OF HOMES

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Attached is the budget adoption resolution for the 2025-26 City budget and the notice which appeared in the paper on May 15, 2025. It is recommended that the City Commission pass the attached **Resolution of Adoption** for the 2025-26 City Budget and associated millage rates for the fiscal year beginning July 1, 2025.

**Requested Action:** Approve 2025-26 Budget Resolution

**Attachment(s):** Budget Resolution

## RESOLUTION

### 2025-2026 CITY BUDGET HEARING

The following resolution was offered by Commissioner\_\_\_\_\_and Seconded by Commissioner\_\_\_\_\_.

WHEREAS, the 2025-2026 City Budget was presented to the City Commission by the City Manager on April 7, 2025, and was reviewed by the City Commission with the Administration during a budget study session held on April 15, 2025; and

WHEREAS, various modifications have been made to the proposed budget based on a review of projected revenues and expenditures and the City's priorities for various programs and projects; and

WHEREAS, a public hearing was held on June 2, 2025, as required by the City Charter and Act 43 P.A. 1963, as amended; and

WHEREAS, the maximum operating tax levies for general purposed and refuse removal have been amended as required by Section 211.34 of the General Property Tax Law; and

WHEREAS, the City Commission authorizes the levy of a property tax administration fee of 1% on all property taxes for the July 1 and December 1 tax levies as authorized under Section 211.44(3) of the General Property Tax Law;

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of Plymouth does hereby set the City's 2025 millage levy as follows:

General Fund Operating: 10.1964  
2020/2024 GO & Refunding Bond Debt: 1.6800  
Solid Waste & Recycling Operating: 1.8200

GRAND TOTAL LEVY 13.6964

BE IT FURTHER RESOLVED, that the 2025-26 City Budget is hereby adopted by the City Commission as presented at the June 2, 2025 Regular City Commission meeting as follows:

Revenues		Expenditures	
GENERAL FUND			
Property taxes	\$ 7,779,100	Administration	\$ 2,743,699
Licenses & Permits	2,800	Buildings & Grounds	291,630
State-shared Revenue	1,424,001	Police Department	5,186,663
Sales of Service	1,000,305	Fire Department	1,317,960
Cemetery Revenue	197,500	Public Works Dept	1,107,235
Parking Revenue	86,450	Recreation & Culture	466,765
Other Revenue	810,000	Capital Outlay	2,193,300

Transfers-In	2,730,106	Transfers-Out	723,010
REVENUE TOTAL	\$ 14,030,262	EXPENDITURE TOTAL	\$ 14,030,262

#### MAJOR STREET FUND

Gas & Weight Tax	\$ 842,851		
Contrib & Other	91,161		
REVENUE TOTAL	\$ 934,012	EXPENDITURE TOTAL	\$ 934,012

#### LOCAL STREET FUND

Gas & Weight Tax	\$ 280,950		
Contrib & Other	438,472		
REVENUE TOTAL	\$ 719,422	EXPENDITURE TOTAL	\$ 719,422

#### RECREATION FUND

Contrib. From G/F	\$ 500,000		
Prog. Fees & Other	867,840		
REVENUE TOTAL	\$ 1,367,840	EXPENDITURE TOTAL	\$ 1,367,840

#### WASTE & RECYCLING FUND

Property Taxes	\$ 1,253,130		
Sales of Service & Other	1,040,198		
REVENUE TOTAL	\$ 2,293,328	EXPENDITURE TOTAL	\$ 2,293,328

#### OTHER CITY FUNDS

	Revenues	Expenditures
Budget Stabilization Fund	\$ 50	\$ 50
Cemetery Trust Fund	\$ 25,000	\$ 25,000
Parking Fund	\$ 10	\$ 10
Brownfield Site Remediation Fund	\$ 50	\$ 50
Brownfield Re-Development Authority Fund	\$ 715,210	\$ 715,210
DDA Operating Fund	\$ 1,285,975	\$ 1,285,975
Building Fund	\$ 776,985	\$ 776,985
Neighborhood Services Fund	\$ 91,050	\$ 91,050
Drug Law Enforcement Fund	\$ 2,152	\$ 2,152
OWI Forfeiture Fund	\$ 2,010	\$ 2,010
Omnibus Forfeiture Fund	\$ 1,810	\$ 1,810
2020 GO Debt Fund	\$ 732,250	\$ 732,250
2024 GO Debt Fund	\$ 619,600	\$ 619,600
Recreation Capital Improvement Fund	\$ 20,000	\$ 20,000
Public Improvement Fund	\$ 980,050	\$ 980,050
2024 GO Bond Construction Fund	\$ 1,655,000	\$ 1,655,000



DDA Capital Improvement Fund	\$	300,050	\$	300,050
Water / Sewer Capital Improvement Fund	\$	1,090,050	\$	1,090,050
Water / Sewer Operating & Maintenance Fund	\$	5,655,134	\$	5,655,134
Equipment Fund	\$	1,189,896	\$	1,189,896

BE IT STILL FURTHER RESOLVED, that pursuant to State Law, the City Manager is hereby authorized to transfer up to ten percent (10%) of each appropriation to any other appropriation within each Fund, but not from Reserve Accounts not between Funds.

**City of Plymouth  
NOTICE OF PUBLIC HEARING  
2025 - 2026 PROPOSED CITY BUDGET**

Notice is hereby given that a public hearing will be held on Monday, June 2, 2025, at 7:00 P.M. in the Commission Chambers of City Hall at 201 South Main Street for the purpose of discussing and receiving public comments on the proposed 2025 - 2026 City Budget.

**Proposed 2025 City Millage Rates**

The property tax millage rates proposed to be levied to support the proposed budget will be a subject of this hearing. The following statements are provided concerning the proposed 2025 millage levies for the City of Plymouth:

The 2025 tax rate for City operating millage is proposed to be 10.1964 mills, which is .1135 mills less than the 2024 operating tax rate. The City Commission has the authority under the City Charter to set the operating millage rate, within the maximum allowed rate of 10.1964 mills, as adjusted by the Headlee millage roll-back formula.

The 2025 tax rate for debt service millage to fund debt service requirements for the 2020 and 2024 General Obligation and Limited Tax General Obligation refunding bond issues is proposed to be 1.6800 mills, which is .2700 mills less than the 2024 tax rate.

The 2025 tax rate for City solid waste and recycling millage is proposed to be 1.8200 mills which is the same as the 2024 tax rate.

The total City millage for all purposes is proposed to be 13.6964 mills for 2025, which is .3835 mills less than the 2024 total City tax rate.

**Property Tax Administration Fee**

Pursuant to Section 211.44(3) of the General property Tax law a property tax administration fee of 1% is proposed to be levied on the total of all property taxes levied, both real and personal, on both the Summer Levy due July 1, 2025 and the Winter Levy due December 1, 2025 as authorized by a 5 - 2 vote of the City Commission at a scheduled budget meeting held on April 25, 2016.

**Equalization Factors**

Wayne County established tentative 2025 equalization factors of 1.0633 for the residential class of property, 1.0024 for the commercial class of property and 1.0044 for the industrial class of property. Since the City has adjusted assessments for all property classes for 2024 by the proposed factors, all 2025 equalization factors will be set at 1.0000.

**2025 - 2026 Proposed City Budgets**

The budgets for the various funds of the City of Plymouth are proposed for 2025/26 as follows:

Revenues		Expenditures	
GENERAL FUND			
Property taxes	\$ 7,779,100	Administration	\$ 2,743,699
Licenses & Permits	2,800	Buildings & Grounds	291,630
State-shared Revenue	1,424,001	Police Department	5,196,663
Sales of Service	1,000,305	Fire Department	1,317,960
Cemetery Revenue	197,500	Public Works Dept	1,107,235
Parking Revenue	86,450	Recreation & Culture	466,765
Other Revenue	810,000	Capital Outlay	2,193,300
Transfers-In	2,730,106	Transfers-Out	723,010
REVENUE TOTAL	\$14,030,262	EXPENDITURE TOTAL	\$ 14,030,262
MAJOR STREET FUND			
Gas & Weight Tax	\$ 842,851		
Contrib & Other	91,161		
REVENUE TOTAL	\$ 934,012	EXPENDITURE TOTAL	\$ 934,012
LOCAL STREET FUND			
Gas & Weight Tax	\$ 280,950		
Contrib & Other	438,472		
REVENUE TOTAL	\$ 719,422	EXPENDITURE TOTAL	\$ 719,422
RECREATION FUND			
Contrib. From G/F	\$ 500,000		
Prog. Fees & Other	867,840		
REVENUE TOTAL	\$ 1,367,840	EXPENDITURE TOTAL	\$ 1,367,840
WASTE & RECYCLING FUND			
Property Taxes	\$ 1,253,130		
Sales of Service & Other	1,040,198		
REVENUE TOTAL	\$ 2,293,328	EXPENDITURE TOTAL	\$ 2,293,328
		Revenues	Expenditures
OTHER CITY FUNDS			
Budget Stabilization Fund		\$ 50	\$ 50
Cemetery Trust Fund		\$ 25,000	\$ 25,000
Parking Fund		\$ 10	\$ 10
Brownfield Site Remediation Fund		\$ 50	\$ 50
Brownfield Re-Development Authority Fund		\$ 715,210	\$ 715,210
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DDA Capital Improvement Fund		\$ 300,050	\$ 300,050
Water / Sewer Capital Improvement Fund		\$ 1,090,050	\$ 1,090,050
Water / Sewer Operating & Maintenance Fund		\$ 5,655,134	\$ 5,655,134
Equipment Fund		\$ 1,189,896	\$ 1,189,896

**Transfers between Appropriations**

As provided in State law, the general appropriations resolution is proposed to allow the City Manager to transfer up to ten percent (10 %) of each appropriation to any other appropriation within each fund, but not from Reserve Accounts nor between funds.

**Copies of Proposed Budget Available**

A complete copy of the 2025 - 2026 City Budget is available for public inspection at the City Clerk's office during regular business hours and at the Plymouth District Library during its regular hours of operation.

Maureen A. Brodle, CMC, MPMC  
City Clerk

Publish Date: Thursday, May 15, 2025



## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Authorization to Hire - DMS - 06-02-25.docx  
Date: May 22, 2025  
RE: Authorization to Hire DMS

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### Background

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 Commission is aware that we recently had a resignation in the Department of Municipal Services which has left our crew short one position. As we enter our busy summer season, we need to have full staffing in order to address all of the issues that we have before us including our summer infrastructure program. This position is in the budget, and it does not expand our F.T.E. count.

The City Administration is seeking the approval of the City Commission at this time in order to move forward with the hiring procedure.

### RECOMMENDATION:

The City Administration recommends that the City Commission authorize the filling of one position with the Department of Municipal Services at this time. 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 \_\_\_\_\_ and seconded by \_\_\_\_\_.

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

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

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



## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - Confirmation of Emergency Authorization Vactor Truck 06-02-25.docxx*  
Date: May 23, 2025  
RE: Confirmation of Emergency Repairs to Vactor Truck

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### Background

On May 15, 2025, the City Administration notified the City Commission that the City Manager had authorized emergency repairs to the Vactor truck at Municipal Services. We estimated at that time that the repairs would be approximately \$8,000 to \$9,000. You may recall that the issue was a hydraulic leak on the overhead boom system. Municipal Services has taken the truck into the dealer, and they began making the repairs based on the emergency authorization.

We are seeking confirmation of the emergency purchase authorization in the amount of \$8,000 to \$9,000. As additional background, we have attached a copy of the email related to this matter informing the City Commission of the emergency authorization and the need to confirm the purchase at a later date.

### RECOMMENDATION:

The City Administration recommends that the City Commission confirm the emergency repairs to the Vactor Truck in the amount of \$8,000 to \$9,000 as attached.

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

## Sincock, Paul

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**From:** Sincock, Paul  
**Sent:** Thursday, May 15, 2025 11:41 AM  
**To:** Group - Commission  
**Subject:** Emergency Repair Authorization  
**Attachments:** Request for Emergency Repair Authorization Vactor Truck Hydraulic Leak

This is to advise the City Commission that in accordance with the City Charter, I have authorized emergency repairs to the Municipal Services Vactor truck. The vehicle has developed a hydraulic leak on the overhead boom system. It is currently estimated that the repairs will be in the \$8,000 to \$9,000 range. The hydraulic boom is a critical part on the operations of the Vactor truck. The only authorized repair agency in our area is JDC located in Northville.

We expect that this will be on your June 2, 2025, agenda for confirmation.

Should you have any questions regarding this authorization, please feel free to contact me.

PJS

## 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 emergency repairs, and
- WHEREAS The Department of Municipal Services had to have emergency repairs made to the Vactor Truck hydraulic pump on the overhead boom, and
- WHEREAS The failed pump had to be replaced, and
- WHEREAS The City Administration authorized the emergency repairs and actions 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 repairs to the City's Vactor Truck in the amount of \$8,000 to \$9,000 and authorizes payment to Jack Doheny Company. Funding for this repair shall be designated from the Equipment Fund.



## Administrative Recommendation

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To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Waste & Recycling Rates 2025 - 26 - 06-02-25.docx  
Date: May 28, 2029  
RE: Waste & Recycling Rates 2025 - 26

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### Background

The City Commission is aware that we have had five years in a row with no increases in our solid waste fees charged to our residents. That changed in January of this year with the new vendor when we increased fees by twenty-five cents. We also indicated in January that we would have to review the fees again with the budget, once we had a better handle on the new fee structure.

After five years of no increase in monthly fees for the homeowners, and a new contract with our provider, it is time to review our pricing structure. The Finance Director has reviewed the financial condition of the Solid Waste and Recycling Fund and is recommending an increase of \$1.00 per month starting in July. This will provide us with the necessary cash flow to meet the contractual requirements and to provide service to our residents. Finance Director John Scanlon has provided a detailed memorandum and financial analysis for the Waste and Recycling Fund. Mr. Scanlon is recommending an increase in rates of \$1.00 per month from \$10.55 per month to \$11.50 per month.

### Recommendation

The City Administration recommends that the City Commission increase the monthly rate for trash carts by \$1.00, from \$10.50 per month to \$11.50 per month for trash carts. 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 either John Scanlon or myself.





# CITY OF PLYMOUTH

[www.plymouthmi.gov](http://www.plymouthmi.gov)

201 S. Main  
Plymouth, Michigan 48170-1637

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

## MEMORANDUM

Date: May 27, 2025  
To: Paul J. Sincock, City Manager  
From: John Scanlon, Finance Director  
Subject: Waste and Recycling Rates

**Issue:** Proposed Waste and Recycling Rates – 2025-26 City Budget

**Analysis:** Enclosed are updated pages 63 through 65 of the proposed 2025–26 City budget, outlining the proposed waste and recycling service rates scheduled to take effect on July 1, 2025, for the new fiscal year.

The City's waste and recycling services are funded through three sources: an operating millage, cart user fees for waste and recycling disposal, and bag sales for residents who opt out of the cart program. Under state statute, the City is authorized to levy up to 3 mills for waste and recycling purposes. However, because this is an operating levy, the 3-mill cap is subject to the Headlee Amendment and has been rolled back to 2.0372 mills for the 2025–26 budget.

Unlike its impact on the General Fund, this Headlee limit has no effect on system revenues because the current levy is only 1.8200 mills, which is well below the Headlee cap. Page 65 provides an updated history since 2004 of the key revenues funding this service, primary expenditure categories, and year-end fund balances, along with rates for taxes, bags and carts. Operating taxes account for 69% of system revenues, while bag and cart fees comprise the remaining 31%.

On January 1, 2025, the City implemented its current rate structure of \$3.00 per bag and \$10.50 per month for cart service. For the 2025–26 budget, a \$1.00 increase in cart fees is proposed, raising the monthly rate to \$11.50. The \$3.00 per bag fee and the millage rate of 1.8200 mills, unchanged since the 2016–17 fiscal year, will remain the same.

The Waste & Recycling Fund remains in strong financial condition, with a projected fund balance exceeding \$1,100,000 for 2025. The proposed cart fee increase is intended to maintain service levels and address anticipated cost pressures.

**Requested Action:** Approve the 2025-26 Waste and Recycling Rate Resolution

**Attachment(s):** A resolution and Rate Determination for City Commission consideration

THE CITY OF HOMES

[twitter.com/PlymouthMIgov](https://twitter.com/PlymouthMIgov)

[facebook.com/CityofPlymouthMI](https://facebook.com/CityofPlymouthMI)



## Waste & Recycling Rate Determination

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The City offers waste and recycling services to its residents. Plastic, paper, and yard waste are collected weekly, alongside the regular waste disposal schedule. In 2014, the City transitioned to an automated cart system for waste and recycling collection on a weekly basis, a change that was well received by residents. Additionally, the City periodically arranges for the disposal of brush, cut branches, and larger waste materials.

Starting from the 2009/10 fiscal year, the City was no longer responsible for long-term debt associated with the capping of a former City-operated landfill located at Chubb Road and Five Mile Road in Salem Township. However, the City may still incur future financial obligations related to the monitoring and maintenance of this former waste facility.

The current disposal system is funded through a combination of taxes authorized under Public Act 298 of 1917, monthly trash cart fees for both waste and recycling containers, and the sale of waste disposal bags primarily used by low-volume consumers.

Before December 2004, the system was solely funded through taxes and the sale of bags and/or tags. In the fiscal year 1992/93, taxes covered nearly 68% of the costs, while 32% came from the sale of bags, tags, and other user charges. Since then, funding has occasionally shifted between taxes and user fees but has generally remained supported by taxes at around 2/3 of the total.

Historically, the administration aimed to align tax support with recycling service costs and landfill debt service, relying on user fees to cover waste removal costs. Recycling costs typically represented less than 20% of the total operational costs. However, following the implementation of the new contract in 2020, recycling's share of the cost has increased. Given that the millage rate for this service under Public Act 298 of 1917 is subject to Headlee rollbacks as an operating millage, it is prudent to consistently monitor the current rate structure of this fund.

It is generally recommended by the administration to decrease reliance on taxes by transitioning financing to user-based charges that more accurately reflect the total costs of providing this service.

Public Act 298 permits the levy of up to 3 mills for waste removal services. However, due to Headlee rollback provisions, the maximum authorization has been reduced from 3 mills to 2.0596 mills. In fiscal year 2014/15, the City Commission raised the levy for this service from 1.72 mills to 1.92 mills. However, due to the solid financial performance of the fund for that year and 2015/16, the millage rate was reduced to 1.82 mills for fiscal year 2016/17. Since 1993, millage rates for this service have fluctuated, ranging from a low of 1.25 mills to a high of 1.97 mills in 2006.

In April 2010, the administration transferred street sweeping and tree removal and replacement services from the Major and Local Street Funds to the Waste and Recycling Fund. This led to an increase in refuse cart rates from \$7.15 per month to \$9.42 per month, a rate that

remained steady for four consecutive fiscal years until July 1, 2013. That year, the expected increase in contract rates for waste and recycling pickup, combined with six consecutive years of reduced tax revenues, prompted an increase in the cart rate from \$9.42 per month to \$10.00 per month.

This rate persisted into fiscal year 2014/15, at which point a new, slightly lower rate of \$9.50 was introduced. This adjustment reflected lower waste removal costs and slightly higher recycling costs in the new contract. With the adoption of our most recent contract, recycling costs continued to climb, leading to the implementation of a new rate of \$10.50 beginning January 2025.

For the upcoming fiscal year, the City continues to face financial pressures related to increased service expenses associated with the renewed waste and recycling contract. To help address these challenges, a \$1.00 increase in the trash cart fee is proposed, bringing the monthly charge to \$11.50 effective July 1, 2025.

No changes are proposed to the tax rate or bag fee at this time. It is recommended that the current millage rate of 1.82 mills and the \$3.00 per bag fee be maintained.

Listed on the following page is some key historical financial data related to the waste and recycling program.

## Waste & Recycling Fund

### History - Key Financial Factors

Fiscal Year Ending	INCOME					EXPENSES					RESERVES Year End F/B	RATES			
	Operating Taxes	Bag / Tag Revenue	Cart Revenue	Other Income	Total Income	Personnel Costs	Contract Costs	Landfill Debt	Other Costs	Total Expenses		Taxes	Bags Tags	Carts per/mo	Pct. Change
2004	726,023	202,097	N/A	14,486	942,606	245,462	401,019	75,508	225,903	947,892	82,655	1.80	1.50	N/A	N/A
2005	720,106	161,982	N/A	21,328	903,416	204,055	418,629	75,508	163,567	861,759	124,312	1.80	1.50	N/A	N/A
2006	715,056	13,304	206,003	37,453	971,816	215,126	427,587	75,508	217,840	936,061	160,067	1.74	1.80	6.28	N/A
2007	846,988	12,188	220,114	35,040	1,114,330	289,308	446,727	75,508	235,597	1,047,140	227,257	1.97	2.25	6.50	4%
2008	835,475	10,393	239,750	31,364	1,116,982	344,036	441,407	64,970	273,019	1,123,432	220,807	1.90	2.25	6.93	7%
2009	763,050	8,541	249,494	22,117	1,043,202	175,263	462,844	-	232,067	870,174	393,835	1.72	2.25	7.15	3%
2010	756,833	7,137	267,098	10,195	1,041,263	223,699	476,375	-	262,807	962,880	472,218	1.72	2.25	7.15	0%
2011	734,418	9,196	338,885	10,835	1,093,334	238,843	486,855	-	309,283	1,034,981	530,570	1.72	3.00	9.42	32%
2012	717,177	7,365	343,473	12,049	1,080,064	253,090	497,705	-	317,894	1,068,689	541,946	1.72	3.00	9.42	0%
2013	705,136	7,276	348,314	11,660	1,072,386	270,456	502,979	-	308,075	1,081,510	532,822	1.72	3.00	9.42	0%
2014	720,263	5,455	370,305	12,152	1,108,175	258,874	542,555	-	314,671	1,116,100	524,897	1.72	3.00	9.42	0%
2015	815,876	6,570	356,777	11,287	1,190,510	288,580	481,404	-	365,945	1,135,929	579,479	1.92	3.00	9.50	1%
2016	835,873	4,599	354,567	10,842	1,205,881	256,492	455,363	-	349,142	1,060,997	724,363	1.92	3.00	9.50	0%
2017	803,578	4,393	353,489	12,516	1,173,976	290,086	482,908	-	406,198	1,179,192	719,147	1.82	3.00	9.50	0%
2018	875,181	5,269	360,584	14,502	1,255,535	269,606	463,386	-	390,476	1,123,469	851,213	1.82	3.00	9.50	0%
2019	964,406	5,281	369,900	24,524	1,364,110	307,195	403,012	-	592,478	1,302,684	912,639	1.82	3.00	9.50	0%
2020	1,110,502	4,256	388,950	35,368	1,539,076	311,931	576,730	-	459,613	1,348,274	1,103,441	1.82	3.00	10.25	8%
2021	1,092,265	5,034	397,871	29,595	1,524,766	312,352	541,217	-	496,516	1,350,085	1,278,122	1.82	3.00	10.25	0%
2022	1,136,770	3,926	398,360	36,052	1,575,109	306,403	959,400	-	198,971	1,464,774	1,388,457	1.82	3.00	10.25	0%
2023	1,210,532	3,753	402,338	51,229	1,667,851	379,291	739,840	-	602,593	1,721,724	1,334,583	1.82	3.00	10.25	0%
2024	1,291,893	3,339	404,687	41,196	1,741,115	407,251	770,798	-	723,364	1,901,412	1,174,286	1.82	3.00	10.25	0%
*2025	1,295,114	2,336	351,255	30,058	1,678,763	481,841	645,865	-	535,294	1,663,000	1,190,049	1.82	3.00	10.50	2%
**2025	1,295,114	2,803	421,506	36,070	1,755,493	578,210	775,038	-	716,236	2,069,484	860,296	1.82	3.00	10.50	2%
<b>PROPOSED 2026</b>	<b>1,280,210</b>	<b>5,000</b>	<b>423,150</b>	<b>90,735</b>	<b>1,799,095</b>	<b>400,950</b>	<b>750,000</b>	<b>-</b>	<b>679,960</b>	<b>1,830,910</b>	<b>1,158,234</b>	<b>1.82</b>	<b>3.00</b>	<b>11.50</b>	<b>10%</b>

\* Through first ten months of fiscal year 2024/25

\*\* Projected through June 30, 2025

## **Resolution**

The following resolution was offered by Commissioner\_\_\_\_\_and Seconded by Commissioner\_\_\_\_\_.

WHEREAS The City of Plymouth operates a solid waste and recycling program to help protect the public health, safety and welfare; and

WHEREAS The City Commission of the City of Plymouth reviews rates for the Solid Waste and Recycling Program as a part of the budget review process; and

WHEREAS The City Commission did conduct a review of the program during the recent Budget Study Session; and

WHEREAS Public Act 298 of 1917 authorizes an operating levy of up to 3.00 mills for waste deposal and recycling, subject to the restriction of the Headlee Amendment to the state constitution; and

WHEREAS The maximum operating rate for the levy of 2025 is 2.0372 mills pursuant the requirement of the Headlee Amendment; and

WHEREAS The City Commission, after reviewing the financial condition of the Waste & Recycling Fund at a budget study session concluded that the operating millage rate for the 2025–26 can be maintained at 1.82 mills without causing significant adverse financial impact;

NOW THEREFORE BE IT RESOLVED THAT, the City Commission of the City of Plymouth does hereby adopt the current rate of \$11.50 per month for trash cart and \$3.00 per trash bag for solid waste disposal and that this rate shall be effective on July 1, 2025;

BE IT FURTHER RESOLVED THAT, the City Commission for the City of Plymouth hereby establishes a rate of 1.82 mills to be used to provide tax support for operation of the Waste & Recycling Fund for the 2025-26 Fiscal Year and that such millage rate be incorporated into the City's Annual Budget.





## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Non-Profit Recognition - Plymouth OVA - 06-02-25.docx  
Date: May 23, 2025  
RE: Non-Profit Recognition – Plymouth OVA

---

### Background

From time to time the city receives requests from locally based non-profit organizations to have a Resolution passed that indicates that the group is recognized as a local non-profit (IRS 501c3 status) organization. We have received a request from The Plymouth OVA; this organization has been operating in and around our community as a non-profit since May of 2024 and they have provided information as to why they need to obtain a license from the Bureau of the State Lottery. This group is a recognized by the Internal Revenue Service as a 501c3 non-profit organization.

The purpose of the local official recognition is to allow the group to proceed with their application to the State of Michigan. They are applying to the State of Michigan Bureau of the State Lottery for a permit to hold a raffle or engage in charity gaming activities as authorized by the State of Michigan.

The City Commission has provided a similar recognition to several community groups, including, but not limited to, Plymouth Historical Society, United Way, Smith School FPO, Keep Plymouth Leafy, Plymouth Kiwanis, Plymouth Lions, Plymouth Rotary, Plymouth Lacrosse, and the Plymouth Hockey Association. The City Administration is familiar with the Plymouth OVA and their efforts to raise funds to pay for their programs.

### RECOMMENDATION:

The City Administration recommends that the City Commission recognize the Plymouth OVA Organization as a local non-profit organization in the community. The request merely recognizes the group as a local non-profit organization. The Resolution makes no endorsement of their proposed activity or federal tax status, just that they are located here in the city.

The State of Michigan has prepared a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact me.



Plymouth OVA  
638 Starkweather St  
Plymouth, MI 48170  
plymouthova@gmail.com

Date: May 16, 2025

Maureen Brodie  
201 S. Main  
Plymouth, MI 48170

Dear Maureen,

The Plymouth OVA would like to obtain a raffle license from the State of Michigan. To do this, we are required to have the local governing body pass a resolution stating that our organization is a recognized nonprofit in the community.

I've attached the following background information for your reference:

- The Michigan Department of Licensing and Regulatory Affairs filing endorsement certifying Plymouth OVA's Articles of Incorporation
- The IRS determination letter stating that Plymouth OVA is exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3)
- The Local Governing Body Resolution for Charitable Gaming Licenses

We are hoping to have this resolution added to the City Commission Meeting agenda for the first meeting in June. Please let me know if you have any questions or need additional information to support this request.

Most sincerely,

Trish Hortsman  
President  
Email: plymouthova@gmail.com



**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS**

**FILING ENDORSEMENT**

***This is to Certify that the*** ARTICLES OF INCORPORATION

***for***

PLYMOUTH OVA

**ID Number:** 803209728

***received by electronic transmission on*** April 30, 2024 ***, is hereby endorsed.***

***Filed on*** May 01, 2024 ***, by the Administrator.***

***The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.***



***In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 1st day of May, 2024.***

*Linda Clegg*

**Linda Clegg, Director**

**Corporations, Securities & Commercial Licensing Bureau**



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

PLYMOUTH OVA  
C/O PETER MUNDT  
638 STARKWEATHER ST  
PLYMOUTH, MI 48170

Date:  
05/07/2024  
Employer ID number:  
99-2789893  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending:  
December 31  
Public charity status:  
509(a)(2)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
May 1, 2024  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053524002124

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



Charitable Gaming Division  
Box 30023, Lansing, MI 48909  
OVERNIGHT DELIVERY:  
101 E. Hillisale, Lansing MI 48933  
(517) 335-5780  
www.michigan.gov/cg

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
(Required by MCL 432.103a(1)(f))

At a REGULAR meeting of the PLYMOUTH CITY COMMISSION  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by MAYOR SUZI DEAL on JUNE 2, 2025  
DATE

at 7:00 a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from PLYMOUTH OVA of PLYMOUTH  
NAME OF ORGANIZATION CITY

county of WAYNE, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for APPROVAL  
APPROVAL/DISAPPROVAL

**APPROVAL**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

**DISAPPROVAL**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.  
PENALTY: Possible denial of application.  
BSL-CG-1153(R4/24)



## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Summer Concert Tour 2025 - 06-02-25.docx  
Date: May 29, 2025  
RE: City Commission Summer Meetings in the Parks

---

### Background

During the past 24 summers the City Commission held several regular meetings in the neighborhood parks, called the "Summer Concert Tour." This is an effort by the City Commission to take the meetings out to people and provide for personal citizen engagement with their elected officials, in accordance with the City Commission's five year strategic plan, related to community connectivity.

We are proposing to move the meetings for at least late June, July, and August to our neighborhood parks. We will not be able to have Zoom or Facebook live broadcasts of the summer meetings, it is just really too difficult to properly provide those services without incurring significant costs.

In the event of bad weather, we would move the meeting back to City Hall.

### Recommendation

The City Administration recommends that the City Commission establish a Limited Engagement Summer Concert Tour or City Commission meetings in the neighborhood parks:

Monday, June 16, 2025	Markham Park – Caster & Holbrook
Monday, July 7, 2025	Lions Park – Burroughs & Harding
Monday, July 21, 2025	Wilcox Park – Byron & Dewey
Monday, August 4, 2025	Garden Club Park – Forest & Sutherland
Monday, August 18, 2025	Kiwanis Park – Auburn & Junction

## RESOLUTION

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

WHEREAS The City Commission has indicated a desire to move the summer City Commission meetings from City Hall to the neighborhood parks; and

WHEREAS This moving of the summer meetings has been called the "Summer Concert Tour" of the City Commission; and

WHEREAS The Commission found this program to be successful during the summers each year since 2001.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby schedule the following meetings at 7:00 p.m. at various neighborhood parks the City Commission "Summer Concert Tour."

Monday, June 16, 2025	Markham Park – Caster & Holbrook
Monday, July 7, 2025	Lions Park – Burroughs & Harding
Monday, July 21, 2025	Wilcox Park – Byron & Dewey
Monday, August 4, 2025	Garden Club Park – Forest & Sutherland
Monday, August 18, 2025	Kiwanis Park – Auburn & Junction

The significant rain location for these meetings will be Plymouth City Hall, 201 S. Main, Plymouth.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth hereby directs the City Clerk to post a notice of the changed meeting locations as appropriate and as quickly as possible.



## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - Grant Application Penniman and Ann Arbor Trail 06-02-2025.docx*  
Date: May 28, 2025  
RE: Grant Application Resolution of Support

---

### Background

The City Commission may be aware that the City Administration has been working with our Engineers to complete a grant application for additional road funding to complete infrastructure improvements on Penniman from Evergreen to Harvey and Ann Arbor Trail from Sheldon to Harvey; both with a PASER score of 3. The city has applied for this grant program in previous years for North Main St. and were unsuccessful due to railroad crossings and a number of other issues. If the city is successful in obtaining the grant, it will provide \$250,000 in state money towards a total estimated construction cost of \$818,028.00.

It should be noted that this road project would not start until 2026 as this would be awarded during the State's next fiscal year which begins October 1, 2025.

In order for the City to submit the grant application it is necessary for the City Commission to adopt a Resolution establishing a request for funding for the project. We have attached the grant application for your reference.

### Recommendation

The City Administration recommends that the City Commission adopt a Resolution to establish a request for funding for the resurfacing of Penniman between Evergreen and Harvey and Ann Arbor Trail between Sheldon to Harvey under the Transportation Economic Development Fund Category B Program.

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



**MDOT**

## Category B - Villages and Small Cities

MDOT Office of Economic Development is now accepting applications for the FY 2026 Community Service Infrastructure Fund (CSIF), commonly referred to as TEDF Category B. Applications and supporting documentation are due to [MDOT-OED-CategoryB@Michigan.gov](mailto:MDOT-OED-CategoryB@Michigan.gov) by Thursday, June 12, 2025, by 5 p.m. and must be complete (including all required information and documents) to be considered for funding.

Any grants approved for FY 2025 funding will be awarded contingent on continued



appropriations by the legislature. Dependent on the volume of applications, we anticipate 2026 award announcements to be made by mid-September 2025, with funding available after October 1, 2025, for implementation in 2026.

**About the Program:** The Community Service Infrastructure Fund (CSIF), commonly referred to as TEDF Category B was designed as a stop gap measure to provide additional road funding to the smallest communities in Michigan, particularly those with limited ability to fund road projects. The 2023 supplemental appropriation will allow for the continuation of the annual program for several grant cycles.

The following parameters apply:

**Eligible applicants:** Villages and small cities with a population of 10,000 or less per the 2020 census.

**Eligible project type:** Eligible projects include reconstruction, replacement, rehabilitation, or capital preventative maintenance of city or village streets and stormwater improvements needed for the road project. Only costs directly associated with the roadway construction and associated stormwater improvements are eligible for funding or match credit. Preliminary engineering (design), right-of-way acquisition, construction engineering (project oversight), water/sanitary, and sidewalk are not eligible costs.

**Maximum grant:** 50% of eligible costs, up to \$250,000.

**Program priorities:** Each application is reviewed and independently scored based upon a consistent set of criteria:

- The extent to which an agency has the ability to fund road projects, based on 2022 real/personal property value proportional to population.
- Projects on local roads - as they have fewer eligible funding sources.
- Projects paired with other infrastructure projects - to encourage efficiencies and coordination.
- Projects done together with another agency's project - to encourage lower prices and other efficiencies.
- Preventive maintenance projects - to encourage better asset management practices.
- Points are reduced for agencies that received a grant from the program in the past.

## Contact

Christine Zuzga, TEDF Manager  
[MDOT-OED-CategoryB@Michigan.gov](mailto:MDOT-OED-CategoryB@Michigan.gov)

OFFICE OF ECONOMIC DEVELOPMENT  
TRANSPORTATION ECONOMIC DEVELOPMENT FUND  
**CATEGORY B: COMMUNITY SERVICE INFRASTRUCTURE FUND APPLICATION**

SECTION ONE: APPLICANT INFORMATION			
CITY OR VILLAGE NAME City of Plymouth	MAILING ADDRESS 201 S Main St, Plymouth, MI	ZIP CODE 48170	COUNTY Wayne
CONTACT PERSON Chris Porman	CONTACT PHONE NO. (734) 453-7737	CONTACT TITLE Director of Municipal Services	E-MAIL ADDRESS cporman@plymouthmi.gov
ALTERNATE CONTACT PERSON Adam Gerlach	PHONE NO./EXTENSION (734) 453-7737 /	ALTERNATE CONTACT PERSON TITLE Assistant Director	E-MAIL ADDRESS agerlach@plymouthmi.gov
STATE SENATOR Rosemary Bayer	STATE SENATE DISTRICT NO. 13	STATE REP. Mat Koleszar	STATE REP. DISTRICT NO. 22

SECTION TWO: PROJECT INFORMATION			
1) STREET NAME Ann Arbor Trail	PROPOSED PROJECT LIMITS (Using nearest cross streets) Sheldon to Harvey	LINEAR LENGTH OF PROJECT 3400 LF	
ROADWAY CLASSIFICATION Local	PASER RATING 3	DAILY AVERAGE TRAFFIC COUNT 5500	CONSTRUCTION COST \$385,543.00
<p>DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable. Cold Mill 9,000 SY of bituminous pavement to a depth of 2" and replace with 2" of new asphalt pavement. Project includes a provision for some asphalt base repair, and new pavement markings. Non-participating items include minor curb repairs and, ADA/sidewalk upgrades along the corridor.</p> <p>IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?   <input type="checkbox"/> YES   <input checked="" type="checkbox"/> NO   IF YES, PLEASE BRIEFLY DESCRIBE.</p>			
2) STREET NAME Penniman Ave	PROPOSED PROJECT LIMITS (Using nearest cross streets) Evergreen to Harvey	LINEAR LENGTH OF PROJECT 1800 LF	
ROADWAY CLASSIFICATION Local	PASER RATING 3	DAILY AVERAGE TRAFFIC COUNT N/A	CONSTRUCTION COST \$325,805.00
<p>DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable. Cold Mill 7000 SY of bituminous pavement to a depth of 2" and replace with 2" of new asphalt pavement. Project includes a provision for some asphalt base repair, and new pavement markings. Non-participating items include minor curb repairs and, ADA/sidewalk upgrades along the corridor.</p> <p>IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?   <input type="checkbox"/> YES   <input checked="" type="checkbox"/> NO   IF YES, PLEASE BRIEFLY DESCRIBE.</p>			

3) STREET NAME	PROPOSED PROJECT LIMITS (Using nearest cross streets)		LINEAR LENGTH OF PROJECT
ROADWAY CLASSIFICATION	PASER RATING	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST
DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable.			
IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, PLEASE BRIEFLY DESCRIBE.			
4) STREET NAME	PROPOSED PROJECT LIMITS (Using nearest cross streets)		LINEAR LENGTH OF PROJECT
ROADWAY CLASSIFICATION	PASER RATING	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST
DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable.			
IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE BRIEFLY DESCRIBE.			
5) STREET NAME	PROPOSED PROJECT LIMITS (Using nearest cross streets)		LINEAR LENGTH OF PROJECT
ROADWAY CLASSIFICATION	PASER RATING	DAILY AVERAGE TRAFFIC COUNT	CONSTRUCTION COST
DESCRIPTION OF PROPOSED WORK; include specific treatment method with details such as quantities (ie patching) and/or depth (ie mill/fill), where applicable.			
IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE BRIEFLY DESCRIBE.			

**SECTION THREE: PROJECT FUNDING**

- 1a) WILL THE PROPOSED PROJECT(S) BE PAIRED WITH OTHER NONPARTICIPATING INFRASTRUCTURE WORK? I.E., SEWER, WATER, ELECTRIC, OR OTHER? ☒ YES ☐ NO  
IF YES, PLEASE BRIEFLY DESCRIBE NATURE OF WORK AND COST ESTIMATE: \$ 106,680.00

Non-participating work is anticipated to include sidewalk/ADA ramp upgrades, spot curb repairs along both corridors.

- 1b) ARE FUNDS COMMITTED FOR THIS NONPARTICIPATING WORK? ☒ YES ☐ NO  
2) ARE YOU APPLYING FOR ADDITIONAL FUNDING FOR ANY OF THE PROJECTS LISTED IN THIS APPLICATION? ☐ YES ☒ NO  
IF YES, PLEASE PROVIDE

AGENCY NAME

ADDITIONAL FUNDING

AMOUNT REQUESTED

YEAR EXPECTED

## 3) PROJECT COST CALCULATIONS AND GRANT REQUEST

- a. TOTAL CONSTRUCTION COSTS FROM SECTION 2: \$ 711,348.00  
b. MAXIMUM GRANT AMOUNT NOT TO EXCEED 50% of SECTION 3.3a: \$ 355,674.00 OR  
c. MAXIMUM GRANT AMOUNT NOT TO EXCEED: \$250,000.00  
d. THE LESSER OF 3b AND 3c = GRANT REQUEST: \$ 250,000.00 OR 35 % WHICHEVER IS LESS\*  
e. PARTICIPATING MATCH PROVIDED BY LOCAL AGENCY (AT LEAST 3a MINUS 3d): \$ 461,348.00  
f. TOTAL NONPARTICIPATING COST FROM SECTION 3.1a: \$ 106,680.00  
g. TOTAL AGENCY FUNDING COMMITMENT (SECTION 3.3e PLUS SECTION 3.3f): 568,028.00 \*\*

\* If the project total comes in higher or lower than anticipated in this application, the final grant amount will be the lesser of the total grant award or the grant percentage (3d).

\*\* The resolution should note this dollar amount as committed by the local agency.

**SECTION FOUR: PROJECT IMPLEMENTATION**

- 1) PROPOSED PROJECT START DATE (mm/dd/yyyy): 05/01/2026  
2) WILL THE PROPOSED WORK BE PAIRED WITH OTHER ROADWORK BY ANOTHER AGENCY? ☐ YES ☒ NO  
IF YES, PLEASE PROVIDE THE AGENCY NAME: \_\_\_\_\_  
3) WILL YOUR AGENCY OVERSEE THE GRANT IMPLEMENTATION? ☒ YES ☐ NO IF NO, WHO WILL OVERSEE THE GRANT IMPLEMENTATION? I.E., LOCAL AGENCY, CONSULTANT ENGINEERING FIRM, ETC.: \_\_\_\_\_

## ADDITIONAL COMMENTS

Ann Arbor Trail and Penniman are both classified as major streets in the City of Plymouth. They are both key connection streets between Downtown Plymouth and residential areas to the west of the City. This section of Ann Arbor Trail was previously reconstructed in 2001. This section of Penniman was previously reconstructed in 2002. The goal of this project is to extend the useful life of the City's original investment. The project is also in close proximity to Bird Elementary and West Middle Schools, which are located at the intersection of Ann Arbor Trail and Sheldon Road.

## REQUIRED DOCUMENT CHECKLIST

☒ RESOLUTION OF SUPPORT ☒ MAP ☒ CONSTRUCTION ESTIMATES ☐ PHOTOS

NAME OF AUTHORIZED SIGNATORY FROM RESOLUTION

E-MAIL ADDRESS

PHONE NUMBER

Chris Porman

cporman@plymouthmi.gov

(734) 453-7737

SIGNATURE

DATE

Please submit application and required documents to [MDOT-OED-CategoryB@Michigan.gov](mailto:MDOT-OED-CategoryB@Michigan.gov).

City of Plymouth TEDF Grant Application Cost Sheet

Project	Participating Costs	Non-Participating Costs
Ann Arbor Trail from Sheldon to Harvey	\$ 385,543	\$ 58,760
Penniman Avenue from Evergreen to Harvey	\$ 325,805	\$ 47,920
<b>Totals</b>	<b>\$ 711,348</b>	<b>\$ 106,680</b>
TEDF Grant Request	\$ 250,000	\$ -
City Commitment	\$ 461,348	\$ 106,680

Total Project Cost	\$ 818,028
Total TEDF Request	\$ 250,000
Funding Leveraged by TEDF	\$ 568,028

Please see attached detailed estimate for each project area.

Ann Arbor Trail TEDF Grant Application Cost Estimate

		Participating				Non Participating			
		Quantity	Unit of Measure	Price	Total Cost	Quantity	Unit of Measure	Price	Total Cost
1	Mobilization 5% Max	1.00	LS	\$19,028.00	\$19,028.00		LS	\$19,028.00	\$0.00
2	Traffic Maintenance and Control	1.00	LS	\$50,000.00	\$50,000.00		LS	\$50,000.00	\$0.00
3	Audio Video Route Survey	1.00	LS	\$2,500.00	\$2,500.00		LS	\$2,500.00	\$0.00
4	Minor Traffic Devices	1.00	LS	\$25,000.00	\$25,000.00		LS	\$25,000.00	\$0.00
5	Inspector Days	14.00	Days	\$850.00	\$11,900.00		Days	\$850.00	\$0.00
6	Cold Mill 2"	9000.00	SY	\$4.25	\$38,250.00		SF	\$4.25	\$0.00
7	Sign, Type B, Temp, Prismatic, Special, Furn	50.00	SF	\$7.00	\$350.00		SF	\$7.00	\$0.00
8	Sign, Type B, Temp, Prismatic, Special, Oper	50.00	SF	\$1.00	\$50.00		SF	\$1.00	\$0.00
9	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	15.00	EACH	\$100.00	\$1,500.00		EACH	\$100.00	\$0.00
10	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	15.00	EACH	\$1.00	\$15.00		EACH	\$1.00	\$0.00
11	Plastic Drum, Fluorescent, Furn	50.00	EACH	\$30.00	\$1,500.00		EACH	\$30.00	\$0.00
12	Plastic Drum, Fluorescent, Oper	50.00	EACH	\$1.00	\$50.00		EACH	\$1.00	\$0.00
13	Curb and Gutter Remove		LF	\$20.00	\$0.00	480	CY	\$20.00	\$9,600.00
14	Pavement for Butt Joint Remove	40.00	SY	\$15.00	\$600.00		SY	\$15.00	\$0.00
15	Concrete Drives and Sidewalks, Remove		SF	\$4.00	\$0.00	2250	SF	\$4.00	\$9,000.00
16	Inlet Filter	6.00	EACH	\$150.00	\$900.00		EACH	\$150.00	\$0.00

17	Adjust Structure	18.00	EACH	\$950.00	\$17,100.00		EACH	\$950.00	\$0.00
18	Reconstruct Structure	36.00	VF	\$60.00	\$2,160.00		VF	\$60.00	\$0.00
19	Remove and Replace Frame and Cover	7000.00	LB	\$2.80	\$19,600.00		LB	\$2.80	\$0.00
20	Subgrade Undercut and 21AA Aggregate Backfill		CY	\$70.00	\$0.00	10	CY	\$70.00	\$700.00
21	Aggregate Base Course, 21AA		TON	\$50.00	\$0.00	50	TON	\$30.00	\$2,500.00
22	Drive and Sidewalk, Concrete, 6-Inch		SF	\$8.00	\$0.00	750	SF	\$8.00	\$6,000.00
23	Bituminous Pavement, Wearing Course, 1300T	1100.00	TON	\$160.00	\$176,000.00		TON	\$160.00	\$0.00
24	Bituminous Pavement, Leveling Course, 3C	100.00	TON	\$140.00	\$14,000.00		TON	\$140.00	\$0.00
25	Burr Joints	40.00	SY	\$1.00	\$40.00		SY	\$1.00	\$0.00
26	Curb and Gutter, Concrete, Detail F4		LF	\$27.00	\$0.00	480	LF	\$27.00	\$12,960.00
27	Sidewalk, Concrete, 4-inch		SF	\$6.50	\$0.00	1000	SF	\$6.50	\$6,500.00
28	Sidewalk Ramp, Concrete, 6-inch		SF	\$17.00	\$0.00	500	SF	\$17.00	\$8,500.00
29	Pavement Marking, Waterborn, 24-Inch Stopbar	25.00	LF	\$8.00	\$200.00		LF	\$8.00	\$0.00
30	Pavement Marking, Waterborn, 4-Inch Yellow	4800.00	LF	\$1.00	\$4,800.00		LF	\$1.00	\$0.00
31	Restoration with 3-inches Topsoil and Nursery Sod		SY	\$12.00	\$0.00	250	SY	\$12.00	\$3,000.00
			<b>Construction Subtotal</b>		<b>\$385,543.00</b>		<b>Construction Subtotal</b>		<b>\$58,760.00</b>

Measurements

2400 Length

33 Width



12 Manholes

6 Catch Basins

10 Ramps

Assumptions

100 SFT 4" walk per ramp

50 SFT 6" walk per ramp

150 SFT per Drive

5 Drives

Penniman TEDF Grant Application Cost Estimate

		Participating				Non Participating			
		Quantity	Unit of Measure	Price	Total Cost	Quantity	Unit of Measure	Price	Total Cost
1	Mobilization 5% Max	1.00	LS	\$16,420.00	\$16,420.00		LS	\$16,420.00	\$0.00
2	Traffic Maintenance and Control	1.00	LS	\$50,000.00	\$50,000.00		LS	\$50,000.00	\$0.00
3	Audio Video Route Survey	1.00	LS	\$2,500.00	\$2,500.00		LS	\$2,500.00	\$0.00
4	Minor Traffic Devices	1.00	LS	\$25,000.00	\$25,000.00		LS	\$25,000.00	\$0.00
5	Inspector Days	14.00	Days	\$850.00	\$11,900.00		Days	\$850.00	\$0.00
6	Cold Mill 2"	7000.00	SY	\$4.25	\$29,750.00		SF	\$4.25	\$0.00
7	Sign, Type B, Temp, Prismatic, Special, Furn	50	SF	\$7.00	\$350.00		SF	\$7.00	\$0.00
8	Sign, Type B, Temp, Prismatic, Special, Oper	50	SF	\$1.00	\$50.00		SF	\$1.00	\$0.00
9	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	15	EACH	\$100.00	\$1,500.00		EACH	\$100.00	\$0.00
10	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	15	EACH	\$1.00	\$15.00		EACH	\$1.00	\$0.00
11	Plastic Drum, Fluorescent, Furn	50	EACH	\$30.00	\$1,500.00		EACH	\$30.00	\$0.00
12	Plastic Drum, Fluorescent, Oper	50	EACH	\$1.00	\$50.00		EACH	\$1.00	\$0.00
13	Curb and Gutter Remove		LF	\$20.00	\$0.00	360	LF	\$20.00	\$7,200.00
14	Pavement for Butt Joint Remove	40.00	SY	\$15.00	\$600.00		SY	\$15.00	\$0.00
15	Concrete Drives and Sidewalks, Remove		SF	\$4.00	\$0.00	2000	SF	\$4.00	\$8,000.00
16	Inlet Filter	7.00	EACH	\$150.00	\$1,050.00		EACH	\$150.00	\$0.00

17	Adjust Structure	18.00	EACH	\$950.00	\$17,100.00		EACH	\$950.00	\$0.00
18	Reconstruct Structure	36.00	VF	\$60.00	\$2,160.00		VF	\$60.00	\$0.00
19	Remove and Replace Frame and Cover	6650.00	LB	\$2.80	\$18,620.00		LB	\$2.80	\$0.00
20	Subgrade Undercut and 21AA Aggregate Backfill		CY	\$70.00	\$0.00	10	CY	\$70.00	\$700.00
21	Aggregate Base Course, 21AA		TON	\$50.00	\$0.00	50	TON	\$50.00	\$2,500.00
22	Drive and Sidewalk, Concrete, 6-Inch		SF	\$8.00	\$0.00	750	SF	\$8.00	\$6,000.00
23	Bituminous Pavement, Wearing Course, 1300T	850.00	TON	\$160.00	\$136,000.00		TON	\$160.00	\$0.00
24	Bituminous Pavement, Leveling Course, 3C	50.00	TON	\$140.00	\$7,000.00		TON	\$140.00	\$0.00
25	Burr Joints	40.00	SY	\$1.00	\$40.00		SY	\$1.00	\$0.00
26	Curb and Gutter, Concrete, Detail F4		LF	\$27.00	\$0.00	360	LF	\$27.00	\$9,720.00
27	Sidewalk, Concrete, 4-inch		SF	\$6.50	\$0.00	800	SF	\$6.50	\$5,200.00
28	Sidewalk Ramp, Concrete, 6-inch		SF	\$17.00	\$0.00	400	SF	\$17.00	\$6,800.00
29	Pavement Marking, Waterborn, 24-Inch Stopbar	25.00	LF	\$8.00	\$200.00		LF	\$8.00	\$0.00
30	Pavement Marking, Waterborn, 4-Inch Yellow	4000.00	LF	\$1.00	\$4,000.00		LF	\$1.00	\$0.00
31	Restoration with 3-inches Topsoil and Nursery Sod		SY	\$12.00	\$0.00	150	SY	\$12.00	\$1,800.00
			Construction Subtotal		\$325,805.00		Construction Subtotal		\$47,920.00

Measurements:

1800 Length

33 Width

11 Manholes

7 Catch Basins

8 Ramps

Assumptions

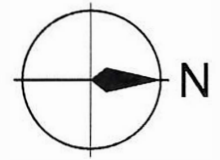
100 SFT 4" walk per ramp

50 SFT 6" walk per ramp

150 SFT per Drive

5 Drives

C:\PW\WORK\MFLANAGAN\1619548\CRD-PLT\TS-PLYMOUTH.DWG PLOTTED 5/29/2025 9:24 AM BY FLANAGAN, MARTIN



LEGEND

PROPOSED  
PROJECT AREA



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

CITY OF PLYMOUTH  
201 S MAIN ST  
WAYNE COUNTY, MI 48170

2025 TEDF CATEGORY B  
GRANT APPLICATION  
ANN ARBOR TRAIL & PENNIMAN

JOB NO.  
PLY1010-25T

SHEET  
1

**CITY OF PLYMOUTH**  
**RESOLUTION NO. [Insert Number]**

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A TRANSPORTATION ECONOMIC  
DEVELOPMENT FUND (TEDF) CATEGORY B GRANT APPLICATION TO THE MICHIGAN  
DEPARTMENT OF TRANSPORTATION (MDOT) FOR THE ANN ARBOR TRAIL AND  
PENNIMAN AVENUE PREVENTATIVE MAINTENANCE PROJECT**

WHEREAS, MDOT administers the TEDF Category B program to provide financial assistance to cities and villages for road improvements that address critical needs in villages and small cities with populations of 10,000 or less; and

WHEREAS, the TEDF program awards grants for 50% of eligible costs up to \$250,000; and

WHEREAS, the City of Plymouth recognizes the need for roadway improvements to Ann Arbor Trail and Penniman Avenue to enhance public safety, improve infrastructure conditions, support community connectivity and economic activity and maintain streets in a state of good repair; and

WHEREAS, the City intends to submit a TEDF Category B grant application to MDOT for the Ann Arbor Trail and Penniman Avenue project, with total estimated project costs of \$818,028, of which **\$711,348** are participating under the TEDF program; and

WHEREAS, the City of Plymouth is requesting **\$250,000** in TEDF Category B grant funding and will contribute the remaining **\$568,028 participating and \$106,680 non-participating** in local matching funds toward the completion of the project; and

WHEREAS, the City affirms its commitment to provide the required matching funds and to comply with all applicable federal, state, and local requirements if the grant is awarded;

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of Plymouth hereby authorizes the submission of a TEDF Category B grant application to the MDOT for the Ann Arbor Trail and Penniman Avenue project; and

BE IT FURTHER RESOLVED, that the City Manager, or their designee, is authorized to execute all documents necessary for the submission of the grant application and to act as the City's representative in all related matters.

Adopted this \_\_\_\_ day of \_\_\_\_\_, **20**.

**AYES:**

**NAYS:**

**ABSENT:**

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**Suzi Deal**, Mayor

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**Maureen Brodie**, City Clerk

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# ITEM# 8.g



## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Designated Depositories 06-03-24.docx  
Date: May 21, 2025  
RE: Designated Depositories Fiscal 2025 - 26

---

### Background

The City Commission has previously directed the City Administration to annually designate depositories for City funds. In addition, the City Charter states, *"The Commission shall designate the depository or depositories for city funds and shall provide for the regular deposit of all city moneys. The Commission shall provide for such security for city deposits as is authorized or permitted by the general laws of the State, except that personal surety bonds shall not be deemed proper security."*

The City Treasurer/Finance Director has reviewed our depository needs and have made the attached recommendation.

The City Administration has included several local banking institutions on the list of authorized depositories.

### Recommendation

The City Administration recommends that the City Commission adopt the attached proposed resolution adopting depositories for the 2025 - 26 Fiscal Year. A report and proposed resolution have been attached. Should you have any questions in advance of the meeting please feel free to contact either John Scanlon or me.



# CITY OF PLYMOUTH

[www.plymouthmi.gov](http://www.plymouthmi.gov)

201 S. Main  
Plymouth, Michigan 48170-1637

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

## MEMORANDUM

Date: May 21, 2025  
To: Paul J. Sincok, City Manager  
From: John Scanlon, Finance Director  
Subject: Designated Depositories Update

**Issue:** Proposed Designated Depositories Update

**Analysis:** In the year 2000, the City Commission adopted a resolution requiring the City Administration bring forth a list of recommended depositories that it may wish to conduct business with. By way of resolution, the City Commission would approve these depositories on an annual basis.

We have reviewed the financial institutions with which the City of Plymouth currently conducts business. Additional banking institutions and brokerage firms that the City may consider engaging with during the 2025-26 fiscal year are listed in the attached resolution. All listed institutions meet the depository requirements outlined in the City Charter, the City's Investment Policy, and Public Act 20.

It is worth noting that Flagstar Bank is currently at the lower end of the required criteria, as reflected in our quarterly investment reports. We will continue to evaluate whether to maintain this relationship as existing investments mature. Chase Bank remains the City's primary banking institution.

**Requested Action:** Approve the attached resolution of recommended depositories

**Attachment(s):** Resolution

THE CITY OF HOMES

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[facebook.com/CityofPlymouthMI](https://facebook.com/CityofPlymouthMI)

## **RESOLUTION**

The following resolution was offered by Commissioner\_\_\_\_\_and Seconded by Commissioner\_\_\_\_\_.

**WHEREAS** Section 8.9 of the City Charter of the City of Plymouth provides for the designation of depositories, and

**WHEREAS** The City Administration has reviewed and compiled a list of depository institutions and brokerage firms which are compliant with the City of Plymouth Investment Policy and Public Act 20, and which firms the City of Plymouth may wish to conduct business, as regards the deposit and investment of City of Plymouth funds.

**NOW THEREFORE BE IT RESOLVED THAT** upon the recommendation of the City Administration, the City Commission of the City of Plymouth does hereby authorize the following financial institutions as City of Plymouth depository institutions for the purpose of depositing or otherwise investing City of Plymouth funds pursuant to the City of Plymouth Investment Policy and Public Act 20: J.P Morgan Chase Bank, Bank of America, Bank of Ann Arbor, CIBC Bank, Citizens Bank, Comerica Bank, Community Financial, Fifth Third Bank, First Merchant Bank, Flagstar Bank, Huntington Bank, Lake Trust Credit Union, and PNC Bank, as well as authorized investment pools supported by GovMIC, Michigan Class, Michigan Insured Cash Holdings, during fiscal year 2025-26.

**BE IT FURTHER RESOLVED THAT** upon recommendation of the City Administration, the City Commission of the City of Plymouth does hereby authorize utilization of the following brokerage firms: MFCI, LLC , Edward Jones Investments, Raymond James & Associates, Inc., UBS Financial Services, Inc., PFM Asset Management, LLC and Robinson Capital for the purpose of brokering Certificates of Deposit and/or purchasing certain other investment eligible under the City of Plymouth Investment Policy and Public Act 20.

**BE IT FURTHER RESOLVED THAT** when considering any type or form of investment the City Administration shall provide all necessary due diligence which, shall include, but not be limited to an appropriate comparative cost/yield analysis in the decision-making process.



## Administrative Recommendation

---

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - Delinquent Charges On The Tax Roll - 06-02-25.docx*  
Date: May 23, 2025  
RE: Delinquent Charges on the Tax Roll Summer 2025

---

### Background

Each year the City Administration is required to present to the City Commission a listing of delinquent charges that have gone unpaid and are eligible to be placed on the tax rolls. This listing is for delinquent water bills, false alarms, sidewalk repair assessment and/or other payments that are eligible to be placed onto the tax roll.

As you may recall, the City Commission policy indicates that we turn off only commercial accounts for non-payment more than 90 days, and we do not turn off residential accounts. The volume of our commercial delinquent accounts has gone down with the 90-day policy. It should also be noted that there is a 25% fee added when we place delinquent commercial or residential water bills on the tax roll.

This has also had a significant impact on reducing our delinquent accounts.

### Recommendation

The City Administration recommends that the City Commission adopt the attached proposed Resolution which would allow the City to collect on delinquent accounts by rolling these over to the tax bills. The City is authorized through a variety of City Charter/Ordinances to complete this procedure.

Should you have any questions regarding this matter please feel free to contact me.



# CITY OF PLYMOUTH

[www.plymouthmi.gov](http://www.plymouthmi.gov)

201 S. Main  
Plymouth, Michigan 48170-1637

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

## MEMORANDUM

Date: May 23, 2025  
To: Paul Sincock, City Manager  
From: John Scanlon, Finance Director/Treasurer  
Subject: Delinquent Charges/Transfer to 2025 Summer Tax Roll

---

**Issue:** Delinquent Charges

**Analysis:** Attached are the delinquent charges that have been invoiced/billed that remain unpaid at this time. The City Charter and various ordinances provide the necessary vehicle to place these items on the tax roll to the property benefited.

The resolution for consideration by the City Commission is attached. This resolution facilitates the delinquent transfers to the 2025 summer tax roll.

Please feel free to contact me should additional information is needed.

**Requested Action:** Approve the resolution to transfer of the delinquent invoices to the 2025 Summer Tax Roll

**Attachment(s):** Resolution and list of outstanding invoices

THE CITY OF HOMES

[twitter.com/PlymouthMIgov](https://twitter.com/PlymouthMIgov)

[facebook.com/CityofPlymouthMI](https://facebook.com/CityofPlymouthMI)

May 23, 2025

**DELINQUENT CHARGES TO BE PLACED ON SUMMER 2025 TAX ROLL**

**Water Bills**

SECTION 1	\$20,062.48
SECTION 2	\$24,344.46
SECTION 3	\$13,510.15
SECTION 4	\$4,487.76

\$62,404.85

**Miscellaneous Charges**

FALSE ALARM	\$583.00
SIDEWALK	\$9,749.88
SNOW	\$0
WEEDS	\$270.30

\$10,603.18

**Grand Total**

\$73,008.03

\_\_\_\_\_  
Maureen Brodie, City Clerk

\_\_\_\_\_  
John Scanlon, Finance Director/  
Treasurer

R01						
Location Number	Service Address	Parcel ID	Calculation Amount	Penalty	Total to Tax	
ARTE-000236-0000-01	236 E ANN ARBOR TRL	007 02 0892 000	603.10	150.78	753.88	
ARTW-000409-0000-01	409 W ANN ARBOR TRL	006 10 0722 000	314.56	78.64	393.20	
BURR-000220-0000-01	220 BURROUGHS	011 05 0056 000	803.34	200.84	1,004.18	
BURR-000350-0000-01	350 BURROUGHS	011 05 0049 000	10.57	2.64	13.21	
BYRO-000545-0000-01	545 BYRON	011 04 0017 000	0.10	0.03	0.13	
DEES-000683-0000-02	683 DEER	006 11 0019 333	178.30	44.58	222.88	
DEES-000733-0000-02	733 DEER	006 16 0024 000	360.34	90.09	450.43	
DEES-000741-0000-03	741 DEER	006 16 0021 000	706.64	176.66	883.30	
FAIR-000259-0000-01	259 FAIR	011 99 0005 000	500.99	125.25	626.24	
FARG-000656-0000-02	656 FAIRGROUND	006 13 0011 000	776.14	194.04	970.18	
HATS-000345-0000-02	345 HARTSOUGH	011 05 0015 000	1,235.87	308.97	1,544.84	
HOLN-000311-0000-02	311 N HOLBROOK	004 03 0013 000	517.42	129.36	646.78	
HOLN-001059-0000-01	1059 N. HOLBROOK	003 01 0545 000	1,304.76	326.19	1,630.95	
JOYS-000203-0000-01	203 JOY	006 14 0009 000	1,082.70	270.68	1,353.38	
MAPL-000523-0000-01	523 MAPLE	006 12 0801 000	1,792.50	448.13	2,240.63	
MAPL-000655-0000-01	655 MAPLE	006 10 0770 002	751.79	187.95	939.74	
MILN-000243-0000-02	243 N MILL	005 01 0411 000	289.77	72.44	362.21	
MILN-000332-0000-02	332 N MILL	004 05 0004 000	513.65	128.41	642.06	
MILN-000464-0000-02	464 N MILL	004 01 0499 000	170.46	42.62	213.08	
PARV-000525-0000-02	525 PARKVIEW	007 03 0089 000	553.85	138.46	692.31	
PARV-000760-0000-01	760 PARKVIEW	007 03 0070 000	249.51	62.38	311.89	
ROES-000302-0000-01	302 ROE	006 08 0015 000	1,728.02	432.01	2,160.03	
SPRE-000261-0000-02	261 E SPRING	004 01 0439 002	185.52	46.38	231.90	
STAR-000685-0000-04	685 STARKWEATHER	005 03 0064 001	656.49	164.12	820.61	
STAR-000761-0000-01	761 STARKWEATHER	005 03 0062 000	285.54	71.39	356.93	
VIRG-000753-0000-01	753 VIRGINIA	006 14 0002 000	478.05	119.51	597.56	
			16,049.98	4,012.50	20,062.48	



Delinquent Water 2025

R02					
Location Number	Service Address	Parcel ID	Calculation Amount	Penalty	Total to Tax
ADAM-000169-0000-01	169 ADAMS	005 10 0089 000	1,167.15	291.79	1,458.94
ADAM-000460-0000-01	460 ADAMS	005 11 0015 000	735.13	183.78	918.91
AMEL-000115-0000-02	115 AMELIA	005 01 0365 000	152.10	38.03	190.13
AMEL-000163-0000-01	163 AMELIA	005 01 0369 000	482.21	120.55	602.76
ANNS-000254-0000-01	254 ANN	008 04 0162 000	231.73	57.93	289.66
ANNS-000661-0000-02	661 ANN	008 01 0050 000	493.29	123.32	616.61
ARTW-001224-0000-01	1224 W ANN ARBOR TRL	009 03 0355 000	465.55	116.39	581.94
ARTW-001279-0000-01	1279 W. ANN ARBOR TR	009 06 0275 000	986.95	246.74	1,233.69
BEES-001004-0000-03	1004 BEECH	010 02 0011 002	348.82	87.21	436.03
BLUN-000249-0000-01	249 BLUNK	008 04 0107 000	644.89	161.22	806.11
BLUN-000325-0000-01	325 BLUNK	008 04 0101 000	338.00	84.50	422.50
HAVS-000604-0000-01	604 S. HARVEY	009 07 0132 000	990.47	247.62	1,238.09
HAVS-000649-0000-02	649 S HARVEY	009 07 0150 000	973.40	243.35	1,216.75
IRVI-000451-0000-02	451 IRVIN	008 04 0047 000	1,073.78	268.45	1,342.23
IRVI-000518-0000-02	518 IRVIN	008 03 0215 001	2,088.44	522.11	2,610.55
IRVI-000551-0000-02	551 IRVIN	008 03 0192 000	316.11	79.03	395.14
KARM-000558-0000-02	558 KARMADA	005 08 0029 000	1,159.57	289.89	1,449.46
KARM-000643-0000-02	643 KARMADA	005 08 0009 301	1,541.59	385.40	1,926.99
PALM-000849-0000-02	849 PALMER	010 04 0116 002	228.28	57.07	285.35
PENN-001011-0000-01	1011 PENNIMAN	009 03 0332 000	2,327.90	581.98	2,909.88
ROSE-000195-0000-01	195 ROSE	005 01 0395 000	116.73	29.18	145.91
SHRD-001211-0000-01	1211 SHERIDAN	009 10 0003 000	874.05	218.51	1,092.56
SIMP-000912-0000-02	912 SIMPSON	010 05 0067 000	1,125.54	281.39	1,406.93
SUTH-001075-0000-01	1075 SUTHERLAND	010 03 0065 000	613.89	153.47	767.36
			19,475.57	4,868.89	24,344.46

## Delinquent Water 2025

R03					
Location Number	Service Address	Parcel ID	Calculation Amount	Penalty	Total to Tax
ATHU-000675-0000-02	675 ARTHUR	008 03 0171 000	574.38	143.60	717.98
AUBU-000725-0000-01	725 AUBURN	008 03 0069 000	1,510.08	377.52	1,887.60
GLOU-001599-0000-01	1599 GLOUCESTER	012 02 0064 000	492.96	123.24	616.20
HERA-000672-0000-01	672 HERALD	009 07 0035 000	1,467.00	366.75	1,833.75
JENS-000616-0000-02	616 JENER	009 07 0081 002	1,328.65	332.16	1,660.81
JUNC-001173-0000-01	1173 JUNCTION	008 03 0177 001	100.00	25.00	125.00
JUNC-001260-0000-01	1260 JUNCTION	008 02 0076 000	466.39	116.60	582.99
JUNC-001290-0000-01	1290 JUNCTION	008 02 0073 000	827.18	206.80	1,033.98
JUNC-001430-0000-02	1430 JUNCTION	008 02 0059 000	269.91	67.48	337.39
MCKI-000840-0000-01	840 MCKINLEY	010 07 0008 000	2,186.67	546.67	2,733.34
PENN-001496-0000-01	1496 PENNIMAN	008 12 0051 000	248.68	62.17	310.85
SHEN-000324-0000-01	324 N SHELDON	008 12 0054 000	683.26	170.82	854.08
SHES-000539-0000-02	539 S SHELDON	009 02 0160 002	652.96	163.24	816.20
			10,808.12	2,702.03	13,510.15

Delinquent Water 2025

C04					
Location Number	Service Address	Parcel ID	Calculation Amount	Penalty	Total to Tax
ARTW-000895-0000-01	895 W ANN ARBOR TRL	009 06 0311 002	216.64	54.16	270.80
BLAN-000301-0002-04	301 BLANCHE #2	005 07 0027 000	42.81	10.70	53.51
BLAN-000301-0005-03	301 BLANCHE #5	005 07 0027 000	89.05	22.26	111.31
BLAN-000301-0014-02	301 BLANCHE #14	005 07 0027 000	631.14	157.79	788.93
BLAN-000301-0016-03	301 BLANCHE #16	005 07 0027 000	265.64	66.41	332.05
BLUN-000747-0000-01	747 BLUNK	008 01 0013 000	1,740.65	435.16	2,175.81
MAIS-000747-0000-01	747 S MAIN	011 01 0002 003	165.48	41.37	206.85
MILS-000270-0000-01	270 S MILL	006 25 0065 000	352.24	88.06	440.30
PLYR-000199-0000-01	199 PLYMOUTH	004 01 0503 001	86.56	21.64	108.20
			3,590.21	897.55	4,487.76



1 of 2

City of Plymouth  
201 S Main St  
Plymouth, MI 48170  
734-453-1234 x 219

January 14, 2025

Alarm ID: 1018

Enterprise Rent a Car  
510 W Ann Arbor Rd  
Plymouth, MI 48170

This is the **Final** alarm billing notice for the City of Plymouth. The charges reflect billing under Sec.54-47 of the Alarm Systems Ordinance 2000-14. **Failure to respond can result in a suspension of alarm services provided by this agency along with additional involvement with the Treasurer's Office.** See Sec 54-51 stated below.

	<u>Charges</u>	<u>Payments</u>	<u>Invoice No</u>
06/16/2024 01:35 PM Police	\$50.00	\$0.00	24-1018-01

Fees and/or fines are due and payable upon receipt.

\*\*\*\*PLEASE DETACH AND RETURN WITH YOUR PAYMENT\*\*\*\*  
TO ENSURE PROPER CREDIT

TO: Treasurer, City of Plymouth

Total Due: **\$50.00** Amount  
Invoice

Please return payment to: 201 S Main St, Plymouth, MI 48170  
located at the Plymouth Library or City Hall Lobby.

**Sec. 54-51. Failure to Pay**

When the city has responded to a false alarm, the charges set forth herein of such owners by the city, and said charges shall be due and payable upon receipt.

Where the false alarm charge is not paid by the owner(s) within 60 days after set forth herein, then the City Manager shall cause to be recorded in the Treasurer's Office a statement of the amount due and the date when the same shall be due. The recording of such statement shall constitute a lien on the property and effect for the amount due in principal and interest until final payment has been made in the manner provided by law for collection of taxes. Such provisions hereof shall not be construed to mean that the amount of the statement, plus interest, constitute a charge on the property.

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City of Plymouth  
201 S Main St  
Plymouth, MI 48170  
734-453-1234 x 219

2 of 2

April 30, 2025

Alarm ID: 1018

Enterprise Rent A Car  
510 W Ann Arbor Rd  
Plymouth, MI 48170

This is the **FINAL** alarm billing notice for the City of Plymouth. The charges reflect billing under Sec.54-47 of the Alarm Systems Ordinance 2000-14. **Failure to respond can result in a suspension of alarm services provided by this agency along with additional involvement with the Treasurer's Office.** See Sec 54-51 stated below.

	<u>Charges</u>	<u>Payments</u>	<u>Invoice No</u>
08/02/2024 02:51 AM Police	\$100.00	\$0.00	24-1018-02

Fees and/or fines are due and payable upon receipt.

\*\*\*\*\*PLEASE DETACH AND RETURN WITH YOUR PAYMENT\*\*\*\*\*  
TO ENSURE PROPER CREDIT

TO: Treasurer, City of Plymouth

Total Due: \$100.00

Amount Paid: \_\_\_\_\_

Invoice Number: 24-1018-02

Please return payment to: 201 S Main St, Plymouth, Mi 48170 or the drop boxes located at the Plymouth Library or City Hall Lobby.

**Sec. 54-51. Failure to Pay**

When the city has responded to a false alarm, the charges set forth herein of the premises and forwarded to such owners by the city, and said charges shall be due and payable upon receipt.

Where the false alarm charge is not paid by the owner(s) within 60 days after the billing for such false alarm as set forth herein, then the City Manager shall cause to be recorded in the Treasurer's Office, the date and premises responded to. The recording of such statement shall constitute a lien on the property and shall remain in full force and effect for the amount due in principal and interest until final payment has been made and shall be collected in the manner provided by law for collection of taxes. Such provisions hereof shall be notice to every person concerned that the amount of the statement, plus interest, constitute a charge against the premises described in the statement that the same is due.



City of Plymouth  
201 S Main St  
Plymouth, MI 48170  
734-453-1234 x 219

January 14, 2025

Alarm ID: 545

Park Place Gastro Pub  
336 S Main St  
Plymouth, MI 48170

This is the **Final** alarm billing notice for the City of Plymouth. The charges reflect billing under Sec.54-47 of the Alarm Systems Ordinance 2000-14. **Failure to respond can result in a suspension of alarm services provided by this agency along with additional involvement with the Treasurer's Office.** See Sec 54-51 stated below.

				<u>Charges</u>	<u>Payments</u>	<u>Invoice No</u>
07/18/2024	03:30	AM	Police	\$50.00	\$0.00	24-545-01
07/18/2024	07:38	AM	Police	\$100.00	\$0.00	24-545-01
07/22/2024	07:11	AM	Police	\$200.00	\$0.00	24-545-01

Fees and/or fines are due and payable upon receipt.

\*\*\*\*\*PLEASE DETACH AND RETURN WITH YOUR PAYMENT\*\*\*\*\*  
TO ENSURE PROPER CREDIT

TO: Treasurer, City of Plymouth

Total Due: \$350.00

Amount Paid: \_\_\_\_\_

Invoice Number: 24-545-01

Please return payment to: 201 S Main St, Plymouth, Mi 48170 or the drop boxes located at the Plymouth Library or City Hall Lobby.

**Sec. 54-51. Failure to Pay**

When the city has responded to a false alarm, the charges set forth herein of the premises and forwarded to such owners by the city, and said charges shall be due and payable upon receipt.

Where the false alarm charge is not paid by the owner(s) within 60 days after the billing for such false alarm as set forth herein, then the City Manager shall cause to be recorded in the Treasurer's Office, the date and premises responded to. The recording of such statement shall constitute a lien on the property and shall remain in full force and effect for the amount due in principal and interest until final payment has been made and shall be collected in the manner provided by law for collection of taxes. Such provisions hereof shall be notice to every person concerned that the amount of the statement, plus interest, constitute a charge against the premises described in the statement that the same is due.



City of Plymouth  
201 S Main St  
Plymouth, MI 48170  
734-453-1234 x 219

January 14, 2025

Alarm ID: 510

Edward Wray  
PNC Bank (Portable)  
1318 Goldsmith  
Plymouth, MI 48170

This is the **Final** alarm billing notice for the City of Plymouth. The charges reflect billing under Sec.54-47 of the Alarm Systems Ordinance 2000-14. **Failure to respond can result in a suspension of alarm services provided by this agency along with additional involvement with the Treasurer's Office.** See Sec 54-51 stated below.

	<u>Charges</u>	<u>Payments</u>	<u>Invoice No</u>
07/01/2024 02:45 PM Police	\$50.00	\$0.00	24-510-01

Fees and/or fines are due and payable upon receipt.

\*\*\*\*\*PLEASE DETACH AND RETURN WITH YOUR PAYMENT\*\*\*\*\*  
TO ENSURE PROPER CREDIT

TO: Treasurer, City of Plymouth

Total Due: \$50.00

Amount Paid: \_\_\_\_\_

Invoice Number: 24-510-01

Please return payment to: 201 S Main St, Plymouth, Mi 48170 or the drop boxes located at the Plymouth Library or City Hall Lobby.

**Sec. 54-51. Failure to Pay**

When the city has responded to a false alarm, the charges set forth herein of the premises and forwarded to such owners by the city, and said charges shall be due and payable upon receipt.

Where the false alarm charge is not paid by the owner(s) within 60 days after the billing for such false alarm as set forth herein, then the City Manager shall cause to be recorded in the Treasurer's Office, the date and premises responded to. The recording of such statement shall constitute a lien on the property and shall remain in full force and effect for the amount due in principal and interest until final payment has been made and shall be collected in the manner provided by law for collection of taxes. Such provisions hereof shall be notice to every person concerned that the amount of the statement, plus interest, constitute a charge against the premises described in the statement that the same is due.



# AGED ACCOUNTS RECEIVABLE REPORT FOR CITY OF PLYMOUTH

Balances Calculated as of 05/31/2025

Account # Name	Invoice #	Due Date	Current	Over 30	Over 60	Over 90	Over 120	Total
1004 BEECH POOLED ACCTS TRUST OF THE	0000005896	07/19/2024	0.00	0.00	0.00	0.00	255.00	255.00
1040 CHERRY CLARK, HELEN	24-0142	01/17/2025	0.00	0.00	0.00	0.00	189.00	189.00
1066 N MILL 7 ELEVEN	24-0174	01/17/2025	0.00	0.00	0.00	0.00	337.50	337.50
107 S MAIN ST 107 S MAIN STREET	24-0084	01/15/2025	0.00	0.00	0.00	0.00	450.00	450.00
1140 STARKWEATHER DTE - LEONARD MCCANN	24-0197	01/17/2025	0.00	0.00	0.00	0.00	180.00	180.00
123 N. UNION PAUL, AARON-BETHANY	24-0131	01/15/2025	0.00	0.00	0.00	0.00	382.50	382.50
1260 JUNCTION SOWIZRAL, GRZEGORZ-JUSTIN	24-0068	01/15/2025	0.00	0.00	0.00	0.00	180.00	180.00
127 S MILL FUNKE, GEORGE A	24-0163	01/17/2025	0.00	0.00	0.00	0.00	144.00	144.00
1430 JUNCTION GROH, ERICA	24-0071	01/15/2025	0.00	0.00	0.00	0.00	306.00	306.00
1463 SHERIDAN DANIELS, M	24-0127	01/15/2025	0.00	0.00	0.00	0.00	393.75	393.75
1628 NANTUCKET GILL, DANIEL J	24-0089	01/15/2025	0.00	0.00	0.00	0.00	675.00	675.00
1739 NANTUCKET HARTNETT, MARK	24-0094	01/15/2025	0.00	0.00	0.00	0.00	247.50	247.50

# AGED ACCOUNTS RECEIVABLE REPORT FOR CITY OF PLYMOUTH

Balances Calculated as of 05/31/2025

Account # Name	Invoice #	Due Date	Current	Over 30	Over 60	Over 90	Over 120	Total
1742 OLD SALEM MAIR, KATE E	24-0106	01/15/2025	0.00	0.00	0.00	0.00	225.00	225.00
1782 NANTUCKET SCHULTZ, MARISA	24-0097	01/15/2025	0.00	0.00	0.00	0.00	202.50	202.50
199 ARTHUR BREWER, LONNA	24-0017	01/15/2025	0.00	0.00	0.00	0.00	324.00	324.00
298 BLUNK BRAKORA, SCOTT- NAMATEVS,	24-0034	01/15/2025	0.00	0.00	0.00	0.00	234.00	234.00
300 PARKVIEW BARLAGE, ALISA	24-0176	01/17/2025	0.00	0.00	0.00	0.00	180.00	180.00
301 BLANCHE WFB BELLEVILLE LLC	24-0140	01/17/2025	0.00	0.00	0.00	0.00	162.00	162.00
325 IRVIN DONNELLY, MICAELA	24-0059	01/15/2025	0.00	0.00	0.00	0.00	1,053.00	1,053.00
346 AUBURN SOMERS, EMILY C-JR WILLIA	24-0026	01/15/2025	0.00	0.00	0.00	0.00	189.00	189.00
396 PACIFIC WYLER COLAIANNE, KRISTIE	24-0111	01/15/2025	0.00	0.00	0.00	0.00	288.00	288.00
455 LINDSAY STORK, MICHAEL	24-0157	01/17/2025	0.00	0.00	0.00	0.00	225.00	225.00
522 ADAMS COOPER, ALEC A	24-0002	01/15/2025	0.00	0.00	0.00	0.00	162.00	162.00
543 AMELIA DTE - LEONARD MCCANN	24-0195	01/17/2025	0.00	0.00	0.00	0.00	225.00	225.00

# AGED ACCOUNTS RECEIVABLE REPORT FOR CITY OF PLYMOUTH

Balances Calculated as of 05/31/2025

Account # Name	Invoice #	Due Date	Current	Over 30	Over 60	Over 90	Over 120	Total
575 AMELIA	24-0136	01/17/2025	0.00	0.00	0.00	0.00	427.50	427.50
DTE - LEONARD MCCANN	24-0196	01/17/2025	0.00	0.00	0.00	0.00	236.25	236.25
			0.00	0.00	0.00	0.00	663.75	663.75
595 LINDSAY DEAL, CHRISTINA A-JEFFREY	24-0159	01/17/2025	0.00	0.00	0.00	0.00	225.00	225.00
610 ADAMS DULEY, KYLE	24-0003	01/15/2025	0.00	0.00	0.00	0.00	144.00	144.00
644 IRVIN SWAFFORD, JASON I-JESSICA	24-0064	01/15/2025				0.00	288.00	288.00
651 AUBURN NORD, JASON-MARIN, JAIME	24-0031	01/15/2025			0.00	0.00	162.00	162.00
799 PACIFIC JARREAU, LYNDA	24-0116	01/15/2025		9,198.00 + 255.00 +		0.00	216.00	216.00
			002					
850 STARKWEATHER ENNETT, JASON-HANLON, JES	24-0188	01/17/2025		9,453.00 *		0.00	202.50	202.50
				9,453.00 x				
998 CHURCH SEXTON, LEE ATTORNEY IN F	24-0037	01/15/2025		1.06 =		0.00	342.00	342.00
				10,020.18 *				
GRAND TOTALS:			- 000			0.00	9,453.00	9,453.00
POSTED AMOUNTS:					0.00 *			9,453.00
NON-POSTED AMOUNTS:								0.00

## Billing Item Breakdown

SIDE4	0.00	0.00	0.00	0.00	9,198.00	9,198.00
WEED1	0.00	0.00	0.00	0.00	255.00	255.00

## **RESOLUTION**

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

WHEREAS The City Administration has reported delinquent water charges in the amount of \$62,404.85 and other miscellaneous charges in the amount of \$10,603.18

WHEREAS these delinquent charges totaling \$73,008.03 have remained unpaid and are transferable by City Charter and applicable Ordinances to the summer taxes

NOW, THEREFORE BE IT RESOLVED that the delinquent charges described above be assessed against the property benefitted and placed on the 2025 summer tax roll.



## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - 2025 Infrastructure Program - 06-02-25.docx*  
Date: May 29, 2025  
RE: 2025 Infrastructure Program – Bid Award Construction Phase

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### Background

The City Commission will recall that they had previously authorized the design and coordination phases for the proposed improvements on the reconstruction of Holbrook from the railroad tracks south to Plymouth Road in the Old Village. The street is being totally reconstructed with new curb and gutters and asphalt paving in order to improve road conditions and make improvements to the water and sewer systems in this area. In addition, we will be making repairs to the storm sewer system at intersections and low points in the storm sewer system. The plan also calls for the ADA upgrades at intersections, plus elimination of the very steep sidewalk transition at Plymouth Road.

In addition, the city will be allocating funds to complete spot pavement replacements in the amount of \$200,000 around the City. This is similar to what we did in 2024. We are also including expenses related to the installation of the RRFB (blinky lights) at Ann Arbor Trail and Hamilton, per the City Commission's previous direction. This is estimated at \$60,000.

The City Engineer put our infrastructure projects out to bid in April of 2025, and they also submitted for permit approvals from the State of Michigan and Wayne County. Due to the vast amount of infrastructure work available right now, we only received one bid. That 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 \$3,623,516.00. This amount will include a construction contingency of \$150,000, which is approximately 5% 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 2025 Infrastructure Improvement Program, as outlined in the City Engineer’s letter of May 29, 2025. The total authorization shall be in the amount of \$3,623,516. Projects include the following:

- Reconstruction of Holbrook Street from railroad tracks south to Plymouth Road
- Water main replacements and upgrades on Holbrook Street
- Sanitary sewer replacements and upgrades on Holbrook Street
- Storm sewer improvements on Holbrook Street
- ADA Improvements at intersections on Holbrook Street to include elimination of steep sidewalk
- Installation of RRFB and ADA improvements at Ann Arbor Trail & Hamilton
- \$200,000 for spot resurfacing around the city
- Construction Contingency of \$150,000

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 Chris Porman or myself.



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

May 29, 2025

City of Plymouth  
201 South Main Street  
Plymouth, MI 48170

Attention: Chris Porman  
Director of Municipal Services

Re: City of Plymouth - 2025 Infrastructure Improvement Program  
Holbrook Reconstruction, Preventative Resurfacing of Asphalt Streets & RRFB at AA  
Trail/Hamilton  
Letter of Recommendation for Construction Award

Dear Chris:

On Thursday, May 8, 2025, at 11:00 a.m., bids for the 2025 Infrastructure Improvement Program were received and opened. The contract documents called for each bidder to provide a base bid for utility and road work on Holbrook (north of Plymouth Road) and a new rectangular rapid flashing beacon (RRFB) at the intersection of Ann Arbor Trail and Hamilton.

There were two companies (Proline Asphalt and J. Ranck Electric) that registered as "Prime" bidders, but only one of them chose to bid the project. There were other plan holders, including one other asphalt company, but they did not submit as a prime contractor. A summary of the bid that was received is provided below:

Bid Received	
Pro-Line Asphalt Paving Corporation	\$2,998,816.00

The overall project cost is higher than I originally estimated in September of 2024 when the design was authorized, however we are seeing costs increase across many of the major areas of work (i.e. asphalt, underground utilities, etc.). There simply is a lot of infrastructure work to do and not as many contractors available to do all the work. The low bid received by Pro-Line Asphalt Paving Corporation is essentially the same as our most recent engineer's estimate that we prepared for the project. Our most recent estimate was just under \$3,000,000, as shown on the attached bid tabulation. 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.

The base bid includes the following items as approved by the City Commission for preliminary engineering in September 2024:

1. Reconstruction of Holbrook from Plymouth Road to the railroad tracks.
2. New water main on the west side of Holbrook from Plymouth Road to the railroad tracks.
3. New sanitary sewer on Holbrook from Spring to Liberty.
4. Several spot repairs to the sanitary sewer system.
5. New storm sewer within the intersections and at all the low points of the storm system.



6. ADA upgrades at each City intersection, plus elimination of a very steep sidewalk transition at Plymouth Road (west side).

## **BACKGROUND & PRELIMINARY PROGRAM DESCRIPTION**

In September 2024, the City Commission authorized Wade Trim to begin preliminary design engineering services on the 2025 Infrastructure Improvement Program. The program authorized design services for Holbrook as described above.

In October 2024, the City authorized Wade Trim to study the pedestrian crossing activity at Ann Arbor Trail and Hamilton and make recommendations. Our pedestrian counts and findings recommended a new rectangular rapid flashing beacon for this intersection. The City Commission accepted our recommendations and authorized the design of this new RRFB to be included as part of the 2025 Infrastructure Program. Wade Trim completed the design of this new RRFB without requesting additional design funding.

Design work has been ongoing on this project since early October 2024, including the completion of a full topographic survey of the project area, the gathering of pavement cores and geotechnical information, including two very deep borings due to the deep sanitary sewer that needs to be replaced. The preliminary utility designs were completed in early March 2025. The sanitary sewer and water main permit applications were submitted to the State of Michigan Department of Environment, Great Lakes & Energy (EGLE) in mid-March 2025. Plans were also submitted to the Wayne County Department of Public Services for a permit to place detour signage in the Plymouth Road right-of-way and to improve the steep sidewalk slope at the northwest corner of Plymouth and Holbrook. The final design plans were advertised and made available for public bidding in early April 2025. As mentioned above, the bid was received on May 8, 2025.

## **PREVENTATIVE MAINTENANCE – ADDITIONAL ASPHALT RESURFACING**

As referenced in the 2025 Infrastructure Program Design Authorization, we understand that the City would also like to continue with the preventative maintenance of certain asphalt streets, and we have been asked to include \$200,000 as an allowance for additional street resurfacing. The City Commission will recall that the City completed several street resurfacing improvements as part of the 2024 Infrastructure Program and thus, this is a continuation of that effort to improve ride quality in areas that show mild pavement deterioration. Preventative maintenance prolongs the life of the pavements and improves ride quality and safety for all users (i.e. vehicles and bicyclists).

## **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. 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 mid-June, but more certainly by the end of June. 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 110 working days for completion.

The contract documents call for the substantial completion of the work by October 31, 2025, and final completion by November 15, 2025. Typically, the contract will be kept open and extended until

May of the following year (i.e. 2026) so that we can verify that all restoration has been completed satisfactorily.

### PROPOSED 2025 CONSTRUCTION PROGRAM SUMMARY

The 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, new sanitary sewer, sanitary sewer spot repairs, new curb and gutter and a newly reconstructed asphalt roadway on Holbrook, plus the work involved to install the new RRFB along Ann Arbor Trail and Hamilton.

Our recommendation below includes awarding the bid to Proline Asphalt Paving. As requested by City administration, we have prepared a construction program cost estimate that “roughly” breaks down the \$2,998,816 bid received into the different City funding mechanisms. Street and storm sewer costs are anticipated to be approximately \$1,780,000 and paid for out of the City’s Street Bond program. The new water main and sanitary sewer improvements are anticipated to be approximately \$1,145,000 paid for by the City’s Water and Sewer Funds. It is anticipated that the new RRFB will cost approximately \$60,000 and be paid out of the City Street Funds. Please note that the project bid includes one large provisional bid item, that may or may not be used. The replacement of approximately 400 linear feet of 24-inch diameter storm sewer was included in the project as a built-in construction contingency due to the proximity of the existing storm sewer to the deep sanitary sewer between Spring and Liberty that will be replaced. We are hopeful that the existing storm can be protected, but our design included the provisional replacement of the storm sewer just in case the soils were unstable during the deep sanitary sewer installation. We would be happy to help the City determine final quantities and amounts per City fund following the completion of the actual work.

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
Proline Construction Bid for Holbrook & RRFB	\$2,905,316
Inspection Base Bid (110 days at \$850/day)	\$93,500
<b>Construction Bid Received</b>	<b>\$2,998,816</b>
Allowance for Construction Administration/Eng(+/-6.8%)	\$203,000
Allowance for Record Drawings	\$6,500
Inspection Allowance for Resurfacing (12 days at \$850/day)	\$10,200
Allowance for QA/QC and Materials Testing (+/-6.8%)	\$55,000
<b>Engineering Allowance</b>	<b>\$274,700</b>
<b>Asphalt Resurfacing Allowance</b>	<b>\$200,000</b>
<b>Recommended Construction Contingency (+/-5%)</b>	<b>\$150,000</b>
<b>Proposed Construction Phase Total</b>	<b>\$3,623,516</b>

## **RECOMMENDATION**

Based on the above information, we recommend the City award the 2025 Infrastructure Improvement project to Pro-Line Asphalt for a total contract value of **\$2,998,816** and authorize the City administration to sign the contract. We also recommend the City authorize an additional **\$200,000** to Proline Asphalt for preventative maintenance asphalt resurfacing work. The total authorization to Proline would be **\$3,198,816**. 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 **\$3,623,516**, including construction administration/engineering, construction inspection, materials testing, and record drawing preparation (to be provided by Wade Trim) and a five percent construction contingency for the 2025 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 ability to safely complete the water main, storm sewer, and sanitary sewer utility work, as well as reconstruct a new roadway. 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 is anticipated to complete most of 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. They have completed work for the City since 2004. We have mentioned this before, but they perform quality work and show respect for those that live in the project areas.

## **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 110 inspection days (eight-hour days) to complete the work in the two project areas that were bid. We have estimated another 12 days (eight-hour days) for the resurfacing activities. 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 2025 Rate Schedule. If extra work is required beyond the scope of this proposal, we will notify the 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 2025 Infrastructure Improvement Program.

Very truly yours,

Wade Trim Associates, Inc.



Shawn W. Keough, PE  
Senior Vice President

SWK:kmk  
PLY 2129-01T  
20250529\_PORMAN\_2025 Ltr of Recommendation.DOCX

cc: Paul Sincock, City Manager, City of Plymouth  
Adam Gerlach, Assistant Director of Public Utilities, City of Plymouth  
John Scanlon, Finance Director, City of Plymouth

## 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 2025 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 2025 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 installation of Rectangular Rapid Flashing Beacon (RRFB) lights, and required ADA improvements. The projects for the 2025 Infrastructure Program are identified as follows:

- Reconstruction of Holbrook Street from railroad tracks south to Plymouth Road
- Water main replacements and upgrades on Holbrook Street
- Sanitary sewer replacements and upgrades on Holbrook Street
- Storm sewer improvements on Holbrook Street
- ADA Improvements at intersections on Holbrook Street to include elimination of steep sidewalk
- Installation of RRFB and ADA improvements at Ann Arbor Trail & Hamilton
- \$200,000 for spot resurfacing around the city
- Construction Contingency of \$150,000

BE IT FURTHER RESOLVED THAT the entire scope of the projects in the 2025 Infrastructure Programs, including construction, construction administration, inspection, construction staking, materials testing and as built drawings, and construction contingency for the 2025 Infrastructure Improvement Program, as outlined in the City Engineer's letter of May 29, 2025. The total authorization shall be in the amount of \$3,623,516. This amount includes a contract with Pro-Line Asphalt in the amount of \$3,198,816 and engineering services with Wade Trim in the amount of \$274,700. In addition, the City Commission authorizes a construction contingency of \$150,000.



## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: S:\Manager\Sincock Files\Memorandum - Water & Sewer Rates - Rate Card #28 - 06-02-25.docx  
Date: May 30, 2025  
RE: Water & Sewer - Rate Card #28

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### Background

In March of 1999, the City Commission adopted an Ordinance, which requires that the City Administration annually review water and sewer rates to ensure that the rate structure is adequate to provide for expenses of the system. The Ordinance also requires that the rates and charges be fixed to preserve the system in good repair and working order for the long term and to provide for the debt obligations and for the maintenance of the system.

The City Finance Director John Scanlon has reviewed the new rate structures from Great Lakes Water Authority and Wayne County. In addition, we have reviewed the financial condition of the system. We also discussed this issue at the April Budget Study Session. The recommendation is to raise rates to meet the new requirements for flat rate services and increases in water and sewer use fees from the Great Lakes Water Authority (GLWA) and fund our on-going upgrades to our water and sewer system. In addition, we are also responsible for the unfunded mandate from the State and Federal Governments that the local municipal water systems are responsible for replacement of lead or galvanized service leads. The overall proposal would increase rates by approximately 9.64%.

Our new proposed rates would be \$16.82 per thousand gallons of water. As a comparison of a similar water system, the City of Northville current rate is \$18.03 per thousand gallons, and that rate is expected to increase on July 1. To give this issue further perspective, the proposed City of Plymouth rate works out to be approximately three cents per gallon, delivered to your house.

A home using 18,000 gallons of water per quarter would see an increase of \$27.58 per quarter or \$9.19 per month. Their water bill would go from \$287.68 to \$315.26 per quarter or \$105 per month. In 1999, the system was on the verge of being in a deficit situation as a result of the City Commission failing to raise rates, and a failure of the then City Administration to recommend rate increases to meet the needs of the system. As a result, the city saw a rate increase of 27% in a single year. That was followed by a 9% increase in 2000, then a 10% increase in 2001. A complete history of the rate increases is attached to this packet. The new rate will cost the users of the system approximately three cents per gallon of water.

The proposed plan maintains fiscal responsibility for the Water and Sewer System ensuring funding for our Capital Outlay Projects, the need to complete some of the required lead or galvanized service line replacements, addresses the costs for the additional capacity purchased from WTUA, as well as increases in our wholesale

purchase costs. Attached is a memorandum from Finance Director John Scanlon, which should provide additional background information.

We will need to continue to monitor customer water usage as we have seen that late spring rains have caused a later than normal startup of sprinkler systems. We also need to be aware of usage due to contract restrictions on volume of water and time of day use of water, as it relates to peak hour/peak day usage as well as overall gallons purchased. These rate factors are why we encourage our residents to use sprinklers during the overnight hours.

During the next approximately 45 days, we anticipate that we will launch our water system portal, which will allow residents to monitor their household water usage via an on-line portal. This should assist residents in finding any leaks in their household system, like toilet leaks, leaky faucets, or sprinkler system leaks.

### **Recommendation**

The City Administration recommends that in order to comply with the 1999 Ordinance the City Commission should adopt Rate Card #28, effective July 1, 2025.

Should you have any questions in advance of the meeting please feel free to contact either John Scanlon or myself.





# CITY OF PLYMOUTH

[www.plymouthmi.gov](http://www.plymouthmi.gov)

201 S. Main  
Plymouth, Michigan 48170-1637

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

## MEMORANDUM

Date: May 29, 2025  
To: Paul J. Sincock, City Manager  
From: John Scanlon, Finance Director  
Subject: Water and Sewer Rates

### **Issue:** Proposed Water and Sewer Rates – 2025-26 City Budget

**Analysis:** The annual cost to the City for water and wastewater removal services from the Great Lakes Water Authority (GLWA) is approximately \$2.9 million, representing about 59% of the total Water and Sewer Fund budget of \$5 million. The remaining portion of the budget is allocated to various expenses, including local staffing for the maintenance of services and mains within the City, debt service on the Rouge Valley State Revolving Fund loan, funding for capital infrastructure projects, the purchase of an additional 13 cubic feet of sewer capacity from the Western Townships Utilities Authority (WTUA), and the maintenance of essential cash reserves due to the capital-intensive nature of these services.

The City Commission has prioritized establishing utility rates that not only keep pace with cost increases passed on by GLWA but also support the strategic accumulation of reserves. Over the past five years, GLWA's rate increases have consistently outpaced local revenue growth, requiring the City to raise its own utility rates by approximately 28.6%, including a 9.6% increase in the current fiscal year.

In Fiscal Year 2024/25, Water and Sewer Operating Fund will transfer \$870,000 to the Water and Sewer Capital Improvement Fund to support the repair and replacement of aging infrastructure as part of the 2024 street construction initiative.

For the 2025 infrastructure program, an additional \$1,145,000 is budgeted to provide critical capital funding for improvements aligned with the 2019 street construction bond ballot proposal. The \$275,000 increase is made possible by reallocating the \$220,000 previously used for debt service, now fully paid off, and incorporating a \$55,000 increase included in the proposed rate structure.

As part of the proposed rate adjustments, the City also recommends updating the "ready-to-serve" fee. This fixed charge helps cover the cost of maintaining the water and sewer infrastructure and ensures service is available to customers at all times, regardless of usage. The fee is determined by the size of the property's water meter.

The current ready-to-serve rate structure has remained unchanged since before 2000. Due to rising cost pressures, particularly for maintaining and upgrading critical

THE CITY OF HOMES

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[facebook.com/CityofPlymouthMI](https://facebook.com/CityofPlymouthMI)

infrastructure, and state-mandated system updates, adjustments to this fee are necessary. The proposed changes are outlined below:

<b>Meter Size</b>	<b>Existing Rate</b>	<b>Propose Rate</b>
5/8"	\$11.56	\$12.50
3/4"	\$13.00	\$14.06
1"	\$19.76	\$21.37
1.5"	\$39.65	\$42.87
2"	\$62.92	\$68.04
3"	\$117.96	\$127.55
4"	\$185.22	\$200.28
6"	\$389.20	\$420.85

The following page outlines the City Administration's recommendation, based on updated financial data through April 2025. This includes a proposed rate increase of \$1.48 per 1,000 gallons of water consumed, in addition to the ready-to-serve fee adjustment. Even with these increases, the City's utility rates remain below those of neighboring cities.

The table below illustrates the current and proposed quarterly charges for a typical residential customer with a 5/8-inch meter using 18,000 gallons **per quarter**:

	<b>R-T-S Charge</b>	<b>Water Charge</b>	<b>Sewer Charge</b>	<b>Total Charge</b>
Existing Average Costs	\$11.56	\$123.12	\$153.00	\$287.68
Proposed Average Costs	\$12.50	\$143.46	\$159.30	\$315.26

The following proposed resolution is presented providing for the adoption of Rate Card #28, effective July 1, 2025.

**Requested Action:** Approve the 2025-26 Water and Sewer Rate Resolution

**Attachment(s):** A resolution and Rate Determination for City Commission consideration

## Water / Sewer Rate Analysis

Rate or Cost Item	Rate / Cost Charged as of 07/01/24 per Mcf	Proposed Rate Charged as of 07/01/25 per Mcf	Rate / Cost Increase per Mcf	Rate / Cost Increase Converted per 1000 gallons	Estimated Usage Gallons X 1000	Cost Inc / (Dec) from prior year	Rate Inc / (Dec) Required	% Increase over Prior Year
Water Usage Rate	\$ 11.58	\$ 12.36	\$ 0.78	\$ 0.10427	310,000			
Water Usage Rate Converted to Fixed Costs	\$ 512,994	\$ 538,896	\$ 25,902	N/A	N/A	\$ 25,902		5.05%
Fixed Water Charge	\$ 770,400	\$ 822,000	\$ 51,600	N/A	N/A	\$ 51,600		6.70%
Sewer Usage Rate	\$ -	\$ -	\$ -	\$ -	305,000			
Sewer Usage Rate Converted to Fixed Cost	\$ 1,540,133	\$ 1,509,925	\$ (30,208)	N/A	N/A	\$ (30,208)		-1.96%
<b>TOTAL RATE/FIXED COST CHANGES</b>	<b>\$ 2,823,527</b>	<b>2,870,821</b>	<b>47,294</b>			<b>\$ 47,294</b>	<b>\$ 0.15</b>	<b>1.68%</b>
<b>OTHER OPERATING COST CHANGES</b>	<b>\$ 2,439,230</b>	<b>\$ 2,777,070</b>	<b>\$ 337,840</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ 337,840</b>	<b>\$ 1.09</b>	<b>13.85%</b>
<b>DEBT SERVICE COSTS</b>								
2012 LTGO Refunding Bonds	\$ -	\$ -	\$ -			\$ -		
2015 LTGO Capital Improvement Bonds	\$ 220,000	\$ -	\$ (220,000)			\$ (220,000)		
RVSDP SRF Debt	\$ 15,292	\$ 33,557	\$ 18,265			\$ 18,265		
WTUA Assignment of Additional Capacity	\$ 187,912	\$ 187,912	\$ -			\$ -		
<b>TOTAL DEBT SERVICE COST CHANGES</b>	<b>\$ 423,204</b>	<b>\$ 221,469</b>	<b>\$ (201,735)</b>			<b>\$ (201,735)</b>	<b>\$ (0.65)</b>	<b>-47.67%</b>
<b>CAPITAL OUTLAY COSTS</b>								
Direct Funding of Capital Outlay Costs	\$ 870,000	\$ 1,145,000	\$ 275,000			\$ 275,000		31.61%
Estimated net change for Capital Payments	\$ -	\$ -	\$ -			\$ -		0.00%
<b>TOTAL CAPITAL OUTLAY COST CHANGES</b>	<b>\$ 870,000</b>	<b>\$ 1,145,000</b>	<b>\$ 275,000</b>			<b>\$ 275,000</b>	<b>\$ 0.89</b>	<b>31.61%</b>
<b>AMOUNT NEEDED FOR ADDITIONAL CASH RESERVE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL RATE AND FIXED COST INCREASES</b>						<b>\$ 458,399</b>	<b>\$ 1.48</b>	<b>n/a</b>
<b>COST INCREASE CONVERTED TO RATE /1000 GALLONS*</b>						<b>\$ 1.48</b>		
<b>CURRENT COMBINED WATER/SEWER RATE</b>						<b>\$ 15.34</b>		
<b>RATE NEEDED TO COVER 2025 / 2026 COST - INCREASE/DECREASE*</b>						<b>\$ 16.82</b>	<b>\$ 1.48</b>	<b>9.64%</b>
<b>RATE RECOMMENDED FOR 2025 / 2026</b>						<b>\$ 16.82</b>	<b>\$ 1.48</b>	<b>9.64%</b>

<b>Existing Rates:</b>	<b>Water - \$ 6.84</b>	<b>Sewer - \$ 8.50</b>
<b>* Proposed Changes:</b>	<b>Water - \$ 1.13</b>	<b>Sewer - \$ .35</b>
<b>Proposed Rate:</b>	<b>Water - \$ 7.97</b>	<b>Sewer - \$ 8.85</b>

\* Water rate increase effective as of 7/1/2025

## WATER / SEWER FUND

### HISTORY - KEY FINANCIAL FACTORS

Fiscal Year Ending	INCOME AND RETAINED EARNINGS					MAJOR COSTS			LIQUIDITY		RATES			
	Operating Revenues	Operating Expenses	Operating Income	Net Income	Retained Earnings	Water Purchases	Sewer Charges	Capital Expenses	Year End Cash	Working Capital	Water	Sewer	Total	% Chg
2000	2,542,426	2,178,416	364,010	(254,395)	1,245,951	449,646	587,465	498,218	63,593	757,217	2.36	3.10	5.46	8.8%
2001	2,618,902	2,287,079	331,823	164,644	1,410,595	464,919	700,286	274,433	276,965	974,064	2.59	3.41	6.00	9.9%
2002	2,658,255	2,360,052	298,203	168,351	1,578,946	500,939	662,529	601,226	210,951	650,258	2.97	3.92	6.89	14.8%
2003	3,187,916	2,681,534	506,382	354,976	4,098,083	603,118	734,352	1,230,870	52,818	568,697	3.48	4.60	8.08	17.3%
2004	3,371,611	2,516,438	855,173	692,628	4,838,561	521,532	739,039	526,693	139,269	697,884	3.85	5.09	8.94	10.6%
2005	3,626,127	2,465,945	1,160,182	977,847	5,891,408	552,375	701,897	447,367	1,010,173	1,699,108	4.01	5.30	9.31	4.1%
2006	3,700,885	2,337,178	1,363,707	1,254,615	7,217,229	504,564	675,451	266,263	2,078,171	2,806,013	4.10	5.41	9.51	2.1%
2007	3,683,801	2,598,151	1,085,650	1,027,252	8,244,481	544,535	719,121	468,221	2,392,406	3,268,813	4.10	5.41	9.51	0.0%
2008	3,774,116	2,546,347	1,227,769	1,188,659	9,433,140	582,815	759,442	193,512	3,096,238	3,695,497	4.10	5.41	9.51	0.0%
2009	3,717,993	2,342,181	1,375,812	1,232,232	10,665,372	504,719	722,807	1,579,599	3,113,910	3,852,983	4.38	5.77	10.15	6.7%
2010	3,795,597	2,504,049	1,291,548	1,116,021	11,781,393	534,025	779,550	644,442	3,523,224	4,334,767	4.38	5.77	10.15	0.0%
2011	3,738,598	2,782,379	956,219	787,603	12,568,996	611,852	919,812	776,840	4,077,552	4,803,148	4.38	5.77	10.15	0.0%
2012	3,802,831	3,176,187	626,644	624,371	13,193,367	712,073	1,125,479	741,562	4,411,879	5,102,600	4.48	5.88	10.36	2.1%
2013	4,073,087	3,189,808	883,279	818,950	14,012,317	758,441	1,190,114	1,021,290	4,594,220	5,053,603	4.67	6.04	10.71	3.4%
2014	3,826,287	3,412,434	413,853	353,878	14,366,195	778,262	1,211,867	448,467	4,712,344	5,404,392	4.75	6.14	10.89	1.7%
2015	3,718,733	3,404,533	314,200	218,083	14,584,278	771,022	1,220,795	1,372,324	4,533,524	4,371,981	4.94	6.40	11.34	4.1%
2016	3,903,433	3,530,272	373,161	286,510	14,870,788	940,365	1,224,437	1,125,260	4,729,311	5,157,647	4.94	6.40	11.34	0.0%
2017	4,101,995	4,040,101	61,894	301,612	15,172,400	1,024,478	1,242,108	183,831	4,724,978	5,336,563	5.07	6.56	11.63	2.6%
2018	3,987,919	3,980,555	7,364	73,016	15,245,416	1,057,627	1,236,322	53,286	4,781,535	5,252,142	5.26	6.81	12.07	3.8%
2019	4,574,418	4,185,770	388,648	330,824	15,576,240	1,067,572	1,215,005	1,075,037	4,722,532	5,113,249	5.33	6.90	12.23	1.3%
2020	4,357,880	4,401,037	(43,157)	(1,085)	15,575,155	1,091,128	1,363,630	284,230	4,925,293	5,144,951	5.35	6.90	12.25	0.2%
2021	4,467,334	4,784,585	(317,251)	(327,701)	15,247,454	1,129,193	1,804,810	737,992	3,753,932	4,384,565	5.35	7.37	12.72	3.8%
2022	4,554,855	4,808,749	(253,894)	(259,642)	14,987,812	1,140,814	1,742,626	929,255	2,789,046	3,438,148	5.71	7.37	13.08	2.8%
2023	4,521,810	4,913,644	(391,834)	(302,932)	14,684,880	1,233,063	1,622,222	1,873,658	1,312,370	1,568,628	6.10	7.81	13.91	6.3%
2024	4,845,969	4,950,702	(104,733)	3,182	14,688,062	1,160,768	1,456,891	1,107,582	167,391	867,757	6.48	8.32	14.80	6.4%
*2025	4,259,227	4,275,499	(16,273)	77,992	15,653,147	880,665	1,375,165	993,492	244,260	978,000	6.84	8.50	15.34	3.6%
**2025	5,111,072	5,130,599	(19,527)	(21,770)	14,562,508	1,056,798	1,650,198	1,090,000	269,883	1,399,077	6.84	8.50	15.34	3.6%
<b>PROPOSED 2026</b>	<b>5,977,063</b>	<b>2,777,070</b>	<b>3,199,993</b>	<b>3,121,453</b>	<b>18,774,601</b>	<b>1,405,396</b>	<b>1,697,840</b>	<b>1,145,000</b>	<b>2,246,336</b>	<b>8,994,174</b>	<b>7.97</b>	<b>8.85</b>	<b>16.82</b>	<b>9.6%</b>

\* Through 10 months of fiscal year 2024/25

\*\* Projected through June 30, 2025



Effective July 1, 2025

City of Plymouth Water and Sewer Rate Card # 28					
Water Rate		Sewer Rate		Minimum Billing: 4,000 Gallons	
Per 1000 Gallons					
\$7.97		\$8.85			
Ready to Serve Charges Quarterly Fees		Water Tap Fees Plus Time and Material for City Inspections, Supervisors and Crew		Sanitary Sewer Tap Fees/ Storm Sewer Tap Fees Plus Time and Material for City Inspections, Supervisors and Crew	
Meter Size	Charge	Tap Size	Charge	Tap Size	Charge
5/8"	\$12.50	Up to and including 1" Tap	\$3,530.00	Up to and including 6" Tap	\$10,000.00
3/4"	\$14.06	1.5" Tap	\$3,750.00	8" Tap	\$25,000.00
1"	\$21.37	2" Tap	\$6,515.00	10" Tap	\$40,000.00
1.5"	\$42.87	3" Tap	\$11,410.00	12" Tap	\$55,000.00
2"	\$68.04	4" Tap	\$19,274.00	14" Tap	\$70,000.00
3"	\$127.55	6" Tap	\$38,792.00		
4"	\$200.28	8" Tap	\$50,000.00		
6"	\$420.85	For Sizes Not Listed Multiply Tap Diameter By \$8125.00			

> Commercial Sewer Surcharge-Fees are Billed as Mandated on a One-for-One Basis

> Non-Residential Customers are Billed Monthly

> There Will Be a Maximum of 20 Days From Water Billing Date to Due Date

> New Water Service Meter Fee = Installation Time and Material plus 15%

> There is a \$90.00 Fee for "After Hours" Water Turn on/off

#### **ADDITIONAL SEWER FEES**

Property owner is responsible for all sewer leads, pipes, and taps up to and including the connection to the City's mains. Property owner is responsible for the repair and/or replacement of any publicly owned property including, but not limited to grass, sod, top soil, trees, curb, gutter, street pavement and base material.

#### **CONSTRUCTION PURPOSES**

For building or construction purposes, the daily charges shall be made for the use of water from the time of installation of the service pipe until meter installation:

Service Pipe Size	Charge
3/4"	\$50.00
1"	\$60.00
1.5"	\$85.00
2"	\$115.00
3"	\$165.00
4"	\$195.00
6"	\$385.00
8"	\$750.00

All connections to the water supply system or the sewer disposal system shall be made by and at the expense of the property owner or user so connecting, subject to any rules or regulations therefore now or hereafter established by the city, and subject to inspection and approval prior to use. A permit for such connection shall be obtained in advance from the city, and the property owner or user making such connection shall pay all inspection charges now or hereafter established by the city prior to the use thereof.

Property owner is responsible for TAP compliance with ALL Federal, State or Local Rules, Regulations, or Laws.

#### **TAPS RESTRICTED**

The term "tap" as used herein shall include any opening or outlet heretofore or hereafter made in the water system, for the purpose of withdrawing water therefrom for any use, public or private, either commercial or domestic, excepting fire hydrants. No taps shall be made to the system unless authorized by the proper city authorities.

>> Non-Payment Penalty - 15% Added To Total Bill For All Bills Paid After The Due Date <<

## **Resolution**

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

WHEREAS the City of Plymouth operates a water and sewer system to protect the public health, safety and welfare, and

WHEREAS the Great Lakes Water Authority has imposed rate adjustments for wholesale water and sewer service charges to the City of Plymouth effective July 1, 2025, and

WHEREAS other operating and capital costs for both water and sewer operating systems have changed from the prior fiscal year, and

WHEREAS total estimated costs for operations and capital needs for fiscal year 2025-26 have remained increased from those for fiscal year 2024-25.

NOW, THEREFORE, BE IT RESOLVED THAT; the City Commission of the City of Plymouth does hereby adopt Water and Sewer Rate Card #28 (attached to this resolution) to be effective for all services beginning on July 1, 2025, establishing a water rate \$7.97 per 1,000 gallons consumed and a sewer rate of \$8.85 per 1,000 of water consumed for fiscal year 2025-26.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to publish Water and Sewer Rate Card #28 to inform the residents of the newly established rate structure.