



INKSTER CITY COUNCIL
Monday, August 3, 2026
26215 Trowbridge, Inkster, MI 48141
(313) 563-9770
www.cityofinkstermi.gov

Mayor- Byron H. Nolen
Mayor Pro Tern - Steven Chisholm, District IV

Council Members
Felicia Rutledge, District I
Freddie Bishop III, District II
Lindsay Scott, District III
Kim Howard, District V
DeArtriss Richardson, District VI

Georgina Holliday
City Clerk

Darin Carrington
Treasurer

Todd Perkins
City Attorney

The council may be addressed during the Regular Meeting by filling out the Public Participation Form. Address Council as a whole through the Mayor.

Monday, August 3, 2026
Orientation Session - 6:00 PM
Regular City Council Agenda - 7:00 PM

1. Call Meeting to Order

- A. Prayer
- B. Pledge of Allegiance
- C. Roll Call
- D. Closed Session
Council may enter into Closed Session to discuss contract negotiations, purchase, or lease of real property and/or pending litigation in accordance with MCL 15.268 (a), (c), (d), (e), and or (f).

2. Approval of Agenda

3. Presentations/Introduction of Guests/Announcements

A. Public Participation Progress Report and the Public Participation Plan

4. Public Hearing

5. Consent Agenda

Approval of Regular City Council Meeting Minutes 07.20.26

A. Regular Meeting Minute 07.20.26

6. Boards and Commissions

7. Ordinances

1st Reading

2nd Reading

8. New Business

A. Consider recommendation for approval of Special Land Use (SLU 26-01) for a Cigar Lounge at 27553 Cherry Hill Road (Brother's Smoke House)

B. Lead Services Line Replacement 2027

C. Consider Approval 7th Annual Ink-Town Ryderz Car and Bike Show

D. Consider approval Street Closure/Block Party August 08, 2026

E. Consider adopting a resolution establishing the City of Inkster Community Event Sponsorship Program

F. Consider approval for the Community Street Festival

Public Participation (limit to 3 minutes)

9. City Clerk

10. City Treasurer

11. Mayor and Council Communication

12. Closed Session

13. Adjournment



2024 PUBLIC PARTICIPATION PLAN

The City of Inkster
Byron Nolen, Mayor



Inkster City Hall
26215 Trowbridge
Inkster, MI 48141
313.563.9770

T A B L E O F C O N T E N T S

PURPOSE & SCOPE

01

Outlines the overall goals and objectives of the public participation plan, as well as defining its boundaries and focus areas.

CENTERING THE COMMUNITY

05

This section emphasizes the importance of putting the community at the heart of decision-making processes, ensuring their needs, perspectives, and voices are central throughout.

SHARING POWER

08

Explore strategies and mechanisms to distribute decision-making power more equitably between the community and stakeholders, fostering collaboration and inclusivity.

EVALUATE POLICY IMPLEMENTATION

09

This section discusses methods and criteria for assessing the effectiveness and impact of implemented policies on the community and stakeholders.

CONCLUSION

09

Summarizes key findings and outcomes, reaffirming the commitment to ongoing community engagement and participation.

Public Participation Plan

PURPOSE & SCOPE

This plan offers a structured framework to ensure that public participation is meaningful and inclusive, fostering informed decision-making that aligns with community needs and priorities. The strategies outlined alongside the goals serve as pathways to achieving these objectives and are intentionally broad, with specific steps and action plans developed during the implementation phase. The priorities of this plan, listed in order of presentation, are:

Plan Priorities

MEASURING IMPACT (GOALS)	STRATEGIES
1. Laying the Groundwork	1.1 Form a Core Team 1.2 Create a Road Map & Budget 1.3 Develop a Communication Strategy & Materials
2. Centering the Community	2.1 Listen, Learn, & Gather Stories 2.2 Document Frequently Used Tools 2.3 Facilitate Cross-Sector Collaboration 2.4 Master Plan 2.5 Boards & Commissions
3. Make Data-Driven Decisions	3.1 Organize & Analyse the Data 3.2 Evidence-Based Recommendations 3.3 Public Reporting & Sharing Stories
4. Make Government Accountable	4.1 Sharing Power 4.2 Build Community Trust 4.3 Build Capacity
5. Evaluate Policy Implementation	5.1 Establish Key Performance Indicators (KPIs) 5.2 Continuous Improvement & Strategy Updates

STATE PUBLIC PARTICIPATION POLICY

The City of Inkster is committed to fostering diverse public participation in its planning processes, guided by state statutes and local policies.

MICHIGAN OPEN MEETINGS ACT

Under the Michigan Open Meetings Act (PA 267 of 1976), all meetings of the City of Inkster will be held at the City Hall Council Chambers, located at 26215 Trowbridge, ensuring accessibility for the public.

- Regular Meetings: The public will receive notice within 10 days of the first meeting of each calendar or fiscal year. A list stating the dates, times, and locations of all regular meetings will be publicly posted at the principal office of the public body.
- Schedule Changes: Any changes to the meeting schedule will be posted within three days of the meeting where the change was decided, indicating the new dates, times, and locations of regular meetings.
- Special and Irregular Meetings: Notices for special and irregular meetings will be posted at least 18 hours in advance.
- Recessed Meetings: If a regular meeting of a public body is recessed for more than 36 hours, it can only reconvene with an 18-hour advance notice.
- Emergency Sessions: Emergency sessions may be held without prior notice or time constraints if public health, safety, or welfare is severely threatened, and two-thirds of the body's members approve.
- Public Notification: Citizens can request to be added to a mailing list to receive advance notice of all meetings by contacting the City Clerk's Office at (313)-563-9769.

MICHIGAN PLANNING ENABLING ACT

According to the Michigan Planning Enabling Act (PA 33 of 2008), the following entities will be notified by the planning commission (or legislative body if no planning commission exists) via first-class mail, personal delivery, or electronic mail regarding the intent to plan and requesting cooperation and comments:

- The county where the municipality is located.
- The regional planning commission for the region where the municipality is located.
- If no county planning commission exists, the county planning commission is the county board of commissioners for the county where the municipality is located.

- Each public utility company, railroad company, and public transportation agency owns or operates within the local government's jurisdiction, along with any government entity that registers its name and mailing address for planning commission notifications.
- If the master plan includes a master street plan, the county road commission and the state transportation department.

After submission of the draft master plan to the legislative body for review and approval, it will be distributed to the entities for their review. Before approving the proposed master plan, the planning commission will hold at least one public hearing, scheduled after the comment deadline specified in the act.

MEASURING IMPACT

1.Laying the Groundwork

1.1 Form a Core Team

- **Key Stakeholders:** The City maintains vital partnerships with community groups, boards and commissions, and neighboring governments, essential for our community's growth and prosperity. These organizations include:
 - Inkster Chamber of Commerce
 - Inkster Task Force
 - Commission on Ageing
 - Planning Commission & ZBA
 - Michigan Department of Transportation
 - Michigan Economic Development Corporation
 - South East Michigan Council of Governments
 - Starfish Family Services
 - Wayne Westland-Schools
 - Wayne County¹
 - We Rise Program

¹ **Recommendation:** Establish a dedicated core team comprising stewards who work within the municipality, representing key departments and functions. This team will oversee and coordinate all aspects of the public participation initiative, ensuring diverse perspectives and expertise are integrated into the planning process. For more information on the process of developing a core team, please see **Appendix A**.

1.2 Create a Road Map & Budget

- Develop a comprehensive road map outlining the public participation plan's timeline, milestones, and objectives. Allocate a realistic budget to support outreach efforts, technology infrastructure, and personnel and public training.

1.3 Develop a Communication Strategy & Materials

- The City of Inkster utilizes a blend of traditional and modern tools to inform and engage residents, organizations, and businesses. This approach ensures effective communication, active participation in local governance, and transparency in decision-making processes. The following table outlines a range of tools that can be used:

Communication Tools Table

Tool	Use Description
Website	A central hub for municipal information, including announcements, meeting schedules, documents, and services. https://www.cityofinkster.com/
Social Media	Platforms like Facebook, Twitter, Instagram, etc., for reaching a broad audience, sharing updates, conducting polls/surveys, and interacting with residents. Facebook pages currently include the following: • City of Inkster: City Hall • City of Inkster: Staff • City of Inkster: Dept. of Public Services • City of Inkster: Dozier Recreation Complex
Email Newsletters	Regular emails to subscribers providing updates on meetings, initiatives, project updates, and opportunities for public input.
Public Meetings	In-person or virtual meetings (town halls, forums, workshops) to engage residents directly, gather feedback, and address concerns.
Press Releases & Media	Issuing press releases to local media to inform the public about announcements, policy changes, and community events.
Public Notices	Physical notices in public spaces and publishing in local newspapers to announce meetings, hearings, and important decisions.

Newspaper Posting	Announcements and advertisements in local newspapers to inform the community about upcoming meetings and events.
Code Red System	City of Inkster's emergency notification system for delivering alerts and updates to residents via phone calls, texts, and emails in times of emergencies or urgent situations
Surveys and Feedback Forms	Online tools for residents to provide feedback on projects, policies, services, etc., helping guide decision-making
Community Events and Workshops	Hosting events and workshops to facilitate face-to-face interaction, dialogue, and relationship-building with residents
Collaboration Platforms	Online platforms (e.g., Microsoft Teams, Slack, Google Workspace) for internal communication, project coordination, and information sharing among staff, elected officials, and appointees.
The City of Inkster App	A comprehensive and accessible hub for all civil-related information, fostering transparency, awareness, and active participation.

MEASURING IMPACT

2. Centering the Community

2.1 Listen, Learn, & Gather Stories

- **Community Forums:** Schedule community town halls and forums regularly (e.g., monthly or quarterly) to create consistency and make it easier for residents to participate. This regularity helps build trust and anticipation among community members.
- **Surveys and Feedback Mechanisms:** Implement surveys, online forms, and feedback boxes at community centers and online platforms to gather input from residents.
- **Storytelling Sessions:** Host storytelling events or workshops to encourage residents to share personal narratives and community histories. They create opportunities for individuals to share their voices, celebrate and preserve their histories, and work together towards a more understanding and unified community.

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² **Storytelling Sessions: Why They Matter:** When people hear each other's stories, they gain a deeper understanding of their neighbors' experiences and backgrounds, leading to increased empathy and a sense of belonging. Funders are often more moved by personal stories and real-life examples than by abstract data or statistics alone. For more information on implementing story telling formats, please see **Appendix B**.

2.2: Document Frequently Used Tools

- **Resource Directory:** Develop and maintain a comprehensive directory of local resources, services, and programs available to residents.
- **Digital Platforms:** Create a user-friendly online portal or app such as Code Red where residents can easily access information about local government services, utilities, emergency contacts, etc.
- **Workshops and Tutorials:** Offer workshops or online tutorials to educate residents on how to utilize available tools and resources effectively.

2.3: Facilitate Cross-Sector Collaboration

- **Partnership Forums:** Host regular meetings or workshops bringing together representatives from government agencies, non-profits, businesses, educational institutions, and community organizations.
- **Joint Initiatives:** Collaborate on joint initiatives such as community events, educational programs, or infrastructure projects that benefit multiple sectors.
- **Resource Sharing:** Establish mechanisms for sharing resources, expertise, and funding opportunities among different sectors.

2.4 Master Plan

- As part of our commitment to shaping a vibrant and thriving community, the City is currently in the process of updating its Master Plan. The Master Plan centers the community by incorporating several key approaches that ensure the needs, values, and aspirations of residents and stakeholders are at the forefront of the planning process.
- The City of Inkster is updating its Master Plan to guide future policies on housing, economic development, and infrastructure, prioritizing input from residents, business owners, and stakeholders to align with community aspirations. We engage the public by encouraging participation through surveys, interactive maps, and community sessions, ensuring input from residents, business owners, and stakeholders shapes Inkster's future. Residents also have the opportunity to participate directly by attending upcoming input sessions at City Hall or National Night Out.

2.5 Boards & Commissions

- Integrating planning-related boards and commissions into the public participation plan strengthens community engagement, transparency, and the effectiveness of planning processes. By fostering collaboration and sharing information, the municipality can ensure that the voices of stakeholders and experts in urban planning contribute to shaping a sustainable and inclusive future for Inkster.

MEASURING IMPACT

3. Make Data-Driven Decisions

By analyzing data, the City of Inkster can identify specific community needs, measure the impact of their initiatives, allocate resources more effectively, and enhance transparency and accountability. This approach not only improves the efficiency of participation efforts but also ensures that they are responsive to the actual needs and preferences of the community, fostering continuous improvement and stronger public trust.

3.1 Organize & Analyze the Data:

- Establish a systematic approach to collecting relevant data, including demographic trends, economic indicators, environmental assessments, and community feedback.
- Utilize data analytics tools to organize and analyze the collected data, identifying key insights and trends that inform planning decisions. Here are some commonly used tools:
 - **Tableau**
 - **Microsoft Power BI**
 - **Google Analytics**

3.2 Evidence-Based Recommendations:

- Develop recommendations based on the analysis of data, ensuring they are grounded in evidence and aligned with community priorities and goals identified through public participation.
- Present findings and recommendations in clear, accessible formats to facilitate understanding and engagement among stakeholders.

3.3 Public Reporting & Sharing Stories:

- Regularly report on the findings from data analysis and planning processes to the public through various channels, such as the city website, social media, and public meetings. Establish a clear timeline for data reporting, such as quarterly or annually.
- Share success stories and case studies that illustrate the impact of data-driven decisions on improving community outcomes, and fostering trust and accountability.³

³ **Reporting in Action: A Sample Success Story:** The City of Inkster utilized air quality testing data to identify pollution hotspots and implement targeted measures, which improved air quality by 18% and increased resident satisfaction with environmental initiatives.

MEASURING IMPACT

4. Sharing Power

4.1: Sharing Power

- Evaluate the establishment and effectiveness of advisory committees or task forces.
- Approval opportunities are allocated to or shared with community partners before final decisions are made.
- Assess the impact of shared power initiatives on policy outcomes and community satisfaction.

4.2 Build Community Trust

- Measure changes in community trust by gathering data and narratives that include self-reported feelings and observations of the public participation process. Here are some sample questions you can ask the public about community trust:

How much do you trust local government representatives and employees to:

- **Give you a say in decisions that affect you?**
- **Resolve problems that affect your community?**
- **Treat you as an equal?**
- **Ensure transparency and ethical conduct in their actions?**
- **Handle public resources responsibly?**
- **Uphold ethical standards in their work?**

4.3: Build Capacity

- Train government officials and residents on Diversity, Equity, and Inclusion (DEI) initiatives and policies to promote understanding and implementation within the community.
- Secure adequate funding to support comprehensive training and capacity-building initiatives including leadership and management, policy development, civic engagement, and technology and data analytics for government officials and community stakeholders.

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⁴ For a sample survey to collecting community data, please see **Appendix C**.

MEASURING IMPACT

5. Evaluate Policy Implementation

5.1 Establish Key Performance Indicators (KPIs)

Key Performance Indicator (KPI) is a measurable value used to assess the effectiveness and impact of engagement activities and processes. KPIs provide specific metrics that help evaluate how well the public participation efforts are meeting their objectives and goals.

- Develop a set of relevant and measurable KPIs aligned with project goals and objectives.
- Regularly monitor and evaluate KPI performance to assess progress and identify areas needing attention.
- Use KPI data to inform decision-making, prioritize resource allocation, and demonstrate the impact of policies on community outcomes.

Key KPIs might include:

- **Participation Rates:** The number of residents attending meetings, responding to surveys, or engaging in other activities.
- **Timeliness:** How quickly feedback is collected and acted upon.
- **Satisfaction Levels:** The degree of satisfaction expressed by the public regarding the process and outcomes.
- **Impact of Task Forces or Stakeholder Groups:** The effectiveness of task forces or key stakeholder groups in addressing issues, making recommendations, and achieving specific objectives.

5.3: Continuous Improvement & Strategy Updates

- Implement feedback mechanisms and stakeholder consultations to gather input for continuous improvement.
- Track the frequency and scope of policy updates and strategy revisions based on evaluation findings.
- Utilize findings from impact assessments to inform policy adjustments, strategic realignment, and resource allocation based on community needs and feedback.

Conclusion

By centering the community, sharing power through transparent governance practices, and continuously evaluating policy implementation, we aim to ensure that decisions reflect the diverse needs and aspirations of our residents.

Appendix A

A. Form a Core Team

Sample roadmap may include the following activities:

August 2024 – September 2024

Define Objectives and Scope

Establish goals, target audiences, and key components of the public participation plan. Allocate initial funds for planning and staff time.

September 2024

Recruit Core Team

Identify, reach out, and select core team members.

September 2024 – October 2024

Onboard Core Team

Provide orientation, set up initial meetings, and develop a detailed work plan.

October 2024 – November 2024

Develop Budget and Resources

Finalize the implementation budget, including costs for events, materials, and outreach.

November 2024 – December 2024

Launch Initial Activities

Start awareness campaigns, distribute promotional materials, and conduct initial public meetings or events. Set aside funds for marketing, venue rental, and event logistics.

December 2024 – January 2025

Continued Public Engagement

Continue with public meetings, workshops, and feedback collection.

January 2025 – February 2025

Monitor and Evaluate Progress

Collect and analyze data on participation rates, feedback quality, and effectiveness.

February 2025

Review and Adjust the Plan

Analyze feedback and performance data, and make necessary adjustments to the plan including the budget.

Public Participation Plan Core Team Members

To ensure that the Public Participation Plan reflected the needs of all City of Inkster residents, it is crucial to ground the planning process in research and engage a broad range of organizations and community members including **local government officials, community leaders, business leaders, educational institutions, public health and safety experts, environmental and planning professionals, residents with lived experience, and technical and data specialists**. To enhance the effectiveness and efficiency of your core team, it is advisable to keep the team size to a manageable number of stakeholders. This approach will facilitate clearer communication, streamline decision-making, and foster greater cohesion among members.

The following table offers an example of potential stakeholders for a core team in a public participation plan, featuring fictional names to illustrate possible roles. This sample may not include every relevant stakeholder from the categories listed above

Table 1. INKSTER STRATEGIC PLANNING MEMBERS

Alex Johnson	Councilmember, District 1
Jordan Lee	Social Media Administrator, City of Inkster
Taylor Smith	Community Planning & Development Director
Morgan Brown	Marketing Specialist & Consultant
Riley Green	Police & Fire Representative
Avery Davis	Data Analyst
Jamie Wilson	Resident and Community Volunteer

Table 1. INKSTER STRATEGIC PLANNING MEMBERS (Blank Table)

Appendix B

B. Story Telling Sessions

Here is a list of storytelling session formats that can be effectively implemented to collect data from residents as part of a public participation plan:

1. Community Story Circles

- **Description:** Small, informal groups where residents share personal stories and experiences related to the topic. Facilitated discussions help draw out common themes and insights.
- **Setting:** Community centers, local libraries, or online platforms.

2. Thematic Workshops

- **Description:** Sessions focused on specific themes or issues where participants tell stories and discuss their experiences related to the theme. Workshops may include activities or prompts to guide storytelling.
- **Setting:** Conference rooms, school auditoriums, or virtual meeting rooms.

3. Public Hearings

- **Description:** Formal meetings where residents present their stories and testimonies to a panel or audience. Public hearings can be structured with time limits for each speaker and opportunities for questions and discussion.
- **Setting:** City council chambers, town halls, or online streaming platforms.

4. Focus Groups

- **Description:** Facilitated group discussions with a small number of residents, encouraging detailed storytelling and dialogue about their experiences and perceptions on specific topics.
- **Setting:** Meeting rooms or virtual conferencing tools.

5. Interactive Surveys

- **Description:** Surveys that include open-ended questions allowing residents to share stories and detailed feedback. These can be enhanced with multimedia options, such as video or audio submissions.
- **Setting:** Online survey platforms or in-person survey stations.

6. Story Mapping

- **Description:** Participants create visual maps to tell their stories about their experiences with specific locations or community features. This can be done through drawing or using digital mapping tools.
- **Setting:** Community workshops or online mapping tools.

Appendix C

C. Community Trust Survey

Thank you for participating in our survey. Your responses will help us understand community trust levels and identify areas for improvement. Your feedback is invaluable in shaping our public participation plan and implementing key strategies.

Section 1: General Perceptions

- **How would you rate the overall trust within our community?**
 - Very High
 - High
 - Moderate
 - Low
 - Very Low
- **How confident are you in the ability of local government officials to make decisions in the best interest of the community?**
 - Very Confident
 - Somewhat Confident
 - Neutral
 - Somewhat Unconfident
 - Very Unconfident
- **Do you feel that local government and community organizations:**
 - **Give you a say in decisions that affect you?**
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
 - **Resolve problems that affect your community?**
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree

- **Treat you as an equal?**
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
- **Ensure transparency and ethical conduct in their actions?**
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
- **Handle public resources responsibly?**
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
- **Uphold ethical standards in their work?**
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
- **Do you believe that City Council members use public participation as a legitimate way to vote on important issues?**
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree

Section 2: Community Engagement

4. **How frequently do you feel your input is sought and valued by local government and community organizations?**
 - Very Frequently
 - Frequently
 - Occasionally
 - Rarely
 - Never
5. **How satisfied are you with how community organizations and local government communicate with residents?**
 - Very Satisfied
 - Satisfied
 - Neutral
 - Unsatisfied
 - Very Unsatisfied
6. **Do you feel that community engagement efforts effectively address the concerns and needs of diverse groups within the community?**
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree

Section 3: Personal Experiences

7. **Can you share a recent experience where you felt that your concerns were either well-addressed or poorly handled by local authorities?**
(Open-ended response)
8. **What improvements would you like to see in how local government and community organizations build and maintain trust with residents?**
(Open-ended response)
9. **Are there specific community events or activities that you believe effectively build trust and engagement? Please provide examples.**
(Open-ended response)

Section 4: Demographic Information (Optional)

10. Which of the following best describes your role in the community?

- ☐ Resident
- ☐ Business Owner
- ☐ Community Leader
- ☐ Local Government Official
- ☐ Other (please specify)

11. How long have you lived or been involved in the community?

- ☐ Less than 1 year
- ☐ 1-3 years
- ☐ 4-7 years
- ☐ 8-15 years
- ☐ More than 15 years

12. Please indicate your age group:

- ☐ Under 18
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65 and over

Thank you for your participation! Your feedback is crucial in helping us build a more connected and trustworthy community.



Annual Public Participation Plan Update

Reporting Period: July 2025 – July 2026

Purpose

This memo provides an annual update on the City of Inkster's public engagement efforts in support of **Redevelopment Ready Communities Best Practice 1.4**. The City's 2024 Public Participation Plan establishes a framework for meaningful, inclusive, and transparent public participation in planning and redevelopment decisions. The plan emphasizes centering the community, gathering stories, using multiple communication tools, sharing information publicly, building trust, and evaluating engagement efforts over time.

Public Engagement Activities

During the reporting period, the City continued to use a range of public participation methods to inform residents, gather input, and strengthen transparency. Engagement activities included public hearings, Planning Commission and City Council meetings, Master Plan implementation updates, zoning ordinance discussions, redevelopment-related outreach, online surveys, and public communication through City channels.

The City also advanced several community-centered initiatives that support the goals of the Public Participation Plan:

Voices of Inkster Campaign:

As part of the Be Inkster campaign, the City completed several interviews with community stakeholders and advocates, including the Funkateers. These interviews help elevate resident and community voices, document local stories, and strengthen public communication around Inkster's identity, culture, and future vision. The stories collected through Voices of Inkster will be used to support the Be Inkster campaign, strengthen public-facing marketing materials, highlight community identity, inform redevelopment messaging.

Zoning Ordinance Adoption:

The City completed a major public planning process with the adoption of the updated Chapter 155 Zoning Ordinance. The ordinance was reviewed through the Planning Commission process, including a final review and public hearing on March 23, 2026, before being adopted by City Council on April 20, 2026. This effort reflects implementation of the Master Plan and demonstrates the City's continued use of public meetings, public hearings, board and commission review, and City Council action to advance planning and redevelopment priorities.

Clean Blocks Initiative:

The Clean Blocks Initiative provides another opportunity for public participation by engaging residents around neighborhood conditions, code enforcement concerns, blight reduction, and shared responsibility for cleaner, safer, and better-maintained blocks. The initiative includes ongoing community meetings held every **fourth Thursday of the month**, creating a regular forum for residents to share concerns, identify priority areas, receive updates, and participate in problem-solving with City staff and partners.

Implementation Tracking

To support ongoing implementation of the Public Participation Plan, the City should continue referencing the **Public Participation Plan** as the coordinating structure for engagement tracking and continuous improvement.

The Advisory Committee can help follow through on the implementation tracking outlined in the Public Participation Plan by reviewing annual engagement activities, identifying gaps, supporting public reporting, recommending improvements to outreach methods, and helping determine whether engagement efforts are reaching diverse residents and stakeholders.

This approach aligns with the Public Participation Plan's emphasis on building a core team, facilitating cross-sector collaboration, organizing and analyzing engagement data, and using public feedback to inform future decisions.

Next Steps

The City will continue preparing an annual Public Participation Plan update as part of its RRC documentation. The update may be shared with City Council, presented as a standalone memo or presentation, or included in the Annual Planning Commission Report.

Specific next steps include:

- Summarize major engagement themes annually, including feedback received through public hearings, Clean Blocks, Voices of Inkster, Master Plan implementation activities, zoning-related meetings, redevelopment outreach, code enforcement surveys, and hotline submissions.
- Track communication and feedback tools used, such as the City website, social media, public notices, meetings, surveys, interviews, community events, the code enforcement survey, and the Clean Blocks, and code enforcement hotline.
- Review code enforcement survey and hotline data to identify recurring neighborhood concerns, priority areas, service gaps, and opportunities for improved resident communication and follow-up.



MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: City Administration

DATE: August 3, 2026

SUBJECT: Annual Public Participation Plan Update (Reporting Period: July 2025 – July 2026)

Purpose

This memorandum presents the annual update on the City of Inkster's public engagement efforts for the reporting period of July 2025 through July 2026. This report supports compliance with the **Redevelopment Ready Communities (RRC) Best Practice 1.4** and evaluates progress under the City's 2024 Public Participation Plan.

Key Engagement Highlights

During the past year, the City utilized various engagement tools—including public hearings, commission meetings, surveys, and direct outreach—to keep residents informed and involved in key local planning decisions.

- **Voices of Inkster Campaign:** As part of the broader *Be Inkster* campaign, the City conducted stakeholder interviews, including with community groups like the Funkateers. These efforts document local history and identity while shaping future redevelopment messaging.
 - **Chapter 155 Zoning Ordinance Adoption:** Implementation of the Master Plan reached a major milestone with the adoption of the updated Chapter 155 Zoning Ordinance. The adoption process included a final Planning Commission public hearing on March 23, 2026, followed by formal City Council approval on April 20, 2026.
 - **Clean Blocks Initiative:** To address neighborhood conditions, blight, and code enforcement, the City hosts ongoing monthly meetings every fourth Thursday. This regular forum provides residents a direct line to staff for collaborative problem-solving.
-

Implementation & Continuous Improvement

To build on this progress, staff and the Advisory Committee will continue to use the 2024 Public Participation Plan to track outreach metrics, analyze engagement data, and ensure participation reflects the full diversity of Inkster residents.

Next Steps

1. **Consolidate Feedback:** Summarize major themes across public hearings, survey submissions, and hotline inputs.



2. **Evaluate Communication Channels:** Review the effectiveness of public notices, the website, social media, and community meetings.
3. **Analyze Code Enforcement Data:** Utilize survey and hotline data to identify recurring neighborhood concerns, service gaps, and opportunities for follow-up.

July 20, 2026

Regular City Council Meeting – 7:00 PM

The regular meeting of the Council of the City of Inkster, Wayne County, was held on July 20, 2026 in compliance with the Open Meetings Act.

Prior to the Regular Council Meeting: City Council members discussed: The Agenda.

Closed Session

Moved by Councilwoman Rutledge Seconded by Councilwoman Howard to go into Closed session 6:21pm to discuss pending litigation.

Moved by Councilwoman Rutledge Seconded by Councilman Bishop to come out of closed session @ 6:56pm

<u>ROLL CALL VOTE:</u>			
Councilmember Howard	Yea	Councilmember Scott	Excused
Councilmember Rutledge	Yea	Councilmember Bishop	Yea
Mayor Pro Tem Chisholm	Yea	Councilwoman Richardson	Yea

Call Meeting to Order

Mayor Byron Nolen called the meeting to order at 7:03pm

Prayer

Prayer was led by Michael Kelly

Pledge of Allegiance

City Council and the public in attendance pledged allegiance to the flag of the United States of America.

Roll Call

Mayor Nolen	Present (Inkster, MI.)
Mayor Pro-Tem Chisholm	Present (Inkster, MI.)
Councilwoman Rutledge	Present (Inkster, MI.)
Councilman Bishop, II	Present (Inkster, MI.)
Councilwoman Scott	Excused (Inkster, MI)
Councilwoman Howard	Present (Inkster, MI)
Councilwoman Richardson	Present (Inkster, MI)

Approval of Agenda

Moved by Councilwoman Rutledge, Seconded by Councilman Bishop to approve agenda for July 20, 2026 meeting
Resolution #07-26-91GH-5-0 Motion Carried
Excused: Councilwoman Scott

Presentations/Discussion

None

Public Hearings

None

Consent Agenda

Moved by Councilwoman Rutledge Seconded Mayor Pro Tem Chisholm
Resolution #07-26-92GH – 5-0 Motion Carried
Excused: Councilwoman Scott

Boards and Commission

None

Ordinance(s)

A. First Reading(s) none

B. Second Reading(s) none

New Business

A. (Sharde Crutchfield, Special Projects Director) Consideration to (1) authorize the City of Inkster to exercise the First Right of Refusal to purchase tax foreclosed properties from the Wayne County Treasurer, and (2) enter into a contractual agreement with the listed vendors to participate in the Inkster Neighborhood Stabilization Program 2026-2027.

Moved by Councilwoman Howard, Seconded by Mayor Pro-Tem Chisholm

Resolution #07-26-93GH-3-0 Motion Carried

Abstained: Councilwoman Rutledge

Abstained: Councilman Bishop

Excused: Councilwoman Scott

B. (Georgina L. Holliday, City Clerk) Consider approval for Street Closure/Block Party; Event date and time: August 15, 2026 1p-10p; Street to be closed: Florence St. Cross Streets: Princess & Sylvia (August 22, 2026 if it rain) Contact Person: Vincent/Donna Lawrence

Moved by councilman Bishop, Seconded by Councilwoman Rutledge

Resolution #07-26-94GH-5-0 Motion Carried

Excused: Councilwoman Scott

C. (City Council) Consider approval of PFAS Class Action with GLWA
Moved by Councilwoman Rutledge, Seconded Councilwoman Richardson
Resolution # 07-26-95GH-5-0-Motion Carried
Excused: Councilwoman Scott

Public Participation

- ♣ **Dr. Phyllis M. Long- A Journey with Lupus, invite everyone to the Annual Outdoor Gathering July 25, 2026 12 noon Balloon Release at Colonial Park. Fun, games, food and great company for adults and children community connection. Donation accepted Journeywithlupus.com (City Clerk) please release a balloon in honor of my niece Brandy Clark Bell who homegoing celebration will be that day, who passed from lupus.**
- ♣ **Shirley Walker-Inkster Goodfellows Paint with a Twist \$40 per person, serving food, police presence vendors \$60 contact Shirley Walker date: 8/22 5p-9p at Parks and Rec 18 and older Mr. Gabe Henderson has tickets.**
- ♣ **Gabe Henderson-Hot house on Meadow Lane and Lexington. Wonderful Summerfest this weekend Inkster Beautification this weekend. July 25th dumpsters on these days: Wheatley Park, Westwood Park, LeMoyne Park, Dozier Rec; is there location for brush? All Class Picnic this weekend Middle Park Manor meeting this weekend.**
- ♣ **Doris Moton-Spruill- Street sign and trees, speeding cars; no street sign on Bert Lane end of Judit and Cherryhill; trees on street are dead branches fell in yard. Speeding cars, kids that play by Starfish School. Need a sign that says kid playing in area.**
- ♣ **Teriece Kuykendall-The street, trash been giving tickets, 2 men got out of car in front of her house and shot at 28941 Fernwood. Nuisance abatement 28941 Fernwood St 15 years of trouble, Lockhart house, sending video nothing has been done over 100 runs to that house, shooting, walking down the street with guns; fire came 2xs to put out fire last week 2 intoxicated females fighting;315 Bert Ln tree all the way over driveway hitting truck.**
- ♣ **Darius Fowler, I would like to discuss flock cameras; zero idea we had flock cameras cities have been cancelling contracts due to direct violation with the 4th amendment how do we go about cancelling the contract. Other cities cancelled due to sharing information.**
- ♣ **Connie Mitchell-Invitation to Candidate Forum United States House; Thursday @5pm 4945 S. Beech Daly St. Congressional District 12 Non-Partisan Event.**
- ♣ **Charles Blackwell- "Good evening in September 2025, Mayor Byron Nolen administration sold a foreclosure house to Inkster Councilwoman Lindsay Scott for \$10,230. Councilwoman Scott failed to pay her Winter 2025 taxes on this house and they are now delinquent. All deeds for the sale of Inkster City owned property include a reverter clause for failing to pay property taxes. So, Mayor Nolen should explain to the public as to why he has not enforced the reverter clause against Councilwoman Lindsay Scott."**

Clerk- Voting high-rises successful; Early Voting starts July 25th Saturday through August 2nd Sunday. Ballots are coming in.

City Treasurer

Thanks to the staff for their assistance and commitment at Summerfest

Mayor and Council

- Council member Rutledge-Summerfest great event J. Reed did a great job. Invite Unity breakfast, come enjoy breakfast 8/15 10a-12p at Rec Center
- Council member Scott –Excused
- Council member Bishop-Thursdays at 6pm Rec 2nd Clean block District 2 Community Mtg.
- Council member Howard-Flock cameras make the best decision that we can, sometimes we get it right, sometimes we get it wrong. Want to see what happens, anything in clause. Colleagues cancelling contracts.
- Council member Richardson-Dr. Long Lupus, encourage each other. Flock gave them a hard time, had to weigh if I felt comfortable with it; Dept of Corrections hiring Macomb Correctional Facility excellent benefits.
- Mayor Pro-Tem Chisholm- Flock thank you for coming out always healthy, the residents came out on Friday was kind of scary because of the air quality, keep mask on hand stock up on N95. Summerfest enjoyed Saturday thank you to DPS there was a motorcycle ride, potholes on beech Daly.
- Mayor Nolen-SummerFest was a success and came off well and watched the employees work hard; it was chatter about cancelling, made the call to go forward. Friday night nice breeze, Saturday nice and Sunday nice. J Reed has a new song called "The Town"

Adjournment

There being no further business to come before Council, on a motion duly made.

By Councilwoman Richardson Seconded by Councilwoman Rutledge and carried, to conclude the Regular City Council meeting of Monday, July 20, 2026 @8:09 pm



REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 29, 2026

From:

Date for Council's Consideration: August 3, 2026

ACTION REQUESTED: Consider recommendation for approval of Special Land Use (SLU 26-01) for a Cigar Lounge at 27553 Cherry Hill Road (Brother's Smoke House)

TYPE OF ACTION: Current Action

FUNDS BUDGETED: No

ACCOUNT #:

APPROVERS:

Date: July 31, 2026

Byron Nolen, Mayor

BACKGROUND:

The City of Inkster Planning Department has reviewed the Site Plan application below for the proposed cigar bar to be located in an existing bar/restaurant.

The site is approximately .47 an acre and is located on the south side of Cherry Hill Road, west of Inkster Road. The site is adjacent to Maria's Coney to the east. The applicant proposes an accessory use to the existing restaurant/bar in a 2,022-square-foot 1-story building and associated parking lot. The site is in the MRD 1, Neighborhood Mixed Use District.

SCOPE OF SERVICES:

JUSTIFICATION:

PROJECT IMPROVEMENTS:

PROJECTED TIMELINE:

RESOLUTION:

Resolved By: None

Seconded By: None

Yes: None

No: None

Absent:

MEMORANDUM

TO: Inkster City Council

FROM: Planning and Development Department

DATE: July 29, 2026

SUBJECT: Special Land Use Review (SLU 26-01) – Proposed Cigar Lounge at 27553 Cherry Hill Rd.

Executive Summary

The Planning and Development Department recommends **approval** of a Special Land Use (SLU) application submitted by LaRosa VIP Cigar Lounge LLC to operate a cigar lounge as an accessory use at 27553 Cherry Hill Road (Brothers Smokehouse Bar and BBQ).

Following a public hearing on July 27, 2026, the Planning Commission recommended approval of the request to City Council.

Project & Site Overview

- **Location:** 27553 Cherry Hill Rd. (South side of Cherry Hill Rd., west of Inkster Rd., adjacent to Maria's Coney).
- **Property Size & Building:** ~0.47 acres; existing 2,022 sq. ft. 1-story restaurant/bar.
- **Zoning:** MRD 1 (Neighborhood Mixed Use District).
- **Applicant / Owner:** LaRosa VIP Cigar Lounge LLC / Brothers Bar & Grill LLC.
- **Proposed Use:** Operating an accessory cigar lounge on the 1st floor of the existing structure (no physical structure expansion proposed).

Key Findings & Staff Review

- **Master Plan & Zoning Alignment:** The project aligns with the 2025 Master Plan designation (*Neighborhood Mixed Use*) and complies with the intent of the MRD 1 district.

- **Community & Economic Impact:** Continues active site use and is anticipated to support local economic viability without negatively impacting the existing neighborhood character.
 - **Public Services & Infrastructure:** Existing public utilities, infrastructure, and city services are sufficient; no additional service costs or demands are expected.
 - **Environmental/Operational Impacts:** Noise, smoke, fumes, and odor impacts are not expected to detract from the area.
 - **Public Feedback:** One public objection note was received and included in the meeting packet.
-

Staff Recommendation

Staff recommends that City Council **approve** Special Land Use SLU 26-01, subject to the following conditions:

1. Final Site Plan approval (with any applicable conditions).
2. Resolution of any outstanding comments or requirements from reviewing agencies.

Respectfully submitted,

Derek Doudell

Community Development Director

Attachments

July 23, 2026

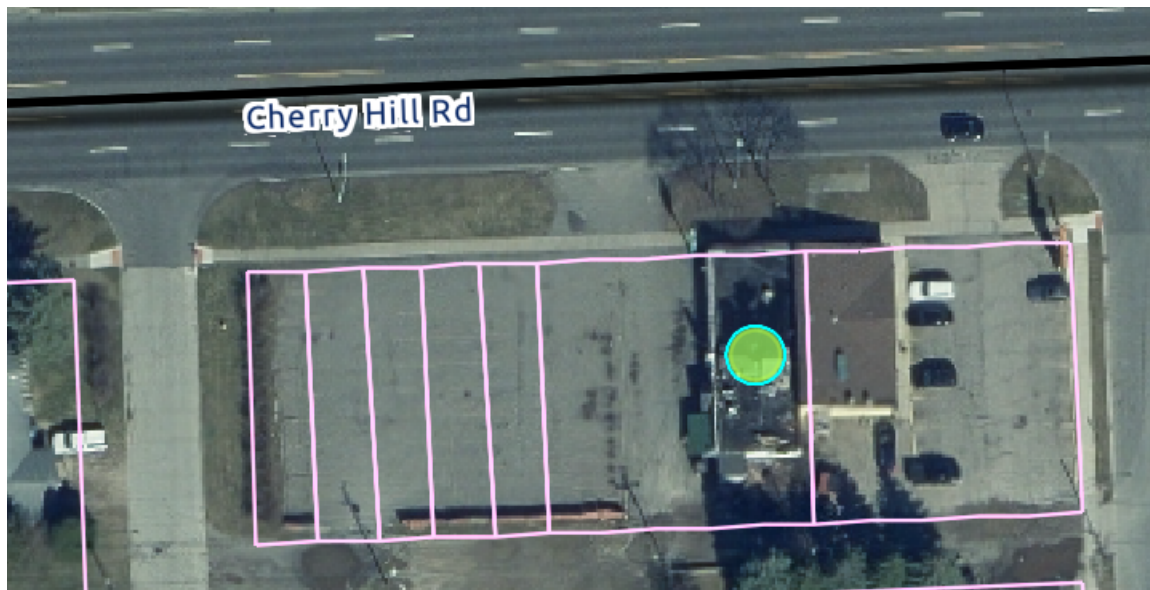
Inkster City Council
City of Inkster
26215 Trowbridge
Inkster, MI 48141

Subject: SLU 26-01 Proposed Cigar Lounge – Special Land Use Review
Location: 27553 Cherry Hill Road (Brothers Smokehouse Bar and BBQ)
Zoning: MRD 1, Neighborhood Mixed Use District
Applicant(s): LaRosa VIP Cigar Lounge LLC
Owner(s): Brothers Bar & Grill LLC

Dear City Council:

A public hearing was held on July 27, 2026, at Inkster City Hall for the proposed use of a cigar lounge at 27553 Cherry Hill Rd., also known as Brothers Smokehouse Bar and BBQ. After the public hearing and discussion, the Planning Commission recommended approval for a cigar lounge at 27553 Cherry Hill Road. The staff report is below.

The City of Inkster Planning Department has reviewed the above-referenced Special Land Use (SLU) application for a cigar lounge, located at 27553 Cherry Hill Road (Brothers Smokehouse Bar and BBQ). A cigar lounge is considered a special land use in the MRD 1, Neighborhood Mixed Use District. This development requires a public hearing and special land use approval from the City Council, as well as site plan approval. The Planning Staff offers the following comments and findings for your consideration. A separate review memorandum will address the submitted site plan for the proposed use of a cigar lounge.



SITE DESCRIPTION

The site is approximately .47 an acre and is located on the south side of Cherry Hill Road, west of Inkster Road. The site is adjacent to Maria's Coney to the east. The applicant proposes an accessory use to the existing restaurant/bar in a 2,022-square-foot 1-story building and associated parking lot. The site is in the MRD 1, Neighborhood Mixed Use District.



REVIEW COMMENTS

SPECIAL LAND USES IN MRD 1 DISTRICT

The MRD-1 District is intended to accommodate a range of residential housing types at a neighborhood-compatible scale, including small-to-medium multi-unit forms, while supporting walkability, predictable building placement, and a high-quality streetscape. The district standards are intended to manage transitions between lower-intensity neighborhoods and higher-intensity mixed-use areas through form-based controls, compatible massing, and site design requirements.

The following chart provides information on existing land uses and the current zoning of adjacent properties.

	Land Use	Current Zoning
Subject Site	Restaurant/Bar	MRD 1, Neighborhood Mixed Use District
North	Garden City	NA
South	Residential	R1 Neighborhood Residential
East	Retail Businesses	MRD 1, Neighborhood Mixed Use District
West	Residential	R1 Neighborhood Residential

REVIEW OF SPECIAL LAND USE

The following standards are applicable to all SLU applications.

1. **HARMONY WITH MASTER PLAN.**

In accordance with the 2025 Master Plan, the subject site's Future Land Use (FLU) is designated as *Neighborhood Mixed Use*, which permits a wide variety of retail and commercial uses that serve Inkster and the surrounding communities. The proposed use appears to align with the Master Plan.

2. **HARMONY WITH EXISTING CHARACTER.**

No changes are proposed to the existing structure. The proposed use will utilize the 1st-floor area.

3. **IMPROVEMENT TO THE COMMUNITY.**

Continuing active use at this site, as proposed, will be an economic improvement to the vicinity.

4. **ADEQUATE PUBLIC SERVICES AND FACILITIES.**

The capacity of the City's infrastructure and services appears to be sufficient to accommodate the proposed facility.

5. **SMOKE, FUME, GLARE, NOISE, VIBRATION OR ODOR POLLUTION**

The subject site is an existing business, and the anticipated impact of a cigar lounge is not expected to detract from the area. Should the Planning Commission have further questions regarding this section, we recommend that they be directed towards the applicant, who should be able to provide further clarity on the intended business operation.

6. **REDUCTION OF ECONOMIC VIABILITY**

The proposed use is anticipated to increase economic viability.

7. **EXCESSIVE OR ADDITIONAL COSTS TO PUBLIC SERVICES**

The proposed Special Land Use is not expected to impose additional service demands upon the City.

8. **CONSISTENT WITH THE INTENT OF THE ZONING ORDINANCE**

The proposed Special Land Use appears to be consistent with the zoning ordinance.

***Note:** The Planning and Development Department did receive a note from the public stating that they were not in favor of the proposed use. The note is provided in the Commissioners' package.



RECOMMENDATIONS

At this time, staff recommends that the Planning Commission make a recommendation to the City Council to approve the Special Land Use request, conditioned on the following:

1. The site plan has been approved with any conditions the Commission may find necessary.
(There were none)
2. Any other comments/concerns/requirements raised by other reviewing agencies be successfully addressed.

Respectfully submitted,

Derek Dowdell

Community Development Director

Attachments

RE: Case No. 26-01 (SLU)

In accordance with and pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, as amended, notice is hereby given that the City of Inkster Planning Commission will hold a public hearing on **Monday, July 27 2025, at 6:30 p.m.** The purpose of this hearing is to consider a special land-use application to allow a smoking lounge (Cigar) in the MRD 1 Neighborhood Mixed-Use Zoned District. LaRosa VIP Cigar Lounge LLC is the applicant. The subject property is located on the South side of Cherry Hill Road. East of Henry Ruff Road between Tromley and Arcola Dr., and is legally described as follows:

27553 Cherry Hill Road

TAX ID(s):

44003020202001	44003020201001	44003020200001
44003020198001	44003020197001	44003020199001

24B202A TO 206A LOTS 202 TO 206 INCL EXC THE N 7 FT THEREOF GARDEN CITY CREST
SUB NO. 1 T2S R9E L51 P57 WCR



Public comments are invited. Persons unable to attend the public hearing may send their comments in writing to the City of Inkster Planning Department, 26215 Trowbridge, Inkster, Michigan, 48141. Comments will be received through Noon, on Thursday, July 23, 2026. Please reference Case No. 26-01 (SLU) in all correspondence.

The City of Inkster will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the public hearing to individuals with disabilities upon five business days written notice. Individuals with disabilities requiring auxiliary aids or services should contact the City of Inkster at 313.563.9770.

Georgina Holliday
Inkster City Clerk

PUBLISH BY July 16, 2026

JUL 22 '26 PM12:08

Planning Department • 313.563.9760

We are strongly against a cigar bar. We stay down the street and have young children. Since they have been there, they have already had a loud outdoor event with a DJ outside. We have to go to bed with extremely loud music and crowds. Also customers have no hesitation parking in front of our home and leaving their garbage in our yard. The bigger the crowd, the bigger the chance of violence and I don't want my kids or myself to get caught in foolishness. It's bad enough having a bar on the corner without inviting even more people who will bring down the neighborhood.

Ayan Lu



REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 29, 2026

From:

Date for Council's Consideration: August 3, 2026

ACTION REQUESTED: Consider Lead Services Line Replacement 2027

TYPE OF ACTION:

FUNDS BUDGETED:

ACCOUNT #:

APPROVERS:

Byron Nolen, Mayor

Date: July 31, 2026

BACKGROUND:

SCOPE OF SERVICES:

JUSTIFICATION:

PROJECT IMPROVEMENTS:

PROJECTED TIMELINE:

RESOLUTION:

Resolved By: None

Seconded By: None

Yes: None

No: None

Absent:

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor

Date: July 29, 2026

From: Jerome Bivins, DPS Director Date for Council's Consideration: August 3, 2026

ACTION REQUESTED: Consider authorizing administration to approve the contract with Bidigare Contractors for the 2027 Lead Service Line Replacements Project in the amount of \$636,420.00, plus a 10% contingency of \$63,642.00 for a total of \$700,062.00 for construction. A two-year contract with a one-year option under the discretion of the DPS Director.

Current Action ☒ X ☐ Emergency ☐ Future ☐

Funds Budgeted: If Yes ☐ Account # _____ No ☐ N/A ☐

Mayor 's Approval _____

BACKGROUND:

The City of Inkster is required by the Department of Environment, Great Lakes, and Energy (EGLE) to replace 7% of known lead service lines each year until all lead services are eliminated. This equates to minimum of sixty-seven (90) lead services annually. Fiscal Year 2027 will be the seventh consecutive year of replacements required to be completed by September 30th of each year. The City of Inkster has allocated funds for replacement of 90 existing lead (Pb) water services and all appurtenances required to complete the work. These funds shall be used for the lead service replacements from the water main to the water meter in residences.

SCOPE OF SERVICES:

Various locations throughout the City.

JUSTIFICATION:

In 2019, The City of Inkster tested over the action limit for lead in the water supply. The City is required by EGLE to replace 7% of known lead services each year until all known lead services are replaced. Fiscal Year 2027 will be the seventh consecutive year of replacements.

PROJECT IMPROVEMENTS:

Improvements to the City's water system and improve and promote the health and welfare of Inkster residents.

COSTS:

2027 Lead Service Line Replacements in the amount of \$636,420 plus a 10% contingency of \$63,642 for a total of \$700,062 for construction.

PROJECTED TIMETABLE:

Estimated timetable is (3) three months for replacement of services and restoration.

RESOLUTION:

Authorization is hereby given to administration to enter into contract with Bidigare Contractors for the 2027 Lead Service Line Replacements Project in the amount of \$636,420, plus a 10% contingency of \$63,642 for a total of \$700,062 for construction. A two-year contract with a one-year option under the discretion of the DPS Director.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:

July 29, 2026

City of Inkster
Department of Public Services
26900 Princeton
Inkster, MI 48141

Attention: Jerome Bivins, Department of Public Services Director

Re: 26-06_INK – FY27 Lead Service Line Replacements

Dear Mr. Bivins:

Project 26-06_INK – FY27 Lead Service Line Replacements was advertised on Michigan Inter-Governmental Trade Network (MITN) beginning June 30, 2026. A mandatory pre-bid meeting was held on July 15, 2026, at 2:00 p.m. at Inkster Department of Public Services. A total of ten companies attended this mandatory pre-bid meeting. The Bid Opening for the above referenced project was held on Wednesday, July 29, 2026, at 10:00 a.m. at Inkster City Hall. A total of eight contractors submitted bids on the FY27 Lead Service Line Replacements Project. The following is a list of the eight bidders on the project listed in order from highest to lowest bid:

	Bidder's Name	Bid Total As Read	Bid Total as Tabulated	% Above Low Bid
1	Precision Infrastructure	\$582,925.00	\$592,925.00	Low Bid
2	Bidigare	\$636,420.00	\$636,420.00	5%
3	Major Contracting	\$724,510.00	\$724,510.00	14%
4	All Seasons Underground	\$765,700.00	\$765,700.00	18%
5	Super Construction	\$867,085.00	\$867,085.00	29%
6	MPC	\$949,167.35	\$949,167.35	38%
7	PWD	\$949,405.00	\$949,405.00	38%
8	JGEwing	\$1,410,065.00	\$1,410,065.00	87%

All of the bid subtotals and total dollar amounts have been checked and verified for accuracy.

The apparent low bidder, Precision Infrastructure, was determined to be not qualified by the DPS Director due to their lack of experience in this field.

Bidigare Contractors has been identified as the responsive low bidder under consideration for award. Bidigare Contractors met all requirements of the project including bonds, attendance at the mandatory pre-bid meeting, and acknowledgement of addendum. Benesch agrees with the City that attendance at the mandatory pre-bid meeting was critical to the contractor understanding the complexity of the scope of work.

The engineer's estimate of probable construction cost is \$796,961.00 with the recommended 10% contingency for unforeseen conditions during construction. In comparison, Bidigare Contractors' bid of

File: 0527-600058.00

\$636,420.00 is 33% Lower than the engineer's estimate. The bid received by Bidigare Contractors is reasonable due to inflation and current market prices. The engineer's estimate of probable construction cost was developed for the FY27 Lead Service Line Replacements using the 2026 MDOT Average Unit Prices and the previously awarded lead service line replacement projects. Attached is the summary table of all submitted bids.

Bidigare Contractors has demonstrated their ability to meet the minimum qualifications related to this work through satisfactory performance on other projects of similar type and scale.

We recommend awarding this contract to Bidigare Contractors in the amount of \$636,420.00. We further recommend the City approve a 10% contingency in amount of \$63,642.00 for use at the City's discretion for unforeseen conditions related to the project.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

Benesch

A handwritten signature in black ink that reads "Susan Mroczkowski".

Susan Mroczkowski, P.E.
Project Engineer

CC: Maya Roots, DPS Special Project Manager
Carrie Loya-Smalley, P.E., Project Manager

Attachments:

Pre-Bid Meeting- Sign-in Attendance Sheet
26-06_INK Bid Tabulation – FY27 Lead Service Line Replacements

26-06_INK FY27 Lead Service Line Replacements Bid Tabulation

Bidder	Pre-Bid Meeting Attendance	Bid Bond		Bidders Qualifications	Addenda	Bid Total As Read	Bid Total As Tabulated	Percent over Low Bid
		Penal Sum						
Engineer's Estimate	Yes	Yes	Yes	Yes	Yes	\$943,715.00	\$943,715.00	37%
Precision Infrastructure	Yes	Yes	Yes	Yes	1	\$582,925.00	\$592,925.00	Low Bid
Bidigare	Yes	Yes	Yes	Yes	Yes	\$636,420.00	\$636,420.00	5%
Major Contracting	Yes	Yes	Yes	Yes	Yes	\$724,510.00	\$724,510.00	14%
All Seasons Underground	Yes	Yes	Yes	Yes	1	\$765,700.00	\$765,700.00	18%
Super Construction	Yes	Yes	Yes	Yes	Yes	\$867,085.00	\$867,085.00	29%
MPC	Yes	Yes	Yes	Yes	Yes	\$949,167.35	\$949,167.35	38%
PWD	Yes	Yes	Yes	Yes	Yes	\$949,405.00	\$949,405.00	38%
JGEwing	No	Yes	Yes	Yes	Yes	\$1,410,065.00	\$1,410,065.00	87%



REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 30, 2026

From:

Date for Council's Consideration: August 3, 2026

ACTION REQUESTED: Consider Consider Approval 7th Annual Ink-Town Ryderz Car and Bike Show

TYPE OF ACTION:

FUNDS BUDGETED:

ACCOUNT #:

APPROVERS:

Byron Nolen, Mayor

Date: July 31, 2026

BACKGROUND:

SCOPE OF SERVICES:

JUSTIFICATION:

PROJECT IMPROVEMENTS:

PROJECTED TIMELINE:

RESOLUTION:

Resolved By: None

Seconded By: None

Yes: None

No: None

Absent:

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 27, 2026

From: Georgina L. Holliday, Clerk

Date for Council's Consideration: August 3 2026

ACTION REQUESTED: Consider approval for the 7th annual Ink-Town Ryderz Cars & Bike Show
Event date: September 6, 2026 Event hours: 12pm-8pm Location: 3250 Middlebelt Rd Inkster MI 48141

Current Action ☒ Emergency ☐ Future ☐

Funds Budgeted: ☐ Account # ☐ No ☐ N/A ☐

Mayor 's Approval ☐

BACKGROUND:

SCOPE OF SERVICES:

JUSTIFICATION:

7th Annual Ink-Town Ryderz Car & Bike Show

PROJECT IMPROVEMENTS:

PROJECTED TIMETABLE:

RESOLUTION:

Resolved by Seconded by

Yes:

No:

Absent:



City of Inkster, Michigan

Application Packet For Class 1 and Class 2 Events

Received: 7/23/16

NOTICE OF INTENT TO APPLY FOR AN EVENT PERMIT

The first page of this packet implies your intent to hold an event, reserve a park, or close a street in the city of Inkster. The due date for the Notice of Intent can be found on the next page under your event class. In order to reserve a date and location, please fill out this first page and mail or email it to:

City Clerk's Office
26215 Trowbridge Rd. Inkster, MI. 48141
Office: (313) 563-9770; Fax: (313) 563-7378
E-Mail: clerk@cityofinkstermi.gov
www.cityofinkstermi.gov

Event Title: 7th Annual Ink-Town Rydorz Cars Bike Show
Type of Event: _____
Estimated Class Level (please circle): Class 1 Class 2
Event Date (s): Sept 6th 2016 Event Hours: 12pm - 8pm
Park Name and Location (if only interested in a portion of a park, please specify the portion):

3250 Middlebelt Rd Inkster, Mich

***Additional days for set up: _____ ***Additional days for clean-up: _____

***Please note, the rental rate allows for set up to begin after 5:00 pm the day prior and clean up to end by 10:00AM following your event. If this does not allow you enough time, please discuss with the Clerk's Office.

Please name the person(s) principally responsible for this event (applicant):

Name: Tarikh Hunter E-mail Address: tarikhhunter@gmail.com

Phone 1: 313-728-5209 (work/home/cell) Phone 2: _____ (work/home/cell) Fax: _____

Legal name of applicant's organization: Ink-Town Rydorz Car Club

Form of ownership:

☐ Doing Business As

☐ Corporation

☒ Non-Profit

**City of Inkster
Event Permit**

☒ Individual

☐ Association

☐ Partnership

Applicant organization is:

☒ Resident or located in the City (proof of residency is required) ☐ Non-resident

Legal address: 1503 Heatherwood Dr

Mailing address: 1503 Heatherwood Dr Apt 104

City: Inkster State: Mich Zip: 48141

Phone: 313-728-5209 Fax: _____ E-mail: tarikh.hunter@gmail.com

The permit shall not be issued until the application (pages 8-13) has been reviewed and approved by the Clerk's Office, DPW, Police Department, Fire Department, City Mayor, and City Council.

CLASSES/CATEGORIES

Alcohol is strictly prohibited in any City Street and/or any Public Property pursuant to the Inkster City Code.

	Pre-event meeting	Security Deposit Req.	City services Requirement	Notice of intent due	Applicable sections
Class 1 event: - Any street closure or park reservation that is not open to the public - Neighborhood association block parties. - Family reunion or private organization park reservation. - Less than 500 people in attendance at any one time. - No alcoholic beverages sold, served, or consumed. - Single day event.	May be Required	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14
Class 2 event: - Any event, street closure or park reservation that is <u>open</u> to the public - Less than 1,000 people in attendance at any one time. - No alcoholic beverages sold, served, or consumed.	Determined by City Event Organizer	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14

Please note your Security Deposit will be returned to you upon completed payment of your invoice. Fees are based on services provided.

DEADLINES

Class 1 Permit Deadlines

30 Days Prior to Event Date: • Notice of Intent • Application Fee	30 Days Prior to Event Date: • Application • Copy of insurance rider (if necessary). • Security Deposit
---	---

Class 2 Permit Deadlines

30 Days Prior to Event Date: • Notice of Intent • Application Fee	30 Days Prior to Event Date: • Application • Copy of insurance rider. • Pre-event meeting scheduled (if necessary). • Security Deposit
---	--

INSURANCE REQUIREMENTS

TIP: Check with your own insurance carriers (business, organization, auto, renters, home owners, etc.) to see if they will extend your coverage to cover the event before starting from scratch.

Please submit only the Certificate of Liability Insurance page of the policy with your application if your event class requires it.

Class 1 Insurance requirements

Insurance will be required for all Class 1 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured **if any of the following instances are planned:**

- Planned/Organized athletic event.
- Any commercial service being provided, including but not limited to:
 - Setting up of tents/canopies, such as family reunions, weddings, etc.
 - A hired act – magician, animal rides, band, etc.
 - A hired service, such as caterers, portable toilets, moonwalks, rides, etc.

Class 2 Insurance requirements

Insurance will be required for all Class 2 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured.

FEES

The City of Inkster provides a variety of public services for events. Event permit holders shall reimburse the City for 100% of the cost of services provided. The fees and rates below do not constitute a written or implied contract. The need for services and cost estimates will be determined at the pre-event meeting between the event permit applicant and City staff.

Fees paid via cash, check, credit card or money order payable to "City of Inkster" should be submitted with the application. If you wish to pay your application fee via credit card, please complete the Credit Card Authorization Form. **Only MasterCard and Visa can be accepted for payment and a 3% fee is associated with using a credit card.** If the actual costs differ from the amount paid, the City of Inkster or the permit holder must refund or pay the difference within 30 days after the event. Penalties and interest will be charged for late payments. The penalty for late payments is 3.0% of the outstanding balance. The interest charge for late payments is 0.5% of the outstanding balance each month until paid in full.

These rates are subject to change without notice on July 1.

Park key fee

To ensure that you have access to the park during the hours on the approved application, you can pick up a key for your event at the DPW office anytime Monday through Thursday between 9a – 4p for a \$20 key deposit. The deposit is 100% refundable after the key is returned.

Application Fee (non-refundable)

- Payable to "City of Inkster"
Roll over from last yr.

	<u>Application Fee</u>	
Class 1 Resident	\$75	
Class 1 Non-Resident	\$150	
Class 2 Resident	\$100	
Class 2 Non-Resident	\$200	

Security Deposit (refundable minus any costs incurred)

- Class 1 Event: \$300
- Class 2 Event: \$300
- Paid via check or money order or credit card payable to "City of Inkster"

Inkster Police Department Service Fees/Auxiliary

Labor Rates: These rates change annually on July 1 and are subject to change at any time

- Uniformed police officer: \$45/hour
- Uniformed sergeant: \$67/hour
- Uniformed lieutenant: \$69/hour
- Volunteer Service Corps: The Police Department's Volunteer Service Corps (VSC) is designed to supplement or substitute uniformed police personnel when appropriate. However, the Police Department has the sole authority to determine the level of use and deployment, if any, of the VSC for an event. In other words, some events may have VSC service and others events may not – the decision lies solely with the Police Department and its evaluation of event service needs. Although VSC members are volunteers, event permit holders are charged for a Sergeant's time to organize and schedule VSC members (1 hour for every 4 VSC members).
 - 1-4 VSC members \$67/Per Day
 - 5-8 VSC members \$134/Per Day
 - 9-12 VSC members \$201/Per Day

Equipment Rates:

- Mobile command post \$11.44/hour
- Police cruiser \$8.09/hour

Department of Public Works Service Fees

Labor Rates:

- Park worker (Straight Time): \$18.48/hour
- Park worker (Overtime): \$27.72/hour
- Crew Chief (straight time) \$20.76/hour
- Crew Chief (overtime) \$31.14/hour

Fire Department Rates

- Firefighter (Straight Time): \$ 38.00 /hour
(Rescue Vehicle)

Equipment Rates

- Trailer \$75.00/hour
- Pick Up Truck \$420.00/hour
- Stake Truck \$75.00/hour
- Weed Whip 4.16/hour
- Mower 26.43/hour
- Sweeper \$150.00/hour
- Loader \$150.00/hour

INVOICE EXAMPLES FROM PREVIOUS YEARS

Department of Public Works (DPW)

This is a common invoice for trash removal. Four of Republics trash boxes (55 gallons each) are equal to one cubic yard of trash. So the example below shows disposal of 18 boxes of trash.

Qty	Description	Unit Price	Total
2.5 hrs.	DPW Crew Chief Employee	\$20.76	\$51.90
2.5 hrs.	DPW Employee	\$18.48	\$46.20
.5 hrs.	Pick-up Truck	\$ 20.00	\$ 10.00
.5 hrs.	Loader	\$150.00	\$75.00
1 hrs.	Stake Truck	\$75.00	\$75.00
.5 hrs.	Trailer	\$50.00	\$25.00
4.5 cubic yards	Trash removal	\$20 per cubic yard (1 Republic Management box = 55 gallon trash bag = 1/4 a cubic yard. i.e. 4 55 gallon trash bags = \$20	\$85.00

EVENT PERMIT

Please note Event Organizer (s) is responsible for notifying vendors and attendees: Of the No Alcohol Policy/Ordinance.

Event Title: 7th Annual Ink-Town Ryders Cars Bike Show

Location: 3250 Middlebelt Rd Inkster Mich 48141

Estimated Class Level (please circle): Class 1 Class 2

Event Date/time (s):

Date: 9-6-2026 Start: 12 ~~PM~~ PM End: 8 ~~AM~~ PM

Please name the person (s) principally responsible for this event (applicant):

Name: Tarikh Hunter E-mail Address: tarikhhunter@gmail.com

Mailing address: 1503 Heatherwood Dr Apt 104

City: Inkster State: Mich Zip: 48141

Day Phone: 313-728-5209 Evening Phone: Same

Cell Phone: _____ Fax: _____

Names and addresses of all officers and directors (attach separate sheet if necessary):

President: Tarikh Hunter Secretary: Erica Davis

Vice President: Eric Pritchett Treasurer: Temeka Dixon

+++++

Were there any changes to event date/location/time/structure/etc. since the Notice of Intent was submitted?
If yes, please describe and explain:

**City of Inkster
Event Permit**
Section
requirement
by class

1, 2	Please read and check the boxes stating that you are aware of the following. 1a. Ordinance inclusion on Promotional Materials <i>Please check the box to indicate you have read and understood this section.</i> The City of Inkster highly encourages adding the following information on all promotional materials, fliers, websites, etc. because people violating this ordinance will be asked to leave the premises: ☐ "The City's event ordinance prohibits the allowance of Alcoholic Beverages on premises. 1b. Ordinance inclusion on Signage: ☐ The City does not allow posting of flyers on any poles (utility or otherwise) within the City limits, nor does it allow posting of signs in any public right of way (space between street and sidewalk) without express permission (please attach copies of written authorization). Please note that the event organizer is responsible for informing vendors and other participants of these ordinances.
1, 2	2. Attendance: Please estimate the number of people you expect to attend the event: <u>500</u>
1, 2 DPW	3. Utilities: Does this event require any utilities? (Electricity in the parks may need to be requested in order to be turned on; not all parks are equipped with electricity). ☐ Yes (see below) ☒ No ☐ Electricity ☐ Water ☐ Other _____ Are the necessary utilities available at the location? ☐ Yes ☐ No (see below) If not, how do you propose supplying the required utilities? _____ _____

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2
DPW

4. Street closures:

Does your event require street closures: ☐ Yes (see below) ☐ No

Michigan Ave., is considered a State Trunklines. MDOT must be notified of any closings of these streets. If you are listing a state trunkline, please put a Y in the trunkline column.

Please list all streets that will be closed, including their intersecting streets on either end.

EXAMPLE:

Street to close	From	To	Date	Time	Trunkline?
Penn	9/1/13	9/5/13	8/30/13	Noon-3p	N

Street to close	From	To	Date	Time	Trunkline?

(Please be sure to include enough time for event set up and clean up. Please attach additional sheets as necessary).

Will you require the use of City owned barricades to close the street(s)? Yes ☐ No ☒
If no, by what means will you close the street? _____

If yes, please provide the name and address of the person who will take responsibility for the barricades during the course of the event. (Barricades can be picked up at the Inkster Police Department the day before your event. Barricades should be returned to the Inkster Police Department upon completion of your event or a fee will be incurred.
If it's the same as the applicant, please write SAME in the name field.

Name: _____ Address: _____ Phone: _____

Describe the means by which you intend to inform residents of the street closing.

Will you permit local residential traffic street access during the event? Yes ☐ No ☐

If no, how do you intend to accommodate residents? _____

****Must have an entrance and exit for Emergency Vehicles.**

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2

5. Food Permit:

Will any food be prepared, distributed, or sold at event?

☒ Yes (see below) ☐ No

If food will be prepared on site, distributed or sold each vendor must apply for and receive a permit from the **City Clerk's Office/Wayne County. ******

Please note that the Wayne County Health Department must be contacted and advised of event date (s), times, and event organizer contact information in case they have any questions.

1, 2

6. Restrooms:

***Wheatley Park has Restrooms.**

Does your event require restroom facilities?

☐ Yes (see below) ☐ No

How many portable restrooms are you supplying? 4 to 6

1, 2
IPD

7. Noise Permit:

Does your event require a noise permit: ☐ Yes (see below) ☒ No

Type of sound at this event:

☐ P.A. system ☐ live band ☐ stereo equipment ☐ other: _____

Event coordinators are responsible for monitoring noise levels and ensuring compliance with the stated noise policy for park events.

1. Permissible Noise Levels – Maximum decibel levels shall not exceed 80 dB (A) from the hours of 10 am thru 10 pm. Maximum decibel levels shall not exceed 75 dB (A) from the hours of 10 pm thru 10 am. These measurements shall be taken from the ROW along the perimeters of the parks. Parties in violation will be given (1) warning to correct violations. If a second violation occurs, then the event will be shut down. Event holders are responsible for any cost incurred to the IPD in this respect.
2. No obscene language or racial epithets shall be allowed during stage productions.
3. The IPD reserve the right to cancel any production for any violation of item (1) or (2). No refunds shall be given and additional costs may be deducted from the security deposit.

Please state the days and times that music or P.A. system will be used:

Date:	Time from:	Time to:

Please attach a scaled layout/set up for the event

Section

City of Inkster
Event Permit
 requirement
 by class

1, 2
 DPW

8. Temporary Apparatus:
 Will your event include any of the following?

☒ Yes (see below) ☐ No

If yes, check all that apply and include placement of each on event site plan:
 (Note that the city can only supply bleachers and picnic tables)

☐ Tent (s) ☒ Portable toilet (s)*** ☐ Inflatable
 devices***

☐ Portable lights ☐ Other _____

☐ Bleacher (s) Number requested from the City _____

☐ Picnic Table (s) Number requested from the City _____

*****Please see page 4 for insurance requirements if these are utilized.**

1, 2
 DPW

9. Trash:

How many trash receptacles (with liners) do you intend to
 provide 10

How do you intend to dispose of the trash following your event? yes

Republic sells event trash boxes (55 gallons each, 1box is equal to ¼ cubic yard). You
 can contact them at 877-264-5544

1, 2
 DPW

10. Site Restoration:

**Site restoration and equipment removal are required by 10:00 am the morning
 following your event.**

What date do you agree to restore the location to the condition in which you found it?

**City of Inkster
Event Permit**

Event Title: 7th Annual Ink-Town Rydex Cars Bike Show
Event Date(s): September 2024 Event Hours: 12pm to 8pm

ATTESTATION

As applicable to event, applicant understands and agrees to comply with City ordinances and rules governing events and agrees to make final payment within thirty (30) days after the scheduled event invoice is received for any additional services required. Failure to comply within thirty (30) days shall place the applicant in default status. Further, it is understood that in the event a permit holder is placed in default status, the permit holder will be denied any other event permit (s) for a period of at least eighteen (18) months from the date of final payment and/or default resolution.

I hereby agree to comply with all Federal and State Statutes and with all City of Inkster Ordinances, including the curfew and noise ordinances. I understand and agree that in the event any nuisance or disturbances are caused by the individuals attending the event, the use of the location may be terminated without prior notice by the Police Chief or the City Mayor or their designee. I authorize the Fire Chief to determine the maximum number of persons who may attend this event based on available space. Further, I understand and agree to abide by any additional City requirements that may be deemed necessary to safely operate the proposed event.

This application represents my intent for the proposed event to the best of my knowledge. I am authorized to sign on behalf of the organization:

Tarikh Hunter Tarikh Hunter 7-22-2024
Applicant Name (printed) Signature Date

City of Inkster Approvals

<u>Department Approval</u>	<u>Name (printed)</u>	<u>Approved?</u>	<u>Date</u>
City Council	Resolution Number		
Public Works	<u>Jerome Bivins</u>		
Inkster Fire Dept.	Chief Jason Kaye		
Inkster Police	<u>Chief Jenkins</u>		
City Mayor			
City Clerk	<u>Georgina Holliday</u>		

A permit shall not be issued until all information has been submitted, application and security deposit fees paid and approved by all departments.

CITY OF INKSTER
 26215 TROMBRIDGE
 INKSTER, MI 48141
 United
 Phone 313-7705

Received From:
 TARIEN HUNTER
 Date: 05/16/2025 Time: 12:22:31 PM
 Receipt: 0000757764
 Cashier: AFOSTER
 Workstation: 03H162
 Drawer: Cash (0420)

71151 INK TOWN RYDER OLD SCHOOL
 MEMORIAL DAY

	AMOUNT
101-215-607.000	\$300.00
TOTAL	\$300.00
CASH	\$300.00
Total tendered:	\$300.00
Change:	\$0.00

A/C NO.	AMOUNT
000000	300.00
TOTAL \$	300.00

BY [Signature]

NO. 71151

PAID
 MAY 16 2025
 PAID

DATE 5-16-25

AMOUNT \$ 300.00

ATION

DO NOT WRITE IN THIS BOX

No. 72124

City of Inkster

26215 Trowbridge
Inkster, MI 48141

Miscellaneous Cash Receipts

Received
From

TARIKH HUNTER
313-728-5209

DATE

7/23/26

AMOUNT \$

75.00

EXPLANATION:

SPECIAL EVENT APP FEE

7th Annual Ink-Town Rykers
Car & Bike Show

700-01-215-607-003

ACCOUNT CLASSIFICATION

FUND

A/C NO.	AMOUNT
01215 607 003	75.00
TOTAL \$	75.00

BY

E. Hellyer

DO NOT WRITE IN THIS BOX

PAID

JUL 23 2026

PAID



REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 30, 2026

From:

Date for Council's Consideration: August 3, 2026

ACTION REQUESTED: Consider Consider approval Street Closure/Block Party August 08, 2026

TYPE OF ACTION:

FUNDS BUDGETED:

ACCOUNT #:

APPROVERS:

Byron Nolen, Mayor

Date: July 31, 2026

BACKGROUND:

SCOPE OF SERVICES:

JUSTIFICATION:

PROJECT IMPROVEMENTS:

PROJECTED TIMELINE:

RESOLUTION:

Resolved By: None

Seconded By: None

Yes: None

No: None

Absent:

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 29, 2026

From: Georgina L. Holliday, City Clerk

Date for Council's Consideration: August 3, 2026

ACTION REQUESTED: Consider approval for Street Closure/Block Party Street to be closed: Andover; Cross Streets: Princess and Sylvia Date of event: August 8, 2026 Time of event: 10am-10pm Contact Person: Tracy Ross-Whitner

Current Action ☒ Emergency ☐ Future ☐

Funds Budgeted: ☐ Account # ☐ No ☐ N/A ☐

Mayor 's Approval ☐

BACKGROUND:

SCOPE OF SERVICES:

JUSTIFICATION:
Steet Closure/Block Party

PROJECT IMPROVEMENTS:

PROJECTED TIMETABLE:

RESOLUTION:

Resolved by

Seconded by

Yes:

No:

Absent:



STREET CLOSURE/BLOCK PARTY PETITION

We the undersigned acknowledge and support the request for a Block Party on

Andover St (Street) between Princess (Street)
and Sylvia (Street) for the date and time of 8/8/26 10 AM-10 PM (Event date & time)

Block Party Coordinator: Tracy Ross-Whitner (Contact Person)

Daytime Number (313) 384-3333 Evening Number (313) 384-3333

Name	Address
Erin Chandler-Sims	26916 Andover
Clarence Sanders	26935 Andover
Jadwunese Peters	26935 Andover
Mattie Adams	26923 Andover
Mykeisha Belton	26878 Andover
Raymond Chastang	26881 Andover St
Theresa Chatman	26851 Andover St.
Tameka Greene	26860 Andover St.
Michael Dimbo	26834 Andover St
Alvin Carter	26946 Andover St
Camille Felder	26904 Andover St
Fred Davis	26961 Andover St
William Green	26848 Andover
Wynda Hill	26822 Andover
Wayne Hollins	26973 Andover St
Dennis Barker	26893 Andover St

Georgina L. Holliday, City Clerk
City of Inkster
26215 Trowbridge
Inkster, MI 48141



www.cityofinkstermi.gov
Phone: 313.563.9770
clerk@cityofinkstermi.gov

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Name: Tracy Ross-Whitner
Applicant Address: 26894 Andover St

Phone Number: (313) 384-3333
Email (Optional): tracyross@gmail.com

REQUEST:

Street To Be Closed: Andover Cross Streets: Princess Sylvia
Date(s) To Be Closed: August 8, 2024
Event Hours: 10am am/pm Through: 10pm am/pm (EVENTS MUST CONCLUDE BY 10PM)
Type Of Event: BLOCK PARTY

Please read this Waiver carefully before signing – The undersigned hereby verifies that he/she agrees to indemnify defend and save harmless the City of Inkster, its officers, agents and employees from and against all loss and expense be reason of liability imposed by law of bodily injury, including death at any time resulting there from, sustained loss of use thereof, arising out of or in consequence of performance of this agreement, whether such injuries to person or damage to property is due or claimed to be due to the negligence of the contractor, the City of Inkster, its officers, agents and employees, excepting only such injury or damage as shall have been occasioned by the sole negligence of the City of Inkster, its officers, agents and employees. The undersigned further understands that failure to comply with all arrangements herein stated or falsification of any information called for in this application will be grounds for denial of this or any future request.

Applicant assumes all responsibility for the return of all required barricades/cones used for this event. The barricades/cones are to be returned in the same condition as received on the business day following the event.

Furthermore, the undersigned will be liable for the replacement costs of the barricades/cones in the event of loss or damage. The replacement cost is \$20.00 (Twenty Dollars) per item. If the matter is adjudicated in court, attorney fees and court costs will be assessed.

The barricades/cones may be obtained at the Department of Public Service, 26400 Princeton St., between the hours of 10:00 a.m. and 3:00 p.m. Call to make arrangements: 313-563-1773

Applicant Signature: Tracy Ross-Whitner

Date: 7/28/24

OFFICIAL USE ONLY

REQUIRED APPROVAL: Police 14 Fire 9 DPS 15 MI DCL 1

REQUIRED EQUIPMENT: Barricade 1 Cones 1 Other 1

CITY COUNCIL APPROVAL: Date Approved: _____

Resolution Number: _____

City Clerk Signature: _____

Date: _____

Georgina L. Holliday, City Clerk

City of Inkster
26215 Trowbridge
Inkster, MI 48141



www.cityofinkstermi.gov
Phone: 313.563.9770
clerk@cityofinkstermi.gov

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Name

Applicant Address

Tracy Ross-Whitner
26894 Andover St

Phone Number

Email (Optional)

(313) 384-3333
nttracyross@gmail.com

REQUEST:

Street To Be Closed:

Cross Streets:

Date(s) To Be Closed:

Event Hours:

10am

am/pm

Through:

10pm

am/pm

(EVENTS MUST CONCLUDE BY 10PM)

Type Of Event:

BLOCK PARTY

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Furthermore, the undersigned will be liable for the replacement costs of the barricades/cones in the event of loss or damage. The replacement cost is \$20.00 (Twenty Dollars) per item. If the matter is adjudicated in court, attorney fees and court costs will be assessed.

The barricades/cones may be obtained at the Department of Public Service, 26900 Princeton St., between the hours of 10:00 a.m. and 3:00 p.m. Call to make arrangements: 313-563-9773

Applicant Signature:

Date:

7/28/26

OFFICIAL USE ONLY

REQUIRED APPROVALS:

Police

Fire

DPS

BLDG

REQUIRED EQUIPMENT:

Barricades

Cones

Other

CITY COUNCIL APPROVAL: Date Approved:

Resolution Number:

City Clerk Signature:

Date:



REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 30, 2026

From:

Date for Council's Consideration: August 3, 2026

ACTION REQUESTED: Consider adopting a resolution establishing the City of Inkster Community Event Sponsorship Program

TYPE OF ACTION:

FUNDS BUDGETED:

ACCOUNT #:

APPROVERS:

Date: July 31, 2026

Byron Nolen, Mayor

BACKGROUND:

SCOPE OF SERVICES:

JUSTIFICATION:

PROJECT IMPROVEMENTS:

PROJECTED TIMELINE:

RESOLUTION:

Resolved By: None

Seconded By: None

Yes: None

No: None

Absent:

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 30, 2026

From: Lindsay Scott, Councilwoman Dist. 3

Date for Council's Consideration: August 3, 2026

ACTION REQUESTED: Consider adopting a resolution establishing the City of Inkster Community Event Sponsorship Program and adopting policies, application procedures, and funding criteria

Current Action X Emergency Future

Funds Budgeted: Account # No N/A

Mayor 's Approval

BACKGROUND:

SCOPE OF SERVICES:

JUSTIFICATION:

adopting a resolution establishing the City of Inkster Community Event Sponsorship Program and adopting policies, application procedures, and funding criteria

PROJECT IMPROVEMENTS:

PROJECTED TIMETABLE:

RESOLUTION:

Resolved by Seconded by

Yes:

No:

Absent:

CITY OF INKSTER
WAYNE COUNTY, MICHIGAN
RESOLUTION NO. _____

A RESOLUTION ESTABLISHING THE CITY OF INKSTER COMMUNITY EVENT SPONSORSHIP PROGRAM AND ADOPTING POLICIES, APPLICATION PROCEDURES, AND FUNDING CRITERIA

WHEREAS, The City Council of the City of Inkster recognizes that community events enrich the quality of life for residents by promoting civic engagement, youth development, neighborhood pride, cultural awareness, public safety, education, recreation, health, and economic activity; and

WHEREAS, The City Council desires to encourage partnerships with nonprofit organizations, neighborhood associations, schools, faith-based organizations, veterans' organizations, civic organizations, and other eligible community organizations that provide programs and events benefiting the residents of the City of Inkster; and

WHEREAS, The City Council has appropriated Ten Thousand Dollars (\$10,000.00) within the City's annual budget to provide limited financial sponsorships for qualifying community events; and

WHEREAS, Because available funding is limited, the City Council finds it necessary to establish a fair, transparent, competitive, and objective application and evaluation process to ensure that public funds are awarded in a manner that serves the public interest and provides the greatest community benefit; and

WHEREAS, The City Council desires to adopt uniform eligibility requirements, evaluation criteria, reporting requirements, and accountability standards governing the expenditure of these public funds.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Inkster hereby adopts the following:

Section 1. Establishment of Program

The City hereby establishes the City of Inkster Community Event Sponsorship Program to provide financial assistance for qualifying community events that directly benefit the residents of the City of Inkster.

Section 2. Annual Funding

- The City Council shall determine the annual funding allocation through the City's budget process.
- The maximum amount of funding awarded per application shall not exceed \$1,500.00.
- Approval of this Resolution shall not obligate the City to appropriate funds in future fiscal years.

Section 3. Eligible Applicants

Eligible applicants may include:

- IRS-recognized 501(c)(3) charitable organizations
- Other federally recognized nonprofit organizations

- Michigan nonprofit corporations
- Neighborhood associations
- Civic organizations
- Veterans' organizations
- Parent Teacher Organizations (PTO/PTA)
- Schools and educational institutions
- Faith-based organizations conducting community events open to the public
- Community organizations serving Inkster residents that:
 - Operate within Inkster
 - Primarily serve Inkster residents
 - Demonstrate measurable community benefit

The City Council reserves the right to determine applicant eligibility.

Section 4. Eligible Events

Funding may be awarded for events that promote one or more of the following:

- Youth development
- Senior engagement
- Community health and wellness
- Education
- Arts and culture
- Recreation
- Public safety awareness
- Neighborhood improvement
- Community beautification
- Economic development
- Cultural celebrations
- Family engagement
- Volunteerism
- Community resource fairs

Section 5. Ineligible Uses

City sponsorship funds shall not be used for:

- Political campaigns or political activities
- Religious worship, proselytizing, or sectarian instruction
- Individual scholarships
- Salaries or wages
- Debt repayment
- Capital improvements
- Alcoholic beverages
- Personal expenses
- Any expenditure prohibited by federal, state, or local law

Section 6. Application Process

- Applicants shall submit a completed Community Event Sponsorship Application together with all required supporting documentation.
- The City Council shall establish two (2) application cycles during each fiscal year. Application deadlines shall be established by the City Council in consultation with the Mayor and the City Treasurer and shall be published through the City's official communication channels.
- Applications shall be submitted no fewer than sixty (60) days prior to the scheduled event unless waived by the City Council for good cause.
- Applications received after an established deadline may be held and considered during the next funding cycle unless otherwise authorized by the City Council.
- Incomplete applications will be deemed ineligible and returned to the applicant. Applicants have 48 hours to submit corrections and to be considered for review. A written explanation/affidavit must be attached.

Section 7. Application Review

- Applications shall first be reviewed by administrative staff, designated by the mayor or city council, who will use a standardized scoring system to consider eligibility and completeness, prior to placement on the city council agenda for consideration.
- Funding awards shall be considered by the Inkster City Council only after the annual budget has been adopted for the applicable fiscal year and shall be subject to the availability of appropriated funds.
- The standardized scoring system will consist of, but is not limited to, seven (7) evaluation items assigned numerical point values totaling up to 100 points:
 - 1. Community benefit
 - 2. Number of Inkster residents served
 - 3. Organizational capacity
 - 4. Financial need
 - 5. Event planning and budget
 - 6. Community partnerships
 - 7. Prior performance, if applicable
- Funding recommendations shall be based upon available funding and evaluation scores.

Section 8. Funding Awards

- The City Council hereby establishes a Community Event Sponsorship Review Committee consisting of City Council members, the Mayor, and the Treasurer.
- The Review Committee shall:
 - Review completed applications
 - Score each application using the adopted evaluation criteria
 - Prepare funding recommendations
- Following consideration at a regularly scheduled City Council meeting, the City Council may approve the full amount requested (up to \$1,500.00), approve a partial award, deny the application, or approve funding subject to conditions deemed appropriate.

- Funding decisions shall be made by resolution of the City Council and shall be final. Nothing in this Resolution shall be construed as creating an entitlement to receive City sponsorship funding.

Section 9. Funding Priorities

If total funding requests exceed the amount appropriated for the fiscal year, the City Council may prioritize funding based on:

- Events primarily serving Inkster residents
- Greatest measurable community benefit
- Demonstrated fiscal responsibility
- Equitable distribution of sponsorship funds

Section 10. Funding Agreement

Prior to receiving funds, each recipient shall execute a funding agreement approved by the City. The agreement shall identify:

- Approved use of funds
- Reporting requirements
- Repayment provisions for misuse of funds
- Compliance requirements
- Recognition of City Sponsorship: Recipients shall acknowledge the City of Inkster as a sponsor in event promotional materials, programs, social media, press releases, and event signage whenever practicable. The City may provide an official logo or sponsorship recognition guidelines.

Section 11. Post-Event Reporting

If requested, recipients shall submit a post-event report within thirty (30) days after the event, including:

- Attendance figures
- Financial accounting of City funds
- Copies of receipts or invoices
- Photographs, when available
- Description of community impact
- Any additional information requested by the City

Failure to comply may result in ineligibility for future City sponsorship funding.

Section 12. Compliance

The City reserves the right to audit expenditures, request additional documentation, or recover funds if they are used for purposes other than those approved.

Section 13. Administration

The City Clerk or the City Council's designee is authorized to administer this program, distribute application materials, verify eligibility, maintain program records, and present recommendations to the City Council.

Section 14. Severability

If any provision of this Resolution is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Section 15. Effective Date

This Resolution shall take effect immediately upon adoption.

CERTIFICATION

I hereby certify that the foregoing Resolution was adopted by the Inkster City Council at a regular meeting held on _____, 20__.

City Clerk

Adopted by the Inkster City Council

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Resolution Declared Adopted.



REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 31, 2026

From:

Date for Council's Consideration: August 3, 2026

ACTION REQUESTED: Consider Consider approval for the Community Street Festival

TYPE OF ACTION:

FUNDS BUDGETED:

ACCOUNT #:

APPROVERS:

Byron Nolen, Mayor

Date: July 31, 2026

BACKGROUND:

SCOPE OF SERVICES:

JUSTIFICATION:

PROJECT IMPROVEMENTS:

PROJECTED TIMELINE:

RESOLUTION:

Resolved By: None

Seconded By: None

Yes: None

No: None

Absent:

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 30, 2026

From: Georgina L. Holliday, City Clerk

Date for Council's Consideration: August 3, 2026

ACTION REQUESTED: Consider approval of Special Event: Community Street Festival (Family, Friendly and Fun. Event Date: August 21, 2026 Event Hours: 12:00-4:00pm; Place of Event: Inkster High School Property 3250 Middlebelt Rd. Contact Person: Connie R. Mitchell

Current Action X Emergency Future

Funds Budgeted: Account # No N/A

Mayor 's Approval

BACKGROUND:

SCOPE OF SERVICES:

JUSTIFICATION:

Community Street Festival

PROJECT IMPROVEMENTS:

PROJECTED TIMETABLE:

RESOLUTION:

Resolved by

Seconded by

Yes:

No:

Absent:



City of Inkster, Michigan

Application Packet For Class 1 and Class 2 Events

Received: 

NOTICE OF INTENT TO APPLY FOR AN EVENT PERMIT

The first page of this packet implies your intent to hold an event, reserve a park, or close a street in the city of Inkster. The due date for the Notice of Intent can be found on the next page under your event class. In order to reserve a date and location, please fill out this first page and mail or email it to:

City Clerk's Office
26215 Trowbridge Rd. Inkster, MI. 48141
Office: (313) 563-9770; Fax: (313) 563-7378
E-Mail: clerk@cityofinkstermi.gov
www.cityofinkstermi.gov

Event Title: COMMUNITY STREET FESTIVAL
Type of Event: FAMILY FRIENDLY FUN

Estimated Class Level (please circle): Class 1 Class 2

Event Date (s): AUGUST 21, 2026 Event Hours: 12:00-4:00 p.m.

Park Name and Location (if only interested in a portion of a park, please specify the portion):

INKSTER HIGH SCHOOL Property 3250 MIDDLEBELT RD.

***Additional days for set up: 0 ***Additional days for clean-up: 0

***Please note, the rental rate allows for set up to begin after 5:00 pm the day prior and clean up to end by 10:00AM following your event. If this does not allow you enough time, please discuss with the Clerk's Office.

Please name the person(s) principally responsible for this event (applicant):

Name: CONNIE R. MITCHELL E-mail Address: connieka95@yahoo.com

Phone 1: 313.330.1621 (work/home/cell) Phone 2: 313.278.6765 (work/home/cell) Fax: _____

Legal name of applicant's organization: INKSTER TASK FORCE

Form of ownership:

☐ Doing Business As

☐ Corporation

☒ Non-Profit

**City of Inkster
Event Permit**

☐ Individual

☐ Association

☐ Partnership

Applicant organization is:

☒ Resident or located in the City (proof of residency is required) ☐ Non-resident

Legal address: 1414 MAGNOLIA DR.

Mailing address: SAME

City: INKSTER State: MI Zip: 48141-1783

Phone: 313.330.1621 Fax: N/A E-mail: connieaka95@yahoo.com

The permit shall not be issued until the application (pages 8-13) has been reviewed and approved by the Clerk's Office, DPW, Police Department, Fire Department, City Mayor, and City Council.



NCADGRE-01

LJOLLIFF

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/3/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Highstreet Insurance & Financial Services 2855 Coolidge Hwy, Suite 204 Troy, MI 48084	CONTACT Lisa Joliff NAME: PHONE (A/C, No, Ext): (248) 918-0655 FAX (A/C, No): E-MAIL ADDRESS: Lisa.Joliff@highstreetins.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: Michigan Millers Mutual Insurance Company 14508 INSURER B: Accident Fund Insurance Company of America 10166 INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED National Council on Alcoholism and Drug Dependence - Greater Detroit Area DBA NCADD-GDA 2400 E. McNichols Rd. Detroit, MI 48212	NAIC #	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Prof \$1MIL/\$3MIL ☒ Abuse \$1MIL/\$3MIL GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		C0513649	12/14/2025	12/14/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		C0513649	12/14/2025	12/14/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0		L0301492	12/14/2025	12/14/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	ARP12000554201	8/18/2025	8/18/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Inkster, Michigan
26215 Trowbridge
Inkster, MI 48141

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dubite

DEADLINES

Class 1 Permit Deadlines

30 Days Prior to Event Date: • Notice of Intent • Application Fee	30 Days Prior to Event Date: • Application • Copy of insurance rider (if necessary). • Security Deposit
---	---

Class 2 Permit Deadlines

30 Days Prior to Event Date: • Notice of Intent • Application Fee	30 Days Prior to Event Date: • Application • Copy of insurance rider. • Pre-event meeting scheduled (if necessary). • Security Deposit
---	--

INSURANCE REQUIREMENTS

TIP: Check with your own insurance carriers (business, organization, auto, renters, home owners, etc.) to see if they will extend your coverage to cover the event before starting from scratch.

Please submit only the Certificate of Liability Insurance page of the policy with your application if your event class requires it.

Class 1 Insurance requirements

Insurance will be required for all Class 1 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured **if any of the following instances are planned:**

- Planned/Organized athletic event.
- Any commercial service being provided, including but not limited to:
 - Setting up of tents/canopies, such as family reunions, weddings, etc.
 - A hired act – magician, animal rides, band, etc.
 - A hired service, such as caterers, portable toilets, moonwalks, rides, etc.

Class 2 Insurance requirements

Insurance will be required for all Class 2 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured.

FEES

The City of Inkster provides a variety of public services for events. Event permit holders shall reimburse the City for 100% of the cost of services provided. The fees and rates below do not constitute a written or implied contract. The need for services and cost estimates will be determined at the pre-event meeting between the event permit applicant and City staff.

Fees paid via cash, check, credit card or money order payable to "City of Inkster" should be submitted with the application. If you wish to pay your application fee via credit card, please complete the Credit Card Authorization Form. Only MasterCard and Visa can be accepted for payment and a 3% fee is associated with using a credit card. If the actual costs differ from the amount paid, the City of Inkster or the permit holder must refund or pay the difference within 30 days after the event. Penalties and interest will be charged for late payments. The penalty for late payments is 3.0% of the outstanding balance. The interest charge for late payments is 0.5% of the outstanding balance each month until paid in full.

These rates are subject to change without notice on July 1.

Park key fee

To ensure that you have access to the park during the hours on the approved application, you can pick up a key for your event at the DPW office anytime Monday through Thursday between 9a – 4p for a \$20 key deposit. The deposit is 100% refundable after the key is returned.

Application Fee (non-refundable)

- Payable to "City of Inkster"

	<u>Application Fee</u>	
Class 1 Resident	\$75	\$75.00
Class 1 Non-Resident	\$150	
Class 2 Resident	\$100	
Class 2 Non-Resident	\$200	

Security Deposit (refundable minus any costs incurred)

- Class 1 Event: \$300
- Class 2 Event: \$300
- Paid via check or money order or credit card payable to "City of Inkster"

CLASSES/CATEGORIES

Alcohol is strictly prohibited in any City Street and/or any Public Property pursuant to the Inkster City Code.

	Pre-event meeting	Security Deposit Req.	City services Requirement	Notice of intent due	Applicable sections
Class 1 event: - Any street closure or park reservation that is not open to the public - Neighborhood association block parties. - Family reunion or private organization park reservation. - Less than 500 people in attendance at any one time. - No alcoholic beverages sold, served, or consumed. - Single day event.	May be Required	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14
Class 2 event: - Any event, street closure or park reservation that is <u>open</u> to the public - Less than 1,000 people in attendance at any one time. - No alcoholic beverages sold, served, or consumed.	Determined by City Event Organizer	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14

Please note your Security Deposit will be returned to you upon completed payment of your invoice. Fees are based on services provided.

**City of Inkster
Event Permit**

Inkster Police Department Service Fees/Auxiliary

Labor Rates: These rates change annually on July 1 and are subject to change at any time

- Uniformed police officer: \$45/hour
- Uniformed sergeant: \$67/hour
- Uniformed lieutenant: \$69/hour
- Volunteer Service Corps: The Police Department's Volunteer Service Corps (VSC) is designed to supplement or substitute uniformed police personnel when appropriate. However, the Police Department has the sole authority to determine the level of use and deployment, if any, of the VSC for an event. In other words, some events may have VSC service and others events may not – the decision lies solely with the Police Department and its evaluation of event service needs. Although VSC members are volunteers, event permit holders are charged for a Sergeant's time to organize and schedule VSC members (1 hour for every 4 VSC members).
 - 1-4 VSC members \$67/Per Day
 - 5-8 VSC members \$134/Per Day
 - 9-12 VSC members \$201/Per Day

Equipment Rates:

- Mobile command post \$11.44/hour
- Police cruiser \$8.09/hour

Department of Public Works Service Fees

Labor Rates:

- Park worker (Straight Time): \$18.48/hour
- Park worker (Overtime): \$27.72/hour
- Crew Chief (straight time) \$20.76/hour
- Crew Chief (overtime) \$31.14/hour

Fire Department Rates

- Firefighter (Straight Time):\$ 38.00 /hour
(Rescue Vehicle)

Equipment Rates

- Trailer \$75.00/hour
- Pick Up Truck \$420.00/hour
- Stake Truck \$75.00/hour
- Weed Whip 4.16/hour
- Mower 26.43/hour
- Sweeper \$150.00/hour
- Loader \$150.00/hour

INVOICE EXAMPLES FROM PREVIOUS YEARS

Department of Public Works (DPW)

This is a common invoice for trash removal. Four of Republics trash boxes (55 gallons each) are equal to one cubic yard of trash. So the example below shows disposal of 18 boxes of trash.

Qty	Description	Unit Price	Total
2.5 hrs.	DPW Crew Chief Employee	\$20.76	\$51.90
2.5 hrs.	DPW Employee	\$18.48	\$46.20
.5 hrs.	Pick-up Truck	\$ 20.00	\$ 10.00
.5 hrs.	Loader	\$150.00	\$75.00
1 hrs.	Stake Truck	\$75.00	\$75.00
.5 hrs.	Trailer	\$50.00	\$25.00
4.5 cubic yards	Trash removal	\$20 per cubic yard (1 Republic Management box = 55 gallon trash bag = ¼ a cubic yard. i.e. 4 55 gallon trash bags = \$20	\$85.00

Received: 

EVENT PERMIT

Please note Event Organizer (s) is responsible for notifying vendors and attendees: Of the No Alcohol Policy/Ordinance.

Event Title: Community Street Festival
Location: Inkster High School Property 3250 Middlebelt Rd.

Estimated Class Level (please circle): Class 1 Class 2

Event Date/time (s):
Date: August 21, 2020 Start: 12:00 AM/PM PM End: 4:00 AM/PM PM

Please name the person (s) principally responsible for this event (applicant):
Name: Connie K. Mitchell E-mail Address: connieaka45@yahoo.com

Mailing address: 1414 Magnolia Dr.
City: Inkster State: Michigan Zip: 48141
Day Phone: 313 330 1621 Evening Phone: _____
Cell Phone: 313 278 1676 Fax: _____

Names and addresses of all officers and directors (attach separate sheet if necessary):

President: _____ Secretary: _____
Vice President: _____ Treasurer: _____

+++++

Were there any changes to event date/location/time/structure/etc. since the Notice of Intent was submitted?
If yes, please describe and explain:

City of Inkster
Event Permit
 Section
 requirement
 by class

1, 2

Please read and check the boxes stating that you are aware of the following.

1a. Ordinance inclusion on Promotional Materials

Please check the box to indicate you have read and understood this section.

The City of Inkster **highly encourages** adding the following information on all promotional materials, fliers, websites, etc. because people violating this ordinance will be asked to leave the premises:

☒ "The City's event ordinance prohibits the allowance of Alcoholic Beverages on premises.

1b. Ordinance inclusion on Signage:

☒ The City does not allow posting of flyers on any poles (utility or otherwise) within the City limits, nor does it allow posting of signs in any public right of way (space between street and sidewalk) without express permission (please attach copies of written authorization).

Please note that the event organizer is responsible for informing vendors and other participants of these ordinances.

1, 2

2. Attendance:

Please estimate the number of people you expect to attend the event: 400 -

1, 2
 DPW

3. Utilities:

Does this event require any utilities? (Electricity in the parks may need to be requested in order to be turned on; not all parks are equipped with electricity).

☐ Yes (see below) ☒ No

☐ Electricity ☐ Water ☐ Other _____

Are the necessary utilities available at the location?

☐ Yes ☐ No (see below)

If not, how do you propose supplying the required utilities?

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2
DPW

4. Street closures:

Does your event require street closures: ☐ Yes (see below) ☐ No

Michigan Ave., is considered a State Trunklines. MDOT must be notified of any closings of these streets. If you are listing a state trunkline, please put a Y in the trunkline column.

Please list all streets that will be closed, including their intersecting streets on either end.

EXAMPLE:

Street to close	From	To	Date	Time	Trunkline?
Penn	9/1/13	9/5/13	8/30/13	Noon-3p	N

Street to close	From	To	Date	Time	Trunkline?

(Please be sure to include enough time for event set up and clean up. Please attach additional sheets as necessary).

Will you require the use of City owned barricades to close the street(s)? Yes ☒ No ☐
If no, by what means will you close the street? _____

If yes, please provide the name and address of the person who will take responsibility for the barricades during the course of the event. (Barricades can be picked up at the Inkster Police Department the day before your event. Barricades should be returned to the Inkster Police Department upon completion of your event or a fee will be incurred.

If it's the same as the applicant, please write SAME in the name field.

Name: _____ Address: _____ Phone: _____

Describe the means by which you intend to inform residents of the street closing.

Will you permit local residential traffic street access during the event? Yes ☐ No ☐

If no, how do you intend to accommodate residents? _____

****Must have an entrance and exit for Emergency Vehicles.**

**City of Inkster
Event Permit**
Section
requirement
by class

1, 2

5. Food Permit:

Will any food be prepared, distributed, or sold at event?

☐ Yes (see below) ☐ No

If food will be prepared on site, distributed or sold each vendor must apply for and receive a permit from the **City Clerk's Office/Wayne County. ******

Please note that the Wayne County Health Department must be contacted and advised of event date (s), times, and event organizer contact information in case they have any questions.

1, 2

6. Restrooms:

***Wheatley Park has Restrooms.**

Does your event require restroom facilities?

☐ Yes (see below) ☐ No

How many portable restrooms are you supplying? _____

1, 2
IPD

7. Noise Permit:

Does your event require a noise permit: ☐ Yes (see below) ☐ No

Type of sound at this event:

☐ P.A. system ☐ live band ☐ stereo equipment ☐ other: _____

Event coordinators are responsible for monitoring noise levels and ensuring compliance with the stated noise policy for park events.

1. Permissible Noise Levels – Maximum decibel levels shall not exceed 80 dB (A) from the hours of 10 am thru 10 pm. Maximum decibel levels shall not exceed 75 dB (A) from the hours of 10 pm thru 10 am. These measurements shall be taken from the ROW along the perimeters of the parks. Parties in violation will be given (1) warning to correct violations. If a second violation occurs, then the event will be shut down. Event holders are responsible for any cost incurred to the IPD in this respect.
2. No obscene language or racial epithets shall be allowed during stage productions.
3. The IPD reserve the right to cancel any production for any violation of item (1) or (2). No refunds shall be given and additional costs may be deducted from the security deposit.

Please state the days and times that music or P.A. system will be used:

Date:	Time from:	Time to:

Please attach a scaled layout/set up for the event

Section

**City of Inkster
Event Permit
requirement
by class**

1, 2
DPW

8. Temporary Apparatus:
Will your event include any of the following?

☐ Yes (see below) ☐ No

If yes, check all that apply and include placement of each on event site plan:
(Note that the city can only supply bleachers and picnic tables)

- ☐ Tent (s) ☐ Portable toilet (s)*** ☐ Inflatable devices***
- ☐ Portable lights ☐ Other _____
- ☐ Bleacher (s) Number requested from the City _____
- ☐ Picnic Table (s) Number requested from the City _____

*****Please see page 4 for insurance requirements if these are utilized.**

1, 2
DPW

9. Trash:
How many trash receptacles (with liners) do you intend to provide _____

How do you intend to dispose of the trash following your event? _____

Republic sells event trash boxes (55 gallons each, 1box is equal to ¼ cubic yard). You can contact them at 877-264-5544

1, 2
DPW

10. Site Restoration:
Site restoration and equipment removal are required by 10:00 am the morning following your event.

What date do you agree to restore the location to the condition in which you found it? _____

**City of Inkster
Event Permit**

Event Title: Community STREET Festival
Event Date(s): August 21, 2026 Event Hours: 12:00 noon - 4:00pm

ATTESTATION

As applicable to event, applicant understands and agrees to comply with City ordinances and rules governing events and agrees to make final payment within thirty (30) days after the scheduled event invoice is received for any additional services required. Failure to comply within thirty (30) days shall place the applicant in default status. Further, it is understood that in the event a permit holder is placed in default status, the permit holder will be denied any other event permit (s) for a period of at least eighteen (18) months from the date of final payment and/or default resolution.

I hereby agree to comply with all Federal and State Statutes and with all City of Inkster Ordinances, including the curfew and noise ordinances. I understand and agree that in the event any nuisance or disturbances are caused by the individuals attending the event, the use of the location may be terminated without prior notice by the Police Chief or the City Mayor or their designee. I authorize the Fire Chief to determine the maximum number of persons who may attend this event based on available space. Further, I understand and agree to abide by any additional City requirements that may be deemed necessary to safely operate the proposed event.

This application represents my intent for the proposed event to the best of my knowledge. I am authorized to sign on behalf of the organization:

Connie R. Mitchell  07/31/26
Applicant Name (printed) Signature Date

City of Inkster Approvals

<u>Department Approval</u>	<u>Name (printed)</u>	<u>Approved?</u>	<u>Date</u>
City Council	Resolution Number		
Public Works	<u>Jerome Bivins</u>		
Inkster Fire Dept.	Chief Jason Kaye		
Inkster Police	<u>Chief Jenkins</u>		
City Mayor			
City Clerk	<u>Georgina Holliday</u>	<u>Georgina Holliday</u>	<u>07/31/26</u>

A permit shall not be issued until all information has been submitted, application and security deposit fees paid and approved by all departments.

City of Inkster

26215 Trowbridge
Inkster, MI 48141

Miscellaneous Cash Receipts

Received
From

James Mitchell
Claim check # 101-215-4007-203

DATE 7/21/26

AMOUNT \$ 75.00

EXPLANATION:

SPARK CLINT
101-215-4007-203

ACCOUNT CLASSIFICATION

FUND

A/C NO.	AMOUNT
101-215-4007-203	75.00
TOTAL \$	75.00

BY

[Signature]

DO NOT WRITE IN THIS BOX

