

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Regular City Council Meeting Agenda
Monday, March 21, 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. MINUTES
 - A. City Council 03/07/16
 - B. Citizens Recreation Commission 02/09/16
 - C. Historical Commission Workshop and Meeting 02/11/16, w/recommendations:
 1. Appointment (Mayoral)
 - a. Biographical Sketch-Frank Romano
 2. Memorial Day
 3. 2015 Annual Report
 - D. Community Events Committee 02/11/16, w/recommendations:
 1. Transfer of Funds
 2. Special Liquor License Applications

7. COMMUNICATIONS
 - A. Sign Variance: Med Post Urgent Care, 20599 Mack Avenue
 1. Planning Commission Excerpt 02/23/16
 2. Sign Permit Applications A, B, and C 02/08/16
 3. Letter 02/17/16 – R. Bell
 4. Memo 02/10/16 – Detective Schroerlucke
 5. Memo 02/19/16 – Building Inspector
 6. City Council Excerpts 07/02/07 and 03/03/14
 7. Plans received 02/08/16
 - a. Site Plan 02/11/16
 - b. Sign Plan A
 - c. Sign Plan B
 - d. Sign Plan C

 - B. Fence Variance: Lloyd, Garry – 21203 River Rd.
 1. Letter 02/29/16 – Garry Lloyd
 2. Application for Fence Permit 02/15/16
 3. Site plan
 4. Fence photos (4)
 5. Memo 03/15/16 - Building Official
 6. Photos (14)
 7. Memo 02/26/16 – Director of Public

Services

8. Affidavit of Legal Publication
9. Aerial View

C. Charitable Gaming License: Grosse Pointe North Lacrosse

1. Email 03/09/16 – Bob Heaton
2. Letter 03/09/16 – Bob Heaton
3. IRS Dept. of the Treasury 501(c)(3) tax exempt status 12/24/13
4. Articles of Incorporation 12/26/12
5. Proposed Resolution

D. Beaufait Parking/Parking Permits

1. City Council Excerpt 12/07/15
2. Memo 03/10/16 - Detective Ryan Schroerlucke
3. Emails 11/17/15 - 11/18/15 – Lisa Haynes/City Clerk
4. Letter 11/09/15 – Detective Ryan Schroerlucke
5. Emails 09/08/15 – 09/22/15 – Lisa Haynes/City Clerk
6. Photos (4)

E. Edsel & Eleanor Ford House Agreement

1. Memo 03/08/16 – Recreation Supervisor/Director of Public Works
2. Letter 03/08/16 – C. Fragnoli, Edsel & Eleanor Ford House

F. Grosse Pointe Woods Planning Commission Annual Report 2015

1. Planning Commission Excerpt 02/23/16
2. 2015 Annual Report

G. Monthly Financial Report – February 2016

8. BIDS/PROPOSALS/
CONTRACTS

A. Contract: Printing Services

1. Memo 02/24/16 – Director of Public Services
2. Agreement for Printing Services

B. Rubbish Bag

1. Memo 02/24/16 – Director of Public Service
2. Email 02/19/16 – D. Miklich, Dyna Pak Corp.

C. Pool Opening – Lake Front Park

1. Memo 03/04/16 – Director of Public Services
2. Letter 02/01/16 – B & B Pools

D. Bark Mulch for City Landscape Beds

1. Memo 03/08/16 – Director of Public Services

E. Pool Filter Room Sump Pump Alarms

1. Memo 03/09/16
2. Letter 02/19/16 – K & S Ventures Inc.

9. PROCLAMATION

A. Holocaust – Days of Remembrance

10. RESOLUTIONS

A. Wayne County Annual Maintenance Permits (3)

1. Memo 03/10/16 – Director of Public Services
2. Annual Pavement Restoration Permit – A-16109
3. Annual Maintenance Permit – A-16054
4. Annual Permit for Special Events – A-16142

B. Annual Fee Schedule Review

1. Memo 03/15/16 - City Clerk
2. Memo 02/11/16 – Building Official

C. MLCC Applications for Sale of Beer and Wine Only

1. Music on the Lawn Events (3)
 - a. Application
 - b. Site Plan
 - c. Bond of Special License for Sale of Beer, Wine and Spirits for Consumption on the Premises and Power of Attorney for 06/24/16, 07/29/16, and 08/26/16
 - d. Proposed Resolution
2. Fall Fest
 - a. Application
 - b. Site Plan
 - c. Bond of Special License for Sale of Beer, Wine and Spirits for Consumption on the Premises and Power of Attorney for 09/17/16
 - d. Proposed Resolution

11. CLAIMS/ACCOUNTS

A. Labor Attorney

1. Keller Thoma 03/01/16

12. NEW BUSINESS/PUBLIC COMMENT

13. 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.



COUNCIL
03-07-16 - 25

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 7, 2016, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:32 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council members: Bryant, Granger, Ketels, Koester, McConaghy, Shetler
Absent: None

Also Present: City Administrator/Assessor Colombo
City Attorney Chip Berschback
City Clerk Hathaway
Director of Public Safety Smith
Director of Public Works Ahee
Recreation Supervisor Byron

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

The following Commission members were in attendance:

Gerry Hilton, Beautification Commission
George McMullen, Board of Review/Local Officers Compensation 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: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler
No: None
Absent: None

The first item was a presentation by Greg Ulrich, who provided an update on the Grosse Pointe Public Library. Mr. Ulrich requested to post Library Board Meetings on the City's on-line calendar. Hearing no objections, this item was referred to the Public Relations Committee.

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

1. City Council Minutes dated February 22, 2016.

Motion carried by the following vote:

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

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

1. Committee-of-the-Whole minutes dated February 29, 2016.

Motion carried by the following vote:

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

Motion by Ketels, seconded by McConaghy, regarding **2016 Beautification Awards**, that the City Council concur with the recommendation of the Beautification Commission at their meeting on January 13, 2016, to approve an amount of \$1,000 to reserve Lochmoor Club for the 2016 Beautification Commission Awards Night Dinner, and to authorize the City Administrator to sign said Agreement, funds to be taken from flower sale proceeds Account No. 205-870-820.310.

Motion carried by the following vote:

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

The Mayor appointed the following individuals to the Beautification Commission:

1. Jennifer Hess with a term to expire 12/31/16;
2. Marlin Stewart with a term to expire 12/31/18.

Motion by Ketels, seconded by Shetler, regarding **Appointments – Beautification Commission**, that the City Council voice no objection to the following Mayoral appointments:

1. Jennifer Hess with a term to expire 12/31/16;
2. Marlin Stewart with a term to expire 12/31/18.

Motion carried by the following vote:

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

Motion by Shetler, seconded by Bryant, regarding **request to use tennis courts – Lake Front Park**, that the City Council approve the request of University Liggett to use Lake Front Park Tennis Courts for the dates and times requested contingent upon the following:

1. Teams follow all park rules and MHSAA rules including clearing the courts during storms;
2. Teams relinquish courts to residents on courts 1-4;
3. Teams clean-up trash around the courts after use;
4. Teams submit current rosters;
5. Receipt of appropriate insurance.

Motion carried by the following vote:

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

Motion by Koester, seconded by McConaghy, regarding **Application for Permit to Solicit**, that the City Council approve the application of Willie Wilson of Iowa Steak Company for a Permit/License to Solicit.

Motion carried by the following vote:

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

Regarding **resignations**, the Mayor accepted the following resignations with regret and directed that appropriate thanks and recognition be sent to:

1. Jan Hagen – Beautification Commission;
2. Dennis Hyduk – Beautification Commission;
3. Russell Dale Pegg – Tree Commission.

Motion by Bryant, seconded by Shetler, regarding **Conference: Michigan Association of Municipal Attorneys (MAMA)**, that the City Council authorize the City Attorney to attend the MAMA Advanced Institute on Tuesday, March 22, 2016, in Lansing, MI, at a cost in an amount not to exceed \$500.00, funds to be taken from Account No. 101-210-958.001, and to reimburse for expenses incurred upon presentation and verification by the Finance Committee of an itemized expense report.

Motion carried by the following vote:

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

Motion by Bryant, seconded by Shetler, regarding **Agreement: Landscape Services**, that the City Council approve a three-year Agreement with Marshall Landscape to provide landscape services at City Hall, on Mack Avenue, and at Lake Front Park in a total amount not to exceed \$7,125 per year, funds to be taken from Account Nos. 101-775-818.000 and 202-463-818.000, contingent upon receipt of appropriate insurance.

Motion carried by the following vote:

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

Motion by Granger, seconded by McConaghy, regarding **Contract: Parking Lot Removal/Asphalt**, that the City Council award a contract to Florence Cement, to approve two purchase orders; one in the amount of \$198,670.00, and second in the amount of \$20,000.00 for contingency, for a total cost not to exceed \$218,670.00, funds to be taken from Account No. 401-903-977.120.

Motion carried by the following vote:

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

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

1. City Attorney Don R. Berschback 02/24/16 - \$3,400.00;
2. City Attorney Charles T. Berschback 02/29/16 - \$7,492.50.

Motion carried by the following vote:

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

The following item was heard under Public Comment:

- William Broman introduced himself and declared his candidacy for State House of Representatives in District 1.

Motion by Granger, seconded by Shetler, to adjourn tonight's meeting at 8:06 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

Approved by
Commission 3-8-16

RECEIVED

6B

FEB 10 2016

CITY OF GROSSE PTE. WOODS

Citizens' Recreation Commission Meeting Minutes

Meeting of the Citizens' Recreation Commission held on February 9, 2016 at Grosse Pointe Woods, Michigan 48236.

CALL TO ORDER: 7:05 pm.

PRESENT:

Tom Jerger
Mark Miller
Mike Soviak
Christina Ventimiglia
Amanda York

ABSENT

Bill Babcock
Gib Heim
Barb Janutol

ALSO PRESENT:

Nicole Byron, Todd McConaghy, Anthony Rennpage and Ken Mokray

Motion: To accept the minutes from January 12, 2016, by Tom Jerger and seconded by Christina Ventimiglia, with two amendments:

1. Tom Jerger was noted to be present at the January 12, 2016 meeting;
2. The spelling of Ms. Ventimiglia's name was corrected from Christine to Christina.

Motion passed by the following vote:

Yes: Jerger, Miller, Soviak, Ventimiglia and York

No: None

Absent: Babcock, Heim, Janutol.

COUNCIL MEETING REPORT:

Councilmember McConaghy reported the following:

1. Council is currently involved in the process of preparing the city budget;
2. Council representatives for city commissions are being rotated. Mr. McConaghy will no longer be the council representative for the Citizens Recreation Commission. The new council representative will be Richard Shetler.

SUPERVISOR'S REPORT:

Ms. Byron reported the following:

1. The new procedure for issuing park passes is going very well. The new procedure has been well received by citizens and more passes have been issued so far this year as compared to last year.

2. The Mother-Son Movie was a success. 40 people attended this event.

WINTERFEST

1. The 2016 Winterfest was quite successful. Approximately 265 people attended the event, up slightly from 2015. The CRC thanked the Lake Front Park staff and the High School volunteers who assisted in making the event run smoothly. The CRC discussed ways to improve the Winterfest, including the possibility of adding new activities to the event, particularly for younger children. Ideas for improving the Winterfest will be discussed at future meetings.
2. Ms. Ventimiglia will prepare thank you letters to the volunteers and sponsors who helped make the Winterfest a success.

FILLING VACANCY ON THE CITIZENS RECREATION COMMISSION

The CRC interviewed two candidates for the vacancy on the commission, Anthony Rennpage and Ken Mokray. At the January meeting, the CRC also interviewed Christopher Profeta. The CRC was quite pleased by the impressive group of applicants to fill the vacancy. Each candidate offered a unique set of talents that would be of great benefit to the commission. It was agreed that all of the candidates would be fine members of the commission. The applications of each of the candidates are attached.

After discussing the qualifications of each candidate, the commission reached the conclusion that Anthony Rennpage should be recommended to City Council for possible appointment to the CRC. Mr. Rennpage has a degree in Parks, Recreation and Tourism Management, he has extensive experience in the operation of Lake Front Park after having been an employee at the park for several years and he was extremely enthusiastic about the possibility of serving on the CRC. The commission agreed that Mr. Rennpage would bring energy and new ideas to the CRC.

1. MOTION by Tom Jerger, seconded by Mark Miller, to recommend to the City Council that Anthony Rennpage be considered to fill the vacancy on the Citizens Recreation Commission.

Motion passed by the following vote:

Yes: Jerger, Miller, Soviak, Ventimiglia and York

No: None

Absent: Babcock, Heim, Janutol.

2. **MOTION FOR IMMEDIATE CONSIDERATION** by Mark Miller, seconded by Tom Jerger, to request that the City Council immediately consider the Motion regarding the recommendation to fill the vacancy on the Citizens Recreation Commission. Immediate consideration is requested because full commission membership will be beneficial as the CRC is preparing for Summer events

Motion passed by the following vote:

Yes: Jerger, Miller, Soviak, Ventimiglia and York

No: None

Absent: Babcock, Heim, Janutol.

OLD BUSINESS:

None

NEW BUSINESS:

1. The members of the commission thanked Mr. McConaghy for his many years of service as the council representative to the CRC and wished him well on his new commission assignment.

ADJOURNMENT

MOTION by Christina Ventimiglia, seconded by Mike Soviak, to adjourn the meeting.

Motion passed by the following vote:

Yes: Jerger, Miller, Soviak, Ventimiglia and York

No: None

Absent: Babcock, Heim, Janutol.

Meeting Adjourned at 8:05 p.m.

The next regularly scheduled meeting will be at 7:00 p.m. on **Tuesday, March 8, 2016 in the conference room at City Hall.**

Respectfully submitted by:

Mark Miller, acting Secretary

Approved by Commission
3-10-16

6C

City of Grosse Pointe Woods Historical Commission Minutes
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236
Conference Room at City Hall
February 11, 2016

RECEIVED

FEB 18 2016

CITY OF GROSSE PTE. WOODS

1. Call to Order

This special meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:00 p.m. by Chairperson Phil Whitman.

2. Roll Call

Present: Del Harkenrider, Shirley Hartert, Suzanne Kent, Lynne Millies, Sean Murphy, John Parthum, Becky Veitengruber, Phil Whitman, Giles Wilborn

Also Present: Council Representative Art Bryant

Excused: Mary Kaye Ferry

3. Commission Workshop

City Clerk Lisa Hathaway reviewed Commission Procedures with the members.

4. Adjournment

The meeting adjourned at 7:24 p.m.

Respectfully submitted:

John Parthum, Treasurer

Approved by Commission
3-10-16

City of Grosse Pointe Woods Historical Commission Minutes
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236
Conference Room at City Hall
February 11, 2016

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FEB 17 2016

CITY OF GROSSE PTE. WOODS

1. Call to Order

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:29 p.m. by Chairperson Phil Whitman.

2. Roll Call

Present: Del Harkenrider, Shirley Hartert, Suzanne Kent, Lynne Millies, Sean Murphy, John Parthum, Becky Veitengruber, Phil Whitman, Giles Wilborn

Also Present: Council Representative Art Bryant

Excused: Mary Kaye Ferry

3. Approval of Agenda

Motion by Hartert, seconded by Veitengruber, to approve the agenda, for February 11, 2016, as amended. Ayes: all. Motion carried.

4. Approval of Minutes

Motion by Millies, seconded by Parthum, to approve the January 14, 2016 minutes, as presented. Ayes: all. Motion carried.

5. Items

A. Report of Treasurer: Parthum reported that the commission balance is \$1,712.00 and the balance of Cook Schoolhouse Project is \$5165.11. There was an expense of \$62.89 for post cards.

Parthum reported on the background for a requested reimbursement.

Motion by Parthum, seconded by Veitengruber, that the Historical Commission recommend the City Administrator approve an amount of \$45.73 for an outdoor Flag Retirement banner, this item is **not** included in the FY 2015-16 budget. Account #101-105-880.300.

Ayes: 8 Nays: 0 Abstaining: 1 Motion carried.

B. Budget 2016-17: Parthum reported that members received a copy of the proposed budget last month.

Motion by Harkenrider, seconded by Millies to approve the proposed 2016-17 Fiscal Year Budget as presented.

Ayes: 9 Nays: 0

Motion carried.

C. Cook Schoolhouse Project: No Report.

D. Commission Membership: Commission reviewed the Biographical Sketch of Frank Romano.

Motion by Harkenrider, seconded by Hartert to recommend to the Mayor that he should the appoint Frank Romano to the Historical Commission.

Ayes: 9 Nays: 0

Motion carried.

E. MORSA Hosting: Parthum reported what projects he has been working on for presentations at the conference. Also, that he has contacted some commission members to help on some of them and will be asking others to help.

Motion by Wilborn, seconded by Murphy that the Historical Commission recommend that the City Administrator approve payment of \$25.00 for MORSA membership, this item is included in the FY 2015-16 budget. Account #101-105-880.300.

Ayes: All

Motion carried.

F. Memorial Day: Members reviewed the Things To Do list. And took care of the following motions.

Motion by Harkenrider, seconded by Hartert to recommend to City Council the payment of these Memorial Day expenses totaling \$1580.00.

To include: Band (Ralph Miller)	not to exceed	600.00
Chairs (Hotz Catering)	not to exceed	500.00
Flags (J. C. Goss)	not to exceed	<u>480.00</u>
Total		\$ 1580.00

These are budgeted items in the FY 2015-16 budget. Account #101-105-880.300

Ayes: All

Motion carried.

Motion by Kent, seconded by Hartert that the Historical Commission recommends that the City Administrator approve a payment not to exceed \$50.00 for the Memorial Day wreath, this item is included in the FY 2015-16 budget. Account #101-105-880.300.

Ayes: All

Motion carried.

NOTE

NOTE

Motion by Murphy, seconded by Veitengruber that the Historical Commission recommends that the City Administrator approve payment of \$12.00 for a City tile of the "Circle of Honor" for the guest speaker at Memorial Day. This item is included in the FY 2015-16 budget. Account #101-105-880.300.

Ayes: All

Motion carried.

6. New Business

A. Election of Officers: Completed last month.

B. Annual Report: Harkenrider presented the Annual Report of the Historical Commission.

Motion by Hartert, seconded by Kent to submit the 2015 Annual Report of the Historical Commission to the City Council and Administration.

Ayes: All

Motion carried.

C. New Council Representative: Bryant explained that it is time for change and we will be getting a new representative from the City Council.

7. Public and Commissioner Comments

Jan Treuter has requested items for **The Update** be submitted to her by February 24.

This **Update** will cover the months of May, June and July.

8. Adjournment

The meeting adjourned at 8:49 p.m.

Respectfully submitted:

John Parthum, Treasurer

The next meeting of the Grosse Pointe Woods Historical Commission will take place on March 10th, 2016 at 7:30 p.m. in the Conference Room at City Hall, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236

NOTE





CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RECEIVED

JAN 29 2016

CITY OF GROSSE PTE. WOODS

BIOGRAPHICAL SKETCH

✓ I am interested in making application to serve as a member on the following Board/Commission:

<input checked="" type="checkbox"/> Beautification Commission	<input type="checkbox"/> Building Authority
<input type="checkbox"/> Board of Review	<input type="checkbox"/> Community Tree Commission
<input type="checkbox"/> Citizens' Recreation Commission	<input type="checkbox"/> Downspout Board of Appeals
<input type="checkbox"/> Construction Board of Appeals	<input checked="" type="checkbox"/> Historical Commission
<input type="checkbox"/> Fireworks Committee	<input type="checkbox"/> Mack Avenue Business Study Committee
<input type="checkbox"/> Local Officers' Compensation Commission	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Pension Board	<input type="checkbox"/> Other:
<input type="checkbox"/> Senior Citizens' Commission	

NAME: Frank A. Romano

ADDRESS: 40 River Lane

TELEPHONE: Home: 313-881-4285 Office: _____

E-Mail: faromano13818(a)gmail.com

OCCUPATION: Retired teacher

OF YEARS RESIDENT OF GROSSE POINTE WOODS: 6 months

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

Former teacher of World and American History

EDUCATION: Masters Degree + 30 hours

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: Grosse Pte Historical Society, Detroit Historical Society & National Trust for Historic Preservation

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD: my love of history and the skills of a historian plus my willingness to serve my community.

Signature of sponsor
Asked to join per
Mary Kaye Ferry
Return to Clerk's Office

Frank A. Romano
Signature of applicant

Date: January 29, 2016

NOTE: Biographical sketches will be retained on file for one year. Please resubmit a new form after that time.

Grosse Pointe Woods Historical Commission
Annual Report for 2015

Election of Officers Held on January 8, 2015

Commission Membership

Rebecca Veitnegruber was appointed to the Commission in January. There is one vacancy left.

MORSA (Michigan One Room School House Association)

Three members attended the conference held on May 16th. Four members met in December with a MORSA representative to show the Cook Schoolhouse, Ford Estate and the Provencal Weir House for the MORSA meeting in May 2016.

G. P. HISTORICAL SOCIETY

Four members attended. Three homes were unveiled and plaques were awarded.

33RD Memorial Day Ceremony

The entire commission worked on this event. It was estimated that 575 people attended on May 25.

3rd Retirement of Flags

The commission headed this event on June 14th

Open House at Cook Schoolhouse

Every commission member helped. The Cook Schoolhouse was open four times, including the 125th anniversary during September's open house. Over 100 visitors attended and donations were received.

During the Year

The commission submitted information for the City Calendar and the Update. Members periodically checked the schoolhouse. Meetings were held every month.

Prepared by Delmar Harkenrider

6D

COMMUNITY EVENTS COMMITTEE
February 11, 2016

MINUTES OF THE COMMUNITY EVENTS COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON WEDNESDAY, FEBRUARY 11, 2016, AT THE GROSSE POINTE WOODS – LAKE ROOM, 20025 MACK, GROSSE POINTE WOODS, MICHIGAN.

Members Present: Chair Mayor Robert Novitke, Jennifer Boettcher, Tom Colombo, Chris Fenton, Al Fincham, Vicki Granger, Richard Shetler Jr., Bruce Smith

Members Absent: Tom Hauff

Also in attendance: Susan Como (Recording Secretary)

The Chair called the meeting to order at 5:34 p.m.

Motion by Shetler, seconded by Fincham, to excuse Committee Member Tom Hauff from tonight's meeting.

Motion passed by the following vote:

Yes: Boettcher, Colombo, Fenton, Fincham, Granger, Novitke, Shetler, Smith
No: None
Absent: Hauff

The Chair directed Recording Secretary Como to have *Acceptance of the Agenda* on future agendas.

The first item discussed was the **Firework's Ending Balance**.

The Chair informed the Committee Members that awhile back the city purchased a soundstage and approximately \$34,000 from the Firework's Fund was supposed to be utilized towards its purchase. However, the City Treasurer/Comptroller Irby indicated that the funds to purchase the soundstage never came out of firework's fund. Therefore, the Chair asked for a motion from the committee to make a recommendation to Council to transfer the \$34,000 from the Firework's Fund to the General Fund.

Motion by Fenton, seconded by Smith, to make a recommendation to City Council to transfer \$34,000 out of the \$78,000 from the Firework's Fund to the General Fund.

Motion passed by the following vote:

Yes: Boettcher, Colombo, Fenton, Fincham, Granger, Novitke, Shetler, Smith
No: None
Absent: Hauff

The next item discussed was the **2016 Music on the Lawn/Fall Fest Proposed Budget**.

The Chair stated that previously the proposed budget did not reflect employee overtime, which the majority of overtime was incurred by public works employees setting up/taking down the events. Moving forward, there will not be any overtime incurred by public works employees for setting up/taking down the events. However, there will be overtime and comp time incurred by employees who work the events.

The Chair went on and informed the committee members that the Recording Secretary Como received quotes for entertainment fees in the amount of \$8,000. The reason for the high quotes is due to the bands not only having to reserve the scheduled date, but the rain date as well.

Committee member Smith stated that the Stevenson Company offers event insurance. The Recording Secretary Como was asked to contact the Stevenson Company regarding event insurance.

Additionally, Recording Secretary was asked to receive quotes to purchase tents in various sizes. Lastly, postage fees in the amount of \$180 will be added as a line item to the proposed budget.

The next item discussed was **Entertainment** for the events.

There was consensus of the committee to cancel the rain dates for the Music on the Lawn events, but keep the rain date for the Fall Fest.

The following companies have expressed interest: *Sun Messengers, Bugs Beddow and the Good Stuff, and Paul Carey's Rhythm and Blues Krewe.*

The Chair asked Recording Secretary Como to contact the bands and have them provide contracts to play on the following dates:

- Sun Messengers: June 24, 2016 (Music on the Lawn);
- Bugs Beddow and the Good Stuff: July 29, 2016 (Music on the Lawn);
- Paul Carey's Rhythm and Blues Krewe: September 17, 2016 (Fall Fest) and September 18, 2016 (Fall Fest Rain Date).

The contracts are to be placed on the next agenda for final determination.

The Recording Secretary will send an email link to committee members for Pato Motown and Main Street Soul.

Next, the committee reviewed the **Potential Sponsor List** and determined who will contact them, which is as follows:

COMPANY NAME	CONTACT
Anderson, Eckstein & Westrick, Inc.	Colombo
A.H. Peters Funeral Home	Granger
Bob Maxey Ford Lincoln	Granger
Don Berschback & Chip Berschback - City Attys	Colombo
CHAS. Verheyden Funeral Homes, Inc.	Como
DTE	Fincham
Edmund t. Ahee Jewelry Company	Granger
Lochmoor Club	Hauff
Marshall Landscape, Inc.	Fenton
Mr. C's Car Wash	Novitke
Radar Industries	Remove from list
Rizzo Services	Colombo
Stevenson Company	Fincham
St. John Providence Health System	Como
Talmer Bank and Trust	Irby
The Grosse Pointe Democratic Club	Remove from list

Additional companies to be contacted for sponsorship:

COMPANY NAME	
Andiamo	Shetler
Comcast	Colombo
Comerica	Smith
Dan Curis	Novitke
Flagstar	Boettcher
GPW Foundation	Shetler
Indian Summer	Colombo
WOW	Colombo

Recording Secretary Como was directed to make the following changes to the **Sponsor Letter**:

- First sentence: change the word *two* to *four*;
- Remove the third sentence;
- End forth sentence at August;
- Begin fifth sentence at Fall Fest and change the word *being* to *will be*.

Additionally, she was asked to make changes to the **Sponsorship Form** so that it reads more clearly that there are three Music on the Lawn events as well as add the dates of all the events.

Next changes requested were to the **Stationary**, which are as follows:

- Add a line after the last committee member to separate Executive Assistant Como from the committee members;
- After the line it should read as follows:
 - For additional information contact Executive Assistant Susan Como at (313) 343-2445 or scomo@gpwmi.us.

Motion by Granger, seconded by Shetler, to make the above stated changes to the sponsorship letter, sponsorship form, and stationary then proceed with ordering the stationary and envelopes.

Motion passed by the following vote:

Yes: Boettcher, Colombo, Fenton, Fincham, Granger, Novitke, Shetler, Smith
No: None
Absent: Hauff

Discussion was held to continue to grant **St. John Hospital Exclusive Rights** to be a double sponsor of the events in the amount of \$3,600.

Motion by Granger, seconded by Shetler, to continue to grant St. John Hospital Exclusive Rights to sponsor the events in the amount of \$3,600.

Motion passed by the following vote:

Yes: Boettcher, Colombo, Fenton, Fincham, Granger, Novitke, Shetler, Smith
No: None
Absent: Hauff

NOTE

Next, the Chair asked Recording Secretary Como to have City Clerk Hathaway modify the **Liquor Licenses** for the Music on the Lawn events by excluding the rain dates.

Motion by Shetler, seconded by Fincham, to have the City Clerk Hathaway exclude the rain dates from the Music on the Lawn events Liquor License applications, and recommend to City Council that application with the State of Michigan Liquor Control Commission for the Liquor Licenses for the Music on the Lawn and Fall Fest events be made.

Motion passed by the following vote:

Yes: Boettcher, Colombo, Fenton, Fincham, Granger, Novitke, Shetler, Smith
No: None
Absent: Hauff

New Business

- The next meeting has been scheduled for March 23 at 5:30 p.m.
 - Committee Member Fenton advised that he will have to leave the meeting at 6:30 p.m. on the 23.
- The Chair asked Committee Member Fincham if any security measures needed to be taken and he replied there are none at this time.
- The Chair asked Committee Members Smith and Colombo to add any concerns they feel may be of concern to the March 23 agenda.
- The use of hay bales will no longer be utilized for Fall Fest.
- Recording Secretary Como was asked to reserve *Donnie's Zoo to You* for the Fall Fest.
- The Fall Fest food menu is to remain the same as the previous year.
- Moving forward, Parks and Recreation is to handle/process the Food License for the Fall Fest with the City Administrator to review prior to applying.
- Committee Fincham asked Recording Secretary Como to contact Great Lakes Beverage for a quote to supply beer for the events.

Motion by Fenton, seconded by Shetler, to immediately certify the minutes of the February 11, 2016 Community Events Committee.

Motion passed by the following vote:

Yes: Boettcher, Colombo, Fenton, Fincham, Granger, Novitke, Shetler, Smith

No: None

Absent: Hauff

Motion by Fenton, seconded by Shetler, to adjourn meeting at 6:47 p.m. Passed Unanimously.

Respectfully Submitted,

Susan Como
Recording Secretary



PLANNING COMMISSION EXCERPT
02/23/16

The next item on the agenda was **Review of Three Sign Application: Med Post Urgent Care, 20599 Mack Avenue**. Building Official Tutag provided an overview of the application, noting that the ordinance limits the message units on a property to 10 units, only allows two signs per building, and also limits the size to 12 square feet; therefore, the request was denied. Discussion ensued regarding the aesthetics and necessity of the proposal. Stephen Marley, on behalf of Med Post Urgent Care, was present to answer questions.

Motion by Hamborsky, seconded by Fuller, regarding Sign Applications: Med Post Urgent Care, 20599 Mack Avenue, that the Planning Commission, recommend to the City Council that the requested sign variance be approved as the proposed signs would be in the best interest of the City and not against the spirit and intent of the sign chapter based on the following reasons:

1. The signs and variances are necessary to provide a reasonable scale to the signs based upon the size and scope of the overall development that is unique as it encompasses an entire city block on Mack Avenue;
2. Four trees in the right of way along Mack Avenue will partially obstruct the wall signs during the summer months;
3. Similar variances have been granted to CVS and Kroger on Mack Avenue under comparable circumstances; and
4. The signs, and this development, are in the best interest of the city.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Hamborsky, Reiter, Rozycki, Vitale, Vaughn
NO: None
ABSENT: Profeta, Stapleton

Motion by Rozycki, seconded by Vaughn, that the Planning Commission immediately certify the previous motion.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Hamborsky, Reiter, Rozycki, Vitale, Vaughn
NO: None
ABSENT: Profeta, Stapleton

"A"

GROSSE POINTE WOODS SIGN PERMIT APPLICATION

RECEIVED

11

FEB 08 2016

CITY OF GROSSE POINTE WOODS

Per Chapter #32 of the GP Woods Sign Ordinance, provide two copies of actual color photo of building w/sign imposed) to the Building Department. Show lettering font/s, cross cuts, sign and lettering dimensions, amperage being used, total square footage of sign, location of sign relative to the building it is being displayed on, trademark/logo information, and distance the sign will be from the building are required with this application. *NOTE: Property Owner's approval signature is required.

GPW Business Information:

CONTACT PERSON: Stephen Marley

PHONE: (469) 893-2049

BUSINESS NAME: Tenet Healthcare

E-MAIL: Stephen.Marley@tenethealth.com

FAX: (469) 893-3019

BUSINESS ADDRESS: 1445 Ross Avenue Suite 1700 Dallas, TX 75202

*PROPERTY OWNER'S APPROVAL:

[Signature]
Property Owner NAME (please print)

[Signature]
Property Owner SIGNATURE

Sign Company Information:

NAME/CONTACT: AD/s companies

PHONE: (909) 721-4535

CONTACT NAME: Robin Bell

E-MAIL: Rbell@AD-s.com

FAX: (951) 278-0681

ADDRESS: 1160 Railroad Street Corona, Ca 92882 LICENSE #: 714309

Sign Description:

TYPE: Building Sign (Sign A on our drawings)

BUILDING WIDTH: 58'9" SIGN DIMENSIONS: 16'11" X 2'10" (48 sq. ft.)

Length x Height x Thickness (cannot exceed 8" w/transformer)

MATERIAL IN FACE OF SIGN: Acrylic faces with vinyl overlay

COLOR COMBINATIONS: Red, white, purple, Blue, Yellow, and Green

SINGLE FACE ☒ DOUBLE FACE ☐ FONT STYLE: Company Logo

ILLUMINATION: INTERIOR ☒ EXTERIOR ☐

NUMBER OF MESSAGE UNITS: 28 FONT HEIGHT: 1' 5 1/2"

Applicant's Name & Signature: AD/s companies

Received by: _____

Date: _____

APPROVED BY: _____

Date: _____

Building Official (313-343-2426)

Variance Application Fee - \$150 ~ Please see Section #32-32 Appeals

"B"

GROSSE POINTE WOODS
SIGN PERMIT APPLICATION

FEB 08 2016
CITY OF GROSSE PTE. WOODS
BUILDING DEPT.

Per Chapter #32 of the GP Woods Sign Ordinance, provide two copies of actual color renditions (include photo of building w/sign imposed) to the Building Department. Show lettering font/s, cross cuts, sign and lettering dimensions, amperage being used, total square footage of sign, location of sign relative to the building it is being displayed on, trademark/logo information, and distance the sign will be from the building are required with this application. *NOTE: Property Owner's approval signature is required.

GPW Business Information:

CONTACT PERSON: Stephen Marley

PHONE: (469) 893-2049

BUSINESS NAME: Tenet Healthcare

E-MAIL: Stephen.Marley@tenethealth

FAX: (469) 893-3049

BUSINESS ADDRESS: 1445 Ross Avenue Suite 1700 Dallas, Tx 75202

*PROPERTY OWNER'S APPROVAL:

[Signature]
Property Owner NAME (please print)

[Signature]
Property Owner SIGNATURE

Sign Company Information:

NAME/CONTACT: AD/s companies

PHONE: (909) 721-4535

CONTACT NAME: Robin Bell

E-MAIL: Rbell@AD-s.com

FAX: (951) 278-0681

ADDRESS: 1160 Railroad Street Corona, Ca 92882 LICENSE #: 714309

Sign Description:

TYPE: Building Sign (Sign B on our drawings)

BUILDING WIDTH: 58'9" SIGN DIMENSIONS: 16'11" X 2'10" (48 sq ft)
Length x Height x Thickness (cannot exceed 8" w/transformer)

MATERIAL IN FACE OF SIGN: Acrylic faces with vinyl overlay

COLOR COMBINATIONS: Red, White, Purple, Blue, Yellow, and Green

SINGLE FACE ☒ DOUBLE FACE ☐ FONT STYLE: company logo

ILLUMINATION: INTERIOR ☒ EXTERIOR ☐

NUMBER OF MESSAGE UNITS: 28 FONT HEIGHT: 1' 5 1/2"

Applicant's Name & Signature: AD/s companies

Received by: _____

Date: _____

APPROVED BY: _____

Date: _____

Building Official (313-343-2426)

Variance Application Fee - \$150 ~ Please see Section #32-32 Appeals

11

**GROSSE POINTE WOODS
SIGN PERMIT APPLICATION**

FEB 08 2016
CITY OF GROSSE PTE. WOODS
BUILDING DEPT.

Per Chapter #32 of the GP Woods Sign Ordinance, provide two copies of actual color renditions (include photo of building w/sign imposed) to the Building Department. Show lettering font/s, cross cuts, sign and lettering dimensions, amperage being used, total square footage of sign, location of sign relative to the building it is being displayed on, trademark/logo information, and distance the sign will be from the building are required with this application. *NOTE: Property Owner's approval signature is required.

GPW Business Information:

CONTACT PERSON: Stephen Marley PHONE: (469) 893-2049
BUSINESS NAME: Tenet Healthcare E-MAIL: Stephen.Marley@tenethealth.com
BUSINESS ADDRESS: 1445 Ross Avenue Suite 1700 Dallas, Tx 75202 FAX: (469) 893-3049

***PROPERTY OWNER'S APPROVAL:**

[Signature]
Property Owner NAME (please print)

[Signature]
Property Owner SIGNATURE

Sign Company Information:

NAME/CONTACT: AD/s companies PHONE: (909) 721-4535
CONTACT NAME: Robin Bell E-MAIL: Rbell@AD-S.com
ADDRESS: 1160 Railroad Street Corona, Ca 92882 LICENSE #: 714309 FAX: (951) 278-0681

Sign Description:

TYPE: Ground Sign (Sign C on our drawings)
BUILDING WIDTH: 58'9" SIGN DIMENSIONS: 8' x 3' 10 1/2" (22 sq ft)
MATERIAL IN FACE OF SIGN: Aluminum Cabinet w/ Aluminum faces to be routed and backed
COLOR COMBINATIONS: Red, White, Purple, Blue, Yellow, and Green.
SINGLE FACE [] DOUBLE FACE [X] FONT STYLE: Company logo
ILLUMINATION: INTERIOR [X] EXTERIOR []
NUMBER OF MESSAGE UNITS: 28 FONT HEIGHT: "MedPost" = 1' tall

Applicant's Name & Signature: AD/s companies

Received by: _____ Date: _____

APPROVED BY: _____ Date: _____

Building Official (313-343-2426)

Variance Application Fee - \$150 ~ Please see Section #32-32 Appeals



February 17th, 2016

To: Planning Department
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE: MedPost Urgent Care/ MedPost Kids
Mack Ave.
Grosse Pointe Woods, MI 48236

Dear Planning Department,

AD/S is the national sign vendor for MedPost Urgent Care/ MedPost Kids. We are requesting two illuminating signs on the building and one ground sign per the MedPost Urgent care/ MedPost Kids corporate standards and trade mark.

- We believe the building signs to be tasteful and in scale due to the massing of the building as well as symmetrical to the viewing public.
- The ground sign we believe to be small and tasteful.


This low monument sign is a replacement and relocation of the former banks 8' pylon sign. These signs are all proportionate and yet clearly large enough for the community to quickly direct children and family members to this urgent care facility. We believe this is adequate for this new venture to compete. All colors and letter styles are per the national trademark and city standards.

Thank you in advance for your consideration.

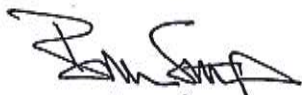
Robln Bell



**CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC SAFETY**

Date: February 10, 2016
To: Director Smith
From: Det. Schroerlucke 
Subject: Sign Placement at 20599 Mack Ave. (Medpost)

I have reviewed the site plans and visited the site for the proposed ground sign located at 20559 Mack Ave. It is my opinion that the placement and height of the sign will not impede the vision of vehicular traffic travelling along Mack Ave and/or attempting to enter/exit Medpost onto Mack Ave.


2/18/2016

#11

CITY OF GROSSE POINTE WOODS

Building Inspector

MEMORANDUM

DATE: February 19, 2016

TO: Planning Commission

FROM: Gene Tutag, Building Inspector *GT*

SUBJECT: 20599 Mack Ave. - MedPost Sign Variances

The applicant would like to erect three signs for a new Medical Clinic located at 20599 Mack Avenue.

Applications for the signs have been reviewed for compliance with Chapter 32 of the Grosse Pointe Woods City Code. The proposed signs are not in compliance with the code as follows:

1. Section 32-10(a)(1) Maximum number of message units. The total number of message units on a property shall not exceed 10. The proposed signs contain 14 message units.
2. Section 32-13(d) Wall signs upon building fronts containing 41 feet to 60 feet of frontage shall not exceed three feet in height or a maximum of 42 square feet in size. Sign A is shown on the east wall with 58'9" of frontage; the proposed sign for that elevation is 48 square feet in area.
3. Section 32-13(f) Wall Signs. Wall signs placed on the sides of buildings shall not exceed 3 feet in height or 12 square feet in size. The wall sign proposed for the north wall (sign B on plans) contains 48 square feet.
4. Section 32-17(a) Combination of signs. A building shall be limited to a maximum of two signs. Two wall signs and one ground sign are proposed for this development.

The permits have been denied, the applicant AD/S Companies is appealing the denial.

Section 32-32 states that the Planning Commission will first review the appeal and provide a recommendation to the City Council based upon the exception being in the best interests of the City.

Sec. 32-32. Appeal of denial of permit.

Any party who has been refused a sign permit after review by the building official or planning commission for a proposed installation or has been notified by the city to remove an existing sign may file a claim of appeal with the city clerk. Such claim of appeal shall be accompanied by an appeal fee as currently established or as hereafter adopted by resolution of the city council from time to time or a fee structure designated by the administration and approved by the city council by resolution, payable to the general fund of the city. The city council may grant such appeal and allow an exception to the provisions of this chapter upon a finding that such an exception would be in the best interests of the city and not against the spirit and intent of this chapter. If the building official denies a sign permit, or if a variance is requested, the appeal or variance request will first be reviewed by the planning commission, which will provide a recommendation to the city council.

The property at 20599 Mack Avenue is currently under construction and will be used as a medical clinic. The development encompasses the whole block between Lennon and Van Antwerp.

It is recommended the requested variances for signs shown on the plans, Sheets SP.1 dated 02-11-16, Sign A dated 02-04-16, Sign B dated 02-04-16, and Sign C dated 02-09-16, be granted and a recommendation be sent to City Council for the following reasons:

1. The signs and variances are necessary to provide a reasonable scale to the signs based upon the size and scope of the overall development that is unique as it encompasses an entire city block on Mack Avenue;
2. Four trees in the right of way along Mack Avenue will partially obstruct the wall signs during the summer months;
3. Similar variances have been granted to CVS and Kroger on Mack Avenue under comparable circumstances (copies attached); and
4. The signs, and this development, are in the best interest of the city.

CITY COUNCIL EXCERPT
07-02-07

THE MEETING WAS THEREUPON OPENED AT 11:01 P.M. FOR A PUBLIC HEARING IN ACCORDANCE WITH CHAPTER 62 SIGNS, TO HEAR THE APPLICATION OF KROGER, 20422 MACK AVENUE, GROSSE POINTE WOODS, FOR PERMISSION TO INSTALL THREE INTERNAL ILLUMINATED SIGNS AT 20422 MACK AVENUE, THE PREVIOUS FARMER JACK EMPORIUM.

Motion by Granger, seconded by Waldmeir, that for purposes of the Public Hearing the following items be received and placed on file:

1. Planning Commission Excerpt 06/26/07
2. Letter 06/27/07 City Attorney
3. Memo 06/27/07 Building Inspector
4. Letter 06/19/07 Phillips Sign Lighting
5. Proposed signage:
 - a. New Channel Letters Rev. 06/27/07 (South Elevation Option B)
 - b. New Channel Letters Rev. 06/25/07 (West Elevation)
 - c. New Channel Letter Wall Sign Rev. 06/25/07 (South Elevation)

Motion carried by the following vote:

Yes: Dickinson, Granger, Howle, Novitke, Reynolds, Spicher, Waldmeir
No: None
Absent: None

The Chair asked if anyone from the audience wished to speak in favor of the proposed request. The following individual wished to be heard:

Ed Phillips
Phillips Sign Company
Harrison Township

Joseph Sucher
730 S. Oxford

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 Reynolds, seconded by Howle, that the Public Hearing be closed at 11:10 p.m.

Motion carried by the following vote:

Yes: Dickinson, Granger, Howle, Novitke, Reynolds, Spicher, Waldmeir

No: None

Absent: None

Motion by Granger, seconded by Waldmeir, regarding Public Hearing regarding Signage Variance: Kroger, 20422 Mack Avenue, that Council grant the following variances:

- a variance of 115.6 square feet of area and of 4'7" for the height on the west wall;
- a variance of 92.76 square feet of area and of 4'7" for the height on the south wall;
- a variance of 4 ¾" on the two Kroger signs;
- a variance for 3 additional signs;
- a variance for the Kroger logos which exceed 48 square feet in area.

Motion carried by the following vote:

Yes: Dickinson, Granger, Howle, Novitke, Reynolds, Spicher, Waldmeir

No: None

Absent: None

#11

CITY COUNCIL EXCERPT
03-03-14

The Building Official provided an overview regarding two sign variance requests received from **CVS Pharmacy, 20460 Mack Ave.**; one for number of signs and one for size of sign.

Motion by Ketels, seconded by Shetler, regarding Sign Variance: CVS Pharmacy, 20460 Mack Ave., that the City Council approve this sign variance.

Motion by Ketels, seconded by Shetler, to withdraw the previous motion and approve the sign variances to sections 32-13(f) for size of sign, and 32-17(a) for number of signs.

Motion by Ketels, seconded by Shetler, to amend the previous motion by adding, "as it is in the best interest of the city and not against the spirit and intent of the ordinance."

Following discussion, there was a consensus of the Council to ask the Planning Commission to look at these ordinances due to the number of recent variance requests regulated by these sections.

Motion carried by the following vote:

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



1160 Railroad St.
Corona, CA 92882
Tel. 800.862.3202
www.ad-s.com

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BUILDING DEPT.

REALITY BEGINS WITH VISION

Prepared for:

Med!Post
Urgent Care

Med!Post
Kids

20599 Mack Avenue
Grosse Pointe Woods, MI 48236

From: **ROBIN BELL**

cell: 909.721.4535

email: rbell@ad-s.com

EXTERIOR SIGNS

COLOR DISCLAIMER

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If you would like to see a sample of any color, please request an actual sample from your Salesperson or Project Manager.

WITHOUT A SIGNED COLOR SAMPLE, AD/S COMPANIES, ITS VENDORS AND AFFILIATES ARE NOT RESPONSIBLE FOR DIFFERENCES, REAL OR PERCEIVED, BETWEEN THE WAY YOUR PRODUCT APPEARS ON SCREEN OR PAPER AND THE FINAL PRODUCT.

Client Name (Please Print) _____ Date ____/____/____

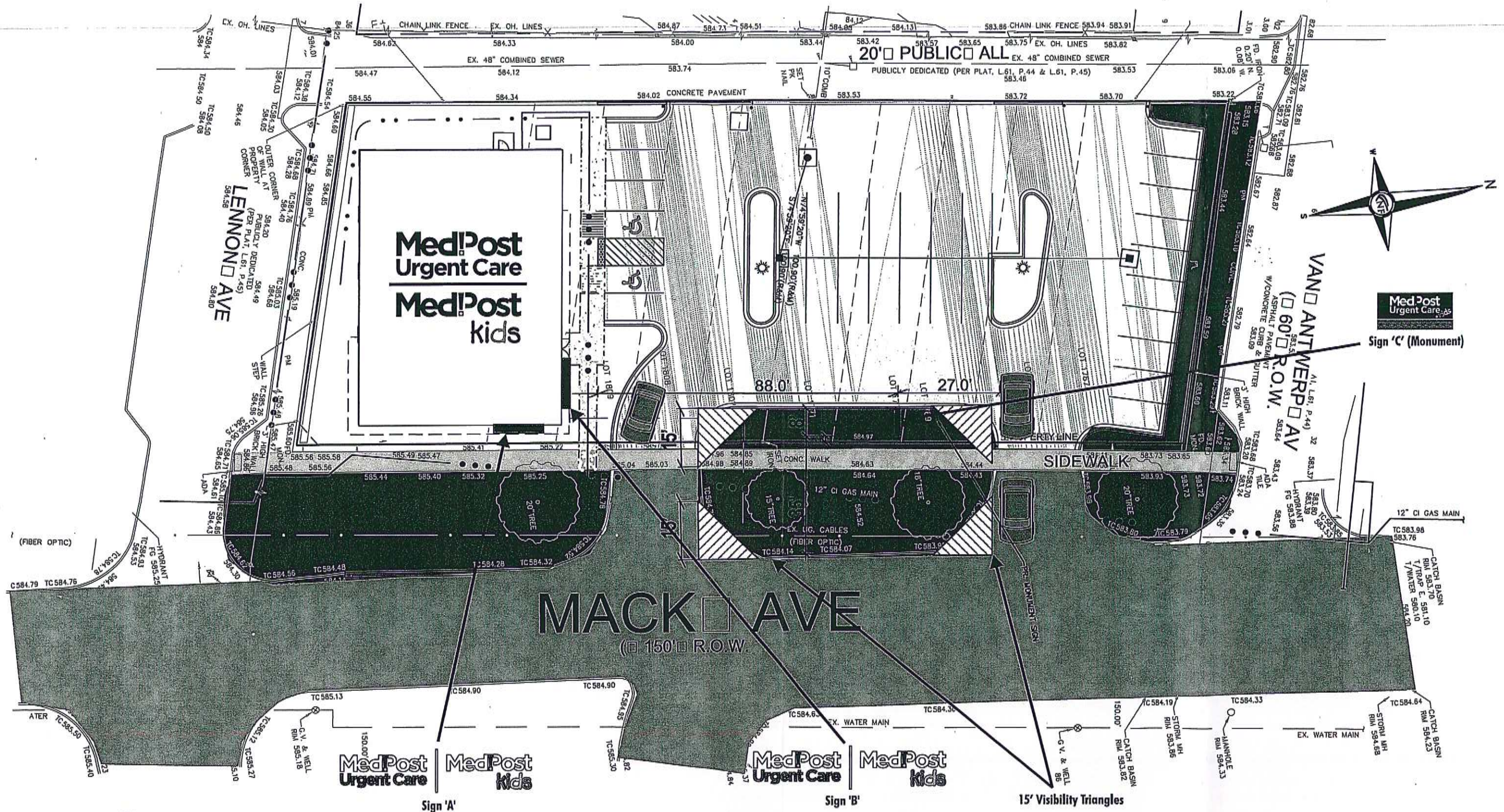
Client Name (Signature) _____

PLEASE INITIAL ALL PAGES

AD/S Drawing #39293 Rev. #16 Rev. Date: 02/04/16

Pages: 5 (including cover page)

- ☐ Approved
☐ Approved as Noted
☐ Revise & Resubmit
☐ Rejected



1 SITE VIEW
SCALE: NTS



1160 Railroad St.
Corona, CA 92882
T 800.862.3202
F 951.278.0681
www.ad-s.com

- Signage + Fabrication
- Displays + Fixtures
- Lighting + Maintenance

Client:
Tenet Healthcare
1445 Ross Avenue
Suite 1700
Dallas TX 75202

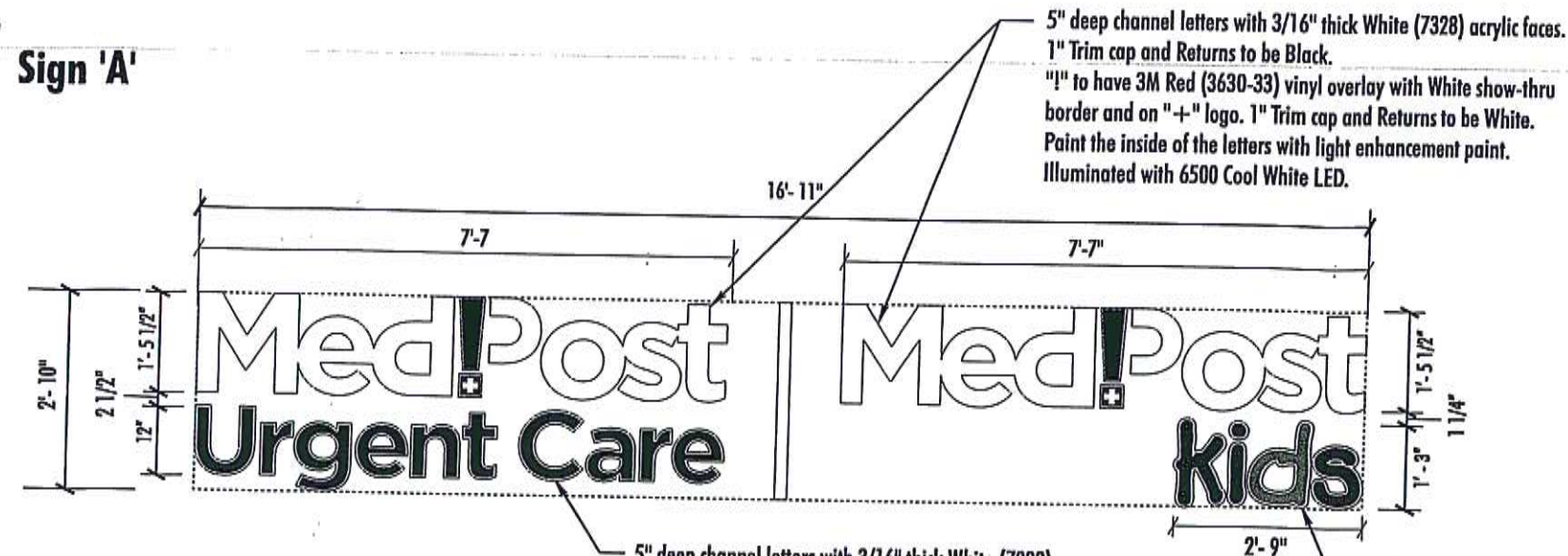
Project:
MedPost Urgent Care | **MedPost Kids**
20599 Mack Avenue
Grosse Pointe Woods, MI 48236

Revisions:
 1. SH: 11.13.2015 - Revision of logos on entry door / HOD vinyl
 2. SH: 01.05.2016 - Revision of monument sign from black to red
 3.

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Project No: 39293-R17(ext) RB/KH/SH
 Date: 02-11-16
 Sign Type: Site Plan
 Sheet No: SP.1 2 of 5

Sign 'A'



1 FRONT VIEW
SCALE: 3/8" = 1' - 0"

Qty: One (1) Set
Sign Area = 48.00 sq. ft.

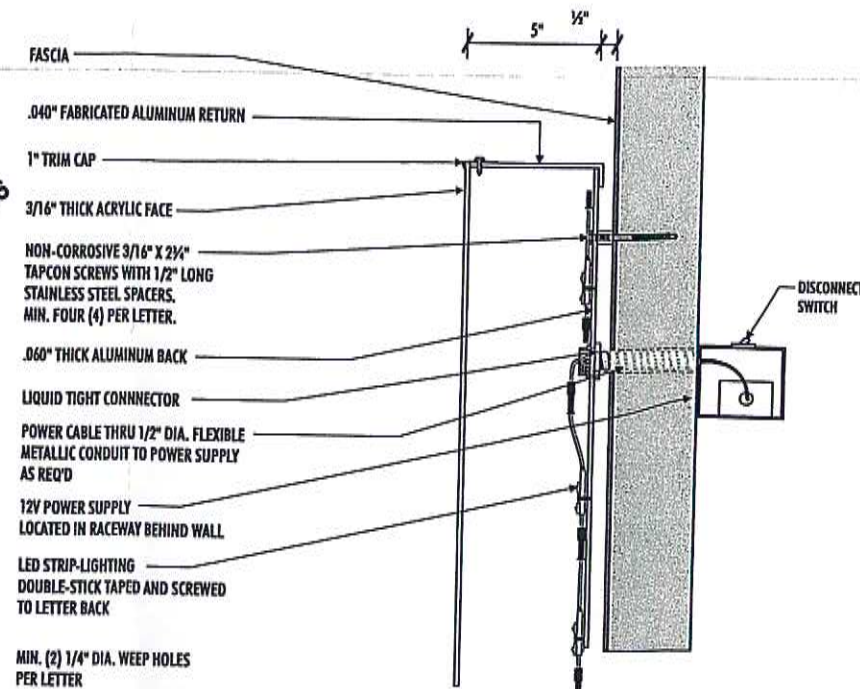
NOTE:

- LOGO LAYOUT & COLORS ARE PER NATIONAL REGISTERED BRANDING STANDARDS.

5" deep channel letters with 3/16" thick White (7328) acrylic faces with 3M Red (3630-33) vinyl overlay, inset 3/8" and White show-thru border. 1" Trim cap and Returns to be White. Paint the inside of the letters with light enhancement paint. Illuminated with 6500 Cool White LED.

5" deep channel letters with 3/16" thick White (7328) acrylic faces with 3M vinyl as below and White show-thru border:
"k" = Plum Purple (3630-128) vinyl overlay
"i" = Intense Blue (3630-127) vinyl overlay
"d" = Golden Yellow (3630-125) vinyl overlay
"s" = Light Kelley Green (3630-146) vinyl overlay
1" Trim cap and Returns to be Black. Paint the inside of the letters with light enhancement paint. Illuminated with 6500 Cool White LED.

RECEIVED
FEB 08 2016
CITY OF GROSSE POINTE WOODS
BUILDING DEPT.



NOTE: WATERPROOFING AT ALL WALL PENETRATIONS TO BE SEALED WITH 3M 730 HYBRID CLEAR SEALANT

L.E.D. ILLUMINATED CHANNEL LETTER SECTION

REQUIREMENTS FOR ELECTRICAL ILLUMINATION:

PRIMARY ELECTRICAL TO SIGN LOCATIONS TO BE PROVIDED BY OTHERS. A DEDICATED CIRCUIT WITH NO SHARED NEUTRALS AND A GROUND RETURNING TO THE PANEL IS REQUIRED FOR INSTALLATION.

ALL TRANSFORMERS SHALL BE, (GFI) GROUND FAULT-INTERRUPTED TRANSFORMERS.

ALL SIGNS HAVE - DEDICATED BRANCH CIRCUIT

- THREE WIRES - LINE, NEUTRAL, & GROUND

- WIRE SIZE - MINIMUM OF 12 GA. THIN COPPER WIRE

ALSO NOTE: GAUGE OF WIRE IS DETERMINED BY THE LENGTH OF RUN & AMPERAGE AS PER NEC ARTICLE 300.

- GROUND WIRE MUST BE CONTINUOUS AND GO FROM THE SIGN TO THE PANELBOARD GROUND BUS.

- VOLTAGE SHOULD READ NO MORE THAN 3 VOLTS BETWEEN GROUND AND NEUTRAL.

- CONDUIT CAN NOT BE USED AS GROUND PATH.

- POWER TO SIGN MUST BE DONE BY A LICENSED ELECTRICIAN OR ELECTRICAL CONTRACTOR.

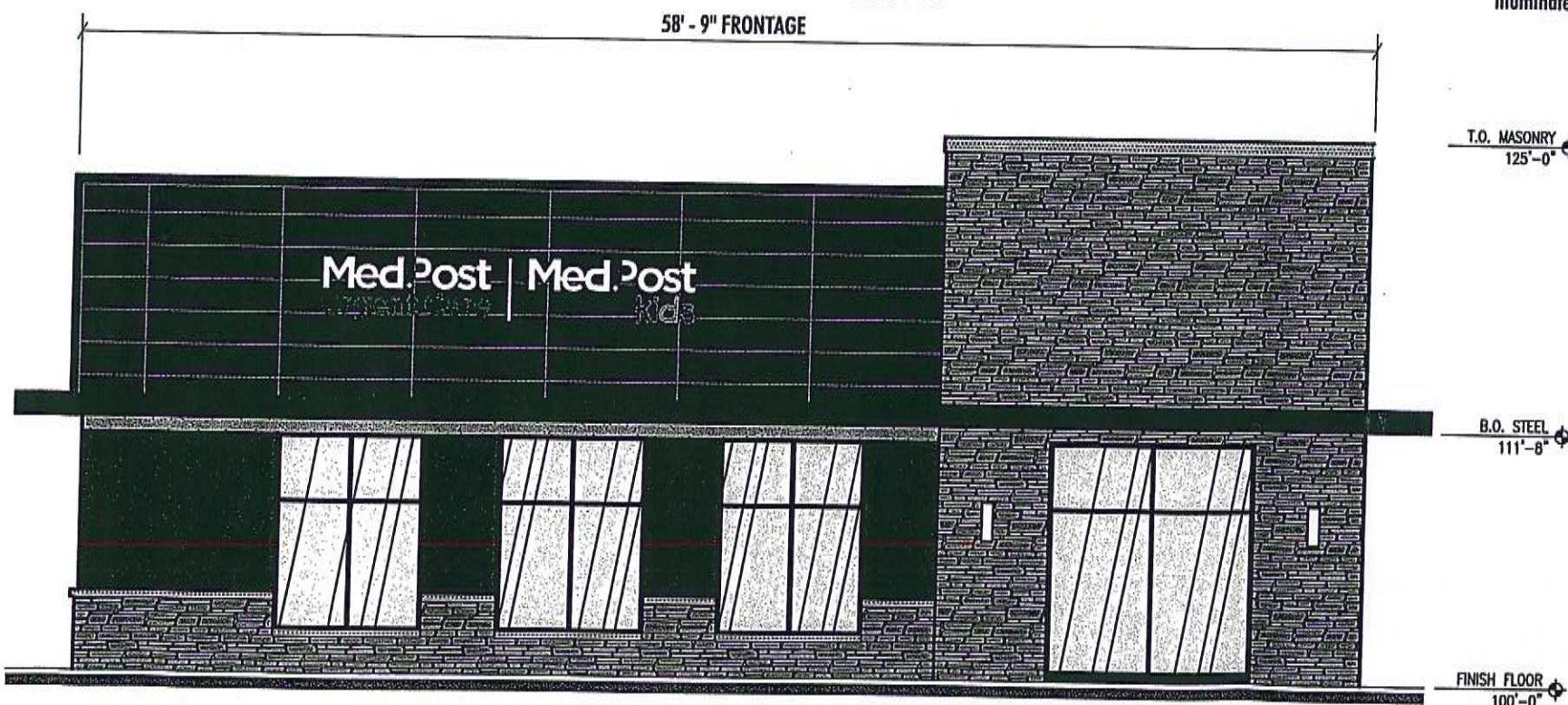
This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

1 Dedicated 20 Amp Circuit at 120 Volts

Note #1: All above is not in sign company's scope of work and must be in place prior to installation.

Note #2: Timers and/or photocells for signs to be furnished and installed by the customer's electrician, who should also ensure that the completed electrical system is code compliant.

ALL COMPONENTS TO BE **UL** APPROVED



2 EAST ELEVATION (FACING MACK AVENUE)
SCALE: 1/8" = 1' - 0"



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T 800.862.3202
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www.ad-s.com

- Signage + Fabrication
- Displays + Fixtures
- Lighting + Maintenance

Client:

Tenet Healthcare
1445 Ross Avenue
Suite 1700
Dallas TX 75202

Project:

Med!Post Urgent Care
20599 Mack Avenue
Grosse Pointe Woods, MI 48236

Revisions:

- 8 SH: 11.13.2015 - Revision of logos on entry door / HOD vinyl
- 10 SH: 01.05.2016 - Revision of monument sign from black to red

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Project No: 39293-R16(ext)

RB/KH/SH

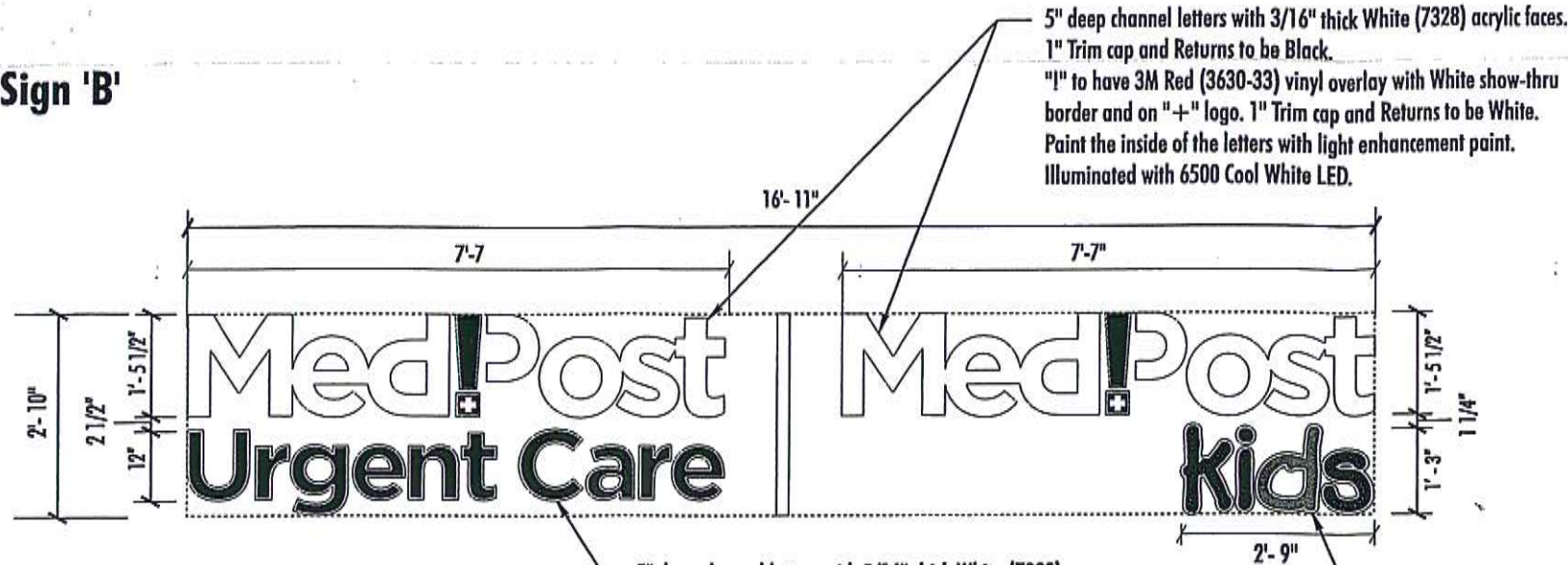
Date: 02-04-16

Sign Type: Sign 'A'

Sheet No: 1.0

3 of 5

Sign 'B'



1 FRONT VIEW
SCALE: 3/8" = 1' - 0"

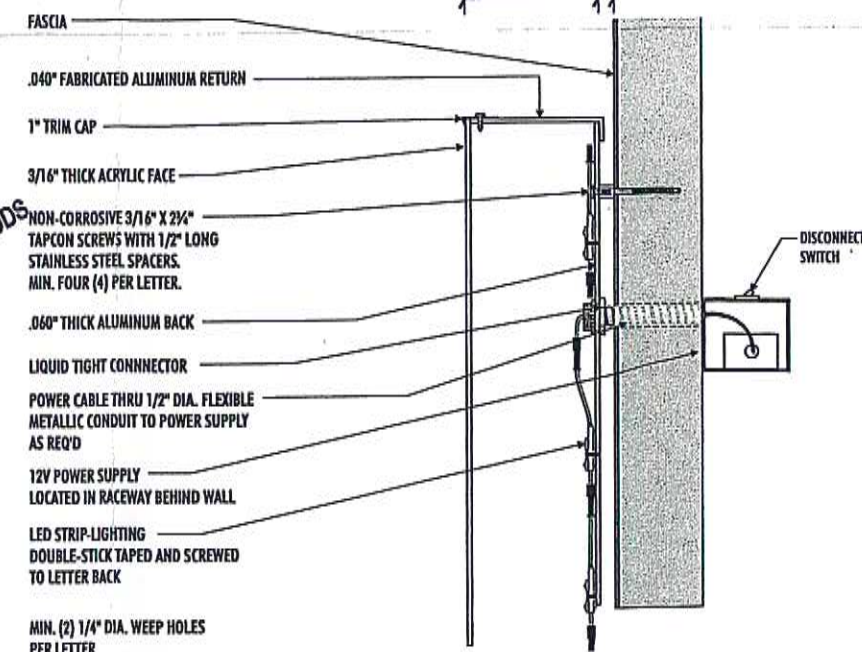
Qty: One (1) Set
Sign Area = 48.00 sq. ft.

NOTE:
- LOGO LAYOUT & COLORS ARE PER NATIONAL REGISTERED BRANDING STANDARDS.

5" deep channel letters with 3/16" thick White (7328) acrylic faces with 3M Red (3630-33) vinyl overlay, inset 3/8" and White show-thru border. 1" Trim cap and Returns to be White.
Paint the inside of the letters with light enhancement paint.
Illuminated with 6500 Cool White LED.

5" deep channel letters with 3/16" thick White (7328) acrylic faces with 3M vinyl as below and White show-thru border:
"k" = Plum Purple (3630-128) vinyl overlay
"i" = Intense Blue (3630-127) vinyl overlay
"d" = Golden Yellow (3630-125) vinyl overlay
"s" = Light Kelly Green (3630-146) vinyl overlay
1" Trim cap and Returns to be Black.
Paint the inside of the letters with light enhancement paint.
Illuminated with 6500 Cool White LED.

RECEIVED
FEB 08 2016
CITY OF GROSSE POINTE WOODS
BUILDING DEPT.



NOTE: WATERPROOFING AT ALL WALL PENETRATIONS TO BE SEALED WITH 3M 730 HYBRID CLEAR SEALANT

L.E.D. ILLUMINATED CHANNEL LETTER SECTION

REQUIREMENTS FOR ELECTRICAL ILLUMINATION:

PRIMARY ELECTRICAL TO SIGN LOCATIONS TO BE PROVIDED BY OTHERS. A DEDICATED CIRCUIT WITH NO SHARED NEUTRALS AND A GROUND RETURNING TO THE PANEL IS REQUIRED FOR INSTALLATION.

ALL TRANSFORMERS SHALL BE (GFI) GROUND FAULT-INTERRUPTED TRANSFORMERS.

ALL SIGNS HAVE - DEDICATED BRANCH CIRCUIT

- THREE WIRES - LINE, NEUTRAL, & GROUND

- WIRE SIZE: MINIMUM OF 12 GA. THIN COPPER WIRE

ALSO NOTE: GAUGE OF WIRE IS DETERMINED BY THE LENGTH OF RUN & AMPERAGE AS PER NEC ARTICLE 300.

- GROUND WIRE MUST BE CONTINUOUS AND GO FROM THE SIGN TO THE PANELBOARD GROUND BUS.

- VOLTAGE SHOULD READ NO MORE THAN 3 VOLTS BETWEEN GROUND AND NEUTRAL.

- CONDUIT CAN NOT BE USED AS GROUND PATH.

- POWER TO SIGN MUST BE DONE BY A LICENSED ELECTRICIAN OR ELECTRICAL CONTRACTOR.

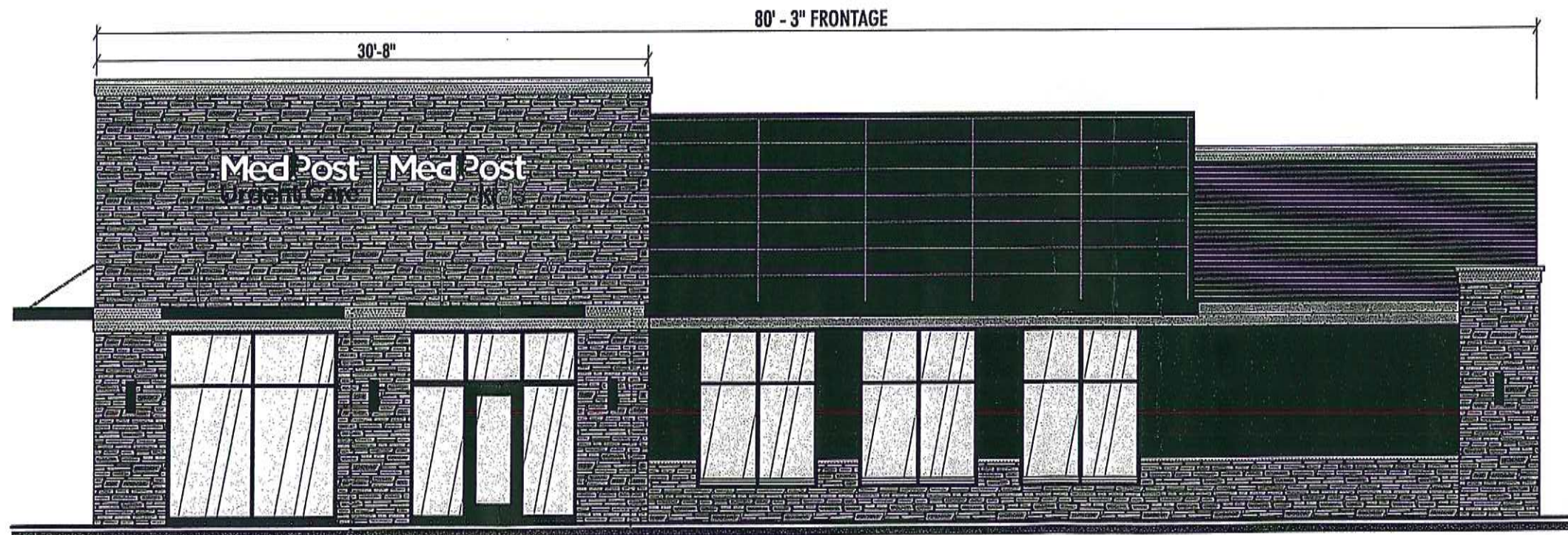
This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

1 Dedicated 20 Amp Circuit at 120 Volts

Note #1: All above is not in sign company's scope of work and must be in place prior to installation.

Note #2: Timers and/or photocells for signs to be furnished and installed by the customer's electrician, who should also ensure that the completed electrical system is code compliant.

ALL COMPONENTS TO BE **UL** APPROVED



2 NORTH ELEVATION (FACING VAN ANTWERP)
SCALE: 1/8" = 1' - 0"



1160 Railroad St.
Corona, CA 92882
T 800.862.3202
F 951.278.0681
www.ad-s.com

- Signage + Fabrication
- Displays + Fixtures
- Lighting + Maintenance

Client:

Tenet Healthcare
1445 Ross Avenue
Suite 1700
Dallas TX 75202

Project:

MedPost Urgent Care MedPost Kids
20599 Mack Avenue
Grosse Pointe Woods, MI 48236

Revisions:

- 8 SR: 11.13.2015 - Revision of logos on entry door / HOD vinyl
- 10 SR: 01.05.2016 - Revision of monument sign from black to red

This is an original unpublished drawing created by AD/S Inc. It is submitted for your personal use in conjunction with a project being planned for you by AD/S Inc. It is not to be shown to anyone outside your organization, nor is it to be used, reproduced, copied or exhibited in any fashion without written permission from AD/S Inc.

Project No: 39293-R16(ext)

Date: 02-04-16

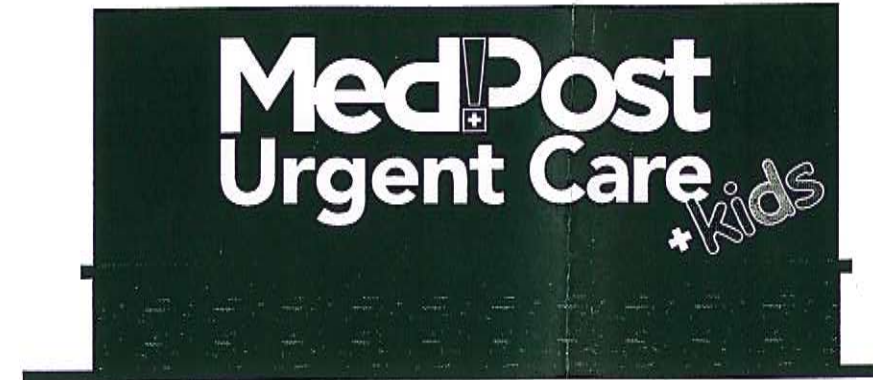
Sign Type: Sign 'B'

Sheet No: 2.0

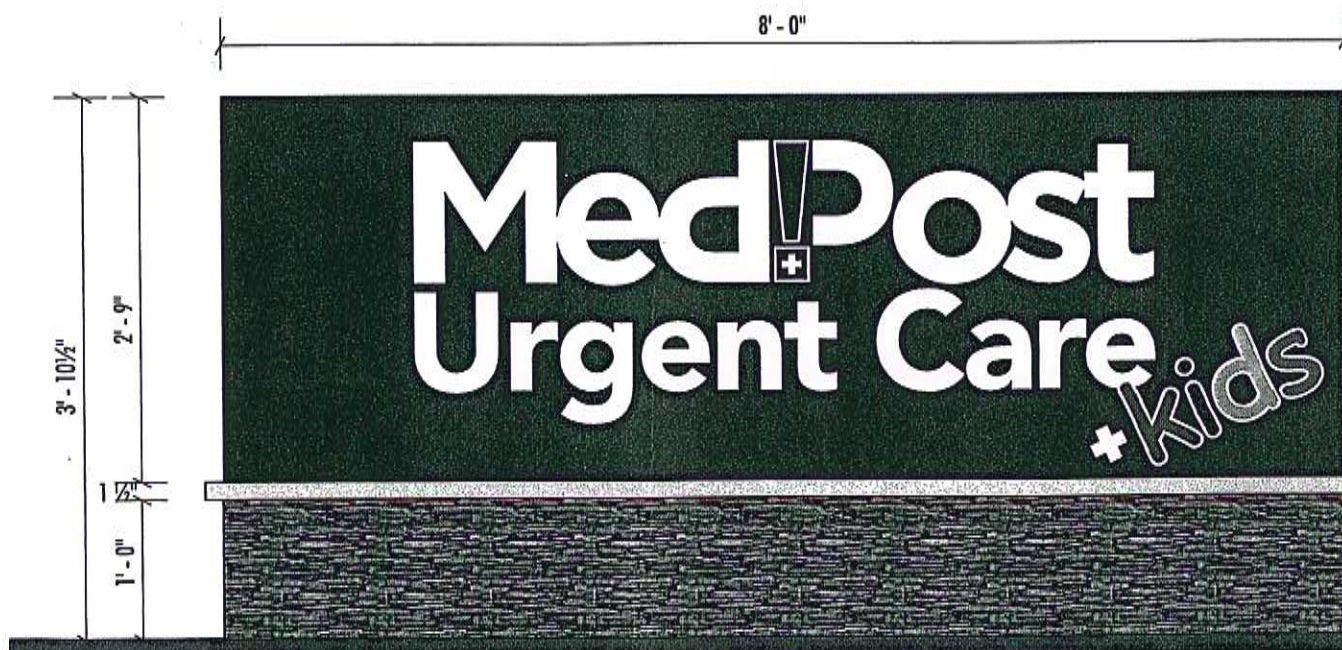
Sign 'C'

RECEIVED
FEB 09 2016
CITY OF GROSSE POINTE WOODS
BUILDING DEPT.

Qty: One (1)
double-faced monument sign
Sign Area = 22 sq. ft.



3 NIGHT VIEW
SCALE: 1/2" = 1' - 0"

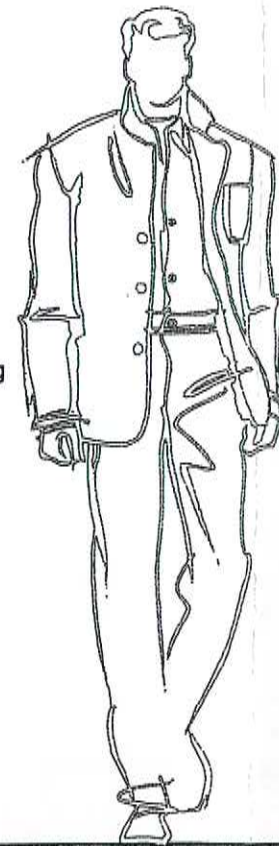


1 FRONT VIEW
SCALE: 3/4" = 1' - 0"

Internally illuminated, double faced aluminum cabinet
painted to match PMS 485c, satin finish w/ the aluminum faces being
routed out and backed up with white (#7328) acrylic
with translucent vinyl colors

Aluminum reveal.

Aluminum frame base clad
with Durock and Stone Veneer.
Stone veneer to be done by others.



2 SIDE VIEW
SCALE: 3/4" = 1' - 0"

NOTE:
- LOGO LAYOUT & COLORS ARE PER NATIONAL REGISTERED BRANDING STANDARDS.



1160 Railroad St.
Corona, CA 92882
T 800.862.3202
F 951.278.0681
www.ad-s.com

- Signage + Fabrication
- Displays + Fixtures
- Lighting + Maintenance

Client:

Tenet Healthcare
1445 Ross Avenue
Suite 1700
Dallas TX 75202

Project:

MedPost Urgent Care
20599 Mack Avenue
Grosse Pointe Woods, MI 48236

Revisions:

- SH: 11.13.2015 - Revision of logos on entry door / HOO vinyl
- SH: 01.05.2016 - Revision of monument sign from black to red

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Project No:	39293-R16(ext)	RB/KH/SH
Date:	02-09-16	
Sign Type:	Sign 'C'	
Sheet No:	3.0	5 of 5

Grosse Pointe Woods

Variance Request

RECEIVED
FEB 29 2016
CITY OF GROSSE PTE. WOODS

Re: Fence Variance Request

I would like to request a variance for Building code Sec. 8-279. General Requirements and Maintenance for fences.

- 1.) All fences shall 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 50 percent of the length or height of the fence.

I live on the corner of River Rd and Brys Rd. I would like to put a very attractive Vinyl Full privacy fence along the street side of Brys, the back and side of my house. The back side of my house is the side of the garage of 1168 Brys Dr. This would allow the fence line to maintain a beautiful consistency along the side and back of my home.

Option 1 #. Install a Full-Privacy Vinyl fence around my entire backyard to maintain consistency and privacy. (See attached photo of fence)

Option #2. Install a Full-Privacy Vinyl fence around side Yard (Brys street side) and Back Yard. With a semi-Privacy fence alongside 110' of neighbor on River rd (see samples of fences)

Garry Lloyd

21203 River Rd

Grosse Pointe Woods MI 48236

734-255-0520



APPLICATION FOR FENCE PERMIT

20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RECEIVED
FEB 19 2016
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 Garry Lloyd Phone # 734-2550520

Address 21203 River Rd

Contractor EAST SIDE FENCE Phone # 586-806-0482

Address 22034 Desjardins City/Zip Warren 48091

Height of Fence 6' Length of Fence 200'

Style of Fence privacy Material Wood Metal Vinyl
(Circle One)

Location of Fence Backyard / Side Yard

Neighbor's Signature Dan McManis Address 1168 Brys Drive

Neighbor's Signature Nick DeLore Address 21211 River Rd

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.

[Signature]

Signature of Owner or Agent

2-15-16

Date

FOR OFFICE USE

Site Plan _____
Photograph of Proposed Fence _____

Signatures _____

Approved _____

Denied 2/23/16

CO
8-279 (1)
WEST & NORTH
Fence

RECEIVED

FEB 19 2016

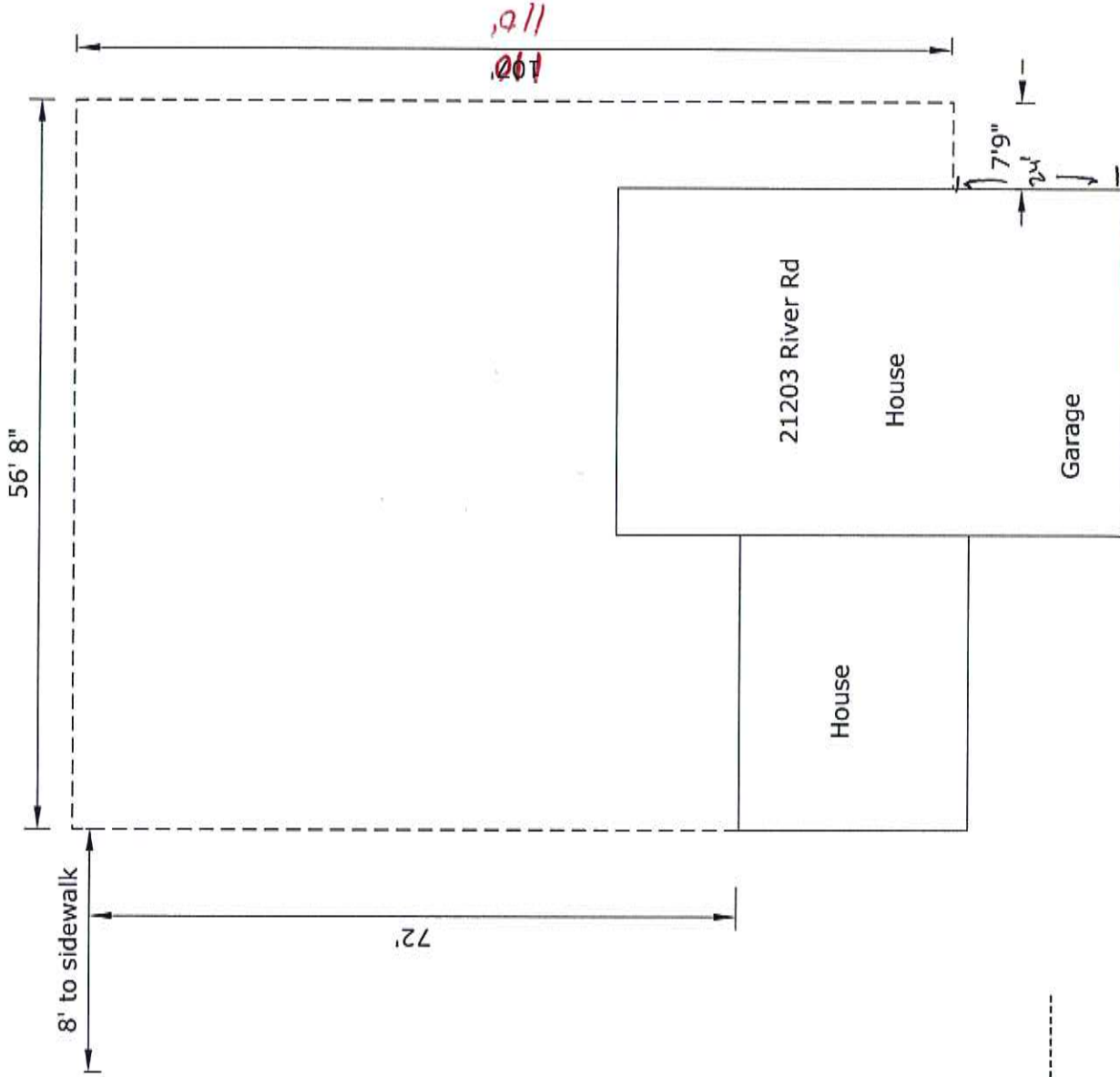
CITY OF CHASSAULT PTE. WOODS
BUILDING DEPT.

BRYN RD

Fence Line -----

RIVER RD

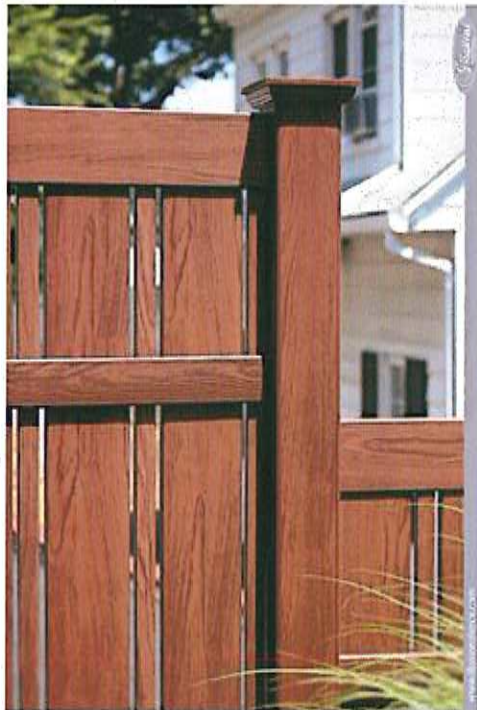
North





Proposed fence for Brys rd and if possible 50' of back yard.

Semi-privacy fence for inside 110'






This would be in brown

CITY OF GROSSE POINTE WOODS

BUILDING DEPARTMENT

MEMORANDUM

RECEIVED
MAR 15 2016
CITY OF GROSSE PTE. WOODS

DATE: March 15, 2016
TO: Tom Colombo, Interim City Administrator
FROM: Gene Tutag, Building Official 
SUBJECT: 21203 River Road, 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 along the west and north lot lines is to be constructed without sufficient openings.

The applicant's property is on the corner of River Road and Brys Drive. 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 Brys Drive.

The applicant wishes 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.

Two options of fence styles are provided in the applicant's correspondence. Regardless of which option is decided upon, neither design complies and will require a variance.


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 fence:

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 and the owner desires to maintain consistency with the fences.
3. The proposed fence will not affect vehicle or pedestrian traffic.
4. The general health, safety and welfare of the neighborhood will not be affected with this fence.

APPROVED BY:


THOMAS COLOMBO
Interim City Administrator

3-05-2016
DATE





























MEMO 16 - 07

TO: Lisa Hathaway, City Clerk

FROM: Joseph J Ahee, Jr., Director of Public Services *ja*

DATE: February 26, 2016

SUBJECT: Variance – Fence at 21203 River Road

I have reviewed the application from resident Garry Lloyd requesting a fence variance at 21203 River Road. I have no objections to granting this variance. If you have any questions please contact me.

cc O/F

dm

AFFIDAVIT OF PROPERTY OWNERS NOTIFIED

Re: 21203 River Road
Garry Lloyd Fence Variance

State of Michigan)
) ss.
County of Wayne)

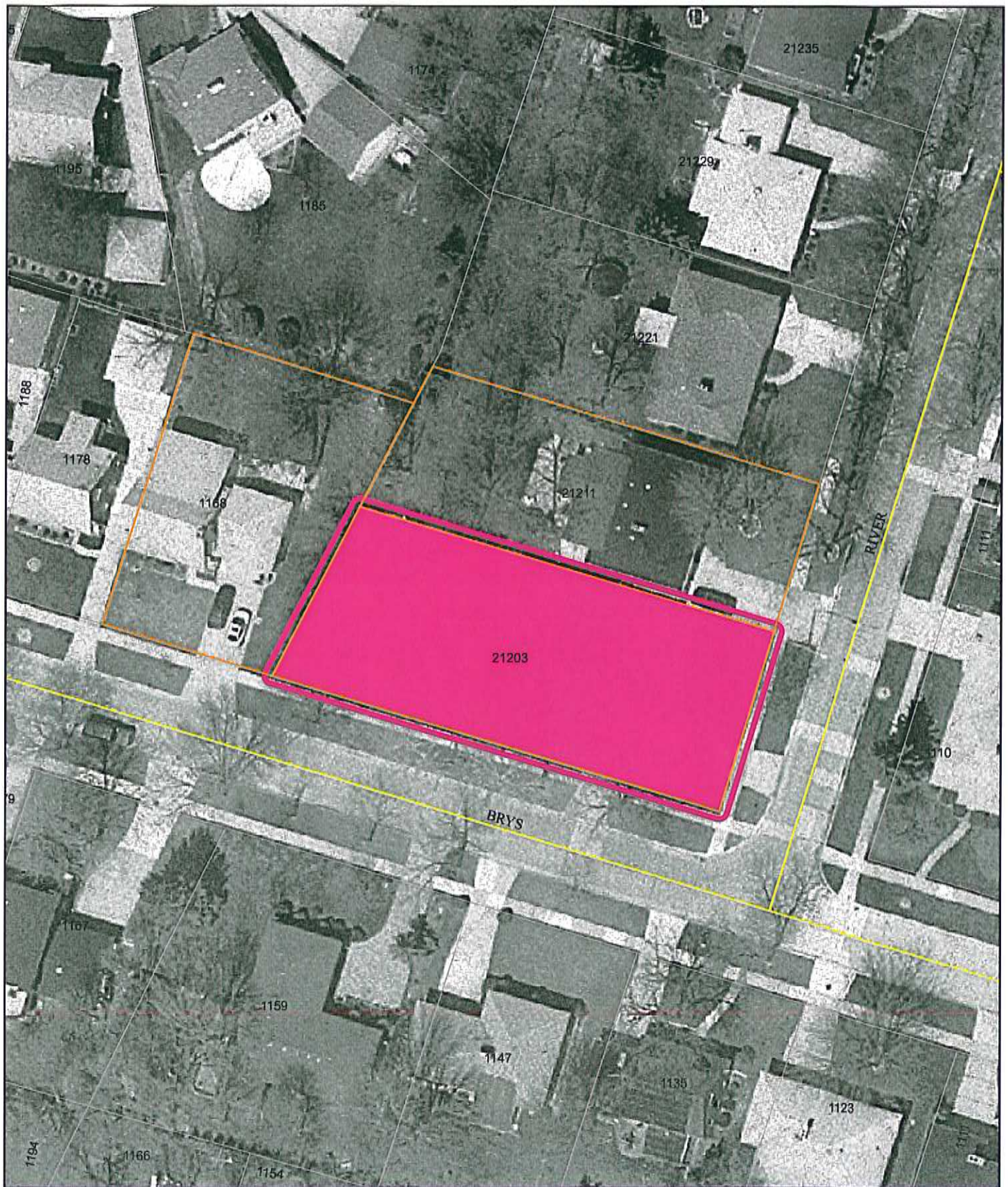
I HEREBY CERTIFY that the notice of Hearing was duly mailed First Class Mail on 3-11-16 to the following property owners within a 3 foot radius of the above property in accordance with the provisions of the 2007 City Code of Grosse Pointe Woods. A Hearing fee of \$75.00 has been received with receipt # 203560.

Lisa Kay Hathaway, CMMC/MMC
City Clerk

See attached document for complete list.

21203 River Road - 3' Radius

ownersname	ownersna_1	ownerstreet	ownercity	ownerstate	ownerzipco
MCMANN DANIEL W		1168 BRYN DR	GROSSE POINTE WOODS	MI	48236
DERONNE RICHARD		21211 RIVER RD	GROSSE POINTE WOODS	MI	48236
LLOYD GARRY W & SUSAN R (LIV TRUST)		21203 RIVER 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: 21203 River Road

Date: 03/11/2016



Lisa Hathaway

From: Bob Heaton [heaton.bob56@gmail.com]
Sent: Wednesday, March 09, 2016 6:57 PM
To: Lisa Hathaway
Cc: Mike Albrecht
Subject: Re: Friends of Grosse Pointe North Boys Lacrosse

Hello Lisa,

Thank you for the quick response. Please proceed with putting this into the march 21 meeting. I will plan on attending the meeting. Please feel free to call me with any questions.

Bob Heaton

Sent from Bob's iPhone

On Mar 9, 2016, at 4:05 PM, Lisa Hathaway <LHathaway@gpwmj.us> wrote:

Mr. Heaton:

Your request has been forwarded to me for a response. Requests for Gaming Resolutions must be adopted by Council. I can place this item on the March 21, 2016 Council Meeting, which starts at 7:30 p.m.

Please let me know if you are available to attend that meeting and if you would like me to proceed with placing your request on the 3/21 agenda.

Sincerely,

*Lisa Kay Hathaway, CMMC/MMC
 City Clerk/F.O.I.A. Coordinator
 City of Grosse Pointe Woods
 20025 Mack Plaza
 Grosse Pointe Woods, MI 48236
 313 343-2447
 313 343-5667 (Fax)*

*Director-Michigan Association of Municipal Clerks (MAMC)
 Chair - MAMC Membership/CMMC Program
 Member - MAMC Legislative Committee*

From: Susan Como
Sent: Wednesday, March 09, 2016 11:03 AM
To: Lisa Hathaway
Cc: Tom Colombo
Subject: FW: Friends of Grosse Pointe North Boys Lacrosse

Please see below.

*Susan Como
 Executive Assistant*

City of Grosse Pointe Woods
(313) 343-2445
scomo@gpwmi.us

From: Bob Heaton [<mailto:heaton.bob56@gmail.com>]
Sent: Wednesday, March 09, 2016 10:47 AM
To: Susan Como
Cc: Michael Albrecht
Subject: Friends of Grosse Pointe North Boys Lacrosse

March 9, 2016

Mr. Tom Colombo

City Administrator, Grosse Pointe Woods

Dear Tom,

I am the current treasurer for the organization "Friends of GPN Boys Lacrosse". We are a non-profit group of parents that assist in fundraising for the Grosse Pointe North Boys Lacrosse team. We recently contacted the State of Michigan Charitable Gaming division in order to obtain a raffle license.

One of the requests from the state is for "a copy of a resolution passed by the local government stating the organization is a recognized nonprofit organization in the community". The state has provided us with a blank form for this use.

Normally, we would request that this simply be addressed at the next council meeting. However, we are trying to get this information back to the state in a timely manner. This will help allow us proceed with fundraising that will be used for much needed helmet purchases for the 2016 season. Our 2016 lacrosse season is scheduled to start in five weeks.

We really appreciate your help with this matter Tom. Please feel free to contact either myself or Mike Albrecht if you have any questions or need more information.

Bob Heaton

Treasurer – Friends of GPN Lacrosse (313) 407-8832

Mike Albrecht

President – Friends of GPN Lacrosse (586) 883-5742

Attachments/Enclosures:

Local governing body resolution for charitable gaming licenses BSL-CG-1153(R6/09)

Copies of IRS and Michigan non-profit corporation documents

Property of the City of Grosse Pointe Woods. If you have received this transmission in error, please delete immediately.

March 9, 2016

Mr. Tom Colombo

City Administrator, Grosse Pointe Woods

Dear Tom,

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Bob Heaton

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Mike Albrecht

President – Friends of GPN Lacrosse (586) 883-5742

Attachments/Enclosures:

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Copies of IRS and Michigan non-profit corporation documents

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 24 2013

FRIENDS OF GPN BOYS LACROSSE
920 NORTH OXFORD RD
GROSSE POINT WOODS, MI 48236

Employer Identification Number:
46-1751187
DLN:
17053255319023
Contact Person:
SHEILA M ROBINSON ID# 31220
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
January 8, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMERCIAL SERVICES**
FILED

Date Received

JAN 08 2013

DEC 26 2012

This document is effective on the date filed, unless a subsequent effective date within 60 days after received date is stated in the document.

Administrator
Bureau of Commercial Services

Name

Robert Rieth

Address

920 N. Oxford

City

Grosse Pointe Woods MI

State

ZIP Code

48236

Tran Info: 1 1820536-1 12/19/12

Chk#: 1412 Amt: \$20.00

ID: ROBERT H RIEH

EFFECTIVE DATE:

Document will be returned to the name and address you enter above.
If left blank, document will be returned to the registered office.

71219K

ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:

Friends of GPN Boys Lacrosse

ARTICLE II

The purpose or purposes for which the corporation is organized are:

Friends of Grosse Pointe North Lacrosse is organized exclusively for the purpose of fostering national amateur sports competition (lacrosse). The exempt purpose is both charitable and educational.

ARTICLE III

1. The corporation is organized upon a Nonstock basis.
(Stock or Nonstock)

2. If organized on a stock basis, the total number of shares which the corporation has authority to issue is:

N/A

If the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:

CJ/K



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-6780
www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(K)(ii))

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

called to order by _____ on _____
DATE

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

Moved by _____ and supported by _____

that the request from _____ of _____
NAME OF ORGANIZATION CITY

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

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

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.
BSL-CG-1153(R6/09)

COUNCIL EXCERPT
12-07-15

Lisa and Bruce Haynes spoke regarding **Beaufait Parking/Parking Permits** and voiced opposition to parking on Beaufait, including permit parking. The Director of Public Safety provided an overview and addressed questions of City Council, as did Detective Schroerlucke. The Director recommended public safety deploy special parking enforcement for the next three months, and return to City Council in 90 days.

Following discussion, the Director of Public Safety was asked to look at eliminating parking permits and identify whether a need is identified, confirm whether the nearby parking lot is a business lot or a City lot, determine whether parking may be permitted

in the alley, and to deploy special parking enforcement for a 90-day period and return to City Council for review. There was a consensus of the City Council to defer action on this item for 90 days, and the City Clerk was asked to send notice to Mr. and Mrs. Haynes when this item returns to City Council.



RECEIVED
MAR 14 2016
CITY OF GROSSE PTE. WOODS

CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

Date: March 10, 2016
To: Director Smith
From: Det. Schroerlucke (RS)
Subject: Beaufait Parking Study

Between December 8, 2015 and March 8, 2016, officers (manpower permitting) and parking enforcement were assigned to monitor parking on the first block of Beaufait between Mack and Jackson. There was concerns addressed by a resident at the December 7, 2015 council meeting of mainly patrons of Champs and Little Tony's parking on Beaufait, disregarding posted "No Parking Anytime" signs.

During this study, I found that this department received 12 radio runs on complaints of prohibited parking. There were a total of 11 citations issued, 1 vehicle had already left the area upon the officer's arrival, and 3 vehicles were not cited due to them displaying authorized city issued parking permits. Upon reviewing the Records Department's list of authorized permit holders, I found that 3 residents currently have parking permits.

It would be my recommendation and opinion that the current no parking signage remain in effect and that residents on that Beaufait between Mack and Jackson continue to be able to obtain resident only parking permits should they meet the criteria.

[Signature]
3/14/2016

Lisa Hathaway

From: Haynes, Lisa [haynes@butzel.com]
Sent: Wednesday, November 18, 2015 11:23 AM
To: Lisa Hathaway
Cc: Ryan Schroerlucke
Subject: RE: Beaufait Parking Situation/Parking Permits, Etc.
Attachments: IMG_9384.jpg; IMG_6791.jpg; IMG_8095.jpg; SCAN_20151118_11131629599.PDF

Ms. Hathaway:

Good Morning and thank you for getting back to me promptly!

Below I have tweaked the information I previously sent to you on this matter back on September 8, 2015 in an email and I have also added additional paragraphs.

Per your request, I am writing to giving you some history behind the parking situation on Beaufait between Mack Avenue and Jackson. My address is 1915 Beaufait. I live on the same side of the street as Champs and Little Tony's and four houses away. As I mentioned, there has always been no parking on our side of the street and the other side of the street is the fire lane so there is no parking. At some point in July, my husband and other neighbors noticed a blue compact type car parking in the street by the first home (gray farm house) on my side of the street. My husband and others called the police because the car sat there for days. The police were called and the car was ticketed. My time line might not be exactly right here but I'm sure it is right in there. It is my understanding that the blue car belongs to the house directly across the street which is a gray brick home right behind the cleaners and is also a RENTAL property. That home's garage is in the alley and it appears to be a two car garage. It is our understanding that the lady who lives in that home may have been using the business parking by her home and was probably told she could not park there so she called the city because she supposedly has three to four cars and no where to park them. She was given some kind of permit but it must not have been the right kind of sticker as she did end up getting a ticket. She probably complained and said she was given parking and she was given a new sticker and I assume that is when the signs that were there that stated no parking were taken down and changed to two hour parking between 2 pm and 6 pm and then obviously you are free to park any time after that. Since that time, we have noticed cigarette butts on our property, people have been running over our grass and as you can see from the attached pictures, someone had the nerve to block our driveway one night. We of course called the police and that car was ticketed. People are using our driveway now to turn around and park and while doing so they are running over our grass. They don't care as they don't live there and the person who blocked my driveway was from Southfield! There is ample parking for the restaurants across the street on the Parcels side and on Jackson. If you recall, several years ago, there was a possibility of a parking lot being placed in place of the farm house right behind Champs and Little Tony's and one of my neighbors hired an attorney, we fought it at a city council meeting and we made the news because of it and we won! Some of the residents in the short block have lived there since 1974, 1976, 1983 and my husband I have lived there since 1993. We love our short, clean and safe block and we want to keep it that way! Remember, that is a RENTER that has asked for a permit. What happens when this woman leaves and we are all stuck with this situation? I don't know of another street in Grosse Pointe Woods that has two restaurants next to each other that are so popular and are dealing with what we are dealing with!

The above paragraph is what first brought this situation to come and after my continual calls to the city and some time spent with Detective Schroerlucke on this matter, we were told that the signs would be put back to the way they were which restricted parking completely. In my last conversation with Detective Schroerlucke, who personally made calls to the other residents on my street asking them how they felt about the parking situation, we discussed the fact that some of the neighbors said they would like it if they too could park in the street. I clearly remember telling Detective Schroerlucke that I did not think that was a good idea and I would not be happy with that but what could I do. I got the impression that no specific request was made by a resident to park on the street and hopefully this issue was resolved and nothing would come of it.

Since the signs have been put back up and the RENTER continues to park, cars still come to the restaurants and park behind her. Calls have been made by another neighbor and the city has placed three orange flags on each of the poles where there is a "NO PARKING" sign but amazingly people still continue to pull up and park. Recently I witnessed a police officer ticketing two cars that were parked illegally behind the renter and at times three cars have been behind her and gotten away with it.

Two days ago I received a letter (attached) from Detective Schroerlucke that all of the residents in the short block received, allowing them to get a permit to park on the street if they wanted to. I called Detective Schroerlucke on Monday, November 16 to address this issue and I was shocked and disappointed that we now are offering this to the residents. This DEFEATS the whole purpose of the NO PARKING signs that are in place. Considering we are having continual problem with people parking behind the renter, if we allow the residents to park on the street now, people coming to the restaurants will fill in the rest of the available spots.

Let us remember that when the people in the short block moved to this street they were aware that there was no parking in the short block. And now, because of one person, we are not only going to allow everyone to park in the street but you are going to allow the people who come to the restaurants to park there too! I have lived here quite a few years and I'm sure I can pick who probably asked for a permit and none of them have lived here as long as my husband and I (or the resident that called and asked for the orange flags to be hung) and I just don't think they realize what will happen once they start parking their cars on the street. All of the residents in the short block besides the renter have long driveways that lead back to their garages with ample garage and driveway parking.

Last night which was Tuesday, November 17, a pick-up truck parked behind the renter and I called the police at 7:30 p.m. Unless I missed the officer, no one ever came and the pick-up truck left at approximately 8:30 p.m. Obviously this is not a resident and on top of it the truck was parked up on the curb.

As I stated above, if I am not mistaken, we are the only street in Grosse Pointe Woods that has two popular restaurants on the corner! I think this should be a big factor when making the final decision about how this situation is going to be handled. We are asking the city not to allow the residents a permit to park and if you cannot come up with a better situation for the renter who probably won't be there as long as most of the residents on the short block, then I guess you continue to allow her to have a permit and we will continue to call the city every time a car is parked illegally on the street.

I will await your confirmation regarding this matter being placed on the December 7 agenda.

Thank you, Lisa Haynes

Lisa L. Haynes

Assistant to Michael J. Lavoie, Clifford J. De Vine
and David J. DeVine

haynes@butzel.com

313.983.6940



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Detroit, MI 48226

Office: 313.225.7000 | Fax: 313.225.7080

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A LexMundi Member



From: Lisa Hathaway [mailto:LHathaway@gpwmi.us]
Sent: Wednesday, November 18, 2015 10:33 AM
To: Haynes, Lisa
Cc: Ryan Schroerlucke
Subject: RE: Beaufait Parking Situation/Parking Permits, Etc.

Good morning Ms. Haynes:

Please provide in your written request, how this matter has not been completely resolved in addition to what exactly you are asking of the City in order to resolve this issue. I can then add it to the agenda for 12/07.

Sincerely,

*Lisa Kay Hathaway, CMMC/MMC
City Clerk/F.O.I.A. Coordinator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
313 343-2447
313 343-5667 (Fax)*

*Director-Michigan Association of Municipal Clerks (MAMC)
Chair - MAMC Membership/CMMC Program
Member - MAMC Legislative Committee*

From: Haynes, Lisa [mailto:haynes@butzel.com]
Sent: Tuesday, November 17, 2015 3:50 PM
To: Lisa Hathaway
Cc: Ryan Schroerlucke
Subject: Beaufait Parking Situation/Parking Permits, Etc.
Importance: High

Good Afternoon Lisa:

As the matters relating to the parking situation on Beaufait have not been completely resolved, I would appreciate being put on the agenda for the City Council meeting that will be held on December 7. Can you please confirm that you will add this matter to the agenda?

Thank you, Lisa

Lisa L. Haynes
Assistant to Michael J. Lavoie, Clifford J. De Vine
and David J. DeVine
haynes@butzel.com
313.983.6940

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A LexMundi Member



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Property of the City of Grosse Pointe Woods. If you have received this transmission in error, please delete immediately.

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**CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC SAFETY**

*BRUCE SMITH, Director
20025 Mack Plaza
Grosse Pointe Woods, MI 48236-2397*



November 9, 2015

Resident
Beaufait Ave.
Grosse Pointe Woods, MI 48236

Dear Resident:

The Grosse Pointe Woods Department of Public Safety is authorizing permit parking on the street for all residents who live on Beaufait Ave. between Mack and Jackson. This privilege is available only for residents and will be provided at no cost.

If you are interested in obtaining a parking permit, you may obtain one at our Records Department which is located next to the Dispatch window in our Public Safety Department at 20025 Mack Plaza. You will need to bring proof of residency and proof that your vehicle is registered in your name at your Grosse Pointe Woods address. The Records Department is open from 8:30 am to 5:00 pm Monday through Friday.

If you have any questions regarding the procedure for obtaining a permit, please contact the Records Department at (313) 343-2428.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Schroerlucke".

Detective Ryan Schroerlucke
Traffic Safety Officer
Dept. of Public Safety
(313) 343-2412
rschroerlucke@gpwwmi.us

Address reply to: Director of Public Safety
Telephone: (313) 343-2419 Fax: (313) 343-9941 Email: pubsafety@gpwwmi.us

Lisa Hathaway

From: Haynes, Lisa [haynes@butzel.com]
Sent: Tuesday, September 22, 2015 4:26 PM
To: Lisa Hathaway
Cc: Dee Ann Irby; Ryan Schroerlucke
Subject: RE: Agenda for Next City Council Meeting Scheduled for 10/5/15

Ms. Hathaway:

I received a telephone call from Detective Schroerlucke this afternoon and it is my understanding that this situation has been resolved and that the signs stating "no parking" will be put back on Beaufait in the short block. As this is the case, there is no reason for us to attend the city council meeting scheduled for 10/5 and we do not need to be added to the agenda.

Thank you, Lisa

From: Haynes, Lisa
Sent: Tuesday, September 22, 2015 1:42 PM
To: lhathaway@gpwmi.us
Cc: dairby@gpwmi.us; rschroerlucke@gpwmi.us
Subject: Agenda for Next City Council Meeting Scheduled for 10/5/15

Ms. Hathaway:

In follow-up to our prior conversations and my conversations with others at the City, and my email to you dated September 8, 2015, we would like to be added to the agenda for the 10/5 City Council meeting if that is possible regarding the parking situation on Beaufait. This matter has still not been resolved and we would like to have the opportunity to speak with the city council members about the issue.

I would appreciate you confirming whether or not you will add us to that agenda.

Thank you, Lisa

Lisa L. Haynes
Assistant to Michael J. Lavoie, Clifford J. De Vine
and David J. DeVine
haynes@butzel.com
313.983.6940



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A LexMundi Member



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Lisa Hathaway

From: Lisa Hathaway
Sent: Tuesday, September 08, 2015 11:40 AM
To: Dee Ann Irby
Subject: FW: Pictures Attached Per Your Request Regarding Beaufait
Attachments: IMG_9384.jpg; IMG_6791.jpg; IMG_8095.jpg

Dee Ann,

Here is her written request.

*Lisa Kay Hathaway, CMMC/MMC
City Clerk/F.O.I.A. Coordinator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
313 343-2447
313 343-5667 (Fax)*

*Director-Michigan Association of Municipal Clerks (MAMC)
Chair - MAMC Membership/CMMC Program*

From: Haynes, Lisa [mailto:haynes@butzel.com]
Sent: Tuesday, September 08, 2015 11:10 AM
To: Lisa Hathaway
Subject: FW: Pictures Attached Per Your Request Regarding Beaufait

Lisa:

Thank you again for your time this morning on the telephone. Per your request, I am writing to giving you some history behind the parking situation on Beaufait between Mack Avenue and Jackson. My address is 1915 Beaufait. I live on the same side of the street as Champs and Little Tony's and four houses away. As I mentioned, there has always been no parking on our side of the street and the other side of the street is the fire lane so there is no parking. At some point in July, my husband and other neighbors noticed a blue compact type car parking in the street by the first home (gray farm house) on my side of the street. My husband and others called the police because the car sat there for days. The police were called and the car was ticketed. My time line might not be exactly right here but I'm sure it is right in there. It is my understanding that the blue car belongs to the house directly across the street which is a gray brick home right behind the cleaners and is also a RENTAL property. That home's garage is in the alley and it appears to be a two car garage. It is our understanding that the lady who lives in that home may have been using the business parking by her home and was probably told she could not park there so she called the city because she supposedly has three to four cars and no where to park them. She was given some kind of permit but it must not have been the right kind of sticker as she did end up getting a ticket. She probably complained and said she was given parking and she was given a new sticker and I assume that is when the signs that were there that stated no parking were taken down and changed to two hour parking between 2 pm and 6 pm and then obviously you are free to park any time after that. Since that time, we have noticed cigarette butts on our property, people have been running over our grass and as you can see from the attached pictures, someone had the nerve to block our driveway one night. We of course called the police and that car was ticketed. My neighbor next to me said their driveway was also blocked at one point and their daughter could not get out to get to her job. People are using our driveway now to turn around and park and while doing so they are running over our grass. They don't care as they don't live there and the person who blocked my driveway was from Southfield! There is ample parking for the restaurants across the street on the Parcels side and on Jackson. If you recall, several years ago, there was a possibility of a parking lot being placed in place of the farm house right behind

Champ's and Little Tony's and one of my neighbors hired an attorney, we fought it at a city council meeting and we made the news because of it and we won! Some of the residents in the short block have lived there since 1974, 1976, 1983 and my husband I have lived there since 1993. We love our short, clean and safe block and we want to keep it that way! Remember, that is a RENTER that has asked for a permit. What happens when this woman leaves and we are all stuck with this situation? I don't know of another street in Grosse Pointe Woods that has two restaurants next to each other that are so popular and are dealing with what we are dealing with!

I am sure I could come up with some other things that have been discussed amongst the neighbors about this situation but we beg of you to consider us first and not the RENTER who will be gone long before us! This is a simple request, put the signs back that were there for more than 40 years!

Thank you for your time and consideration regarding this matter and I hope to hear back from either yourself or Mr. Smith before the week is up as I have asked all of my neighbors to attend the City Council meeting which is scheduled for Monday, September 14. Again, my cell phone number is 313-690-0110.

Sincerely, Lisa

Lisa L. Haynes
Assistant to Michael J. Lavoie, Clifford J. De Vine
and David J. DeVine
haynes@butzel.com
313.983.6940



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A LexMundi Member



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7E

City of Grosse Pointe Woods
Parks and Recreation

Memorandum 8-16

RECEIVED

MAR 10 2016

CITY OF GROSSE PTE. WOODS

Date: March 8, 2016
To: Tom Colombo, City Administrator
From: Nicole Byron, Recreation Supervisor NB
Joe Ahee, Director of Public Works ja
Subject: Edsel & Eleanor Ford House Agreement

The Edsel & Eleanor Ford House is again requesting the use of the Lake Front Park front gate for their staff. The staff enters through our front gate and then proceeds to the gate entrance for the Ford House in the park.

The charitable events for which they wish to utilize our gate are as follows:

5-15-16	Tri-County Celiac Sprue Support Group- International Walk for Celiac Disease and Research	7:00 a.m. - 3:00 p.m.
6-5-16	Michigan Humane Society - Mutt March	7:00 a.m. - 3:00 p.m.
6-19-16	Detroit Institute of Ophthalmology- Eyes on Design	7:00 a.m. - 6:00 p.m.
7-8-16	Detroit Symphony Orchestra	4:30 p.m. - 11:30 p.m.
7-9-16	Detroit Symphony Orchestra	4:30 p.m. - 11:30 p.m.
8-6-16	ECO Event (Educational Environment Program)	7:00 a.m. - 4:00 p.m.
9-11-16	Michigan Anti-Cruelty Society-Pooch Prance	7:00 a.m. - 4:00 p.m.

The Ford House has always complied with our rules and there have been no problems in the past. They will furnish us with a list of all employees who will be using our gate on those dates.

A copy of their request letter is attached. I have no objection to the approval of this request.

RECOMMENDED FOR APPROVAL AS SUBMITTED:

Tom Colombo
City Administrator

3-9-2016
Date

Council approval required



EDSEL & ELEANOR FORD HOUSE

March 8, 2016

Ms. Nicole Byron
Recreation Supervisor
20025 Mack Plaza
Grosse Pointe Woods, MI 48236-2397

Dear Ms. Byron:


Listed below are the outdoor events scheduled at Ford House for the year **2016** that would require our staff to enter through the Grosse Pointe Woods main park entrance. We would like to request the use of the Grosse Pointe Woods park entrance again this year.

May 15 th	Tri-County Celiac Sprue Support Group – International Walk for Celiac Disease and Research 7:00 am – 3:00 pm
June 5 th	Michigan Humane Society – Mutt March 7:00 am – 3:00 pm
June 19 st	Detroit Institute of Ophthalmology – Eyes on Design 7:00 am – 6:00 pm
July 8 th and 9 th	Detroit Symphony Orchestra 4:30 pm – 11:30 pm
August 6 th	ECO Event (Educational Environment Program) 7:00 am – 3:00 pm
September 11 th	Michigan Anti-Cruelty Society – Pooch Prance 7:00 am – 4:00 pm

Ford House staff will enter through the Grosse Pointe Woods main park entrance, and check in with the staff member at your gate, then proceed at 10 mph through the park to the Ford House gate entrance, which will be staffed by one of our Security personnel. The gate will be opened for staff only.

We will forward a staff list before our first event for you to post at the Grosse Pointe Woods Gate (to use for all of the above events). We thank you in advance for your assistance during our large grounds events.

Sincerely,


Cynthia A. Fragnoli
Administrative Assistant/Office Manager

cc: Tom Colombo, City Administrator
Joseph Ahee, Director of Public Works

Planning Commission Excerpt
02/23/16

The next item on the agenda was **GPW Planning Commission Annual Report 2015**. Building Official Tutag provided an overview of the draft report; changes will be made to the budget report. The commission members were asked to review the annual report and provide Building Official Tutag with any changes, corrections or inclusions. The Commission noted that Commission Member Gilezan name was not listed as a member of 2020 subcommittee.

Motion by Gilezan, seconded by Vaughn, to adopt the **GPW Planning Commission Annual Report 2015** and that it be referred to the City Council.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Hamborsky, Reiter, Rozycki, Vitale, Vaughn

NO: None

ABSENT: Profeta, Stapleton



GROSSE POINTE WOODS
PLANNING COMMISSION
ANNUAL REPORT

2015

GROSSE POINTE WOODS PLANNING COMMISSION REPORT - 2015

The Planning Commission of the City of Grosse Pointe Woods is governed by the Planning Enabling Act, State of Michigan PA 33 of 2008 and by The Charter and Zoning Ordinance of the City of Grosse Pointe Woods.

Under the Planning Enabling Act, the Commission must provide an annual report to the City Council as the legislative body of the City. The report shall contain information concerning the operations and status of planning activities including recommendations regarding actions by the legislative body related to Planning and Development.

The Planning Commission met 8 out of 12 months during 2015. During that time, the Commission reviewed, discussed and acted on items contained in the following report:

2015 Planning Commission Overview

JANUARY

- PC Meeting: Meeting canceled
- City Council: Public Hearing: Fence Variance APPROVED - 591 Shoreham

FEBRUARY

- PC Meeting: Meeting canceled
- City Council: Ordinance to amend Chapter 8 Building and Building Regulations by Adding New Article XVI Emergency Generators APPROVED FOR ADOPTION

MARCH

- PC Meeting: Election of Chair Vitale; and Re-election of Vice-Chair/Secretary Stapleton (*in compliance with Michigan Planning Enabling Act*). Rules of Order & Procedure revised and adopted. PC Annual Report 2014 ADOPTED and referred to City Council.

APRIL

- PC Meeting: Site Plan Review: Ferrara Dermatology Clinic Expansion, 20056 Mack Ave. – RECOMMENDED APPROVAL to ZBA.

Planning Commission Member Harrell RESIGNED from PC.

- City Council: Public Hearings: Generator Variance, 1766 Littlestone – APPROVED; and Generator Variance, 598 Heather Lane – APPROVED.

MAY

- PC Workshop: Discussion: Streetscape Objects
- PC Meeting: Revision to Previously Approved Façade Change: Churchill's Bistro Cigar Bar, 19271 Mack - TABLED to 06/23/15
Awning Appeal: Churchill's Bistro Cigar Bar, 19271 Mack – RECOMMENDED CITY COUNCIL APPROVAL
- City Council: Public Hearing: Class C Liquor License Transfer, Salvatore Scallopini, 19655 Mack – APPROVED

JUNE

- PC Meeting: Continued Revision to Previously Approved Façade Change: Churchill's Bistro Cigar Bar, 19271 Mack – POSTPONED to 07/28/15
Site Plan Review, Urgent Care Facility, 20599 Mack - APPROVED WITH CONDITIONS.
- City Council: Public Hearing: Generator Variance, 1161 Paget Ct. - APPROVED.
Communication: Awning Variance, Churchill's Bistro Cigar Bar, 19271 Mack – Administration to REVIEW Ordinance (Metal Awnings) and discuss with Planning Commission.

JULY

- PC Meeting: Continued Revision to Previously Approved Façade Change: Churchill's Bistro Cigar Bar, 19271 Mack – APPROVED
Special Sign Subcommittee DISCUSSION to disband.

AUGUST

- PC Meeting: Meeting canceled – no items on agenda
- City Council: Public Hearing: Fence Variance, 1650 Hollywood – NO ACTION TAKEN at the request of the petitioner.

SEPTEMBER

- PC Meeting: Site Plan Review: Screen for Rooftop Mechanical Unit, Churchill's Bistro Cigar Bar, 19271 Mack – POSTPONED to 10/27/15

OCTOBER

- PC Meeting: Site Plan Review Continued: Screen for Rooftop Mechanical Unit, Churchill's Bistro Cigar Bar, 19271 Mack – APPROVED with Building Official to have final approval regarding the height of the third story windows and the building material used on the screening to provide an adequate match to the second story.
Scheduled a Public Hearing to Amend the Zoning Ordinance, Section#50-526 Accessory Buildings.
Motion APPROVED to DISBAND Special Sign Subcommittee
- City Council: Public Hearing: Fence Variance, 1650 Hollywood – DENIED

NOVEMBER

- PC Meeting: Public Hearing: AMEND Chapter 50 Zoning, Section 50-526, Accessory Building, by Adding Requirement for Permits, Concrete Slabs and Ratwalls.
- City Council: APPOINTMENT of new Planning Commission Member, Eric Reiter

DECEMBER

- PC Meeting: Meeting canceled – no items on agenda
- City Council: Ordinances: Second Reading: Ordinance to AMEND Chapter 50 Zoning, Section 50-526 Accessory Buildings, by adding requirements for permits, concrete slabs and ratwalls – ADOPTED

SUB-COMMITTEE REPORTS:

2020 Plan:

The 2020 Plan sub-committee's goal is "to provide fresh, forward thinking, realistic design, zoning and administrative tools that foster and support progressive future development to achieve maximum sustained viability, growth and value within the City of Grosse Pointe Woods. The focus of the sub-committee is to develop concept ideas for a comprehensive plan of community minded improvements and features along the primary commercial corridors of Mack Avenue and the section of Vernier west of Mack. Commissioner members Hamorsky, Gilezan, Vitale and Fuller reported that additional work has taken place and the plan will be presented at the next meeting.

Special Sign:

DISBANDED - 10/27/15

BUDGET REPORT:

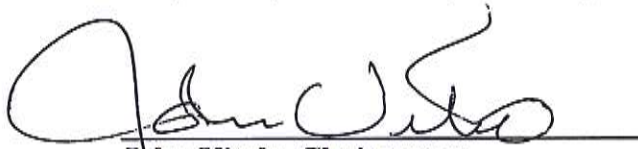
Date	Description	Debit	Credit	Balance	Unused
02/03/15	Planning & Zoning Ctr., Inc.	\$ 370.00		\$4,630.00	
04/27/15	MAP Membership Dues	\$ 650.00		3,980.00	
12/03/15	J.L. Geisler Corp (nameplate)	\$ 23.85		\$3,956.15	

CONTINUED GOALS & OBJECTIVES:

- Continue to make improvements to the Zoning Ordinance by reviewing and updating the sign & awning ordinances, parking requirements, and adding provisions dealing with alternative energy facilities.
- Continue to align our efforts with the Mayor, City Council, local Business Associations, and Realtors to attract new businesses and encourage people to live and work in Grosse Pointe Woods.
- Continue to study mechanisms to promote city development.
- Continue to encourage sustainable development.

The Planning Commission will continue to consult with the City Council, and appropriate Departments or Commissions, when significant projects, policies, and legislative acts provide opportunities to support the Master Plan.

Respectfully submitted by **Planning Commission Members:**



John Vitale, Chairperson
Tonja Stapleton, Vice-Chair/Secretary
Michael Fuller
Grant Gilezan
Doug Hamborsky
James Profeta
Eric Reiter
Richard Roczycki
Thomas Vaughn

3/4/2016

Date

TO: Tom Colombo, City Administrator
 FROM: Joseph J Ahee, Director of Public Services
 DATE: February 24, 2016
 SUBJECT: Recommendation – Printing Services

RECEIVED
 FEB 29 2016
 CITY OF GROSSE POINTE WOODS

An "Invitation to Bid" to provide printing services for the City calendar, Update newsletters and the Annual Drinking Water Quality Report from July 1, 2016 through June 30, 2019 was forwarded to five companies on February 5, 2016. It was also advertised in the Grosse Pointe News. The bid opening was held on February 23, 2016 and the following bids were received:

Compton Press Industries	\$48,957.00
Dearborn Lithograph, Inc.	\$49,662.00

Compton Press Industries has provided printing services to the city for fiscal years 2013/2014, 2014/2015 and 2015/2016 and their service has been satisfactory fulfilling our printing needs on a timely basis. Therefore, I recommend the contract be awarded to the lowest qualified bidder Compton Press Industries, Inc., 23079 Commerce Dr, Farmington Hills, MI 48335 to supply printing services for the City calendar, Update newsletters and the Annual Drinking Water Quality Report from July 1, 2016 through June 30, 2019 in an amount not to exceed \$48,957.00 or \$16,319.00 per fiscal year. This is a budgeted item that will be included in the amount of \$19,500.00 in account 101-780-880.000 for the calendar and newsletters and \$2,000.00 in account 592-536-757.000 for the annual water quality report in the fiscal year budgets for 2016/2017, 2017/2018, and 2018/2019.

If you have any questions concerning this matter please contact me.

Attachment

c.c. Dee Ann Irby
 Bid File
 O/F

dm

Recommended for Approval as Submitted:

Tom Colombo
 Tom Colombo, City Administrator

2-26-2016
 Date

Dee Ann Irby
 Dee Ann Irby, City Treasurer/Comptroller

2/26/16
 Date

Council Approval Required

AGREEMENT FOR PRINTING SERVICES

This agreement entered into this ____ day of _____, 2016 between the City of Grosse Pointe Woods ("CITY") and Compton Press Industries.

WHEREAS, the Grosse Pointe Woods City council on _____, 2016, awarded a contract to provide printing services for the City of Grosse Pointe Woods, and;

WHEREAS, the parties wish to clarify their respective duties and responsibilities under the contract as set forth in this Agreement.

IT IS AGREED:

1. Award of Contract: COMPTON PRESS INDUSTRIES is hereby awarded a contract to perform the following services as specified below.
2. Costs:
Update Newsletter, including delivery to distribution service:
 - a. Three (3) 12-page (August and November 2016, 2017, 2018 and February 2017, 2018, 2019);
 - b. November 2016, 2017, 2018 issue of the *Update* to include Park Pass Application;
 - c. One (1) 16-page (May 2017, 2018, 2019).Consumer Confidence Report (CCR)
 - a. One (1) two-sided CCR, trimmed to fit and stapled into the center of the May 2017, 2018, 2019 issues of the Update Newsletter.City Calendar, including delivery to distribution service:
 - a. One (1) 2017, 2018, and 2019 City calendar (December 2016, 2017, 2018).Total costs not to exceed \$48,957 from July 1, 2016 through June 30, 2019 (\$16,319 annual expense).
3. Specifics: Work includes printing services and delivery to distribution service and City Hall. City to provide InDesign file. Consistent with the bid specifications, the total costs include all simple alterations required on the proofs before printing.
4. Payment: All invoices are net, payable within 15 days of receipt. If any phase of the project is delayed for longer than sixty days for reasons that are not caused by the printer, COMPTON PRESS INDUSTRIES will bill for work completed.
5. Term of Contract: Services are to be provided from July 1, 2016 through June 30, 2019.
6. Incorporation of Bid Specs: The terms and specifics set forth in the Bid Specifications are incorporated into this Agreement by reference. If there are any inconsistencies between the Bid Specifications and this Agreement, this Agreement controls.

IN WITNESS WHEREOF the parties have signed this Agreement on the date first written above.

City of Grosse Pointe Woods

COMPTON PRESS INDUSTRIES

By: Tom Colombo, City Administrator

By: _____

Its: _____

APPROVED FOR SIGNATURE

CHARLES T. BERSCHBACK

88

MEMO 16 - 05

TO: Tom Colombo, City Administrator
FROM: Joseph J Ahee, Director of Public Services
DATE: February 25, 2016
SUBJECT: Recommendation – Rubbish Bag Contract

RECEIVED
FEB 29 2016
CITY OF GROSSE POINTE WOODS

Dyna Pak Corp. has supplied bags to the city in prior years including the 2015/2016 fiscal year and has proven to be a reputable manufacturer supplying a satisfactory product. The current price of \$7.98 per 50-bag sleeve was a 4.5% decrease over the previous year. They have offered to provide bags for the upcoming 2016/2017 fiscal year at a further reduced price of \$7.83 per 50-bag sleeve or an additional 1.9% price decrease. I do not believe any benefit will accrue to the City to seek further competitive bids.

Therefore, I recommend a purchase order be issued to Dyna Pak Corporation, 112 Helton Drive, Lawrenceburg, TN 38464 to supply rubbish bags at a cost of \$7.83 per 50-bag sleeve from July 1, 2016 through June 30, 2017. This is a budgeted item that will be included in the 2016/2017 fiscal year budget in the amount of \$41,250.00 in account 598-787-757.000. Rubbish bag orders are placed as needed and based on current inventory we do not anticipate placing an order before July 1, 2016.

If you have any questions concerning this matter please contact me.

Attachment
c.c. Dee Ann Irby
O/F

I recommend approval of the above stated agreement and do not believe any benefit will accrue to the City to seek further competitive bids.

Tom Colombo
Tom Colombo, City Administrator

2-26-2016
Date

Dee Ann Irby
Dee Ann Irby, City Treasurer/Comptroller

2/26/16
Date

Council Approval Required

Debbie Mathews

From: Info@ [dynapak info@dynapak.com]
Sent: Friday, February 19, 2016 10:00 AM
To: Debbie Mathews
Subject: bag pricing

TO: THE CITY OF GROSSE POINT WOODS.
FROM: DALE MIKLICH DYNA PAK CORP.
IN ORDER TO RETAIN YOUR BUSINESS, DYNA PAK WOULD LIKE TO OFFER A REDUCED PRICE
ON THE TRASH BAGS WE CURRENTLY SUPPLY.
NEW PRICE OF \$7.83/50 COUNT.
WE APPRECIATE YOUR BUSINESS AND THANK YOU FOR YOUR CONSIDERATION.

Thanks,
SINCERELY , DALE MIKLICH
Dyna Pak Corporation IS A MANUFACTURER of PLASTIC BAGS,FILM, TRASH BAGS & CAN LINERS
Dale Miklich
112 Helton Drive
Lawrenceburg, TN 38464
PH:800-759-3962
Fax: 931-766-1814

EMAIL: INFO@DYNAPAK.COM

8C

MEMO 16 - 08

TO: Tom Colombo, City Administrator
FROM: Joseph J Ahee, Director of Public Services
DATE: March 4, 2016
SUBJECT: Recommendation – Pool Opening – Lake Front Park

RECEIVED
MAR 08 2016
CITY OF GROSSE PTE. WOODS

B&B Pools and Spas has provided a proposal in the amount of \$7,250.00 for the spring pool opening. B&B Pools has been servicing the pool satisfactorily since 1977 and has provided this service with no price increase since 2004. Moreover, the warranty on the pool liner will be void if another company opens the pool and damages the liner.

I do not believe any benefit will accrue to the City to seek further competitive bids for this service. Based upon the positive history with B&B Pools and to preserve the pool liner warranty, I recommend that we issue a purchase order to B&B Pools and Spas, 31071 Industrial Rd., Livonia, MI 48150 for the spring opening of the pool in an amount not to exceed \$7,250.00. This is a budgeted item in the 2015/2016 fiscal year budget in general ledger account 101-774-818.103 for pool maintenance contractual services.

If you have any questions concerning this matter please contact me.

Attachment

c.c. Dee Ann Irby
O/F
dm

I recommend approval of the above stated agreement and do not believe any benefit will accrue to the City to seek further competitive bids.

Tom Colombo
Tom Colombo, City Administrator

3-8-2016
Date

Dee Ann Irby
Dee Ann Irby, City Treasurer/Comptroller

3-8-16
Date

Council Approval Required



www.bandbpools.com

Date: 2/1/16

To: City of Grosse Pointe Woods
23000 Jefferson
St Clair Shores, MI 48080

2016 PROPOSAL FOR POOL OPENING

Thank you for this opportunity to offer our proposal for the spring opening of your pool. The opening procedure will include the following work:

- 1) For pools without a cover drain and acid wash the pool using the weakest solution possible to accomplish thorough cleaning without damaging the pool's finish. Special chemical additives will be used to protect metal finishes.
- 2) *Covered* pools will have the winter cover pumped off and cleaned. We will provide an initial chlorine shock of the pool.
- 3) Reassemble the pool fittings and lights. Remount the deck equipment, such as, ladders, rails and diving boards.
- 4) Reassemble the filtration equipment, such as, pump, chlorinator, filter, & heater.

NOTE: The opening quotation does not include any repairs, parts or labor that are not specifically quoted.

B&B Pool Co. is fully licensed, bonded and insured. A certificate of insurance will be provided upon request. B&B Pool Co. has been building, renovating, supplying and servicing pools for over 35 years.

B&B Pool Service & Supply Company is licensed by the State of Michigan as a Residential Builder by the Michigan Department of Energy, Labor & Economic Growth. License #2102070299

We Propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

SEVEN THOUSAND TWO HUNDRED and FIFTY dollars \$7250.00

The payment terms are: NET 30

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature ERIC DAVIS *Date* 2-1-16

Note: This proposal may be withdrawn by us if not accepted within **90** days.

Main Office:
31071 Industrial Road
Livonia, MI 48150-2023
Phone: 734-427-3242
Fax: 734-427-3235

Retail Store:
29440 Six Mile Road
Livonia, MI 48152
Phone: 734-522-SWIM
Fax: 734-522-0311

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ *Date* _____

Contact name _____ *Phone Number* _____

PLEASE CALL TO SCHEDULE AN OPENING DATE 734-427-3242 x 200

MEMO 16 - 09

8D

RECEIVED
MAR 08 2016
CITY OF GROSSE POINTE WOODS

TO: Tom Colombo, City Administrator
FROM: Joseph J Ahee, Jr., Director of Public Services *JA*
DATE: March 8, 2016
SUBJECT: Recommendation – Bark Mulch for City Landscape Beds

An "Invitation to Bid" for supplying bark mulch and injection of mulch in city landscape beds was posted on the Michigan Intergovernmental Trade Network (MITN) website on February 1, 2016 and emails were forwarded to over 100 vendors. The information was also advertised in the Grosse Pointe News. The following bids were received at the bid opening on March 1, 2016.

Bedrock Express Ltd.	\$16,622.50
Parks Services	\$19,000.00
Green Meadows Lawnscape	\$22,010.00
ABS Landscape Management	\$23,825.00
Continuum	\$30,710.00
U.S. Lawns	\$33,135.00
Signature Services	\$35,550.00

Bedrock Express Ltd. has provided this service to the city in the past and their work was satisfactory. Mulching of the city landscape beds helps to reduce weeds and retain moisture for healthy trees, plants and flowers. While all the bids received exceed the current budget, I've spoken with Bedrock Express and they agreed to reduce the quantity of bulk mulch requested in the bid specifications to meet our budgetary dollar limits. Therefore, I recommend a purchase order to supply bark mulch and injection of mulch in city landscape beds be issued to the lowest qualified bidder, Bedrock Express Ltd., 1290 N. M15, Ortonville, MI 48462 in an amount not to exceed \$15,960.00. This is a budgeted item in the 2015/2016 budget included in Lake Front Park account 101-774-818.102 in the amount of \$4,000.00 and in Major Streets account 202-463-818.000 in the amount of \$12,000.00. No funds budgeted for mulch have been utilized to date.

If you have any questions concerning this matter please contact me.

c.c. Dee Ann Irby
Bid File
O/F

Recommended for Approval as Submitted:

Tom Colombo

Tom Colombo, City Administrator

3-09-2016

Date

Dee Ann Irby

Dee Ann Irby, City Treasurer/Comptroller

3-9-16

Date

Council Approval Required

MEMO 16 - 10

TO: Tom Colombo, City Administrator

FROM: Joseph J Ahee, Director of Public Services *JA*

DATE: March 9, 2016

SUBJECT: Recommendation – Lake Front Park Pool Filter Room Sump Pump Alarms

K&S Ventures, Inc. has provided a quote in the amount of \$6,550.00 to alarm the sump pumps in the pool filter room at Lake Front Park. In the event of equipment failure or problems with the sump pumps, this system provides remote monitoring by sending alarms to designated cell phones and will have a hard-wired horn/strobe light combination on the exterior of the building to alert park employees, and will monitor the main pool and diving well surge tanks for overflow. The price shown on the attached quote includes equipment, programming and labor. This is a necessary precautionary alarm system as this building sustained approximately \$23,000.00 in damages when the pumps failed during a severe storm in August 2014. I do not believe any benefit will accrue to the City to seek further competitive bids.

This is a budgeted item included in the 2015/2016 fiscal year budget in the amount of \$5,000.00 in account 401-902-977.104. Funds in the amount of \$2,500.00 included in the 2015/2016 budget in account 401-902-977.104 for the maintenance garage roof will not be used so are available to cover the additional \$1,550.00 needed for the sump pump alarms. Therefore, I recommend a purchase order be issued to K&S Ventures, Inc., 2653 Auburn Road, Auburn Hills, MI 48326 in the amount of \$6,550.00 to install the alarming system for the sump pumps in the pool filter room at Lake Front Park.

If you have any questions concerning this matter please contact me.

Attachment

c.c. Dee Ann Irby
O/F

I recommend approval of the above stated agreement and do not believe any benefit will accrue to the City to seek further competitive bids.

Tom Colombo

Tom Colombo, City Administrator

3-10-2016

Date

Dee Ann Irby

Dee Ann Irby, City Treasurer/Comptroller

3-10-16

Date

Council Approval Required



MECHANICAL & ELECTRICAL CONTRACTING • ENERGY MANAGEMENT SYSTEMS • TEMPERATURE CONTROLS

February 19, 2016

Joe Ahee
City of Grosse Pointe Woods
20025 Mack Ave.
Grosse Pointe Woods, MI 48236

RE: Lake Front Park Pool Filter Room Sump Pump Alarming

Dear Joe,

K & S Ventures Inc. is pleased to provide pricing for the alarming of the sump pumps in the pool filter room at Lake Front Park for the City of Grosse Pointe Woods. The alarming will provide both remote monitoring through the city wide BMS and hard wired horn/strobe combination on the exterior of the building. We will also monitor the water level of the pool surge tanks.

SCOPE OF WORK

- Installation of Jace equipment controller
 - City to provide remote internet connection to pool filter room
- Wiring connection to existing pump panel
- Install two floats one in each surge tank
- Conduit necessary wiring to exterior building for horn/strobe
- All necessary programming and set-up of new Jace
- Test and verify proper operations

Work Not Included in Total Cost

- Work to existing pump alarm panel, controls or floats
- Remote internet connectivity to be provided by City
- Any additional repairs to system

Total Cost: \$6,550.00*

*Price valid for 30 days

Please feel free to contact our office at 248-299-4212 with any questions or concerns.

Sincerely,

Randy Blomberg
K & S Ventures Inc.

Approved By: _____ Signature: _____

Date: _____ Purchase Order #: _____

2653 AUBURN RD • AUBURN HILLS, MI 48326 • TELEPHONE (248) 299-4212 • FAX (248) 299-4216

CITY OF GROSSE POINTE WOODS

PROCLAMATION

WHEREAS, the holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945 – six million were murdered; Roma (Gypsies), people with disabilities, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons; and millions more, including homosexuals, Jehovah's Witnesses, Soviet prisoners of war, and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

WHEREAS, the history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments; and

WHEREAS, we the people of the City of Grosse Pointe Woods should always remember the terrible events of the Holocaust and remain vigilant against hatred, persecution, and tyranny; and

WHEREAS, we the people of the City of Grosse Pointe Woods should actively rededicate ourselves to the principles of individual freedom in a just society; and

WHEREAS, the Days of Remembrance have been set aside for the people of the City of Grosse Pointe Woods to remember the victims of the Holocaust as well as to reflect on the need for respect of all peoples; and

WHEREAS, pursuant to an Act of Congress (Public Law 96-388, October 7, 1980), the United States Holocaust Memorial Council designates the Days of Remembrance of the Victims of the Holocaust to be Sunday, May 1, through Sunday May 8, 2016, including the Day of Remembrance known as Yom Hashoah, Thursday, May 4, 2016.

NOW, THEREFORE, I, ROBERT E. NOVITKE, Mayor of the City of Grosse Pointe Woods, Michigan, do hereby proclaim the week of Sunday, May 1, through Sunday, May 8, 2016, as Days of Remembrance in memory of the victims of the Holocaust and in honor of the survivors as well as the rescuers and liberators, and further proclaim that we, as citizens of the City of Grosse Pointe Woods, should work to promote human dignity and confront hate whenever and wherever it occurs.

Mayor Robert E. Novitke
May 4, 2016



10A

MEMO 16 - 11

RECEIVED

MAR 14 2016

CITY OF GROSSE PTE. WOODS

TO: Tom Colombo, City Administrator

FROM: Joseph J. Ahee, Director of Public Services *ja*

DATE: March 10, 2016

SUBJECT: Wayne County Annual Permit Community Resolutions

Each year Wayne County issues the City of Grosse Pointe Woods an Annual Maintenance Permit to Construct, Operate, Use and/or Maintain – To Occupy the Right-of-Way of County Roads. The County also requires an Annual Pavement Restoration Permit and an Annual Permit for Special Events. As in prior years, the Model Community Resolutions and copies of the city's certificate of insurance must accompany the approved permits. Assistant City Attorney Chip Berschback has reviewed the permits and resolution and has no objections.

I recommend the City Council adopt the Model Community Resolutions authorizing execution of the annual maintenance permit, the annual pavement restoration permit, and the annual permit for special events, authorize the Director of Public Services to sign the permits, and authorize the City Clerk to forward said documents to Wayne County.

If you have any questions concerning this matter please contact me.

Attachments

c.c. Dee Ann Irby
O/F

Recommended for Approval as Submitted:

Tom Colombo

Tom Colombo, City Administrator

3-11-2016

Date

Dee Ann Irby

Dee Ann Irby, City Treasurer/Comptroller

3-11-16

Date

Council Approval Required



Warren C. Evans
County Executive

February 23, 2016

City Of Grosse Pointe Woods
20025 Mack Plaza Dr
Grosse Pointe Woods, MI 48236-2343

RE: Annual Pavement Restoration Permit - A-16109

Attention: Joseph Ahee

Enclosed is your Wayne County Annual Pavement Restoration Permit package. The Annual Permit authorizes your company to occupy Wayne County road rights-of-way for the purpose of pavement repair and restoration.

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

1. *General Conditions and Limitations of Permits*
2. *Indemnity and Insurance Attachment*
3. *Model Community Resolution*

Please review the insurance attachment carefully, since the insurance requirements have been recently updated.

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

http://www.waynecounty.com/dps/construction_permits.htm

In particular, refer to Section 6, "Restoration" and Section 7, "Maintaining Traffic and Traffic Control Devices" for specific rules and specifications regarding pavement restoration work. Additionally, refer to Wayne County Standards of Permit Construction, numbered: PR-1, PR-2, PR-3, PR-4 and PR-5 for detailed specifications on pavement repair and patching. These standards are also available online at the above web address.

As an additional condition of this annual permit, the Permit Holder agrees to provide at least 72 hours prior notice before starting any construction. Each notice shall be sent to the Permit Office at the address shown below and shall include the location and date of the proposed work along with a detailed set of construction plans.

For each restoration project, plan review and inspection costs, including overtime, supervision, materials testing and emergency work (if required) will be billed to the Permit Holder on a monthly basis.

Please return the original permit, signed and dated by an authorized signatory, confirming that the signer's name is typed below the signature line and submit these documents to:

**Wayne County Department of Public Services
Permit Office
Attn: Ms. Janice Clarke
33809 Michigan Avenue
Wayne MI 48184**

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

If you have any questions regarding this Annual Permit, please contact me at 734.595.6504, extension 2002.

Sincerely,



Janice Clarke
Permit Coordinator

C: file

Attachments: Annual Permit
General Conditions and Limitations of Permits
Indemnity and Insurance Attachment
Model Community Resolution

DATE _____



Wayne County Department of Public Services Engineering Division – Permit Office

Conditions & Limitations of Permits

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

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

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

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

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

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

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

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

1. The Permit Holder shall provide at least three (3) days advanced notice, excluding Saturdays, Sundays and holidays, to the Permit Office prior to the commencement of any permitted activities by submitting a START OF WORK NOTIFICATION form by mail, fax or e-mail. In certain instances, additional notice may be required by the Permit Office. In the event that construction work ceases for a period of time, then the Permit Holder shall notify the Wayne County Inspector at least 24 hours prior to resuming work.
2. The Permit Holder shall comply with all requirements of the Miss Dig Statue, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG", at (800) 482-7161, at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
3. The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office at (734) 955-2154, at least 72 hours prior, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**Wayne County Department of Public Services
Engineering Division – Permit Office
Indemnity and Insurance Attachment**

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

Certificates of insurance shall be required for all construction permits, excluding residential driveway permits. Each certificate of insurance and any associated correspondence shall reference the plan review number of the project. General liability and automotive liability insurance coverage shall be in amounts detailed below:

The general liability insurance coverage shall be in amounts not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$1,000,000 for bodily injury each person, each occurrence and property damage liability \$1,000,000 each occurrence.

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

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

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

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

Licensee agrees to make application for renewal thereof at least sixty (60) days before the expiration date of the policy then in force and to file a certified copy of such renewed policy with the Permit Office.

The policy shall also provide by endorsement for the removal of the contractual exclusion.

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

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

Resolution No. _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Title
_____	_____
_____	_____

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



Warren C. Evans
County Executive

February 20, 2016

City Of Grosse Pointe Woods
20025 Mack Plaza Dr
Grosse Pointe Woods, MI 48236-2343

RE: Annual Maintenance Permit - A-16054

Attention: Joseph Ahee

Enclosed is your Wayne County Annual Maintenance Permit package. The Annual Permit authorizes a municipality to occupy Wayne County road rights-of-way for the purpose of inspection, repair and routine maintenance of the following facilities which are under its jurisdiction:

1. Sanitary sewer inspection, repair and routine maintenance.
2. Water main inspection, repair, routine maintenance and installation of residential and commercial water service connections (two-inch maximum diameter).
3. Application of dust palliatives.
4. Repair and replacement of existing sidewalks.

Note: A separate permit will be required for final pavement repairs when pavement is broken while making either emergency or non-emergency repairs.

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

1. *Scope of Work and Conditions for Municipal Maintenance Permits*
2. *General Conditions and Limitations of Permits*
3. *Indemnity and Insurance Attachment*
4. *Model Community Resolution*

Please review the insurance attachment carefully, since the insurance requirements have been recently updated.

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

http://www.waynecounty.com/dps/construction_permits.htm

As a condition of the annual permit, the County requires that your governing body pass a blanket resolution of approval which

- a) agrees to fulfill all permit obligations and conditions
- b) to the extent allowed by law, hold harmless and defends Wayne County and its officials and employees against any and all damage claims, suits or judgments of any kind or nature arising as a result of the permitted activity
- c) designates and authorizes an appropriate official of the requesting municipality to sign the permit on its behalf.

Please return the original permit, signed and dated by the person authorized and designated by the resolution, along with a certified copy of the resolution and a copy of your certificate of insurance, consistent with the requirements transmitted in this package. Type the name of the designated signer below the signature line and submit these documents to:

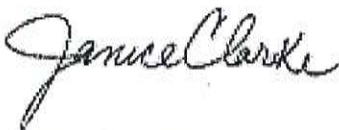
Wayne County Department of Public Services
Permit Office
Attn: Ms. Janice Clarke
33809 Michigan Avenue
Wayne MI 48184

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

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

If you have any questions regarding this Annual Permit, please contact me at 734.595.6504, extension 2002.

Sincerely,



Janice Clarke
Permit Coordinator

C: file

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

JOSEPH AHEE PERMIT HOLDER / AUTHORIZED AGENT	DATE	PREPARED BY
<BLANK> CONTRACTOR / AUTHORIZED AGENT	DATE	VALIDATED BY Mr. Ali Aljawad DATE



**Wayne County Department of Public Services
Engineering Division – Permit Office
Scope of Work and Conditions Attachment
For Annual Municipal Maintenance Permits**

The Annual Permit authorizes the municipality to occupy Wayne County road rights-of-way for the purpose of inspection, repair and routine maintenance of the facilities listed below that are under its jurisdiction.

Scope of Work - The following work is authorized under the Annual Maintenance Permit:

Sanitary Sewers

1. Inspection, repair and routine maintenance of the facilities under its jurisdiction

Water Main and installation of 2" pipe

1. Inspection, repair and routine maintenance of the facilities under its jurisdiction
2. Water service connection with 2" diameter pipe or less, serving single customer

A separate permit will be required for any operations performed under the following conditions for Water and/or Sanitary related work:

- a. For all water service connections larger than a two inch (2") diameter.
- b. For any water service connection that serves more than one customer.
- c. Whenever work is to be performed in a new subdivision.
- d. For any sanitary sewer service connection.

Dust Palliative Applications

1. Dust palliative treatment shall be with calcium magnesium chloride in accordance with Wayne County specifications.
2. The municipality shall designate each road to be treated with dust palliative and pay the Contractor for all materials and service.
3. Prior to the application of Dust Palliative Materials, the Permit Holder shall provide at least seven (7) days notice to the Wayne County Roads Division (313-955-9920) to allow for preparation and inspection of the roads to be treated.

Sidewalk

1. Existing sidewalks may be repaired or replaced at existing alignment on existing grade.

A separate permit will be required for the construction of a new sidewalk, for the replacement of an existing sidewalk on a new alignment or grade or for the construction of new sidewalk ramps to the County road.

Street Sweeping

1. Street sweeping shall be performed during daylight hours only.
2. All traffic control devices shall conform to the provisions of the current MMUTCD.

Permit Conditions

1. **A separate permit will be required for final pavement repairs when pavement is broken while making either emergency or non-emergency repairs.**
2. Reports indicating all work performed or that no work was performed under the permit shall be provided to the Permit Office at the end of each month.
3. Any work not covered under the annual scope of work and conditions above shall require a separate permit. Refer to the *Wayne County Rules, Specifications and Procedures Construction Permits*.
4. All inspection costs, including overtime, supervision, testing of materials and emergency work, if required, shall be billed to the Permit Holder.



Wayne County Department of Public Services Engineering Division – Permit Office

Conditions & Limitations of Permits

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

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

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

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

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

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

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

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

1. The Permit Holder shall provide at least three (3) days advanced notice, excluding Saturdays, Sundays and holidays, to the Permit Office prior to the commencement of any permitted activities by submitting a **START OF WORK NOTIFICATION** form by mail, fax or e-mail. In certain instances, additional notice may be required by the Permit Office. In the event that construction work ceases for a period of time, then the Permit Holder shall notify the Wayne County Inspector at least 24 hours prior to resuming work.
2. The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG", at (800) 482-7161, at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
3. The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office at (734) 955-2154, at least 72 hours prior, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**Wayne County Department of Public Services
Engineering Division – Permit Office
Indemnity and Insurance Attachment**

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

Certificates of insurance shall be required for all construction permits, excluding residential driveway permits. Each certificate of insurance and any associated correspondence shall reference the plan review number of the project. General liability and automotive liability insurance coverage shall be in amounts detailed below:

The general liability insurance coverage shall be in amounts not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$1,000,000 for bodily injury each person, each occurrence and property damage liability \$1,000,000 each occurrence.

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

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

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

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

Licensee agrees to make application for renewal thereof at least sixty (60) days before the expiration date of the policy then in force and to file a certified copy of such renewed policy with the Permit Office.

The policy shall also provide by endorsement for the removal of the contractual exclusion.

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

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

Resolution No. _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Title
_____	_____
_____	_____

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



Warren C. Evans
County Executive

February 24, 2016

City Of Grosse Pointe Woods
20025 Mack Plaza Dr
Grosse Pointe Woods, MI 48236-2343

RE: Annual Permit for Special Events - A-16142

Attention: Joseph Ahee

Enclosed is your Wayne County Annual Permit for Special Events package. This annual permit grants preliminary authorization to a municipality to

- a) temporarily close a county road for a reasonable length of time for a parade, marathon, festival or similar activity;
- b) to use a county road as a detour for traffic around such activity taking place on a non-county road.
- c) place a temporary banner within the County right-of-way;

In addition to the annual permit, the package also includes the following attachments, which are incorporated by reference into the permit:

1. *Annual Special Events Attachment for Municipalities*
2. *Banner Attachment for Municipalities*
3. *General Conditions and Limitations of Permits*
4. *Model Community Resolution*

As a condition of the annual permit, the County requires that a governing body pass a blanket resolution, effective for all permitted road closures for special events and installation of banners planned throughout the year which

- a) agrees to fulfill all permit obligations and conditions for the current year
- b) to the extent allowed by law, hold harmless and defends Wayne County and its officials and employees against any and all damage claims, suits or judgments of any kind or nature arising as a result of the permitted activity.
- c) designates and authorizes an appropriate official of the requesting municipality to sign the permit on its behalf

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

For additional information on the Annual Permit for Special Events (Road Closure/Detour and Banner Placement), please refer to Rule 11.4 published in the Wayne County, Rules, Specifications & Procedures for Construction Permits.

This publication may be downloaded at

http://www.waynecounty.com/dps/construction_permits.htm

Please return the original permit, signed and dated by the person authorized and designated by the resolution, along with a certified copy of the resolution consistent with the requirements transmitted in this package. Type the name of the designated signer below the signature line and submit these documents to:

**Wayne County Department of Public Services
Permit Office
Attn: Ms. Janice Clarke
33809 Michigan Avenue
Wayne MI 48184**

Once received, an executed copy will be returned to you for your files.

If you have any questions regarding this Annual Permit, please contact me at 734.595.6504, extension 2002.

Sincerely,



Janice Clarke
Permit Coordinator

C: file

Attachments:

*Annual Permit
Annual Special Events Attachment for Municipalities
Banner Attachment for Municipalities
General Conditions and Limitations of Permits
Model Community Resolution*

PERMIT OFFICE 33809 MICHIGAN AVE WAYNE, MI 48184, PHONE (734) 595-6504 FAX (734) 595-6356
72 HOURS BEFORE ANY CONSTRUCTION. CALL Various Staff (734) 595-6504, Ext: 2009 FOR INSPECTION



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

PERMIT No. A-16142	
ISSUE DATE 1/1/2016	EXPIRES 12/31/2016
REVIEW No.	WORK ORDER

PROJECT NAME
GROSSE POINTE WOODS - SPECIAL EVENTS

LOCATION VARIOUS	CITY/TWP GROSSE POINTE WOODS
----------------------------	----------------------------------------

PERMIT HOLDER CITY OF GROSSE POINTE WOODS 20025 MACK PLAZA DR GROSSE POINTE WOODS, MI 48236-2343	CONTRACTOR CONTACT <BLANK>
CONTACT JOSEPH AHEE	(313) 343-2460

DESCRIPTION OF PERMITTED ACTIVITY (72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

TO ALLOW TEMPORARY CLOSURE OF CERTAIN LOCAL AND COUNTY ROADS FOR A SPECIFIED PERIOD OF TIME IN ACCORDANCE WITH ALL GENERAL AND SPECIAL CONDITIONS OF THIS PERMIT.

REFER TO ATTACHEMENT: ANNUAL SPECIAL EVENTS PERMIT FOR MUNICIPALITIES TO CONDUCT PARADES, BLOCK PARTIES, MARATHONS, CELEBRATIONS AND FESTIVALS.

PERMIT TO INSTALL BANNERS WITHIN THE COUNTY ROAD RIGHT-OF-WAY. EACH REQUEST FOR A BANNER SHOULD BE SUBMITTED ONE MONTH PRIOR TO INSTALLMENT FOR APPROVAL.
 PLEASE REFER TO ATTACHMENT: ANNUAL PERMIT FOR MUNICIPAL BANNERS

PERMIT HOLDER SHOULD CONTACT/INFORM THE LOCAL POLICE, HOSPITAL, FIRE MARSHAL, SCHOOL AND ANY OTHER LOCAL AGENCIES ARE/MAY BE AFFECTED BY THIS ROAD CLOSURE THREE (3) BUSINESS DAYS PRIOR TO SCHEDULED CLOSURE.

THE PERMIT HOLDER SHOULD CONTACT THE WAYNE COUNTY TRAFFIC OFFICE AT (734) 955-2154 THREE (3) WORKING DAYS PRIOR TO ANY CLOSURE.

THE CONTRACTOR/PERMIT HOLDER WILL SET UP AND MAINTAIN ALL BARRICADING AND SIGNS IN ACCORDANCE WITH THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES ([HTTP://MUTCD.FHWA.DOT.GOV](http://MUTCD.FHWA.DOT.GOV)) AND WILL BE THE RESPONSIBILITY OF THE PERMIT HOLDER.

ALL ATTACHMENTS ARE INCORPORATED BY REFERENCE AS PART OF THIS PERMIT.

FINANCIAL SUMMARY PERMIT FEE \$0.00 PLAN REVIEW FEE..... \$0.00 PARK FEE..... \$0.00 OTHER FEE..... \$0.00 BOND..... \$0.00 INSPECTION DEPOSIT..... \$0.00 OTHER BOND \$0.00 TOTAL COSTS \$0.00 TOTAL CHECK AMOUNT CASHIER DATE 1/1/2016	DEPOSITOR LETTER OF CREDIT DEPOSITOR	APPROVED PLANS PREPARED BY PLANS APPROVED BY DATE PLANS APPROVED 1/1/2016 REQUIRED ATTACHMENTS GENERAL CONDITIONS ANNUAL ROAD SPECIAL EVENTS FOR MUNICIPALITIES ANNUAL BANNER PERMIT ATTACHMENT FOR MUNICIPALITIES SAMPLE COMMUNITY RESOLUTION RULES, SPECIFICATIONS AND PROCEDURES FOR PERMIT CONSTRUCTION - AVAILABLE ONLINE AT www.waynecounty.com/dps_engineering_cpoffice.htm (PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)
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In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES

JOSEPH AHEE PERMIT HOLDER / AUTHORIZED AGENT	DATE	PREPARED BY
<BLANK> CONTRACTOR / AUTHORIZED AGENT	DATE	VALIDATED BY Mr. Ali Aljawad DATE



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

**Annual Special Events for Municipalities
Road Closure/Detour Guidelines**

An Annual Permit granting permission to temporarily close a County road for a reasonable length of time for a parade, marathon, celebration, festival or similar activity, or to use a County road as a detour for traffic around such activity taking place on a non-County road may be issued by the Permit Office to a governing body of a city, incorporated village or township.

A permit, granting authorization to close County roads and to set detours over County roads may be issued if an annual Special Events Permit was previously executed with an associated blanket resolution. For each event, the Permit Holder shall submit a written request at least ten (10) business days prior to the commencement of a road closure. Each request shall be submitted on municipal letterhead and include the following information:

- a) The nature of the activity for which the permit is requested;
- b) The dates and times it is proposed to close and reopen the County road to traffic;
- c) The roads and/or portions of roads to be closed;
- d) The proposed detour route or routes, including a map if necessary to clearly describe the proposed detour.

The written request shall be sent to the following offices:

Wayne County Permit Office
33809 Michigan Ave
Wayne MI 48184

Wayne County Division of Roads
Traffic Operations Office
29900 Goddard Road
Romulus MI 48242

Upon approval of the request, a permit will be issued authorizing the special event activities.

Permit Conditions:

1. All roads temporarily closed under the permit shall be County local roads, as certified under Act 51, P.A. 1951, with residential frontage exclusive of section line (mile roads), quarter section line (collector roads) and border line roads.
2. Road closures authorized under the permit shall not be for the purpose of allowing private commercial activities such as advertising or the sale of goods, wares or produce.
3. The Permit Holder, at no expense to the County, shall provide any necessary police supervision.
4. Road closures authorized under the permit shall not have the effect of depriving property which is not adjacent to the section of road being closed from continuous uninterrupted access to the main public road system.
5. The closure or partial closure of the road and any detour route selected shall allow alternative routes for the reasonably safe and convenient movement of traffic.
6. Road closures authorized by the permit shall not exceed the approved duration, generally between 24 and 72 hours.
7. The Permit Holder shall, at no expense to the County, install, maintain and remove all traffic control devices required for the temporary road closure and detour routes.
8. All traffic control devices installed in conjunction with the road closure or partial closure and any detour route shall conform to the provisions of the current MMUTCD.
9. The Permit Holder shall, at its sole expense, immediately following conclusion of the permitted activity clean up and remove any litter, debris, refuse, etc., placed or left in the right-of-way as a result of the permitted activity. In the event that the Permit Holder fails to clean up as required, causing Wayne County to do the cleanup work, the Permit Holder shall reimburse Wayne County any costs incurred to restore the right-of-way.
10. The Permit Holder acknowledges that the County may, at its sole discretion, deny any road closure proposed under the permit.



**Wayne County Department of Public Services
Engineering Division – Permit Office
Banner Attachment for Municipalities
Guidelines**

Pursuant to MCL §247.323, a permit for installation of any banner to be placed within or over County road right-of-way may be issued to a governing body of a city, incorporated village or township. Commercial signs shall not be permitted within the right-of-way of any road under the jurisdiction of the Wayne County.

A permit, authorizing the placement of banners within the County right-of-way may be issued if an annual Special Events Permit was previously executed with an associated blanket resolution. For each event, the Permit Holder shall submit a written request at least ten (10) business days prior to the placement of banner(s). Each request shall be submitted on municipal letterhead and include the following information:

- a) The activity in connection with which the banner is to be placed;
- b) The location of the proposed installation, including distance to overhead traffic control devices;
- c) A description of the banner, including any legend or symbol thereon;
- d) The height of any overhead banner from the road surface to its lowest point;
- e) The dates the banner will be erected and removed. This period shall not exceed a time specified by the Permit Office. An acceptable period of time for banners to be in place is a total of three (3) weeks, except for Holiday decorations which may be in place for eight (8) weeks;
- f) Such other information as the Permit Office may deem necessary.

Upon approval of the request, a permit will be issue authorizing the special event activities.

Design & Placement Requirements

- a) Any banner shall be designed, installed and located so as to avoid danger to those using the road or undue interference with the free movement of traffic or maintenance operations.
- b) Any banner shall be securely fastened so as to have a minimum bottom height of 18 feet above the surface of the traveled way, shall be placed no closer than 100 feet in advance of flashing beacons or traffic control signals and shall be placed so as to not obstruct a clear view of traffic lights, signals or other traffic control devices.
- c) Banners shall not be attached to trees.
- d) No banner shall have displayed thereon any legend or symbol which may in any way be construed to advertise or otherwise promote the sale of or publicize any merchandise or commodity, or which may be construed to be political in nature.
- e) No banner shall have displayed thereon any device that is or purports to be an imitation of, resembles or may be mistaken for a traffic control device or which attempts to direct the movement of traffic.
- f) No banner shall be above ground figures, signs or other structures, objects or devices whether lit or unlit.
- g) Decorations shall not include flashing lights, reflective materials or other devices that may distract motorists.

Permit Conditions

- a) Any authorization may be revoked by the Permit Office if the banner placement becomes dangerous to those using the road or unduly interferes with the free movement of traffic or maintenance operations.
- b) The city, village or township making application shall faithfully fulfill all permit requirements.

An addendum authorization may be revoked by the Permit Office upon failure to comply with any permit conditions.



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

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

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

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

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

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

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

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

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

1. The Permit Holder shall provide at least three (3) days advanced notice, excluding Saturdays, Sundays and holidays, to the Permit Office prior to the commencement of any permitted activities by submitting a START OF WORK NOTIFICATION form by mail, fax or e-mail. In certain instances, additional notice may be required by the Permit Office. In the event that construction work ceases for a period of time, then the Permit Holder shall notify the Wayne County Inspector at least 24 hours prior to resuming work.
2. The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG", at (800) 482-7161, at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
3. The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office at (734) 955-2154, at least 72 hours prior, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**Wayne County Department of Public Services
Engineering Division – Permit Office
Indemnity and Insurance Attachment**

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

Certificates of insurance shall be required for all construction permits, excluding residential driveway permits. Each certificate of insurance and any associated correspondence shall reference the plan review number of the project. General liability and automotive liability insurance coverage shall be in amounts detailed below:

The general liability insurance coverage shall be in amounts not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$1,000,000 for bodily injury each person, each occurrence and property damage liability \$1,000,000 each occurrence.

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

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

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

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

Licensee agrees to make application for renewal thereof at least sixty (60) days before the expiration date of the policy then in force and to file a certified copy of such renewed policy with the Permit Office.

The policy shall also provide by endorsement for the removal of the contractual exclusion.

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

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

Resolution No. _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name	Title
_____	_____
_____	_____

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

CITY OF GROSSE POINTE WOODS

Office of the City Clerk

Memorandum

DATE: 03/15/16
TO: Mayor and City Council
FROM: Lisa Hathaway, City Clerk
SUBJECT: Fee Schedule Changes



After evaluating the current Public Hearing fee, I am proposing a fee increase from \$250 to \$500 in order to recapture the City's true cost and properly align our fee schedule with that of the neighboring communities.

Once a Public Hearing is scheduled, costs incurred by the City include a publication in the Grosse Pointe News, which averages \$165, envelopes, paper and postage. Staff time involves prepping and mailing notices to properties within a 300' radius, as well as processing, reviewing, and preparing correspondence for the Council agenda. Our current rate of \$250 for a Public Hearing does not recoup our cost.

A survey of neighboring municipalities has identified Grosse Pointe Shores and Grosse Pointe Farms charging \$500 for a public hearing, and Grosse Pointe Park charges \$300. Based on these comparison results, a fee of \$500 would not be out of line for Grosse Pointe Woods.

Finally, consideration should be given to eliminating the Fireworks Field Vendor Permit fee due to the cancellation of the Fireworks Event.

**CITY OF GROSSE POINTE WOODS
BUILDING DEPARTMENT
MEMORANDUM**

RECEIVED
MAR 15 2016
CITY OF GROSSE PTE. WOODS

TO: Tom Colombo, Interim City Administrator
FROM: Gene Tutag, Building Official *GT*
DATE: February 11, 2016
SUBJECT: Fee Adjustment Recommendation - 2016

In response to your request for justification for not raising Grosse Pointe Woods Building Department fees, permit fees are reviewed regularly to ensure that they are covering the cost of providing services to applicants without overcharging for services or discouraging persons from obtaining permits.

The current fee schedule was reviewed and adjusted in March of 2015 and is based on an attempt to balance three principles:

- 1) Individuals obtaining services should cover the costs of the services;
- 2) minimizing the impact of permit fees on property owners and builders; and
- 3) being competitive with surrounding jurisdictions.

Fees of surrounding communities and the State of Michigan have been reviewed and are shown for comparison on the attached spreadsheet. We are, for the most part, on the high end of similar services provided by jurisdictions we are comparing our fees to. However, line item by line item accurate comparisons are actually difficult to make since each jurisdiction has a different formula for calculating fees, including charges not shown as applicable with the initial application fee. The total fees paid may be significantly different from what is implied by the lower application fee.

In 2015, fees were increased where necessary to cover the cost of providing services.

Since that time, the only fee increase that can be justified is an increase of our zoning compliance permits for fences. The current fee for a zoning compliance permit for a fence is \$20. I am recommending that this fee be increased to \$50 to cover the costs for administrative and inspection services.

I am also recommending that a \$50 re-inspection fee for fences be adopted. The reason in support of this increase for fence permits is that any fence permit – regardless of its simplicity or the apparent speediness with which it can be issued – results in the investment of at least one hour of

staff time, when all activity related to such permit is accounted for. Additionally fence permit applications are not always complete; sometimes applicants fail to follow our ordinance, requiring staff to reject the application and start over, and in quite a few instances involve a field visit prior to issuing the permit. In support of the re-inspection fee, when we arrive for scheduled inspections some jobs are not ready, partially ready, or do not pass due to location, tree roots, concrete in the way, water in the holes or the holes not being deep enough. The re-inspection fee would cover our cost for the inspection and may cause contractors to call and cancel inspections when they know the job will not be ready.

Last calendar year 92 fence permits were issued.

As shown on the attached sheet a fence/zoning compliance permit is \$50 in GP Shores and GP Farms charges \$31 plus \$77 for a re-inspection fee.

We are recommending that the City Council adopt the following amendments to the existing fee schedule as follows:

TYPE	SERVICE	CURRENT FEE	PROPOSED FEE
Zoning Compliance	Fence	\$20	\$50
Re-Inspection Fee	Fence	\$ 0	\$50



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

10C

Part I

Application for Special License for Sale of Beer and Wine Only or Beer, Wine and Spirits for Consumption on the Premises

1. Application for ☐ Wine Auction ☒ Beer & Wine Only ☐ Beer, Wine & Spirits

2. Has your organization previously received a special license? ☒ Yes ☐ No

3. When was your organization formed? (mm/dd/yyyy): 12/11/1950

4. Applicant and Contact Information

Name of applicant organization City of Grosse Pointe Woods

Street Address, City, State, Zip Code 20025 Mack Plaza, Grosse Pointe Woods, MI 48236

Contact name Tom Colombo Phone number 313 343-2450

E-mail address cityadmin@gpwmi.us Fax number 313 343-2785

Provide a name and address of where the special license should be mailed, if not to the organization address listed above:
Same

5. Event Information - Attach a copy of your resolution or minutes from the meeting for your application to be considered

Application must be received by this office not less than 10 days before your event date. Failure to submit your application a minimum of 10 days prior to your event may result in no license being issued, pursuant to administrative rule R 436.575.

Event date(s) and the hours of operation for each:

1. Fri. 06/24/16; 2. Fri. 07/29/16; 3. Fri. 08/26/16 - All 3 events hours will be 7 p.m. - 10 p.m.

Describe the type of event(s) being held for each date requested:

A family event with music. Music on the lawn.

Location Name: City Hall

Street Address: 20025 Mack Plaza

This location is in the (city, incorporated village or township) of: Grosse Pointe Woods County of: Wayne

Is this event for a Millionaire Party? ☐ Yes ☒ No

If yes, have you obtained a Millionaire party license from the Michigan Gaming Control Board? ☐ Yes ☐ No

Will this event be held outdoors? ☒ Yes ☐ No

What are the dimensions of the proposed total area (indoor or outdoor)? 232' feet by 138' feet.

What is the type and height of the barrier that will be used to enclose the area?

4' vinyl winter fencing

Describe the type of security that will be used for the event(s) and how they will be utilized to secure and monitor to prevent sales to minors and sales to visibly intoxicated persons.

Public Safety Auxiliary will check I.D. and issue wrist bands to people who are legal age to consume alcohol, and monitor activities. Signage will be posted identifying: "Must be 21 years of age or older to consume alcoholic beverages - Picture I.D. must be shown."

In addition to the questions above it is your responsibility to submit a clear/legible diagram that contains the dimensions of the area, and how it will be contained and secured.



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Part I - Continued

Application for Special License for Sale of Beer and Wine Only or Beer, Wine and Spirits for Consumption on the Premises

All applicants - We certify that all profits derived from the sale of beer, wine and/or spirits will go to the organization and not to any individual. We further certify that the statements made are true. We further agree to abide by all provisions of the Liquor Control Code and Administrative Rules; that any license issued by the Commission is a contract subject to suspension or revocation by the MLCC, that there shall be no liability on the part of the State of Michigan, the MLCC, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

President (Print and sign name) Robert E. Novitke, Mayor-Grosse Pointe Woods

Home address, city, state, zip code 19971 W. Clairview Ct., Grosse Pointe Woods, MI 48236

Witness (Print and sign name) _____

*****Notary and Witness must be two separate people*****

Notary (Print and sign name) _____ Date _____

Notary public, State of Michigan, County of _____

My commission expires _____ Acting in the County of _____

Secretary (Print and sign name) Lisa Kay Hathaway, City Clerk

Home address, city, state, zip code 20544 Villa Grande Circle, Clinton Township, MI 48038

Witness (Print and sign name) _____

*****Notary and Witness must be two separate people*****

Notary (Print and sign name) _____ Date _____

Notary public, State of Michigan, County of _____

My commission expires _____ Acting in the County of _____

6. Church or School

Is the proposed location within 500 feet of a church or school? ☒ Yes ☐ No

I, the authorized representative of the named church and/or school, state that we have no objection to the issuance of a special license to the applicant organization at the location entered on the resolution.

Name of church and/or school: Grosse Pointe Woods Presbyterian Church

Name of clergy member or superintendent: Rev. Edward Dunn

Street Address, City/Village/Township, Zip Code: 19950 Mack Avenue, Grosse Pointe Woods, MI 48236

Phone number: 313 886-4301 Email address: gpwpc@comcast.net

Signature and date of the authorized church clergy member and/or school superintendent: (Attach additional sheets if necessary)

Edward Dunn 2/9/16

Please Note: The Commission has the sole and only right to grant or deny this application



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Part I - Continued

Application for Special License for Sale of Beer and Wine Only or Beer, Wine and Spirits for Consumption on the Premises

7. Military Installation

Is the proposed location at a military installation or a facility operated by the military? ☐ Yes ☒ No

If you answered "yes," you must also complete and submit the local government resolution in Part III of this application package.

Military Agreement Number: N/A

We understand the granting of this license and operation under such license are subject to all regulations of the Department of Military Affairs, the provisions of the Liquor Control Code and MLCC Administrative Rules

8. Sunday Sales

Will this event be held on a Sunday? ☐ Yes ☒ No

If you answered "yes," section 1113, being MCL 436.2113(2), requires that proceeds received from the sale of food and other goods and services will exceed 50% of the total gross receipts on your event date.

Will your event commence prior to noon? ☐ Yes ☒ No

If yes, verify that your local unit of government allows early morning sales of alcohol on Sundays and enclose \$160.00

Will your event include the sale of spirits? ☐ Yes ☒ No

If yes, verify that your local unit of government allows sales of spirits on Sundays

9. Police Approval - The agency with primary jurisdiction where the event is held must complete this section

I certify that I have investigated the application of this organization for a Special License for the sale of beer and wine or beer, wine and spirits for consumption on the premises and approve the issuance of a license by the Michigan Liquor Control Commission.

Name of law enforcement agency Grosse Pointe Woods Department of Public Safety

Name and title of approving officer (please print): Bruce J. Smith, Director of Public Safety

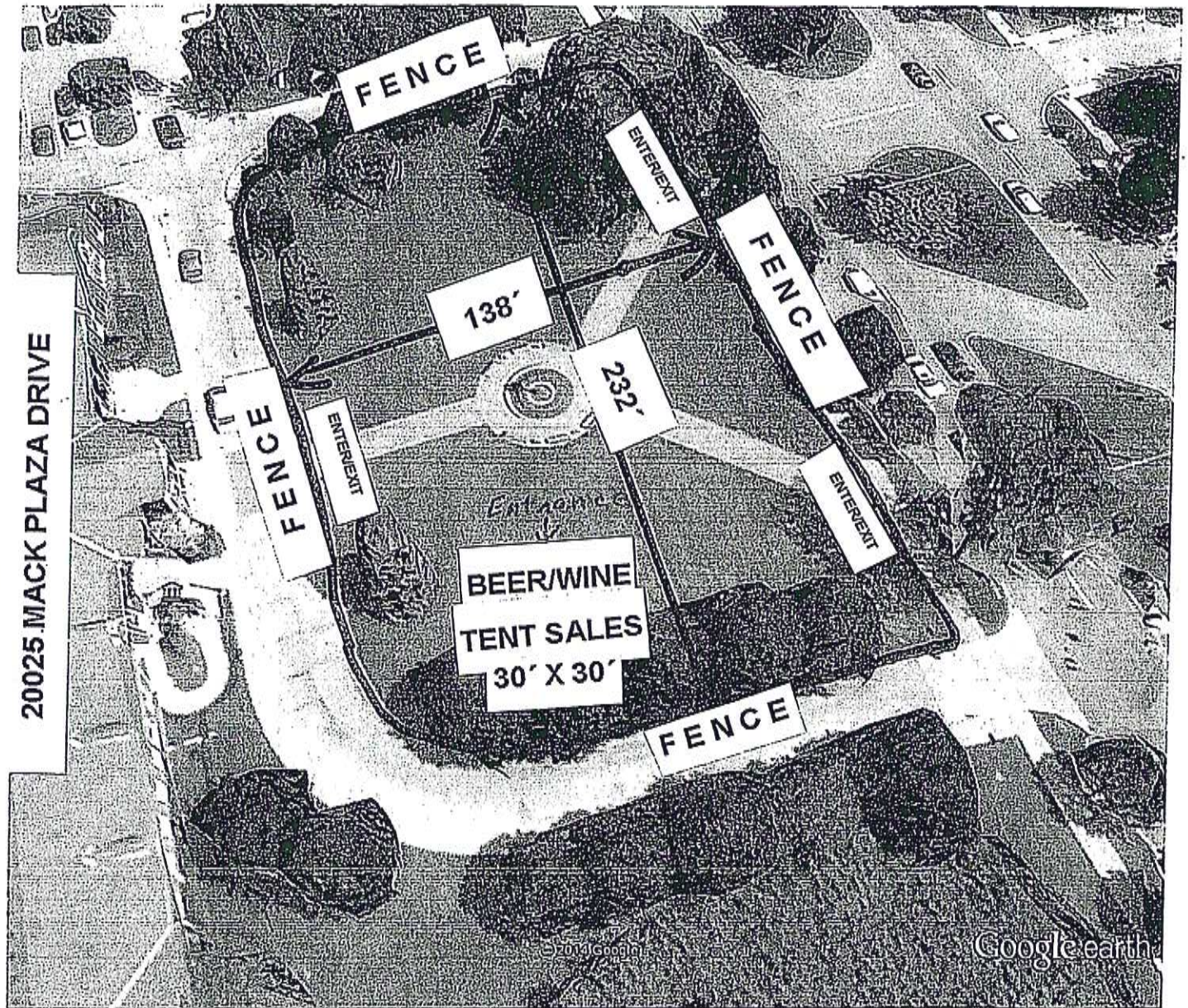
Signature and date of approving officer:  2/9/2016

Phone number of approving officer: 313 343-2420

E-mail of approving officer: bsmith@gpwmi.us

CITY HALL

20025 MACK PLAZA DRIVE



Google earth

Google earth

feet 100
meters 30



- **Public Safety Auxiliary Officers will be monitoring the entrances and exits of both the beer/wine tent and the fenced area to ensure compliance with the laws of the State of Michigan and the Rules of the MLCC regarding the sale, furnishing, and consumption of alcoholic beverages.**
- **The beer/wine tent will be enclosed on three sides with signage posted, "Must be 21 years of age or older to consume alcoholic beverages – Picture I.D. must be shown"**
- **Only individuals with wrist bands will be permitted to purchase or consume beer/wine.**
- **Total Service area is 138' x 232' = 32,016 sq. ft.**
- **Perimeter of fenced area = 731' (grassy area in front of City Hall)**
- **Snow fencing will be used to enclosed grassy area.**



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**Bond of Special License for Sale of
Beer, Wine and Spirits for Consumption on the Premises**
(Authorized by MCL 436.1801(1)(b))

PART II

*****NOTICE: Bonding Company must attach power of attorney to this form**

Bond No. 62678602

Applicant Information

Name of Organization:

City of Grosse Pointe Woods

Location name and address (street name, city/village/township, zip code and county) where event is to be held:

City of Grosse Pointe Woods Municipal Complex

City Hall Front Lawn, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236

Wayne

Know all men by these presents, that the above applicant, as principal,

and WESTERN SURETY COMPANY

of 101 S. Reid St., Ste. 300 street, city of Sioux Falls State of South Dakota

have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year) February 17th, 2016

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): June 24th, 2016

If accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): February 17th, 2016

Signature of Officer of Special License Applicant _____

Printed (or typed) name of officer and title _____

Attorney-in-fact (print or type name) Paul T. Bruflat, Vice President

Attorney-in-fact Signature Paul T. Bruflat

Name of Surety Company WESTERN SURETY COMPANY

Address and phone of Surety Company P.O. Box 5077
Sioux Falls, SD 57117-5077 (605)336-0850

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls
State of South Dakota, its regularly elected Vice President
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One One Day Liquor

bond with bond number 62678602

for City of Grosse Pointe Woods

as Principal in the penalty amount not to exceed: \$ 1,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 17th day of February, 2016.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By

Paul T. Bruflat

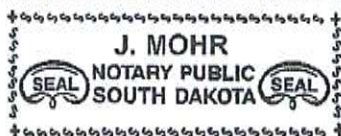
Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss



On this 17th day of February, 2016, before me, a Notary Public, personally appeared Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.





Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

**Bond of Special License for Sale of
Beer, Wine and Spirits for Consumption on the Premises**
(Authorized by MCL 436.1801(1)(b))

PART II

***NOTICE: Bonding Company must attach power of attorney to this form

Bond No. 62678664

Applicant Information

Name of Organization:

City of Grosse Pointe Woods

Location name and address (street name, city/village/township, zip code and county) where event is to be held:

City of Grosse Pointe Woods Municipal Complex

City Hall Front Lawn, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236

Wayne

Know all men by these presents, that the above applicant, as principal,

and WESTERN SURETY COMPANY

of 101 S. Reid St., Ste. 300 street, city of Sioux Falls State of South Dakota

have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year) February 17th, 2016

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): July 29th, 2016

if accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): February 17th, 2016

Signature of Officer of Special License Applicant

Printed (or typed) name of officer and title

Attorney-in-fact (print or type name) Paul T. Bruflat, Vice President

Attorney-in-fact Signature

Name of Surety Company WESTERN SURETY COMPANY

Address and phone of Surety Company P.O. Box 5077
Sioux Falls, SD 57117-5077 (605) 336-0850

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One One Day Liquor

bond with bond number 62678664

for City of Grosse Pointe Woods

as Principal in the penalty amount not to exceed: \$ 1,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its
Vice President with the corporate seal affixed this 17th day of February,
2016.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By

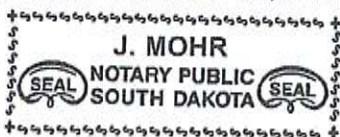
Paul T. Bruflat

Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 17th day of February, 2016, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the
voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.





Michigan Department of Licensing and Regulatory Affairs
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**Bond of Special License for Sale of
Beer, Wine and Spirits for Consumption on the Premises**
(Authorized by MCL 436.1801(1)(b))

PART II

***NOTICE: Bonding Company must attach power of attorney to this form

Bond No. 62678685

Applicant Information

Name of Organization:

City of Grosse Pointe Woods

Location name and address (street name, city/village/township, zip code and county) where event is to be held:

City of Grosse Pointe Woods Municipal Complex

City Hall Front Lawn, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236

Wayne

Know all men by these presents, that the above applicant, as principal,

and WESTERN SURETY COMPANY

of 101 S. Reid St., Ste. 300 street, city of Sioux Falls State of South Dakota

have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year) February 17th, 2016

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): August 26th, 2016

if accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): February 17th, 2016

Signature of Officer of Special License Applicant

Printed (or typed) name of officer and title

Attorney-in-fact (print or type name) Paul T. Bruflat, Vice President

Attorney-in-fact Signature

Name of Surety Company WESTERN SURETY COMPANY

Address and phone of Surety Company P.O. Box 5077

Sioux Falls, SD 57117-5077 (605) 336-0850

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls
State of South Dakota, its regularly elected Vice President
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One One Day Liquor

bond with bond number 62678685

for City of Grosse Pointe Woods

as Principal in the penalty amount not to exceed: \$ 1,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 17th day of February, 2016.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By

Paul T. Bruflat

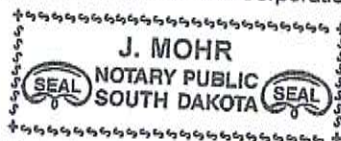
Paul T. Bruflat, Vice President



STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 17th day of February, 2016, before me, a Notary Public, personally appeared Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.





Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Authorized by R436.576)

At a _____ meeting of the _____
(regular or special) (membership or board of directors)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered.

Moved by _____ and supported by _____

that the application from _____
(name of organization)

for a special license to serve alcohol on _____
(event date(s))

to be located at _____
(physical address of event location - include location name, street address, city, state, zip code)

It is the consensus of this body that the application be _____ for issuance.
(recommended or not recommended)

Approval

Yeas: _____

Nays: _____

Absent: _____

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

at a _____ meeting held on _____
(regular or special) (date)

Name and title of authorized officer (please print): _____

Signature and date of authorized officer: _____

Phone number and e-mail of authorized officer: _____



Michigan Department of Licensing and Regulatory Affairs
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Part I

Application for Special License for Sale of Beer and Wine Only or Beer, Wine and Spirits for Consumption on the Premises

1. Application for ☐ Wine Auction ☒ Beer & Wine Only ☐ Beer, Wine & Spirits

2. Has your organization previously received a special license? ☒ Yes ☐ No

3. When was your organization formed? (mm/dd/yyyy): 12/11/1950

4. Applicant and Contact Information

Name of applicant organization City of Grosse Pointe Woods

Street Address, City, State, Zip Code 20025 Mack Plaza, Grosse Pointe Woods, MI 48236

Contact name Tom Colombo Phone number 313 343-2450

E-mail address cityadmin@gpwmi.us Fax number 313 343-2785

Provide a name and address of where the special license should be mailed, if not to the organization address listed above:
Same

5. Event Information - Attach a copy of your resolution or minutes from the meeting for your application to be considered

Application must be received by this office not less than 10 days before your event date. Failure to submit your application a minimum of 10 days prior to your event may result in no license being issued, pursuant to administrative rule R 436.575.

Event date(s) and the hours of operation for each:

Sat. 09/17/16 rain date Sun. 09/18/16 5 p.m.-9 p.m.

Describe the type of event(s) being held for each date requested:

City Hall - Fall Fest

Location Name: City Hall

Street Address: 20025 Mack Plaza

This location is in the (city, incorporated village or township) of: Grosse Pointe Woods County of: Wayne

Is this event for a Millionaire Party? ☐ Yes ☒ No

If yes, have you obtained a Millionaire party license from the Michigan Gaming Control Board? ☐ Yes ☐ No

Will this event be held outdoors? ☒ Yes ☐ No

What are the dimensions of the proposed total area (indoor or outdoor)? 232' feet by 138' feet.

What is the type and height of the barrier that will be used to enclose the area?

4' vinyl winter fencing

Describe the type of security that will be used for the event(s) and how they will be utilized to secure and monitor to prevent sales to minors and sales to visibly intoxicated persons.

Public Safety Auxiliary will check I.D. and issue wrist bands to people who are legal age to consume alcohol, and monitor activities. Signage will be posted identifying: "Must be 21 years of age or older to consume alcoholic beverages - Picture I.D. must be shown."

In addition to the questions above it is your responsibility to submit a clear/legible diagram that contains the dimensions of the area, and how it will be contained and secured.



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
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Part I - Continued

Application for Special License for Sale of Beer and Wine Only or Beer, Wine and Spirits for Consumption on the Premises

All applicants - We certify that all profits derived from the sale of beer, wine and/or spirits will go to the organization and not to any individual. We further certify that the statements made are true. We further agree to abide by all provisions of the Liquor Control Code and Administrative Rules; that any license issued by the Commission is a contract subject to suspension or revocation by the MLCC, that there shall be no liability on the part of the State of Michigan, the MLCC, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

President (Print and sign name) Robert E. Novitke, Mayor-Grosse Pointe Woods

Home address, city, state, zip code 19971 W. Clairview Ct., Grosse Pointe Woods, MI 48236

Witness (Print and sign name) _____

*****Notary and Witness must be two separate people*****

Notary (Print and sign name) _____ Date _____

Notary public, State of Michigan, County of _____

My commission expires _____ Acting in the County of _____

Secretary (Print and sign name) Lisa Kay Hathaway, City Clerk

Home address, city, state, zip code 20544 Villa Grande Circle, Clinton Township, MI 48038

Witness (Print and sign name) _____

*****Notary and Witness must be two separate people*****

Notary (Print and sign name) _____ Date _____

Notary public, State of Michigan, County of _____

My commission expires _____ Acting in the County of _____

6. Church or School

Is the proposed location within 500 feet of a church or school? ☒ Yes ☐ No

I, the authorized representative of the named church and/or school, state that we have no objection to the issuance of a special license to the applicant organization at the location entered on the resolution.

Name of church and/or school: Grosse Pointe Woods Presbyterian Church

Name of clergy member or superintendent: Rev. Edward Dunn

Street Address, City/Village/Township, Zip Code: 19950 Mack Avenue, Grosse Pointe Woods, MI 48236

Phone number: 313 886-4301 Email address: gpwpc@comcast.net

Signature and date of the authorized church clergy member and/or school superintendent: (Attach additional sheets if necessary)

Edward Dunn 2/9/16

Please Note: The Commission has the sole and only right to grant or deny this application



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Part I - Continued

Application for Special License for Sale of Beer and Wine Only or Beer, Wine and Spirits for Consumption on the Premises

7. Military Installation

Is the proposed location at a military installation or a facility operated by the military? ☐ Yes ☒ No

If you answered "yes," you must also complete and submit the local government resolution in Part III of this application package.

Military Agreement Number: N/A

We understand the granting of this license and operation under such license are subject to all regulations of the Department of Military Affairs, the provisions of the Liquor Control Code and MLCC Administrative Rules

8. Sunday Sales

Will this event be held on a Sunday? ☐ Yes ☒ No

If you answered "yes," section 1113, being MCL 436.2113(2), requires that proceeds received from the sale of food and other goods and services will exceed 50% of the total gross receipts on your event date.

Will your event commence prior to noon? ☐ Yes ☒ No

If yes, verify that your local unit of government allows early morning sales of alcohol on Sundays and enclose \$160.00

Will your event include the sale of spirits? ☐ Yes ☒ No

If yes, verify that your local unit of government allows sales of spirits on Sundays

9. Police Approval - The agency with primary jurisdiction where the event is held must complete this section

I certify that I have investigated the application of this organization for a Special License for the sale of beer and wine or beer, wine and spirits for consumption on the premises and approve the issuance of a license by the Michigan Liquor Control Commission.

Name of law enforcement agency Grosse Pointe Woods Department of Public Safety

Name and title of approving officer (please print): Bruce J. Smith, Director of Public Safety

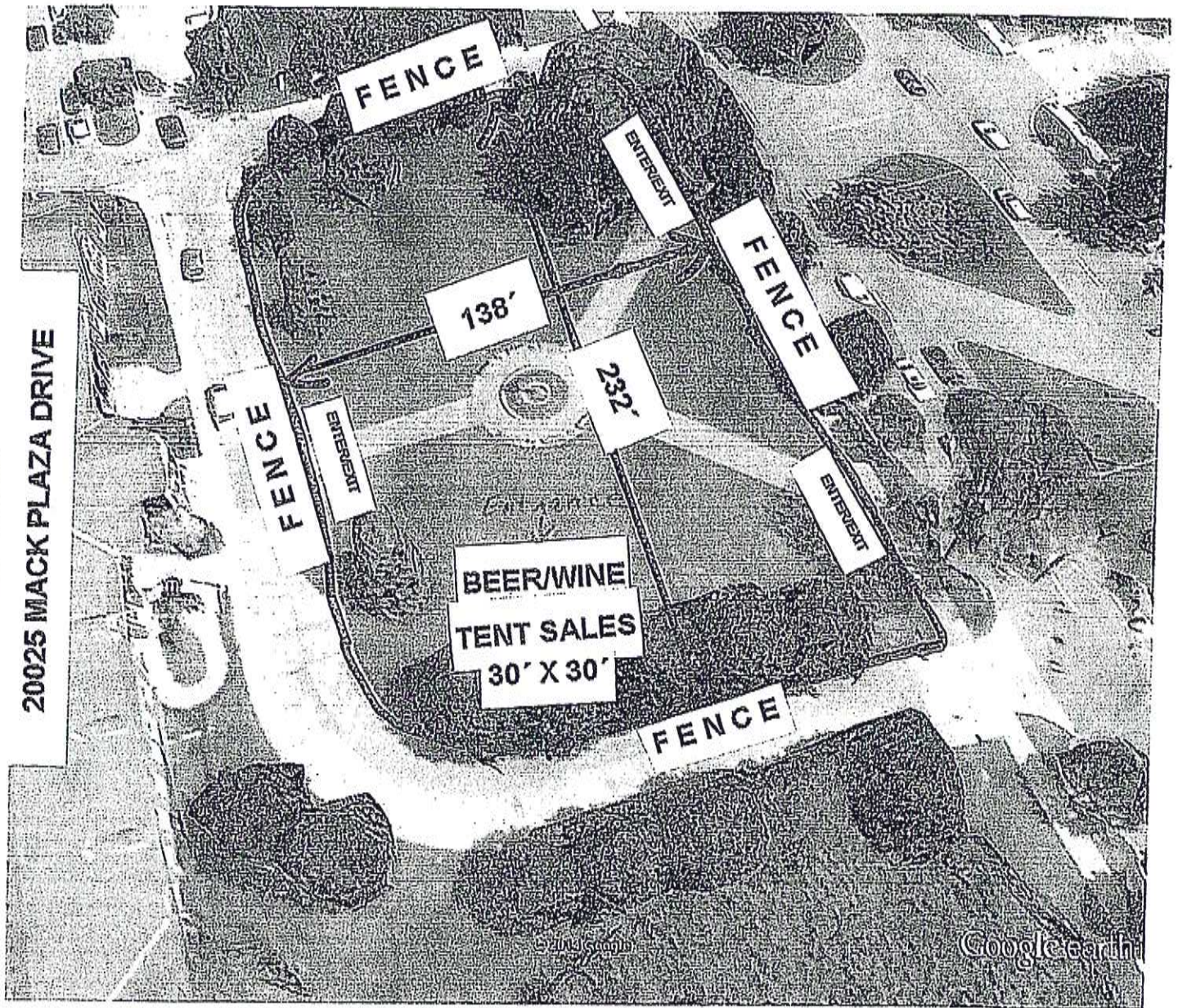
Signature and date of approving officer:  2/9/16

Phone number of approving officer: 313 343-2420

E-mail of approving officer: bsmith@gpwmi.us

CITY HALL

20025 MACK PLAZA DRIVE



Google earth

feet 100
meters 30



- Public Safety Auxiliary Officers will be monitoring the entrances and exits of both the beer/wine tent and the fenced area to ensure compliance with the laws of the State of Michigan and the Rules of the MLCC regarding the sale, furnishing, and consumption of alcoholic beverages.
- The beer/wine tent will be enclosed on three sides with signage posted, "Must be 21 years of age or older to consume alcoholic beverages – Picture I.D. must be shown"
- Only individuals with wrist bands will be permitted to purchase or consume beer/wine.
- Total Service area is $138' \times 232' = 32,016$ sq. ft.
- Perimeter of fenced area = 731' (grassy area in front of City Hall)
- Snow fencing will be used to enclosed grassy area.



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**Bond of Special License for Sale of
Beer, Wine and Spirits for Consumption on the Premises**
(Authorized by MCL 436.1801(1)(b))

PART II

*****NOTICE: Bonding Company must attach power of attorney to this form**

Bond No. 62696843

Applicant Information

Name of Organization:

City of Grosse Pointe Woods

Location name and address (street name, city/village/township, zip code and county) where event is to be held:

City of Grosse Pointe Woods Municipal Complex

City Hall Front Lawn, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236

wayne

Know all men by these presents, that the above applicant, as principal,

and WESTERN SURETY COMPANY

of 101 S. Reid St., Ste. 300 street, city of Sioux Falls State of South Dakota

have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year) March 3rd, 2016

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): September 17th, 2016

if accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant hereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): March 3rd, 2016

Signature of Officer of Special License Applicant

Printed (or typed) name of officer and title

Attorney-in-fact (print or type name) Paul T. Bruflat, Vice President

Attorney-in-fact Signature

Name of Surety Company WESTERN SURETY COMPANY

Address and phone of Surety Company P.O. Box 5077
Sioux Falls, SD 57117-5077 (605) 336-0850

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls
State of South Dakota, its regularly elected Vice President
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One One Day Liquor

bond with bond number 62696843

for City of Grosse Pointe Woods

as Principal in the penalty amount not to exceed: \$ 1,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 3rd day of March, 2016.

ATTEST

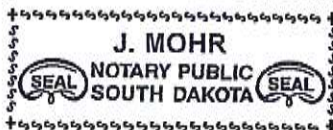
L. Nelson
L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY
By Paul T. Bruflat
Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 3rd day of March, 2016, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires June 23, 2021

J. Mohr
Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.





Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Authorized by R436.576)

At a _____ meeting of the _____
(regular or special) (membership or board of directors)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered.

Moved by _____ and supported by _____

that the application from _____
(name of organization)

for a special license to serve alcohol on _____
(event date(s))

to be located at _____
(physical address of event location - include location name, street address, city, state, zip code)

It is the consensus of this body that the application be _____ for issuance.
(recommended or not recommended)

Approval

Yeas: _____

Nays: _____

Absent: _____

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

at a _____ meeting held on _____
(regular or special) (date)

Name and title of authorized officer (please print): _____

Signature and date of authorized officer: _____

Phone number and e-mail of authorized officer: _____

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

MAR 07 2016

11A

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

March 01, 2016

Client: 000896

Matter: 000000

Invoice #: 109175

REGARDING: GENERAL MATTERS

For professional services rendered and expenses incurred relative
to the above matter:

TOTAL

\$1,944.05

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

March 01, 2016

Client: 000896

Matter: 000000

Invoice #: 109175

Attention: Mr. Al Fincham, City Administrator

Page: 1

RE: GENERAL MATTERS

For Professional Services Rendered through February 29, 2016

DATE	ATTY	DESCRIPTION	HOURS
2/1/2016	RWF	Telephone call from Ms. Irby, Mr. Colombo and Mr. Ahee regarding pending employee matter.	0.25
2/2/2016	RWF	Telephone call from Ms. Irby, Mr. Colombo and Mr. Ahee regarding pending employee discipline matter.	0.75
2/8/2016	RWF	Attention to preparation for attendance at City Council meeting; attendance at same.	3.50
2/9/2016	RWF	Attention to review of correspondence from Ms. Irby regarding Union demands for bargaining; attention to preparation of correspondence to Ms. Irby regarding same.	1.50
2/10/2016	RWF	Attention to review of correspondence from Ms. Irby regarding negotiations; attention to preparation of correspondence to Ms. Irby regarding POAM negotiations.	0.50
2/19/2016	RWF	Attendance at meeting with Ms. Irby, Mr. Colombo, Mr. Smith and Mr. Ahee regarding collective bargaining.	3.50
2/22/2016	CHR	Attention to research regarding limits on contributions to Health Savings Accounts.	1.00
2/23/2016	RWF	Attention to review of correspondence from Ms. Spehar regarding negotiations.	0.25
Total Services			\$1,856.25

ATTORNEY

RWF R. W. FANNING, JR.

HOURS

10.25

RATE

\$165.00

AMOUNT

\$1,691.25



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: Mr. Al Fincham, City Administrator

March 01, 2016

Client: 000896

Matter: 000000

Invoice #: 109175

Page: 2

RE: GENERAL MATTERS

ATTORNEY	HOURS	RATE	AMOUNT
CHR CATHERINE H. REED	1.00	\$165.00	\$165.00

DISBURSEMENTS

2/23/2016	Document Reproduction	\$87.80
Total Disbursements		\$87.80

Total Amount Due

\$1,944.05

