

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Regular City Council Meeting Agenda
Monday, June 20, 2016
7:30 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. RECOGNITION OF COMMISSION MEMBERS
5. ACCEPTANCE OF AGENDA

6. PRESENTATIONS
 - A. Department of Public Safety Commendation – Officer Gerald Genna

 - B. Retirement Proclamation – Joe Ahee, Director of Public Services

7. MINUTES
 - A. Council 06/06/16
 - B. Committee-of-the-Whole 06/06/16
 - C. Compensation & Evaluation Committee 04/25/16, w/recommendations:
 1. 2016/17 Contract: Treasurer/Comptroller
 2. 2016/17 Contract: City Clerk
 3. 2016/17 Contract: City Attorney
 - D. Beautification Advisory Commission 05/11/16, Excerpt 06/08/16 w/recommendation:
 1. Flower Sale
 - E. Historical Commission 05/12/16

8. PUBLIC HEARINGS
 - A. Fence Variance: Craig DeRosier, 1823 Manchester
 1. Letter 06/02/16 – Craig DeRosier
 2. Application for Fence Zoning Compliance Permit 05/23/16
 3. Homeowner's Affidavit for Permit 05/26/16
 4. Letter 05/24/16 – Petitioner
 5. Photo
 6. Property Survey
 7. Memo 06/14/16 – Building Official w/attachments
 - a. Photos (10)
 - b. Building Permit 10/30/03
 - c. Council Excerpt 10/06/03
 8. Memo 06/08/16 – Director of Public Services
 9. Notice of hearing
 10. Affidavit of Property Owners Notified
 11. Aerial Views

B. Fence Variance: Angelo Recchia, 1777 Hawthorne

1. Letter 06/01/16 – Angelo Recchia
2. Application for Fence Zoning Compliance 03/29/16
3. Photos (16)
4. Letter 10/05/15 – Angelo Recchia
5. Email 03/28/16 – Angelo Recchia
6. Letter 06/14/16 – Geraldine Rock
7. Proposal/Contract – Kimberly Fence 06/13/16
8. Fence Illustration
9. Certificate of Survey 09/28/15
10. Memo 06/14/16 - Building Official w/attachment
 - a. Photos (11)
11. Memo 06/08/16 – Director of Public Services
12. Notice of Hearing
13. Affidavit of Property Owners Notified
14. Aerial Views

C. Fence Variance: Steve Zappacosta, 1961 Lochmoor

1. Letter 06/06/16 – Steve and Laura Zappacosta
2. Application for Fence Permit 05/25/16
3. Property Diagrams (2)
4. Fence Illustration
5. Homeowner's Affidavit for Permit 05/25/16
6. Photos (3)
7. Memo 06/08/16 – Building Official w/attachment
 - a. Photos (4)
8. Memo 06/10/16 – Director of Public Services
9. Notice of Hearing
10. Affidavit of Property Owners Notified
11. Aerial Views

D. Fence Variance: Chris Cahill, 1560 Torrey

1. Letter 05/12/16 – Chris and Julie Cahill
2. Application for Fence Permit 05/01/16
3. Fence Illustration
4. Proposal/Contract – Kimberly Fence 04/22/16
5. Memo 06/14/16 – Building Official w/attachment
 - a. Photos (10)
6. Memo 06/08/16 – Director of Public Services

7. Notice of Hearing
8. Affidavit of Property Owners Notified
9. Aerial Views

9. COMMUNICATIONS

- A. Application for Permit/License – Solicitor
 1. Application 06/10/16 – John Case, Edward Jones
- B. Detroit Area Agency on Aging (DAAA) FY 2017 – FY 2019 Multi-Year Plan
 1. Memo 06/01/16 – City Administrator
 2. Letter 05/20/16 – P. Bridgewater, DAAA
 3. DAAA FY 2017 – FY 2019 Multi-Year Plan 04/11/16
 4. Approval Form
- C. Monthly Financial Report – May 2016

10. BIDS/PROPOSALS/
CONTRACTS

- A. Employment Agreement: City Administrator
 1. Proposed Agreement – Bruce Smith
- B. Employment Agreement: Director of Public Services
 1. City Council Excerpt 06/06/16
 2. Proposed Agreement – Frank Schulte
- C. SMART Municipal/Community Credits Contract for FY – 2017
 1. Memo 06/08/16 – City Administrator/ Assessor
 2. Letter 06/02/16 – M. Hightower, SMART
 3. Municipal Credit and Community Credit Contract for FY 2017, w/attachments

11. ORDINANCES

- A. SECOND READING: AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE IV. EMPLOYEE BENEFITS, DIVISION 2. RETIREMENT SYSTEM, OF THE CODE OF ORDINANCES OF THE CITY OF GROSSE POINTE WOODS, MICHIGAN BY AMENDING SECTION 2-294 TO REFLECT THE CURRENT MEMBERSHIP OF THE RETIREMENT SYSTEM AND TO ALLOW APPOINTED OFFICIALS AND DEPARTMENT DIRECTORS TO OPT OUT OF MEMBERSHIP IN THE RETIREMENT SYSTEM AND TO EXCLUDE RE-EMPLOYED RETIREES OF THE RETIREMENT SYSTEM FROM MEMBERSHIP IN THE RETIREMENT SYSTEM.
 1. Proposed Ordinance
 2. Affidavit of Legal Publication

- B. FIRST READING: AN ORDINANCE
AMENDING CHAPTER 34, SOLID WASTE, SEC.
34-48 CURBSIDE RECYCLING, TO ADD
REQUIREMENTS REGARDING STORAGE OF
RECYCLING AND OTHER TRASH
CONTAINERS
 - 1. Letter 06/07/16 – City Attorney
 - 2. Proposed Ordinance
 - C. FIRST READING: AN ORDINANCE TO AMEND
CHAPTER 8 BUILDINGS AND BUILDING
REGULATIONS, BY AMENDING SEC. 8-69
(1)(n) TO REQUIRE REPAIRS FOR BASEMENT
WALLS SHOWING EVIDENCE OF
FOUNDATION FAILURE
 - 1. Letter 06/07/16 – City Attorney
 - 2. Proposed Ordinance
- 12. RESOLUTION
 - A. Designation of Street Administrator
 - 1. Proposed Resolution
 - B. Resolution for Land Use Moratorium
 - 1. Letter 06/15/16 – City Attorney
 - 2. Proposed Resolution
- 13. CLAIMS/ACCOUNTS
 - A. Labor Attorney
 - 1. Keller Thoma Invoice 06/01/16
- 14. NEW BUSINESS/PUBLIC COMMENT
- 15. ADJOURNMENT

Lisa Kay Hathaway, CMMC/MMC
City Clerk

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440 or Telecommunications Device for the Deaf (TDD) 313 343-9249.



CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC SAFETY

BRUCE J. SMITH, Director
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236-2397



6A



DEPARTMENT COMMENDATION

awarded to
Officer Gerald Genna

On March 29, 2016 at approximately 3:23 a.m., the Department received a 911 call regarding a suspicious subject on a bicycle. The suspect attempted to flee when you located him on Lennon while on routing patrol. After stopping the suspect to investigate the situation, you noticed that the dome light was on in a vehicle parked in front of 2057 Lennon. You asked Officer Fisher to investigate the vehicle further and he determined that the vehicle had been tampered with and that the wet dew tracks led right to the suspect's bicycle.

After placing the suspect under arrest and transporting him back to the station, it was discovered that multiple stolen items from several victims were inside of the suspect's backpack, including bank checks from the owner of the vehicle which had been tampered with.

The arrest that you made cleared up multiple felony cases from various jurisdictions for financial transactions device theft. The Wayne County Prosecutors Office authorized multiple charges of breaking and entering for numerous cities in Wayne County.

Because of your alertness and quick response, you have taken a wanted criminal off the streets, making the community that we serve a safer place to live and work,

I agree with the Honors Board's recommendation and am hereby awarding you this Department Commendation. You have represented the City of Grosse Pointe Woods Department of Public Safety in the highest tradition and we are proud and honored to have you as a member of our team. Your actions are a credit to your dedication and training, the department, and to the Public Safety profession as a whole. I am authorizing that a copy of this letter be placed in your personnel file.

Bruce J. Smith/ Director of Public Safety
City of Grosse Pointe Woods

April 15, 2016

*City of Grosse Pointe Woods
Department of Public Safety
Office of the Director*

DEPARTMENT COMMENDATION

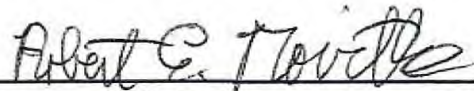
*Upon the recommendation of the Public Safety Board of Review, the Director
Awards a Department Commendation to*

Officer Gerald Genna

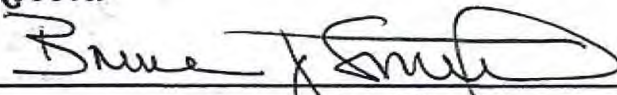
*in recognition of his alertness and prompt action in the apprehension of a suspect sought in
multiple cities within Wayne County on March 29, 2016*

*The City of Grosse Pointe Woods Department of Public Safety congratulates and
commends Officer Gerald Genna for his outstanding performance and commitment to
the Department and the community.*

*By Order of the Director of Public Safety This Commendation Shall Be Entered Into
Your Personnel Record*



Mayor of the City of Grosse Pointe Woods



Director of Public Safety



April 15, 2016

6B

CITY OF GROSSE POINTE WOODS

PROCLAMATION

WHEREAS, on July 1, 2016, **JOSEPH J. AHEE, JR.** is retiring after 37 years of dedicated service to the City of Grosse Pointe Woods; and

WHEREAS, **JOSEPH J. AHEE, JR.** was born in Detroit on August 9, 1951, one of six children of Joseph and Victoria Ahee; and

WHEREAS, **JOSEPH J. AHEE, JR.** began working at the young age of 16 at Kroger, where he met the love of his life, Elizabeth "Betty" Schulte, whom he married in 1974, and in 1977 they moved into Grosse Pointe Woods, becoming lifelong residents of the community; and

WHEREAS, upon graduating from Harper Woods High School in 1969, **JOSEPH J. AHEE, JR.** joined the United States Army Reserves and completed his basic training at Fort Leonard Wood, Missouri; and

WHEREAS, after opening a Stroh's Ice Cream Parlor in 1978, **JOSEPH J. AHEE, JR.** moved on to begin his lengthy career with the City of Grosse Pointe Woods as a part-time Operator I/Sanitation Engineer on October 9, 1979, rising through the ranks to Crew Chief in 1982, Foreman in 1985, and Assistant Director of Public Works in 1988; and

WHEREAS, on April 24, 2001, **JOSEPH J. AHEE, JR.** heroically deployed CPR in an attempt to save the life of his previous boss and friend, and afterwards, supported and consoled his staff through a difficult grieving period; and

WHEREAS, on May 21, 2001, **JOSEPH J. AHEE, JR.** was appointed the Director of Public Works, utilizing his many years of leadership experience and innate people skills to become a true asset to the City of Grosse Pointe Woods by remaining on-call and making himself available in order to provide exemplary customer service to residents and businesses; and

WHEREAS, **JOSEPH J. AHEE, JR.**'s dedication to the betterment of the City of Grosse Pointe Woods was further demonstrated when he assumed the role of Director of Public Services in May of 2009, which included the extended responsibilities of managing the Parks and Recreation Department, the Community Center, overseeing the construction of the water tower, the replacement of the Mack Avenue water mains with high density polyethylene pipes, the Vernier Road repaving project, the deepening of the City pool and installation of a new liner, and spearheading the implementation of a geographic information system identifying street signs, water and sewer lines; and

WHEREAS, during his time with the City of Grosse Pointe Woods, **JOSEPH J. AHEE, JR.** has continually strived to increase his value to the community by earning multiple certifications, graduating from the Michigan Public Service Institute, in addition to being a member of NESA (Northeast Superintendents Association) since 1989, and serving as President for three years; and

WHEREAS, **JOSEPH J. AHEE, JR.** is now moving on to a well-earned phase of his life to enjoy hobbies such as golfing, bike riding, and traveling, as well as spending quality time with Betty, his wife of 42 years, their three sons Joseph, David, and Daniel; their three daughters-in-law Kristy, Nancy, and Ashley; and their seven grandchildren Carson, Gavin, Grayson, Henry, Edith, Emma, and Adisyn.

NOW, THEREFORE, I, **ROBERT E. NOVITKE**, Mayor of the City of Grosse Pointe Woods, Michigan, do hereby proclaim the grateful appreciation of our community to **JOSEPH J. AHEE, JR.** for his dedicated service to the City of Grosse Pointe Woods and extend my best wishes and those of the City Council, Administration and the Citizens of Grosse Pointe Woods on his retirement.



Mayor Robert E. Novitke

June 6, 2016



COUNCIL
06-06-15 - 71

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS
HELD ON MONDAY, JUNE 6, 2016, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL
BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:31 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council members: Granger, Ketels, Koester, McConaghy, Shetler
Absent: Bryant

Also Present: City Administrator/Assessor Colombo
City Attorney Berschback
Treasurer/Comptroller Irby
City Clerk Hathaway
Director of Public Works Ahee (left at 7:43 p.m.)
City Forester Schulte
Building Inspector Tutag

Motion by Granger, seconded by Shetler, to excuse Council Member Bryant from tonight's meeting.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Council, Administration, and the audience Pledged Allegiance to the Flag.

The following Commission Members were in attendance:

Mike Fuller, Planning Commission
George McMullen, Board of Review/Local Officers Compensation Commission
Mary Kay Ferry, Historical Commission

Motion by Granger, seconded by Shetler, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by Ketels, seconded by McConaghy, regarding **appointment – Director of Public Services – Frank Schulte**, that the City Council concur with the City Administrator's appointment of Frank Schulte as the Director of Public Services effective July 1, 2016, subject to an employment Agreement being agreed to between the City of Grosse Pointe Woods and Frank Schulte.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by Granger, seconded by Shetler, that the following minutes be approved as submitted:

1. City Council Minutes dated May 16, 2016.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by Shetler, seconded by Granger, that the following minutes be approved as submitted:

1. Committee-of-the-Whole minutes dated May 16, 2016.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by Granger, seconded by Shetler, regarding **Unpaid Invoices**, that the City Council approve the transferring of unpaid invoices onto the July 2016 property tax bills in accordance with the Treasurer/Comptroller's memo dated May 23, 2016.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by Ketels, seconded by Shetler, regarding **Taxpayers for Michigan Constitutional Government Litigation**, that the City Council authorize payment in the amount of \$1,500.00 payable to the Taxpayers for Michigan Constitutional Government to bring legal action against the State of Michigan for violations of the State Constitution in the miscalculation of the minimum percentage payment to local governments as required by the Headlee Amendment, funds to be taken from General Legal Fees Account No. 101-210-801.000.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by Shetler, seconded by Granger, regarding **2016/17 Road Salt**, that the City Council approve a contract with Detroit Salt Company to provide 2016/17 road salt supplies at the price of \$56.57 per ton, for a total cost not to exceed \$50,000.00, funds to be taken from Account Nos. 202-478-757.000 in the amount of \$12,500.00 and 203-478-757.000 in the amount of \$37,500.00.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

The City Clerk was directed to place Director of Public Service Ahee's proclamation on the Council agenda for presentation on June 20, 2016.

Motion by Koester, seconded by McConaghy, regarding **Recording Clerk Contract – Michelle Stabile**, that the City Council approve Michelle Stabile's Independent Contractor Agreement to perform Municipal Court Recording Clerk job duties from July 1, 2016, through June 30, 2017, in an amount not to exceed \$7,000.00, funds to be taken from Account No. 101-136-818.000; and, to authorize the City Administrator to sign said Agreement.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by McConaghy, seconded by Shetler, regarding **2015/16 City Attorney employment Agreements**, that the City Council approve the following 2015/16 agreements for the City Attorney Don R. Berschback, and authorize the Mayor to sign same:

1. Agreement (Medical/Prescription/Dental) as amended;
2. Employment Agreement.

Motion by McConaghy, seconded by Shetler, to amend the previous motion by deleting, "2. Employment Agreement."

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by McConaghy, seconded by Shetler, regarding **2015/16 City Attorney Employment Agreement**, that the City Council approve the 2015/16 Employment Agreement for City Attorney Don R. Berschback as amended, and authorize the Mayor to sign same.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

The Mayor issued a proclamation to Director of Public Services Joe Ahee in recognition of his retirement after 37 years of dedicated service to the City of Grosse Pointe Woods.

The Treasurer/Comptroller provided an overview regarding **Resolution to Commit Fund Balance**.

Motion by McConaghy, seconded by Shetler, regarding Resolution to Commit Fund Balance, that the City Council concur with the recommendation of the Treasurer/Comptroller and adopt a resolution to commit Fund Balance in the following funds:

- General Fund - \$2,700;
- Boat Dock Fund - \$15,500;
- Water & Sewer Fund - \$14,605;
- Municipal Improvement Fund - \$239,670;

- Major Streets - \$11,770;
- Local Streets for year ended June 30, 2016 - \$19,754;
- 100% of the Local Street Fund Balance at year end June 30, 2016.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by Granger, seconded by Koester, regarding **First Reading: An Ordinance To Amend Chapter 2, Article IV. Employee Benefits, Division 2. Retirement System, of the Code of Ordinances of the City of Grosse Pointe Woods, Michigan, by Amending Section 2-294 to Reflect the Current Membership of the Retirement System and to Allow Appointed Officials and Department Directors to Opt Out of Membership in the Retirement System and to Exclude Re-Employed Retirees of the Retirement System From Membership in the Retirement System**, that the City Council concur with the amendment of this ordinance, to set a date of June 20, 2016, for a second reading and final adoption, and to authorize the City Clerk to publish same by title in the Grosse Pointe News.

Motion by Granger, seconded by Koester, to amend the previous motion by inserting, "as amended" after, ". . . . concur with the amendment of this ordinance, . . . "

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by McConaghy, seconded by Shetler, regarding **Pension Attorney**, that the City Council approve the following statement:

1. VanOverbeke Michaud & Timmony, P.C. 05/16/16 - \$2,420.00.

Motion by McConaghy, seconded by Shetler, to amend the previous motion by deleting, "\$2,420.00" and inserting "\$2,520.00".

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by McConaghy, seconded by Granger, regarding **City Attorneys**, that the City Council approve the following statements:

1. City Attorney Don R. Berschback 06/01/16 - \$4,600.00;
2. City Attorney Charles T. Berschback 05/26/16 - \$4,531.25.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by Granger, seconded by Koester, to adjourn tonight's meeting at 7:58 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Robert E. Novitke
Mayor

COMMITTEE-OF-THE-WHOLE
06-06-16 – 26

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 6, 2016, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Granger, Ketels, Koester, McConaghy, Shetler
ABSENT: Bryant

ALSO PRESENT: City Administrator/Assessor Colombo
City Attorney Chip Berschback
City Clerk Hathaway
Building Official Tutag
Director of Public Safety Smith

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

Motion by McConaghy, seconded by Shetler, that Council Member Bryant be excused from tonight's meeting.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

Motion by Granger, seconded by Koester, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: Bryant

The first item discussed was regarding a **drone ordinance**. The City Attorney provided an overview, and stated that nothing has been pronounced by the Federal Aviation Administration (FAA) for locals to follow. He suggested creating rules and regulations to establish some local control and doing that by adopting current FAA rules as part of the code, which would provide the ability to issue a civil infraction. He included a permit and suggested a nominal permit fee to be submitted to public safety for review and approval. He also discussed using two permits, one for commercial and one for the park.

The Mayor stated there are invasion of privacy and damage issues that come with drones. Discussion ensued regarding the draft ordinance. He would like verbiage that specifically identifies what is prohibited and allowed.

The Mayor recessed the meeting at 7:25 p.m., and reconvened at 8:00 p.m. in the City Council Chambers for the purpose of viewing a video regarding drones. The Committee then moved back into the Conference Room.

Continued discussion ensued regarding a proposed drone ordinance. There was a consensus of the Committee to require registration information be provided to the City with a permit application that is submitted to the FAA. The City Attorney recommended a permit fee for a Commercial Permit, minimally. The Mayor discussed the need for both registration and permit for specific commercial use. There was Committee consensus to permit drones in the streets and over sidewalks (public property) as long as it does not interfere with pedestrian or vehicular traffic.

Discussion ensued regarding whether a public hearing should be held regarding this ordinance. The City Attorney recommended the usual first and second readings, and to obtain input from the Schools. The City Attorney agreed to contact Chris Fenton from the Grosse Pointe Public Schools. The Mayor asked that a "commercial purpose" be defined.

This item is to remain on the Committee-of-the-Whole agenda. With the input received, the City Attorney will redraft the ordinance and bring it back in July.

The next item was regarding **permitted C-2 Special Land Uses**. The Building Official stated he would like to see a moratorium enacted for six months to a year. Following discussion, the City Attorney will return with additional information. This item is to remain on the Committee-of-the-Whole agenda.

Discussion then ensued regarding **proposed ordinances for recycling bins and basement wall foundations**. The Committee first addressed recycling bins. Discussion included storing red recycle bins, other trash containers/bags, and paper bags resulting from complaints received by the code enforcement when these items are stored in a location visible from the street. There was a consensus of the Committee that all recycling and trash containers/bags, and yard waste be kept in the back yard or in an enclosed environment. The City Attorney will prepare an ordinance.

After a brief discussion, there was a consensus of the Committee to move forward with ordinance amendments to Sec. 8-69 – Inspection Standards regarding repairs to basement wall foundations as proposed.

Motion by Granger, seconded by Shetler, that the previous item be removed from the Committee-of-the-Whole agenda.

Motion carried by the following vote:

Yes:	Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No:	None
Absent:	Bryant

The following item was discussed under New Business/Public Comment:

- A brief discussion ensued regarding excess funds in the Tree Commission account.

Motion by Granger, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 9:42 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Approved by Committee 5/16/16 7C

Compensation and Evaluation Committee
April 25, 2016

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, APRIL 25, 2016, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair: Council Member Arthur Bryant
Members: Mayor Robert E. Novitke, Council Member Todd A. McConaghy
ABSENT: None

ALSO PRESENT: None

The meeting was called to order by Chair Bryant at 7:00 p.m.

Motion by Novitke, second by McConaghy, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke
No: None
Absent: None

Motion by McConaghy, seconded by Novitke, to approve the minutes of the meeting of 4-11-16.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke
No: None
Absent: None

A discussion on compensation and evaluation took place. At the conclusion, votes were taken on the following three motions:

Motion by McConaghy, second by Novitke, to recommend to the Grosse Pointe Woods City Council to extend the contract of the City Treasurer/Comptroller from July 1, 2016 through June 30, 2017 with no increase in compensation or benefits.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke
No: None
Absent: None

Motion by McConaghy, second by Novitke, to recommend to the Grosse Pointe Woods City Council to extend the contract of the City Clerk from July 1, 2016 through June 30, 2017 with no increase in compensation or benefits.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke
No: None
Absent: None

Motion by McConaghy, second by Novitke, to recommend to the Grosse Pointe Woods City Council to extend the contract of the City Attorney from July 1, 2016 through June 30, 2017 with no increase in compensation or benefits, with continuation of medical and prescription coverage as presently exists with the City Attorney, with City Attorney being responsible for the hard cap cost and/ or any other charges associated with providing medical and prescription coverage to city employees, and that the City Attorney is responsible for payment of dental coverage if he elects such coverage.

Motion carried by the following vote:

Yes: Bryant, McConaghy, Novitke
No: None
Absent: None

There was a consensus that the committee concurs with the recommendation of the finance committee as stated in its minutes dated April 4, 2016 regarding dental coverage of City Attorney.

Discussions took place regarding meeting with Director of Public Safety Bruce Smith regarding a City Administrator contract.

Motion by McConaghy, seconded by Novitke, that the meeting be adjourned at 7:30 p.m.

Respectfully submitted,

Arthur Bryant

City of Grosse Pointe Woods

CITY TREASURER/COMPTROLLER

EMPLOYMENT AGREEMENT

THIS AGREEMENT, signed this ____ day of June, 2016, by the CITY OF GROSSE POINTE WOODS, State of Michigan, a municipal corporation, hereinafter called the "City", and DEE ANN IRBY hereinafter called "IRBY" both of whom agree as follows:

WITNESSETH:

WHEREAS, the City will employ the services of IRBY as City Treasurer/Comptroller of the City of Grosse Pointe Woods as provided by the City Charter, Code and state law; and,

WHEREAS, the City shall provide certain benefits, establish certain conditions of employment and will set working conditions of said employment; and,

WHEREAS, IRBY agrees to the terms and conditions of this Employment Agreement as City Treasurer/Comptroller.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1 – DUTIES:

City agrees to employ IRBY as City Treasurer/Comptroller of the City to perform the functions and duties which are expressed and implied in the Charter and Code of the City of Grosse Pointe Woods, and all other functions and duties which are implicit by virtue of the nature of the office. IRBY shall also perform all the duties of the Administrator of the Grosse Pointe Woods Retirement System and the Employee Healthcare Trust. IRBY shall also perform such other legally permissible and proper duties and functions as the City Council, the City Code, and the City Charter may, from time to time, assign. IRBY shall maintain any required licenses and/or levels of certification necessary for the performance of such duties as a condition of continued employment with the City. IRBY shall serve at the pleasure of the City Council and be subject to removal by the City Council at any time with or without cause.

It shall be IRBY's duties to supervise the following classifications in the Treasurer/Comptroller area:

- A. Accountant.
- B. Deputy Comptroller.
- C. Utility Billing Manager/Deputy Treasurer
- D. Tax Clerk-Administrative Clerk I
- E. Cashier-Administrative Clerk I

Nothing in this section mandates that these positions be filled.

Section 2 – SALARY:

The City agrees to pay IRBY at the rate of an annual base salary of One Hundred Six Thousand (\$106,000.00) dollars, effective July 1, 2016 payable in installments at the same time as other employees of the City are paid. Upon finding satisfactory performance in the future, the City Council may make appropriate adjustments.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to adjust salary in response to annual budget considerations.

Section 3 – TERM:

- A. The term of this agreement shall be effective from July 1, 2016 through June 30, 2017 unless terminated by either of the parties. IRBY will be employed on an at-will status as City Treasurer/Comptroller to perform the functions and duties of the position as required by the Code and Charter. She shall also perform such duties and functions as the City Council may, from time to time, prescribe. She shall serve at the pleasure of the City Council and be subject to removal by the City Council at any time with or without cause.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of IRBY with or without cause, with or without notice, at any time.

- B. IRBY shall be employed on an AT-WILL BASIS as City Treasurer/Comptroller to perform the function duties of the position as required by the Code and Charter.
- C. THERE SHALL BE NO EXPECTATION OF RENEWAL OR EXTENSION OF THIS AGREEMENT UNLESS MUTUALLY AGREED UPON IN WRITING BY BOTH PARTIES.
- D. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of IRBY to resign at any time from her position with the City. However, IRBY shall be required to provide thirty (30) days written notice to the City prior to her resigning.
- E. IRBY agrees to remain the exclusive employee of the City and neither to accept other employment nor to become employed by any other employer thereafter as long as she remains in the employ of the City.

Section 4 – TERMINATION AND SEVERANCE PAY:

In the event that IRBY is terminated without cause then, in that event, IRBY shall receive severance pay equaling 60 days (2 months of regular pay) of her annual salary. Upon receipt of

severance pay, IRBY shall sign a Settlement and Release Agreement waiving any and all rights under this Agreement, and she shall agree not to file any lawsuit or engage in any litigation against the City, its agents, assigns, Council Members, (either in their representative capacity or in their individual capacities). Such Release shall also apply to the Pension Plan, its Administrator, Trustees in their individual capacities, Agents, Successors, and assigns.

Section 5 – FRINGE BENEFITS:

Except as otherwise provided herein, the City agrees to provide IRBY with fringe benefits as listed in the Employee Handbook. The current benefits under the handbook are attached to this agreement as Appendix A. The regular benefits afforded to all salaried employees (pension, health, etc.) are included in this contract. It is agreed and understood that these benefits may be changed at any time by the City Council and/or the Board of Trustees of the Pension Plan.

For the term of this contract, IRBY shall be entitled to vacation leave, with pay, at the rate of twenty (20) working days per year from July 1, 2016 through June 30, 2017. The City, acting through its Council, may adjust vacation days during the term of the contract. The terms of Appendix A for the Grosse Pointe Woods non-Union full time employee fringe benefit provision shall apply.

Section 6 – BONDING:

The City shall bear the full cost of any fidelity or other bonds required of IRBY under any law or ordinance.

Section 7 – DUES AND SUBSCRIPTIONS:

The City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the professional dues and subscriptions of IRBY which are necessary for the continuation and full participation in national, regional, state, and local associations and organizations which are immediately related to continued professional participation, growth and advancement, and for the general good of the City.

Section 8 – PROFESSIONAL DEVELOPMENT

- A. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for travel and subsistence expenses of IRBY for professional and official travel, meetings and occasions which are necessary to continue the professional development of IRBY and to adequately pursue necessary official and other functions for the City.
- B. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the travel and subsistence expenses of IRBY for short courses, institutes and seminars that may be required by law in connection with duties performed for the City.

- C. Any professional development requiring airfare or overnight accommodations requires prior Council approval.

Section 9 - OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

- A. IRBY's scheduling of time at work at municipal facilities, meetings and events is expected to be without maximum limitation and shall meet the needs of the City, its businesses and inhabitants.
- B. The minimum workweek shall be 40 hours and there shall be no added compensation for hours worked longer than 40 hours per week.
- C. The City shall be IRBY's sole and exclusive employer except as provided herein and except as may be approved by the City Council.
- D. During the term of this contract, the City may establish evaluation criteria, procedures and timetables. This evaluation program is subject to approval by City Council.
- E. There shall be no City car furnished nor any car allowance.

Section 10 – GENERAL PROVISIONS:

- A. This is the entire Agreement between the parties. This Agreement supercedes any and all other Agreements or contracts, either oral or written between the parties.
- B. Notices pursuant to this Agreement shall be deemed given if served personally in the same manner as is applicable to judicial practice or if deposited in the custody of the United States Postal Service, postage prepaid addressed as follows:

(1) City Clerk
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236.

(2) Dee Ann Irby

- C. The parties acknowledge that both the City and IRBY have drafted this Agreement and have had the opportunity to have the Agreement reviewed by counsel.
- D. If any provisions, or any portion thereof, contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full effect.

IN WITNESS WHEREOF, the parties have signed this Agreement below.

CITY OF GROSSE POINTE WOODS

BY: _____
ROBERT E. NOVITKE

Its: Mayor

Dated: June __, 2016

DEE ANN IRBY

Dated: June __, 2016

APPROVED:

A large, stylized handwritten signature in black ink, appearing to read 'Don R. Berschback', is written over a horizontal line.

DON R. BERSCHBACK, City Attorney

Dated: June 9, 2016

City of Grosse Pointe Woods

CITY CLERK

EMPLOYMENT AGREEMENT

THIS AGREEMENT, signed this _____ day of June, 2016, by the CITY OF GROSSE POINTE WOODS, State of Michigan, a municipal corporation, hereinafter called the "City", and LISA HATHAWAY, hereinafter called "Hathaway", both of whom agree as follows:

WITNESSETH:

WHEREAS, the City desires to employ the services of Hathaway as City Clerk of the City of Grosse Pointe Woods as provided by the City Charter, Code and state law; and,

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment and to set working conditions of said employment; and,

WHEREAS, Hathaway desires to accept employment as City Clerk.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1 – DUTIES:

City agrees to employ Hathaway as City Clerk of the City to perform the functions and duties which are expressed and implied in the Charter and Code of the City of Grosse Pointe Woods, and all other functions and duties which are implicit by virtue of the nature of the office. Hathaway shall also perform such other legally permissible and proper duties and functions as the City Council, the City Code, and the City Charter may, from time to time, assign. Hathaway shall maintain any required licenses and/or levels of certification necessary for the performance of such duties as a condition of continued employment with the City. _____

Section 2 – SALARY:

City agrees to pay Hathaway at the rate of an annual base salary of Seventy-Two Thousand Five Hundred (\$72,500.00) Dollars, effective July 1, 2016 payable in installments at the same time as other employees of the City are paid. Upon finding satisfactory performance in the future, the City Council may make appropriate adjustments.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to adjust salary in response to annual budget consideration.

Section 3 – TERM:

- A. The term of this agreement shall be effective from July 1, 2016 through June 30, 2017 unless terminated by either of the parties. HATHAWAY will be employed on an at-will status as City Clerk to perform the functions and duties of the

position as required by the Code and Charter. She shall also perform such duties and functions as the City Council may, from time to time, prescribe. She shall serve at the pleasure of the City Council and be subject to removal by the City Council at any time with or without cause.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of HATHAWAY with or without cause, with or without notice, at any time.

- B. HATHAWAY shall be employed on an AT-WILL BASIS as City Clerk to perform the function duties of the position as required by the Code and Charter.
- C. THERE SHALL BE NO EXPECTATION OF RENEWAL OR EXTENSION OF THIS AGREEMENT UNLESS MUTUALLY AGREED UPON IN WRITING BY BOTH PARTIES.
- D. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of HATHAWAY to resign at any time from her position with the City. However, HATHAWAY shall be required to provide thirty (30) days written notice to the City prior to her resigning.
- E. HATHAWAY agrees to remain the exclusive employee of the City and neither to accept other employment nor to become employed by any other employer thereafter as long as she remains in the employ of the City.

Section 4 – TERMINATION AND SEVERANCE PAY:

In the event that HATHAWAY is terminated without cause then, in that event, HATHAWAY shall receive severance pay equaling sixty (60) days (2 months of her regular pay) of her annual salary. Upon receipt of severance pay, HATHAWAY shall sign a Settlement and Release Agreement waiving any and all rights under this Agreement, and she shall agree not to file any lawsuit or engage in any litigation against the City, its agents, assigns, Council Members, (either in their representative capacity or in their individual capacities). Such Release shall also apply to the Pension Plan, its Administrator, Trustees in their individual capacities, Agents, Successors, and assigns.

Section 5 – FRINGE BENEFITS:

Except as otherwise provided herein, the City agrees to provide Hathaway with fringe benefits as listed in the Employee Handbook. The current benefits under the Handbook are attached to this Agreement as Appendix A. Notwithstanding any language in the Employee Handbook regarding tuition reimbursement relating to employees, Hathaway shall be entitled to tuition reimbursement in an amount not to exceed \$1,500.00 per year for higher education attained by attending an accredited educational institution, course of study subject to prior approval of the Council.

Section 6 – BONDING:

The City shall bear the full cost of any fidelity or other bonds required of Hathaway under any law or ordinance.

Section 7 – DUES AND SUBSCRIPTIONS:

The City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the professional dues and subscriptions of HATHAWAY which are necessary for the continuation and full participation in national, regional, state, and local associations and organizations which are immediately related to continued professional participation, growth and advancement, and for the general good of the City.

Section 8 – PROFESSIONAL DEVELOPMENT

- A. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for travel and subsistence expenses of HATHAWAY for professional and official travel, meetings and occasions which are necessary to continue the professional development of HATHAWAY and to adequately pursue necessary official and other functions for the City.
- B. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the travel and subsistence expenses of HATHAWAY for short courses, institutes and seminars that may be required by law in connection with duties performed for the City.
- C. City and Hathaway agree that the pursuit of an appropriate additional Degree from an accredited institution of higher learning will be of benefit to both the City and Hathaway and, to that end, City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, and prior approval of both the institution and Degree program, to reimburse Hathaway for tuition expenses.
- D. Any professional development requiring airfare or overnight accommodations requires prior Council approval.

Section 9 - OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

- A. Hathaway's scheduling of time at work at municipal facilities, meetings and events is expected to be without maximum limitation and shall meet the needs of the City, its businesses and inhabitants.
- B. The minimum workweek shall be 40 hours and there shall be no added compensation for hours worked longer than 40 hours per week.
- C. The City shall be Hathaway's sole and exclusive employer except as may be approved by the City Council.

- D. During the term of this contract, the City may establish evaluation criteria, procedures and timetables. This evaluation program is subject to approval by City Council.


Section 10 – GENERAL PROVISIONS:

- A. This is the entire Agreement between the parties. This Agreement supercedes any and all other Agreements or contracts, either oral or written between the parties.
- B. Notices pursuant to this Agreement shall be deemed given if served personally in the same manner as is applicable to judicial practice or if deposited in the custody of the United States Postal Service, postage prepaid addressed as follows:
- | | | | |
|-----|--|-----|---------------------------------|
| (1) | City Attorney
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236. | (2) | Lisa Hathaway

_____ |
|-----|--|-----|---------------------------------|
- C. This Agreement is effective July 1, 2015.
- D. The parties acknowledge that both the City and Hathaway have drafted this Agreement and have had the opportunity to have the Agreement reviewed by counsel.
- E. If any provisions, or any portion thereof, contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full effect.

IN WITNESS WHEREOF, the parties have signed this Agreement below.

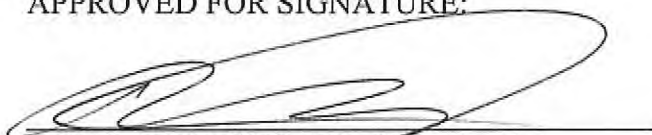
CITY OF GROSSE POINTE WOODS



LISA K. HATHAWAY
Dated: June 26, 2016

BY: _____
ROBERT E. NOVITKE
Its: Mayor
Dated: June _____, 2016

APPROVED FOR SIGNATURE:



DON R. BERSCHBACK, City Attorney
Dated: June 9, 2016

City Of Grosse Pointe Woods

CITY ATTORNEY

EMPLOYMENT AGREEMENT

THIS AGREEMENT, signed this _____ day of June, 2016, by the CITY OF GROSSE POINTE WOODS, State of Michigan, a municipal corporation, hereinafter called the "City", and DON R. BERSCHBACK hereinafter called "BERSCHBACK" both of whom agree as follows:

WITNESSETH:

WHEREAS, the City will retain the services of DON R. BERSCHBACK as City Attorney of the City of Grosse Pointe Woods as provided by the City Charter, Code and state law; and,

WHEREAS, the City shall provide certain benefits, establish certain conditions of employment and will set working conditions of said employment; and,

WHEREAS, BERSCHBACK agrees to the terms and conditions of this Employment Agreement as City Attorney.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1 – DUTIES:

City agrees to retain BERSCHBACK as City Attorney of the City as an Independent Contractor to perform the functions and duties which are expressed and implied in the Charter and Code of the City of Grosse Pointe Woods, and all other functions and duties which are implicit by virtue of the nature of the office. BERSCHBACK shall also perform such other legally permissible and proper duties and functions as the City Council, the City Code, and the City Charter may, from time to time, assign. BERSCHBACK shall maintain any required licenses and/or levels of certification necessary for the performance of such duties as a condition of continued employment with the City. BERSCHBACK shall serve at the pleasure of the City Council and be subject to removal by the City Council at any time with or without cause.

Section 2 – COMPENSATION:

BERSCHBACK shall be paid the sum of One Hundred Sixty (\$160.00) Dollars per hour for all hours worked or at a rate as determined by the City Council at a later date.

Section 3 – TERM:

- A. The term of this agreement shall be effective from July 1, 2016 through June 30, 2017 unless terminated earlier by either of the parties. BERSCHBACK will be employed on an at-will status as City Attorney to perform the functions and duties of the position as required by the Code and Charter. He shall also perform such duties and functions as the City Council may, from time to time, prescribe. He shall serve at the pleasure of the City Council and be subject to removal by the City Council at any time with or without cause.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of BERSCHBACK with or without cause, with or without notice, at any time.

- B. BERSCHBACK shall be employed on an AT-WILL BASIS as City Attorney to perform the functions and duties of the position as required by the Code and Charter.
- C. THERE SHALL BE NO EXPECTATION OF RENEWAL OR EXTENSION OF THIS AGREEMENT UNLESS MUTUALLY AGREED UPON IN WRITING BY BOTH PARTIES.
- D. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of BERSCHBACK to resign at any time from his position with the City. However, BERSCHBACK shall be required to provide thirty (60) days written notice to the City prior to his resigning.

Section 4 – FRINGE BENEFITS:

Except as otherwise provided herein, the City agrees that the following shall apply as to fringe benefits:

- a) The current medical, prescription, and optical coverage being provided to all full time employees.
- b) BERSCHBACK will continue to pay the “hard cap” amount per year.
- c) BERSCHBACK shall be responsible for payment of dental coverage if he so elects said coverage.
- d) There shall be no other fringe benefits.

Section 5 – GENERAL PROVISIONS:

- A. This is the entire Agreement between the parties. This Agreement supersedes any and all other Agreements or contracts, either oral or written between the parties.
- B. Notices pursuant to this Agreement shall be deemed given if served personally in the same manner as is applicable to judicial practice or if deposited in the custody of the United States Postal Service, postage prepaid addressed as follows:
- | | | | |
|-----|---|-----|---|
| (1) | City Clerk
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236. | (2) | DON R. BERSCHBACK
24053 Jefferson Avenue
St. Clair Shores, MI 48080 |
|-----|---|-----|---|
- C. The parties acknowledge that both the City and BERSCHBACK have drafted this Agreement and have had the opportunity to have the Agreement reviewed by counsel of their own choosing.
- D. If any provisions, or any portion thereof, contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full effect.

IN WITNESS WHEREOF, the parties have signed this Agreement below.

CITY OF GROSSE POINTE WOODS



DON R. BERSCHBACK

Dated: 6-10-16

By: ROBERT E. NOVITKE

Its: Mayor

Dated: _____

Approved by
Commission 4-8-16

Beautification Advisory Commission
Lake Room – GPW Community Center
20025 Mack Plaza Dr., Grosse Pointe Woods
Meeting – May 11, 2016 – 7:30 p.m.

RECEIVED

MAY 13 2016

CITY OF GROSSE PTE. WOODS

Present: Arslanian, Casinelli, Hage, Hess, Hilton, Koester, McCarthy, Medura, Muccioli, Spreder, Stephens, Stewart

Also Present: Ketels, Mathews

Excused: Martin-Rahaim, Rozycki, Sauter

Call to Order: The meeting was called to order by Chairperson McCarthy at 7:31 p.m.

Minutes: The April 13, 2016 minutes were distributed and reviewed.

Motion by Spreder, seconded by Hage, to approve the April 13, 2016 minutes as presented.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, Hess, Hilton, Koester, McCarthy, Medura, Muccioli, Spreder, Stephens, Stewart

No: None

Absent: Martin-Rahaim, Rozycki, Sauter

Treasurer's Report: Hilton presented the treasurer report. Informed committee of preliminary numbers from Flower Sale.

Motion by Medura, seconded by Arslanian to approve the report as presented.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, Hess, Hilton, Koester, McCarthy, Medura, Muccioli, Spreder, Stephens, Stewart

No: None

Absent: Martin-Rahaim, Rozycki, Sauter

Chairperson's Report: McCarthy presented chairperson report. Welcomed new committee member Mary Casinelli. Reviewed request from Pat Deck for membership to Southeast Michigan Beautification Committee.

Awards Program: Stephens provided an update on the Awards Night and provided area assignments to Casinelli. Residential & Business selections due June 30, 2016.

Descriptions/Write-ups due July 31, 2016. Each member responsible for 1 residence and 5 business recommendations. Committee also explored ideas of theme for Awards Night; possible Awards Night Ball. Woods Wholesale Wine may be eligible for Landmark Award.

Tile/Mugs Program: Medura provided an update on the Tile Program. Committee was presented photos of possible tile idea for discussion.

Flower Sale: Hilton provided an update on the Flower Sale preliminary profit. Reminded committee volunteers needed for delivery of pre-orders – May 13. Committee discussed ideas for 2017 Flower Sale.

Council Report: Council Representative Ketels and BAC commission member McCarthy reported on the May 2, 2016 City Council meeting.

The Mayoral appointment and immediate certification of Mary Casinelli to the Beautification Advisory Commission was approved.

DPW: Mathews provided a DPW update.

Old Business: None

New Business: None

Motion by Arslanian, seconded by Hilton, to adjourn the Beautification Advisory Commission meeting at 8:33 p.m.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, Hess, Hilton, Koester, McCarthy, Medura, Muccioli, Spreder, Stephens, Stewart

No: None

Absent: Martin-Rahaim, Rozycki, Sauter

Respectfully submitted,

Rachelle Koester

Beautification Advisory Commission Excerpt
06/08/16

Flower Sale: Hilton provided an update on the Flower Sale. Committee discussed ideas for 2017 Flower Sale.

Motion by Arslanian, seconded by Stephens for Council to approve \$850.09 to Wild Birds Unlimited as Flower Sale exceeded approved dollar amount. There are sufficient funds in the Flower Sale budget.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, Hess, Hilton, Koester, Martin-Rahaim, McCarthy, Sauter, Spreder, Stephens, Stewart

No: None

Absent: Rozycki, Medura, Muccioli

Motion by Hilton, seconded by Casinelli for immediate certification of previous motion.

Motion carried by the following vote:

Yes: Arslanian, Casinelli, Hage, Hess, Hilton, Koester, Martin-Rahaim, McCarthy, Sauter Spreder, Stephens, Stewart

No: None

Absent: Rozycki, Medura, Muccioli

Approved by Commission
6-9-16

City of Grosse Pointe Woods Historical Commission Minutes
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236
Conference Room at City Hall
May 12, 2016

RECEIVED
MAY 19 2016
CITY OF GROSSE POINTE WOODS

7E

1. **Call to Order**

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:33 p.m. by Chairperson Phil Whitman.

2. **Roll Call**

Present: Mary Kaye Ferry, Del Harkenrider, Suzanne Kent, Lynne Millies, Sean Murphy, John Parthum, Frank Romano, Becky Veitengruber, Phil Whitman, Giles Wilborn

Also Present: Council Representative Mike Koester and Mason Ferry

Excused: Shirley Hartert

3. **Approval of Agenda**

Motion by Ferry, seconded by Millies, to approve the agenda for May 12, 2016 as presented.
Ayes: all. Motion carried.

4. **Approval of Minutes**

Motion by Kent, seconded by Romano, to approve the April 14, 2016 minutes as presented.
Ayes: all. Motion carried.

5. **Items**

A. Report of Treasurer: Parthum reported that the commission balance is \$1,629.27 and the Cook Schoolhouse Project balance is \$5,165.11.

B. Cook Schoolhouse Project: Commission members noted that some scraping and prep for painting the exterior, had commenced.

C. MORSA Hosting: Available members of the commission will meet at the schoolhouse Friday morning, May 20th, at 8:30 a.m. to clean and tidy up for the event the following day.

D. Memorial Day:

1. The commission went over the "To Do List" with the commission for the Circle of Honor event.

E. June/July Open Houses: Parthum reminded the commission about the next two months' dates.

F. Flag Retirement: Event is Saturday June 11th.

6. New Business

A. *August Update:* Parthum announced that the August issue will include the September and October open house dates and times.

B. *Commission Members to Attend Council Meetings:* Parthum suggested that the commission send one member to each council meeting to show support to city.

7. Public and Commissioner Comments

The commission needs an updated roster of members and city council representative.

8. Adjournment

The meeting adjourned at 8:50 p.m.

Respectfully submitted:

Becky Veitengruber, Secretary

The next meeting of the Grosse Pointe Woods Historical Commission will take place on June 9th, 2016 at 7:30 p.m. in the Conference Room at City Hall, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236

RECEIVED
JUN -2 2016
CITY OF GROSSE PTE. WOODS

8A

Craig DeRosier
1823 Manchester
Grosse Pointe Woods

June 2, 2016

TO : City of Grosse Pointe Woods

I am appealing the decision by the City to deny my request to finish my backyard with a totally no see through privacy fence. The City approved a variance several years ago to install the same type of fence on the street side of my yard. I am trying to finish the yard in the same fence so that it matches and for safety reasons as we have 2 dogs.

We have neighbors with small children, and although our 2 dogs are by no means mean or harmful dogs, we do not want the children to be putting their hands through the fence to touch the dogs.

Thank you ,



Craig DeRosier



FENCE PERMIT FEE (includes 1 open post hole/s inspection) - \$50
REINSPECTION FEE - \$50

RECEIVED

CITY OF GROSSE POINTE WOODS
Building Department
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
(313) 343-2426

MAY 24 2016

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

Application For Fence Zoning Compliance Permit
To be in compliance with Article IX - Fences (Sections 8-274 - 8-285)

**MUST Provide 1) Mortgage survey/site plan with highlighted area where fence is to be placed;
2) Provide brochure/picture of proposed fence to be installed.**

Owner CRAIG DEROSIER Address: ↓ Phone No. 313-881-8524
GPW Address for fence application: 1823 MANCHESTER
Contractor MR. FENCE Phone No. 586-758-4490
Address 22160 RYAN Fax No. _____
Height of Fence 6 ft Length of Fence 62 ft on East side
40 ft on South side
Style of Fence 6 ft WHITE VINYL Privacy
Material: _____ Wood _____ Metal _____ Vinyl
Location of Fence BACKYARD - sidelines
Neighbor's Signature Margaret Potter Address 1834 Allard
Neighbor's Signature [Signature] Address 1817 Manchester Bl
Neighbor's Signature _____ Address _____

By affixing my signature hereto, I certify that I am the owner or acting as the owner's agent, and I understand the regulations pertaining to the erection of a fence as described in the Ordinance #748. The City of Grosse Pointe Woods does not guarantee the accuracy of the property lines as described herein, the accurate location of all property lines is the responsibility of the owner or owner agent.

Craig Derosier 5-23-2016
Signature of Owner or Agent Date

For Office Use	
Approved <u>[Signature]</u>	Denied <u>X</u>
Building Inspector's Signature	Date <u>6/1/16</u>

3-21-16

Solid Fence NOT permitted
8.279 ①

6-7-16 131
SJS
cld-left
vrm



CITY OF GROSSE POINTE WOODS
20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397
BUILDING DEPARTMENT
Phone 313.343.2426

RECEIVED

MAY 24 2016

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

Homeowner's Affidavit for Permit
(Driver's License or State I.D. Required)

I, (please print) CRAIG DEROSIER, hereby certify, under penalty of perjury, that if a permit is granted me, I will actually do all of the work, and/or will be involved in the installation, alteration or repair of:

Check all applicable:

ELECTRICAL

PLUMBING

HEATING

BUILDING ☒

REFRIGERATION

I hereby certify the work described on this permit shall be installed by myself in my own home of which I am the bonafide homeowner (owner of single-family residence which is or will be, on completion for a minimum period of six months in own place of residence, and no part of which is used for rental or commercial purposes nor is contemplated for such purpose). All work will comply with provisions of all applicable codes and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Grosse Pointe Woods Building Department. I will cooperate with the City Inspectors and assume the responsibility to arrange for all necessary inspections.

Relative to the following described property owned and resided by myself at:

ADDRESS: 1823 MANCHESTER PHONE: 313-881-8524
Grosse Pointe Woods, MI 48236
SIGNATURE: Craig Derosier DATE: 5-26-14

NOTE: Michigan state code, Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

RECEIVED

MAY 24 2016

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

The current fence on the
Worcester (sidewalk side) was
approved by the City Council
several years ago. We just
want to finish and continue the
same around the backyard.

We were approved by Council
because we have 2 dogs - and
we don't want children putting
their hands through the fence
to pet the dogs. Safety issue.

RECEIVED

MAY 24 2016

CITY OF GEORGE PTE. WOODS
BUILDING DEPT

New Lexington in White



Certified to

FIRST FEDERAL OF MICHIGAN

1001 Woodward Avenue
Detroit, MI 48226

Loan No.: 1-449910--9

RECEIVED

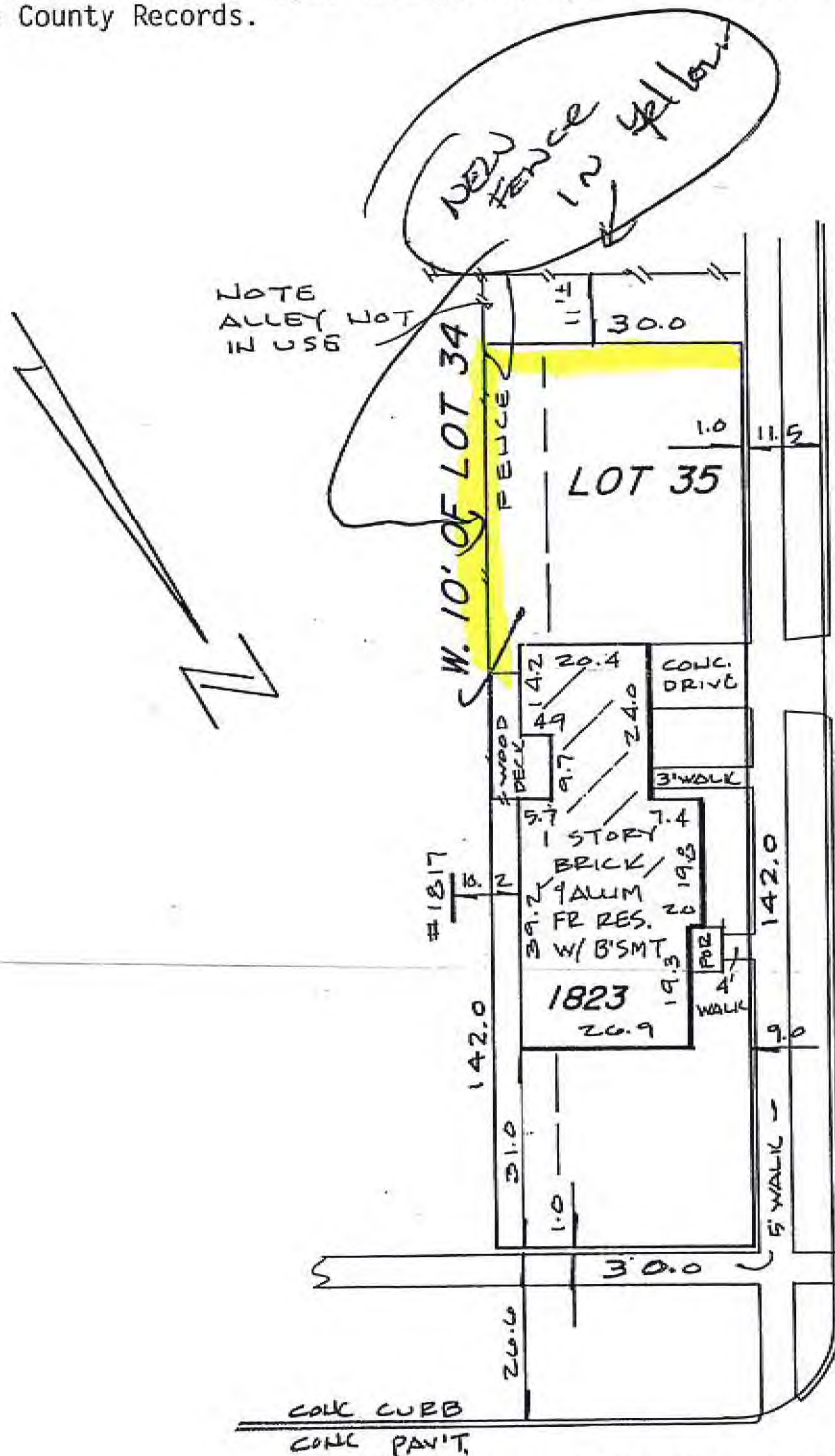
MAY 24 2016

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

Applicant: RAIG S. DEROSIER & ELAINE WALKER

Property Description:

LOT 35 and West 10 ft. of LOT 34 of DALBY-CAMPBELL-HAYES CO. MANCHESTER PARK SUBDIVISION of a part of P.C. 620 Westerly of Mack Ave., Gratiot and Grosse Pointe Twps., (now City of Grosse Pointe Woods) Wayne County, Michigan as recorded in Liber 42 of Plats, Page 39 of Wayne County Records.



BRAMCASTER RD. 50' WD.

MANCHESTER BLVD: 88' WD.

CITY OF GROSSE POINTE WOODS

Building Inspector

MEMORANDUM

DATE: June 14, 2016
TO: Mayor and City Council
FROM: Gene Tutag, Building Inspector *GT*
SUBJECT: 1823 Manchester, Fence Variance

The applicant is requesting a variance of Section 8-279(1) of the fence ordinance which requires fences to be constructed so a minimum of 2 inch openings are throughout 50% of the length or height of the fence. The proposed fence is to be constructed without any openings.

The applicant's property is on the northeast corner of Manchester and Bramcaster. The proposed fence for the east and south lines is a fence that is similar to the solid style vinyl fence that is installed and previously permitted with a variance along Bramcaster.

The applicant and adjoining neighbors desire to maintain consistency along the side and rear of the property. The adjoining property owner's signatures are on the application, indicating approval of this type of fence.

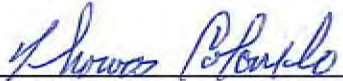
This exception to the fence code requires a public hearing and approval from the City Council. The Council may consider any or all of the following along with other information when deciding a variance.

- (a) Balancing the relative hardships between the property owner and adjacent property owners.
- (b) Whether special circumstances or conditions exist.
- (c) Whether pedestrian or vehicle traffic will be affected.
- (d) The general health, safety and welfare of the neighborhood.

It is recommended that a variance of Section 8-279(1) be granted to allow for the installation of the proposed fence on the west and north lot lines.

1. The proposed fence balances the relative hardship with the adjacent property owners as they have signed the application indicating their satisfaction with the proposed fence.
2. Special circumstances exist as the subject property owner has two dogs and desires to maintain consistency with the style of fence in the yard.
3. The proposed fence will not affect vehicle or pedestrian traffic. The general health, safety and welfare of the neighborhood will not be effected with this fence.

APPROVED BY:



THOMAS COLOMBO
Interim City Administrator

6-15-2016

DATE



026

1823 Manchester



1823 Manchester









1823 Manchester







017

1823 Manchester



016

1823 Manchester



City of Grosse Pointe Woods

Building Department
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Phone:(313) 343-2426

Fax: (313) 343-2439

Invoice# 00004056

**Building
Permit No: PB030672**

1823 MANCHESTER BLVD
Parcel Number: 011 03 0034 002
GROSSE POINTE WOODS 48236

Issued: 10/30/03
Expires: 10/29/04
Const value: 2,000
Zoning:

Contractor

Mr. Fence
35497 Rooseveltdt St.
New Baltimore MI 48047-6322
(586) 958 4490

Owner

DEROSIER CRAIG
1823 MANCHESTER BLVD
GROSSE POINTE WOODS, MI.
(313) 881 8524

PLEASE CALL (313) 343-2426 FOR AN INSPECTION 24 HOURS IN ADVANCE

Work Description: Installation of 5ft privacy "Westminster" with 1' Lattice on top = 6' x75' - to be placed 18" from sidewalk alongside Bramcaster street and to be angled 6' in from corner to allow visual clearance for pedestrians/bicyclists. Variance approved by City Council on 10-6-03.

Stipulations: Work to commence within six months and and be complete in one year.
42" post hole inspection is required prior to setting posts. Call 343-2426 for inspection at least 24 hours in advance.

Permit Item	Work Type	Fee Basis	Item Total
Fence Residential	Fence	1.00	\$20.00

Fee Total: \$20.00

Building Official

Balance Due: \$0.00

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days. Required inspections shall be requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms. X

THE MEETING WAS THEREUPON OPENED AT 9:10 P.M. FOR A PUBLIC HEARING TO HEAR THE APPLICATION OF **CRAIG DE ROSIER, 1823 MANCHESTER**, GROSSE POINTE WOODS, FOR PERMISSION TO INSTALL A 6' **PRIVACY FENCE** ALONG THE NORTH PROPERTY LINES OF THE PROPERTY AT 1823 MANCHESTER.

Motion by Granger, seconded by Dickinson, that for purposes of the public hearing the following items be received and placed on file, Item 9b:

1. Letter – Craig DeRosier & Elaine Walker – 9/22/03
2. Application for fence permit – 9/17/03
3. Mortgage Survey – 9/22/03
4. Notice of Hearing / Aerial – 9/24/03
5. Affidavit of Property Owners
6. Memo – Director of Public Safety – 9/25/03
7. Memo – Building Inspector – 9/29/03
8. Photos – Building Inspector – 9/29/03

Motion carried by the following vote:

Yes: Chylinski, Dansbury, Dickinson, Fahrner, Granger, Steiner
No: None
Absent: Novitke

The Chair asked if anyone from the audience wished to speak IN FAVOR of the proposed request. The following individuals were heard:

Craig DeRosier
1823 Manchester

James Golding
1843 Manchester

The Chair asked if anyone from the audience wished to speak IN OPPOSITION to the proposed request. No one wished to be heard.

Motion by Granger, seconded by Dansbury, that the public hearing BE CLOSED at 9:20 p.m. PASSED UNANIMOUSLY.

Motion by Dickinson, seconded by Granger, regarding the public hearing: FENCE VARIANCE – Craig DeRosier, 1823 Manchester, that the City Council GRANT the request

to install a 6' privacy fence, 5' solid with 1' lattice top, in accordance with the mortgage survey dated September 22, 2003.

Motion by Dickinson, seconded by Granger, to amend the previous motion to include the following contingencies:

- At the driveway there be a 6' corner clearance;
- Remove existing chain link fence;
- Supporting framework be installed facing the Petitioner's property;
- Construction commence within six months, complete in one year.

Motion carried by the following vote:

Yes: Chylinski, Dansbury, Dickinson, Fahrner, Granger, Steiner

No: None

Absent: Novitke

MEMO 16 - 27

TO: Lisa Hathaway, City Clerk
FROM: Joseph J Ahee, Director of Public Services
DATE: June 8, 2016
SUBJECT: Variance – Fence at 1823 Manchester

RECEIVED
JUN 10 2016
CITY OF GROSSE PTE. WOODS

I have reviewed the application from resident Craig DeRosier requesting a fence variance at 1823 Manchester. I have no objections to granting this variance. If you have any questions please contact me.

cc O/F

dm

City of Grosse Pointe Woods, Michigan

NOTICE IS HEREBY GIVEN that in accordance with Chapter 8, Buildings and Building Regulations, Article IX, Fences, Section 8-284 of the 2007 City Code of the City of Grosse Pointe Woods, the City Council will hold a public hearing in the Council-Court Room of the Municipal Building, 20025 Mack Plaza, on Monday, June 20, 2016, at 7:30 p.m. to hear the request of Craig DeRosier, 1823 Manchester, Grosse Pointe Woods, MI, who is seeking approval of a variance for the property located at 1823 Manchester, to allow a 6' solid vinyl privacy fence along the south (rear) and east (side) lot lines of the subject property. The fence application will require a variance from the City Code in accordance with Section 8-279(1), which requires all fences be constructed of open latticework of metal, wood, vinyl or of woven wire in such a manner so that there shall be a minimum of two-inch openings throughout fifty percent of the length or height of the fence. The fence application materials are open for public scrutiny. All interested parties are invited to attend.

Lisa Kay Hathaway
City Clerk

AFFIDAVIT OF PROPERTY OWNERS NOTIFIED

Re: 1823 Manchester
Craig Derosier

State of Michigan)
) ss.
County of Wayne)

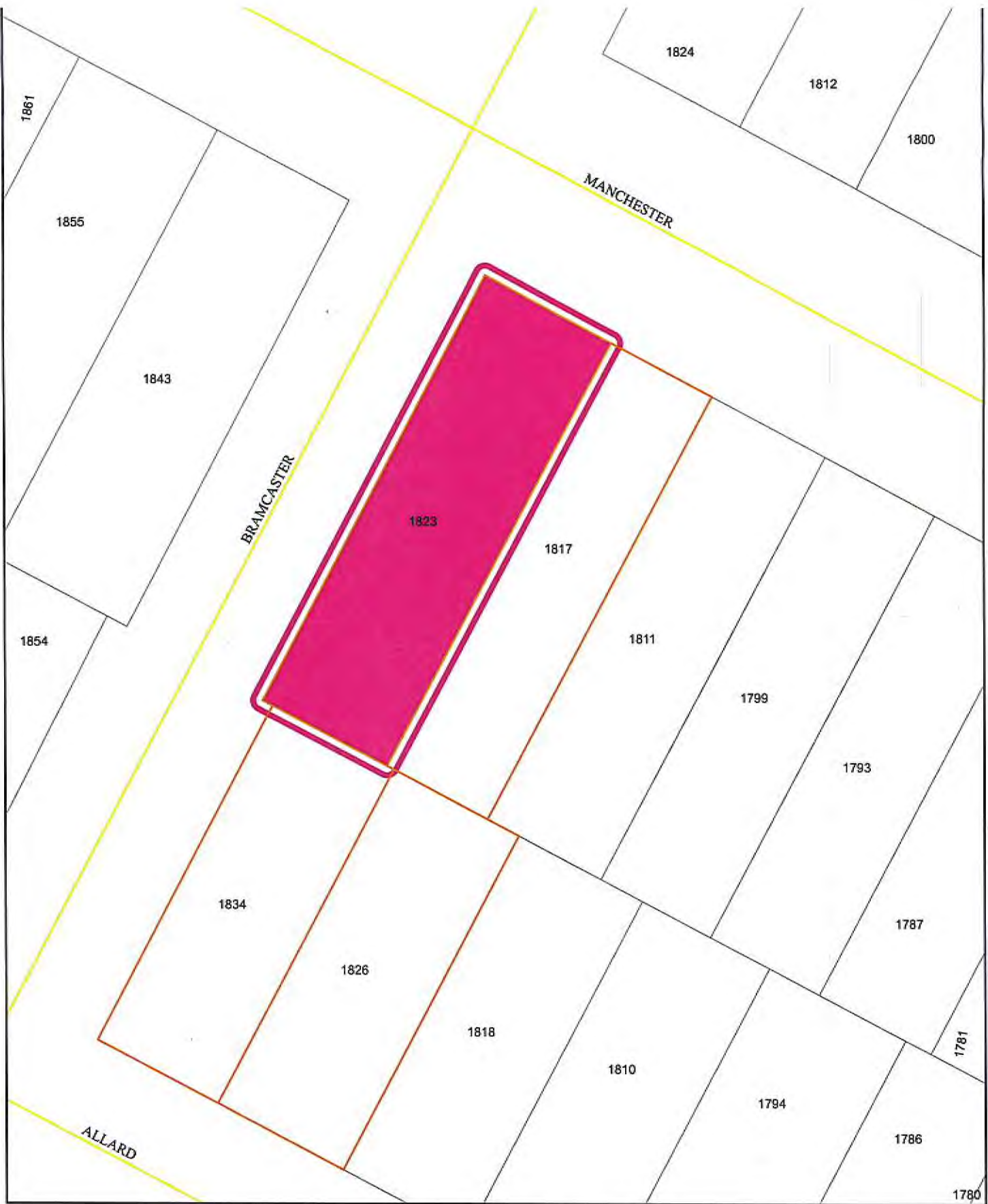
I HEREBY CERTIFY that the notice of Hearing was duly mailed First Class Mail on 06-09-16 to the following property owners within a 3 foot radius of the above property in accordance with the provisions of the 2007 City Code of Grosse Pointe Woods. A Hearing fee of \$75.00 has been received with receipt # 214021.

Lisa Kay Hathaway, CMMC/MMC
City Clerk

See attached document for complete list.

1823 Manchester - 3' Radius

ownersname	ownersna_1	ownerstreet	ownercity	ownerstate	ownerzipco
DEROSIER CRAIG	WALKER G ELAINE	1823 MANCHESTER BLVD	GROSSE POINTE WOODS	MI	48236
STAPERFENNE THOMAS		1817 MANCHESTER BLVD	GROSSE POINTE WOODS	MI	48236
POTTER MARGARET A (TRUST/LIFE ESTAT		1834 ALLARD AVE	GROSSE POINTE WOODS	MI	48236
FLICK ERIC J		1826 ALLARD AVE	GROSSE POINTE WOODS	MI	48236



COPYRIGHT 1999 - 2011,
THE CITY OF GROSSE POINTE WOODS, MI*
COPYRIGHT 1999 - 2011,
WAYNE COUNTY, MI*
COPYRIGHT 1999 - 2011,
ANDERSON, ECKSTEIN AND WESTRICK, INC.*
*ALL RIGHTS RESERVED



INFORMATION TECHNOLOGY DEPARTMENT
Geographic Information Systems (GIS) Division

Subject: 1823 Manchester

Date: 06/06/2016





COPYRIGHT 1999 - 2011,
THE CITY OF GROSSE POINTE WOODS, MI*
COPYRIGHT 1999 - 2011,
WAYNE COUNTY, MI*
COPYRIGHT 1999 - 2011,
ANDERSON, ECKSTEIN AND WESTRICK, INC.*
*ALL RIGHTS RESERVED



INFORMATION TECHNOLOGY DEPARTMENT
Geographic Information Systems (GIS) Division

Subject: 1823 Manchester

Date: 06/06/2016



88

RECEIVED

JUN -1 2016

CITY OF GROSSE PTE. WOODS

1777 Hawthorne Rd
Grosse Pointe Woods
[\(313\) 882-8949](tel:(313)882-8949)

Dear Mayor Novitke and GPW City Council Members,

For nearly 15 months, I have been unsuccessful resolving an issue regarding the fence located at the rear of my property. The property line is shared by two other residents; Steve Levick 1780 Anita and Marianne Costakis 1772 Anita. Mr. Levick and I have agreed that if he removed his portion of the collapsed cinder block fence (which he has done) he would allow me to professionally install a six foot shadow box fence. I agreed to incur all costs involved. He agreed and has signed the Compliance Permit.

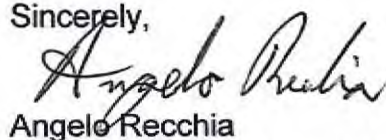
Ms. Costakis was offered the same option as Mr. Levick, as well as several other options, in an effort to help expedite the project. Instead, she has created a lengthy delay to the process by declining all offers and has refused to participate in bringing this matter to a mutually agreeable resolution.

Prior to the demolition of the existing cinder block fence, I met with city inspector John Prieur who agreed the current fence was indeed a safety hazard, but warned that I could be charged with destruction of property if the fence were to fall outside of my property line. The property was subsequently surveyed and determined to be on my land. Both the land survey and the demolition of the existing fence were done at my expense.

Mayor Novitke and Council please allow me to have a six foot shadowbox cedar fence professionally installed along the entire length at the rear of my yard. I will incur all costs and maintain the fence. This will improve the value of all three properties, create functionality with regard to children, pets and security and enhance the beauty of our city. I have tried my best to communicate these concerns to Ms. Costakis, however, her failure to respond has lead me to bring this matter to your attention.

Finally, I would like to thank Mayor Novitke and all Council members involved for taking the time to review this request. I look forward to a swift resolution of this matter, with your assistance.

Sincerely,



Angelo Recchia

Grosse Pointe Woods Homeowner -11 years



CITY OF GROSSE POINTE WOODS
Building Department
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
(313) 343-2426

FENCE PERMIT FEE - \$20

RECEIVED

MAR 29 2016
CITY OF GROSSE POINTE WOODS
BUILDING DEPT.

Application For Fence Zoning Compliance Permit
To be in compliance with Article IX – Fences (Sections 8-274 – 8-285)

- Provide 1) Mortgage survey/site plan with highlighted area where fence is to be placed;
2) Provide brochure/picture of proposed fence to be installed.

Owner Angelo Recchia Phone No. 586.246.9072

Address 1777 Hawthorne

Contractor _____ Phone No. _____

Address _____

Height of Fence 6' Length of Fence 67.50'

Style of Fence Shadow Box Red Cedar

Material: ☒ Wood ☐ Metal ☐ Vinyl

Location of Fence Rear Yard

Neighbor's Signature [Signature] Address 1780 AMER

Neighbor's Signature _____ Address 639 S.R

Neighbor's Signature _____ Address _____

By affixing my signature hereto, I certify that I am the owner or acting as the owner's agent, and I understand the regulations pertaining to the erection of a fence as described in the Ordinance #748. The City of Grosse Pointe Woods does not guarantee the accuracy of the property lines as described herein, the accurate location of all property lines is the responsibility of the owner or owner agent.

[Signature] Date 3.29.2016
Signature of Owner or Agent

PAID

JUN 01 2016

CITY OF GROSSE PTE WOODS

For Office Use	
Approved _____	Denied <u>4/13/14</u>
Building Inspector's Signature _____	Date _____

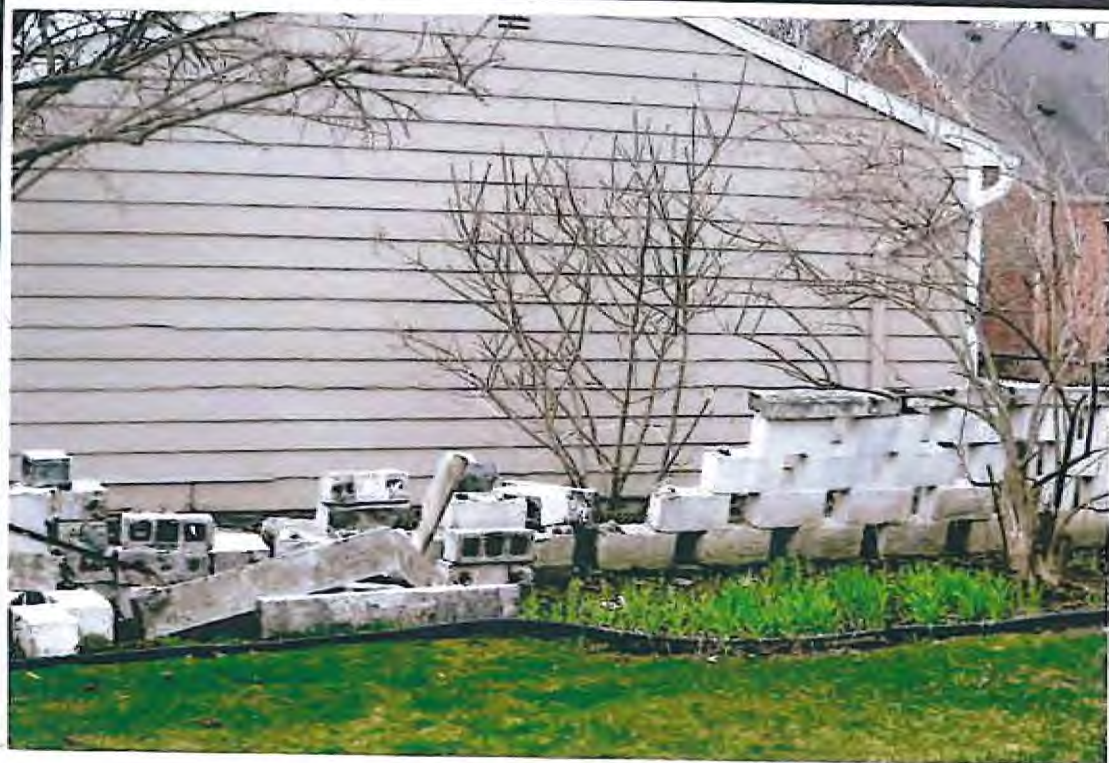
8-284(2)(1) NO NEIGHBOR APPROX 1

































Letter Of Intention

RECEIVED
MAR 29 2016
CITY OF GROSSE POINTE WOODS
BUILDING DEPT.

October 5, 2015

To the City of Grosse Pointe Woods:

This Letter of Intention is to inform the appropriate parties of my intent to remove a cinder block fence on my property along the rear of my parcel located on 1777 Hawthorne. I have been the owner / resident for over 10 years. My reason for doing so is the fact that the existing cinder block fence is over 70 years old, and is in disrepair and collapsing towards my property posing a safety issue. I intend to have a professionally installed 6' cedar shadow box fence along the entire length of my property which has been professionally surveyed by AB-SB Land Survey and certified by the State of Michigan.

Sincerely,



Angelo Recchia

From: Angelo Recchia <acrdrumbeat@yahoo.com>
Sent: Monday, March 28, 2016 5:37 PM
To: Sandra Bergmann; Angelo Recchia; Recchia, Angelo

RECEIVED

MAR 29 2016
CITY OF GROSSE POINTE WOODS
BUILDING DEPT.

- April 15, 2015 fence collapsed due to rain storm.
- April 21, 2015 talked to Steve Levick (property owner) 1780 Anita about fence.
- April 30, 2015 Steve called, we both agreed he would remove damaged fence and allow me to install 6' shadow box cedar fence. At later date he signed Compliance Permit.
- May 3, 2015 spoke with Marianne Costakis property owner on 1772 Anita. Told her my intentions of needing to remove the existing damaged fence and replace with new. Told her I was willing to pay for a new cedar fence if she would remove the damaged fence. Told her I would get several estimates, and she stated she would go to Lowe's about looking at pool fencing (aluminum type). Also stated that fence was on my property.
- May 8, 2015 gave her estimates and pamphlets of both scenarios from Lowe's. Told me she would think about it. Never contacted me with any type of resolution.
- June 1, 2015 – 24 days pass and still waiting on a reply from Maryann. Called Modern Fence to get a 2nd quote.
- June 7, 2015 went and talked to her again about the fence. Asked her what she decided on and she stated to me that "she is still thinking about it and did not want the cedar fence because it felt like she was boxed in". Also stated that the

aluminum fence was "too expensive and out of her budget". I then stated to her if she wanted the aluminum fence that she could install 12' of the aluminum fence (at a cost of \$535.00, as opposed to \$1035.00 for 28') since this the only portion she can see from her backyard, and allow me to install a 6' cedar fence from the edge of her garage (that I would pay for) which she would not see and would still allow her to have her aluminum fence. Showed her the Modern Fence contract and explained some options. She seemed not to be interested and told me she would think about it.

- June 21, 2015 – 14 days pass and still waiting on a response from Ms. Costakis. Decided to go talk to her again and got the same run around. No decision.
- June 24, 2015 contacted John Prieur explained everything mentioned above and state to me he would come out and take a look. Told me the exiting fence was a hazard and told me it need to come down. That it was beyond repair. Also stated that he would go talk to Ms. Costakis about the situation and inform me of that meeting. After meeting with her she stated to him that the fence was on my property and it was my responsibly. John then stated to me if the fence was not repaired we would both be ticketed. He recommend that I try talking to her again and try to come to some kind of agreement.
- July 9, 2015 – 15 days pass and still waiting on a response. Decided to go talk to her one finale time. Stated to her how we need to resolve this issue due to the fact that the cinder block fence poses a threat. Due to the fact that it is leaning towards my property and I have two children and an elderly

mother who likes to garden along the fence line. Seems as though it fell upon deaf ears. She basically didn't care.

- Several weeks pass and still waiting on a decision from Ms. Costakis. Nothing. Call Mr. Prieur again and stated to me that I should get my property surveyed to see who actually owns the fence. Because I was unable to remove the fence without her consent. If it is her property and if I was to remove it, I would be charged with destruction of property.
- September 23, 2015 contacted AB-SB Land Survey to have my property surveyed. The entire cinder block fence is on my property. Talked to Mr. Prieur a few days later and stated to me I still could not remove the fence until I gave him a Letter of Intention. Which I dropped off on Oct. 5, 2015. Heard back from Mr. Prieur on Oct. 15, 2015 and told me I could remove the fence.
- November 15, 2015 started to remove the fence when I am confronted by Ms. Costakis wanting to know what I was doing.

RECEIVED
MAR 29 2016
CITY OF WILLOW
BUILDING DEPT.

M.P. Woods
City Council
M.P. Woods

RECEIVED

JUN 14 2016

June 14, 2016

CITY OF GROSSE PTE. WOODS

Per our phone conversation today;
Mrs. Sue Stewart

Re: Notice 60, 2016. City Clerk Office

We do not object to Mr. Recchia's
fence. However, we do not
wish to be subjects to removal
or costs on trees or foliage.

Thank you for your consideration.

Respectfully submitted;

Mrs. Geraldine Rock
and Mr. Wolfgang Rock

1763 Hawthorne Rd.
G.P. Woods, MI 48236

313-881-6141

Ref: Mr. Tutag

[Signature]

RECEIVED

JUN 13 2016

CITY OF GROSSE POINTE WOODS

KIMBERLY FENCE

KIMBERLY FENCE & SUPPLY INC.
WARREN, MI 48091
www.kimberlyfence.com

6470 E. 9 MILE RD.
OFFICE 586-920-2014 FAX 586-510-4939
sales@kimberlyfence.com

PROPOSAL/CONTRACT

Page 1 of 2
03/25/2016

Customer Information:

Angelo Recchia
C-586-246-9072
1777 Hawthorne
Grosse Pointe Woods, MI 48236

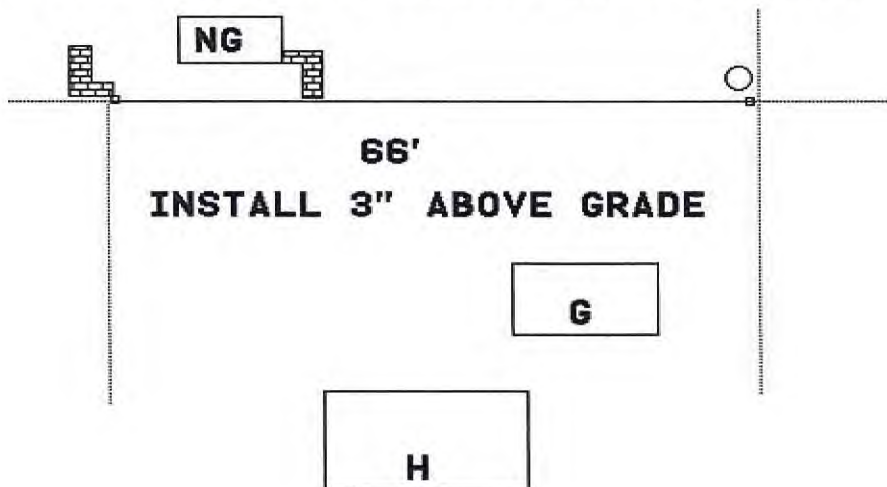
Job Information:

E- acrdrumbeat@yahoo.com

Notes:

- KIMBERLY FENCE TO PULL PERMIT IF REQUIRED BY YOUR CITY OR TWP. KIMBERLY FENCE WILL BE RESPONSIBLE FOR CALLING MISS DIG FOR PUBLIC SUPPLIED UTILITIES. KIMBERLY FENCE IS IN NO WAY RESPONSIBLE FOR ANY PERSONAL UNDERGROUND GAS LINES, SPRINKLER LINES, ELECTRICAL LINES, ETC.

INSTALL 6' SHADOWBOX U-EAR
ON POSTMASTERS, NOTHING TO REMOVE
STAY INSIDE THE BLOCK WALL REMAINS



Approved & Accepted for Customer:

Contract Amount: \$ 2552.63

Down Payment: \$ 1275.00

Balance Upon Completion: \$ 1277.63

Customer

Date

Accepted for KIMBERLY FENCE & SUPPLY INC.:

Salesperson

Date

Standard Fencing Products



Treated Sunburst Privacy

6' x 8' Panel - Actual Size 71-1/2" x 96-1/2"
Part Number: FENSUNBURSTPRPT
Model Number: 2006

6' x 45" Gate - Actual Size 71-1/2" x 45"
Part Number: FENSUNBURSTGATE
Model Number: 3010



Treated Shadowbox

6' x 8' Panel - Actual Size 71-1/2" x 96-1/2"
Part Number: FENSHADOWPT
Model Number: 1003

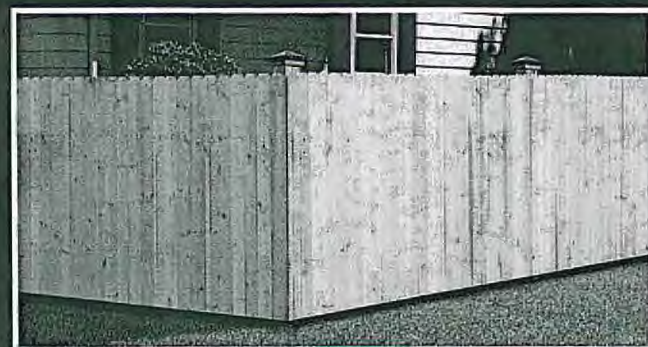
6' x 45" Gate - Actual Size 71-1/2" x 45"
Part Number: FENSHADOWPTG
Model Number: 3005



Cedar Shadowbox

6' x 8' Panel - Actual Size 71-1/2" x 96-1/2"
Part Number: FENSHADOWCEDAR
Model Number: 2005

6' x 45" Gate - Actual Size 71-1/2" x 45"
Part Number: FENSHADOWCEDARG
Model Number: 3009



Treated Dog-Ear Privacy

4' x 8' Panel - Actual Size 47-1/2" x 96-1/2"
Part Number: FENDOGEARPRPT
Model Number: 2002

CERTIFICATE OF SURVEY

Hawthorne Rd (50' Wide)

Legal Description: 1777 Hawthorne Road, Grosse Pointe Woods, MI, 48236

Part of the Private Claims 223 & 229, City of Grosse Pointe Woods, Wayne County, Michigan, being more particularly described as follows:

LOT 8 of "Hollywood Subdivision", (L.45, P.96). Containing: 9,910 Square Feet---0.227 Acres, more or less.

Parcel Identification Number: 004-05-0008-000.

Subject to the rights of a public and any easements and/or restrictions of record or otherwise.

Note:

Legal Description as cited herein is furnished by Client.

Surveyor's Certification:

I hereby certify that I have surveyed and mapped the land plotted/mapped and described as shown herein and that the ratio of closure of the unadjusted field observations of such survey are no greater than 1 in 10000 feet and that all the requirements of public P.A. 132 have been complied with.

Note:

Since our survey does not include a Title Commitment search there could be easements and /or any encumbrances upon the subject property as shown herein that are not presented at this time.

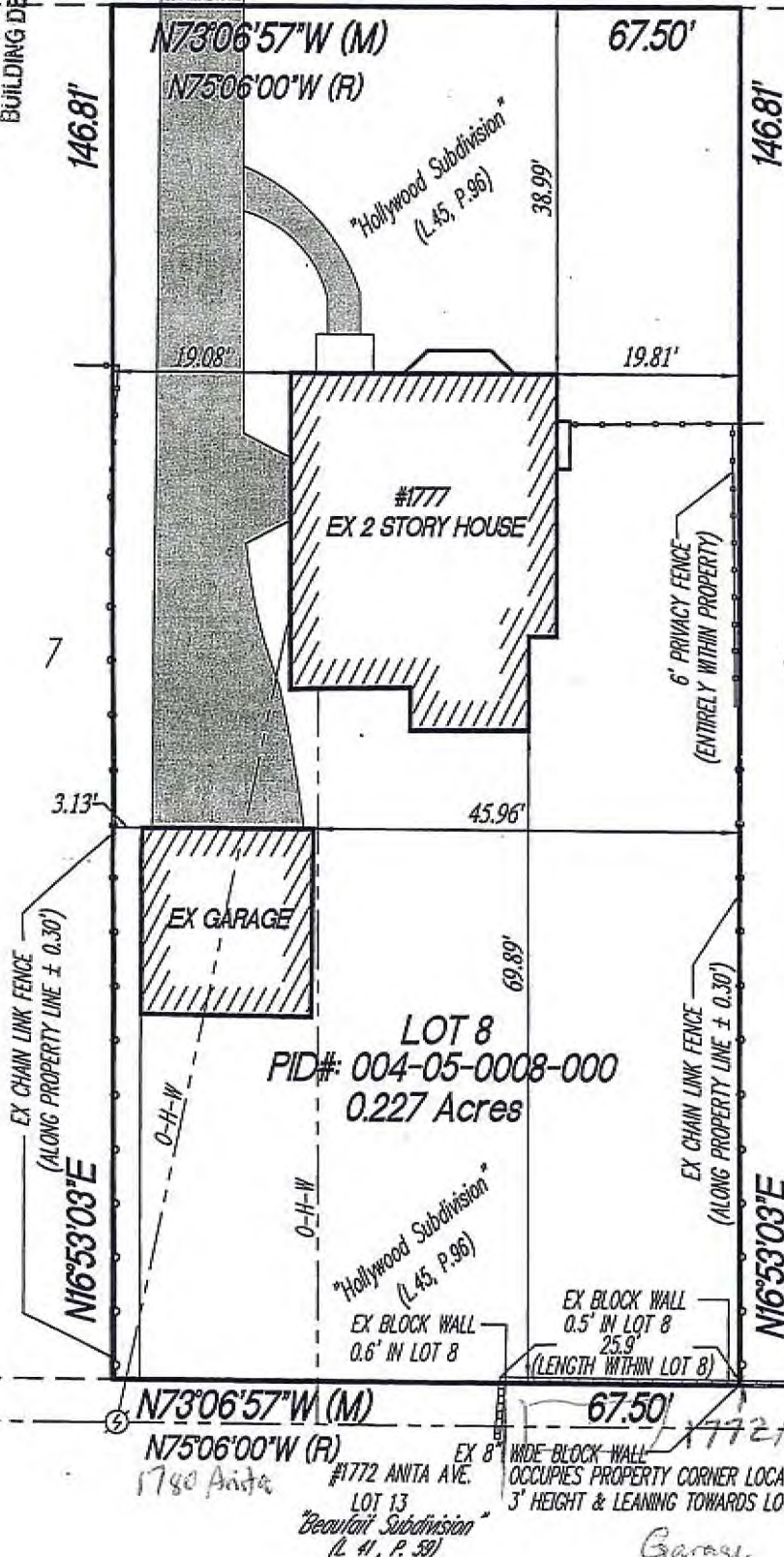
LEGEND

- FI = FOUND IRON
- FCI = FOUND CAPPED IRON
- FP = FOUND PIPE
- S-PR COR = SET PROPERTY CORNER
- N/E/S/W = NORTH; EAST; SOUTH; WEST
- N-0.1' = CORNER IF 0.1' N. OF EXACT LOCATION
- P.I.D.# = PARCEL IDENTIFICATION NUMBER
- L/P.# = LIBER/PAGE
- R./M. = RECORD/MEASURE
- O-H-W = OVER HEAD WIRE
- [Pattern] = CONCRETE PAVEMENT
- [Pattern] = BLOCK WALL
- [Symbol] = UTILITY POLE



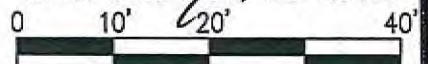
Mende Bezanovski, P.S. 49430

RECEIVED
MAR 29 2016
CITY OF GROSSE-POINTE WOODS
BUILDING DEPT



Note:

Bearings and distances of record are based on recorded plat as shown herein. All bearings as shown herein are in relation to: "TRUE NORTH"



36636 North Pointe Dr. New Baltimore, MI, 48047
TEL. (586) 822-4964, FAX: (586) 591-5930
info@ab-sb-landsurvey.com;
www.ab-sb-landsurvey.com

SCALE: 1" = 20'	PAGE: 2 OF 2
JOB NUMBER: 2015-09-18-195-AR	DRAWN: MB
FIELD: MB	CHECKED: MB
REVISIONS:	DATE: 9-28-2015
CLIENT: Mr. Angelo Recchia	
ADDRESS: 1777 Hawthorne Road Grosse Pointe Woods	TEL: (313)-882-8949 FAX:

CERTIFICATE OF SURVEY

Hawthorne Rd (50' Wide)

Legal Description: 1777
Hawthorne Road, Grosse Pointe
Woods, MI, 48236
Part of the Private Claims 223
& 229, City of Grosse Pointe
Woods, Wayne County,
Michigan, being more
particularly described as
follows:

LOT 8 of "Hollywood
Subdivision", (L.45, P.96).
Containing: 9,910 Square
Feet---0.227 Acres, more or
less.

Parcel Identification Number:
004-05-0008-000.

Subject to the rights of a
public and any easements
and/or restrictions of record
or otherwise.

Note:

Legal Description as cited
herein is furnished by Client.

Surveyor's Certification:

I hereby certify that I have surveyed
and mapped the land
plotted/mapped and described as
shown herein and that the ratio of
closure of the unadjusted field
observations of such survey are no
greater than 1 in 10000 feet and
that all the requirements of public
P.A. 132 have been complied with.

Note:

Since our survey does not include a
Title Commitment search there could
be easements and /or any
encumbrances upon the subject
property as shown herein that are not
presented at this time.

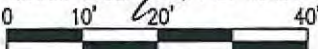
LEGEND

FI = FOUND IRON
FCI = FOUND CAPPED IRON
FP = FOUND PIPE
S-PR COR = SET PROPERTY CORNER
N/E/S/W = NORTH, EAST, SOUTH, WEST
N-0.1' = CORNER IF 0.1' N. OF EXACT LOCATION
P.I.D.# = PARCEL IDENTIFICATION NUMBER
L/P = LIBER/PAGE
R./M. = RECORD/MEASURE
O-H-W = OVER HEAD WIRE
CONCRETE PAVEMENT
BLOCK WALL
UTILITY POLE



Mende Bezanowski, P.S. 49430

Note:
Bearings and distances of record are based on recorded plat as shown herein.
All bearings as shown herein are in relation to: "TRUE NORTH"



36636 North Pointe Dr. New Baltimore, MI, 48047
TEL: (586) 822-4964, FAX: (586) 591-5930
info@ab-sb-landsurvey.com;
www.ab-sb-landsurvey.com

SCALE: 1" = 20'

JOB NUMBER: 2015-09-18-195-AR

FIELD: MB

REVISIONS:

CLIENT: Mr. Angelo Recchia

ADDRESS:
1777 Hawthorne Road
Grosse Pointe Woods

PAGE: 2 OF 2

DRAWN: MB


CHECKED: MB

DATE: 9-28-2015

TEL: (313)-882-8949
FAX:

CITY OF GROSSE POINTE WOODS

Building Inspector
MEMORANDUM

DATE: June 14, 2016
TO: Mayor & City Council
FROM: Gene Tutag, Building Inspector 
SUBJECT: 1777 Hawthorne Rd., Fence Variance

The applicant is requesting a variance of Section 8-284(a)(1). The fence ordinance requires rear yard fences 6 feet in height to have the consent of adjoining property owners. The attached application does not have the consent of the adjoining property owner at 1772 Anita. The applicant's property is on the south side of Hawthorne and is an interior lot. The applicant's property adjoins two lots on Anita, one of the owners (1780 Anita) has signed-off indicating acceptance of the fence, the other (1772 Anita) has not. The proposed fence for the rear line is otherwise compliant with the City Code.

This exception to the fence code requires a public hearing and approval from the City Council. The Council may consider any or all of the following along with other information when deciding a variance:

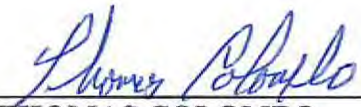
- (a) Balancing the relative hardships between the property owner and adjacent property owners.
- (b) Whether special circumstances or conditions exist.
- (c) Whether pedestrian or vehicle traffic will be affected.
- (d) The general health, safety and welfare of the neighborhood.

I understand the applicant's desire for consistency with a 6' high fence across his entire rear lot line. However, it does create a hardship for the neighbor at 1772 Anita who is not willing to sign off on the fence as, according to the attached correspondence, she does not want to feel "boxed-in".

It is recommended that a variance of Section 8-284(a)(1) not be granted to allow for the installation of the proposed fence on the rear lot lines.

The applicant can install a 4' high shadowbox fence along the rear lot line of 1772 Anita without the neighbor's consent or City Council approval.

APPROVED BY:



THOMAS COLOMBO
Interim City Administrator

6-15-2016

DATE

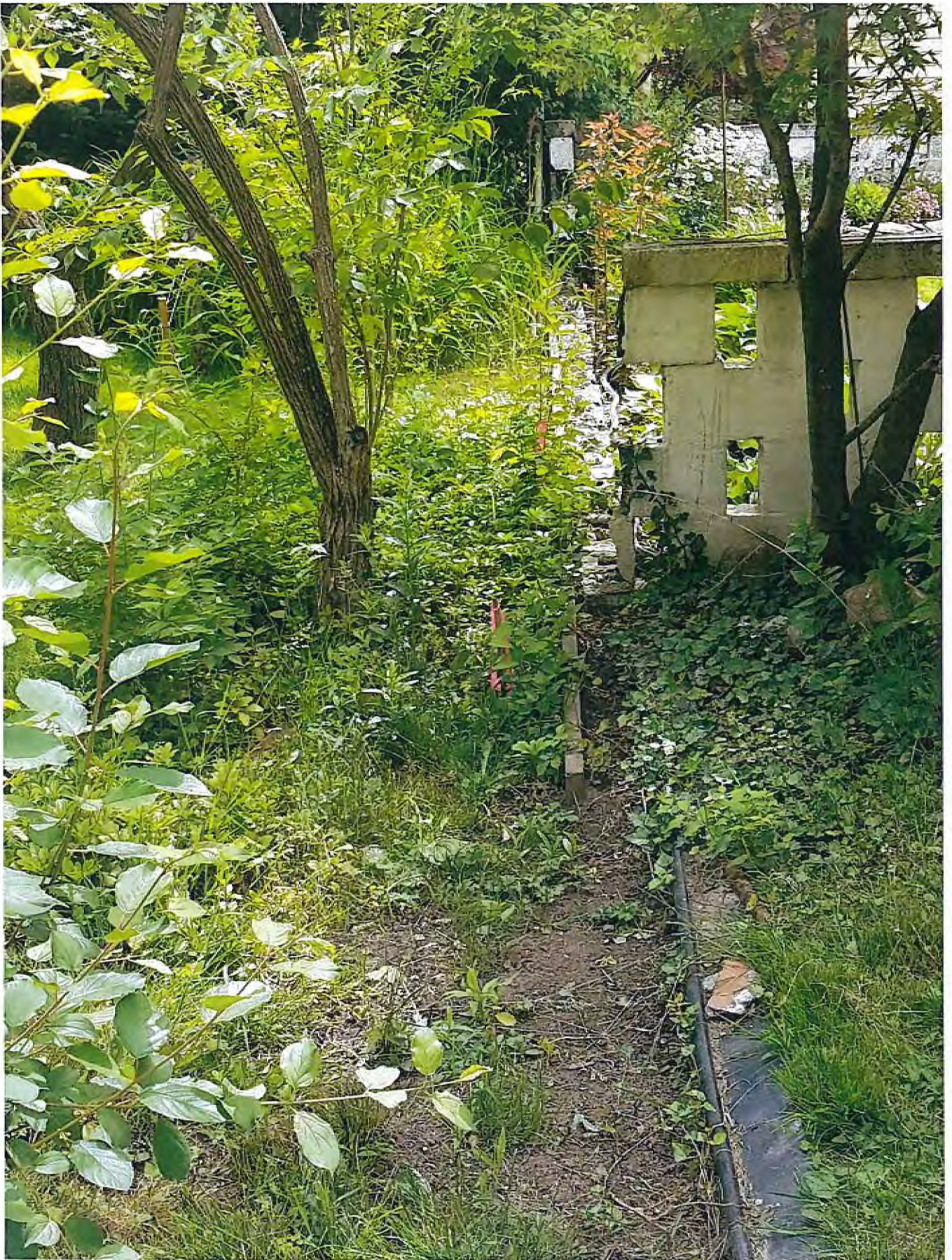


095

1777 Hawthorne



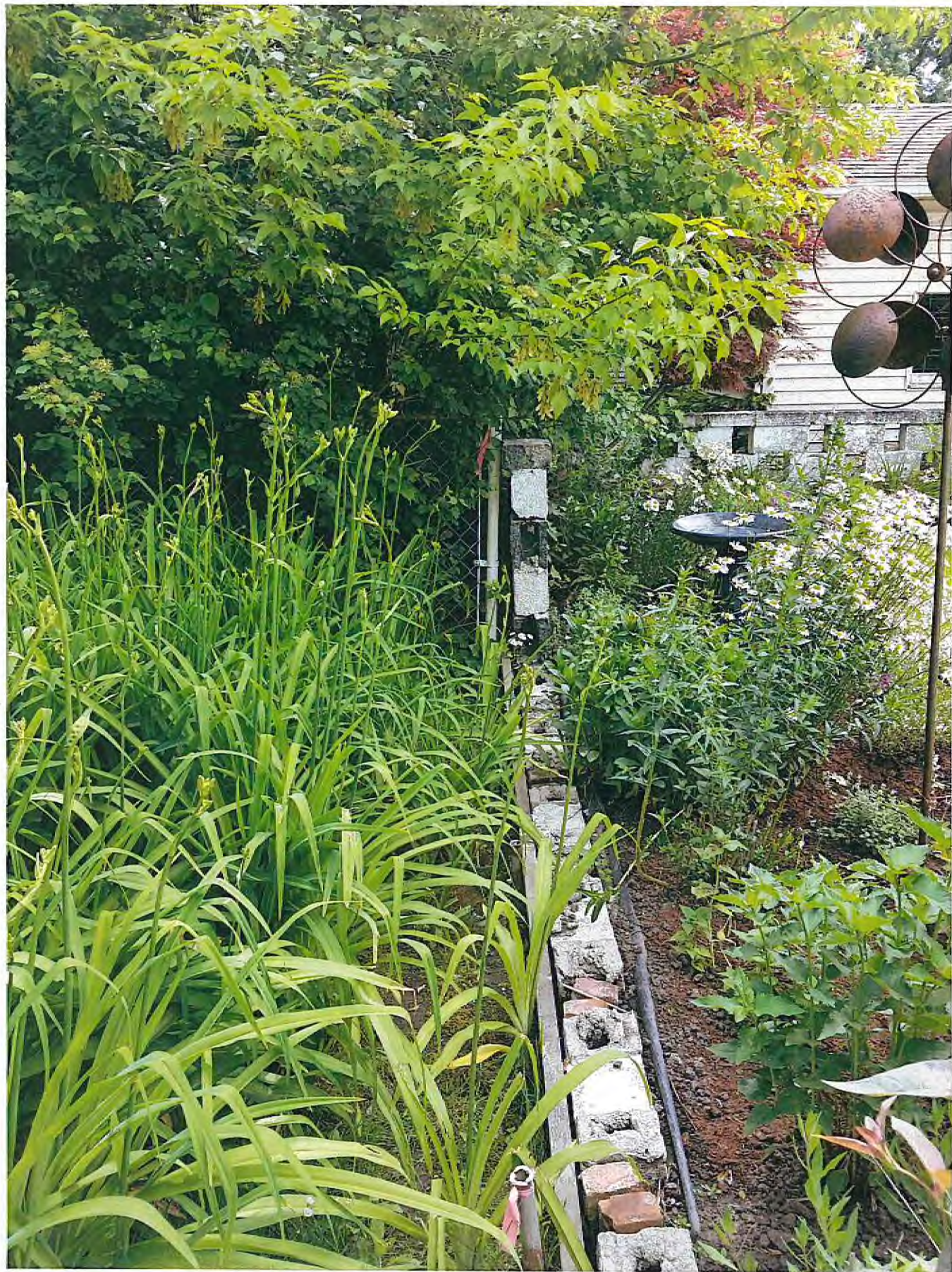




1777 Hawthorne



1777 Hawthorne



1777 Hawthorne



1777 Hawthorne



1777 Hawthorne



1777 Hawthorne



1777 Hawthorne



1777 Hawthorne

MEMO 16 - 28

RECEIVED
JUN 10 2016
CITY OF GROSSE PTE. WOODS

TO: Lisa Hathaway, City Clerk
FROM: Joseph J Ahee, Director of Public Services
DATE: June 8, 2016
SUBJECT: Variance – Fence at 1777 Hawthorne Road

I have reviewed the application from resident Angelo Recchia requesting a fence variance at 1777 Hawthorne Road. I have no objections to granting this variance. If you have any questions please contact me.

cc O/F

dm

City of Grosse Pointe Woods, Michigan

NOTICE IS HEREBY GIVEN that in accordance with Chapter 8, Buildings and Building Regulations, Article IX, Fences, Section 8-284 of the 2007 City Code of the City of Grosse Pointe Woods, the City Council will hold a public hearing in the Council-Court Room of the Municipal Building, 20025 Mack Plaza, on Monday, June 20, 2016, at 7:30 p.m. to hear the request of Angelo Recchia, 1777 Hawthorne, Grosse Pointe Woods, MI, who is seeking approval of a variance for the property located at 1777 Hawthorne, to allow a 6' shadowbox privacy fence along the rear (north) lot line of the subject property. The fence application will require a variance from the City Code in accordance with Section 8-284(2), which requires the adjacent property owners' consent; consent has not been given. The fence application materials are open for public scrutiny. All interested parties are invited to attend.

Lisa Kay Hathaway
City Clerk

1777 Hawthorne - 3' Radius

ownersname	ownersna_1	ownerstreet	ownercity	ow	ownerzip	co
CATALFIO VITO III		1791 HAWTHORNE RD	GROSSE POINTE WOODS	MI	48236	
RECCHIA ANGELO		1777 HAWTHORNE RD	GROSSE POINTE WOODS	MI	48236	
ROCK WOLFGANG A		1763 HAWTHORNE RD	GROSSE POINTE WOODS	MI	48236	
FORD JACK E		1788 ANITA AVE	GROSSE POINTE WOODS	MI	48236	
LEVICK STEVEN		639 S RENAUD RD	GROSSE POINTE WOODS	MI	48236	
OCCUPANT		1780 ANITA AVE	GROSSE POINTE WOODS	MI	48236	
COSTAKIS MARIANNE L		1772 ANITA AVE	GROSSE POINTE WOODS	MI	48236	



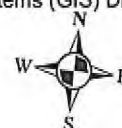
COPYRIGHT 1999 - 2011,
 THE CITY OF GROSSE POINTE WOODS, MI*
 COPYRIGHT 1999 - 2011,
 WAYNE COUNTY, MI*
 COPYRIGHT 1999 - 2011,
 ANDERSON, ECKSTEIN AND WESTRICK, INC.*
 *ALL RIGHTS RESERVED

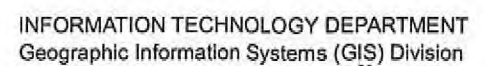


INFORMATION TECHNOLOGY DEPARTMENT
 Geographic Information Systems (GIS) Division

Subject: 1777 Hawthorne

Date: 06/08/2016





Date: 06/08/2016



Steve & Laura Zappacosta

1961 Lochmoor Blvd
Gross Pointe Woods, MI 48236
313-473-8656
lzappacosta@yahoo.com

June 6, 2016

Gross Pointe Woods City Council
20025 Mack Plaza Dr.
Gross Pointe Woods, MI 48236

Dear Council Member,

We have recently moved to Gross Pointe Woods and enjoy the community very much.

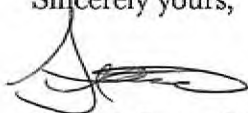
As part of the move, we are investing in our new home both inside and out. This is to make it feel more like our home. Also, so that it stays in keeping with the surrounding community.

We recently submitted a permit request to replace an existing fence between our property and 1953 Lochmoor Dr. This replacement fence is of the same style, material and height as the existing fence. As required by the permit, our neighbors have readily agreed in writing to this replacement fence.

It turns out, the proposed replacement fence is in violation of city code 8-279, in that the fence is a traditional, solid wood privacy fence. We respectfully ask your review of this fence replacement. A variance is required by the city for the work to take place. The existing fence has been in place for more than 20 years. A new fence of like style and material is only an improvement.

Your time and understanding in this matter is appreciated.

Sincerely yours,



Steve & Laura Zappacosta





RECEIVED

APPLICATION FOR FENCE PERMIT

MAY 25 2016

20025 Mack Plaza
Grosse Pointe Woods, MI 48236

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

Need: Mortgage Survey/Site Plan with Highlighted area where fence is to be replaced. Need brochure/picture of fence to be installed.

Owner Steve+Laura ZAPPACOSTA Phone # (313) 473-8656
Address 1961 Lochmoor Blvd., GPW 48236
Contractor Lowe's Phone # (313) 881-6002
Address 19340 Vernier City/Zip Harper Woods, 48225
Height of Fence 6' Length of Fence 54'4"
Style of Fence traditional Material Wood Metal Vinyl
(Circle One) or Composite
Location of Fence backyard
Neighbor's Signature [Signature] Address 1983 Lochmoor
Neighbor's Signature _____ Address _____
Neighbor's Signature _____ Address _____

By affixing my signature hereto, I certify that I am the owner or acting as the owner's agent, and I understand the regulations pertaining to the erection of a fence as described in Ordinance #748. The City of Grosse Pointe Woods does not guarantee the accuracy of property lines as described herein, the accurate location of all property lines is the responsibility of the owner or owner agent.

Laura Zappacosta 5/25/16
Signature of Owner or Agent Date

FOR OFFICE USE

Site Plan _____
Photograph of Proposed Fence _____

Signatures _____

Approved _____ Denied _____

PAID

JUN 06 2016

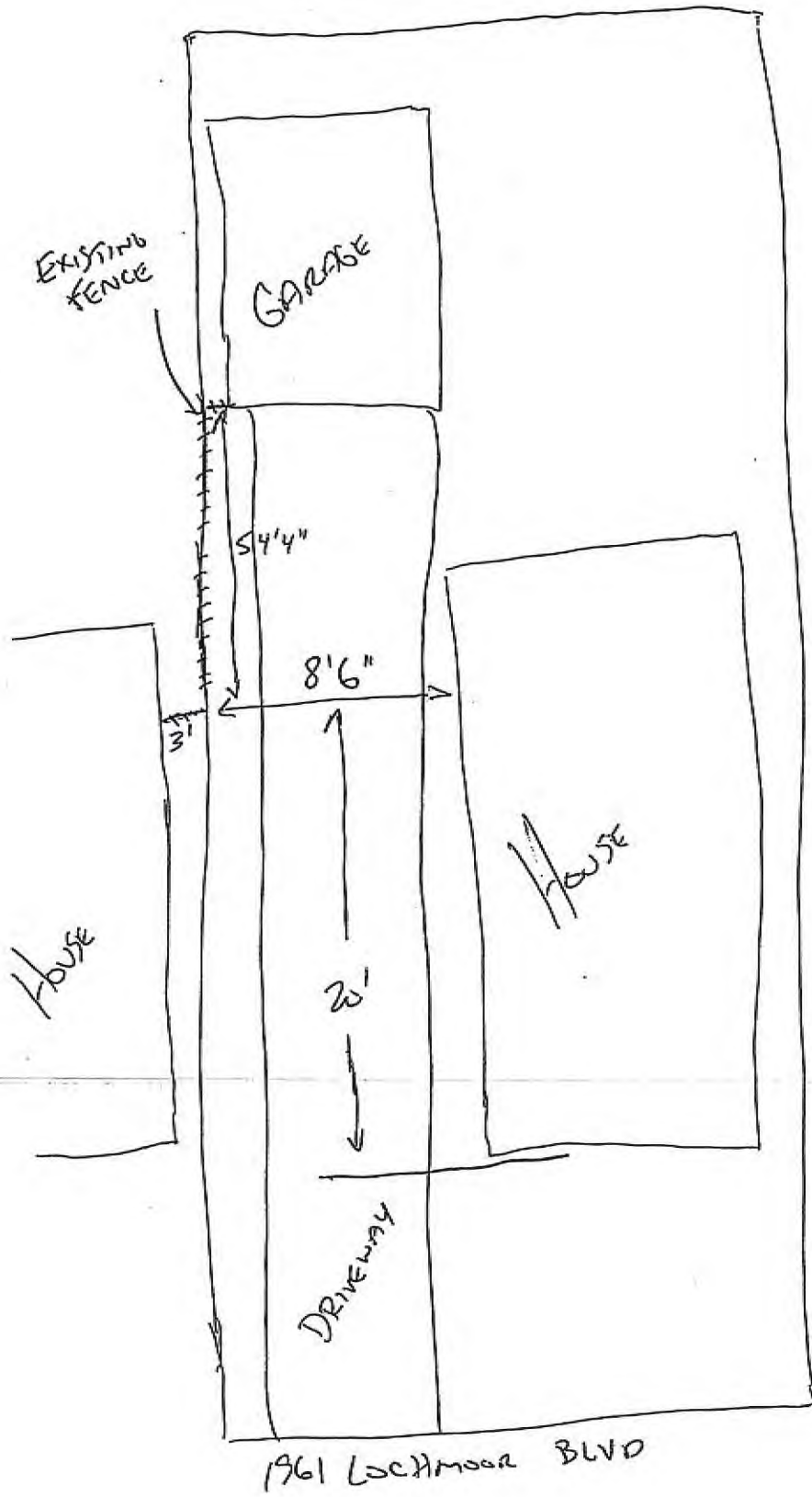
CITY OF GROSSE PTE WOODS

Solid Fence
NOT permitted
8-279
6/1/16

RECEIVED

MAY 25 2016

CITY OF GROSSE PTE. WOODS
BUILDING DEPT



NORTH
↓

8"

GARAGE

RECEIVED

MAY 25 2016

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

FENCE

54' 4"

DRIVEWAY

8' 6"

HOUSE

House

3'

FRONT OF
HOUSE
TO
FENCE 20 FT.

FRONT 1961 Lochman

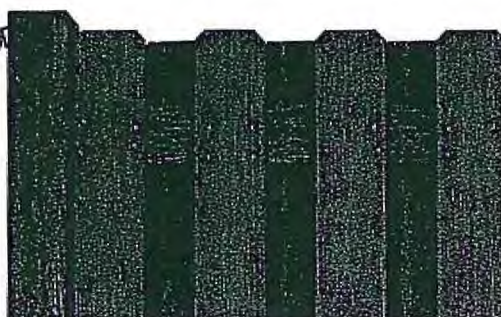
RECEIVED

MAY 25 2016

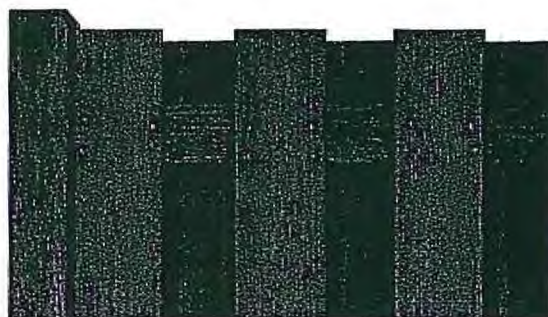
CITY OF GROSSE PTE. WOOD
SHADING DEPT
Box
(semi-private)

Color shown: Barnwood

Dogear Pickets

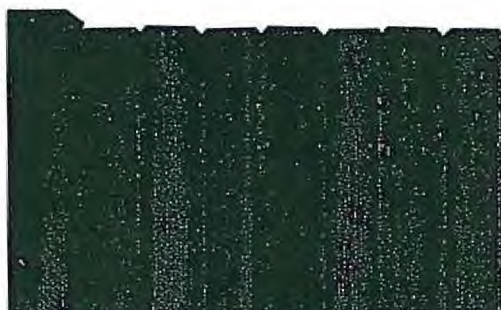


Square Top Pickets



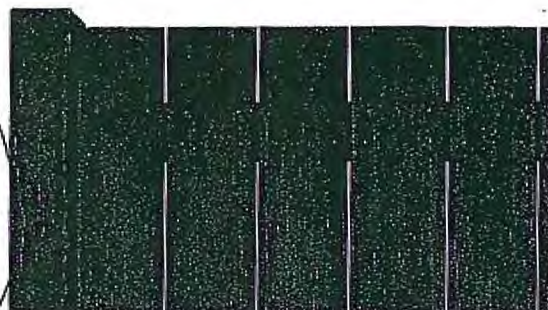
Board on Board
(private)

Color shown: Redwood



Traditional
(semi-private)

Color shown: Cedar



SOS Item Number	Color	Sections & Accessories Description	Vendor Model #	Size	Length	Insert
594927	Rustic Cedar	Dogear Picket	FNS PKT D J 69 WC	7/16-in x 4-5/8-in	69-in	
594905	Rustic Cedar	Square Top Picket	FNS PKT 6.5 SQ J 6	7/16-in x 6-1/2-in	69-in	
594904	Rustic Cedar	Cross Rail	FNS RL2 J 67.5	1-1/2-in x 3-3/4-in	67-1/2-in	Solid Cedar
594916	Rustic Cedar	Rail Bracket w/ screws	FNS RL BKT J	1-1/2-in x 3-3/4-in		
594902	Rustic Cedar	All-purpose Post	FNS POST SB J	4-in x 4-in	96-in	Solid Cedar
594909	Rustic Redwood	Dogear Picket	FNS PKT D H 69 WC	7/16-in x 4-5/8-in	69-in	
594919	Rustic Redwood	Square Top Picket	FNS PKT 6.5 SQ H 6	7/16-in x 6-1/2-in	69-in	
594910	Rustic Redwood	Cross Rail	FNS RL2 H 67.5	1-1/2-in x 3-3/4-in	67-1/2-in	Solid Cedar
594929	Rustic Redwood	Rail Bracket w/ screws	FNS RL BKT H	1-1/2-in x 3-3/4-in		
594923	Rustic Redwood	All-purpose Post	FNS POST SB H	4-in x 4-in	96-in	Solid Cedar
594922	Rustic Barnwood	Dogear Picket	FNS PKT D G 69 WC	7/16-in x 4-5/8-in	69-in	
594908	Rustic Barnwood	Square Top Picket	FNS PKT 6.5 SQ G 6	7/16-in x 6-1/2-in	69-in	
594930	Rustic Barnwood	Cross Rail	FNS RL2 G 67.5	1-1/2-in x 3-3/4-in	67-1/2-in	Solid Cedar
594913	Rustic Barnwood	Rail Bracket w/ screws	FNS RL BKT G	1-1/2-in x 3-3/4-in		
594901	Rustic Barnwood	All-purpose Post	FNS POST SB G	4-in x 4-in	96-in	Solid Cedar
594918	Black	Gate Frame	AG 363 S Steel	44-in - 60-in		

CANCELLATION POLICY:

PLEASE CONTACT FIBER COMPOSITES, LLC FOR ORDER CANCELLATION. ORDERS CAN BE CANCELLED UP TO 48 HOURS FROM SUBMISSION OF ORDER. FIBER COMPOSITES, LLC WILL MAKE EVERY EFFORT TO CANCEL AN ORDER IF THE ORDER HAS NOT SHIPPED OR BEEN STAGED FOR SHIPMENT.

For the most up-to-date information and specifications, visit www.woodshadesfencing.com or 1-800-215-2740.



CITY OF GROSSE POINTE WOODS
20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397
BUILDING DEPARTMENT
Phone 313.343.2426

RECEIVED
MAY 25 2016
CITY OF GROSSE PTE. WOODS
BUILDING DEPT

Homeowner's Affidavit for Permit
(Driver's License or State I.D. Required)

I, (please print) LAURA ZAPPACOSTA, hereby certify, under penalty of perjury, that if a permit is granted me, I will actually do all of the work, and/or will be involved in the installation, alteration or repair of:

Check all applicable:

ELECTRICAL	_____	PLUMBING	_____
HEATING	_____	BUILDING	<u>X</u>
REFRIGERATION	_____		

I hereby certify the work described on this permit shall be installed by myself in my own home of which I am the bonafide homeowner (owner of single-family residence which is or will be, on completion for a minimum period of six months in own place of residence, and no part of which is used for rental or commercial purposes nor is contemplated for such purpose). All work will comply with provisions of all applicable codes and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Grosse Pointe Woods Building Department. I will cooperate with the City Inspectors and assume the responsibility to arrange for all necessary inspections.

Relative to the following described property owned and resided by myself at:

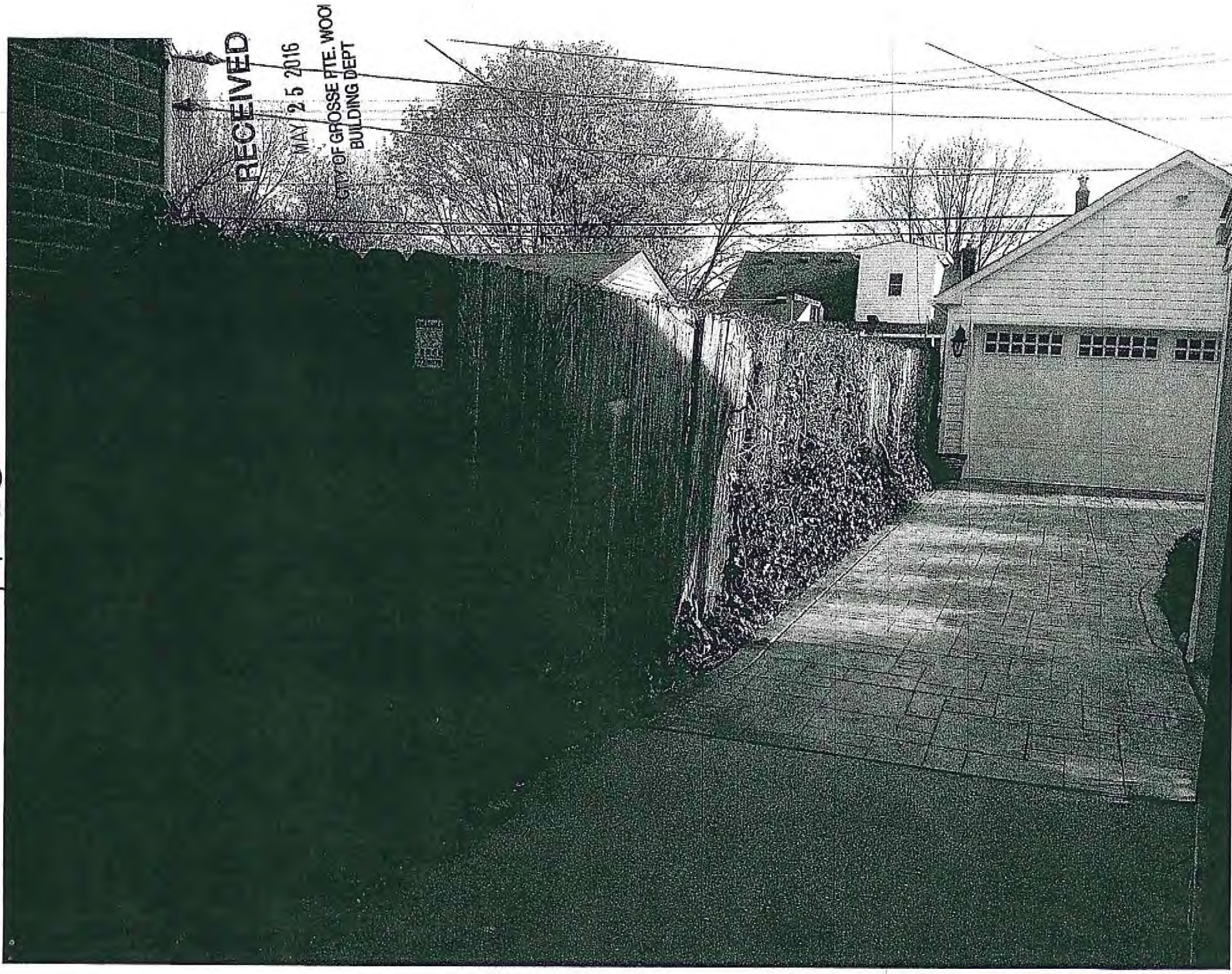
ADDRESS: 1961 Lochmoor
Grosse Pointe Woods, MI 48236

PHONE: (313) 473-8656 home
(415) 596-5580 cell

SIGNATURE: Laura Zappacosta DATE: 5/25/16

NOTE: Michigan state code, Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

Existing fence.



RECEIVED

MAY 25 2016

CITY OF GROSSE PTE. WOOD
BUILDING DEPT





RECEIVED

2016

CITY OF GROSSE POINTE WOODS
BUILDING DEPARTMENT
MEMORANDUM

DATE: June, 8 2016
TO: Mayor & City Council
FROM: Gene Tutag, Building Official *GT*
SUBJECT: 1961 Lochmoor Blvd., Fence Variance

The applicant is requesting a variance of Section 8-279(1) of the city's fence ordinance which requires fences to be constructed so a minimum of 2 inch openings are throughout 50% of the length or height of the fence. The proposed fence will replace an existing solid fence along the east lot line and is to be constructed without sufficient openings.

The applicant's property is on an interior lot on the south side of Lochmoor Boulevard and appears to be well maintained and landscaped with exception of the fence. The adjoining property owner's signature is on the application indicating approval of this type of fence.

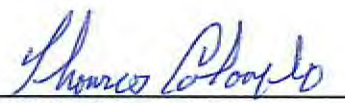
The property was inspected. The existing solid fence currently on the property is in need of replacement due to its age and deterioration and most certainly pre-dated the existing ordinance.

This exception to the fence code requires a public hearing and approval from the City Council. The City Council may consider any or all of the following, along with other information when deciding a variance:

- (a) Balancing the relative hardships between the property owner and adjacent property owners.
- (b) Whether special circumstances or conditions exist.
- (c) Whether pedestrian or vehicle traffic will be affected.
- (d) The general health, safety and welfare of the neighborhood.

It is recommended that a variance of Section 8-279(1) be granted to allow for the installation of the proposed replacement fence. The adjoining neighbor to the east has acknowledged and is in support of the proposed fence style. The granting of this variance on this interior lot is not to be considered to be setting precedence as it is replacing an existing fence which is being considered a special circumstance or condition existing on the property. The proposed fence replacement will have no impact on traffic or the general health and safety of the neighborhood.

APPROVED BY:


THOMAS COLOMBO
Interim City Administrator

6-15-2016

DATE





093

1961 Lochmoor



1961 Lochmoor



MEMO 16 - 29

TO: Lisa Hathaway, City Clerk
FROM: Joseph J Ahee, Director of Public Services
DATE: June 10, 2016
SUBJECT: Variance – Fence at 1961 Lochmoor Blvd.

JA

RECEIVED
JUN 10 2016
CITY OF GROSSE PTE. WOODS

I have reviewed the application from residents Steve & Laura Zappacosta requesting a fence variance at 1961 Lochmoor Blvd. I have no objections to granting this variance. If you have any questions please contact me.

cc O/F

dm

City of Grosse Pointe Woods, Michigan

NOTICE IS HEREBY GIVEN that in accordance with Chapter 8, Buildings and Building Regulations, Article IX, Fences, Section 8-284 of the 2007 City Code of the City of Grosse Pointe Woods, the City Council will hold a public hearing in the Council-Court Room of the Municipal Building, 20025 Mack Plaza, on Monday, June 20, 2016, at 7:30 p.m. to hear the request Steve Zappacosta, 1961 Lochmoor, Grosse Pointe Woods, MI, who is seeking approval of a variance for the property located at 1961 Lochmoor, to allow a solid wood privacy fence along the west lot line of the subject property. The fence application will require a variance from the City Code in accordance with Section 8-279(1), which requires all fences be constructed of open latticework of metal, wood, vinyl or of woven wire in such a manner so that there shall be a minimum of two-inch openings throughout fifty percent of the length or height of the fence. The fence application materials are open for public scrutiny. All interested parties are invited to attend.

Lisa Kay Hathaway
City Clerk

AFFIDAVIT OF PROPERTY OWNERS NOTIFIED

Re: 1961 Lochmoor
Steve Zappacosta

State of Michigan)
) ss.
County of Wayne)

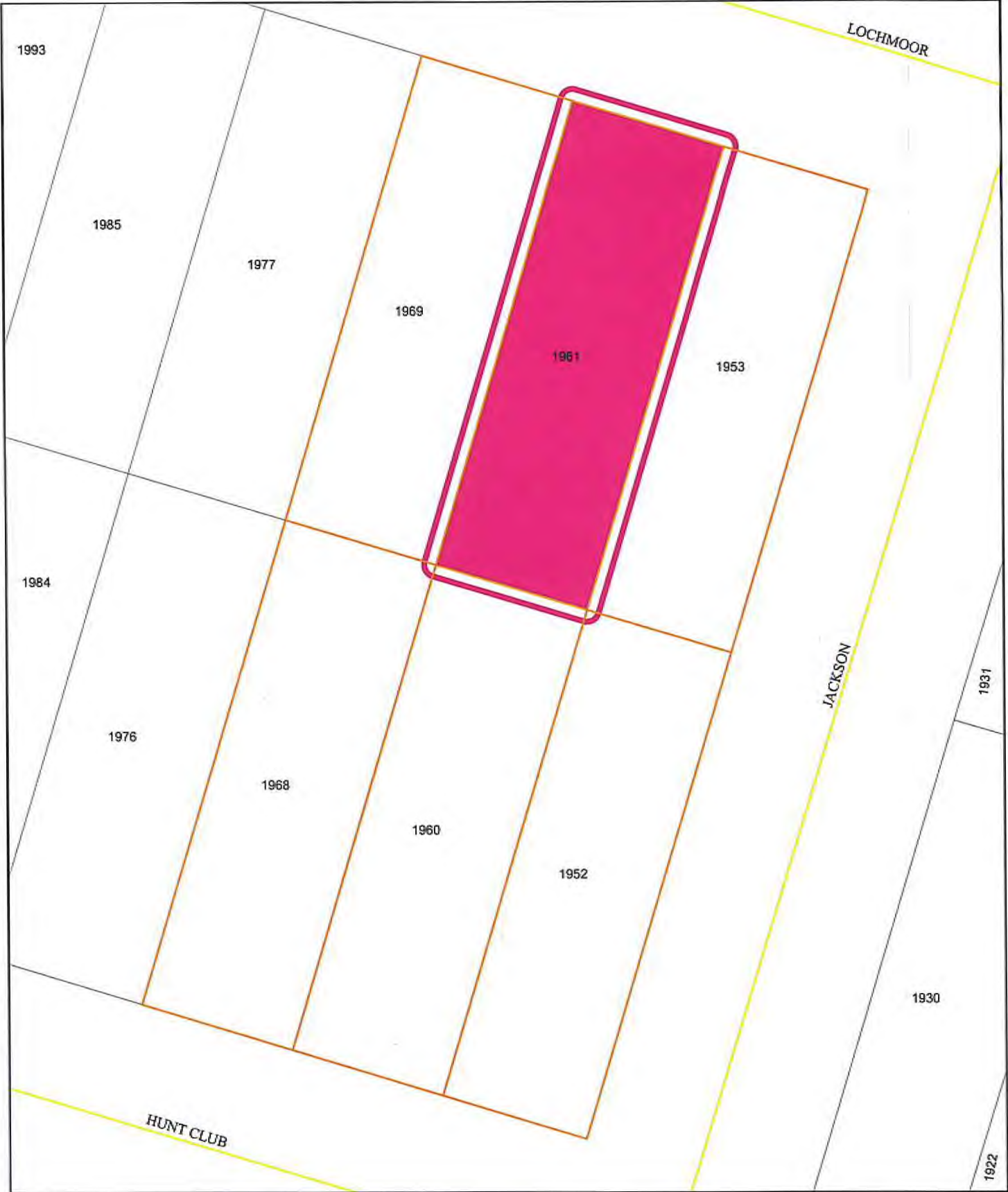
I HEREBY CERTIFY that the notice of Hearing was duly mailed First Class Mail on 06-09-16 to the following property owners within a 3 foot radius of the above property in accordance with the provisions of the 2007 City Code of Grosse Pointe Woods. A Hearing fee of \$75.00 has been received with receipt # 214254.

Lisa Kay Hathaway, CMMC/MMC
City Clerk

See attached document for complete list.

1961 Lochmoor Blvd - 3' Radius

ownersname	ownersna_1	ownerstreet	ownercity	ow	ownerzipco
MCINTYRE ROBERT F	MCINTYRE AMY K	1969 LOCHMOOR BLVD	GROSSE POINTE WOODS	MI	48236
ZAPPACOSTA STEVEN & LAURA		1961 LOCHMOOR BLVD	GROSSE POINTE WOODS	MI	48236
LOMBARDO JOSEPH		1953 LOCHMOOR BLVD	GROSSE POINTE WOODS	MI	48236
SEAGRAM JON	SEAGRAM DENISE	1968 HUNT CLUB DR	GROSSE POINTE WOODS	MI	48236
HAIGH GORDON H	HAIGH NORMA	1960 HUNT CLUB DR	GROSSE POINTE WOODS	MI	48236
FOWLER RICHARD H	RAU BARBARA J	1952 HUNT CLUB DR	GROSSE POINTE WOODS	MI	48236



COPYRIGHT 1999 - 2011,
THE CITY OF GROSSE POINTE WOODS, MI*
COPYRIGHT 1999 - 2011,
WAYNE COUNTY, MI*
COPYRIGHT 1999 - 2011,
ANDERSON, ECKSTEIN AND WESTRICK, INC.*
*ALL RIGHTS RESERVED

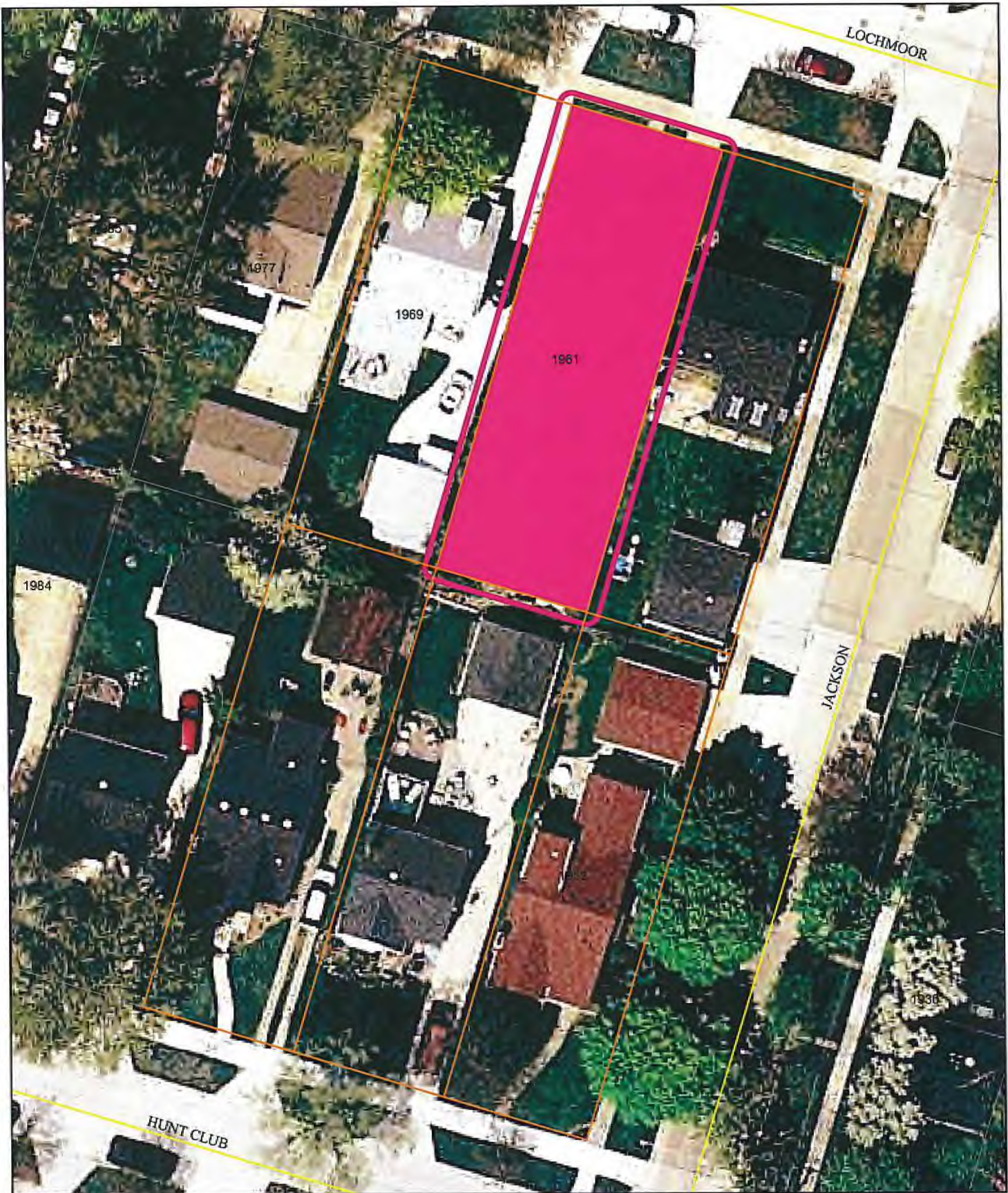


INFORMATION TECHNOLOGY DEPARTMENT
Geographic Information Systems (GIS) Division

Subject: 1961 Lochmoor Blvd

Date: 06/09/2016





COPYRIGHT 1999 - 2011,
THE CITY OF GROSSE POINTE WOODS, MI*
COPYRIGHT 1999 - 2011,
WAYNE COUNTY, MI*
COPYRIGHT 1999 - 2011,
ANDERSON, ECKSTEIN AND WESTRICK, INC.*
*ALL RIGHTS RESERVED



INFORMATION TECHNOLOGY DEPARTMENT
Geographic Information Systems (GIS) Division

Subject: 1961 Lochmoor Blvd

Date: 06/09/2016



8D



RECEIVED

Chris & Julie Cahill

1560 Torrey Road, Grosse Pointe Woods, MI 48236
Chris: (586) 419-3832 or ChrisCahill01@yahoo.com
Julie (248) 840-1686 or Dunn.Julie@hotmail.com

MAY 12 2016

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

City of Grosse Pointe Woods
Building Department
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

May 12, 2016

Dear Sir/Madame,

Attached for your consideration are the following documents in application for a fence permit for 1560 Torrey Road, Grosse Pointe Woods:

- Application For Fence Zoning Compliance Permit, signed by both neighbors
- Site plan showing location of proposed fence
- Photo of the style of proposed fence

The property is a corner lot at the intersection of Torrey Road and Clairview Court. We are asking for replacement of an old fence that is dilapidated and installation of a new section of fence to enclose our back yard on the corner side of the property.

We are asking for approval of a solid wood style fence for these reasons:

- The existing fence is solid wood construction. Our neighbors have solid wood construction in their yards and have indicated a desire for the same or similar style fence on our shared property lines so that the solid wood style is maintained throughout their yard.
- Because the property is on a corner, the fence that borders Clairview will be solid, and we'd like the rest of the fence to be solid wood to maintain the design and aesthetic continuity
- The size of our backyard is relatively small (approximately 41' x 28') and a solid wood style fence will give us greater privacy while effectively screening views of our neighbor's properties.

Thank you for your consideration of this permit application. Please do not hesitate to contact me if you have questions.

Thank you,


Chris Cahill



PAID

MAY 20 2016

CITY OF GROSSE PTE WOODS

CITY OF GROSSE POINTE WOODS

Building Department

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

(313) 343-2426

RECEIVED

MAY 12 2016

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

Application For Fence Zoning Compliance Permit
To be in compliance with Article IX – Fences (Sections 8-274 – 8-285)

- MUST Provide 1) Mortgage survey/site plan with highlighted area where fence is to be placed;**
2) Provide brochure/picture of proposed fence to be installed.

Owner CHRIS CAHILL Address: 1560 TORREY Phone No. 586-419-3832

GPW Address for fence application: 1560 TORREY

Contractor KIMBERLY FENCE Phone No. 586-920-2014

Address 6470 E. 9 MILE WARREN MI 48091 Fax No. 586-510-4939

Height of Fence 6' & 4' Length of Fence 6' = 85.5' / 4' = 20'

Style of Fence SOLID BOARD HILL TOP W/ LANTERN TOP POSTS

Material: ☒ Wood ☐ Metal ☐ Vinyl

Location of Fence SEE ATTACHED DIAGRAM - modified to extend to end of garage.

Neighbor's Signature [Signature] Address 1570 Torrey Rd

Neighbor's Signature [Signature] Address 19945 W. Clairview Ct

Neighbor's Signature _____ Address _____

By affixing my signature hereto, I certify that I am the owner or acting as the owner's agent, and I understand the regulations pertaining to the erection of a fence as described in the Ordinance #748. The City of Grosse Pointe Woods does not guarantee the accuracy of the property lines as described herein, the accurate location of all property lines is the responsibility of the owner or owner agent.

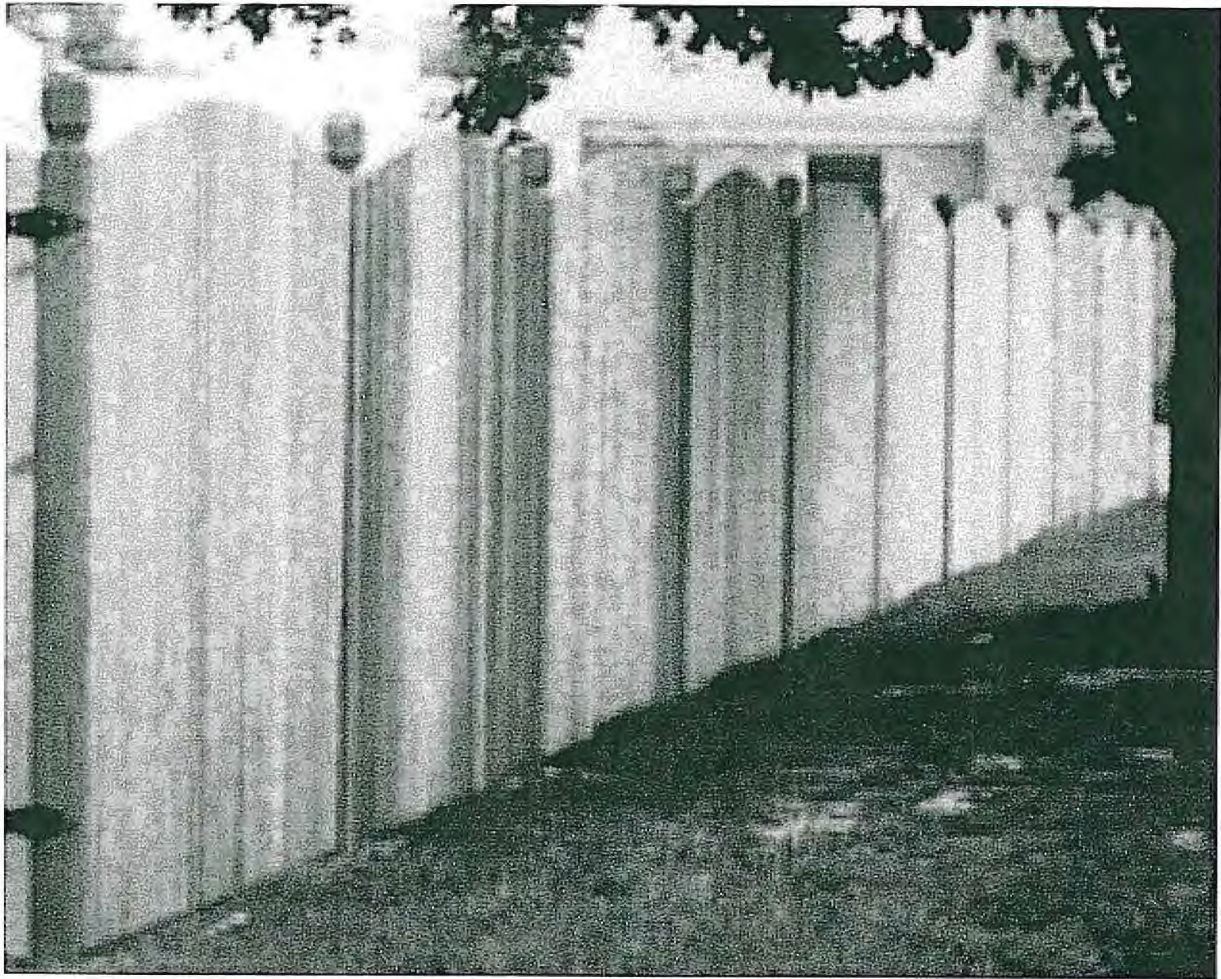
[Signature]
Signature of Owner or Agent

5/11/16
Date

3-21-16

For Office Use	
Approved <u>[Signature]</u>	Denied <u>X</u>
Building Inspector's Signature	Date <u>5/17/16</u>

8-279 NORTH - WEST FENCE SOLID



RECEIVED
MAY 12 2016
CITY OF GROSSE PTE. WOODS
BUILDING DEPT

KIMBERLY FENCE

KIMBERLY FENCE & SUPPLY INC.
WARREN, MI 48091
www.kimberlyfence.com

6470 E. 9 MILE RD.
OFFICE 586-920-2014 FAX 586-510-4939
sales@kimberlyfence.com

RECEIVED
MAY 20 2016
CITY OF GROSSE PTE. WOODS
BUILDING DEPT

PROPOSAL/CONTRACT

Page 1 of 2
04/22/2016

Customer Information:

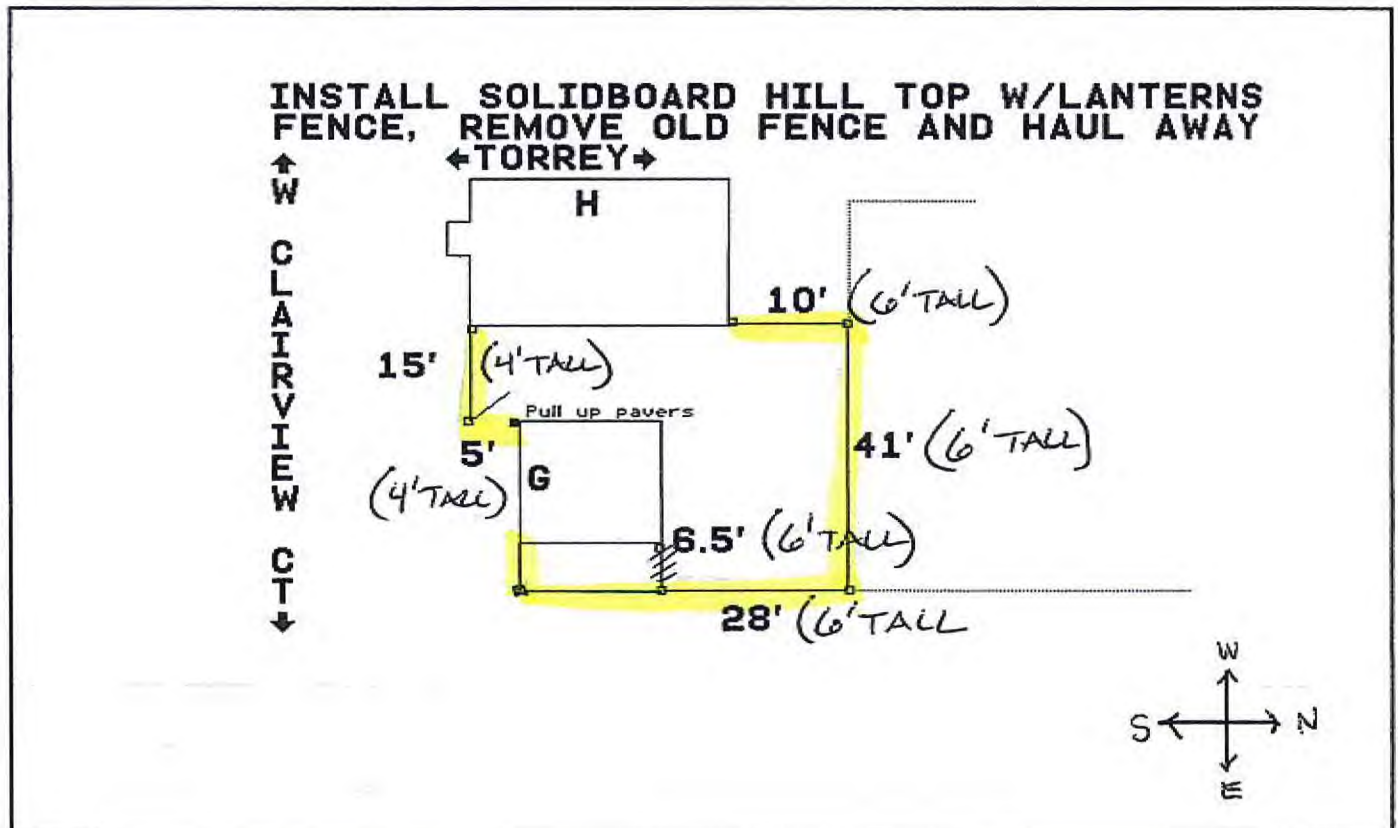
Chris Cahill
C- 586-419-3832
1560 Torrey
Grosse Pointe Woods, MI 48236

Job Information:

E- chriscahill01@yahoo.com

Notes:

KIMBERLY FENCE TO PULL PERMIT IF REQUIRED BY YOUR CITY OR TWP. KIMBERLY FENCE WILL BE RESPONSIBLE FOR CALLING MISS DIG FOR PUBLIC SUPPLIED UTILITIES. KIMBERLY FENCE IS IN NO WAY RESPONSIBLE FOR ANY PERSONAL UNDERGROUND GAS LINES, SPRINKLER LINES, ELECTRICAL LINES, ETC.



Approved & Accepted for Customer:

Contract Amount: \$ 4088.24

Down Payment: \$ 2050.00

Balance Upon Completion: \$ 2038.24

Customer

Date

Accepted for KIMBERLY FENCE & SUPPLY INC.:

Salesperson

Date

CITY OF GROSSE POINTE WOODS
BUILDING DEPARTMENT
MEMORANDUM

DATE: June 14, 2016
TO: Mayor and City Administrator
FROM: Gene Tutag, Building Inspector *CT*
SUBJECT: 1560 Torrey Rd., Fence Variance

The applicant is requesting a variance of Section 8-279(1) of the Fence Ordinance which requires fences to be constructed so a minimum of 2 inch openings are throughout 50% of the length or height of the fence. The proposed fence is to be constructed without any openings.

The applicant's property is on the northwest corner of Torrey Rd. and Clairview Ct. The proposed fence for the west and north lines is a fence that will match the solid style fence that is proposed and permitted along Clairview Ct. and not in compliance with the code. The applicant and adjoining neighbors wish to maintain consistency along the side and rear of the property. The adjoining property owners signatures are on the application, indicating approval of this type of fence.

This exception to the fence code requires a public hearing and approval from the City Council. The Council may consider any or all of the following along with other information when deciding a variance:

- (a) Balancing the relative hardships between the property owner and adjacent property owners.
- (b) Whether special circumstances or conditions exist.
- (c) Whether pedestrian or vehicle traffic will be affected.
- (d) The general health, safety and welfare of the neighborhood.

It is recommended that a variance of Section 8-279(1) be granted to allow for the installation of the proposed fence on the west and north lot lines.

- 1. The proposed fence balances the relative hardship with the adjacent property owners as they have signed the application indicating their satisfaction with the proposed fence.
- 2. Special circumstances exist as the subject property is a corner lot with a relatively small rear yard (41'x28') and the owner desires to maintain consistency with the fences and have a greater degree of privacy.
- 3. The proposed fence will not affect vehicle or pedestrian traffic. The general health, safety and welfare of the neighborhood will not be affected with this fence.
- 4. An existing solid fence on the west lot line is being replaced as part of the request.

APPROVED BY:



THOMAS COLOMBO
Interim City Administrator

6-15-2016

DATE



014

1560 Torrey



011

1560 Torrey



009

1560 Torrey



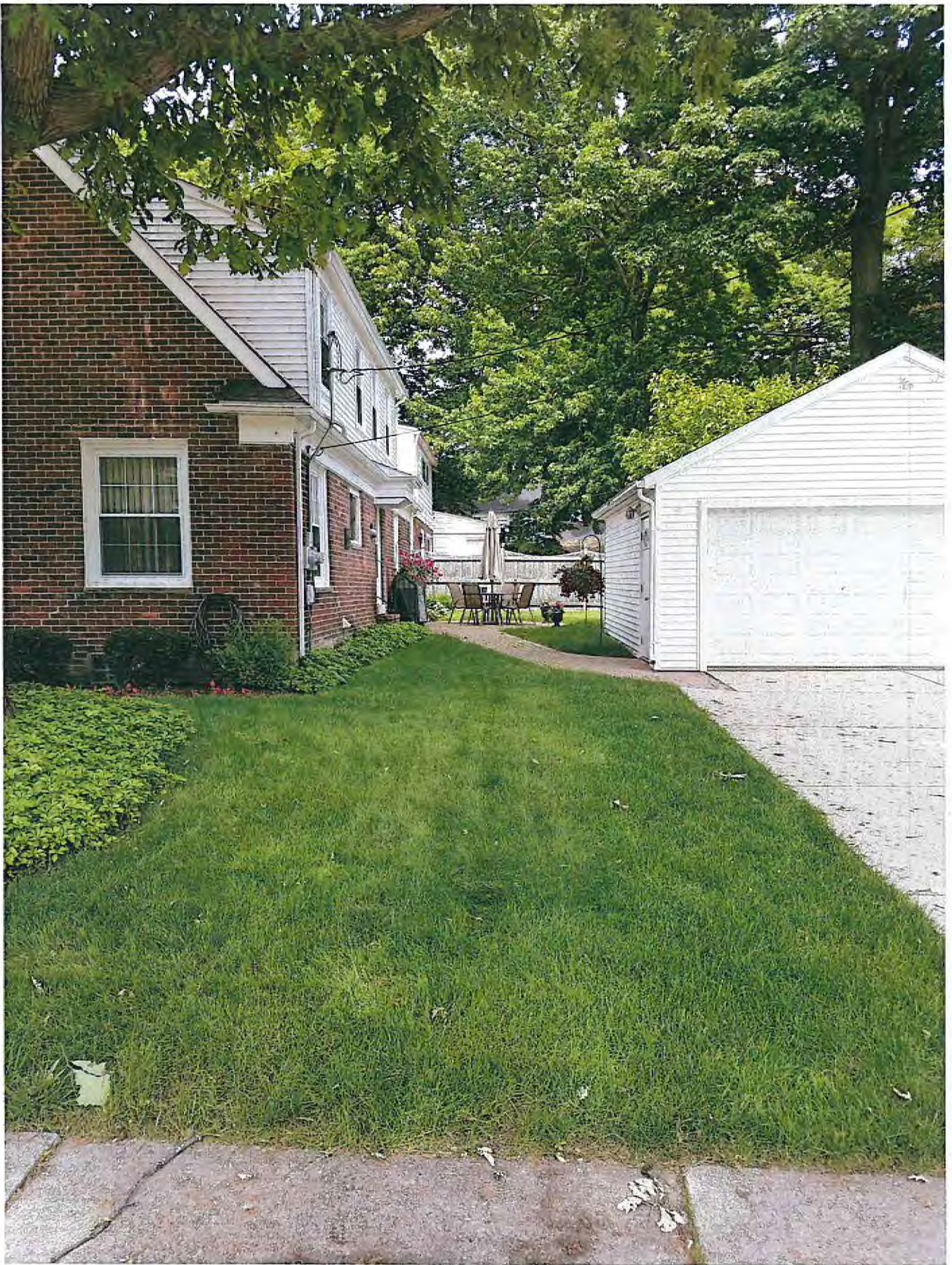
008

1560 Torrey



006

1560 Torrey



005

1560 Torrey



004

1560 Torrey



003

1560 Torrey



002

1560 Torrey



001

1560 Torrey

MEMO 16 - 26

TO: Lisa Hathaway, City Clerk
FROM: Joseph J Ahee, Director of Public Services
DATE: June 8, 2016
SUBJECT: Variance – Fence at 1560 Torrey Road

JA

RECEIVED
JUN 10 2016
CITY OF GROSSE PTE WOODS

I have reviewed the application from resident Chris Cahill requesting a fence variance at 1560 Torrey Road. I have no objections to granting this variance. If you have any questions please contact me.

cc O/F

dm

City of Grosse Pointe Woods, Michigan

NOTICE IS HEREBY GIVEN that in accordance with Chapter 8, Buildings and Building Regulations, Article IX, Fences, Section 8-284 of the 2007 City Code of the City of Grosse Pointe Woods, the City Council will hold a public hearing in the Council-Court Room of the Municipal Building, 20025 Mack Plaza, on Monday, June 20, 2016, at 7:30 p.m. to hear the request of Chris Cahill, 1560 Torrey, Grosse Pointe Woods, MI, who is seeking approval of a variance for the property located at 1560 Torrey, to allow a solid vinyl privacy fence along the north, south, east and west lot lines of the subject property. The fence application will require a variance from the City Code in accordance with Section 8-279(1), which requires all fences be constructed of open latticework of metal, wood, vinyl or of woven wire in such a manner so that there shall be a minimum of two-inch openings throughout fifty percent of the length or height of the fence. The fence application materials are open for public scrutiny. All interested parties are invited to attend.

Lisa Kay Hathaway
City Clerk

AFFIDAVIT OF PROPERTY OWNERS NOTIFIED

Re: 1560 Torrey
Chris Cahill

State of Michigan)
) ss.
County of Wayne)

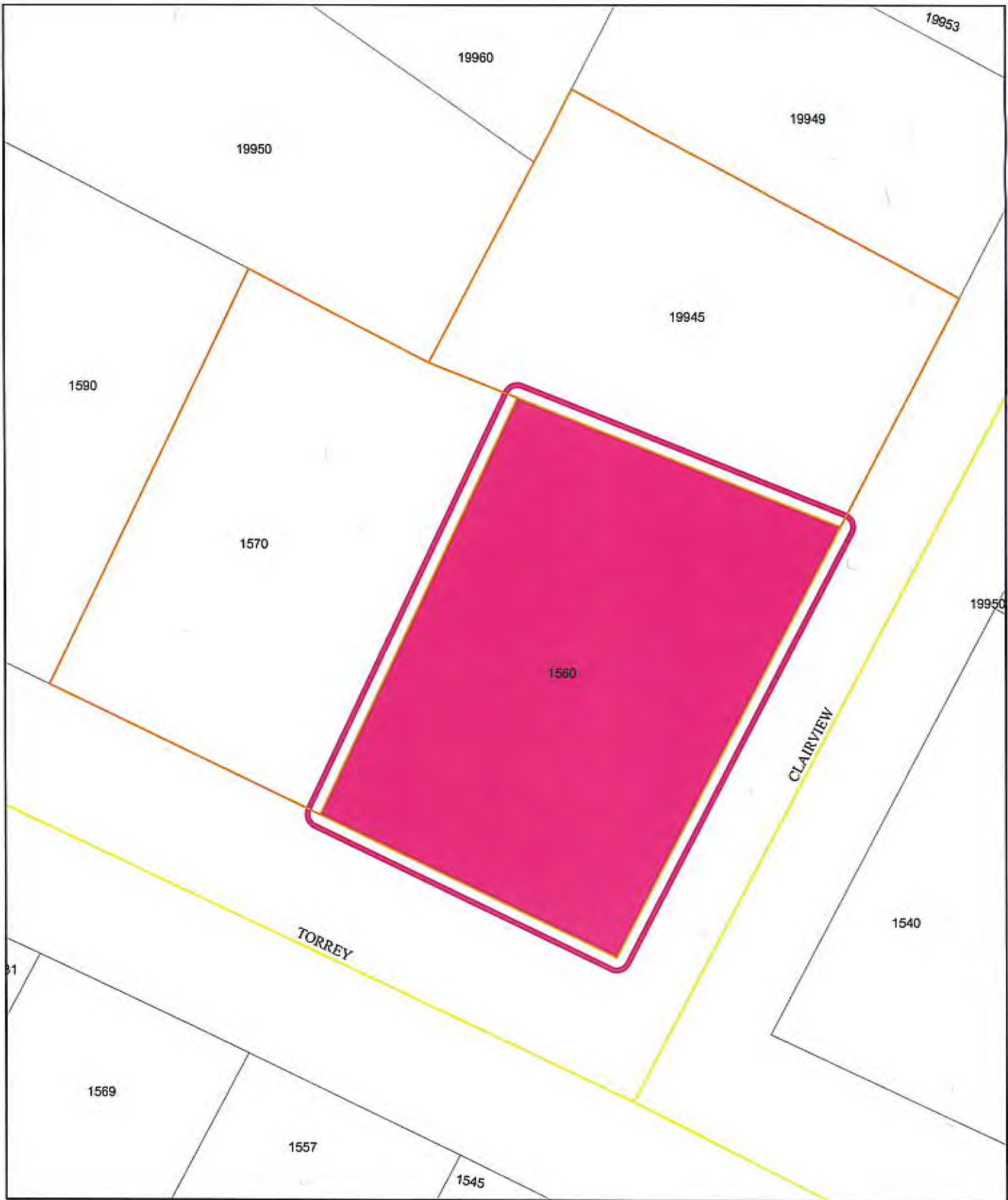
I HEREBY CERTIFY that the notice of Hearing was duly mailed First Class Mail on 06-09-16 to the following property owners within a 3 foot radius of the above property in accordance with the provisions of the 2007 City Code of Grosse Pointe Woods. A Hearing fee of \$75.00 has been received with receipt # 212772.

Lisa Kay Hathaway, CMMC/MMC
City Clerk

See attached document for complete list.

1560 Torrey - 3' Radius

ownersname	ownersna_1	ownerstreet	ownercity	ownerstate	ownerzipco
LAMONT RALPH	LAMONT PATRICIA	19945 W CLAIRVIEW CT	GROSSE POINTE WOODS	MI	48236
STACKPOOLE FAMILY LIVING TRUST	STACKPOOLE ROBERT	1570 TORREY RD	GROSSE POINTE WOODS	MI	48236
CAHILL CHRISTOPHER S & JULIE A		1560 TORREY RD	GROSSE POINTE WOODS	MI	48236



COPYRIGHT 1999 - 2011,
THE CITY OF GROSSE POINTE WOODS, MI*
COPYRIGHT 1999 - 2011,
WAYNE COUNTY, MI*
COPYRIGHT 1999 - 2011,
ANDERSON, ECKSTEIN AND WESTRICK, INC.*
*ALL RIGHTS RESERVED

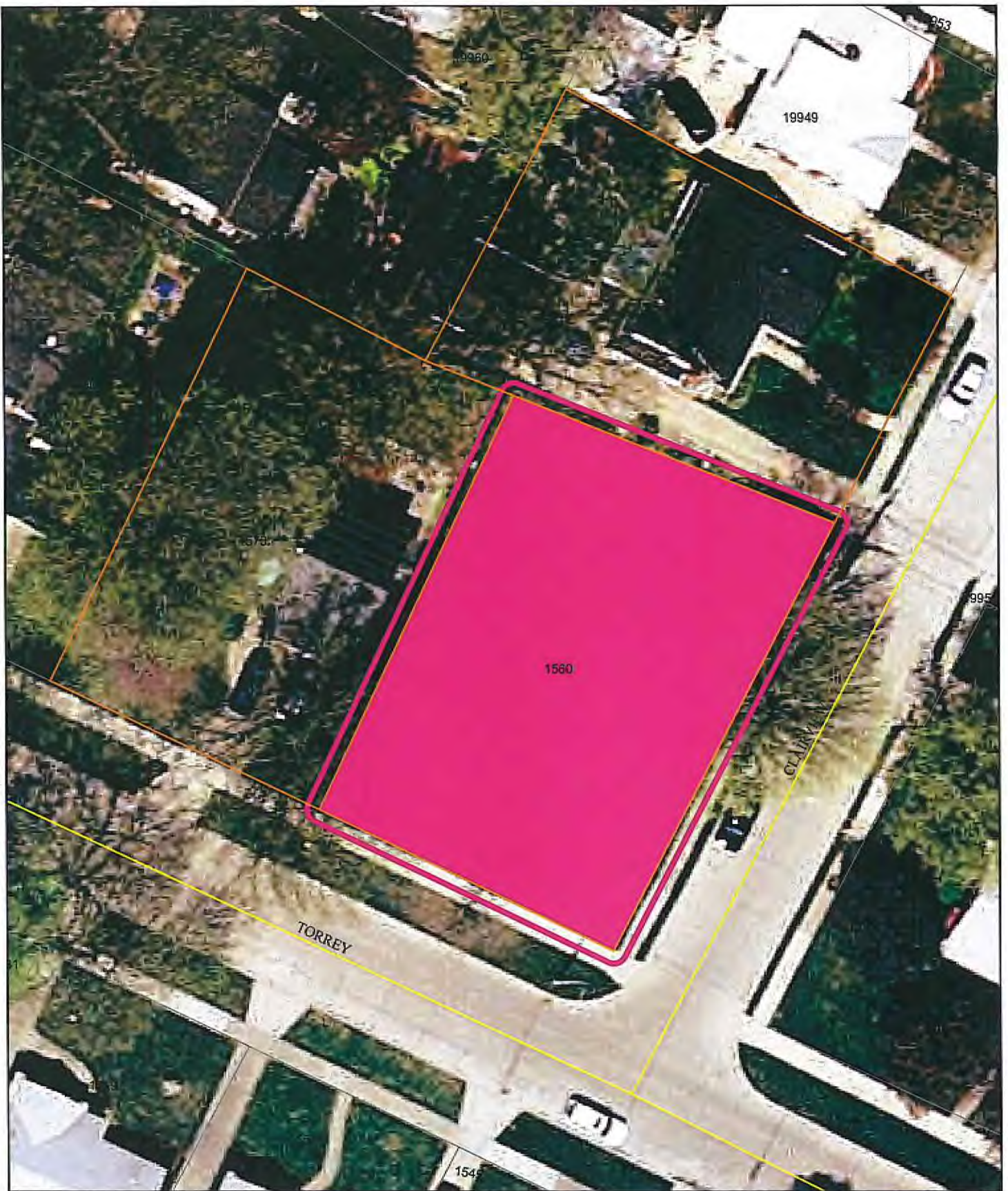


INFORMATION TECHNOLOGY DEPARTMENT
Geographic Information Systems (GIS) Division

Subject: 1560 Torrey

Date: 06/09/2016





COPYRIGHT 1999 - 2011,
THE CITY OF GROSSE POINTE WOODS, MI*
COPYRIGHT 1999 - 2011,
WAYNE COUNTY, MI*
COPYRIGHT 1999 - 2011,
ANDERSON, ECKSTEIN AND WESTRICK, INC.*
*ALL RIGHTS RESERVED



INFORMATION TECHNOLOGY DEPARTMENT
Geographic Information Systems (GIS) Division

Subject: 1560 Torrey

Date: 06/09/2016



9A

**CITY OF GROSSE POINTE WOODS
20025 MACK AVENUE
GROSSE POINTE WOODS, MI 48236
(313) 343-2440**

APPLICATION FOR PERMIT/LICENSE – VENDOR/SOLICITOR/PEDDLER, ET AL

Permit Fees (Annual \$75; Month \$20; Day \$10)



CITY OF GROSSE POINTE WOODS
MEMORANDUM

9B

RECEIVED

JUN - 1 2016

CITY OF GROSSE PTE. WOODS

DATE: June 1, 2016

TO: Mayor and City Council

FROM: Tom Colombo, City Administrator/Assessor

SUBJECT: *DAAA FY 2017-2019 Multi-Year Plan*

A handwritten signature in blue ink, likely of Tom Colombo, is written next to the subject line.

The *DAAA FY 2017-2019 Multi-Year Plan* has been reviewed and recommended for acceptance by the Services for Older Citizens' Executive Director, David Dieter.

I've reviewed the *DAAA FY 2017-2019 Multi-Year Plan* and concur with the recommendation from David Dieter to accept the *DAAA FY 2017-2019 Multi-Year Plan* as submitted.



1333 Brewery Park Blvd.
Suite 200
Detroit, MI 48207-4544
p 313.446.4444
f 313.446.4445
www.daaa1a.org

Serving Detroit, Hamtramck,
Harper Woods, Highland Park
and the five Grosse Pointes

Paul Bridgewater, MPA
President/CEO

Wayne W. Bradley, Sr.
Chair, Board of Directors

May 20, 2016

The Honorable Robert E. Novitke
Mayor, City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Re: Review & Approval of the Proposed FY 2017- FY 2019 Multi-Year Plan

Dear Mayor Novitke:

The Aging and Adult Services Agency requires all sixteen of the state's Area Agencies on Aging within the State of Michigan to seek review and approval of their FY 2017 – FY 2019 Multi-Year Plan for services from municipalities and/or counties within their planning and service areas.

The Detroit Area Agency on Aging (DAAA) is a private non-profit organization responsible for planning, coordinating, developing, and funding services for older adults in Region 1-A, which includes the cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods, and Highland Park. It receives federal, state, and local funding to coordinate services for older adults and their caregivers.

Enclosed for your review is a copy of the DAAA's proposed three-year plan. DAAA is requesting the submission of the Review & Approval form indicating your acceptance or disapproval of the plan with comments prior to Friday, July 22, 2016. The signed Review and Approval form may be faxed to (313) 446-4445, mailed to the DAAA office or emailed to davisanne@daaa1a.org.

Additional copies of the proposed plan and form can also be obtained from the DAAA Website (www.daaa1a.org or detroitseniorsolution.com) under Planning & Research). A DAAA Board of Directors and/or staff member will be in contact with your office to follow up on this request.

This draft plan has been developed with input from the DAAA Board of Directors and its Advisory Council and Long Range Planning Committee. Three community forums were held in December 2015 to obtain input from seniors, caregivers, and other stakeholders and has been used to shape the development of proposed plan. DAAA is also holding two public hearings on the plan at 10:00 a.m. – 12:00 noon on both June 1 and June 2, 2016 to seek oral and written testimony from the public.



To educate, advocate and promote healthy aging to enable
people to make choices about home and community-based
services and long term care that will improve their quality of life.

The Detroit Area Agency on Aging is an Equal Opportunity Employer
The Michigan Relay Center-1-800-649-3777 (Voice and TDD)



May 20, 2016
The Honorable Robert E. Novitke
Page Two

The services that appear in the proposed plan will be funded for a three-year period based upon the availability of federal and state funds. The proposed program development objectives are designed to assist the DAAA and community stakeholders to prepare and adapt to environmental trends, enhance service delivery and address the needs of seniors, adults with disabilities and their caregivers.

Within the draft plan, DAAA is proposing to fund Community Wellness Service Centers to provide community service navigation and health and wellness services within its region. These centers will bring health and wellness services in order to address the social determinants of health.

Should you have any questions or would like to schedule a meeting or conference call regarding this information, please contact Anne Holmes Davis, Director of Planning, Advocacy and Volunteers at (313) 446-4444, ext. 5803.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Bridgewater", with a stylized flourish at the end.

Paul Bridgewater
President and Chief Executive Officer

PB/AHD/tw

G: Administration/Admin 2016/Paul B/051816_Municipality Sign-off letters

Enclosures: Draft FY 2017 – FY 2019 Multi-Year Plan
Review & Approval Form

cc: Faiz Esshaki, Anne Holmes Davis



Detroit Area Agency on Aging

FY 2017 – FY 2019 Multi-Year Plan

April 11, 2016

**Detroit Area Agency on Aging
1333 Brewery Park Boulevard, Suite 200
Detroit, MI 48207-4544
(313) 446-4444
www.daaa1a.org**

**Michigan Aging and Adult Services Agency
Field Representative: Laura McMurtry, 517 335-4018
McMurtryL@michigan.gov**



Detroit Area Agency on Aging

Planning and Service Area 1-A

or Partingular July



SEMOG
Senior Emergency Medical Operations Group

Table of Contents

COUNTY/LOCAL GOVERNMENT REVIEW	5
PLAN HIGHLIGHTS.....	8
PUBLIC HEARINGS & INPUT SESSIONS	13
SCOPE OF SERVICES	14
DUAL-SERVICE COORDINATION CONTINUUM	19
PLANNED SERVICE ARRAY.....	19
STRATEGIC PLANNING	19
REGIONAL DEFINITIONS	21
REGIONAL SERVICE REQUEST	26
ACCESS SERVICES	26
DIRECT SERVICES	32
PROGRAM DEVELOPMENT	33
ADVOCACY STRATEGY	38
LEVERAGED PARTNERSHIPS	40
COMMUNITY FOCAL POINTS.....	42
GRANTS & OTHER INITIATIVES	43
FUNDED SERVICES	47
SERVICE BUDGET	48
ORGANIZATION CHART	51
APPENDICES	52
A. Policy Board Membership	
B. Advisory Council Membership	
C. Proposal Selection Criteria	

D. Cash-in-Lieu-of-Commodity Agreement

LOCAL/COUNTY GOVERNMENT REVIEW

The Michigan Aging and Adult Services Agency (AASA) requires Area Agencies on Aging (AAAs) throughout the State of Michigan to develop a FY 2017 – FY 2019 Multi-Year Area Plan (MYP). Acquiring input and support from within Region 1-A's municipal governments on the proposed plan is critically important to the Detroit Area Agency on Aging (DAAA). As a part of the review and approval process, DAAA sends all municipalities a public hearing notification flyer inviting a city representative to the public hearing on the proposed plan. DAAA will also distribute a letter and draft plan through the U.S. mail with delivery and signature confirmation to the Chief Elected Official (Mayor's office) advising the official of the availability of the proposed plan for review and comment. The letter includes instructions on how to view a mailed, printed copy of the document as well as provide instructions on how to secure an email version or copy posted on the DAAA Website, if needed. It also notes the availability of the Area Agency on Aging (AAA) to discuss the plan with local government officials.

This letter is followed up by a call to municipalities to determine the specific process to be used for review of the plan as well as the name and contact information of the city representative assigned to champion review and approval of the plan. The Planning, Advocacy and Volunteers Department staff and/or members of the DAAA Board of Directors follows up with the assigned city officials in May – July 2016 to encourage feedback from unresponsive communities including the establishment of meetings or conference calls with the appropriate parties. Municipal Sign Offs will be accepted via email, mail or fax if addressed to the appropriate party. DAAA will also make the proposed plan available via Website, email and postal mail. Although the proposed plan

is due June 30, 2016 to the Michigan Aging and Adult Services Agency, representatives from municipalities can email, fax or mail their approval or disapproval of the MYP and any related concerns preferably, by July 22, 2016, but not later than July 29, 2016. After the Review and Approval deadline, DAAA staff will draft a letter to the AASA Field Representative of the Michigan Aging and Adult Services Agency noting the status of the local/county government review process. This includes noting if municipalities have formally approved, passively approved, or disapproved the MYP. The letter regarding the status of responses from municipalities will be submitted by August 5, 2016.

TIMELINE

December 15, 2015	Convened three (3) Public Input Session on the FY 2017 – 2019 Multi-Year Plan
February 11, 2016	Review of Proposed MYP by DAAA Advisory Council
February 29, 2016	Approval of Plan by DAAA Board of Directors
April 12, 2016	Draft FY 2017 - FY 2019 Multi-Year Plan is made available to the public for 30 days
April 2016	Internal review of draft FY 2017 – 2019 Multi-Year Plan
May 1, 2016	Thirty-Day Public Notice Regarding Public Hearing placed in newspaper
May 1- 4, 2016	Invitational flyers mailed to consumers and community stakeholders
June 1-2, 2016	Public Hearing on the FY 2017 - FY 2019 Multi-Year Plan
June 30, 2016	Final draft plan due to Aging and Adult Services Agency
July 22, 2016	Deadline for submitting Municipal Sign-Offs to DAAA
July 22 - 29, 2016	Municipal sign-off letters, draft plan and Review & Approval forms processed
August 5, 2016	Status of Municipal Review provided to AASA
August/Sept 2016	MYP is presented to the Commission on Services to the Aging
September 2016	Website posting of the final FY 2017- FY 2019 MYP

PLAN HIGHLIGHTS

Detroit Area Agency on Aging (DAAA) is one of the first Area Agencies on Aging in the country to be CARF-accredited. Established in 1980, it is one of sixteen Area Agencies on Aging (AAAs) in Michigan. The private, non-profit agency serves a region consisting of the City of Detroit and its central and eastern suburbs (Region 1-A). This largely urban community consists of 1,007,666 citizens in eastern Wayne County with seniors, adults with disabilities (ages 18-plus) and caregivers accounting for over 300,000 individuals. Within this targeted population, DAAA serves 153,511 individuals sixty-years and over including 40,000 veterans, approximately 35,000 Medicare-Medicaid dual eligible beneficiaries in addition to caregivers of older individuals living in the community.

DAAA is governed by a 28-member Board of Directors and a 40-member Advisory Council. Through its governance and its administrative structure, the agency offers programs and services to the community directly and through a network of 80 community-based agencies and for-profits. It also 27 congregate meal/NSIP sites in the local Aging Services Network. DAAA administers the following services to the community:

- Information and Assistance
- Health and Wellness
- MI Choice/Project Choice Care Management Services
- MI Health Link
- Care Transition/Coordination
- Long Term Care Ombudsman
- Mature Workers Program
- Medicare & Medicaid Assistance Program (MMAP)
- Outreach, Volunteerism & Advocacy
- Medical Transportation

Services made available through its Service Provider Network range from adult day services and caregiver support, education and training to community wellness center, legal assistance and specialized services for the hearing and visually impaired.

DAAA receives Medicaid Home and Community-Based Waiver funding from the Michigan Department of Health and Human Services. In addition, the agency initiated contracting with the Detroit Department of Transportation, three healthcare companies and five managed care organizations. These contracts enables DAAA to provide medical transportation, care transition/care coordination services as well as supports coordination and direct health care services through MI Health Link respectively. DAAA currently operates on a budget of \$55 million.

OUR MISSION

The DAAA mission is to “educate, advocate and promote healthy and wellness to enable people to make choices about home and community-based services and long term care that will improve their quality of life” for seniors, adults with disabilities and caregivers in the cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park – Planning and Service Area 1-A.

OUR VISION

DAAA’s vision is to be a leader in promoting positive aging, identifying and implementing solutions for multiple issues facing aging persons and their caregivers with an emphasis on at-risk older persons. The agency believes that the value of older persons is embodied in the Older Americans Act and is based on the American value that dignity is inherent to all individuals in our democracy and the belief that older adults should have the opportunity to fully participate in all aspects of society and community life, be able to maintain their health and independence, and remain in their own homes and communities for as long as possible.

OUR VALUES

DAAA is guided by a set of core values in developing and carrying out its mission in order to effectively manage its strategic planning process, programs and services and advocacy efforts. These values include:

- Person-Centered Services
- Trust and Respect
- Integrity and Professionalism
- Excellence and Quality
- Teamwork and Collaboration
- Accountability
- Commitment to Community
- Celebration of Diversity

DAAA is accredited by CARF for Case Management Employment Development, Home and Community Services from FY 2014 – FY 2016. To ensure quality services, DAAA will apply for renewal of its CARF accreditation in January of FY 2017. It is also exploring applying for NCQA accreditation as a pilot AAA agency and requires its I&A Specialist to be AIRS certified. The agency continues to meet its obligations as an Area Agency on Aging, Medicaid Home and Community-Based Services Waiver agent and MI Health Link provider.

Over the next three years, DAAA will implement its FY 2017 – FY 2019 strategic goals to address the needs of seniors, adults with disabilities and caregivers. These services will be provided to bridge health and community services to improve the quality of life of consumers, improve access to benefits and primary care and improve the health status of residents through the Affordable Care Act, Transportation funding, and other public and private resources. The loss of traditional funding is a catalyst for DAAA to continue to diversify resources through fund development and fundraising efforts.

DAAA has adopted five strategic goals to support program development efforts during the next three year plan to enhance the delivery of services to Region 1-A consumers. These efforts will enable the

local Aging Services Network to protect the rights of seniors, adults with disabilities and caregivers and increase access to resources to maintain or improve their quality of life. The goals are as follows:

STRATEGIC GOALS AND OBJECTIVES

Goal 1: Improve and Expand the Health, Wellness and Nutrition Services of Older Adults

Goal 2: Increase Access to Public Benefits and Services through a Single Point of Entry

Goal 3: Expand Transportation Services for Seniors and Adults with Disabilities

Goal 4: Promote Caregivers through Responsive Training, Education and Support

Goal 5: Promote Development of Communities-For-A-Lifetime

Over the course of the last six months, DAAA has been engaged in strategic planning. Internally, these activities have included Meetings-In-A-Box consisting of SWOT Analysis, Gap Analysis, Competitive Environment Analysis, and Goal Setting. To obtain input from the community, DAAA has conducted a Community Needs Assessment and a series of three community forums. Through these efforts, the agency has attempted to complete an environmental scan that can assist the organization and local Aging Services Network to address unmet needs, gaps in services and other challenges with limited resources.

As a result of this process, DAAA has examined the changing demographics of the individuals we serve and engaged consumers, community stakeholders and policymakers in discussions about how best to use federal, state and local funding. In its environmental scan, DAAA found that the sixty-plus population has grown from 137,418 to 153,511 since the 2010 US Census, according to the five-year American Community Survey. About twenty percent (20%) of this population has disabilities and nearly 30% live alone. Of the 60-plus population, 65.4% are African American, 25% Caucasian, and 2% who are Hispanic/Latino. The other ethnic senior populations consist of: American Indian (330), Asian American (1,155), and individuals who are another race or Multi-Racial (1,223). These racial/ethnic groups account for less than 1% of the senior population in Region 1-A.

In surveying and engaging older residents through the community forums and the community needs assessment, DAAA found that the top five unmet needs include: 1) home-delivered meals, 2) congregate meals, 3) senior transportation, 4) adult day services and 5) care management.

A summary of the services to be funded in FY 2017 – FY 2019 appears below followed by a summary of planned program development, partnership building and advocacy activities. Central to the funded services strategy is the implementation of a new Community Wellness Service Center (CWSC) model that will replace the three-tiered Community Support Coordination with the removal of community living support (Tier 2) with the exception of transportation. CWSC providers will be allowed to use 5 to 10% of grant awards for transportation to wellness and other community services. Services with an asterisk* represent the services projected to be funded at the highest level funding to the most eligible individuals:

<ul style="list-style-type: none"> • Home-Delivered Meals * • Congregate Meals* • Home Care Assistance (Care Management Clients Only) • Care Management* • Adult Day Services • Information & Assistance* • Targeted Outreach & Assistance • Community Wellness Service Center * • Long Term Care Ombudsman/ Advocacy 	<ul style="list-style-type: none"> • Outreach – DAAA Services • Legal Services • Caregiver Education, Support and Training • Elder Abuse/Prevention • Kinship Support Services • Specialized Services for Hearing Impaired • Specialized Services for Visually Impaired
--	--

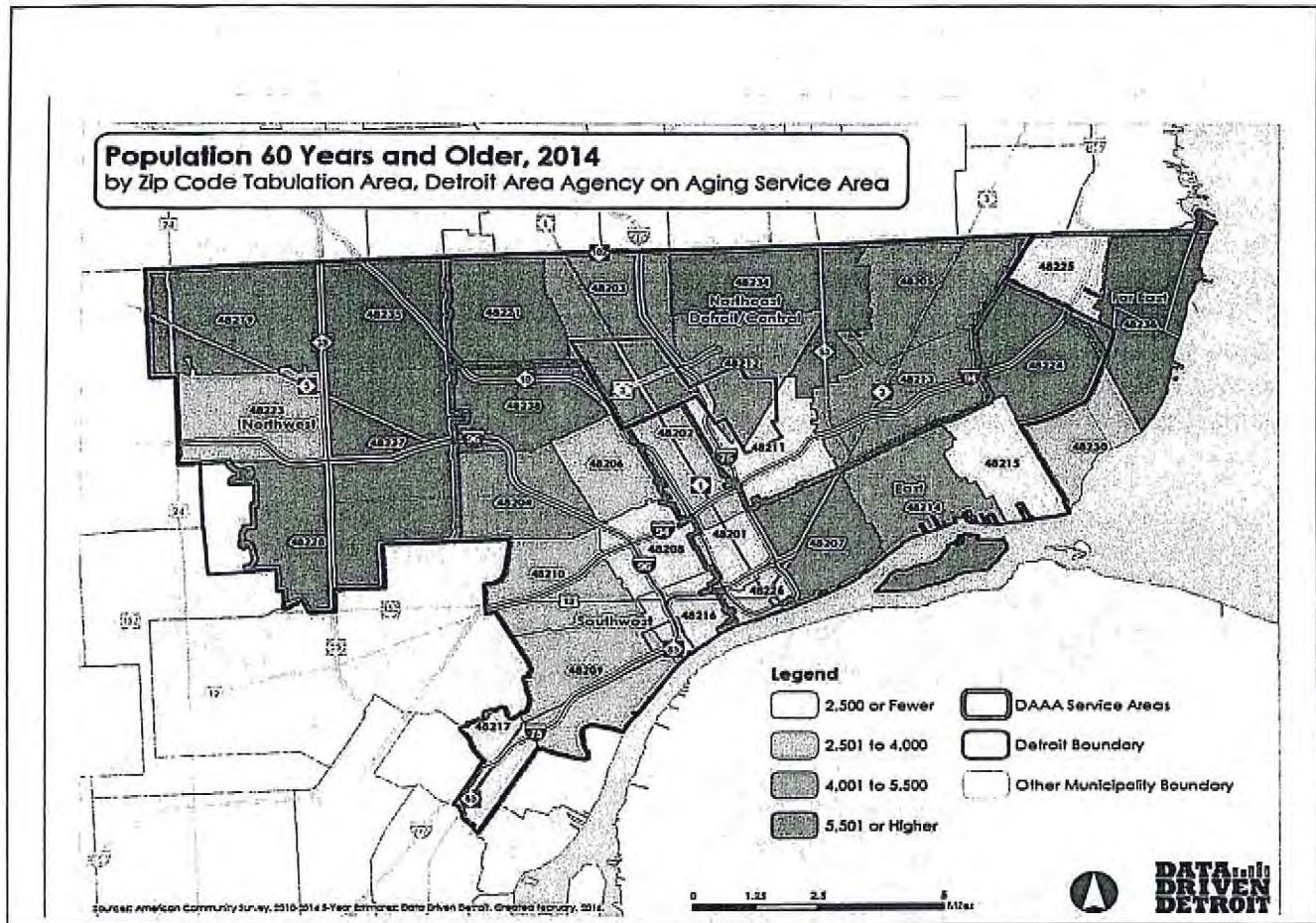
During FY 2017 – FY 2019, DAAA will fund the social and nutrition services below with a substantial reduction in Older Americans Act and Older Michiganians Act funding because of reduced funding allocations through the Aging and Adult Services Agency's Intra-state Funding Formula. This will result in about \$186,130 fewer dollars for supportive services and an additional \$309,148 in nutrition services funding during FY 2017. DAAA will provide services at a reduced funding level, take steps to redesign the service delivery system to address these funding cuts and implement measures to continue to increase funding through fund development and fundraising. Strategies include the following:

- Identify public resources through local governments to replace loss funding to support home-delivered meals and other in-home services funding targeted to at-risk elderly;
- Partner with the Detroit Department of Transportation and other public/private community stakeholders to expand services;
- Provide services through MI Health Link in collaboration with Integrated Care Organizations and subcontracting agencies;
- Extend care transition/coordination services beyond contracts with Detroit Medical Center, Gateway, Total Health Care and new providers;
- Increase program income for Care Management, Nutrition Services and In-Home Services;
- Explore cost-sharing through health and wellness programming to maintain and expand services;
- Expand volunteer services to engage additional community service workers in service delivery.
- Monitor and support local city millages that sustain senior services within Region 1-A.
- Build relationships with public and private foundations to support fund development.
- Develop collaborations and partnerships to support programming.
- Establish a contingency plan for reduced funding of ten percent or more.
- Step up fundraising activities to support Friends of Detroit Meals on Wheels and Holiday Meals on Wheels.
- Expansion of volunteer services at DAAA and the Aging Services Network through recruitment, coordination and recognition.

HIGHLIGHTS OF PROGRAM DEVELOPMENT OBJECTIVES:

During FY 2017 – FY 2019, DAAA will implement program development efforts that support its strategic goals. This includes implementation of the Community Wellness Service Center model in order to align available funding. This model will also increase access to community resources and

support health and wellness in order to address gaps between health and community services. The model will be implemented within Region 1-A. The current service areas with 60 plus and total population appear below:

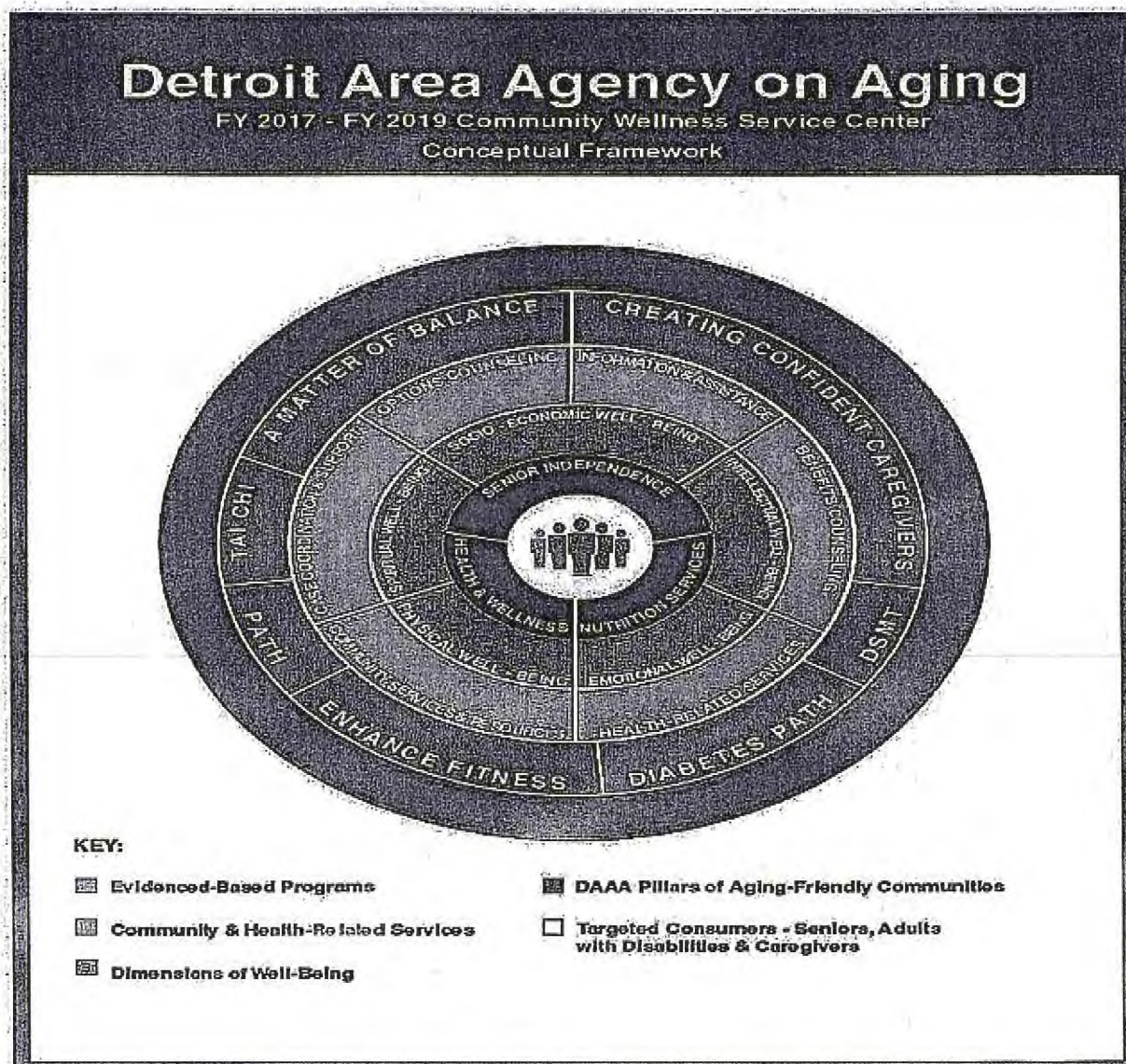


Senior Population, Detroit Area Agency on Aging Service Area, 2014			
Service Area	Total Population	Population 60+	Component Zip Codes
Northwest	213,651	38,792	48219, 48223, 48227, 48228, 48235
Southwest	164,512	26,633	48204, 48206, 48208, 48209, 48210, 48216, 48217, 48238
Northeast			
Detroit/Central	208,481	35,689	48203, 48205, 48211, 48212, 48213, 48221, 48234
East	133,714	26,190	48201, 48202, 48207, 48214, 48215, 48224, 48226
East East	61,999	14,123	48225, 48230, 48236
PSA 1-A (Hub #1)	782,357	141,427*	PSA 1-A

*AASA American Community Survey Data (2011-2015) indicates that 153,511 60-Plus residents live in Region 1-A.

DAAA's re-designed Community Wellness Service Center model will focus on community navigation, nutrition education, and evidence-based programs to support senior independence, nutrition services and health and wellness. CWSCs will be required to refer clients to DAAA's Information and Assistance Department for enrollment in a variety of programs that can make home assistance and supportive services available. These services include Project Choice, MI Choice Medicaid Waiver, MI Health Link and other community resources. The concentric circle diagram that appears below highlights the premise behind this new conceptual model:

Through Community Wellness Service Centers, community navigators will help seniors and caregivers with food insecurity, unstable housing, benefits screening and attention to poor nutrition and chronic illnesses through information and assistance, options counseling and case coordination and support. The goal of this holistic approach is to address the whole individual in order to support their socio-economic, intellectual, physical, emotional and spiritual well-being. CWSCs will also be responsible for working collaboratively with DAAA to develop community partnerships with health care systems, public and private sector and other entities to make health-related services available.



PUBLIC INPUT ON FY 2017- FY 2019 MULTI-YEAR PLAN

DAAA worked with its Long Range Planning Committee, Grant & Contract Review Committee, Board of Directors and Advisory Council on developing a strategy for public input on its three-year plan. Board committee membership consists of Board, Advisory Council and/or Community-At-Large members. This strategy consisted of the development of an online FY 2017 – FY 2019 Community Needs Assessment Survey through SuveyMonkey, the convening of three Aging-Friendly Communities Forums and two public hearings.

Community Needs Assessment Survey

The FY 2017 – 2019 Community Needs Assessment Survey consisted of a 30-question instrument developed with input from the Long Range Planning Committee. Data from respondents was collected online, at the three community forums, and through outreach activities throughout the community. Special attention was given to gathering input from Native Americans, Hispanic/Latino and Asian American communities.

To broaden the level of input, DAAA promoted the survey through its Senior Solution Radio Show, Social Media, outreach fairs and meetings, E-blasts and a public service announcement. The agency used its MI Choice Waiver Advisory Council to beta test the instrument prior to formally launching it on December 1, 2015 through January 15, 2016. Results of the Community Needs Assessment appear in the Appendix in this plan.

Aging-Friendly Communities Forums (Public Input Sessions)

Three public input sessions were held in December 2015 to solicit input into the FY 2017 – FY 2019 Multi-Year Plan. These community forums consisted of opening remarks from Paul Bridgewater, President and Chief Executive Officer, Presentation of the proposed allocation of funding by Faiz Esshaki, Chief Financial and Administrative Officer; a Panel Discussion moderated by Letty Azar, Chief Development Officer and Anne Holmes Davis, Director of Planning, Advocacy and Volunteers. The moderated panel discussions highlighted different themes at each forum and engaged Board, Advisory Council, community stakeholders and service providers in the discussions. Panelist discussed Community Access (Northwest Activities Center), Health and Wellness (St. Patrick Senior Center) and Safety and Security (Services for Older Citizens). After the panel discussions, participants had an opportunity to participate in round table breakout sessions. Subject areas consisted of Community Access, Caregiving, In-Home Services, Nutrition Services, Health and Wellness and Community Services. A summary of the proceedings and public input will appear in the appendix of this plan.

Locations	Date	Location	Attendance
West Detroit	December 3, 2015 10:00 a.m. – 1:00 p.m.	Northwest Activities Center 18100 Meyers Road Detroit, MI 48235	107
East Detroit	December 7, 2015 1:15 p.m. – 4:15 p.m.	St. Patrick Senior Center 58 Parsons Avenue Detroit, MI 48201	77
Far East –	December 10, 2015 1:00 p.m. – 4:00 p.m.	Services for Older Citizens 158 Ridge Road Grosse Pointe Farms, MI 48236	50
Region 1-A			234

Two public hearings are scheduled to review of the FY 2017 – FY 2019 Multi-Year Plan with the public to obtain input. A summary of the proceedings and public testimony will appear in Appendix K.

Public Input Sessions	Date	Location	Attendance
West Detroit	June 1, 2016 10:00 a.m. – 12:00 noon	Sacred Heart Major Seminary 2701 Chicago Blvd Detroit, MI 48206	N/A
East Detroit	June 2, 2016 10:00 a.m. – 12:00 noon	Historic Trinity Lutheran Church 1345 Gratiot Avenue Detroit, MI 48207	N/A

Scope of Services

Demographic Trends

The number of potentially- eligible older persons, adults with disabilities and caregivers approaching DAAA and the Aging Services Network for services has grown exponentially over the last few years as a result of the explosive growth of seniors in Region 1-A. This is a result of the age wave and the diversification of DAAA's funding base. As DAAA has created partnerships with new community stakeholders, it has witnessed an increase in the number of veterans, dual-eligible beneficiaries, patients frequently re-admitted to hospitals benefiting from care transition services as well as caregivers needing services.

As a result of DAAA strategic planning efforts, DAAA has examined the changing demographics of the individuals we serve. This has occurred through data analysis, a community needs assessment survey and the discussions with consumers, community stakeholders and policymakers about how best to use limited federal, state and local funding. In this environmental scan, DAAA found that the sixty-plus population has grown from 137,418 in 2010 to 153,511 in 2015, according to the five-year American Community Survey. About twenty percent (20%) of this population has disabilities while nearly 30% live alone.

Of the 60-plus population in Region 1-A, about 65.4% are African American, 25% Caucasian, and 2% Hispanic/Latino. The other ethnic groups among the senior populations consists of: American Indian (330), Asian American (1,155), and individuals who are another race or Multi-Racial (1,223). Each of these racial/ethnic seniors account for less than 1% of the senior population in Region 1-A.

When examining the poverty rate among seniors, DAAA has found that older residents have twice the poverty rate as in other parts of Michigan. Fifty-nine percent of seniors within Region 1-A have incomes below the Elder Economic Index and are likely to die prematurely (100 vs 122), have more chronic illness (3 – 1), live in a Medically Underserved Area (65% of Region 1-A is in an MUA) have no vehicle (19% of households).

DAAA's environmental scan also found that the quantity and intensity of services that the agency and its providers are expected to arrange, coordinate and provide for new and existing service populations is on the rise. There is an exponentially growing target population of low-income, isolated

and "old-old" (85-100+) who often present with complex problems, social and economic needs and multiple chronic conditions. These groups, along with their caregivers, require more case coordination and support as we assess their needs, provide service options and monitor progress.

To address these at-risk groups, DAAA is stepping up efforts to connect low-income seniors to public benefits and services, expand health and wellness activities and to refer these at-risk populations to volunteer-based resources such as telephone reassurance and friendly visiting. A number of seniors and providers at community forums have noted the increase in depression, loneliness and suicidal thoughts among seniors and this is well documented in a recent Wayne State University study by Heather Fritz, Ph.D. in *"Older Adult Experience with Neighborhood Change."*

DAAA's partnerships with the medical and broader range of long-term-care service providers is positioning the agency and provider network to better screen seniors who are veterans, dual eligible and eligible for other resources in order to address their needs. These opportunities are coming at a time when DAAA can no longer afford to fund traditional homemaker and personal care outside of its stated-funded Project Choice and MI Choice HCBS Waiver Programs.

Targeting Strategy

Through its planning process, DAAA identified a number of issues that will assist it with targeting resources to those most at-risk with input from its Advisory Council. The DAAA Advisory Council was used to review the survey tool, sponsor the three community forums and promote the completion of the survey by seniors and other stakeholders. When surveying the community, DAAA found that the majority of respondents wanted the agency to serve all populations with an emphasis on low-income individual, the frail and adults with disabilities.

- **Low-Income** - To address the needs of low-income older persons, DAAA will screen all program participants for public and private benefits and services so referrals can be made to the appropriate health plans, benefits and services with the clients consent. This will happen with screening and eligibility determination as early as possible in order to identify what clients are eligible for within the community.
- **Frail, Homebound Seniors and Adults with Disabilities** - To serve frail, homebound seniors and adults with disabilities, DAAA will work closely with Community Wellness Service Centers, its Care Management programs and MI Health Link.
- **Racial & Ethnic Minority Elders** - DAAA will fund Targeted Outreach and Assistance to identify and serve ethnic groups that have cultural and language barriers. These services will target Native Americans, Asian Americans, Hispanic/Latinos and Arab Americans.
- **Lesbian, Gay, Bisexual and Transgender** - DAAA will continue to work with the LGBT Elder Coalition and Sage on staff training, cultural competency and program development.
- **Caregivers** - DAAA examined the region's capacity to serve family caregivers and grandparents raising grandchildren.
- **Dementia Patients** – After conducting a self-assessment for dementia capability quality assurance assessment, DAAA identified a number of protocols and procedures that it needs to strengthen in order to improve service delivery for individuals with dementia and their families.

As part of DAAA's I&A's comprehensive intake process, the protocol is to ask callers about their health conditions including whether they have Alzheimer's disease or dementia.

Caregivers calling for services often provide intake staff with this information. If a caller asks for assistance with Activities of Daily Living (ADLs), it triggers the completion of the Michigan Intake Guidelines (MIG), a pre-screening questionnaire for waiver services. This tool allows the identification of possible cognitive impairment or dementia and this information is shared with supports coordinators, care coordinators and DPOS or other providers through a ROI. When MI Health Link staff becomes aware of possible cognitive impairment, the protocol is to notify the ICO. If the caller specifically requests information about determining cognitive impairment or dementia, they are referred to their PCP for evaluation or to Community Living Services or other provider that offers a Mental Health evaluation. Currently, field staff receive training on Understanding Dementia (5.5 hours), Communicating Strategies for Challenging Behavior among People with Dementia, Gerontology 101 (Improving the Culture of Systems of Care and Person-Centered Planning (45 – 60 minutes). To improve dementia care in the future, DAAA will implement the following:

- Develop a dementia services protocol and procedures to strengthen the agency's I & A, Care Management and Case Coordination referral guidelines.
- Expand the inventory of community resources for dementia patients and caregivers, and broaden dementia training at the DAAA and provider level.
- Develop a strategy for providing referral and assistance to caregivers of dementia patients.
- Continuing to provide Creating Confident Caregiver training to caregivers.
- Expand Dementia training to more Administrators, I & A, Care Coordinators as well as Case Managements/Supports Coordinators. This includes exploring the availability of certification training.

When older adults residing within the service are requests services not available, DAAA will institute the following:

- Explore volunteer-based options
- Explore private pay options

DAAA's Single Point of Entry works with older individuals and caregivers when identified unmet needs surface in order to explore all options available. This includes private pay options, activities that can be provided with the use of screened volunteers, referrals to crisis intervention funds and other options. DAAA's Advisory Council and participants from the public forums assisted DAAA in identifying all resources to address needs when resources are insufficient including engagement of block clubs, service coordinators and other resources. It is the goal of DAAA to provide information, education and prevention resources as early as possible in order to delay the need for accessing limited resources.

Prioritizing Unmet Needs

During FY 2017 – FY 2019, DAAA and its service providers will continue to reach out to underserved populations. DAAA and contracted agencies will target older residents and caregivers of greatest social and economic need through community outreach, linking these residents to public and private

benefits and services, and ensuring that their cultural, language and socio-psychological needs are addressed. In addition, DAAA and its service provider network will focus attention on supporting the needs of caregivers providing care to these individuals. To reach out to hard-to-reach populations, DAAA will institute a recruitment program that aligns with the cultural composition of our communities and meets cultural competency standards. Variables that will be indicative of need that will be used to guide outreach strategies to target vulnerable consumers include the following:

- Low-income status
- Racial or ethnic minority status
- Frailty or homebound status
- Age 85 years and over
- Dementia patients/caregivers
- Mental or physical disability including dementia
- Non-English speaking
- Cultural or social isolation
- Living alone without support
- Lack of access or inability to access community resources
- Isolated seniors such as those who are LGBT

DAAA and its service provider network will continue to use TDD, interpreters, braille, user-friendly materials, assistive technology, building accessible equipment and other methods to increase access of hearing, visually impaired and other vulnerable individuals to information and services. DAAA will continue to partner with Lesbian, Gay, Bisexual and Transgender (LGBT) Older Adult Coalition to identify service needs. Finally, DAAA will work with local dual eligible clients to identify service gaps in health care.

To reach isolated and at-risk, older adults and caregivers, DAAA will train additional DAAA staff to provide presentations at various venues to promote and publicize its programs:

- Engage DAAA Board of Directors, Advisory Council, staff, service providers and other partners in promoting programs and services.
- Works with Alzheimer's Disease Association, Rosa Parks Geriatric Clinic and other partners to coordinate services.
- Focus on specific areas where potential participants can be found including, but not limited to medical professionals, faith-based organizations, providers, neighborhood offices, emergency rooms and other locations.
- Partner with adult literacy groups to develop better communication with seniors and adults with disabilities who have literacy challenges.
- Strengthen partnerships with Outreach and Assistance agencies to collaboratively market programs and services.
- Seek out opportunities to advertise in local newspapers in our service areas.

DAAA Advisory Council Engagement in Setting Priorities

DAAA has engaged its Advisory Council in the development of the FY 2017-2019 Multi-Year Plan and setting priorities. DAAA Advisory Council members sit on the Long Range Planning and the Grant & Contract Review Committees. The Advisory Council hosted the three communities forums held in December 2015, provided input into the plan as well as the data gathering process and also promoted the Community Needs Assessment at meetings and events. Several members also participated in panel discussions at the forums and facilitated round table discussions. A joint meeting of both the Long Range Planning and Grant & Contract Review Committees was held in January 2016.

Use of Information, Education and Prevention Strategies

DAAA will continue to implement strategies to educate the public about community resources in order to prevent penetration into the service delivery system. These strategies include:

- Outreach Fairs
- Senior Friendship Day
- Educational presentations – Senior Solution Radio Show and Podcast
- Caregiver Support Groups/Conferences
- MMAP Outreach
- Senior Independence Day
- Money Smart Week Educational Series
- Grandparents Raising Grandchildren Conference
- Presentations – Congregate Meal Sites
- Social Marketing Campaign
- Senior Power Days

DUAL SERVICE COORDINATION CONTINUUM
Community-Based Aging and Health Care System

Planning & Services Area:					
Type of Continuum	Education and Prevention	Information & Assistance	Options Counseling	Case Coordination & Support	Care Management
Healthcare and Medical Continuum	Hospital-based Wellness Classes, University-based Educational Series, FQHCs	DMC: Henry Ford Hospital: St. John Hospital: Rosa Parks Geriatric Center,	Hospital-Based Discharge Planners, DMC Affiliate Accountable Care Organization (closed)	MI Health Link – Dual Eligible Beneficiaries, Hospital Based Care Transition Teams, Discharge Planners	MI Choice Waiver, MI Health Link, Select Primary Care Providers
Community-Based Support Continuum	Outreach & Information Fairs Evidence-Based: AMOB, CCC, D-PATH, PATH, Caregiver Support Groups, Caregiver Conferences,	AAA I & A Services, Care Management, Outreach & Assistance, Elder Care Directory, Web-Based Information, MMAP	AAA, ADRC, Care Transitions Counselors, NFTI Counselors, Community Support Coordination	Community Support Coordination	Project Choice, MI Choice

PLANNED ARRAY OF SERVICES

The Planned Array of Services chart below indicates the appropriate placement for each AASA adopted service category and area agency developed regional service definition(s).

	Access	In-Home	Community
Provided by AAA	<ul style="list-style-type: none"> • Care Management • Information and Assistance • Outreach 		<ul style="list-style-type: none"> • Long Term Care Ombudsman and Advocacy
Contracted by AAA	<ul style="list-style-type: none"> • Community Support Navigator 	<ul style="list-style-type: none"> • Homecare Assistance • Home-Delivered Meals 	<ul style="list-style-type: none"> • Adult Day Services • Community Wellness Services • Congregate Meals • Assistance to Hearing Impaired & Deaf • Legal Assistance • Vision Services • Programs for

			Prevention of Elder Abuse, Neglect and Exploitation <ul style="list-style-type: none"> • Kinship Support • Caregiver Education and Support • Community Wellness Service Center
Funded by Other Sources	<ul style="list-style-type: none"> • Care Management • Care Transition Services • Information & Assistance 	<ul style="list-style-type: none"> • Adult Home Help • Home Health Aide Services • Program for All Inclusive Care for the Elderly (PACE) 	<ul style="list-style-type: none"> • Caregiver Support • Hospital Based Health & Wellness Programs • Faith-based Transportation • Meijer Transportation • Walmart Transportation • Logisticare Transportation • Metro-Lift Services (DDOT) • SMART • PAATS (Grosse Pointes)

Strategic Planning

SWOT Analysis

During the FY 2017 – 2019 strategic planning process, DAAA identified strengths, weaknesses, opportunities and threats that can be used strategically to guide the organization over the next three years. DAAA's diverse Board, Advisory Council and staff along with its provider network are key assets that can be strengthened to embrace opportunities made available by the Affordable Care Act and integrated care. Our ability to have "boots on the ground" who understand the needs of urban elders, armed with our CARF accreditation and strong financial expertise, will enable DAAA to continue to build collaborative relationships with small non-profits as well as managed care organizations interested in providing MI Health Link, care transition and other innovative services. DAAA will also continue to use social media as well as the Senior Solution Radio Show to penetrate new markets to reach isolated, vulnerable populations. These assets will be used to counter competition for trained staff, technological barriers and other challenges.

Future Role of DAAA - Impact of MI Choice and MI Health Link ICO Contracts

Currently, DAAA has contracts with Aetna, AmeriHealth, Fidelis CareSecure, Midwest/HAP and Molina to provide Supports Coordination under MI Health Link. In addition, it manages contracts for the provision of Adult Day Health, Chore Services, Community Living Supports, Expanded Community Living Support, Environmental/Home Modifications, Fiscal Intermediary, Home-Delivered Meals, Non-Medical Transportation, Nursing Facility Transition Services, Nursing Services, Personal Care, Personal Emergency Response Systems, Respite Care Services (In and Out-of-the Home), Adaptive Medical Equipment & Supplies, Training and Assistive Technology. DAAA plans to continue to provide these services through the life of the contracts.

Contingency Plan for 10% reduction in Funding

DAAA, like several other Area Agencies on Aging in Michigan, has been operating with substantial funding reductions due to the implementation of the Intra-state Funding Formula. Each year, the agency produces a forecast with an alternative strategy that takes funding reductions and unforeseen emergencies into account.

Quality Improvement & Accreditation

DAAA will be applying for renewal of its CARF accreditation for Case Management, Employment Services and Home and Community Services in January of FY 2017. It is also exploring applying for NCQA accreditation as a pilot AAA agency and requires its I&A Specialist to be AIRS certified. The agency continues to meet its obligations as an Area Agency on Aging and Medicaid Home and Community-Based Services Waiver agency. The major reason for pursuing accreditation is to optimize the agency's ability to operate quality services, increase efficiencies and effectiveness and promote training among staff and the provider network. DAAA is considering NCQA because of its work with managed care organizations who demand higher quality standards.

Information Technology

DAAA is in the process of developing an FY 2017 – 2019 Strategic Technology Plan. This plan will include strategies for information technology, quality assurance, data backup, security, and emergency response. These plans will include the purchase of hardware and software to operate an efficient and effective information system that support performance and quality improvement across the agency. DAAA will be investing in a redundancy system that will support the operation of our four main file servers.

DAAA is also in the process of reviewing its information technology systems, training and IT support. The agency is also reviewing the expansion of the Network maintenance agreements. It recently hired an additional full time staff person to augment the IT Supervisor and consultant.

Regional Service Definitions

DAAA proposes to use two regional definitions for services: Community Wellness Service Center and targeted Outreach and Assistance. It will use the AASA Minimum Service Standard for Long Term Care Ombudsman:

Detroit Area Agency on Aging

FY 2017 – FY 2019 Regional Definitions of Community Wellness Service Centers

Service Name: Community Wellness Service Center

Service Category: Community

Service Definition: Community Wellness Service Centers offers comprehensive person- centered and holistic community access and health and wellness services to older persons, adults with disabilities and caregivers in a targeted service area. This community facility provides participants with information and assistance, options counseling, care coordination and support, benefits screening and application assistance, evidenced-based health promotion and chronic disease management classes and/or other home and community-based services that support the physical, spiritual, socio-economic, intellectual, and emotional well-being of those 60 years of age and over and family caregivers.

Unit of Service: One hour of operation

Minimum Standards:

1. Each Community Wellness Service Center shall be certified as an accessible facility. Accessibility is defined as the ability of a person with a disability to enter the facility, use the restroom and receive services that is at least equal to that provided to able-bodied participants.
2. Each Community Wellness Service Center shall be open a minimum of four (4) days per week and at least thirty (30) hours per week.
3. Each Community Wellness Service Center shall be a congregate meal site for a congregate nutrition program funded through Title III, Part C of the Older Americans Act, NSIP site and/or a private food service program that meets laws and regulations.
4. Each Community Wellness Service Center shall provide directly or make arrangements for the provision of the following services to be offered at each facility:
 - a. Options Counseling
 - b. Information and Assistance
 - c. Referral to Home Care Support through MI Health Link, Project Choice, MI Choice and/or DAAA Crisis Intervention Resources
 - d. Benefits Counseling
 - e. Food Commodities Distribution
 - f. Fitness programs
 - g. Evidenced-based prevention and disease management service
 - h. Social and recreational activities
 - i. Health Screening
 - j. Caregiver or Disease-Specific Support Groups
 - k. Congregate Meals/Food Café and /or Salad & Soup Bar
 - l. Educational Classes/Lecture Series
 - m. Volunteer opportunities
5. Each Community Wellness Service Center shall make evidence-based health promotion and

6. chronic disease self-management available to the community. These programs may include A Matter of Balance (AMOB), Enhance Fitness, Personal Action Towards Health (PATH), Diabetes PATH (PATH classes for persons with diabetes), Creating Confident Caregivers, Tai Chi, and/or evidenced-based health models.
7. Each Community Wellness Service Center shall have memorandums of understanding with public and private partners to ensure that the following services are rendered within its facility:
 - a. Healthcare System, hospital or Clinic to provide health screening, wellness checks and other services.
 - b. Provisions for mental health services through the Detroit-Wayne County Mental Health Board or other entity.
 - c. Relationships with collaborative partners, private non-profits, businesses or private foundations to address socio-economic needs of participants.
 - d. Linkages with faith-based organizations and other partners rendering or co-locating services within the facility.
 - e. Agreements with other entities that can support clinical and community services with a college, university and/or schools.
8. Each Community Wellness Service Center shall demonstrate that it is in compliance with fire safety standards, local building safety codes, and applicable Michigan and local public health codes regulating food service establishments.
 - a. Each Community Wellness Service Center shall document that appropriate preparation has taken place for procedures to be followed in case of an emergency including:
 - b. An annual fire drill.
 - c. Posting and training of staff and regular volunteers.
 - d. Posting and training of staff and regular volunteers on procedures to be followed in the event of a medical emergency.
9. Each Community Wellness Service Center shall strive to adhere to the Principles for the Operation of Senior Centers as established by the National Institute of Senior Centers.
10. Each Community Wellness Service Center shall engage in community partnerships, including the Area Agency on Aging and local health agencies, to promote the adoption and expansion of best practices, assure the quality of the health components of the health promotion programs, link with appropriate collateral services, and assist with program evaluation.
11. Allowable Community Wellness Service Center costs may include operations, funding for evidence-based programming, and other related costs. A 10% local match and 5% program income is required. Other resources outside of local match and 5% program income are encouraged to support program maintenance and expansion.
12. Each Community Wellness Service Center may allocate a minimum of 5% and a maximum of up to 10% of its grant award to support transportation to wellness centers, grocery shopping and other community activities.
13. Demonstration of an ability to track clients, units and outcomes electronically to support program compliance, continuous quality improvement, accreditation and program evaluation.

Detroit Area Agency on Aging
FY 2017 – 2019 Regional Definition of Targeted Outreach & Assistance

Service Name: Targeted Outreach & Assistance

Service Category: Access Services

Service Definition: Efforts to identify, contact and provide on-going assistance to at-risk older adults experiencing social, economic, functional and/or physical isolation and decline including barriers related to language or culture experienced by Hispanic/Latino, Native American, Arab American or Asian American seniors residing in Region 1-A. Priority must be given to older adults lacking formal or informal support systems including low-income seniors who may not be among the targeted racial/ethnic group.

Allowable Service Components:

1. Initial efforts to identify and contact potential clients.
2. Initial Intake visit.
3. Assistance in completing forms/paper work aiding in their continued or improved independence such as: DHHS/SSA applications, insurance forms, utility assistance and other pharmaceutical assistance forms, and/or tax rebate forms.
4. Accompanying older adults to professional visits when necessary such as: medical appointments, Social Security Administration and Department of Health and Human Services, legal appointments, bank grocery store, or health screenings. This component does not include providing on-going transportation for the client.
5. Arranging for on-going needs such as home health aide, home care assistance, homemaking, chore, home repair, meals, and transportation, mental health and other services.
6. Telephone calls/home visits for care coordination and follow-up.
7. Serving as client advocate to obtain needed services; collaboration with other service providers to avoid duplication of services and to coordinate best services.
8. Referral of isolated seniors to MI CHOICE, Project CHOICE, MI Health Link and other DAAA services for enrollment. Provide assistance with redeterminations of at risk elders.

Minimum Standards:

1. Each program must have uniform intake procedure and maintain consistent records. Intake may be conducted over the telephone. Intake records for each potential client must include as much of the following information as is appropriate for the type of service requested and is able to be determined:
 - a. individual's name, street and mailing address, county, township and telephone number.
 - b. individual's birth date.
 - c. physician's name, address and telephone number.
 - d. name, address, and telephone number of the person, other than spouse or relative with whom the individual resides, to contact in case of emergency

- e. difficulties with activities of daily living and instrumental activities of daily living
- f. perceived supportive service needs as expressed by individuals or their representatives
- g. race/ethnicity
- h. sex
- i. income status
- j. social security number
- k. date of first client or family contact requesting service, or referral date and source
- l. list of service(s) currently receiving including identifying if care management, DHS or other provider is coordinating services,

2. Each program must identify, determine, and document client needs, when on-going assistance will be provided to client.
3. Each program must provide documentation of: all contact with and assistance to clients; referrals to other service providers in the community; and reduced isolation by annual client surveys and other appropriate means. Minimal paperwork will be required.
4. Each program is encouraged to utilize volunteers with clients. Volunteers must be appropriately screened, trained and supervised by professional staff of service provider and/or other volunteer resources within the community. Appropriate volunteer services include: friendly visiting; meal preparation in the home; transportation; accompanying client to professional appointments and social/recreational events; advocacy for client; grocery and pharmacy errands; and helping client complete forms.
5. Each program must provide follow-up as often as is appropriate but for at least 25% of clients served to determine whether the needs(s) were addressed and to determine any problems with the service delivery system.
6. Each program must complete an initial intake in a timely way to meet client needs and usually within 10 days of request for service. Each program must also keep a record of requests for service for which the program is unable to meet.
7. Programs located in areas where non-English or limited English speaking older adults are concentrated are encouraged to have bilingual personnel available (paid or non-paid).
8. Each program must demonstrate staff and volunteer participation in educational training. Educational opportunities must be encouraged and made available to staff and volunteers on an annual basis.
9. Each program must demonstrate collaborative relationships with the immediate community and other service providers. Suggestions of collaborative relationships would include providing public presentations to educate the greater community about the needs of their older adults and ways in which the community can help; and/or participating in collaborative meetings with other service providers in the community.

Unit of Service: One hour of Outreach & Assistance which includes identification of and contact with isolated older persons; determining unmet needs; and assistance in their gaining access to needed services.

Regional Service Request

ACCESS SERVICES

AAA ADMINISTERED SERVICES

A. Access

☒ Care Management - Update

Starting date: October 1, 2016	Ending date: September 30, 2017
Total of federal dollars: \$1,000	Total of state dollars: \$800,734
Geographic area to be served: Region 1-A (Cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park)	

Goal 1: Improve participant's medication self-management skills.

Activities:

1. Supports Coordinators will reconcile all medication that the participant is taking with their physician.
2. Supports Coordinators will educate participant about medication self-management to increase their knowledge and compliance and minimize ER visits and hospital admits.
3. Supports Coordinators will follow up with the participants during monthly contacts and face to face visits to insure they are adhering to the Physician ordered medication regimen.

Expected Outcome: Improve the participant's knowledge related to their medication regimen. Minimize medication errors and increase compliance with physician orders. Minimize medical visits due to medication errors.

Goal 2: Improve participant's pain management skills.

Activities:

1. Evaluate client feedback regarding pain levels during initial assessment, reassessments and phone contacts.
2. Document interventions for all participants by rating their pain as mild, moderate or severe.
3. Assist participant with pain management concerns during contacts to provide interventions such as evaluating the current pain management regimen and contacting the physician for orders as needed or providing comfort measures, etc.
4. Evaluate the effectiveness of all interventions and problem solve, as needed.

Expected Outcome: Measure pain management at baseline and at specific intervals to improve pain management for participants in collaboration with their physician.

Goal 3: Increase the number of participants who have an active Advance Medical Directive.

Activities:

1. Supports Coordinators will educate and review benefits of an Advance Medical Directive with all participants.
2. Supports Coordinators will review the benefits of an Advance Medical Directive with participants on an on-going basis and with participants who are not in compliance.
3. Supports Coordinators will monitor whether Advance Directives need to be updated.
4. Work with an inter-disciplinary workgroup and community stakeholders on an Advance Directives Campaign through a multi-faceted communications campaign to encourage seniors to prepare and update Advance Medical Directives.

Expected Outcome: Increase the number of participants and Region 1-A older residents who have an active Advance Medical Directive.

Goal 4: Increase support resources for caregivers.

Activities:

1. Supports Coordinators will evaluate caregiver needs and provide resources as needed to minimize caregiver burn out.
2. Supports Coordinators will explore opportunities for caregiver/participant respite.
3. Supports Coordinators will monitor effectiveness of interventions and make adjustments as needed.

Expected Outcome: Increased opportunities for Caregiver support.

☒ **Care Management**

Current Year and Projected Year			
Client Numbers, Case Load and Client to Staff Ratio			
Number of client pre-screenings: 2016	202	Planned 2017:	200
Number of initial client Assessments -- 2016	94	Planned 2017:	96
Number of initial client care plans - 2016	94	Planned 2017:	96
Total # of clients (carry over plus new) – 2015	181	Planned 2017:	275
Staff to client ratio 1:50 (Active and maintenance)			

Match and Other Resources			
MATCH: Sources of Funds	State Funding	Cash Value	In-Kind
	\$719,734	0	\$80,000
OTHER RESOURCES: Sources of Funds	Program Income	Cash Value	In-kind
	\$1,000	0	

ACCESS SERVICES

Information & Assistance

Starting date: October 1, 2016	Ending date: September 30, 2017
Total of federal dollars: \$334,082	Total of state dollars: \$83,588
Geographic area to be served: Region 1-A (Cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park)	

Goal 1: Update and maintain Information & Assistance (I&A) Resource Database to be able to provide accurate and updated information to all identified populations.

Activities:

1. Complete the identification and removal of resources in database that are no longer valid.
2. Continue to update valid resources in the resource database.
3. Identify gaps in available resources.
4. Collaborate with community organizations to identify resources to fill gaps.
5. Add identified community resources to the database.
6. Maintain the database according to AIRS standards.

Expected Outcome: Greater community access to resources that are accurate and up-to-date.

Goal 2: Enhance the skills of I & A Specialists.

Activities:

1. I & A Specialists will participate in ongoing training to enhance current skills and develop new skills to serve all identified populations.
2. I & A Specialists will continue to participate in required AASA Person Centered Thinking training.
3. I & A Specialists will continue to participate in on-going ABCs of I & R training to meet AIRS standards for recertification.
4. I & A Specialists will continue to participate in on-going MMAP training for 100% of staff to be certified as counselors.
5. I & A Specialists will continue to participate in LGBT sensitivity training.
6. Collaborate with other departments to ensure effective and efficient screening processes for MI Choice Medicaid Waiver, Project Choice, MMAP, MI Health Link, Meals on Wheels and other programs.
7. Support Outreach program efforts by attending events and completing on-site intake and referral assistance services.

Expected Outcome: I & A Specialists will respond to all callers in a person-centered manner and provide appropriate information, intake and referrals to all callers.

Goal 3: Collaborate with Community Wellness Service Center partners to expand I & A, education and Options Counseling to increase accessibility, streamline services, and navigate the environment.

Activities:

1. Develop tools to track outcomes of community I & A and Options Counseling
2. Provide I & A and Options Counseling training that meets AASA and AIRS standards.
3. Provide I & A and Options Counseling at Community Wellness Service Center agencies to all populations.
4. Collaborate with Community Wellness Service Center partners to evaluate tracking data and determine next steps.

☒ **Outreach Services**

Starting date: October 1, 2016	Ending date: September 30, 2017
Total of federal dollars: \$193,880	Total of state dollars: \$66,429
Geographic area to be served: Region 1-A (Cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park)	

Goal 1: Expand the reach of DAAA programs and services in the community.

Activities:

1. Target identified organizations in the outreach database to identify individuals who may benefit from DAAA services.
2. Attend community meetings with elected officials and local government entities to provide information about DAAA programs.
3. Work with I & A providers to target vulnerable, at-risk seniors and adults with disabilities.
4. Develop strategy for educating consumers on accessing pre-paid ambulatory health plans (PAHP) as MI Choice converts to this new system.
5. Utilize social media, local media outlets and cable television to promote DAAA programs in collaboration with municipal governments and other partners.

Expected Outcome: Increase community awareness of DAAA programs and services.

Goal 2: Increase client enrollment in targeted DAAA programs

Activities:

1. Develop relationships and education partners outside of our current network.

2. Collaborate outreach events to targeted population to get referrals for DAAA programs with open enrollment.
3. Continue to use translated material to targeted populations.

Expected Outcome: Increase enrollment of targeted programs and services offered by DAAA and its service provider network.

Goal 3: Increase client enrollment in targeted DAAA programs.

Activities:

1. Use telephonic calls to reach waitlist clients to access a continued need for DAAA's programs.
2. Refer waitlist clients to I&A when additional needs are determine so referrals can be made to other programs outside of DAAA's scope of service.
3. Continue to educate Outreach Providers and other community partners to obtain referrals to DAAA's programs.
4. Continue to promote evidence-based programs such as D-PATH and AMOB.
5. Hold D-PATH and AMOB information sessions in the community, which will lead to clients attending workshops.

Expected Outcome: Increase enrollment of targeted programs and services offered by DAAA and its service provider network.

DIRECT PROVISION OF SERVICES

Long Term Care Ombudsman

Total of federal dollars: \$40,617	Total of state dollars: \$73,547
---	---

Goal 1: Provide advocacy services for nursing facility and community living residents.

Activities:

1. Continue to educate nursing facility and community living residents regarding their rights.
2. Investigate complaints from nursing facilities, MI Choice, adult foster care and homes for the aged residents and their family members.
3. Collaborate with residents, resident supports, and nursing home facilities to resolve complaints.
4. Assist residents who would like to transition from institutional to community settings.
5. Assist residents who are experiencing nursing home closure.
6. Continue to participate on the Elder Abuse Task Force.

Expected Outcome: Increase knowledge and understanding about resident rights and responsibilities.

Goal 2: Provide community education on the rights of nursing facility residents and elder abuse.

Activities:

1. Continue to develop relationships with nursing home and community living residents and family support to raise awareness of resident rights and elder abuse.
2. Collaborate with outreach program to target events to provide community education.
3. Collaborate with county organizations to educate and increase community awareness of all populations on elder abuse.
4. Work to protect nursing home residents from voter-related and other types of fraud.
5. Coordinate trainings on Elder Abuse for I & A Specialists.

Expected Outcome: Increase knowledge of residents, family members and the community on identifying and responding to potential cases of elder abuse and/or fraud prevention.

PROGRAM DEVELOPMENT OBJECTIVES

The FY 2017 – 2019 strategic goals for program development are highlighted below:

Goal 1: Improve and Expand the Health, Wellness and Nutrition Services of Older Adults

Goal 2: Increase Access to Public Benefits and Services through a Single Point of Entry

Goal 3: Expand Transportation Services for Seniors and Adults with Disabilities

Goal 4: Promote Caregivers through Responsive Training, Education and Support.

Goal 5: Promote Development of Communities-For-A-Lifetime

Goal 1: Improve and Expand the Health, Wellness and Nutrition Services of Older Adults.

FY 2017

Objective1.1: Create Community Wellness Service Centers that provide a sustainable infrastructure for integrating community navigation and health and wellness services into each targeted service area.

Activities:

1. Work with Community Wellness Service Centers, congregate meal sites and locations to integrate community navigation and health and wellness services.
2. Collect wellness outcomes to measure impact of evidence-based healthy aging programs.
3. Work with community wellness service centers, congregate meal sites and other partners to expand services through other partnerships.

Expected Outcome: Increase resources for seniors and caregivers through coordinated care resources.

Objective1.2: – Further expand evidence-based health promotion and disease prevention services through community wellness service centers, congregate meal sites and other locations.

Activities:

1. Continue to recruit and train lay leaders in A Matter of Balance, EnhanceFitness, DPATH, PATH and other evidence-based programs..
2. Seek needed licenses as needed.
3. Explore third-party reimbursement and fees to support sustainability.

Expected Outcome: Improvement of health status among older adults through health promotion and disease self-management programs.

Objective 1.3: Expand Nutrition Services at Community Wellness Service Centers, satellites and congregate meal sites.

Activities:

1. Expand depth of nutrition education through Cooking Matters, MSU Food Extension and other programs.
2. Partner with food pantries and other partners to expand the distribution of food commodities.
3. Pilot Halal meals at one congregate meal site.

4. Develop strategies to promote Project Fresh, Double Bucks and other programs that disseminate fresh fruits and vegetables.

Expected Outcome: Increase knowledge of good nutrition among seniors in Region 1-A.

FY 2018

Objective 1.1: Introduce Membership Services and Social Marketing Among Community Wellness Service Centers.

Activities

1. Research membership services that can be provided region wide
2. Develop social marketing campaign that can support a Community Wellness Service Center, membership services and lifestyle change.
3. Research software or other information technology to support membership services and lifestyle change
4. Seek funding to support project
4. Pilot the social marketing and membership services
5. Evaluate and measure quality of services against baseline data
6. Expand efforts region-wide

Expected Outcome: Increase sustainability of wellness services and outcomes.

Objective 1.2: – Continue to further expand types of evidence-based health promotion and disease prevention services through community wellness service centers, satellite locations and congregate meal sites.

Activities:

1. Continue to recruit and train lay leaders in evidence-based programs.
2. Introduce Tai-Chi, modified Yoga and Take Heart evidence-based programming into wellness centers.
3. Explore options for evidence-based such as yoga, Tai-Chi and other activities in collaboration with Community Wellness Service Centers and other partners.

Expected Outcome: Increase physical activities and fitness programming in to wellness centers, congregate meals.

FY 2019

Objective 1.1: Work with Community Wellness Service Centers and other locations to expand health and wellness services through partnerships.

Activities:

1. Work with Community Wellness Service Centers to expand health-related services within their facilities.
2. Assist partners to seek additional funding to support clinical and other services.

Expected Outcome: Improve health status of older adults in Region 1-A.

Objective 1.3: Expand Nutrition Services at Community Wellness Service Centers, congregate meal sites and other locations.

Activities:

1. Promote the engagement of seniors in urban gardening and use of farmers' markets.
2. Integrate healthy eating into wellness center programming.
3. Introduce culturally appropriate meals into congregate meal facilities

Expected Outcome: Increase knowledge of good nutrition across Region 1-A.

Goal 2: Increase Access to Public Benefits and Services through a Single Point of Entry and Community Wellness Service Centers.

Activities:

1. Educate consumers on how to access to public and private benefits and services made available through existing and new programs.
2. Provide training and technical assistance to Community Wellness Service Centers and other partners

Expected Outcome: Increased knowledge of professionals and consumers about community resources and public/private benefits.

2017

Objective 2.1: Build Single Point of Entry within DAAA to better provide information and assistance, eligibility screening and options counseling.

Activities:

1. Develop policies and procedures to support Single Point of Entry.
2. Develop MOUs with community partners to support service referral, client tracking and service delivery
3. Research HIPAA-related issues.
4. Expand Service Point's capacity to track clients and support community resource needs.

Expected Outcome: Increase access to programs, information and outcomes for seniors and caregivers both within DAAA and with our community partners

2018

Objective 2.1: Build the capacity of AAA and service provider network to provide benefits screening, counseling and application assistance.

Activities:

1. Introduce community wellness service centers to MI-SOAP.org web portal
2. Work with providers to integrate MMAP, MI Café and MI Bridges to reduce duplication of efforts.
3. Advocate for improved coordination through DHHS, Social Security and CMS.

Expected Outcome: Increased economic security through public and private benefits.

2019

Objective 2.1: Build the capacity of seniors and caregivers to access public benefits through technology and other methods.

Activities:

1. Work with Elder Law of Michigan to expand MI-SOAP to service end users.
2. Develop promotional campaign to increase use of the web portal.
3. Evaluate results and modify programs and services..

Expected Outcome: Increased access to private benefits and services.

Goal 3: Expand Transportation and Mobility for Seniors and Adults with Disabilities

2017

Objective 3.1: Collaborate with public and private partners to expand door-to-door transportation to medical appointments and other destinations.

Activities:

1. Continue meetings with DDOT staff to finalize the process for usage of the 5310 dollars to provide transportation for seniors and adults with disabilities.
2. Continue to work with Detroit Emergency Medical Services (EMS) to develop a protocol for routing calls/rides for non-emergency transportation (NEMT) solutions. Work with area hospitals to manage return (NEMT) appointment transportation.
3. Continue to meet with local Area Agencies on Aging to review transportation practices used by other agencies for client transportation services and challenges.
4. Work with community partners, including health care as possible private fund sources.

Expected Outcome: Improve quality of life, increase independence, encourage socialization and reduce health issues.

FY 2017

Objective 4.1: Work with Alzheimer's Disease Association and other partners to expand support, education and training for caregivers caring for adults with Alzheimer's Disease and other dementias.

Activities:

1. Develop protocols, policies and procedures for DAAA and the service provider network to better serve persons with dementia, particularly the 85-plus.
2. Identify additional training and certification for DAAA staff and service provider network.
3. Expand Creating Confident Caregiver training for family caregivers
4. Enhance respite care, adult day services and existing caregiver support, training and education efforts in Region 1-A.

Expected Outcome: Increase capacity of family caregivers to provide quality care to care recipients with dementia.

FY 2018

Objective 4.2: Work with caregiver support providers, Community Wellness Service Centers and other community stakeholders to expand caregiver support groups in Region 1-A.

Activities:

1. Establish a Caregiver Support Collaborative within Region 1-A.
2. Research best practices for caregiver support, education and training.
3. Convene caregiver focus groups and/or conduct community needs assessment to determine needs.
4. Seek additional resources to support caregiver services
5. Train support group leaders and facilitators.
6. Expand and enhance caregiver support services

Expected Outcome: Increase capacity of caregivers to provide care through emotional and other support.

FY 2019

Objective 4.3: Create an education and training series for family caregivers.

Activities:

1. Develop a database of family caregivers from Service Point, Compass and other databases.
2. Develop caregiver training and education materials for family caregivers
3. Post information of DAAA and provide Website for expanded information dissemination
4. Make education and training sessions available in Region 1-A.

Expected Outcome: - Increase knowledge of family caregivers to provide supportive services to care recipients who desire to age in place in a setting of their choice.

Goal 5: Promote Development of Communities-of-a-Lifetime –Support the development of aging-friendly communities through collaboration with SEMCOG, AARP Michigan, local governments and other partners.

FY 2017

Objective 5.1: Conduct Research and Readiness Assessment for Communities-For-A-Lifetime

Activities:

1. Work with City of Highland Park to develop action plan for the AARP Michigan Livable Communities designation.
2. Review AARP and AASA Communities-of-a-Lifetime and Aging Friendly Communities processes.
3. Seek training on Communities-of-a-Lifetime from Aging and Adult Services Agency.
4. Conduct a readiness assessment of communities for an aging-friendly communities designation.
5. Identify a community interested in pursuing a Communities-of-a-Lifetime destination.

6. Use City of Highland Park as a mentor.
7. Work with citizens on a future action plan.

Expected Outcome: Assess interest of local municipalities about aging-friendly communities engagement.

FY 2018

Objective 5.1: Pilot seeking a Communities-for-a-Lifetime in a neighborhood district within the City of Detroit.

Activities:

1. Work with the City of Detroit Commission to identify a neighborhood district for a Communities-For-A-Life Time designation.
2. Establish a workgroup with residents and other community stakeholders
3. Conduct the assessment of the neighborhood district
4. Seek a resolution from the City of Detroit and/or City Planning Commission
5. Submit to Aging and Adult Services Agency.

Expected Outcome: Promote Aging-Friendly Communities concept within City of Detroit.

ADVOCACY STRATEGY

The DAAA will plan, develop and implement its FY 2016 Advocacy Strategy in collaboration with its DAAA Board of Directors, Advisory Council, consumers, and community stakeholders. This Advocacy Platform will target and prioritize issues related to expanding funding and resources for services including a Wayne County Senior Millage. In addition, it will include strategies that will advocate for legislative and congressional action that create, expand and improve services that address unmet needs of seniors in PSA 1-A. Emphasis will be placed on protecting the interest of older adults, caregivers and service providers in policy and system reforms related to the rollout and implementation of Integrated Care and the Affordable Care Act. Areas of unmet need will obtain considerable attention in order to lessen the impact of federal and state funding cuts and to embrace opportunities that will make long term care and health care transformations responsive to the needs of older adults and their families.

Advocacy Structure

- **DAAA Board of Directors & Advisory Council** – This governing body and its Advisory Council will be the catalyst for the identification of platform issues at the federal, state and local levels in collaboration with the Consumer Advisory Councils of the agency. This work will be implemented through the Public Policy Committee.
- **DAAA Staff** – DAAA staff will continue to advocate and empower older adults and their families through the provision of information and services. In addition, designated staff will support advocacy efforts through analysis of data and legislation, research, policy development and reform.
- **Region 1-A Aging Services Network** – DAAA will continue to inform and solicit input and support from its local services network.

Advocacy Partnerships

National

- **National Association of Area Agencies on Aging (n4a) Legislative Conference.** Board and Staff representatives attend the annual n4a conference and visited congressional leaders to advocate for policy changes impacting older adults.

State

- **Commission on Service to the Aging (CSA)** – DAAA will monitor the CSA and ensure that this oversight body to the Michigan Office of Services to the Aging is informed about the needs of older adults and caregivers in PSA 1-A.
- **Michigan Senior Advisory Council (MSAC)** – DAAA will recommend the appointment of members to MSAC from Region 1-A to ensure that the voice of consumers from this planning and services area are represented.
- **Older Michiganians Day (OMD)** – DAAA will continue to shape and support the Older Michiganians Day Annual Advocacy Platform designed to communicate the needs of older adults to the State Legislature in collaboration with other AAAs and consumers in Region 1-A. This includes annual visits to the offices of the State Legislature.
- **Michigan Association of Area Agencies on Aging (M4A)** – DAAA staff represents Region 1-A in monthly M4A meetings to stay abreast of statewide issues impacting older adults, caregivers and the local Aging Services Network.
- **Silver Key Coalition** – Network of State Aging and Disability Agencies advocating for expanded in-home services.

Regional

- **Aging Services Consortium** – DAAA will continue to provide representation at the Aging Services Consortium meetings.
- **Southeast Michigan Senior Regional Collaborative** – DAAA will continue to have representation and leadership on the collaborative of nearly 30 agencies in Southeast Michigan.

Advocacy Methods & Tools

- Public Testimony
- Legislative Briefings
- White Papers & Position Papers
- Advocacy Platform Talking Points
- Advocacy Network Mailing List
- DAAA Website & Advocacy E-Blast
- Advocacy Training
- Advocacy Give-A-Ways (pens, advocacy tool kits, etc).

FY 2017 Priority Advocacy Issues

The following advocacy issues will be addressed during FY 2016-2017:

- Resource Development
- Transportation and Mobility
- Home and Community-Based Services for Older Persons and Individuals with Disabilities
- Caregiver Education, Training & Support
- Preservation of Affordable Senior Housing
- Civic Education and Engagement

LEVERAGED PARTNERSHIPS

DAAA plans to work with a variety of partners and community stakeholders to implement its goals and objectives at the regional and service area levels over the next three years. Key planned initiatives appear below.

Aging & Disability Resource Collaborative (ADRC) Detroit-Eastern Wayne Partnership: DAAA will continue to partner with Disability Network – Wayne County/Detroit and other collaborative partners to increase access to long term care and other services through a no wrong door approach.

Aging Services Consortium: Continue partnering with service providers and community stakeholders to address aging related issues impacting seniors and caregivers.

Aging Services Network - (Region 1-A): DAAA will convene the service provider network to coordinate services, work on quality assurance issues and position the community for Integrated Care and health reform to improve services in the community.

Area Foundations and Private Corporations: DAAA will work with local foundations and private corporations to obtain support for producing meals locally.

Care Transitions Partnerships: Partner with Michigan Peer Review Organization (MPRO), Detroit Medical Center, Henry Ford Health System, William Beaumont and St. John Providence Health System.

City of Detroit Department of Health and Wellness Promotion – Partner with the Department of Health and Wellness Promotion on health and wellness initiatives to improve the health status of older adults in Region 1-A.

City of Detroit Senior Advisory Commission – Mayor Duggan's City of Detroit Commission on Aging was chartered to advise the mayor's office on the needs and challenges of older residents. Chaired by Paul Bridgewater, the Commission reviewed the Multi-Year Plan and its update, held public hearings on senior issues and promote increased access information about community resources.

Colleges & Universities: Continue to partner with Wayne State University, University of Michigan, Michigan State University Cooperative Extension and other colleges and universities to tap into

invaluable training, education and research capabilities. This includes expansion of field placements and other opportunities to prepare students for the marketplace.

Michigan Department of Health & Human Services: Strengthen partnership with Department of Human Services to support the protection of seniors and adults with disabilities who are at-risk of abuse and exploitation or unable to meet their basic needs.

Detroit-Wayne County Health Authority: Strengthen relationship with the health authority that has oversight of mental and other health services to support referrals to mental health agencies, healthcare treatment and other services,

D-DOT Local Advisory Council (LAC): Work with D-DOT, SMART, SEMCOG, the Regional Transportation Authority and other transportation providers to expand and coordinate transportation services for consumers.

System Transformation

At the regional level, DAAA will continue to work with area health systems, managed care organizations, the Public Health Institute, federally qualified health centers and other partners to forge relationships with them to pilot and implement Integrated Care, Care Transition services and other evidence-based healthy aging services. DAAA will work with The Senior Alliance and the Administration for Community Living to develop a strategic business plan through a technical assistance and support grant award. One of fifteen agencies across the country to be awarded this grant, DAAA will position the Aging Services Network in Wayne County to provide services to Medicare and Medicaid Dual Eligible consumers. It is estimated that there are over 200,000 dual eligible consumers in Michigan, including 53,000 in Wayne County. These individuals have been targeted for common benefits and services through Integrated Care starting July 1, 2015. Approximately 35,000 reside in Region 1-A.

DAAA will continue to work with the Michigan Peer Review Organization (MPRO), Detroit Medical Center, Henry Ford Health System, William Beaumont and St. John Providence Health System and other health systems to create and expand Care Transition services to reduce admissions and re-admissions. This will be achieved through implementation of the Eric Coleman Model of Transition services, referral of consumers to evidence-based health promotion programs, as well as, the Diabetes Self-Management Program, which can be paid for through Medicare. The agency will continue to dialogue with Blue Cross Blue Shield of Michigan and other managed care organizations to advocate for seniors and to make sure that the rights of seniors are protected. This includes protecting Medigap and Medicare Advantage Plans.

Economic Security & Well Being

DAAA will continue to partner with the Southeast Michigan Regional Senior Collaborative, Elder Law of Michigan, the Department of Health and Human Services and other partners to protect the rights of seniors to not be exploited by elder abuse, to access all entitled public benefits and services, and to advocate for a better quality of life. This will be carried out through supporting agencies that provide public benefits through MiCAFE', MI Bridges as well as, through outreach and education strategies targeted at elder abuse through the Wayne County Elder Abuse Task Force and the Wayne County Department of Human Services. The agency will also work with the Detroit-Wayne County Mental

Health Board and its provider network to support referrals to mental health agencies, treatment without stigma and coordination of services.

Senior Millage & Other Resources

DAAA will continue to partner with The Senior Alliance to monitor and advocate for a Senior Millage in Wayne County as well as expanded services for older veterans as the County's budget deficit is addressed. DAAA will also support the work of advocates to have the Intrastate Funding Formula reviewed and changed and work at ways to free up local resources to support senior citizens. This includes strengthening relationships with foundations, development of public-private partnerships with corporations, faith-based organizations, fraternal organizations and other partners as well as field placements and community volunteers. DAAA will also work with Wayne County, municipalities, foundations, veterans groups, faith-based groups, time banks and other stakeholders to better meet the needs of older adults and caregivers.

Senior Transportation

DAAA will continue to build strong relationships with D-DOT, SMART, SEMCOG, the Regional Transportation Authority, the Regional Elder Mobility Alliance (REMA), Transportation Riders United and other transportation providers to expand and coordinate door-to-door and curb-to-curb transportation services for consumers. DAAA will also work with Michigan Department of Community Health and the Wayne County Department of Human Services on the expansion and improvement of medical transportation.

Lesbian, Gay, Bisexual and Transgender (LGBT) Older Adult Coalition

DAAA will work with Area Agency on Aging 1-B, The Senior Alliance and the LGBT Older Adult Coalition of Southeast Michigan to determine strategies that can be used to identify and meet the needs of the Lesbian, Gay, Bisexual and Transgender community. This includes determining the needs of this community, increasing competency among staff and service providers regarding LGBT issues, and developing effective programs and services for LGBT older adults.

US Department of Housing & Urban Development (HUD)

DAAA will work with HUD, and the Michigan State Housing Development Authority (MSHDA) to develop a home repair set-aside strategy for older persons in Region 1-A to address the need for minor and major home repairs, housing rehabilitation and home modifications.

Wayne County Community Action Agencies

DAAA will work with Wayne Metro to target low-income seniors who have basic needs.

COMMUNITY FOCAL POINTS

Community Focal Points for FY 2017 – 2019 will include the following:

- Regional Community Focal Point – Detroit Area Agency on Aging
- Community Wellness Service Center

OTHER GRANTS & INITIATIVES

Targeted Caregivers and Referral Services (T-CARE)

DAAA will continue to provide caregiver support to caregivers through T-CARE during FY 2017 – 2019. To expand and enhance the program, DAAA will seek additional resources to for caregivers in order to make respite care and other resources available to them. During FY 2014 – 2016, DAAA piloted the program with two supports coordinators. One key barrier is the need to have sufficient services for caregivers once counseling is made available.

Creating Confident Caregivers

DAAA currently has one Master CCC Trainer on staff for Creating Confident Caregivers in addition to three additional trainers who offer CCC workshops at community partner agency locations. DAAA will utilize these resources to make Creating Confident Caregiver workshops available two to four times per year.

Chronic Disease Self-Management Program

Over the past several years DAAA has sought to build capacity of our service provider network to deliver sustainable, evidence-based disease prevention programs within Region 1-A. This has been accomplished through training of staff and volunteers in order to embed the programs in our community. Staff have been trained as Master Trainers (A Matter of Balance, and Diabetes PATH), as well as instructors, coaches and lay leaders for A Matter of Balance, Diabetes PATH, Creating Confident Caregivers, EnhanceFitness, and PATH.

The Service Provider Network agencies are committed to offering evidence-based programs. Some partners use funding from DAAA (Community Support Coordination) to cover the cost of providing these programs while other get support from DAAA through its Health and Wellness Program. Workshops and classes are coordinated with DAAA to ensure that they are offered at diverse locations throughout Region 1-A. Locations include community wellness centers, parks and recreation centers, senior centers, senior residences and congregate meal sites.

During FY 2017 – FY 2019, DAAA hopes to expand evidence-based programming to include Tai-Chi since it is popular among older adults. In addition, the agency wants to explore how modified yoga can be provided outside of OAA funding. All of these classes and workshops will positively impact the overall well-being of program participants.

MI Health Link

Currently, DAAA has contracts with Aetna, AmeriHealth, Fidelis CareSecure, Midwest/HAP and Molina to provide Supports Coordination under MI Health Link. In addition, it manages contracts for the provision of Adult Day Health, Chore Services, Community Living Supports, Expanded Community Living Support, Environmental/Home Modifications, Fiscal Intermediary, Home-Delivered

Meals, Non-Medical Transportation, Nursing Facility Transition Services, Nursing Services, Personal Care, Personal Emergency Response Systems, Respite Care Services (In and Out-of-the Home), Adaptive Medical Equipment & Supplies, Training and Assistive Technology. DAAA plans to continue to provide these services through the life of the contracts.

Care Transition Services

DAAA contracts with Detroit Medical Center, DMC- affiliated Accountable Care Organization (ACO), Gateway and Total Home Care for Care Coordination/Care Transition Services.

University of Michigan – NIH Grant

The University of Michigan School of Public Health has received a National Institute of Health Grant to implement the *Take Heart* initiative in collaboration with DAAA and the Rosa Park Geriatric Center. The *Take Heart* study will assess the adaptation and dissemination of an evidence based heart disease self-management program into a community where patients are particularly vulnerable to negative health outcomes. The program will be offered by the Detroit Area Agency on Aging (D-AAA) with participants recruited from the Detroit Medical Center, with the University of Michigan Center for Managing Chronic Disease conducting an evaluation of the implementation process and outcomes. The end goal is to identify a sustainable model, allowing DAAA to offer this program long after the study period so that older adults can maintain optimal functioning, quality of life and independence.

Aims and Objectives

- Adapt the *Take Heart* heart disease self-management program for adults aged 50+ for participants in Detroit.
- Adapt *Take Heart* for optimal implementation by the D-AAA and the Rosa Parks Geriatric Center at Detroit Medical Center.
- Observe and assess the adaptation of this evidence-based program for sustained use in the community .
- Assess clinical health outcomes (e.g., health care use, hospitalizations, emergency room use, physical and psychosocial functioning) in a randomized controlled trial of participants in the adapted model.
- Assess cost savings to the Rosa Parks Clinics associated with program participation
- Develop a plan for scaling up using the statewide and national network of Area Wide Agencies on Aging.

DDOT Transportation Contract

DAAA contracts with the Detroit Department of Transportation (DDOT) to provide nib-emergent, medical transportation to older persons and adults with disabilities residing in the City of Detroit with New Freedom/JARC funding. During FY 2017 – 2019, the agency plans to pursue additional 5310 funding to supplement SMART funding made available in the central and eastern suburban communities of Region 1-A.

Medicare Medicaid Assistance Program

MMAAP continues to be one the DAAA's vital programs. Over the next three years, MMAAP anticipates having several grants that support the agency's benefits access work in the community. The following grants slated for FY 2017 through FY 2019:

Medicare and Medicaid Assistance Program(MMAAP)

- MMAAP purpose is to strengthen the capability of the AAA to provide information, counseling , and assistance that will help Medicare beneficiaries to understand and access program benefits
- Through counseling, education, and outreach the AAA will help beneficiaries identify, understand, and enroll in programs and plans, when eligible and appropriate, including enrollment assistance in prescription drug plans, Medicare Advantage plans, Medigap policies, Medicare Savings Programs, long-term care insurance and financing, and other public and private health insurance coverage options available to Medicare beneficiaries

Under this grant, there will be eight performance goals to be achieved:

1. Number of total clients contacts
2. Persons reached through select outreach activities
3. Number of direct contacts with clients
4. Disabled beneficiary contact
5. Low-Income beneficiary contacts
6. Enrollment contacts
7. Part D enrollment contacts
8. Total counseling hours

Medicare Improvement for Patients and Providers Act (MIPPA):

The primary purpose of this partnership is to work together to provide information, counseling, and assistance that will help Medicare beneficiaries understand and apply for Medicare Low-Income Subsidy(LIS) or Medicare Savings Program (MSP) benefits through outreach and counseling assistance services

- Screen beneficiaries for LIS eligibility, ensure that every effort to obtain personal, income and assets in order to minimize application rejection. Complete online at SSA.gov. LIS benefit
- Screen beneficiaries for MSP eligibility, ensure that every effort to obtain personal data, income and assets information in order to minimize application rejection.
- Complete DCH1426 Application or apply online at MI Bridges for MSP benefit.

Senior Medicare Patrol Project (SMP):

- The purpose of the SMP Project is to increase recognition, reporting, and avoidance of Medicare fraud and abuse by Michigan's 1.8 million Medicare beneficiaries. This will be achieved through statewide counseling, education, outreach and prevention efforts.

- Goal is to empower and assist Medicare beneficiaries, their families, and caregivers to prevent , detect and report health care fraud, errors and abuse through outreach, counseling and education.

Volunteer Program

Over the past two years, we have seen an increase in their performance as well as for some of the partners. More specifically focusing on the higher performing partners and helping with strategies to perform even better this grant year.

Successes:

Thus far, volunteer recruitment initiatives through outreach activities, has proven to be the most effective form of recruitment for our program. DAAA has been successful at recruiting committed volunteers who come to the program with their friends. Approximately 33% of our core volunteers have been with the program three or more years.

Challenges:

DAAA continues to seek additional community volunteers who can devote time to the project

Planned Services Summary Page for FY 2017			PSA: 1-A		
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	\$ 800,734	10.30%			X
Case Coordination & Support	\$ -	0.00%			
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 417,670	5.37%	X		X
Outreach	\$ 266,109	3.42%			X
Transportation					
IN-HOME SERVICES					
Chore	\$ -	0.00%			
Home Care Assistance	\$ 293,361	3.77%	X		
Home Injury Control	\$ -	0.00%			
Homemaking	\$ -	0.00%			
Home Delivered Meals	\$ 2,629,788	33.82%	X	X	
Home Health Aide	\$ -	0.00%			
Medication Management	\$ -	0.00%			
Personal Care	\$ -	0.00%			
Personal Emergency Response System	\$ -	0.00%			
Respite Care	\$ 92,663	1.19%	X	X	
Friendly Reassurance	\$ -	0.00%			
COMMUNITY SERVICES					
Adult Day Services	\$ 202,800	2.61%		X	
Dementia Adult Day Care	\$ -	0.00%			
Congregate Meals	\$ 984,472	12.66%		X	
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ -	0.00%			
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ 18,500	0.24%		X	
Home Repair	\$ -	0.00%			
Legal Assistance	\$ 69,110	0.89%		X	
Long Term Care Ombudsman/Advocacy	\$ -	0.00%			
Senior Center Operations	\$ -	0.00%			
Senior Center Staffing	\$ -	0.00%			
Vision Services	\$ 18,500	0.24%		X	
Programs for Prevention of Elder Abuse	\$ 18,425	0.24%		X	
Counseling Services	\$ -	0.00%			
Creating Confident Caregivers® (CCC)	\$ -	0.00%			
Caregiver Supplemental Services	\$ -	0.00%			
Kinship Support Services	\$ 50,900	0.65%		X	
Caregiver Education, Support, & Training	\$ 62,700	0.81%		X	
AAA RD/Nutritionist	\$ -	0.00%			
PROGRAM DEVELOPMENT	\$ 176,951	2.28%			
REGION-SPECIFIC					
a. Outreach & Assistance	\$ 135,200	1.74%		X	
b. Comm. Wellness Ctrs.	\$ 1,379,500	17.74%		X	
c. LTC Ombds/Advocacy	\$ 127,164	1.64%			X
d. Comm. Supp. Navigator	\$ -	0.00%			
e. Comm. Living Support	\$ -	0.00%			
CLP/ADRC SERVICES	\$ -	0.00%			
MATF ADMINISTRATION	\$ 31,464	0.40%			
TOTAL PERCENT		100.00%	5.51%	75.98%	18.51%
TOTAL FUNDING	\$ 7,776,011		\$428,117	\$ 5,908,299	\$1,439,595

Note: Rounding variances may occur between the Budgeted Funds column total and the Total Funding under the Method of Provision columns. Rounding variances of + or (-) \$1 are not considered material.

FY 2017 AREA PLAN GRANT BUDGET

Agency: Detroit Area Agency on Aging

Budget Period: 10/01/15 to 09/30/16

Rev. 04/2015

PSA: 1-A

Date: 04/23/15

Rev. No.: 0 Page 1 of 3

SERVICES SUMMARY

FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	884,759		884,759
2. Fed. Title III-C1 (Congregate)		705,310	705,310
3. State Congregate Nutrition		22,255	22,255
4. Federal Title III-C2 (HDM)		935,665	935,665
5. State Home Delivered Meals		976,617	976,617
8. Fed. Title III-D (Prev. Health)	61,327		61,327
9. Federal Title III-E (NFCSP)	371,033		371,033
10. Federal Title VII-A	12,734		12,734
10. Federal Title VII-EAP	15,150		15,150
11. State Access	66,429		66,429
12. State In-Home	520,230		520,230
13. State Alternative Care	261,688		261,688
14. State Care Management	719,734		719,734
16. St. ANS & St. NHO	156,443		156,443
17. Local Match			
a. Cash	-	212,500	212,500
b. In-Kind	429,648	81,000	510,648
18. State Respite Care (Escheat)	139,246		139,246
19. MATF & St. CG Support	349,613		349,613
20. TCM/Medicaid & CMP	20,692		20,692
21. NSIP		650,913	650,913
22. Program Income	153,025	30,000	183,025
TOTAL:	4,161,751	3,614,260	7,776,011

ADMINISTRATION

Revenues	Local Cash	Local In-Kind	Total
Federal Administration	328,674	75,000	403,674
State Administration	57,316		57,316
MATF & St. CG Support Administration	31,464		31,464
Other			-
Total:	417,454	75,000	492,454

Expenditures

	FTEs
1. Salaries/Wages	
2. Fringe Benefits	
3. Office Operations	
Total:	-

Cash Match Detail

Source	Amount
Investment Income	75,000
Total:	75,000

In-Kind Match Detail

Source	Amount
Total:	-

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

Signature

Title

Date

FY 2017 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Agency: Detroit Area Agency on Aging

Budget Period: 10/01/15

to 09/30/16

Rev: 04/20/15

PSA: 1-A

Date: 04/23/15

Rev. No.:

page 2 of 3

SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII	State Access	State In-Home	St. Ail. Care	State Care Mgmt	St. ANS/ St. NHO	St. Respite (Escheat)	MATF & St. CG Sup.	TCM Medicaid St. Ombuds	Program Income	Cash Match	In-Kind Match	TOTAL
1. Access																
a. Care Management								719,734					1,000		80,000	800,734
b. Case Coord/supp																-
c. Disaster Advocacy																-
d. Informalln & Assls	204,093		129,969						83,588							417,670
e. Outreach	131,836		62,044		66,429										5,800	266,109
f. Transportation																-
2. In-Home																
a. Chore																-
b. Home Care Assis	88,705					134,148	20,758						12,250		37,500	293,361
c. Home Injury Cntrl																-
d. Homemaking																-
e. Home Health Aide																-
f. Medication Mgt																-
g. Personal Care																-
h. Assistive Device&Tech																-
i. Respite Care										27,000	36,515		1,300		27,848	92,683
j. Friendly Reassure																-
3. Legal Assistance	57,510												800		10,800	69,110
4. Community Services																
a. Adult Day Care							5,193				174,807		2,100		20,700	202,800
b. Dementia ADC																-
c. Disease Prevent																-
d. Health Screening																-
e. Assist to Deaf	15,000												500		3,000	18,500
f. Home Repair																-
g. LTC Ombudsman																-
h. Sr Ctr Operations																-
i. Sr Ctr Staffing																-
j. Vision Services	15,000												500		3,000	18,500
k. Elder Abuse Prevnt				15,150									375		2,900	18,425
l. Counseling																-
m. Creat.Conf.CG@ CCC																-
n. Caregiver Supplmt																-
o. Kinship Support	8,000		37,000										400		5,500	50,900
q. Caregiver E,S,T			54,000										700		8,000	62,700
5. Program Develop	176,951															176,951
6. Region Specific																
a. Outreach & Assistance	40,795		69,205						20,000				1,600		13,600	135,200
b. Comm. Wellness Ctrs	118,988	61,327	28,795			386,082	235,737			112,246	106,827		131,500		198,000	1,379,500
c. LTC Ombuds/Advocacy	27,883			12,734					52,855			20,682			13,000	127,164
d. Comm. Supp. Navigator																-
e. Comm. Living Support																-
7. CLP/ADRC Services																-
8. MATF & St CG Sup Adm											31,464					31,464
SUPPRT SERV TOTAL	884,759	61,327	371,033	27,884	66,429	520,230	261,688	719,734	156,443	139,246	349,613	20,692	163,025	-	429,648	4,161,751

FY 2017 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL

Rev. 04/2015

Agency: Detroit Area Agency on Aging Budget Period: 10/01/15 to 9/30/16
 PSA: 1-A Date: 04/23/15 Rev. Number 0

page 3 of 3

FY 2017 AREA PLAN GRANT BUDGET - TITLE III-C NUTRITION SERVICES DETAIL

SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Program Income	Cash Match	In-Kind Match	TOTAL
Nutrition Services									
1. Congregate Meals	705,310		22,255		175,907			81,000	984,472
2. Home Delivered Meals		935,665		976,617	475,006	30,000	212,500		2,629,788
3. Nutrition Counseling									-
4. Nutrition Education									-
5. AAA RD/Nutritionist*									-
Nutrition Services Total	705,310	935,665	22,255	976,617	650,913	30,000	212,500	81,000	3,614,260

*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by OSA.

FY 2017 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL

SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL
LTC Ombudsman Services									
1. LTC Ombudsman	-			-	-	-	-	-	-
2. Elder Abuse Prevention	-		15,150			375	-	2,900	18,425
3. Region Specific	27,883	12,734		52,855	20,692			13,000	127,164
LTC Ombudsman Ser. Total	27,883	12,734	15,150	52,855	20,692	375	-	15,900	145,589

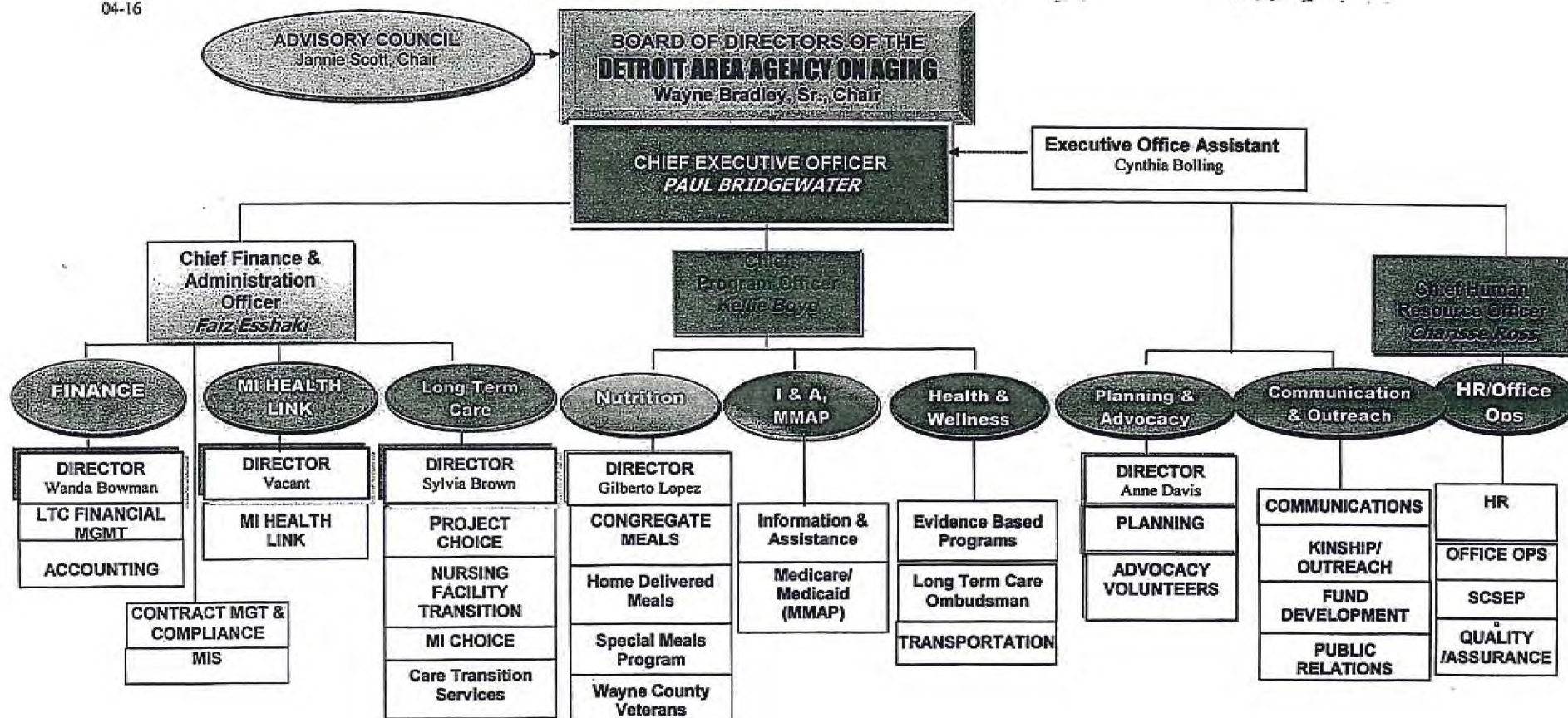
FY 2017 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL

SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
1. Chore									-
2. Homemaking									-
3. Home Care Assistance				27,000		36,515	1,300	27,848	92,663
4. Home Health Aide									-
5. Meal Preparation/HDM									-
6. Personal Care									-
Respite Service Total	-	-	-	27,000	-	36,515	1,300	27,848	92,663

FY 2017 AREA PLAN GRANT BUDGET-TITLE E- KINSHIP SERVICES DETAIL

SERVICE CATEGORY	Title III-B	Title III-E				Program Income	Cash Match	In-Kind Match	TOTAL
Kinship Ser. Amounts Only									
1. Caregiver Sup. Services									-
2. Kinship Support Services	8,000	37,000				400		5,500	50,900
3. Caregiver E,S,T		54,000				700		8,000	62,700
4.									-
Kinship Services Total	8,000	91,000				1,100	-	13,500	113,600

ORGANIZATIONAL CHART - GLOBAL OVERVIEW - 2016



APPENDICES

APPENDIX A

BOARD OF DIRECTORS MEMBERSHIP

Fiscal Year: 2016

	DEMOGRAPHICS						
	Asian/Pacific Island	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total
Total Membership	0	19	0	1	0	16	36
Age 60 or Over							

NAME of BOARD MEMBER	GEOGRAPHIC AREA	AFFILIATION	CHECK THOSE THAT ARE APPROPRIATE		
			Elected Official	Appointed	Community Rep.
Nancy Allen	Detroit	Retired		X	
Wayne W. Bradley, Sr.	Detroit	Detroit Community Health Connection, Inc.		X	
Henry Conerway, Jr.	Detroit	Ambassador Nursing & Rehabilitation Centre		X	
Nancy Courtney	Harper Woods	Retired Nurse		X	
Terra DeFoe	Detroit	City of Detroit Office of the Mayor		X	

NAME of BOARD MEMBER	GEOGRAPHIC AREA	AFFILIATION	CHECK THOSE THAT ARE APPROPRIATE		
			Elected Official	Appointed	Community Rep.
Louis Green	Detroit	UAW Retiree		X	
Louise Guyton	Detroit	Retired, Comerica Bank		X	
Reginald Hartsfield	Detroit	Advantage Management Group		X	
Juanita Hernandez	Detroit	Retired		X	
Reverend Jim Holley, Ph.D.	Detroit	Pastor		X	
Marilyn French Hubbard, Ph.D.	Detroit	Retired		X	
Fay Martin Keys, DL,MSW,MLS	Detroit	Wayne State University – School of Social Work		X	
Revered Oscar W. King, III	Detroit	Pastor		X	
Stacia Little	Detroit	Optimist Club		X	
Alexander Luvall, Esq.	Detroit	Lawyer		X	
Terri L. Mack, M.D.	Detroit	Medical Doctor		X	
Juliette Okotie Eboh, Ph.D.	Detroit	Vice President, Community Affairs MGM Grand-Detroit		X	

NAME of BOARD MEMBER	GEOGRAPHIC AREA	AFFILIATION	CHECK THOSE THAT ARE APPROPRIATE		
			Elected Official	Appointed	Community Rep.
Gladys A. Noble, MSW	Detroit	Social Worker		X	
Navid Sayed	Detroit	Capital Home Health Care., Inc.		X	
Frances Schonenberg	Grosse Pointe Farms	City of Grosse Pointe Farms		X	
William Sharp, M.D.	Detroit	Medical Doctor		X	
Hedy Shulgon	Hamtramck	City of Hamtramck		X	
Alice G. Thompson	Detroit	CEO, Black Family Development		X	
Ashley Tuomi	Detroit	American Indian Health & Family Services		X	
Elaine Williams	Detroit	DTE Energy Metro Detroit Comm. Involvement Task Force		X	
Mark Wollenweber	Grosse Pointe Shores	City Manager Grosse Pointe Shores		X	

APPENDIX B
ADVISORY COUNCIL MEMBERSHIP
Fiscal Year: 2016

	DEMOGRAPHICS						
	Asian/Pacific Island	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total
Total Membership	2	18		2		15	27
Age 60 or Over	1	8		2		9	12

NAME of ADVISORY COUNCIL MEMBER	GEOGRAPHIC AREA	AFFILIATION
Victor Arbulu	Detroit	GDABI
Marion Bloye	Detroit	Bridging Communities
Sandra Booker	Detroit	Franklin Wright Settlements
Tom Cervenak	Detroit	People's Community Services
Shenlin Chen	Detroit	Association of Chinese Americans, Inc.
Rosemarie Cutler	Detroit	Retired Nurse

NAME of ADVISORY COUNCIL MEMBER	GEOGRAPHIC AREA	AFFILIATION
Elmer Duff	Detroit	UAW Retiree
Phyllis Edwards	Detroit	Bridging Communities
Suzan Forch	Dearborn	UAW Retiree
Dalia Garcia	Detroit	LaSed – Board of Directors
Katy Graham	Redford	Neighborhood Legal Services
Nanci Gratsy	Detroit	Delta Manor
Beverlyn Hilton	Detroit	Community Activist
Ann Kraemer	Grosse Pointe Park	Community Activist
Maureen Patterson	Detroit	Greenhouse Apartments
Mildred Ray	Southfield	Retired Nurse
Charles Reese	Detroit	MMAF Volunteer
Jannie Scott	Detroit	Presbyterian Village of MI
Patricia Simpson	Hamtramck	Corinthian Baptist Church
Virginia Skrzyniarz	Hamtramck	Piast Institute
Flossie Thomas	Detroit	Community Activist

NAME of ADVISORY COUNCIL MEMBER	<i>GEOGRAPHIC AREA</i>	AFFILIATION
Alberta Trimble	Detroit	Retired Nurse
Katie Wheatley	Detroit	Van Dyke Center
Yvonne White	Detroit	Michigan State Conference of the NAACP
Jewel Ware	Detroit	Wayne County Commissioner
William Vanderwill	Ann Arbor	University of Michigan School of Social Work

APPENDIX C

Proposal Selection Criteria

AAA: Detroit Area Agency on Aging (1-A)

FY 2017

Date Criteria approved by Area Agency on Aging Board: 02/25/2013
Outline new or changed criteria that will be used to select providers:
N/A

APPENDIX D

Agreement for Receipt of Supplemental Cash-In-Lieu of Commodity Payments for the Nutrition Program for the Elderly

AAA: Detroit Area Agency on Aging

FY 2017

The above identified agency, (hereinafter referred to as the GRANTEE), under contract with the Michigan Aging and Adult Services Agency (AASA), affirms that its contractor(s) have secured local funding for additional meals for senior citizens which is not included in the current fiscal year (see above) application and contract as approved by the GRANTEE.

Estimated number of meals these funds will be used to produce is:

756,032

These meals are administered by the contractor(s) as part of the Nutrition Program for the Elderly, and the meals served are in compliance with all State and Federal requirements applicable to title III, Part C of the Older Americans Act of 1965, as amended.

Therefore, the GRANTEE agrees to report monthly on a separate AASA Financial Status Report the number of meals served utilizing the local funds, and in consideration of these meals will receive separate reimbursement at the authorized per meal level cash-in-lieu of United States Department of Agriculture commodities, to the extent that these funds are available to AASA.

The GRANTEE also affirms that the cash-in-lieu of reimbursement will be used exclusively to purchase domestic agricultural products, and will provide separate accounting for receipt of these funds.



Serving Detroit, Hamtramck,
Harper Woods, Highland Park
and the five Grosse Pointes

DETROIT AREA AGENCY ON AGING
FY 2017-2019 Multi-Year Plan
FY 2017 Annual Implementation Plan

REVIEW & APPROVAL FORM

Name: _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

Contact: _____

Email Address: _____

City: ☐ City of Detroit ☐ Grosse Pointe Park ☐ Hamtramck
☐ Grosse Pointe ☐ Grosse Pointe Shores ☐ Harper Woods
☐ Grosse Pointe Farms ☐ Grosse Pointe Woods ☐ Highland Park

_____ I hereby acknowledge receipt of and approve FY 2017-FY 2019 Multi-Year Plan (MYP) for Planning and Service Area I-A.

_____ I hereby acknowledge receipt of and approve FY 2017-FY 2019 Multi-Year Plan (MYP) for Planning and Service Area I-A with recommended revisions. (Please see the proposed revisions on the back of this form.)

_____ I hereby acknowledge receipt of and indicate that plans are underway for review of FY 2017-FY 2019 Multi-Year Plan (MYP) for Planning and Service Area I-A.

_____ I hereby acknowledge receipt of and disapprove FY 2017-FY 2019 Multi-Year Plan (MYP) for Region I-A. (Please see the reasons for disapproval on the back of this form.)

Please describe your method of review and approval:

Projected Date for Approval: _____ **Approval Date:** _____

Authorized Official Signature

City

Date

COMMENTS ON THE FY 2017 ANNUAL IMPLEMENTATION PLAN

Please describe any recommendations that your city proposes for consideration in the proposed plan:

**Please mail or fax this Review & Approval form to DAAA
no later than July 22, 2016.**

To fax: Fax this form to the DAAA office at (313) 446-4445.

To mail: Mail this form to Detroit Area Agency on Aging, 1333 Brewery Park Blvd.,
Suite 200, Detroit, Michigan 48207- 4544.

To scan/email: Download form from DetroitSeniorSolution.com or daaa1a.org Website
and email signed form to: MYP@daaa1a.org

***For additional copies of this form, go to DAAA Website – Planning & Research
www.DetroitSeniorSolution.com or www.daaa1a.org***

For further information, please contact Anne Holmes Davis, Director of Planning,
Advocacy and Volunteers at (313) 446-4444, ext. 5803 or at MYP@daaa1a.org.

Detroit Area Agency on Aging – The Senior Solution



Serving Detroit, Hamtramck,
Harper Woods, Highland Park
and the five Grosse Pointes



Detroit Area Agency on Aging Public Hearing



Wednesday
June 1, 2016
10:00 a.m. – 12:00 noon

Sacred Heart
Major Seminary
2701 Chicago Blvd.
Detroit, Michigan 48206

Thursday
June 2, 2016
10:00 a.m. – 12:00 noon

Historic Trinity
Lutheran Church
1345 Gratiot Avenue
Detroit, Michigan 48207

Provide Input on DAAA's Proposed FY 2017- FY 2019 Multi-Year Plan!

*If You are Interested in Advocating
for and/or Receiving Services for
Older Adults or Caregivers Provide
Oral or Written Testimony*

- Presentation of Proposed FY 2017 – 2019 Multi-Year Plan
- Public Testimony
- Planning Update

- Refreshments
- Mini-Information Fair
- Opportunity to Provide Information on Emerging Community Needs

To register, call the DAAA RSVP Hotline at (313) 446-4444, Ext. 5227 and leave your name, phone number and number of people attending by May 27, 2016.

SEE REVERSE SIDE FOR FURTHER INFORMATION & INSTRUCTIONS

Review & Comment on Plan through June 3, 2016



Serving Detroit, Hamtramck,
Harper Woods, Highland Park
and the five Grosse Pointes



Detroit Area Agency on Aging Public Hearing



Let Your Voice Be Heard!

Review & Comment on the Draft Copy of the Proposed Plan:

- Pick up a copy at the DAAA Office
- Review or download a draft copy from the DAAA Website at www.detroit seniorsolution.com
- Request a copy via email at MYP@daaa1a.org.

DAAA funds an array of services available for seniors and caregivers with federal, state and local funding. Services are primarily for those 60 years and over within Detroit and the central and eastern suburbs of Wayne County.

**For Additional Information, Contact:
Detroit Area Agency on Aging**

**1333 Brewery Park Blvd., Suite 200
Detroit, MI 48207-4544
Tel.: (313) 446-4444 | Fax: (313) 446-4445
www.detroit seniorsolution.com**

DON R. BERSCHBACK
ATTORNEY AND COUNSELOR AT LAW
24053 JEFFERSON AVENUE
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400
FAX (586) 777-0430
E-MAIL donberschback@yahoo.com

OF COUNSEL
CHARLES T. BERSCHBACK

June 9, 2016

Lisa K. Hathaway, City Clerk
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RECEIVED
JUN 10 2016
CITY OF GROSSE PTE. WOODS

RE. Employment Agreement – Bruce J. Smith

Dear Lisa:

I have included what I believe to be the Employment Agreement that the Compensation and Evaluation Committee will be approving on June 20, 2016 at 7:00 a.m. I have not approved this as the City Attorney until such time as they have reviewed the Employment Agreement and recommended the Employment Agreement to the City Council for later that evening.

Very truly yours,



DON R. BERSCHBACK

DRB:gmr
Enclosures

City of Grosse Pointe Woods

CITY ADMINISTRATOR

EMPLOYMENT AGREEMENT

THIS AGREEMENT, signed this ____ day of _____, 2016, by the CITY OF GROSSE POINTE WOODS, State of Michigan, a municipal corporation, hereinafter called the "City", and BRUCE J. SMITH hereinafter called "SMITH" both of whom agree as follows:

WITNESSETH:

WHEREAS, the City will employ the services of SMITH as City Administrator of the City of Grosse Pointe Woods as provided by the City Charter, Code and state law; and,

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment and to set working conditions of said employment; and,

WHEREAS, SMITH agrees to the terms and conditions of this Employment Agreement as City Administrator.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1 – DUTIES:

City agrees to employ SMITH as City Administrator of said City to perform the functions and duties which are expressed and implied in the Charter and/or Code of the City of Grosse Pointe Woods and all those other functions and duties which are implicit by virtue of the nature of his office. SMITH shall also perform such other legally permissible and proper duties and functions as the City Council, the City Code, and the City Charter shall, from time to time, assign. SMITH shall maintain any required licenses and/or levels of certification necessary for the performance of such duties as a condition of continued employment with the City.

Section 2 – SALARY:

The City agrees to pay SMITH at the rate of an annual base salary of One Hundred Twelve Thousand and 00/100 (\$112,000.00) dollars, effective July 2, 2016 payable in installments at the same time as other employees of the City are paid. Upon finding satisfactory performance in the future, the City Council may make appropriate adjustments.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to adjust salary in response to annual budget considerations.

Section 3 – TERM:

- A. The term of this agreement shall be effective from July 2, 2016 through June 30, 2017 unless terminated earlier either of the parties. SMITH will be employed on an at-will status as City Administrator to perform the functions and duties of the position as required by the Code and Charter. He shall also perform such duties and functions as the City Council may, from time to time, prescribe. He shall serve at the pleasure of the City Council and be subject to removal by the City Council at any time with or without cause.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of SMITH with or without cause, with or without notice, at any time.

- B. SMITH shall be employed on an AT-WILL BASIS as City Administrator to perform the functions and duties of the position as required by the Code and Charter.
- C. THERE SHALL BE NO EXPECTATION OF RENEWAL OR EXTENSION OF THIS AGREEMENT UNLESS MUTUALLY AGREED UPON IN WRITING BY BOTH PARTIES.
- D. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of SMITH to resign at any time from his position with the City. However, SMITH shall be required to provide thirty (30) days written notice to the City prior to his resigning.
- E. SMITH agrees to remain the exclusive employee of the City and neither to accept other employment nor to become employed by any other employer thereafter as long as he remains in the employ of the City.

Section 4 – TERMINATION AND SEVERANCE PAY:

In the event that SMITH is terminated without cause then, in that event, SMITH shall receive severance pay equaling 60 days (2 months of regular pay) of his annual salary. Directly prior to his receipt of severance pay, SMITH shall sign a Settlement and Release Agreement waiving any and all rights under this Agreement, and he shall agree not to file any lawsuit or engage in any litigation against the City, its agents, assigns, Council Members, (either in their representative capacity or in their individual capacities).

Section 5 – FRINGE BENEFITS:

The City reserves the right to reduce or modify any fringe benefit should it determine same to be necessary, desirable or appropriate. SMITH qualifies for the following fringe benefits:

1. Contribution to Deferred Compensation Plan: ICMA-RC457 or an equivalent plan in an amount equal to eight (8%) percent of SMITH's salary during the contract period.

SMITH agrees to execute any waiver and release from liability in favor of City for payments made to any deferred compensation plan as is required from all employees participating in such programs.

As a condition for SMITH's acceptance of the Deferred Compensation Plan, SMITH and the City agree that there shall be no pension or retirement benefits except as specified herein.

2. SMITH shall be entitled to vacation leave, with pay, at the rate of twenty (20) working days per year from July 2, 2016 through June 30, 2017.
3. Delta dental or equivalent coverage and current optical coverage. That coverage currently in effect for salaried employees.
4. Medical and prescription drug coverage. In lieu of the medical and prescription drug coverage provided by the City and currently in effect for salaried employees, Smith will elect the opt out coverage – currently \$3,000.00 per year.
5. Holiday Leave. Per Employee Handbook.
6. Vacation Leave. Per Employee Handbook.
7. Sick Leave. Per Employee Handbook.
8. Disability Leave. Per Employee Handbook.
9. Funeral Leave. Per Employee Handbook.
10. Leaves of Absence. Per Employee Handbook.
11. Jury Duty Leave. Per Employee Handbook.
12. Furlough Days. SMITH shall be obligated to observe the current furlough (unpaid) days currently in effect for salary employees.

Section 6 – DUES AND SUBSCRIPTIONS:

The City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the professional dues and subscriptions of SMITH which are necessary for the continuation and full participation in national, regional, state, and local associations and organizations which are immediately related to continued professional participation, growth and advancement, and for the general good of the City.

Section 7 – MISCELLANEOUS

SMITH shall also be permitted to serve as the Police Commissioner of the City during the duration of this Agreement. The parties agree that the Labor Attorney and the City Attorney

have reviewed the status of SMITH continuing as Police Commissioner and have approved same.

There shall be no other compensation of any kind except as clearly stated herein.

Section 8 – PROFESSIONAL DEVELOPMENT

- A. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for travel and subsistence expenses of SMITH for professional and official travel, meetings and occasions which are necessary to continue the professional development of SMITH and to adequately pursue necessary official and other functions for the City.
- B. City agrees to endeavor (but is not obligated) to annually budget and, upon prior approval of the City Council, pay for the travel and subsistence expenses of SMITH for short courses, institutes and seminars that may be required by law in connection with duties performed for the City.
- C. Any professional development requiring airfare or overnight accommodations requires prior Council approval.
- D. City reserves the right to receive reimbursement for any professional development related expenditures from SMITH in the event that SMITH ceases employment with the City within 12 months from the City's payment of said expenditure.

Section 9 – OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

- A. SMITH's scheduling of time at work at municipal facilities, meetings and events is expected to be without maximum limitation and shall meet the needs of the City, its businesses and inhabitants.
- B. The minimum workweek shall be 40 hours and there shall be no added compensation for hours worked longer than 40 hours per week.
- C. The City shall be SMITH's sole and exclusive employer except as provided herein and except as may be approved by the City Council.
- D. During the term of this contract, the City may establish evaluation criteria, procedures and timetables. This evaluation program is subject to approval by City Council.
- E. There shall be no City car furnished nor any car allowance.

Section 9 – GENERAL PROVISIONS:

- A. This is the entire Agreement between the parties. This Agreement supercedes any and all other Agreements or contracts, either oral or written between the parties.

- B. Notices pursuant to this Agreement shall be deemed given if served personally in the same manner as is applicable to judicial practice or if deposited in the custody of the United States Postal Service, postage prepaid addressed as follows:

(1) City Clerk
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236.

(2) Bruce J. Smith

- C. The parties acknowledge that both the City and SMITH have drafted this Agreement and have had the opportunity to have the Agreement reviewed by counsel.
- D. If any provisions, or any portion thereof, contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full effect.

IN WITNESS WHEREOF, the parties have signed this Agreement below.

CITY OF GROSSE POINTE WOODS

By: BRUCE J. SMITH
Dated: _____, 2016

By: ROBERT E. NOVITKE
Its: Mayor
Dated: _____, 2016

APPROVED:

DON R. BERSCHBACK, City Attorney
Dated: _____, 2016



COUNCIL
06-06-15

Motion by Ketels, seconded by McConaghy, regarding **appointment – Director of Public Services – Frank Schulte**, that the City Council concur with the City Administrator's appointment of Frank Schulte as the Director of Public Services effective July 1, 2016, subject to an employment Agreement being agreed to between the City of Grosse Pointe Woods and Frank Schulte.

Motion carried by the following vote:

Yes:	Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No:	None
Absent:	Bryant

July 1, 2016

Francis J. Schulte
266 Ridgemont
Grosse Pointe Farms, MI 48236

RE: Employment Offer

Dear Mr. Schulte:

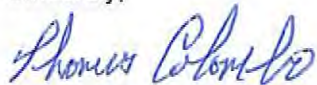
On behalf of the City of Grosse Pointe Woods, I am pleased to offer you a position as Director of Public Services. On June 6, 2016 the City Council for Grosse Pointe Woods confirmed my appointment of your position. Your starting salary will be \$76,500 annually. This position is considered an exempt position for purposes of Federal Wage/Hour Law, and you are not eligible for overtime pay. You will be eligible for annual performance reviews which may lead to increases in your compensation based on budgetary concerns. Details on benefits included in your benefits package are included in the Employee Handbook. In addition to your annual salary, you are being offered 20 vacation days, 12 sick days to be utilized for sickness and 12 paid holidays in accordance with the other contractual obligations of the City. In addition you will be obligated to follow the requirements of the unpaid furlough days as specified by City Council. You will also have the use of a City vehicle, as needed. Further, you will be entitled to a six percent (6%) deferred compensation plan, in lieu of any and all retirement benefits.

The City's policies and procedures that govern certain aspects of your employment will be contained in the Employee Handbook and as such, it could change at any time based on the Administration and City Council approvals. If all of the requirements of this letter are met, you will begin your full-time employment with the City on July 2, 2016. If you wish to accept this offer, please sign in the space provided below and return it to me.

We look forward to having you join the City of Grosse Pointe Woods management team. However, we recognize that you retain the option, as does the City, of ending your employment with the City at any time, with or without notice and with or without cause. As such, your employment with the City is AT WILL and neither this letter nor any other oral or written representation may be considered a contract or an agreement for any specific period of time.

Should you have any questions please contact me at 313.343.2450.

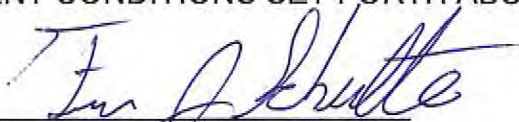
Sincerely,



Thomas Colombo
City Administrator

I AGREE TO THE TERMS OF THE EMPLOYMENT CONDITIONS SET FORTH ABOVE.

Date



Francis J. Schulte

CC: Atty Berschback
Payroll
City Clerk



CITY OF GROSSE POINTE WOODS
MEMORANDUM

100

RECEIVED
JUN 13 2016
CITY OF GROSSE PTE. WOODS

DATE: June 8, 2016

TO: Tom Colombo, City Administrator/Assessor

CC: Dee Ann Irby, Treasurer/Comptroller

FROM: Susan Como, Executive Assistant/PAATS Representative

SUBJECT: SMART Municipal and Community Credits Contract for FY - 2017

Attached is the *FY-2017 Municipal Credit and Community Credit Contract* between SMART and the City. The contract outlines that the city will receive \$15,884 in Municipal Credits and \$22,492 in Community Credits. Total SMART funding allocated to the city for 2017 is \$38,376.

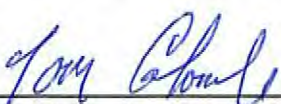
The *Projected FY-2017 Operating Budget* (Exhibit B) outlining how funds will be expended is as follows:

OPERATING EXPENSES	
Administrative Fee	\$3,838
Other – Transfer to PAATS	\$23,238
Trolley	\$1,000
Charter Service	\$8,500
Capital Purchases	\$1,800
Total	\$38,376
REVENUES	
Municipal Credit Funds	\$15,884
Community Credit Funds	\$22,492
Total Revenue	\$38,376

I recommend approval of *SMART Municipal and Community Credit Contract for FY-2017*.

Attachments

RECOMMENDED FOR APPROVAL AS SUBMITTED:


Tom Colombo, City Administrator

6/8/16

Date



Suburban Mobility Authority for Regional Transportation

Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

June 2, 2016

Ms. Susan Como
Executive Assistant
City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236

Dear Sue:

Enclosed is the FY 2017 Municipal and Community Credit contract between SMART and City of Grosse Pointe Woods

Last year, City of Grosse Pointe Woods transferred a portion of your MC/CC funds to PAATS and the City retain some funds for your community's transit program. Please include two budgets, City of GPW transportation program budget and also attach PAATS budget. Please complete the enclosed contract, including Exhibits A and B and the EEOC Report A form for GPP and also attach PAATS exhibits and EEOC form.

Upon completion, please return all documents to me for final execution (refer to the attached check list). Once the contract has been signed by SMART's General Manager, I will return a fully executed contract to you for your record. As always, please feel free to call me at 734-446-3026 if you have questions or need my assistance to fill out the contract.

I wish you much success with your community transportation program.

Sincerely,

Melissa V. Hightower
Ombudsperson, Wayne County

Enclosures



MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2017

I, Robert E. Novitke, as the Mayor of the **City of Grosse Pointe Woods** (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** (Section 1 below), and **Community Credits** (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in Exhibit A, and the operating budget for that service is set forth in Exhibit B, both of which are attached hereto and incorporated herein.

1. The Community agrees to use **\$15,884** in **Municipal Credit** funds as follows:

- (a) Transfer to PAATS Funding of: \$ 10,500
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 5,384
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)

Total \$ 15,884

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on projected revenue estimates. In the event that revenue actually received is insufficient to support the Legislature's appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All funding must be spent by September 30, 2018; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use **\$22,492** in **Community Credit** funds available as follows:

- (a) Transfer to PAATS Funding of: \$ 12,738
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 7,954
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)
- (d) Capital Purchases At the cost of: \$ 1,800

Total \$22,492

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2017

Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2017, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 30, 2019 unless approval from SMART General Manager is obtained to extend Community Credits for an additional 2 years to allow accrual for major capital projects; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

This agreement shall be binding once signed by both parties.

CITY OF GROSSE POINTE WOODS

By: _____
Robert E. Novitke

Date _____

Its: Mayor _____

Suburban Mobility Authority for
Regional Transportation

Date _____

By: _____
John C. Hertel
General Manager

EXHIBIT A

Project Descriptions

Pointe Area Assisted Transportation Service (PAATS)

Pointe Area Assisted Transportation Service (PAATS) is a Community Transportation Service provided for the elderly and disabled of Grosse Pointe City, Village of Grosse Pointe Shores, Grosse Pointe Park, Grosse Pointe Farms, Grosse Pointe Woods, and Harper Woods.

Service Area: PAATS operates in an area bounded by Gratiot, 11 Mile Rd., Chalmers and Lake St. Clair/Detroit River. We also serve several site specific locations, which include: The Detroit Medical Center, Henry Ford Hospital (Main), City County Building, St. John Macomb Hospital and several doctor's offices up to 12 Mile Rd. on Little Mack. Site specific locations are subject to change.

Service Times: Monday thru Friday 7:00 am to 4:30 pm. Closed on major holidays.

Service Reservation number: 313-343-2580

Eligible User Groups: Users must be 60+ or disabled and a resident of one of the Grosse Pointes or Harper Woods.

Fare Structure: \$3 each way within Harper Woods and the Grosse Pointes; \$4 each way from 8 Mile to 11 Mile and Kelly to Gratiot; \$5 each way to site specific locations.

Service Mode: PAATS has six vehicles and all are lift equipped with a seating capacity of 11-18 passengers. On a normal day, four vehicles are scheduled for service with an additional one added occasionally.

The total funds allocated for this program are \$23,238. This amount includes Municipal and Community Credits.

Charter Bus

Recreational and cultural activities are provided to Grosse Pointe Woods residents and non-residents through a charter bus service. Travel accommodations are provided for individuals with special needs. The charter bus service program travels to destinations within Wayne, Oakland, Macomb, St. Clair and Monroe counties.

Service Times: Reservations: 8:30 am – 5:00 pm, Monday through Friday (313.343.2408). Trip times vary according to the event scheduled.

Eligible User Groups: Grosse Pointe Woods residents and non-residents of any age.

Fare Structure: Program participants pay a trip fare that includes the cost of transportation.

Service Mode: The level of service is subject to availability based upon a first come, first served basis. Buses used in the program may transport up to 55 passengers. Wheelchair lift equipped buses are provided upon request when sufficient notice is given.

The total funds allocated for this program are \$8,500. This amount includes Municipal and Community Credits.

Trolley Service

Transportation to various destinations within the City of Grosse Pointe Woods is provided to residents and non-residents through a trolley service.

Service Times: 5:00 pm – 1:00 am every Friday and Saturday (subject to change).

Eligibility Criteria: Residents and non-residents of any age.

Fare Structure: Program participants do not pay a trip fare.

Service Mode: The level of service is subject to availability based upon a first come, first served basis and passengers are picked up at designated trolley stops (see attached flyer). The trolley can transport up to 24 passengers and is lift equipped.

The total funds allocated for this program are \$1,000. This amount includes Municipal and Community Credits.

Capital Improvements

Software


When residents and non-residents are interested in participating in a trip, RecPro software is used to assign people to trips, print out rosters, send out itineraries, as well as to create weekly, monthly, and annual reports .

The total funds from Community Credits allocated for Capital Improvements are \$1,800.

SMART EEO COMPLIANCE REPORT A Form

COMMUNITY PARTNERSHIP FORM

Employment Data																			
Report all Transit related permanent, temporary, or part-time employees including apprentices and on-the-job trainees. Enter the appropriate figures in the boxes below relating to an employee's race and gender.																			
Job Classification	Total				Race														
					Non Minority		Minority												
	White		African American		Hispanic		Asian		Pacific Islander		American Indian		Multi Race						
	Employees	Male	Female	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Officials/Manager																			
Professionals																			
Technicians																			
Sales Workers																			
Office and Clerical Staff	5		5			5													
Skilled Crafts																			
Operators	5	2	3		2	3													
Laborers																			
Service Workers																			
Journey Workers																			
Apprentices																			
Total																			

Certification	
How was this information obtained? Visual Survey: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Employment Records: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Name of authorizing official(Print): Tom Colombo	Title: City Administrator
Telephone: 313.343.2445	Ext: Email: cityadmin@gpwmi.us
Signature: 	Date: 6/8/16
Name of person completing report: Susan Como	Title: Executive Asst.
Telephone: 313.343.2445	Ext: Email: scomo@gpwmi.us

SMART EEO COMPLIANCE REPORT A Form

COMMUNITY PARTNERSHIP FORM

Agency/Community Information

Program Type: Community Partnership Program (CPP) ☒ Specialized Service ☐ New Freedom ☐ JARC ☐ 5310 ☐

Name of Agency/Community: City of Grosse Pointe Woods

Address: 20025 Mack Plaza Drive

City: Grosse Pointe Woods

State: MI

Zip: 48236

Agency/Community Data

1) Has your agency/community completed in excess of \$1,000,000 in DOT federally-funded contracts in the past year?

Yes ☐ No ☒

2) Does your agency/community employ over fifty (50) transit related employees?

Yes ☐ No ☒

If the answers to the previous two questions were both "Yes", Please forward your agency's/community's Affirmative Action plan to the address below:

Buhl Building
535 Griswold Street, Suite 600
Detroit, MI 48226
Attn: EEO Coordinator

Have all subcontractors been informed of their responsibility to file an EEO Compliance Report A form? Yes ☒ No ☐ N/A ☐

Drug and Alcohol Testing Program Requirements

Does your agency/community have a DOT Drug and Alcohol testing program for safety sensitive employees? (Vehicle operators, dispatchers, mechanics and armed security)

Yes ☒ No ☐

Name of your Drug and Alcohol testing program manager: CE&A Professional Services Co – John Conaty

Phone Number: 517.969.5010

Email Address jconaty@ceaproserve.com

:

Please Proceed to Employment Data Section on Backside

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT

for FY - 2017

EXHIBIT B

PROJECT OPERATING BUDGET

Municipality: City of Grosse Pointe Woods

Contract Period: July 1, 2016 - June 30, 2017

Account No: 48117

OPERATING EXPENSES:

Administrative Fee

(10% max. of MC & CC funds)

3,838

Driver Wages

Fringe Benefits

Gasoline & Lubricants

Vehicle Insurance

Parts, Maintenance Supplies

Mechanic Wages

Fringe Benefits

Dispatch Wages

Other (Specify) Transfer to PAATS 23,238

Sub-Total (Operating Expenses)

27,076

PURCHASED SERVICE:

Taxi Service

Charter Service

\$8,500

SMART Bus Tickets

SMART Shuttle Service

SMART Dial-A-Ride

Other (Specify) Trolley 1,000

Sub-Total (Purchased Service)

9,500

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

Computer Equipment

Software

1,800

Vehicle

Maintenance Equipment

Other (Specify)

Sub-Total (Capital Equipment)

1,800

TOTAL EXPENSES

**(Operating Expenses, Purchased Service,
and Capital Equipment):**

\$38,376

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT

for FY - 2017

EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	<u>15,884</u>
Community Credit Funds	<u>22,492</u>
Specialized Services Funds	<u> </u>
General Funds	<u> </u>
Farebox Revenue	<u> </u>
In-Kind Service	<u> </u>
Special Fares (Contracted Service)	<u> </u>
Other (Specify)	<u> </u>

TOTAL REVENUE:

\$38,376

(Note: TOTAL EXPENSES must equal TOTAL REVENUE)

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT

for FY - 2017

Primary Contact Person Name: Bruce Smith

Office Telephone Number: 313.343.2445

Cell Phone Number: 313.319.8493

Fax Number: 313.343.2658

Email Address: bsmith@gpwmf.us

Street Address, City, Zip Code: 20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236

Secondary Contact Person Name: Susan Como

Office Telephone Number: 313.343.2445

Cell Phone Number: N/A

Fax Number: 313.343.2658

Email Address: scomo@gpwmf.us

Street Address, City, Zip Code: 20025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236

*Other Name(s):

Office Telephone Number:

Cell Phone Number:

Fax Number:

Email Address:

Street Address, City, Zip Code:

**Please indicate the staff person who sends the weekly and quarterly reports*

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE IV. EMPLOYEE BENEFITS, DIVISION 2. RETIREMENT SYSTEM, OF THE CODE OF ORDINANCES OF THE CITY OF GROSSE POINTE WOODS, MICHIGAN BY AMENDING SECTION 2-294 TO REFLECT THE CURRENT MEMBERSHIP OF THE RETIREMENT SYSTEM AND TO ALLOW APPOINTED OFFICIALS AND DEPARTMENT DIRECTORS TO OPT OUT OF MEMBERSHIP IN THE RETIREMENT SYSTEM AND TO EXCLUDE RE-EMPLOYED RETIREES OF THE RETIREMENT SYSTEM FROM MEMBERSHIP IN THE RETIREMENT SYSTEM.

THE CITY OF GROSSE POINTE WOODS ORDAINS:

Sec. 2-294. - Membership.

(a) The membership of the retirement system shall include all officers and employees of the city and all persons who become officers or employees of the city, except as provided in subsection (b) and (c) of this section.

(b) The membership of the retirement system shall not include:

- (1) Any person whose services are compensated on a contractual or fee basis;
- (2) Any person who is employed by the city in a temporary or seasonal capacity or in a position normally requiring less than 1,200,350 hours of work per annum;
- (3) The medical director and the actuary; or
- (4) Any elective or appointive officer of the city unless such officer is employed by the city in a full-time position. After July 1, 2016, Appointed Officials and Department Directors may irrevocably elect to opt out of membership in the retirement system and to instead participate in another city-sponsored retirement plan. The election must be made in writing, approved by City Council, and filed with the retirement system and the Finance Department. Such employees electing to opt out of the retirement system will not be eligible to re-enroll at a future date.

(c) Except as otherwise provided in this Division and subject to applicable Internal Revenue Code Regulations, in the event a Retirant of the Retirement System is re-employed by the City, payment of the Retirant's Pension shall continue during the period of re-employment. During the period of re-employment by the City, the Retirant shall not again become a Member of the Retirement System.

(de) In any case of doubt as to the membership status of any officer or employee in the retirement system, the board shall decide the question.

AFFIDAVIT OF LEGAL PUBLICATION

Grosse Pointe News

21316 Ma
Grosse Pointe Woods
(313) 882

COUNTY OF WAYNE
STATE OF MICHIGAN, SS.

Scott Chambers

being duly sworn deposes and says that attached

City of Grosse Pointe Woods

was duly published in accordance with instructions on
the following date:

June 9, 2016

#4 GPW 6/9 2nd READ

City of ~~Grosse Pointe Woods~~, Michigan

NOTICE IS HEREBY GIVEN that the Council will be considering the following proposed ordinance for a second reading at its meeting scheduled for Monday, June 20, 2016, at 7:30 p.m. in the Council Room of the Municipal Building. The proposed ordinance is available for public inspection at the Municipal Building, 20025 Mack Plaza, between 8:30 a.m. and 5:00 p.m., Monday through Friday. The Council meeting is open to the public. All interested persons are invited to attend.

Second Reading: An Ordinance To Amend Chapter 2, Article IV. Employee Benefits, Division 2. Retirement System, of the Code of Ordinances of the City of Grosse Pointe Woods, Michigan, by Amending Section 2-294 to Reflect the Current Membership of the Retirement System and to Allow Appointed Officials and Department Directors to Opt Out of Membership in the Retirement System and to Exclude Re-Employed Retirees of the Retirement System From Membership in the Retirement System.

Lisa Kay Hathaway
City Clerk

GPN: 06/09/16

and knows well the facts stated herein, and that he is the Publisher of said newspaper.



Subscribed and sworn to before me this 9th day of June A.D., 2016



PATRICE A THOMAS
NOTARY PUBLIC, STATE OF MI
COUNTY OF WAYNE
MY COMMISSION EXPIRES Jun 21, 2020
ACTING IN COUNTY OF *Wayne*

Notary Public

11B

CHARLES T. BERSCHBACK

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE

ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400

FAX (586) 777-0430

blbwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK
OF COUNSEL

June 7, 2016

The Honorable Mayor and City Council
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE. First Reading Regarding
Storage of Recycling and Other Trash Containers

Dear Honorable Mayor and Council:

Consistent with the discussion at the COW on June 6, 2016, I have enclosed a proposed ordinance regarding trash containers for a first reading. Thank you.

Very truly yours,



CHARLES T. BERSCHBACK

CTB:nmg

cc: Thomas Colombo
Lisa Hathaway
Gene Tutag

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 34, SOLID WASTE, SEC. 34-48
CURBSIDE RECYCLING, TO ADD REQUIREMENTS REGARDING
STORAGE OF RECYCLING AND OTHER TRASH CONTAINERS**

Sec. 34-48. - Curbside recycling.

(a) All curbside recyclables shall be placed into the recycling containers supplied by the city's contractor for collection on the regularly scheduled pickup day. If a container is lost, stolen, etc., the resident will be responsible for purchasing a new one from the public works division. All curbside recyclables shall be rinsed clean. Labels shall be removed from metal cans and the cans flattened. Items shall be placed separately in the recycling container. Newspapers are to be tied or placed in paper bags not to exceed 50 pounds. **All recycling containers and other trash containers (including plastic bags), when not placed curbside for pickup, shall be stored in an enclosed structure or in a backyard. All recycling and trash containers shall be removed from the street by midnight of trash pick up day.**

(b) It is the duty of the city's contractor to remove all curbside recyclables from the street. No other vendors shall be permitted to collect any paper, glass, plastic or tin cans on the regularly scheduled collection days.
(Code 1975, § 3-2-28; Code 1997, § 66-88)



CHARLES T. BERSCHBACK

ATTORNEY AT LAW
24083 EAST JEFFERSON AVENUE
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400
FAX (586) 777-0430
blbwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK
OF COUNSEL

June 7, 2016

The Honorable Mayor and City Council
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE. First Reading Regarding
Ordinance regarding Basement Walls

Dear Honorable Mayor and Council:

Consistent with the discussion at the COW on June 6, 2016, I have enclosed a proposed ordinance regarding basement walls for a first reading. Thank you.

Very truly yours,

CHARLES T. BERSCHBACK

CTB:nmg

cc: Thomas Colombo
Lisa Hathaway
Gene Tutag

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND CHAPTER 8
BUILDINGS AND BUILDING REGULATIONS, BY AMENDING
SEC. 8-69 (1)(n) TO REQUIRE REPAIRS FOR BASEMENT WALLS
SHOWING EVIDENCE OF FOUNDATION FAILURE.**

Sec. 8-69. - Inspection standards.

The division of safety inspection shall use the following standards as the minimum acceptable conditions for the maintenance of all buildings, structures and property within the city. All buildings, structures and property inspected under the provisions of this article shall be required to be repaired or refurbished to the extent that same shall meet the minimum conditions as hereinafter set forth:

(1) Structural—Interior and exterior.

- (n) Structure and basement. All basement walls shall be inspected for evidence of foundation failure. The condition thereof shall be noted on the inspection report, ~~but repairs shall not be required.~~ and repairs shall be required if the building inspector indicates in writing that the foundation failure is significant enough to require repairs for the safety of any owners or occupants.**

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

12A

This information is required by Act 51, P.A. 1951 as amended. Failure to supply this information will result in funds being withheld.

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: 517-373-6266

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____

offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate Bruce Smith, City Administrator

_____ as the single Street Administrator for the City or Village of

Grosse Pointe Woods in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting

of the governing body of this municipality on the _____ day of

CITY OR VILLAGE CLERK (SIGNATURE)	EMAIL ADDRESS <u>lhathaway@gpwmi.us</u>	DATE <u>+</u>
STREET ADMINISTRATOR (SIGNATURE)	EMAIL ADDRESS <u>bsmith@gpwmi.us</u>	DATE
ADDRESS OF CITY OR VILLAGE OFFICE <u>20025 Mack</u>		P.O.BOX
CITY OR VILLAGE <u>Grosse Pointe Woods</u>	ZIP CODE <u>48236</u>	PHONE NUMBER <u>(313) 343-2440</u>

12B

RECEIVED

JUN 15 2016

CHARLES T. BERSCHBACK
ATTORNEY AT LAW
24083 EAST JEFFERSON AVENUE
ST. CLAIR SHORES, MICHIGAN 48080-1530

CITY OF GROSSE PTE WOODS

CHARLES T. BERSCHBACK

(586) 777-0400
FAX (586) 777-0430
blbwlaw@yahoo.com

DON R. BERSCHBACK
OF COUNSEL

June 15, 2016

The Honorable Mayor and City Council
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE. Resolution for Land Use Moratorium/Agenda Item for June 20, 2016

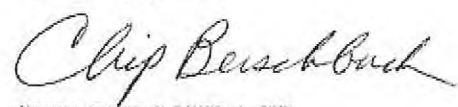
Dear Honorable Mayor and Council:

I have attached a proposed Resolution which would temporarily deny land uses for certain types of businesses until an ordinance is adopted. This issue was previously addressed at a COW meeting on June 6, 2016 and I advised the Council that Mr. Tutag and I will be reviewing proposed drafts and making additional recommendations over the next several months.

I am recommending a one year moratorium, although the resolution specifically states that the moratorium would end if an appropriate ordinance is adopted during the one year.

It would be the prerogative of Council to adopt the Resolution for Land Use Moratorium. Thank you.

Very truly yours,


CHIP BERSCHBACK

CTB:nmg

Enclosure

cc: Tom Colombo
Lisa K. Hathaway
Gene Tutag

CITY OF GROSSE POINTE WOODS RESOLUTION FOR LAND USE MORATORIUM

WHEREAS, the City of Grosse Pointe Woods is currently reviewing the appropriateness of allowing certain land uses relating to businesses which, because of their nature, are recognized as having a potential to detract from neighborhoods, potentially adversely affect property values, potentially cause an increase in crime, and have other undesirable effects, and

WHEREAS, the City has initiated a zoning and planning review of these types of businesses to determine the appropriate regulatory conditions placed on certain businesses to insure that adverse affects will not contribute to the blighting or downgrading of the surrounding neighborhoods, and

WHEREAS, City of Grosse Pointe Woods has a legitimate purpose in addressing the appropriateness of such land use, and

WHEREAS, this review process may take several months to properly accomplish, and

WHEREAS, the City is legitimately concerned that uses may attempt to be established before the revised land use ordinances may be drafted and enacted, thereby defeating the purpose of the ordinance.

WHEREAS, it is a routine and appropriate method to forestall such problems to enact a reasonable moratorium on all land uses for certain businesses until such time as an ordinance can be drafted and enacted,

NOW, THEREFORE, BE IT RESOLVED, that the City of Grosse Pointe Woods hereby temporarily denies use of land for activities relating to the following certain businesses:

- Check Cashing / Personal Loan Establishments
- Hookah Lounges
- Pawn Shops / Pawn Brokers
- Smoke / E-Cigarette Shops
- Tattoo / Body Piercing Parlors
- Sexually oriented businesses such as adult bookstores.

BE IT FURTHER RESOLVED that this moratorium shall terminate and be of no further effect upon the effective date of a land use ordinance regulating such activities, or after one year from the effective date of this moratorium, which ever shall first occur.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

LISA K. HATHAWAY
City Clerk

CERTIFICATION

I, _____, Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council on _____, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and will be, or have been, made available as required by said Act.

LISA K. HATHAWAY
City Clerk

KELLER THOMA
A PROFESSIONAL CORPORATION

COUNSELORS AT LAW
26555 EVERGREEN
SUITE 1240
SOUTHFIELD, MICHIGAN 48076
313.965.7610
FAX 313.965.4480
www.kellerthoma.com

RECEIVED

13A

JUN 10 2016

CITY OF GROSSE PTE. WOODS
FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Attention: Mr. Al Fincham, City Administrator

June 01, 2016

Client: 000896

Matter: 000000

Invoice #: 109775

REGARDING: GENERAL MATTERS

For professional services rendered and expenses incurred relative
to the above matter:

TOTAL

\$5,936.55

[Handwritten signature]

KELLER THOMA
A PROFESSIONAL CORPORATION

COUNSELORS AT LAW
26555 EVERGREEN
SUITE 1240
SOUTHFIELD, MICHIGAN 48076
313.965.7610
FAX 313.965.4480
www.kellerthoma.com

FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

June 01, 2016
Client: 000896
Matter: 000000
Invoice #: 109775

Attention: Mr. Al Fincham, City Administrator

Page: 1

RE: GENERAL MATTERS

For Professional Services Rendered through May 31, 2016

DATE	ATTY	DESCRIPTION	HOURS
5/2/2016	SAJ	Attention to begin compiling information from collective bargaining agreements from comparable communities relative to negotiations.	5.50
5/3/2016	SAJ	Attention to continuation of compiling information from collective bargaining agreements from comparable communities relative to negotiations.	7.50
5/4/2016	SAJ	Attention to continuation of compiling information from collective bargaining agreements from comparable communities relative to negotiations.	8.00
5/5/2016	RWF	Attendance at meeting with client regarding negotiations; attendance at negotiations with POLC-Command and POLC-Clerk/Dispatchers.	7.00
5/5/2016	SAJ	Attention to continuation of compiling information from collective bargaining agreements from comparable communities relative to negotiations.	7.80
5/10/2016	RWF	Attention to preparation of draft compensation survey regarding PSO negotiations.	0.50
5/12/2016	RWF	Attention to preparation of draft compensation survey; attention to preparation of correspondence to possible comparable community regarding compensation level.	0.25
5/12/2016	SAJ	Attention to finalizing exhibits for Act 312.	4.20
5/27/2016	RWF	Attention to review of correspondence from Mr. Scherer regarding TPOAM negotiations; attention to preparation of correspondence to Ms. Irby regarding same; attention to preparation for labor mediation.	0.50
5/31/2016	RWF	Attendance at mediation for Public Safety Officers.	7.50
Total Services			\$5,898.75

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

June 01, 2016
Client: 000896
Matter: 000000
Invoice #: 109775

Attention: **Mr. Al Fincham, City Administrator**

Page: 2

RE: GENERAL MATTERS

ATTORNEY		HOURS	RATE	AMOUNT
RWF	R. W. FANNING, JR.	15.75	\$165.00	\$2,598.75
SAJ	SHANNON A. JENNINGS	33.00	\$100.00	\$3,300.00

DISBURSEMENTS

5/11/2016	Document Reproduction		\$37.80
Total Disbursements			\$37.80



Total Amount Due	\$5,936.55
-------------------------	-------------------