



Plymouth City Commission

Regular Meeting Agenda

Monday, December 15, 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
Phone 734-453-1234
Fax 734-455-1892

Join Zoom Webinar: [Dec 15 https://us02web.zoom.us/j/81622220809](https://us02web.zoom.us/j/81622220809)

Passcode: 137824 Webinar ID: 816 2222 0809

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

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

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

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

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

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

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

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

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

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

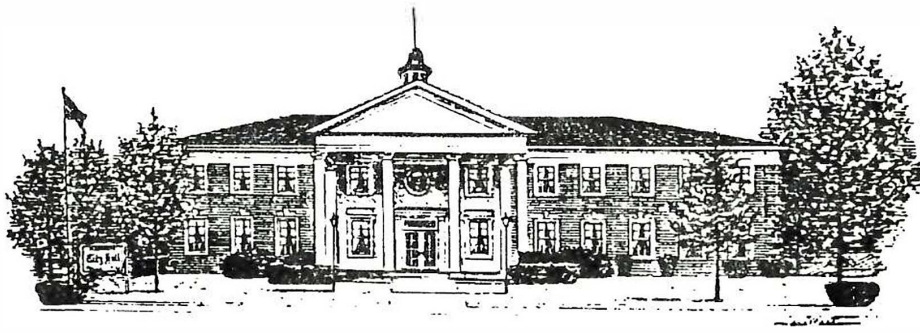
GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

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

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

-Plymouth Mayor Joe Bida



Proclamation

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



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

Linda Filipczak, Mayor
City of Plymouth, Michigan



City of Plymouth

City Commission Regular Meeting Minutes

Monday, December 1, 2025, 7:00 p.m.

Plymouth City Hall 201 S. Main Street

ITEM 3a

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

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

1. CALL TO ORDER

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

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

Excused: Mayor Pro Tem Colleen Pobur, Commissioner Brock Minton

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

2. APPROVAL OF MINUTES

a. November 17, 2025 City Commission Regular Meeting Minutes

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. ENACTMENT OF THE CONSENT AGENDA

a. Special Event: Wreaths Across America, Saturday 12/13/25

b. Special Event: Worldwide Candle Lighting, Sunday 12/14/25

c. Special Event: Michigan Philharmonic Summer Concert Series Salute to America, Saturday 6/27/26

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. CITIZEN COMMENTS

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

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

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

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

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

6. COMMISSION COMMENTS

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

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

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

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

7. ELECTION RESULTS

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

8. RECOGNITION OF RETIRING COMMISSION MEMBERS

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

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

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

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

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

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

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

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

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

b. Election of Mayor

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

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

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

Elliott N Filipczak N Kehoe N Maguire N Sisolak N

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

Maguire nominated Filipczak

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

Elliott Y Filipczak Y Kehoe N Maguire Y Sisolak Y

NOMINATION PASSED

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

Mayor Filipczak was seated.

c. Election of Mayor Pro Tem:

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

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

Elliott Y Filipczak Y Kehoe N Maguire Y Sisolak Y

NOMINATION PASSED

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

10. ADOPTION OF RULES & ORDER OF BUSINESS:

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

RESOLUTION 2025-100

The following resolution was offered by Commissioner Elliott and seconded by Commissioner Maguire for approval:

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

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

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

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

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

Mayor – in the center seat
City Manager – seat to the left of the Mayor
Mayor Pro-Tem – seat to the left of the City Manager
City Attorney – seat to the right of the Mayor
Immediate Past Mayor (if a Commissioner) – seat to the right of the City Attorney
Four (or five) remaining Commissioners – as assigned by the Mayor; and

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

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

1. an emergency or a confining illness of the Commissioner, or of a member of the Commissioner's family, which requires the Commissioner's personal care;
2. attendance at another function by a Commissioner as the official representative of the City, as authorized by the City Commission; or

3. absence from the City of Plymouth on personal business at a location from which it is not practical to return for the Commission meeting.

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

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

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

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

There was a voice vote.
MOTION PASSED UNANIMOUSLY

11. ADOPTION OF REGULAR MEETING SCHEDULE:

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

RESOLUTION 2025-101

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

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

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

City of Plymouth 2026 Regular Meeting Schedule

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

City of Plymouth 2027 Regular Meeting Schedule

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

12. OLD BUSINESS

13. NEW BUSINESS

a. Authorization to Hire – Police Department

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

RESOLUTION 2025-102

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

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

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

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. Authorization to Hire – DMS

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

RESOLUTION 2025-103

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

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

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. Authorization to Hire – Part Time Staff

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

RESOLUTION 2025-104

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

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

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

d. Authorization to purchase - Power Washer

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

RESOLUTION 2025-105

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

WHEREAS The City Commission determined that repairs and renovations of the wash bay at the Municipal Services yard would be included in the 2025-26 Budget; and

WHEREAS The City Administration solicited quotes from reputable companies with power washer sales, installation and service experience; and

WHEREAS The City received three proposals, of which the best proposal is from Hotsy Midwest Cleaning Systems in the amount of \$18,894.00; and

WHEREAS The City Administration and staff is recommending the purchase and installation of a Hotsy 1400 Series Stationary Natural Gas Pressure Washer, remote switch, stand with integrated detergent tank, downstream detergent injection system, heavy duty dual lance foam wand, and undercarriage wash attachment from Hotsy Midwest Cleaning Systems; and

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

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY

14. REPORTS AND CORRESPONDENCE

There's no DDA meeting this month.

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

15. ADJOURNMENT

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

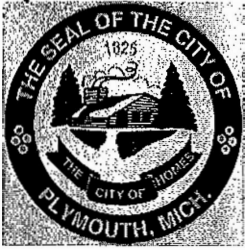
Motion made by Elliott, supported by Maguire to adjourn the meeting at 8:17 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

LINDA FILIPCZAK
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Special Event Application

ITEM 5b

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

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

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

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

Sponsoring Organization's Legal Name		JAG Entertainment LLC							
Ph#	2488178836	Fax#		Email	james@myjagentertainment.com	Website			
Address		127 N. Wixom rd		City	Wixom	State	MI	Zip	48393
Sponsoring Organization's Agent's Name		James Gietzen				Title			President
Ph#	2488178836	Fax#		Email	james@myjagentertainment.com	Cell#	2488637043		
Address		127 N. Wixom rd		City	Wixom	State	MI	Zip	48393
Event Name		The Plymouth Ice Festival							
Event Purpose		Promote downtown plymouth during the off season							
Event Date(s)		January 30 - February 1st, 2026							
Event Times		January 30, 5 to 10. January 31, 10 to 10. Feb 1, 10 to 6.							
Event Location		Downtown Plymouth Area							
What Kind Of Activities?		Ice carvings in front of businesses and in Kellogg park. Booths and activitys along main street and penniman							
What is the Highest Number of People You Expect in Attendance at Any One Time?		3000							
Coordinating With Another Event?		YES <input type="checkbox"/>		NO <input checked="" type="checkbox"/>		If Yes, Event Name:			
Event Details:		(Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)							

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

RECEIVED

DEC 09 2025

City of Plymouth

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

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

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

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

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

First weekend of February

Next year's specific dates:

Feb, 5, 6 and 7th 2027

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES ☒ NO ☐ **OTHER VENDORS?** YES ☒ NO ☐

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES ☐ NO ☒

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES ☐ NO ☒

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES ☒ NO ☐

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

Bike Fence est. 500ft, and Trash carts

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

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

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

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

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

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

YES ☒ NO ☐

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

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

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

12-1-26

Date


Signature of Sponsoring Organization's Agent

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

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

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

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

Signature 

Date 12-1-26

Witness _____

Date _____

Name of Event: Ice Fest

Date: 1/30 - 2/1/2024

Location: DTP

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



Administrative Recommendation - Item 9a

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

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

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - Authorization to Purchase - V-Box Insert Salt Spreader 12-15-25.docx*
Date: December 11, 2025
RE: Authorization to Purchase – V-Box Insert Salt Spreader

Background

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

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

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

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

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

Recommendation

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



Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

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

Background:

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

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

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

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

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

Recommendation:

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

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

WEINGARTZ EVERYTHING FROM LAWN TO SNOW

QUOTATION

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

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

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

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

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

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

Approved By

Customer

Date

Weingartz Representative

Date

Page 1 of 1

Weingartz, 32098 Plymouth Rd, Livonia, MI 48150,

WWW.WEINGARTZ.COM

TRUCK & TRAILER *Specialties, Inc.*

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

November 19, 2025

City of Plymouth
1231 Goldsmith, Plymouth, MI 48170
Attn: Adam Gerlach, ph: (248) 305-0215
HQQ005577

Equipment Quotation

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

Chassis information (Truck #22-118):

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

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

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

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

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

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

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

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

FOB: City of Plymouth

Delivery: 1-2 weeks ARO

Thank you for the opportunity to quote.

Respectfully submitted by,
Jon Luea/Brian Bouwman



Innovation Meets Performance.

Standard Features

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



Optional Accessories

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

Pre-Wet

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



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



SEE IT IN ACTION



Product Specs

1.5 YARD

Auger | Pintle

1.5 cu.yd.
Hopper Capacity

38"
Hopper Height

78"
Hopper Length

48.25"
Hopper Width

65"
Minimum Bed Length

8' - 40'
dry, free-flowing material
Spreading Width

640 lbs | 680 lbs
Complete Unit Weight (Empty)

2 YARD

Auger | Pintle

2 cu.yd.
Hopper Capacity

38"
Hopper Height

96"
Hopper Length

48.25"
Hopper Width

78"
Minimum Bed Length

8' - 40'
dry, free-flowing material
Spreading Width

690 lbs | 730 lbs
Complete Unit Weight (Empty)

3 YARD

Auger | Pintle

3 cu.yd.
Hopper Capacity

49"
Hopper Height

108"
Hopper Length

48"
Hopper Width

96"
Minimum Bed Length

8' - 40'
dry, free-flowing material
Spreading Width

810 lbs | 840 lbs
Complete Unit Weight (Empty)



DOWNLOAD HERE

Bulk Salt 5-7

Coarse Bulk Salt

6

Very Coarse Bulk Salt

7

Salt/Sand & Sand 8-9

Sand/Salt Mix

8

Sand

9



2 3 4 5 6 7

QuickCube®



1 2 3 4 5 6 7 8 9

EXACT PATH®



5 6 7 8*

**VBX
AUGER**

VBX 3000 | VBX 6500
VBX 8000 | VBX 9000



5 6 7 8* 9*

**VBX
PINTLE**

VBX 6500 | VBX 8000
VBX 9000

5 6 7 8*

**VBX+
AUGER**

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

5 6 7 8* 9*

**VBX+
PINTLE**

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

*Materials that recommend a vibrator.

RESOLUTION

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

- WHEREAS The City of Plymouth operates an equipment fleet to help protect the public health, safety, and welfare; and
- WHEREAS The City's 2009 GMC C8500 backup truck is 17 years old and has significant mechanical issues, with repairs estimated at \$40,000–\$50,000 and no guarantee of resolving ongoing reliability concerns; and
- WHEREAS Alternatives for a new heavy-duty salt truck are cost-prohibitive and have delivery times exceeding one year, while upfitting an existing medium-duty truck with a removable insert-style V-box salt spreader provides a cost-effective and timely winter-ready solution; and
- WHEREAS Truck and Trailer Specialties and Weingartz of Livonia have provided quotes for a Boss VBX+ 3-yard Poly V-Box Auger Hopper Spreader with pre-wet,

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



Administrative Recommendation – Item 9b

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

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

To: Mayor & City Commission
From: Chris S. Porman City Manager
CC: S:\Manager\Porman Files\Memorandum - Annual Wayne County Right of Way Permits 2026 - 12-15-25.docx
Date: December 10, 2025
RE: Annual Wayne County Right of Way Maintenance Permit A-26152

Background

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

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

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

Recommendation

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

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



Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

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

Background:

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

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

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

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

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

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

Recommendation:

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

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



Warren C. Evans
County Executive

11/17/2025

CITY OF PLYMOUTH
1231 Goldsmith
Plymouth, MI 48170-1637

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

Attention: Chris Porman

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

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



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

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

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

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

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

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

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

www.waynecountymi.gov/Government/Departments/Public-Services/Engineering/Construction-Permits

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



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

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

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

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

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

Respectfully Submitted,

Randa Saghir
Administration Management

C: file

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

General Conditions:

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

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

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

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

http://waynecounty.com/dps_engineering_cpoffice.htm

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

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

Special Conditions for Annual Pipeline Utility Permits

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



**Wayne County Department of Public Services
Engineering Division – Permit Office**

Indemnity and Insurance Attachment for Pipeline Permits

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

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

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

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

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

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

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

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

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

PERMIT OFFICE 33809 MICHIGAN AVE WAYNE, MI 48184 PHONE (734) 858-2774 FAX (734) 595-6356
72 HOURS BEFORE ANY CONSTRUCTION, CALL DM3 Permit Inspection Department (734) 858-2778 FOR INSPECTION



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

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

PROJECT NAME Plymouth - Special Events	
LOCATION Various	CITY/TWP PLYMOUTH
PERMIT HOLDER CITY OF PLYMOUTH 1231 Goldsmith Plymouth, MI 48170-1637	CONTRACTOR
CONTACT Chris Porman (734) 453-7737	CONTACT
DESCRIPTION OF PERMITTED ACTIVITY (72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)	

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

FINANCIAL SUMMARY PERMIT FEE \$0.00 PLAN REVIEW FEE \$0.00 PARK FEE \$0.00 OTHER FEE \$0.00 BOND \$0.00 INSPECTION DEPOSIT \$0.00 OTHER BOND \$0.00 TOTAL COSTS \$0.00 TOTAL CHECK AMOUNT \$0.00	DEPOSITOR Bank Check Type Check NO. LETTER OF CREDIT DEPOSITOR	APPROVED PLANS PREPARED BY PLANS APPROVED BY DATE PLANS APPROVED 1/1/2026 REQUIRED ATTACHMENTS GENERAL CONDITIONS SCOPE OF ALLOWABLE WORK AND CONDITIONS FOR ANNUAL UTILITY PERMITS INDEMNITY AND INSURANCE ATTACHMENT RULES, SPECIFICATIONS AND PROCEDURES FOR PERMIT CONSTRUCTION - AVAILABLE ONLINE AT www.waynecounty.com/dps_engineering_cpoffice.htm (PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)
CASHIER	DATE	
	1/1/2026	

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

Chris Porman PERMIT HOLDER NAME / AUTHORIZED AGENT	DATE	WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES	PREPARED BY
CONTRACTOR NAME / AUTHORIZED AGENT	DATE	VALIDATED BY PERMIT COORDINATOR	DATE

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

Resolution No. _____

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

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

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

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

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

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

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

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

This Resolution stipulates that the requesting Community shall, at no expense to Wayne
County, provide necessary police supervision, establish detours and post all necessary

signs and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.

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

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

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

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

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

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



Administrative Recommendation – Item 9c

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

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

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - Annual State Highway Permit - 2026 - 12-15-25.docx*
Date: December 10, 2025
RE: Annual State Highway Permit – 2026

Background

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

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

Recommendation

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

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



Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: December 8, 2025
To: Chris S. Porman, City Manager
From: Adam Gerlach, Assistant Director of Municipal Services
Re: 2026 Annual State Highway Permit

Background:

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

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

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

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

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

Michigan Department
of Transportation
2207B (05/21)

Page 1 of 2

PERFORMANCE RESOLUTION FOR MUNICIPALITIES

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

RESOLVED WHEREAS, the _____ City of Plymouth
(County, City, Village, Township, etc.)

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

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

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

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

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

Title and/or Name:

Nick Johns and/or Operations Foreman

Adam Gerlach and/or Assistant Director Municipal Services

Al Cox and/or Director of Public Safety

Chris Porman and/or City Manager

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

the _____
(Name of Board, etc.)

of the _____ of _____
(Name of MUNICIPALITY) (County)

at a _____ meeting held on the _____ day

of _____ A.D. _____

Signed

Title

Print Signed Name



Administrative Recommendation – Item 9d

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

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

To: Mayor & City Commission
From: Chris S. Porman, City Manager
CC: *S:\Manager\Porman Files\Memorandum - Authorization to Update Credit Card Policy- 12-15-25.docx*
Date: December 10, 2025
RE: City Credit Card Policy Update

Background

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

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

Recommendation

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

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

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

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

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

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

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

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

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

~~A department that has been issued a n-officer or employee who has been issued~~ a City credit card will be the department supervisor's responsibility for its ~~is responsible for its~~ custody and

~~City of Plymouth Employee manual Page 100 March 2023~~

proper use in compliance with this policy; shall immediately notify the ~~Finance Director~~city manager if the credit card is lost or stolen; and shall return the credit card to the ~~Finance Director or City Manager~~city manager upon termination of employment with the City, or if requested to do so by the ~~Finance Director or City Manager~~city manager.

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

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

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

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

RESOLUTION

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

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

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

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



Administrative Recommendation – Item 9e

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

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

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

Background

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

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

RECOMMENDATION:

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

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



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

December 10, 2025

City of Plymouth
201 South Main Street
Plymouth, MI 48170

Attention: Chris Porman, City Manager

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

Dear Chris Porman:

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

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

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

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

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

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

Very truly yours,

Wade Trim Associates, Inc.

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

Shawn W. Keough, PE
Senior Vice President

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

cc: Adam Gerlach, Assistant Director of Municipal Services



PRO-LINE ASPHALT

FULL UNCONDITIONAL WAIVER

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

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

for the improvement of the property described as:

PLYM-22-013

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

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

CI Contracting
7135 Dan McGuire Suite B
Brighton, MI 48116

Diane Jendrusina
Signature of lien claimant

CONTROLLER
Title

DIANE JENDRUSINA
Print Name

Signed on 10/29/25
Date

DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY



FULL UNCONDITIONAL WAIVER

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

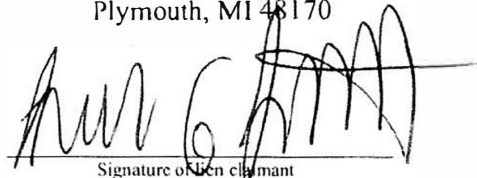
My/our contract with **Pro-Line Asphalt Paving Corp.** to provide:

for the improvement of the property described as:

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

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

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



Signature of Lien claimant

President

Title

Daniel Schacht

Print Name

Signed on 10/30/2026

Date

DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY



FULL UNCONDITIONAL WAIVER

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

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

for the improvement of the property described as:

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

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

GM and Sons
46900 West Road
Novi, MI 48377


Signature of lien claimant

President

Title

Hugo Gallegos

Print Name

Signed on 11/04/2025
Date

DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY



PRO-LINE ASPHALT

FULL ~~UN~~CONDITIONAL WAIVER

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

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

for the improvement of the property described as:

PLYM-22-013

2022 Infrastructure Improvement Program

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

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

check # 36444

PK Contracting
1965 Barrett
Troy, MI 48084

Signed ~~PK Contracting~~
1965 Barrett Dr.
Troy, MI 48084
Kimberly A. Tomatt
Agent

Print Name

Signed on 11-17-25
Date

DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY



FULL UNCONDITIONAL WAIVER

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

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

Asphalt

for the improvement of the property described as:

PLYM-22-013
2022 Infrastructure Improvement Program

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

Ajax Material Corporation
PO Box 7058
Troy, MI 48007

Dawn Bittner

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

Signature of lien claimant

Title

Print Name

Signed on _____
Date

DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY

SWORN STATEMENT

STATE OF MICHIGAN)
COUNTY OF Macomb) ss.

Matthew Jones, being duly sworn, deposes and says: That Pro-Line Asphalt is
a/the (contractor)(subcontractor)(supplier) for an improvement to the following described real property situated in Wayne County, Michigan, described as follows: *(insert legal description of property)*

plymouth 2022 Infrastructure

That the following is a statement of each subcontractor and supplier and laborer, for which laborer the payment of wages or fringe benefits and withholdings is due but unpaid, with whom the (contractor)(subcontractor)(supplier) has (contracted)(subcontracted)(supplied material)(supplied labor) for performance under the contract with the owner or lessee thereof, and that the amounts due to the persons as of the date hereof are correctly and fully set forth opposite their names, as follows:

Name, address and telephone number of Subcontractor, Supplier, or Laborer	Type of Improvement Furnished	Total Contract Price	Amount Already Paid	Amount Currently Owning	Balance to Complete	Amount of Laborer Wages Due But Unpaid	Retention	Amount of Laborer Fringe Benefits and Withholdings Due But Unpaid
GM + Sons	concrete		\$482,849.04	0	0	0	0	0
CI Contracting	Structures		\$498,925.38	0	0	0	0	0
Old Village	restoration		\$10,421.25	0	0	0	0	0
P.K. Contracting	striping		\$38,848.77	0	0	0	0	0
Ajax	HMA		\$151,042.85	0	0	0	0	0
SUB TOTALS								

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

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

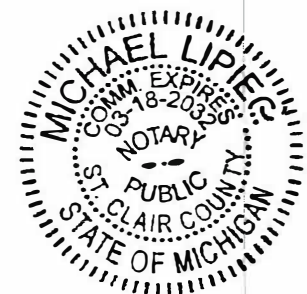
Deponent further says that he or she makes the foregoing statement as the (contractor)(subcontractor)(supplier) or as CEO of the (contractor) (subcontractor)(supplier) for the purposes of representing to the owner or lessee of the premises described on the reverse side and his or her agents that the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

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

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

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

MATTHEW JONES, CEO (Deponent)
 Subscribed and sworn to before me this 4TH day of
NOVEMBER, 2025.
[Signature]
MICHAEL LIPIEC, Notary Public
ST. CLAIR County, Michigan
 My commission expires: 3/18 2032
 Acting in MACOMB County



RESOLUTION

The following Resolution was offered by _____ and seconded by

WHEREAS The City completed 2022-23 Infrastructure Project, and

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

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

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

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



Administrative Recommendation – Item 9f

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

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

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

Background

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

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

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

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

Statutory Requirements

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

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

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

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

Recommendation

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

RESOLUTION

Schedule Public Hearing for CIA Development and TIF Plan

The following resolution was offered by Comm. _____ and

seconded by Comm. _____

- WHEREAS** The City Commission, in October 2024, authorized expenditures and engagement with Carlisle Wortman, Miller Canfield, and Wayne County Assessing to initiate the development of a Corridor Improvement Authority (CIA) for the Old Village business district in alignment with Strategic Goal Area One – Sustainable Infrastructure; and
- WHEREAS** On April 18, 2025, the City Commission approved the *Intent to Create* a Corridor Improvement Authority as required by Public Act 57 of 2018; and
- WHEREAS** The City Commission conducted the first of two required public hearings on June 2, 2025, to receive public comments related to the creation of the CIA; and
- WHEREAS** Following the statutorily required 60-day waiting period, the City Commission formally established the CIA district and development area on August 18, 2025; and
- WHEREAS** The CIA Board was subsequently appointed and has convened six times since September 2025, including a public engagement session on December 2, 2025, during which approximately thirty residents provided constructive input, much of which has been incorporated into the draft Development and Tax Increment Financing (TIF) Plan; and
- WHEREAS** The CIA Board has reviewed and approved the draft Development and TIF Plan and recommends that the City Commission hold the second statutorily required public hearing to receive comment prior to consideration of the Plan's final adoption; and
- WHEREAS** Public Act 57 of 2018 requires that notice of the hearing be (1) published twice in a newspaper of general circulation, with the first publication not less than 20 days prior to the hearing; (2) mailed to property taxpayers of record within the development area and to all taxing jurisdictions whose levies may be subject to capture, not less than 20 days prior to the hearing; and (3) posted in at least 20 conspicuous public places within the development area, also not less than 20 days prior to the hearing; and

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

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

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



Administrative Information

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

www.plymouthmi.gov
Phone 734-4531234
Fax 734-455-892

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

Background

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

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

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

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

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

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

Recommendation

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



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

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

www.plymouthmi.gov
734-453-1234

1. CALL TO ORDER

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

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

Absent: Michael Burkey

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

2. CITIZENS COMMENTS

There were no citizen comments.

3. BOARD MEMBER COMMENTS

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

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

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

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

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

6. ADJOURNMENT

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY.



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

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

www.plymouthmi.gov
734-453-1234

1. CALL TO ORDER

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

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

Absent: Nikki Johnson and Michael Burkey

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

2. CITIZENS COMMENTS

There were no citizen comments.

3. BOARD MEMBER COMMENTS

There were no board member comments.

4. APPROVAL OF AGENDA

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY.

5. APPROVAL OF MEETING MINUTES

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

There was a voice vote. Mayor Filipczak abstained.

MOTION PASSED.

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY.

DRAFT PLAN APPROVAL MINUTES

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

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

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

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

WHEREAS The City of Plymouth City Commission created the Old Village Corridor Improvement Authority on August 18, 2025 "to improve and encourage the long-term economic vitality of the development area.", and

WHEREAS The Corridor Improvement Authority Board of Directors has reviewed the draft Development and Tax Increment Financing Plan in public meetings including a public engagement session held on December 2, 2025, and

WHEREAS The Corridor Improvement Authority Board of Directors has reviewed the feedback and comments gathered and incorporated as appropriate into the draft plan, and

WHEREAS The Corridor Improvement Authority Board of Directors believes the draft plan meets the statutory requirements and the goals and projects included in the plan meet the needs of the district and accomplish the identified goal of the plan,

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY.

7. ADJOURNMENT

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY.

DRAFT DEVELOPMENT TIF PLAN

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

Corridor Improvement Authority

ACKNOWLEDGEMENTS

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TABLE OF CONTENTS

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Section 1 Introduction

Introduction	7
Purpose of CIA Act	7
Actions of the City to Date	8
Content of the Plan	9

Section 2 Development Plan

Description of Development Area	10
Existing Streets and Public Facilities	12
Existing and Proposed Land Uses	12
Zoning	18
Vision Statement	21
Goals and Priorities	21
Description of Improvements	22
Location, Extent, Character, Estimated Cost, and Timeline of Improvements	23
Statement of Construction	26
Open Space	26
Development Area Ownership and Tenure	26
Zoning Changes and Changes in Streets, Street Levels, Intersections, and Utilities	26
Proposed Method of Financing the Development	26
Lease, Sale, or Conveyance of Development	30
Residential Population and the Displacement of Persons	30
Development Area Citizens Advisory Council	31

Section 3 Tax Increment Financing Plan

Introduction	32
Explanation of the Tax Increment Procedures	32
Projection of Captured Assessed Values and Revenues	33
Use of Tax Increment Revenues	35
Statement of the Estimated Impact of Tax Increment Financing on Taxing Jurisdictions	36
Justification of the Tax Increment Financing Plan	36

Appendices 37

1. Parcel List of CIA Development Area
2. Historical Percent Change Real Property
3. City of Plymouth Estimated Tax Capture of Corridor Improvement Authority

Section 1

Introduction

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

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

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

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

PURPOSE OF CIA ACT

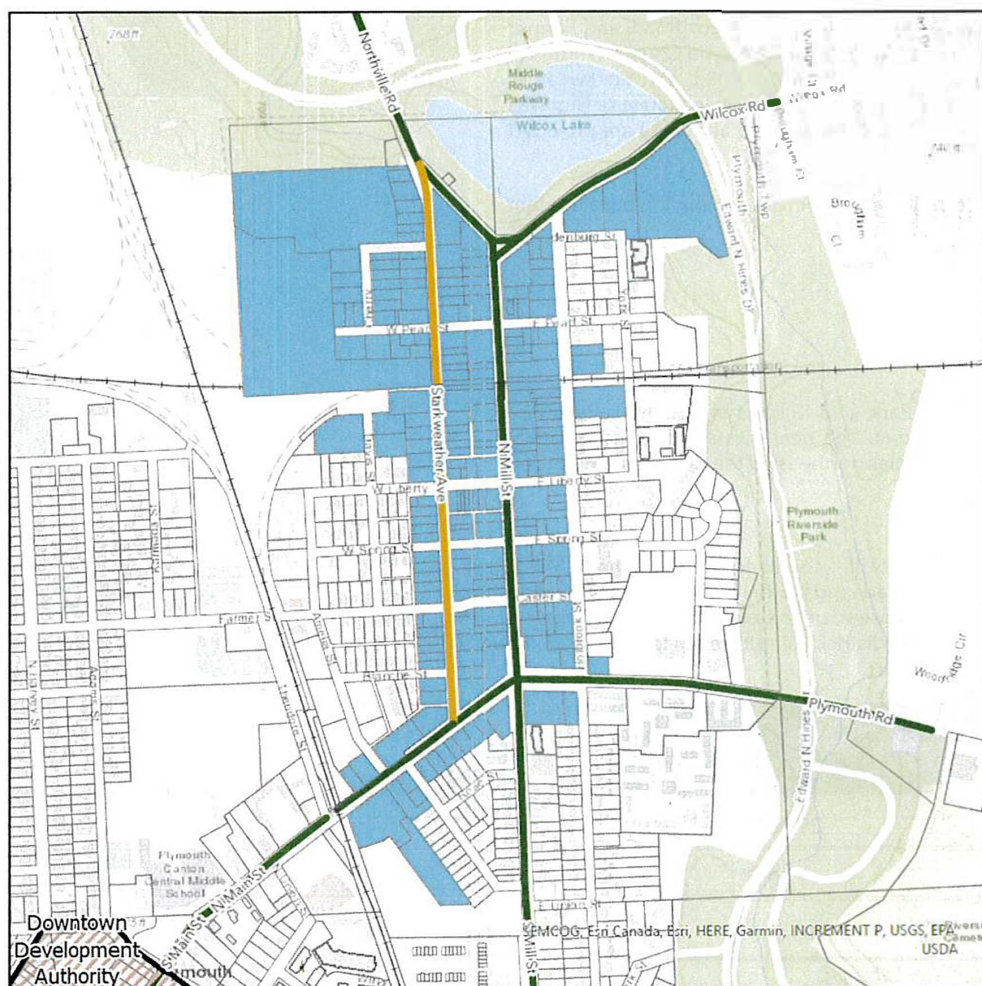
Both Part 6 of PA57 of 2018 (the "Act" or "Act 57") and previous PA 280 of 2005 were enacted to provide a new economic development tool designed specifically for the commercial corridors of Michigan. The Act allows communities to create "Corridor Improvement Authorities" with special powers, conditions,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

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

CONTENT OF THE PLAN

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

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



Old Village CIA District
City of Plymouth
Wayne County, Michigan

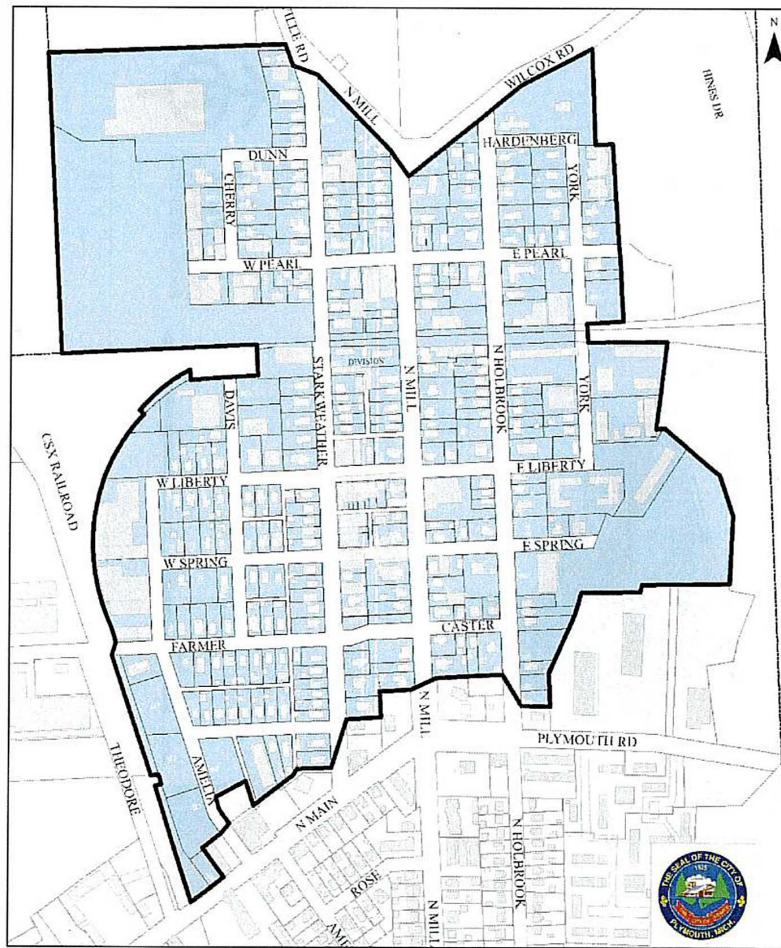
Small scale commercial use varies between small business services and local retail. Residential uses range in the form of single and multiple-family residential duplex style dwellings and second story units. Industrial zoning does exist in a small portion of the district however limited industrial uses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

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

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

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

FIGURE 3. Old Village Sub Area



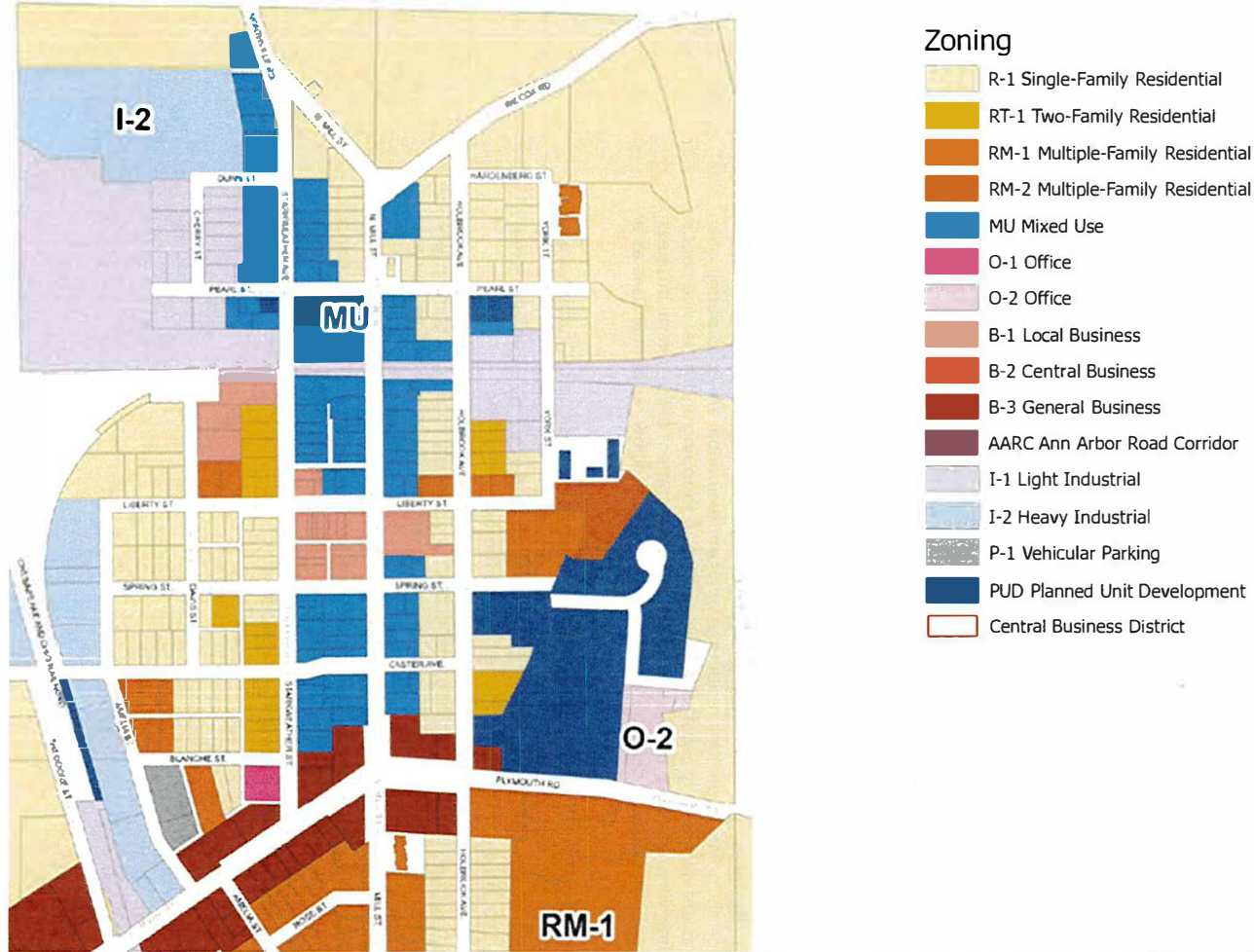
2017 City of Plymouth Master Plan Sub-Area

Old Village

City of Plymouth
Wayne County, MI

City of Plymouth
Wayne County, MI
City of Plymouth
Wayne County, MI
City of Plymouth
Wayne County, MI

FIGURE 5. Corridor Improvement Development Area 2025 Zoning



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

VISION STATEMENT

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

GOALS AND PRIORITIES

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

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

DESCRIPTION OF IMPROVEMENTS

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

Projects and Programs

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

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

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

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

TABLE 2: Proposed CIA Projects

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

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Commented [HH3R2]: Still need to be able to maintain the historical feel of the

Commented [HH4]: Signage should be

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

Commented [HH13]: Small sign on the corner of the building.

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

Commented [HH14]: Improvements to the building's exterior and roof.

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

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Commented [HH17]: Mobility aids.

Commented [HH18]: Adaptive parking.

Commented [HH19]: EV charging stations.

Traffic Safety Improvement Including Crosswalks	2028 - 2051	\$850,000 - \$1,400,000
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Administrative, auditing, operating & consultation	2026 - 2051	\$30,000 - \$50,000 (per year)
The CIA will incur annual administrative, auditing, and operating costs which may also include planning, legal, engineering, and promotion consultation. These expenses may fluctuate but are not anticipated to exceed \$50,000 per year and will be reflected in the annual budget of the Authority, as approved by the City of Plymouth.		

STATEMENT OF CONSTRUCTION

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

OPEN SPACE

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

DEVELOPMENT AREA OWNERSHIP AND TENURE

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

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

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

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

PROPOSED METHOD OF FINANCING THE DEVELOPMENT

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

TABLE 3: Summary of Proposed Development Activities

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

RESIDENTIAL POPULATION AND THE DISPLACEMENT OF PERSONS

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

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

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

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

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

PROJECTION OF CAPTURED ASSESSED VALUES AND REVENUES

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

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

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

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

TABLE 5: Estimated TIF Capture 2026 - 2050

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

JUSTIFICATION OF THE TAX INCREMENT FINANCING PLAN

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

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

Appendix 1: Parcel List of CIA Development Area

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

004-01-0476-000	005-02-0016-000
004-01-0460-000	005-02-0015-000
004-01-0477-000	005-02-0007-002
004-01-0478-301	005-02-0011-000
004-01-0479-000	005-02-0009-004
004-01-0480-000	005-02-0002-002
004-01-0481-300	005-02-0003-002
004-01-0485-000	005-02-0007-001
004-01-0484-000	005-02-0009-002
004-01-0483-000	005-07-0035-000
004-01-0482-000	005-07-0036-000
004-01-0498-000	005-07-0037-000
004-01-0497-000	005-07-0038-002
004-01-0499-000	005-07-0010-000
004-01-0495-000	005-07-0007-000
004-01-0496-000	005-07-0003-303
004-01-0504-000	005-07-0001-002
005-07-0031-000	005-07-0038-003
005-07-0032-000	004-01-0493-000
005-07-0033-000	004-01-0490-301
005-07-0034-000	005-03-0054-301
005-03-0064-002	005-03-0053-301
004-01-0464-000	003-03-0002-000
004-01-0488-000	002-01-0602-302
004-01-0487-000	003-01-0506-301
004-01-0489-301	003-01-0509-301
004-01-0486-000	003-01-0509-302
004-01-0494-000	004-01-0429-312
004-01-0491-000	
004-01-0492-000	

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

Assumed Percent of Growth:	3.5%									
TIF Capture	100% from all Jurisdictions									
Tax Year	Taxable Value of Real Property	Base Value of Real Property	Taxable Value of Personal Property	Base Value of Personal Property	Captured TV Over Base Year	County Millage Rate	County Estimated Annual TIF Revenue	Taxing Jurisdiction	Ad Value Rate	
2025	\$ 34,753,834.00	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ -	23.8777	2025	City Operating	13.6964	
2026	\$ 35,970,218.19	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 1,216,384	23.8753	2026	Schoolcraft College	2.2700	
2027	\$ 37,229,175.83	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 2,475,342	23.8729	2027	Wayne County Operating	5.5622	
2028	\$ 38,532,196.98	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 3,778,363	23.8705	2028	Wayne County Voted	0.9743	
2029	\$ 39,880,823.87	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 5,126,990	23.8682	2029	Wayne County Jail	0.9278	
2030	\$ 41,276,652.71	\$ 34,753,834.00	\$ 670,700.00	\$ 670,700.00	\$ 6,522,819	23.8658	2030	Wayne County Parks	0.2420	
2031	\$ 42,721,335.56	\$ 34,753,835.00	\$ 670,700.00	\$ 670,700.00	\$ 7,967,501	23.8634	2031	Huron-Clinton Metropolitan Authority	0.2050	
2032	\$ 44,216,582.30	\$ 34,753,836.00	\$ 670,700.00	\$ 670,700.00	\$ 9,462,746	23.8610	2032			
2033	\$ 45,764,162.68	\$ 34,753,837.00	\$ 670,700.00	\$ 670,700.00	\$ 11,010,326	23.8586	2033			
2034	\$ 47,365,908.37	\$ 34,753,838.00	\$ 670,700.00	\$ 670,700.00	\$ 12,612,070	23.8562	2034			
2035	\$ 49,023,715.17	\$ 34,753,839.00	\$ 670,700.00	\$ 670,700.00	\$ 14,269,876	23.8538	2035			
2036	\$ 50,739,545.20	\$ 34,753,840.00	\$ 670,700.00	\$ 670,700.00	\$ 15,985,705	23.8514	2036			
2037	\$ 52,515,429.28	\$ 34,753,841.00	\$ 670,700.00	\$ 670,700.00	\$ 17,761,588	23.8491	2037			
2038	\$ 54,353,469.30	\$ 34,753,842.00	\$ 670,700.00	\$ 670,700.00	\$ 19,599,627	23.8467	2038			
2039	\$ 56,255,840.73	\$ 34,753,843.00	\$ 670,700.00	\$ 670,700.00	\$ 21,501,998	23.8443	2039			
2040	\$ 58,224,795.16	\$ 34,753,844.00	\$ 670,700.00	\$ 670,700.00	\$ 23,470,951	23.8419	2040			
2041	\$ 60,262,662.99	\$ 34,753,845.00	\$ 670,700.00	\$ 670,700.00	\$ 25,508,818	23.8395	2041			
2042	\$ 62,371,856.19	\$ 34,753,846.00	\$ 670,700.00	\$ 670,700.00	\$ 27,618,010	23.8371	2042			
2043	\$ 64,554,871.16	\$ 34,753,847.00	\$ 670,700.00	\$ 670,700.00	\$ 29,801,024	23.8348	2043			
2044	\$ 66,814,291.65	\$ 34,753,848.00	\$ 670,700.00	\$ 670,700.00	\$ 32,060,444	23.8324	2044			
2045	\$ 69,152,791.86	\$ 34,753,849.00	\$ 670,700.00	\$ 670,700.00	\$ 34,398,943	23.8300	2045			
2046	\$ 71,573,139.57	\$ 34,753,850.00	\$ 670,700.00	\$ 670,700.00	\$ 36,819,290	23.8276	2046			
2047	\$ 74,078,199.45	\$ 34,753,851.00	\$ 670,700.00	\$ 670,700.00	\$ 39,324,348	23.8252	2047			
2048	\$ 76,670,936.44	\$ 34,753,852.00	\$ 670,700.00	\$ 670,700.00	\$ 41,917,084	23.8228	2048			
2049	\$ 79,354,419.21	\$ 34,753,853.00	\$ 670,700.00	\$ 670,700.00	\$ 44,600,566	23.8205	2049			
2050	\$ 82,131,823.88	\$ 34,753,854.00	\$ 670,700.00	\$ 670,700.00	\$ 47,377,970	23.8181	2050			
								TOTAL		
								\$ 12,685,033		

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MCL - Section 125.4618

[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****125.4618 Tax increment financing plan.**

Sec. 618.

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

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

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

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

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

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

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

MICHIGAN LEGISLATURE

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MCL - Section 125.4622

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RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)

Act 57 of 2018

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

Sec. 622.

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

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

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

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

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

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

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

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

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

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